



Policy Revision Request

Requestor Name Eric Burnsed, Lieutenant Emp # 6033

This revision applies to Existing Policy 02-28-24 / Update 5/16/24

If new, recommended section _____

This revision is necessary to comply with TCOLE Rule Change/Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$0

Brief reason for the revision:

Unit name change from Continuing Education Unit to Advanced Education Unit.

Also, TCOLE issued a Technical Assistance Bulletin issued on August 11, 2023 which states in part “For any course delivered on or after September 1, 2023, the substitution of proprietary letters in place of the lesson plan(s) required under TCOLE rules will not be accepted as appropriate training file content.”

Document the changes or additions to the policy below. Please include the specific policy number. ~~Red strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to APDPolicy@austintexas.gov. Use this email for any related questions or issues for policy.

942 Training and Career Development

942.5 GUIDELINES FOR CONDUCTING A CONTINUING EDUCATION COURSE

All internal and external training must be coordinated through the Training Academy. These guidelines shall be followed when any APD instructor or outside source instructor is providing Department approved training to APD personnel, regardless of whether TCOLE credit is being requested. For additional information contact the ~~Continuing~~ Advanced Education Unit (CEUAEU).

(a) Ninety (90) ~~Thirty (30)~~ days prior to the start of any training course provided to APD personnel, the CEUAEU supervisor or designee needs the following items electronically (e.g., CD, DVD, email, or other electronic means):

1. Course Lesson Plan.
2. Course Agenda/Schedule/Outline.

3. Power Point presentation.

~~3.4. If there are a~~Any audio or video clips utilized in the course. ~~embedded in the Power Point, a CD/DVD must be made of the entire presentation and sent to the CEU.~~

~~4.5.~~ A VITA/bio for each person providing any instruction as part of the class/course.

~~5.6.~~ TCOLE or other roster.

(b) Within 5 days after completion of a course, an instructor must:

1. Email the completed roster to the ~~CEU~~ AEU; and
2. Send the original roster with signatures to the APD Training Academy.

~~(c) If TCOLE credit is being requested for the course and an instructor cannot provide any of the required materials due to intellectual property or proprietary interest reasons (e.g., copyright), the instructor must provide written documentation on company letterhead to the CEU supervisor or designee thirty (30) days prior to the start of any training course to include:~~

- ~~1. The reason why the required materials cannot be provided to APD; and~~
- ~~2. A guarantee the instructor shall provide the materials to TCOLE upon request by TCOLE.~~

Any exception to the above requirements must be approved by the Training Commander or designee.