

Instructor Resource Guide



Basic Peace Officer Course

Licensing Requirement

Updated: September 2023

ABSTRACT

This course is designed to meet the legislative mandates by the Texas Legislature that amends Texas Occupations Code Chapter 1701. The Basic Peace Officer Course (BPOC) is designed to provide knowledge, skills, and abilities to be successful as a new, Texas peace officer.

The layout of this instructor resource guide is designed by general module topics. Each of these topics of learning is subdivided into specific chapters that are similar in subject and are best taught near the other chapters to better facilitate learning. There are sixteen (16) specific areas of emphasis and 43 chapters in the BPOC. There are over 700 learning objectives in the BPOC.

The training coordinator/administrator should utilize extreme care in the organization and scheduling of this training to verify all objectives get full coverage and understanding when linked to preceding subject areas.

The instructor resource guide states the minimum required hours allotted for each chapter. It is the training coordinator's responsibility to ensure the minimum hours are being met. Each training coordinator/instructor will determine how much time is spent on each learning objective. 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. The minimum length of the course and chapters are listed on both the instructor resource guide and lesson plan. 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.

If students do not complete the original BPOC course they are enrolled in, they must start and complete another BPOC in its entirety. Partial credit may not be given to students who do not complete the entire course. Students who start one BPOC course may not be moved into another subsequent BPOC course due to failure, injury, or other lapse in training.

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 the IRG is developed into a complete lesson plan. The learning objectives provided in this IRG are the minimum state requirements for the BPOC training.

- A qualified instructor/subject matter expert shall develop the IRG into a lesson plan that meets the needs of the organization and student.
- Any activity that is **suggested** is just that, an example or suggestion, and is not mandated for inclusion.
- The BPOC is considered one class and must be reported as one class. The lesson plan for the BPOC can be developed as one single lesson plan in one document or developed as individual lesson plans for each chapter but must be saved together in one training file.

Please note: Each Training Academy shall create a lesson plan based on the requirements outlined in the IRG for a particular topic.

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, best practice policing models, and scenario-based training should also be included in the lesson plan development. Instructors are encouraged to add additional activities, videos, scenarios, they deem applicable to their topic area and target population.
- Training coordinators must work closely with instructors to determine how much time is spent on each learning objective, 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.
- Anything that is **required** must be included in the instructor's lesson plan.

Note to Training Academy Administrators/ Coordinators:

It is the responsibility of the training academy and/or training coordinator to ensure the educational content and materials are kept up to date. The BPOC is an evolving document and shall be treated as such. Instructors must always teach the most up-to-date information and updates to the lesson plans are vital. TCOLE will ensure the licensing exam is current and 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 for edits due to course review and/or legislative mandates.

Training academies must keep a complete training file on all courses reported for TCOLE credit. The BPOC is considered one class thus will have a large training file. A complete training file can be saved electronically but must be easily accessible in case of an audit.

A training file includes:

- A complete and fully developed lesson plan for each chapter in the BPOC. The lesson plan can be developed as one document or can be broken up into individual lesson plans per chapter. TCOLE provides student learning objectives, and the student learning objectives must be taught as they are presented. Learning objectives must not change. The IRG for the BPOC is not a lesson plan, but the minimum state requirements. Instructors shall not use a PowerPoint as a lesson plan. The lesson plan must be developed by a documented subject matter expert that details how the chapter and content will be presented.
- An instructor biography for all instructors who teach and co-teach any learning objectives in the BPOC. The instructor biography must detail the subject matter expertise and teaching experience. The instructor biography must be kept up to date. Guest speakers, not teaching any learning objectives, are not required to submit an instructor biography.

- An original sign-in sheet. The sign-in sheet must be legibly written and include the PID number.
- An assessment. There are several ways to achieve this, and more detail will be listed below in the “assessment” section. If a training academy has several tests throughout the academy, a grade sheet for each class must be included in the training file.
- A course evaluation. The evaluation should pose questions about the instruction of the class and how the content was presented. It is suggested to have course evaluations for each chapter in the BPOC to assist instructors and training coordinators in developing classes.
- An approved roster from TCLEDDS. Once the BPOC course has been completed and submitted to TCOLE for credit, a training academy must save the approved class roster.

Communication skills, both written and verbal are critical, making the incorporation of both in all scenarios, exercises, and discussion vital. It is strongly encouraged to incorporate writing exercises twice weekly, and more often in those scenarios where a report is involved. Writing exercises can be assigned as homework, saving valuable class time. There are several chapters in the BPOC where writing assignments can be utilized. They include Professionalism and Ethics, TCOLE Rules, Multiculturalism and Human Relations, US and Texas Constitutions, Penal Code, Code of Criminal Procedure, Arrest, Search and Seizure, Written Communication, Verbal Communication, Patrol Skills, to name a few. These written assignments should be evaluated and should include feedback.

Student Prerequisites:

- Must meet enrollment standards (Commission Rule 217.1)

Instructor Requirements:

- Instructor must be a subject matter expert in the chapter topic. 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 academy/training coordinator to select qualified instructors to instruct chapters in the BPOC.
- It is highly recommended that instructors have experience teaching in a law enforcement environment.
- 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.
- A TCOLE instructor certification does not certify someone to teach any chapter topic in the BPOC.

INSTRUCTOR NOTES

Module B3: Fitness, Wellness, and Stress Management

- It is highly encouraged that instructors/trainers have a background in developing, building, assessing, maintaining a physical fitness training program either by education or experience.
- Participation in physical training minimum of three days a week is highly encouraged.
- Establish a set of minimal standards for physical training while enrolled in the BPOC.
- Testing of minimum standards should be conducted at least twice during the course and require continuous improvement.

Module C7-10: US, Texas Constitutions and Rights, Penal Code, Code of Criminal Procedure, and Arrest, Search and Seizure topics

- Instructor must be a subject matter expert in US and Texas law.
- Instructors should have the ability to explain how to interpret and apply law as it pertains to law enforcement personnel and department policies.
- It is highly encouraged to have co-teacher/instructor with a legal background.

Module E17: Sexual Assault and Family Violence

- It is highly encouraged to include a co-presenter/co-teacher from the mental health community that specializes in sexual assault/family violence.

Module E20: Victims of Crime

- It is highly encouraged to include a co-presenter/co-teacher from the mental health community that specializes in victim handling and response.

Module F22: Traffic Code/Crash Investigations/TIM

- Instructors must compete and pass the TIM Instructor course to teach the TIM section in this chapter.
- This chapter requires the student to successfully complete the “National Traffic Incident Management (TIM) Responder Training Program” course. There is a free online TIMS course that students can take to meet the learning objectives for the TIMS section.
https://www.nhi.fhwa.dot.gov/course-search?tab=0&key=Traffic+incident&sf=0&course_no=133126A
- To find a qualified instructor to teach this section in person, please contact the Texas Department of Transportation (TxDOT) TIM Coordinating Manager or the Texas Department of Public Safety.

Module F23 Intoxicated Driver (SFST)

- An instructor must complete the NHTSA SFST Instructor course (#1016) and hold a TCOLE SFST Instructor Certification to teach this chapter.
- This chapter requires students to successfully complete the National Highway Traffic Safety Administration (NHTSA) SFST course.

- It is no longer required to report NHTSA zero hours separately.
- If the instruction of this chapter exceeds the TCOLE minimum 24 hours and does not have any additional content/curriculum added, the extra hours shall be reported in the Addendum to BPOC (course #101).
- The most up-to-date manual can be found here: <https://www.nhtsa.gov/dwi-detection-and-standardized-field-sobriety-test-sfst-resources>

Module G26: Spanish

- Training academies may enroll students in Spanish on Patrol to meet the Spanish requirement.

Module H27: De-escalation Techniques

- This course is not reported separately.
- Training academies may adopt the “Police Executive Research Forum's Integrating Communications, Assessment, and Tactics (ICAT)” course. Modules to cover include 2, 3, 4, 5 in their entirety. PERF ICAT Module 6 does not have to be completed in its entirety; only to the extent of completion of this curriculum’s section 6 objectives.
- If an academy does not adopt the ICAT program, the learning objectives listed in the chapter must be met by any curricula used to instruct de-escalation strategies.
- The PERF ICAT program including instructor guides, lesson plans, presentations, and video links is available for use at this location: <http://www.policeforum.org/icat-training-guide>

Module I29: Crisis Intervention Training

- This course is not reported separately.
- The instructor must have a minimum of two years’ experience as a Mental Health Officer or serving as a member of a Crisis Intervention team for at least two years.
- It is highly encouraged to have a mental health professional as a co-teacher.
- It is highly recommended to also include a co-teacher from the mental health community.

Module I30: Traumatic Brain Injury

- It is highly recommended to have a representative from the Office of Acquired Brain Injury or a similar subject matter expert co-teach this chapter.

Module M31: Arrest and Control Tactics

- It is highly encouraged to have a documented subject matter expert teach this chapter and/or hold instructor certifications that support subject matter expertise.
- Training academies/coordinators shall identify subject matter experts in this subject matter to coordinate and establish procedures to implement the demonstration of

BPOC learning objectives, how students will be assessed, and how much time is spent on each learning objective.

- Training administrators/coordinators, if the instruction of this chapter exceeds the TCOLE minimum 40 hours because the training academy teaches additional learning objectives, the extra hours may be reported separately with the general course reporting number 2040.

Module M34: Professional Police Driving

- It is highly encouraged to have a documented subject matter expert teach this chapter and/or hold instructor certifications that support subject matter expertise.
- Training academies/coordinators shall identify subject matter experts in this subject matter to coordinate and establish procedures to implement the demonstration of BPOC learning objectives, how students will be assessed, and how much time is spent on each learning objective.
- Training administrators/coordinators, if the instruction of this chapter exceeds the TCOLE minimum 32 hours because the training academy teaches additional learning objectives, the extra hours may be reported separately with the general course reporting number 2046.

Module M36: Radio Communication/Alerts/TCIC-TLETS

- Successful completion of the DPS NCIC/TCIC course #4800, “TCIC/TLETS Mobile Operator Training” is required to complete this chapter. This course is not reported separately. The course hours are included in the overall reporting of the BPOC total hours.
- This course must be taught by DPS approved trainers.

Module M37: Civilian Interaction Training

- A helpful video used with this chapter can be found on the TCOLE website at <http://www.tcole.texas.gov/content/course-curriculum-materials-and-updates-0> under course 30418.

Module M38: Interacting with Deaf and Hard of Hearing

- It is highly recommended to include a co-teacher from the deaf community.
- For information on finding a co-presenter please email dhhs.mailbox@hhs.texas.gov. Texas Health and Human Services Commission, Deaf and Hard of Hearing Services <https://www.hhs.texas.gov/services/disability/deaf-hard-hearing>

Module M39: Canine Encounters

- This course is not reported separately.
- Instructor must be a documented subject matter expert in this topic with a minimum of two years’ experience handling and interacting with canines.

- This chapter includes practical scenarios that must be completed per specified learning objectives. The following student learning objectives that have scenarios include: 39.14, 39.16, 39.18, and 39.22.
- The instructor must develop a scenario in advance to present to students during class presentation. Please see below for directions.

Practical Scenario: Utilization of scenario role-play should be applied to fulfill student learning objectives 14, 16, 18, and 22.

- Instructor will design an appropriate scenario role-play.
- Students will be required to participate in this activity.
- Assessment made by instructor per performance of skill.

Module M40: Emergency Medical Assistance

- It is highly encouraged to have a documented subject matter expert with experience teaching law enforcement personnel teach this chapter; preferentially a certified ECA/EMT/AEMT/Paramedic.

Module M41: Firearms

- It is highly encouraged to have a documented subject matter expert teach this chapter and/or hold instructor certifications that support subject matter expertise.
- Training academies/coordinators shall identify subject matter experts in this subject matter to coordinate and establish procedures to implement the demonstration of BPOC learning objectives, how students will be assessed, and how much time is spent on each learning objective.
- Training administrators/coordinators, if the instruction of this chapter exceeds the TCOLE required 48 hours because the training academy teaches additional learning objectives, the extra hours may be reported separately with the general course reporting number 2055.

Module Q43 : ALERRT Level 1

- This course is not reported separately.
- An instructor must complete the ALERRT Train the Trainer Instructor course (#3315) and hold a current ALERRT Instructor Certification to teach the ALERRT Level 1 course in this chapter.
- This chapter requires students to successfully complete the ALERRT Level 1 course.
- Please reach out to the ALERRT Training Center at Texas State University to assist in scheduling the course. Please find contact information at www.alerrt.org

Module R: End of Course Review

- The training academy must assess total learning of chapters in the BPOC.

- This module is designed to give the training academy time to conduct a student review of the course curriculum. This can be achieved through a combination of assessment/review tools to include lecture material overview, written or oral assessment by administering a question-and-answer test or a group discussion session.
- This will ascertain the student's proficiency level and needed preparation for successful completion of the academy final exam and the Texas Commission on Law Enforcement licensing exam.

Length of Course:

- 736 hours (course reporting #1000736)
 - Training academies may teach more than the required minimum 736 hours. The BPOC is one course and cannot be reported to exceed 736 hours. Any excess hours used for instructing TCOLE provided learning objectives in the BPOC shall be reported under the Addendum to BPOC (course #101). Training academies that teach additional topics/learning objectives, not covered in the BPOC, shall report the additional class separately. Please find the most applicable course number in the course reporting numbers on the TCOLE website.
 - If additional classes are reported separately, each class must be reported within 30 days of the training and not wait until the student completes the BPOC.

Facility Requirements:

- This course must be held in-person in a standard classroom environment. The location must be adequate for conducting the included scenario and role-play activities as well as demonstration and evaluation of the physical skills/defensive tactics/firearms portion of this course.

Assessment:

- Training academies are responsible for creating assessments and documenting the mastery of all objectives in this course using various testing assessment opportunities in preparation for the state licensing exam.
 - Assessment opportunities include oral or written testing, interaction with instructor and trainees, case study and scenario, and other means of testing student's application of the skills taught as the instructor or department deems appropriate.
- Assessment tools must be used throughout this course to ensure the student has a thorough comprehension of all student learning objectives.
- Students shall not be passed through the course simply because they are in attendance. Students are required to master the skills to transition to the next chapter/topic in the BPOC. Once a student shows mastery of each topic/chapter, they can be endorsed to take the licensing exam. It is critical to have assessments on a regular basis to test this mastery.

- The state licensing exam tests mastery of multiple subjects. The state licensing exam consists of 250 multiple choice questions that are randomly selected from chapters in the BPOC. It is highly encouraged to give students access to the BPOC Instructor Resource Guide to use as a study guide. Students get three attempts to pass the licensing exam. The minimum passing score shall be 70%. If a student fails all three attempts, the student must enroll in a new BPOC class.

#1000736 BASIC PEACE OFFICER COURSE

In accordance with commission regulations, the Basic Peace Officer Course shall consist of 736 hours and shall include the subjects set forth below. This is the recommended sequence for teaching the course and corresponding hours. Training agency academies, please report Personnel Orientation by Dept. Basic Proficiency (course #1999) for each student.

Module A Introduction/Personnel Orientation

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|---|---|
| 0. Administrative/Departmental Overview | 0 |
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Module B Professional Police Practices

- | | |
|---|----|
| 1. Professionalism and Ethics | 12 |
| 2. Professional Policing | 12 |
| 3. Fitness, Wellness, and Stress Management | 16 |
| 4. TCOLE Rules | 4 |
| 5. Multiculturalism and Human Relations | 8 |
| 6. Racial profiling | 4 |

Module C Constitutional Law, Criminal Law, and the Criminal Justice System

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|--------------------------------------|----|
| 7. US, Texas Constitution and Rights | 10 |
| 8. Penal Code | 50 |
| 9. Code of Criminal Procedure | 12 |
| 10. Arrest, Search, and Seizure | 40 |
| 11. Asset Forfeiture | 4 |
| 12. Identity Crimes | 4 |
| 13. Consular Notification | 1 |
| 14. Civil Process | 4 |

Module D Illegal Substances and Special Regulations

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|---|----|
| 15. Health and Safety Code and Controlled Substance Act | 12 |
| 16. Alcoholic Beverage Code | 4 |

Module E Family, Children, and Victims of Crime

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|--|----|
| 17. Sexual Assault and Family Violence | 12 |
| 18. Missing and Exploited Children | 8 |
| 19. Child Safety Check Alert List | 1 |
| 20. Victims of Crime | 10 |
| 21. Human Trafficking | 4 |

Module F Traffic Regulation

- | | |
|---|----|
| 22. Traffic Code/Crash Investigation/ TIM | 74 |
| 23. Intoxicated Driver (SFST) | 24 |

Module G Communication/Language

- | | |
|---------------------------|----|
| 24. Written Communication | 16 |
|---------------------------|----|

	25. Verbal Communication/Public Interaction	16
	26. Spanish	16
Module H	<u>Use of Force</u>	
	27. De-escalation Strategies	8
	28. Force Options Theory	28
Module I	<u>Special Populations</u>	
	29. Crisis Intervention Training	40
	30. Traumatic Brain Injury	2
Module J	<u>Arrest Procedures</u>	
	31. Arrest and Control	40
Module K	<u>Investigations</u>	
	32. Criminal Investigations	40
	33. Juvenile Offenders	10
Module L	<u>Vehicle Operation</u>	
	34. Professional Police Driving	32
Module M	<u>Patrol Operation</u>	
	35. Patrol Skills/Traffic Stops	46
	36. Radio Communications/Amber-Silver Alert/TCIC-TLETS	16
	37. Civilian Interaction Training	2
	38. Interacting with Deaf and Hard of Hearing	4
	39. Canine Encounters	4
Module N	<u>Medical</u>	
	40. Emergency Medical Assistance	16
Module O	<u>Weapons</u>	
	41. Firearms	48
Module P	<u>All Hazards Training</u>	
	42. HazMat Awareness/ICS	4
Module Q	<u>Active Shooter Response</u>	
	43: ALERRT Level 1	16
Module R	<u>End of Course Review</u>	2
Total Hours:		736