
ADMINISTRATIVE DIRECTIVE – 105.003
RECRUIT TRAINING REQUIREMENTS

EFFECTIVE DATE: March 10, 1983
AFFECTS: Sworn Personnel

REVISION DATE: April 11, 2019

I. PURPOSE

This directive establishes minimum training for new officers.

II. POLICY

The Plano Police Department is responsible for training newly appointed personnel as sworn police officers. The officer's life, the lives of their fellow officers and citizens, their effectiveness as a police officer, and the reputation of the Plano Police Department and the City of Plano, are heavily dependent upon training imparted to recruits.

III. DEFINITIONS

Recruit Officer – A classification for employees who are in the process of being trained to become police officers through entering the basic police academy, or the Recruit Orientation Program if already licensed in the State of Texas, until exiting the field training program.

IV. PROCEDURES

A. Development of Curriculum

The curriculum of training for recruit officers is based on the most frequently occurring duties and assignments of officers newly assigned to patrol and field operations and/or by specific requirements established by the Texas Commission on Law Enforcement (TCOLE).

B. Classroom Training

All recruit officers must satisfactorily complete the following classroom training prior to or within the first year of service with the Plano Police Department:

1. Basic police academy training;
2. Plano Police Department Recruit Orientation Program;
3. Tactical Driving School; and
4. Weapons and Use of Force (prior to field assignment or any assignment potentially requiring police authority).

Recruit officers will not be assigned in any capacity in which they are allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field training program exercise.

C. Recruit Orientation / Training

1. One (1) Week Recruit Orientation

When recruit officers are hired, there are several steps which must be taken before they attend the Basic Police Officer Academy. Recruit Officers are generally hired on a Monday, at least one (1) week prior to the start of the Basic Police Officer Academy. Recruit Officers must attend Human Resources processing on Monday morning, immediately followed by department processing at the Professional Standards Unit. Sometime after initial processing, Recruit officers will have equipment issued by the Quartermaster Unit.

Recruit officers must attend the recruit orientation (TCOLE #1999, 0 reportable hours) at the PRPTC and are issued their recruit manuals. The Recruit Orientation may be up to one (1) week in length. Most of TCOLE #1999 will be satisfied by human resources processing. In addition to this orientation, recruit officers may attend additional training throughout the week. Recruit officers will receive, at a minimum, training that satisfies all TCOLE #1999 requirements. Recruit Orientation courses are flexible and may change depending on the needs of the department.

ADMINISTRATIVE DIRECTIVE – 105.003
RECRUIT TRAINING REQUIREMENTS

EFFECTIVE DATE: March 10, 1983
AFFECTS: Sworn Personnel

REVISION DATE: April 11, 2019

Recruit Officers are allowed plenty of time to make needed equipment purchases before the end of the week.

2. Recruit Orientation & Mini-Academy for Prior Service Recruit Officers:

Prior Service Recruit Officers who are not required to attend a Basic Police Officer Academy, will attend a Recruit Orientation & Mini-Academy. The length of this academy will be approximately five (5) weeks depending upon the needs of the department and the recruit needs. They must attend Human Resources processing on the day they are hired, immediately followed by equipment issue at the Quartermaster Unit. The recruit orientation (TCOLE #1999, 0 reportable hours) will be completed at the PRPTC prior to being sworn in as a Plano Police Officer.

Recruit training courses will be developed to meet the needs of the Plano Police Department, at the direction of the Chief of Police, and will provide the most current and up to date training available to ensure that recruit officers are ready for field training. Recruit training will meet or exceed training required by TCOLE. Specific courses and the time allotted are flexible and may change depending on the needs of the Department.

3. Basic Academy Graduate/Recruit Mini-Academy:

Upon completion of a Basic Police Officer Academy, recruit officers shall attend a Basic Academy Graduate/Recruit Mini-Academy at the Plano Richardson Police Training Center.

Recruit training courses will be developed to meet the needs of the Plano Police Department, at the direction of the Chief of Police, and will provide the most current and up to date training available to ensure that recruit officers are ready for field training. Recruit training will meet or exceed the training required by TCOLE. Specific courses and time allotted are flexible and may change depending on the needs of the department.

D. Field Training Program

1. All recruit officers must satisfactorily complete all qualifications required of sworn officers prior to beginning field training.
2. The Plano Police Department Field Training Program consists of sixteen (16) weeks of training plus a two (2) week check ride. The Field Training Sergeant will ensure that the recruit officer is exposed to the various watches and command areas during field training.
3. The various guidelines and procedures related to field training are documented in the Plano Police Department Field Training Manual. The Field Training Manual is hereby made a part of the Plano Police Department system of written directives and will be followed in all field training situations. (Also refer to Administrative Directive 105.001)

E. Additional Training Requirements

1. Recruit officers must satisfactorily complete the Intermediate or Advanced Human Trafficking course within one (1) year of initial licensure.
2. Recruit officers must satisfactorily complete the 24-hour Advanced DWI Investigative Course within eighteen (18) months upon successful completion of Field Training.
3. Recruit officers must satisfactorily complete the Crisis Intervention Team (CIT) Course within two (2) years upon successful completion of Field Training.

F. Formal Remedial Training

1. In the event a recruit officer has difficulty in one or more of the designated rating categories, the Field Training Officer (FTO) may elect to provide spontaneous remedial training. If the recruit

ADMINISTRATIVE DIRECTIVE – 105.003
RECRUIT TRAINING REQUIREMENTS

EFFECTIVE DATE: March 10, 1983
AFFECTS: Sworn Personnel

REVISION DATE: April 11, 2019

officer does not positively respond to spontaneous remedial training, the FTO can recommend to the Field Training Sergeant recruit officer be placed in formal remedial training. This decision will be made with approval of the Field Training Sergeant and Lieutenant. The Deputy Chief will be notified of this decision.

- a. A recruit officer will not be assigned to formal remedial training until they have completed at least two phases of field training.
 - b. Assignment to formal remedial training is usually predicated by one or more ratings of "NRT" on the daily observation report.
2. The Field Training Sergeant and the FTO will determine the most appropriate method of providing needed training. The usual length of time is three to five days per training category, although formal remedial training may last from one to two weeks if warranted.
 3. Time spent in formal remedial training status does not count toward the minimum required field training period of sixteen (16) weeks. When the recruit officer successfully completes the formal remedial training the recruit officer will be returned to the regular field training phase.
 4. Failure to successfully complete the formal remedial training may result in a recommendation for termination. The recruit officer is expected to continue to perform in acceptable manner in any of the remedial training categories.

G. Evaluation Program

1. Techniques used to evaluate new police officers are designed to measure competency in the skills, knowledge and abilities required by the department and state certification standards.
2. Upon successful completion of field training, the officers will be assigned to the Probationary Employee Tracking System (PETS). During this phase of the officer's training, weekly and monthly evaluations of the officer are conducted by his supervising patrol operations sergeant, until completion of the probationary period.

(Refer to Administrative Directive 113.007 Probationary Employee Tracking System (PETS) for more information)

V. SPECIAL CONSIDERATIONS

The Training Coordinator is responsible for maintaining liaison with the individual basic training academies. Any concerns with the training provided by a contracted academy must be directed through the departmental Training Coordinator.