Greg Stevens
Executive Director

TEXAS COMMISSION ON LAW ENFORCEMENT

Technical Assistance Bulletin

To: All Texas Law Enforcement Agencies/Contract Training Providers
From: Cullen Grissom/Director of Education, Credentialing and Field Services
Regarding: **Reporting Training**
Date: 10/15/2024

For any agency or licensee considering reporting training to TCOLE:

Who Can Report Training? Training may be reported by any agency with a TCOLE agency number; however, individuals are prohibited from self-reporting training. There are restrictions on what type of training an agency can report. Agencies shall not report a licensing course, legislatively mandated course, or courses required for proficiency certificates unless they have a Training Provider Contract with TCOLE. There are over 300 such providers in the State, listed here- Training Providers | Texas Commission on Law Enforcement. Agencies without a Training Provider contract may only report training for their own licensees. Contract Training Providers may report training for any person with a TCOLE PID number.

How Is Training Reported? Training may not be submitted to TCOLE by paper, fax, or email. Training is only accepted through the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS). For information on how to access this system, please contact your agency's main point of contact for TCOLE or call TCOLE staff.

Who Can Instruct Training? An instructor must be a subject matter expert in the topic and must have documented knowledge/training/education and provide an instructor's biography that documents subject matter expertise. It is the responsibility of the training academy/training coordinator to select qualified instructors. A TCOLE instructor certification does not certify someone to teach any topic. If a documented subject matter expert does not hold a TCOLE instructor certification, the instructor must be approved in writing by the department's training coordinator or chief administrative officer and kept in the training file for the course.

What Types of Training Can be Reported? Any law enforcement related training or training that relates directly to the current or future duties of a licensee may be reported for any licensee. It is obvious that a class on criminal investigation can be reported for a peace officer, but also consider non-law enforcement courses if they are applicable to the licensees' duties. For example, a small engine repair course is non-traditional, but for a Jailer tasked with maintenance of the emergency generator at a jail facility, it is considered job-related.

What documentation of the Training Must be Maintained? Documentation requirements vary according to the type of reporting agency and the training being reported. For a Contract Training Provider, the documentation is more stringent. A more in-depth explanation of requirements can be found on the TCOLE website- http://www.tcole.texas.gov/content/training-provider-resources-0. In short, those requirements are to maintain a Training File with the following contents:

1. Rosters (both sign-in roster and final TCLEDDS roster),
2. Clearly defined learning objectives,
3. A complete lesson plan,
4. An instructor biography that documents subject matter expertise and any teaching credentials, and,

Greg Stevens
Executive Director

TEXAS COMMISSION ON LAW ENFORCEMENT

5. Assessment methods (must include the assessment of student learning and evaluation of instructor and course).

Courses taught by non-contracted agencies and courses reported by an agency for training received outside the agency, the Training File should have the following contents:

1. Either the lesson plan for the course, or a certificate of completion from the instructing agency, and,
2. The attendee's course evaluation (does not have to be the original. A useful sample, which ties the student to the course, is located on our website, here- https://www.tcole.texas.gov/content/training-provider-resources-0, and,
3. If available, copies of any course materials, handouts, etc.

When Must the Training be Reported? By Rule, the training must be reported within 30 days of completion, or the reporting agency can face administrative penalties. TCOLE will accept training up to 1 year old but will consider the agency as non-compliant with Rule and may choose to take follow-up action.

What Hours May be Reported? The actual length of the time spent in training may be reported. It is not acceptable to round up hours. TCOLE accepts that normal human needs require adequate breaks, but when such breaks extend beyond reasonable frequency or amounts of time, their use becomes unacceptable. Students are required to attend all classroom hours as listed in the instructor resource guide, there is no 10% attendance rule. TCOLE Rule 218.1 (C)(4) states that failure to meet the minimum course length may be grounds for denial of training. The course shall be taught the minimum hours that are listed, and the student shall attend the entire class to receive credit.

What Can Happen if the Above Guidelines are Not Followed? TCOLE can, at minimum, reject the training credit. If the infraction is negligent or intentional, the result could be cancelation of the agency's ability to submit training, action against the license of the person responsible (reprimand, suspension, revocation), administrative penalties (fines of up to $1,000/day/incident), and criminal charges (Tampering with a Government Document). TCOLE seeks voluntary compliance with Rule/Statute on training but will take further action when deemed necessary.