

TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL

<i>Effective Date</i> <b>February 1, 2008</b>		<i>Amended Date</i>		<i>Directive</i> <b>3.05.1</b>	
<i>Subject</i> <b>Training Records</b>					
<i>Reference</i>					
<i>Distribution</i> <b>All Personnel City Manager City Attorney</b>		<i>TPCA Best Practices Recognition Program Reference</i> <b>3.05.1 Training Records</b>		<i>Review Date</i> <b>July 17, 2023</b>	
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**This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.**

**SECTION 1 PURPOSE**

The purpose of this policy is to regulate the record keeping for all department training.

**SECTION 2 POLICY**

It is the policy of the Department that all training for all department personnel will be recorded and maintained in accordance with TCOLE rules.

**SECTION 3 PROCEDURES**

- A. The Department's Training Coordinator will maintain a training file for each employee and a record of each employee's training in their respective file.
- B. In accordance with TCOLE rules, all training conducted by any member of the Department must be documented by a roster, dates, course outline, learning objectives, and documentation as to how the student was tested over the material. These items must be in a file maintained by the Training Coordinator.
- C. The Training Coordinator will submit all records of training to TCOLE via the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS) either electronically or by mail within 10 days after the completion of the training.

**D. RESPONSIBILITY**

- 1. All members of the Department shall know and comply with all aspects of this directive.
- 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.