

# Instructor Resource Guide



## **Court Security Specialist Update**

Course ID# 21015  
Continuing Education

Updated: May 2024

## ABSTRACT

This course is designed to inform students of changes in legislation regarding court security and provide a review of court security procedures. The information that must be covered during this course originates from the Court Security Specialist Certificate Course (# 21001, 21002, 21003, 21004, 21005, 21006, and 21007) and reference to the certification course is required. The curriculum can be found on the TCOLE website, <https://www.tcole.texas.gov>. The Court Security Specialist Update course (#21015) is designed for those wishing to keep their Court Security Specialist certificate valid.

In addition to any updated legislation, the following topics are required and must be covered during this course to qualify students for certificate maintenance or renewal:

- 21001 Introduction to Court Security
- 21002 Bailiff Function in Court Security
- 21003 Court Security Screening Basics
- 21004 Explosive Recognition and Awareness
- 21005 Introduction to Technology
- Judicial Security Overview

\*Please note that # 21006 and # 21007 are not required in the update course.

Instructors are responsible for locating and expounding upon legislative changes and updated case law.

To keep the court security specialist certificate valid, the holder must successfully complete an update course (# 21015) or be assigned primarily as a court security specialist by the appointing chief administrator once every two years.

If the certificate becomes invalid, a holder may obtain a new certificate under the initial application standards. Refer to TCOLE website for current copy of application form [www.tcole.texas.gov](http://www.tcole.texas.gov).

**Note:** This class only renews the TCOLE Court Security Specialist Certification. It does not count towards TCOLE course #10999 or other court security training requirements.

### **Instructor Resource Guide:**

This is an Instructor Resource Guide (IRG), not a lesson plan. The purpose of the IRG is to outline the minimum state requirements of what must be taught for a course to be considered compliant and receive TCOLE credit. It is the responsibility of the training coordinator to ensure this IRG is developed into a complete lesson plan. The learning objectives provided are the minimum state requirements for the Court Security Specialist Certification update.

- A qualified instructor/subject matter expert shall develop the IRG into a lesson plan that meets the needs of the organization and student.

### **Lesson Plan:**

Each organization is charged with creating their own lesson plan for how the organization will disseminate the information in the IRG.

- The IRG is designed to assist the instructor/subject matter expert in developing comprehensive lesson plans. The use of current statistics and best practices should be included in the lesson plan. Instructors are encouraged to add additional activities, videos, scenarios, they deem applicable to their topic area and target population.
- The institutions and instructors will determine how much time is spent on each topic/module, how many/what kind of examples or exercises are used during their presentation, and how in-depth they review each topic in the course they present.
- Any activity that is **suggested** is just that, an example or suggestion, and is not mandated for inclusion.
- Anything that is **required** must be included in the instructor's lesson plan.

**Note to Training Coordinators:**

It is the responsibility of the training coordinator to ensure this curriculum and its materials are kept up to date. Refer to curriculum and legal resources for changes in subject matter or laws relating to this topic as well as the Texas Commission on Law Enforcement website at [www.tcole.texas.gov](http://www.tcole.texas.gov) for edits due to course review. Training files must be kept on all courses reported for TCOLE credit.

Please refer to the current Court Security Specialist Certification course curriculum for student learning objectives and course content.

**Student Prerequisites:**

- The student must hold a Court Security Specialist certificate issued by the Texas Commission on Law Enforcement.

**Instructor Prerequisites:**

An instructor must be a subject matter expert in the topic, 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.

- Documented subject matter expert to include experience in content area of court security or similar security areas. An instructor must have documented knowledge/training/education and provide an instructor's biography that documents subject matter expertise. It is the responsibility of the training coordinator to select qualified instructors.
- A co-instructor is highly recommended for this course. The co-instructor should be a defensive tactics and/or firearms instructor for the scenario portion of the course.

**Length of Course:**

It is the training coordinator's responsibility to ensure the minimum hours are being met. Students are required to attend all classroom hours as listed in this 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. This course shall be taught the minimum hours that are listed in this guide and the student shall attend the entire class to receive credit.

- 4 hours, minimum

**Reference Materials:**

Court Security Specialist Certification Course

**Assessment:**

- Training providers are responsible for creating student assessments and documenting the mastery of all objectives in this course using various testing assessment opportunities.
  - Assessment opportunities include oral or written testing, interaction with instructor and students, case study and scenario, and other means of testing student's application of the skills taught as the instructor or department deems appropriate.
  - The minimum passing score shall be 70%.
  - Students must pass all practical portions of the course with a "satisfactory" or "pass."