

**DALLAS COUNTY TRAINING ACADEMY  
1ST QUARTERLY SCHEDULE  
JANUARY - FEBRUARY - MARCH 2011**

**(REVISED 01/07/2011)**

Please refer to [www.tcleose.state.tx.us](http://www.tcleose.state.tx.us) for the most up to date rules and requirements.

<b>DALLAS COUNTY SHERIFF'S TRAINING ACADEMY</b>						
<b>BILL J. PRIEST BUILDING</b>						
<b>1402 CORINTH ST. DALLAS, TX 75215 214 565-1184</b>						
<b>COURSE</b>	<b>#</b>	<b>DATE</b>	<b>TIMES</b>	<b>ROOM #</b>	<b>COST</b>	<b>WHO CAN ATTEND?</b>
Cultural Diversity	11-001	March 4, 2011	8:00a-5:00p	2540	\$60	ALL PERSONNEL
Detention Training Officer Course	11-002	March 7-11, 2011	8:00a-5:00p	1621	N/A	DETENTIONS STAFF
Heartsaver/AED (CPR)	11-003	January 5, 2011	8:00a-12:00p	GYM	\$30	ALL PERSONNEL
Heartsaver/AED (CPR)	11-004	January 5, 2011	1:00p-5:00p	GYM	\$30	ALL PERSONNEL
Heartsaver/AED (CPR)	11-005	February 2, 2011	8:00a-12:00p	GYM	\$30	ALL PERSONNEL
Heartsaver/AED (CPR)	11-006	February 2, 2011	1:00p-5:00p	GYM	\$30	ALL PERSONNEL
Heartsaver/AED (CPR)	11-007	March 2, 2011	8:00p-12:00p	GYM	\$30	ALL PERSONNEL
Heartsaver/AED (CPR)	11-008	March 2, 2011	1:00p-5:00p	GYM	\$30	ALL PERSONNEL
Financial Planning/Management	11-009	February 9, 2011	8:00a-12:00p	1215	\$30	ALL PERSONNEL
Discipline Done Right	11-010	February 24, 2011	8:00a-5:00p	2540	\$60	SWORN PERSONNEL ONLY
Elderly Abuse & Neglect Training	11-011	March 30-31, 2001	9:00a-5:00p	1215	FREE	SWORN PERSONNEL ONLY
F.A.A. Rules and Regulations	11-012	January 24, 2011	8:00a-5:00p	2540	\$60	SWORN PERSONNEL ONLY
Identity Crimes	11-013	February 25, 2011	8:00a-5:00p	2540	\$60	ALL PERSONNEL
Inmate Rights and Privileges	11-014	January 20, 2011	8:00a-5:00p	2540	\$60	DETENTIONS STAFF
<b>Interview and Interrogation</b>	11-015	<b>March 2, 2011</b>	<b>8:00 a-12:00p</b>	2540	\$30	SWORN PERSONNEL ONLY
Intermediate CRIME SCRENE Invest.	11-016	February 2-4, 2011	8:00a-5:00p	1210/1215	\$180	SWORN PERSONNEL ONLY
Intermediate USE OF FORCE	11-017	March 14-15, 2011	8:00a-5:00p	1215	\$120	SWORN PERSONNEL ONLY
Intermediate SPANISH	11-018	January 12-14, 2011	8:00a-5:00p	2540	\$180	ALL PERSONNEL
Law Enforcement Ethics	11-019	January 27, 2011	8:00a-5:00p	2540	\$60	SWORN and Detentions Staff
Interpersonal Communication (IPC)	11-020	March 1, 2011	8:00a-5:00p	1621	N/A	DETENTIONS STAFF
Ethics in a Correctional Setting	11-021	February 24, 2011	8:00a-5:00p	2001	\$60	DETENTIONS STAFF
N.C.I.C./T.C.I.C. (less than FULL access)	11-048	January 19, 2011	8:00a-5:00p	2540	\$60	ALL PERSONNEL
N.C.I.C./T.C.I.C. (less than FULL access)	11-049	February 22, 2011	8:00a-5:00p	2540	N/A	PROBATION DEPARTMENT
N.C.I.C./T.C.I.C. (less than FULL access)	11-050	March 22, 2011	8:00a-5:00p	2540	N/A	PROBATION DEPARTMENT
Legislative UPDATE	11-022	March 24, 2011	8:00a-5:00p	2540	\$60	SWORN PERSONNEL ONLY
New Supervisor Course	11-023	March 21-25, 2011	8:00a-5:00p	2200	\$60	SWORN PERSONNEL
Organized CARGO/RETAIL Theft	11-024	March 24, 2011	8:00p-5:00p	1530	FREE	SWORN PERSONNEL ONLY
RMS Report Processing for DSO's	11-025	<b>January 18, 2011</b>	8:00a-5:00p	COMP LAB	N/A	Detention Officers ONLY
RMS Booking Record and Report	11-026	<b>January 20, 2011</b>	8:00p-5:00p	COMP LAB	N/A	SWORN PERSONNEL ONLY
RMS Report Processing for DSO's	11-027	<b>March 22, 2011</b>	8:00a-5:00p	COMP LAB	N/A	Detention Officers ONLY
RMS Booking Record and Report	11-028	<b>March 24, 2011</b>	8:00p-5:00p	COMP LAB	N/A	SWORN PERSONNEL ONLY
Special Investigative Topics (S.I.T.)	11-029	March 10, 2011	8:00a-5:00p	2540	\$60	SWORN and Detentions Staff
Stress Management	11-030	February 17, 2011	8:00a-5:00p	1530	\$60	ALL PERSONNEL
Surveillance	11-031	<b>TBD</b>	<b>TBD</b>			SWORN PERSONNEL
Use of Force (in a Jail Setting)	11-032	February 15, 2011	8:00a-5:00p	2540	\$60	DETENTIONS STAFF
Vehicle Theft (NTATTF)	11-033	February 28, 2011	8:00a-5:00p	2540	\$60	SWORN PERSONNEL ONLY
Verbal Judo	11-034	February 22, 2011	8:00a-5:00p	2540	\$60	ALL PERSONNEL

**FRANK CROWLEY COURTS BUILDING**  
**133 N. RIVERFRONT BLVD DALLAS, TX 75207**

COURSE	#	DATE	TIMES	ROOM #	COST	WHO CAN ATTEND?
Courtroom Demeanor & Testimony	11-035	March 11, 2011	8:00a-5:00p	TBD	\$60	SWORN and Detentions Staff
<b>KENNETH MITCHUM FIREARMS TRAINING FACILITY</b>						
<b>1510 E. LANGDON RD HUTCHINS, TX 75241 972-225-4590</b>						
COURSE	#	DATE	TIMES	ROOM #	COST	WHO CAN ATTEND?
ARMED Detentions Transfer / Use of Force REFRESHER	11-051	February 7-9, 2011	8:00p-4:00p	RANGE	\$60	SWORN ONLY/NO DSO's
Backup/Self-Defense Weapons	11-036	March 3, 2011	6:00p-10:00p	RANGE	\$60	SWORN PERSONNEL Class MIN: 4; Max: 12
Building Search REFRESHER	11-037	March 8, 2011	6:00p-10:00p	RANGE	\$60	SWORN PERSONNEL
Glock Armors Course	11-038	March 1, 2011	8:00p-4:00p	RANGE	\$150	Register online: <a href="http://www.glocktraining.com">www.glocktraining.com</a>
Glock Instructor Workshop	11-039	March 02-04, 2011	8:00p-4:00p	RANGE	\$350	SWORN PERSONNEL Class Min:4; Max 12 Register online: <a href="http://www.glocktraining.com">www.glocktraining.com</a>
Low Light Operations	11-040	January 13, 2011	4:00p-12:00a	RANGE	\$60	SWORN PERSONNEL Class Min: 4; Max: 10
Low Light Operations	11-041	March 10, 2011	4:00p-12:00a	RANGE	\$60	SWORN PERSONNEL
Night Shooting Enhancement	11-042	January 20, 2011	7:00p-11:00p	RANGE	\$30	SWORN PERSONNEL Class Min: 6
Patrol Rifle	11-043	February 1-3, 2011		RANGE	\$120	SWORN PERSONNEL
Shooting and Moving	11-044	March 17, 2011	2:00p-10:00p	RANGE	\$60	SWORN PERSONNEL
Shooting Enhancement	11-045	February 10, 2011	8:00a-4:30p	RANGE	\$60	SWORN PERSONNEL Class Min:6
Survival Shotgun	11-046	February 16, 2011		RANGE	\$60	SWORN PERSONNEL
Weapon Retention REFRESHER	11-047	February 4, 2011	8:00a-12noon	RANGE	\$30	SWORN PERSONNEL

## Course Descriptions

Armed Detentions Transfer/Use of Force	An integrated course providing policy updates, weapon retention REFRESHER, and defensive tactics REFRESHER, and shooting drill specific to transfer. Students should bring duty gear and workout gear. Outside students should bring 200 rounds of pistol ammunition.
Backup/Self-Defense Weapons	This course is an opportunity for students to practice realistic scenarios with backup weapons. Students should bring duty rig, backup weapon, holster for backup weapon, vest and uniform shirt if weapon is carried in a vest, and 50 rounds of ammunition if weapons are other than .22, .38 or .380. Outside students should bring 50 rounds of ammunition for backup weapon and 50 rounds for primary.
Building Search REFRESHER	REFRESHER course on the basic principles of safe building searches. Students should bring duty rigs and flashlights.
Cultural Diversity	This course will help each student identify different ethnic backgrounds. It will also help the student deal with racial sensitivity and different cultural backgrounds as well.
Ethics in a Correctional Setting	This course is designed to acquaint the correctional officer with some of the most difficult issues in a detention setting. The skills a detention officer can develop as a result of taking this course should help him/her to function in a professional manner and with integrity when it comes to dealing with inmates in an correctional environment based on the rules of law and democratic values.
Glock Armors Course/WORKSHOP	Factory certification for Glock Pistol armorer. Register online at: <a href="http://www.glocktraining.com">www.glocktraining.com</a> . Dallas SO students SHOULD NOT REGISTER unless they are paying for themselves or have written confirmation from Fiscal that tuition payment will be made on their behalf.
Identity Crimes	This is the newest mandated course by TCLEOSE. It defines what identity theft is, how it occurs and also the means of reporting identity theft. This class is an extension of the mandated course and is open to anyone who has access to a computer(s).
Interview and Interrogation	Information unavailable at this time.
Law Enforcement Ethics	This course is designed to acquaint officers with some of the most difficult issues in policing. The skills an officer can develop as a result of taking this course should help him/her to police an open society based on the rules of law and democratic values.
Low Light Operations	Update on latest techniques for firearms in low light situations. Students should bring full size and tactical flashlights, duty gear, and vest.
N.C.I.C./T.C.I.C. (less than FULL access)	Training is provided by the T.C.I.C. Training Section of the Crime Information Bureau. It is a requirement for all persons employed by a criminal justice or law enforcement agency who requires, enters, modifies, clears, cancels and accesses the III (Interstate Identification Index) functions.
New Supervisor Course	This course will provide students w/the information needed to be prepared as a new supervisor. It meets the requirements for compliance with 1701.32 of the Occupation Code for new supervisor training.
PATROL RIFLE	End user course for certification with AR15/M16 rifles in an urban law enforcement environment.
RMS Report Processing for Detention Personnel	This course is designed to provide a working knowledge of the RMS Report Processing for Detention Personnel.
RMS Booking Record and Report Processing for SWORN PERSONNEL	This course is designed to provide a working knowledge to SWORN PERSONNEL on RMS booking record and report processing.
Shooting (NIGHT) Enhancement	Individual instruction and troubleshooting for firearms, other selected topics relating to tactics and equipment. Students can shoot their 2011 Day Qualification at the end of the course if they wish. <b>Outside students should provide 300 rounds of pistol ammunition.</b>
Shooting and Moving	This course introduces students to fundamental concepts of safely moving with weapons and shooting while moving. Students should bring duty rigs. <b>Outside students should provide 400 rounds of pistol ammunition.</b>
Special Investigative Topics (S.I.T.)	This course is has been condensed to an 8-hour block. Topics include: Sexual Assault, Family Violence and Child Abuse. The <b>Sworn Only</b> Officer must take Criminal Law Update (3181) and Cultural Diversity separately now to receive full TCLEOSE credit.
Stress Management	This course will allow the student to be aware of the causes & effects of stress in the lives of peace officers and officers working in the field of law enforcement (corrections).
Surveillance	Information unavailable at this time.
Survival Shotgun	Tactics update and refresher integrating rifle and pistol use in a law enforcement environment.
Verbal Judo	The student will learn to effectively communicate through tactical language designed to achieve professional goals. The student will also understand that training makes words into a much more powerful force to get people to VOLUNTARILY comply with the law and Officers instructions.

Weapon Retention REFRESHER

A refresher on weapon retention tactics. Students should bring duty rig and comfortable clothes.

## **In-Service Training Student Rules and Regulations**

Dress Code is business casual (jeans are acceptable) or uniform. No shorts are allowed unless as part of a uniform.

Loud, disruptive conversation and "horseplay" is not tolerated anywhere in the academy.

Unreasonable or excessive profanity is deemed unprofessional and is not tolerated.

Student/cadet officers may only leave the academy facility (except for meal breaks) with the permission of the Training Coordinator or Academy Commander.

Alcoholic beverages are not permitted in the training facility, except as a part of a training course

The Training Staff designate telephones for student/cadet officer's use. Absolutely no long distance phone calls are permitted unless it is collect only.

There is no smoking in the building. The designated smoking area is outside the perimeter of the building.

Pagers and mobile telephones should be silenced or placed in vibrate mode in the classrooms.

Conversation in hallways must be low in tone. Other classes and academy routine business must not be disrupted by a "high spirited" break.

Insubordination or disrespect to instructors or staff is not tolerated.

Dishonesty is not tolerated, and can be a dismissible offense.

Sleeping in class is not tolerated.

If damage results from a student's negligence, the cost of the repair or replacement is the responsibility of the student/cadet officer. All significant instances of damage to Academy property is reported to the Training Section Commander in writing in memorandum form.

Headgear is not to be worn in the classroom.

All outside agencies must pay their fees by the first day of class or instruct the in-service secretary to insure payment was made in advance.

Supervisors are notified if a student fails to attend a scheduled class.

Please refer to [www.tcleose.state.tx.us](http://www.tcleose.state.tx.us) for the most up to date rules and requirements.

## Registration Information for Dallas County Sheriff's Department Personnel

Registration for the classes listed in this bulletin may be made within the Sheriff's Department by submitting a written request / memorandum through channels to the Training Division. Approved requests must be sent inter-office mail to Training Academy.

The request **MUST** include: students FULL name, job assignment, shift, phone number and supervisor's FULL name and email address.

When desiring to attend more than one class, the student should place all of the desired classes on one request.

Registration requests, with the approval of the chain, **MUST BE RECEIVED** by the Training Division **fifteen (15)** working days prior to the starting date of the class. Personnel are encouraged to register for these courses as early as possible. Enrollment can be limited as indicated.

Late registration is allowed **ONLY** if space permits.

If scheduled to attend a class, a confirmation letter will be sent, through the **COMMANDER**, to each student approximately two (2) weeks prior to the day of class, OR by return e-mail to the applicant and COMMANDER.

IF A CONFIRMATION LETTER IS NOT RECEIVED, PLEASE BE ADVISED THAT THE STUDENT IS NOT TO ATTEND THE CLASS. Student should bring a copy of the confirmation letter with him/her to the class.

Withdrawals must be submitted in writing through channels. Class "NO-SHOWS" may result in disciplinary action.

**Tuition Fees** - Tuition fees are waived for Dallas County Employees, except where noted.

**Training Credits** - TCLEOSE training points are awarded to all personnel for successful completion of courses of instruction where TCLEOSE credit is allowed (not all courses allow TCLEOSE credit for all personnel). An Intermediate or Advanced training course may be applied toward credit for proficiency certificates as provided by TCLEOSE Rules and Regulations.

**Training at Outside Agencies / Academies, Etc.** - Other training is available at academies outside the Sheriff's Department. Materials concerning this information are located at the Academy. Outside training is available with prior approval, or on the individuals own time and at their own expense.

## Registration Information for All Outside Agencies

Registration for the classes listed in this bulletin may be made by submitting a written request on departmental letterhead to the Dallas County Sheriff's Academy, Training Division:  
by mail to 133 N. Riverfront Blvd. LB-31, Dallas, TX 75207-4313, ATTN: Training Academy,  
by fax [214-565-1244],  
or by emailing Candace M. Freeman: [cmfreeman@dallascounty.org](mailto:cmfreeman@dallascounty.org)

### **PLEASE DO NOT SEND PAYMENT AT THE TIME OF REGISTRATION.**

The request **MUST** include the student's full name, job assignment, shift, phone number and Supervisor's name and email address.

When desiring to attend more than one class, the student should place all of the desired classes on one request.

Registration requests **MUST BE RECEIVED** by the Training Division **fifteen (15) working days prior to the starting** date of class. Personnel are encouraged to register for these courses as early as possible. Enrollment can be limited to the number indicated under the course size description.

Late registration will be allowed **ONLY** if space permits.

Upon acceptance to a class, confirmation letters will be sent to the student's supervisor approximately two (2) weeks prior to the starting date of class or via email if an email address was provided.

Bring a copy of the confirmation letter with you to class. **IF A CONFIRMATION LETTER WAS NOT RECEIVED,**  
**PLEASE BE ADVISED THAT THE STUDENT IS NOT TO ATTEND CLASS.**

**WITHDRAWALS BY STUDENTS MAY BE SUBMITTED IN WRITING OR BY PHONING THE TRAINING DIVISION at (214) 565-1184/1189 enter ext. 221, or via e-mail at: [cmfreeman@dallascounty.org](mailto:cmfreeman@dallascounty.org)**

**TUITION FEES** - Tuition fees **MUST** be paid at the Training Academy prior to the first day of class or submitted to the Training Coordinator on the day the student reports to class. The student whose fees have not been paid in advance and do not have payment on the day of class are not admitted to the class. Payments should be made by cash or check made payable to: Dallas County Sheriff's Department. If payments are mailed, they should be mailed to: Dallas County Sheriff's Department, 133 N. Riverfront Blvd., LB-31, Dallas, TX 75207-4313, ATTN: Training Academy.





