
	<b>MESQUITE POLICE DEPARTMENT</b>
	<b>405.00 TRAINING</b>
	<b>Effective Date: December, 2013</b>
	<b>Approved:</b> _____ <div style="text-align: center;">   <b>Chief of Police</b> </div>

I. Policy Statement

The Mesquite Police Department adheres to all federal, state, local, and TCOLE rules governing training. This policy will dictate what training each employee shall receive and how to document that training.

II. Procedure

A. Training records

1. Training records in the Mesquite Police Department are kept in accordance with TCOLE rules.
2. Training records are maintained for those employees whose position requires in-service training or certification.
3. The training records for sworn personnel and Public Safety Dispatchers will be kept using TCLEDDS and some records are kept in the respective departmental files.
4. The training records for non-sworn personnel will be kept in the employee's departmental file.

B. Supervisor Training

1. All newly promoted sergeants must have training appropriate to their rank or position within 12 months of promotion.
2. Lieutenants, Captains, and Assistant Chiefs are required to attend or be scheduled for rank related training within 12 months of their appointment.
3. Newly appointed supervisors in non-sworn positions are required to receive job based training within 12 months. This training should relate to supervision at the position assigned.
4. The Chief of Police determines what training is acceptable.

C. Background Investigators

1. Officers assigned applicant background investigations must have training prior to conducting applicant backgrounds. This required training will be overseen by the Staff Support Bureau Captain to ensure the completeness of the training session and quality of the background investigation.

D. Investigators Training

1. Any officer conducting interrogations for criminal cases shall receive training in the proper methods related to interrogations.
2. Ensuring that investigators have received this training is the responsibility of the Criminal Investigations Bureau Captain.

E. Training of Non-Sworn Employees and Volunteers

1. Non-Sworn positions are designated as:
  - a. Public Safety Dispatchers and Supervisors
  - b. Detention Officer
  - c. Records Supervisor
  - d. Records Clerk
  - e. Office Coordinator
  - f. Administrative Aide
  - g. Executive Secretary
  - h. Payroll Technician

- i. Administrative Secretary
- 2. All non-sworn positions require TLETS training and certification as required by TLETS training guidelines.
- 3. All Public Safety Dispatchers are required to meet the current TCOLE requirements for the Telecommunication position.
- 4. Police Department Volunteers
  - a. All volunteers utilized within the Mesquite Police Department will be graduates of the MPD Citizen's Police Academy and will have basic NCIC/TCIC training.
  - b. Mesquite Police Volunteers may receive task specific training in areas of their interest. This training will be documented by the MCPAAA liaison within the department.
  - c. Volunteer activities are coordinated by the Mesquite Citizen's Police Academy Alumni Association (MCPAAA).
- F. Field Training Officers
  - 1. All Field Training Officers (FTO) will attend an FTO school. New FTOs are required to attend a TCOLE approved instructor's school.
  - 2. A process review of the FTO program will be completed annually in an open session of FTO's Training Sergeant.
  - 3. Documentation will be in the form of a memo to the Staff Support Captain outlining the subjects reviewed and the results of the review.
- G. Self Aid / Buddy Aid Training
  - 1. All sworn officers will receive self aid/buddy aid (SABA) training once every two years.
  - 2. All tactical officers will be trained and carry SABA equipment on their person when deployed in a tactical capacity.

EFFECTIVE: March, 2013; REVISED: December, 2013