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Executive Director

TEXAS COMMISSION ON LAW ENFORCEMENT

Technical Assistance Bulletin

To: All Texas Law Enforcement Agencies/Contract Training Providers
From: Kenny Merchant/Director of Operations, Credentialing and Field Services
Regarding: **Reporting Training to TCOLE**
Date: December 20, 2018

For any agency or licensee considering reporting training to TCOLE, the following guidelines should be kept in mind:

Who Can Report Training? Training may be reported by any agency with a TCOLE agency number, but may not be reported by an individual. However, there are restrictions on what type of training each agency can report. Agencies wishing to report Basic Licensing Course, Legislatively Mandated Courses, or courses required for Proficiency Certification must have a Training Provider Contract with TCOLE. There are almost 300 such Providers in the State, listed here- <http://www.tcole.texas.gov/content/training-providers>. Non-Contract agencies 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 2 electronic venues- the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS) and the Department Reporting System (DRS- available to those agencies that do not have TCLEDDS). For information on how to access either of these systems, get in touch with your agency's TCOLE contact or call TCOLE staff.

Who Can Instruct Training? Any person, who has a TCOLE Instructor Certification, or, is designated, in writing, by the Agency Head or Training Coordinator, as a subject matter expert (SME) may instruct training for TCOLE credit. There are very few courses that actually require the Instructor to be a TCOLE Certified Instructor. Those that require this have the specific terminology in their curriculum abstract requiring the Certification. Having a TCOLE Instructor Certification does NOT give the Instructor the ability to report the above mentioned restricted courses, without being affiliated with a Contract Training Provider.

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 definitely 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 is here, on our 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 Lesson Plan,
4. An Instructor Biography that shows subject matter expertise and any teaching credentials, and,



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5. Assessment Instruments (both the Instructor's assessment of the students understanding of the material and the students assessment of the course/Instructor).

For courses taught by Non-Contract agencies, and for courses being reported by an agency that were not instructed by that same agency (outside training), 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- [http://www.tcole.texas.gov/sites/default/files/documents/Outside%20Training%20Verification%20\(RG\)%204-19-18.pdf](http://www.tcole.texas.gov/sites/default/files/documents/Outside%20Training%20Verification%20(RG)%204-19-18.pdf), 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, give credit for long lunch breaks or long coffee breaks. 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. There is no Rule as to how much time or percentage of a course a person may miss and still get credit for a course.

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.