



**Texas Police Chiefs Association  
Foundation**

**Texas Law Enforcement Best  
Practices Accreditation  
Program**

**Texas Police Chiefs Association  
Foundation**

**Texas Law Enforcement  
Best Practices  
Accreditation Program**

**Standard Titles  
(Including Glossary)**

**Edition 18  
2025**

**Texas Police Chiefs Association Foundation  
P.O. Box 1030  
Elgin, Texas 78621**

## Limitation of Liability

The Texas Police Chiefs Association and the Texas Police Chiefs Association Foundation make no warranty, expressed or implied, for the benefit of any person or entity regarding any aspect of the Best Business Practices included herein. These Best Business Practices were developed by professional Texas Law Enforcement officials and adopted for the sole use by the Texas Police Chiefs Association Foundation for the exclusive purpose of providing Texas Law Enforcement Agencies with the Best Business Practices of Professional Law Enforcement and as a basis of determining compliance with these practices as part of the Texas Law Enforcement Best Practices Accreditation Program. There are no third-party beneficiaries, either expressed or implied. These standards shall in no way be construed to be an individual act of any Board Member of the Texas Police Chiefs Association, or of any member, director, employee, agent, program coordinator, individual, or other legal entity associated with the Texas Police Chiefs Association, or otherwise construed so as to create any personal liability of any Board Member, of the Texas Police Chiefs Association, or of any member, director, employee, agent, program coordinator, individual, or legal entity associated with the Texas Police Chiefs Association.





## **Acknowledgements**

The Texas Police Chiefs Association is deeply indebted to the following individuals for their contribution to the development and institution of this program. Their unselfish dedication to the Texas Police Chiefs Association, the Texas Police Chiefs Association Foundation, The Law Enforcement Accreditation Program, and the Citizens of the State of Texas cannot be overstated.

**Chief James McLaughlin, Jr. (Ret.) Esq.** General Counsel of the Texas Police Chiefs Association for his vision and leadership in the development of the program.

**Chief David James (Ret. Carrollton Police Department)** for his leadership of the Interim Accreditation Committee in the development of the program, and his continuing leadership as Chairperson of the first Accreditation Committee overseeing the implementation of the program.

**Chief Marlin Price (Ret. Dallas Police Department)** was instrumental in the development of the Accreditation Program. Without his energy, foresight, and professionalism the Accreditation Program would not be what it is today. Chief Price is, and continues to be, an outstanding credit to the law enforcement community.

The members of the Interim Accreditation Committee who assisted in the development of the program and approved the Best Practices included:

- **Chief Robert Burby (Ret.)**, Texas City Police Department
- **Chief Bobby Griffin (Ret.)**, Canyon Police Department
- **Chief Mark Hafner (Ret.)**, Keller Police Department
- **Chief David Barber (Ret.)**, Hedwig Village Police Department
- **Chief Mike Dupree (Ret.)**, Atlanta Police Department
- **Chief Rex Hoskins (Ret.)**, Decatur Police Department

The members of the first Accreditation Committee included:

- **Chief Robert Burby (Ret.)**, Texas City Police Department (Vice Chair)
- **Chief Bobby Griffin**, Canyon Police Department
- **Chief Mark Hafner (Ret.)**, Keller Police Department
- **Chief David Barber (Ret.)**, Hedwig Village Police Department
- **Chief Mike Dupree (Ret.)**, Atlanta Police Department
- **Chief Rex Hoskins (Ret.)**, Decatur Police Department
- **Chief J.D. Martinez**, Weslaco Police Department

**Assistant Chief Monty Stanley**, Carrollton Police Department, for his experience and leadership as Chairperson of the Best Practices Task Force which developed the Texas Best Business Practices for Law Enforcement.

Members of the Best Practices Task Force included:

- **Doris Certain**, University Park Police Department
- **Paula Ibsens**, Burleson Police Department
- **Joe Tieber**, Round Rock Police Department
- **Lesley Hicks**, College Station Police Department
- **Larry Roberson (Ret)**, Austin Public Safety Department
- **Kevin Phillips**, Gainesville Police Department

Special thanks to our current Program Staff:

- Accreditation Committee Chair – Chief Steve Stanford
- Accreditation Program Director – Chief Max Westbrook (ret)
- TPCA Executive Director – Chief Gene Ellis (ret)
- TPCA Assistant Executive Director – Chief Scott Rubin (ret)
- TPCA Office Manager – Tammy Martin
- TPCA Program Assistant – Erin Heine

Program Coordinators:

- Denise Pace
- Chief James “Jim” Harris
- Chief Kevin Lunsford (Ret.)
- Chief Gary Williamson
- Commander Ken Foulch

And to Assessor Coordinator/Trainer Chief Monty Stanley (Ret.). Without his leadership and guidance, the Accreditation Program would not be what it is today – leading the way in Texas Law Enforcement.

A note to all Program Managers – We wish you the serenity to accept the things you cannot change, the courage to change the things you can, and the wisdom to know the difference.

## **Eighteenth Edition Changes**

### **New and Modified Standards**

The 2024/25 Standards Manual added new standards and edits that are now fully incorporated in the Seventeenth Edition and subsequent editions.

### **New Standards and Wording Changes:**

Wording Change for 2024/25: (See Highlight below)

#### 10.03 Approval of Juvenile Holding Area (V)

The agency has written approval from a juvenile court judge, or juvenile board as provided for in the Texas Family code, for the holding and processing area for juvenile arrest, if used. **If an agency changes the location of their holding/processing area or if the agency moves into a new or different facility, the agency is required to seek an updated written approval notice by a juvenile court judge or juvenile board as provided for in the Texas Family Code.**

### **New Standards for 2024/25:**

No new accreditation standards have been added to the 2024/25 edition of the TPCAF Standards Manual.

All material needed for the program, both initial Accreditation and Re-Accreditation, is now available at [www.texaspolicechiefs.org](http://www.texaspolicechiefs.org). Click on “Accreditation Program.”



## Preface

The Best Business Practices Manual is the compilation of what Texas law enforcement professionals believe are basic business practices needed to address the most critical of law enforcement tasks in our state. The standards were developed to ensure appropriate protection of citizen's rights, to improve the safety of public safety employees, and ensure the operational and professional integrity of a law enforcement entity. This manual includes the Best Business Practices and Glossary which are updated from time to time when legal or environmental changes are needed.

The Accreditation Program Manual provides detailed information regarding the operation of the Accreditation Program.

-Texas Police Chiefs Association Foundation



# Table of Contents

## [Introduction](#)

The Accreditation Committee  
How Agencies are Reviewed  
The Electronic Submission Process

## [The Best Practices](#)

Best Practice Composition  
Best Practice Applicability

## [Getting Started](#)

### [Chapter 1 Administration & Organization](#)

### [Chapter 2 Professional Standards & Conduct](#)

### [Chapter 3 Training](#)

### [Chapter 4 Personnel](#)

### [Chapter 5 Records & Information Management](#)

### [Chapter 6 Use of Force](#)

### [Chapter 7 Law Enforcement Operations](#)

### [Chapter 8 Unusual Situations](#)

### [Chapter 9 Communications](#)

### [Chapter 10 Arrestee Processing & Transportation](#)

### [Chapter 11 Court Security](#)

### [Chapter 12 Property & Evidence Management](#)

## [APPENDIX A Inventory Sampling Methods](#)

## [APPENDIX B Minimum Training Requirements](#)

## [Program Glossary](#)



# Introduction

## The Accreditation Committee

The Law Enforcement Agency Best Practices Accreditation Program Committee manages the overall operation of the Accreditation Program and awards “Accredited” status to qualifying agencies. The Committee is under the direct supervision of the Texas Police Chiefs Association Foundation Board of Directors. The Committee establishes and approves Best Business Practices for Texas Law Enforcement, develops and manages a system for accepting applications for “Accredited” status, develops and manages a system for evaluating Candidate Agency’s compliance with the established Best Business Practices, and awards “Accredited” status to agencies that have adequately proven compliance with the established Best Business Practices.

The Committee is composed of nine members, appointed by the Foundation Board. Committee members are Chiefs of Police who hold an active membership in the Texas Police Chiefs Association and the Bylaws have recently been amended to allow committee members to remain on the Accreditation Committee until such time that the Chairperson has cause for a change or the committee member chooses to step down.

A quorum exists when at least five members of the Committee are present at a business meeting. Decisions are made based on a simple majority of those present and voting. Issues and submission for “Accredited” status may be submitted to the Committee members for electronic vote.

Committee members who have a personal relationship with a candidate agency or the candidate Agency Director will abstain from voting on “Accredited” status for that agency.

## How Agencies are Reviewed

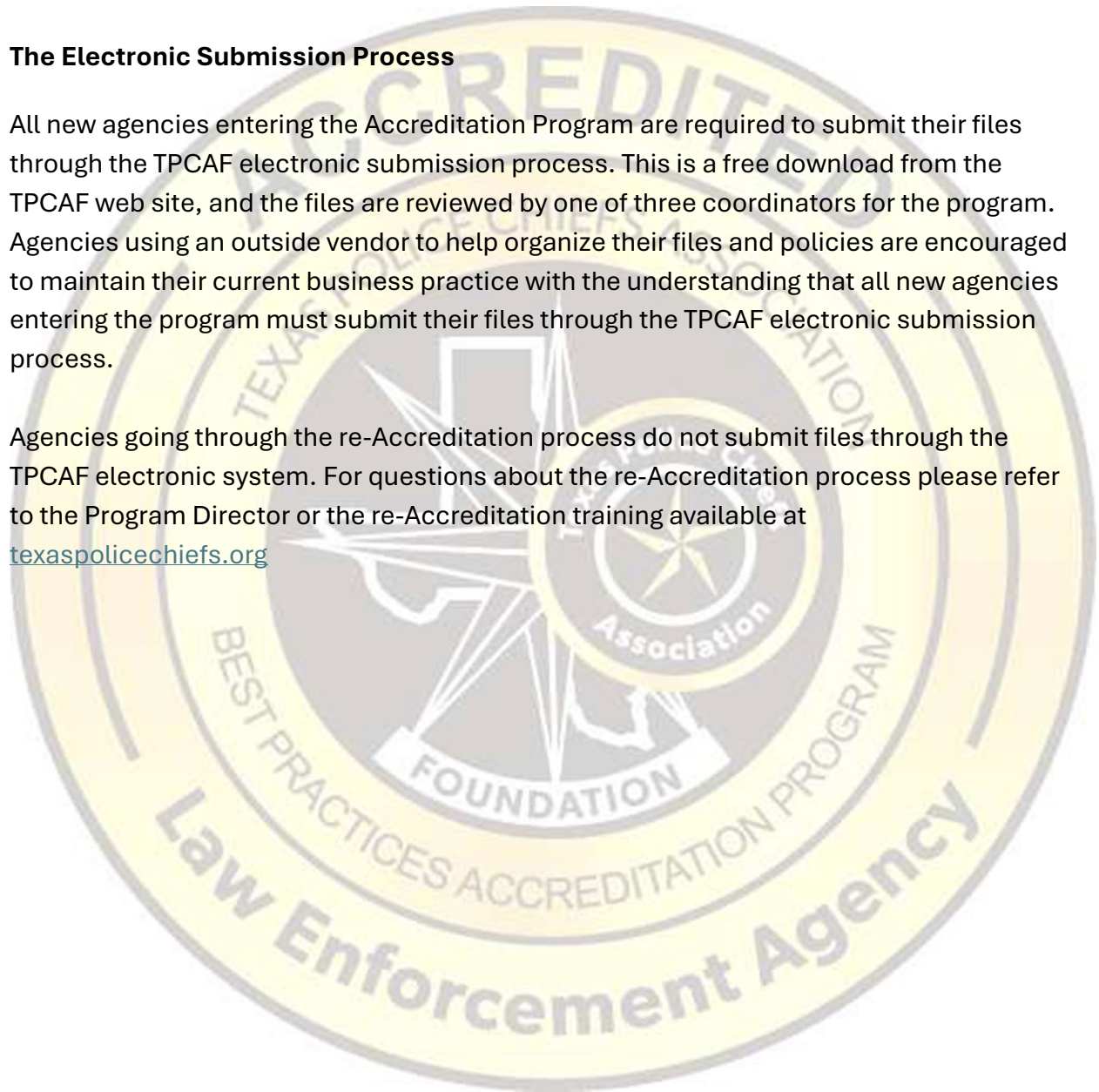
Agencies that enter this voluntary program conduct a self-assessment of their policies and procedures and construct a paper or electronic file for each of the Best Practices. These files contain the “proofs” that the agency complies with the standard. Upon completion of compiling these proofs, the agency announces they are ready for review and a team of assessors, usually two, from another area of the state are sent to review the agency’s files. The assessment team leader prepares a report of this on-site assessment and forwards it to the Accreditation Committee for review and awarding of “Accredited” status.

Assessors are usually Agency Directors, Command Peace officers and Program Managers from other agencies. These assessors are trained by the Program Staff and must agree to a Code of Ethics prior to accepting the assignment and must abide by that Code of Ethics during their assessment of the agency.

### **The Electronic Submission Process**

All new agencies entering the Accreditation Program are required to submit their files through the TPCAF electronic submission process. This is a free download from the TPCAF web site, and the files are reviewed by one of three coordinators for the program. Agencies using an outside vendor to help organize their files and policies are encouraged to maintain their current business practice with the understanding that all new agencies entering the program must submit their files through the TPCAF electronic submission process.

Agencies going through the re-Accreditation process do not submit files through the TPCAF electronic system. For questions about the re-Accreditation process please refer to the Program Director or the re-Accreditation training available at [texaspolicechiefs.org](https://texaspolicechiefs.org)



## The Best Practices

The original standards were developed by a task force of Texas law enforcement professionals who had extensive experience in the law enforcement accreditation process. Input was sought from numerous other state's accreditation programs as well as a detailed review of Texas statutes and rules of the Texas Commission on Law Enforcement. The best practices represent the basic practices needed to address critical issues within the law enforcement profession in Texas.

These standards have been and will continue to be updated and modified as the legal and social environment changes and law enforcement operations continue to evolve. Any member of the Texas Police Chiefs Association may submit items and issues for consideration regarding the modification or development of new standards. The standards are organized into twelve chapters that correspond to major areas of law enforcement operations.

### Best Practice Composition

Each standard is composed of the *standard number and title*, whether the standard is approved for *electronic submission*, the *standard statement*, a *discussion*, and *items needed for proving compliance*.

The *standard number and title* identify the Best Practice.

The **(E)**, **(V)**, or **(EV)** designation after the title indicates whether the standard is approved for *electronic submission* (or mail) if the agency opts for this review process. (E) Indicates the standard is approved for electronic submission. (V) Indicates the standard will be reviewed on-site only. (EV) indicates the standard is approved for electronic submission but will be reviewed on-site as well. (EV) standards typically have some aspects which may require visual observation or review of more extensive files.

The *standard statement* is the definitive requirement or requirements which must be met by the agency. The agency must show compliance with each part of a standard if the standard contains multiple parts. Some standards require a written directive. Others may only require an action, activity, inspection, or report. Some may require both a written directive and activity or action. Most standard statements indicate what the agency must address or perform, but usually allow great latitude in determining how to do it.



The *discussion*, if present, is an explanation of the standard and in some cases may contain a discussion of possible methods and requirements for compliance with the standard. The discussion provides the agency and assessors with the minimum levels of performance for acceptance. Agencies are expected to comply with minimum levels of performance or the equivalent.

*Proof of compliance* is a listing of the items or methods that are needed to show proof of compliance with a standard. If the *standard statement* requires a written directive, a written directive must be submitted. If a written directive is not required by the *standard statement*, the method of proof is the choice of the agency. Sufficient evidence must be provided to prove compliance with the standard. If an agency does not have the proof of compliance items listed, the agency should contact their assigned Program Coordinator to determine alternative methods of showing compliance.

*Evaluator's review* is a section on the bottom of the Standard's Document Submission Form (DSF). The *evaluator's review* also provides an understanding of what needs to be submitted in order for the proofs to be accepted.

### **Best Practice Applicability**

With the exceptions listed below, all standards are required for all agencies.

Some standards are conditional standards. Conditional standards usually contain the word "if." If an agency does not have that operation or provide that service, the standard does not apply. A file would still be maintained and the Document Submission Form in the file would indicate that the agency does not have or perform that function and the standard is N/A.

If an agency utilizes another entity to perform any of its functions such as communications, holding facility, or property and evidence, the performing agency must meet the standards for that function.

An exception is made for agencies that do not have holding facilities and utilize county jails or other facilities that are controlled by the Texas Commission on Jail Standards or by written contract. Detailed information on this exception is covered in the introduction to Chapter 10, Arrestee Processing and Transportation.

## Getting Started

Regardless of whether an agency wishes to become officially “Accredited” or not, these standards can be used in every community to improve basic law enforcement operations and reduce liability. We encourage all law enforcement agencies within the state to become familiar with these standards and work toward ensuring compliance with these standards within your agency.

If you wish to become an “Accredited” agency, the first step is to obtain the Program Manual and become familiar with the program operation and these standards. Training of both the Agency Director and Program Manager within the agency is required prior to being formally accepted into the program.

Agency Director Familiarization training is an overview of the program. Program Manager training is a detailed explanation of how the program works and the proofs of compliance required. Program Managers are required to attend both the Agency Director Familiarization training and the Program Manager Training.

Training is now available in an on-line format at [texaspolicechiefs.org](https://www.texaspolicechiefs.org) – however, agencies are strongly encouraged to attend scheduled training sessions.

If you have not yet been to training, you do not have to wait to get started. Reading the Program Manual and this Standards Manual can provide you with the information to begin your own self-assessment. Paper files can be created, and appropriate documentation and proofs of compliance gathered. There is also a Paperless file process which can be utilized. When training has been completed and your agency accepted into the program, the completion of the program will take much less time.

The Accreditation Program Website ([texaspolicechiefs.org](https://www.texaspolicechiefs.org)) has a host of resources for your use. You do not have to be registered or accepted into the program to have access to all the forms, manuals, or sample policies. All downloads are provided at no charge.

# The Standard Titles

## Chapter 1

### Administration & Organization

- 1.01 Organization
- 1.02 Budget
- 1.03 Financial Transactions
- 1.04 Written System of Agency Directives
- 1.05 Agency Jurisdiction
- 1.06 Peace Officer Authority
- 1.07 Authority of the Agency Director
- 1.08 Duty to Obey Lawful Orders
- 1.09 Sworn Personnel License
- 1.10 Accounting for Agency Owned Capital Assets
- 1.11 Approval for Personally Owned Equipment
- 1.12 Agency Issued Property/Equipment
- 1.13 Continuing Compliance with Best Practices

## Chapter 2

### Professional Standards & Conduct

- 2.01 Bias-Based Profiling
- 2.02 Code of Ethics
- 2.03 Oath of Office
- 2.04 Internal Investigations
- 2.05 Time Limit on Internal Investigations
- 2.06 Complaints Requiring an Investigation
- 2.07 Notification of the Agency Director
- 2.08 Appeal Procedures for Disciplinary Actions
- 2.09 Records and Security of Complaints and Investigations
- 2.10 Notification to Complainant
- 2.11 Sexual and Other Unlawful Harassment
- 2.12 Professional Conduct
- 2.13 Appearance
- 2.14 Truthful



- 2.15 Political Activity
- 2.16 Attendance
- 2.17 Individual Rights
- 2.18 Personal Conduct
- 2.19 Alcoholic Beverages
- 2.20 Drugs
- 2.21 Gifts/Gratuities
- 2.22 Emergency Recall Procedures
- 2.23 TCOLE Personnel Files
- 2.24 Community Outreach
- 2.25 Duty to Intervene

### **Chapter 3**

#### **Training**

- 3.01 Annual Firearms Qualifications
- 3.02 Use of Deadly Force Training
- 3.03 Annual Inspection of Firearms
- 3.04 Use of Force Training and Proficiency for Less Lethal Weapons
- 3.05 Training Records
- 3.06 In-Service Sworn Peace Officer Training
- 3.07 In-Service Reserve Peace Officer Training
- 3.08 Non-Sworn Training
- 3.09 Supervisor Training
- 3.10 Emergency Response Team Training
- 3.11 Hostage Negotiator Training
- 3.12 Field Training Program
- 3.13 Field Training Peace Officer Training
- 3.14 Field Training Peace Officer Process Review
- 3.15 Training Evaluations
- 3.16 Training Rotations
- 3.17 Background Investigator Training
- 3.18 Required Telecommunicator Training
- 3.19 Police Chief Training

## **Chapter 4**

### **Personnel**

- 4.01 Employee Selection Procedures
- 4.02 Polygraph Examinations
- 4.03 Background Investigations for Selection of Employees
- 4.04 Disposition of Selection Records of Applicants
- 4.05 Off-Duty Employment
- 4.06 Promotional Process
- 4.07 Promotional Eligibility Lists
- 4.08 Annual Performance Evaluations
- 4.09 Performance Evaluation Training
- 4.10 Employee Safety and Accident Prevention

## **Chapter 5**

### **Records and Information Management**

- 5.01 Privacy and Security of Records
- 5.02 Records Retention
- 5.03 Release of Information
- 5.04 Public Information Officer (P.I.O.)

## **Chapter 6**

### **Use of Force**

- 6.01 Authorization to Use Force
- 6.02 Authorization of Deadly Force
- 6.03 Use of Force Documentation and Review
- 6.04 Weapons and Ammunition
- 6.05 Carrying and Use of Weapons, On and Off Duty
- 6.06 Documenting the Discharge of Firearm
- 6.07 Medical Aid after Using Force
- 6.08 Removal from Line Duty after Using Deadly Force
- 6.09 Warning Shots
- 6.10 Annual Use of Force Report
- 6.11 Unauthorized Use of Force

## Chapter 7

### Law Enforcement Operations

- 7.01 24-Hour Law Enforcement Response to Emergency Situations
- 7.02 Arrests with a Warrant
- 7.03 Arrests without a Warrant
- 7.04 Miranda Warning
- 7.05 Interrogation
- 7.06 Search and Seizure Warrants
- 7.07 Searches Without a Warrant
- 7.08 Family Violence
- 7.09 Preliminary Investigations
- 7.10 Follow up Investigations
- 7.11 Informants
- 7.12 Confidential and/or Narcotics Funds and Audits
- 7.13 Vehicle Pursuits
- 7.14 Pursuit Documentation
- 7.15 Non-Emergency and Emergency Response
- 7.16 Accident Investigation
- 7.17 Reflective Vests
- 7.18 Roadblocks
- 7.19 Stop Sticks/Road Spikes
- 7.20 Seatbelts
- 7.21 Court Contact Information
- 7.22 Security and Accountability of Traffic Citations
- 7.23 Body Armor
- 7.24 Inspection of Patrol Vehicle and Equipment
- 7.25 Special Use Equipment
- 7.26 Alarms
- 7.27 Reserve Peace Officer Program
- 7.28 Traffic Enforcement Operations
- 7.29 Civil Process Records
- 7.30 Civil Process Procedures
- 7.31 Sex Offender Registration
- 7.32 Eyewitness Identification
- 7.33 Missing Persons



- 7.34 Critical Incidents In-Progress (Active Shooter)
- 7.35 K-9 Team
- 7.36 Artificial Intelligence

## **Chapter 8**

### **Unusual Situations**

- 8.01 Barricaded Suspect and/or Hostage Incidents
- 8.02 Bomb Threats and Responding to Bomb Incidents
- 8.03 Hostage Negotiations
- 8.04 Emergency Response Team Peace Officers
- 8.05 Emergency Response Team Procedures
- 8.06 Emergency Response Team Equipment
- 8.07 Emergency Operations Plan
- 8.08 After-Action Report
- 8.09 Review of Emergency Operations Plan
- 8.10 Homeland Security
- 8.11 National Incident Management System
- 8.12 Hazardous Materials

## **Chapter 9**

### **Communications**

- 9.01 Communication Centers (24-hour access)
- 9.02 Facility Security
- 9.03 Playback System
- 9.04 Back Up Power Source
- 9.05 Emergency Telephone Number
- 9.06 Twenty-Four Hour Two-Way Radio Capability
- 9.07 Access to Criminal Justice Information Systems
- 9.08 Warrant Confirmation
- 9.09 Crisis Communications Training
- 9.10 Communications Quality Assurance

## **Chapter 10**

### **Arrestee Processing and Transportation**

- 10.01 Searching and Transport
- 10.02 Juveniles – Arrest, Detention, and Transportation
- 10.03 Approval of Juvenile Holding Area
- 10.04 Separation of Prisoners
- 10.05 Jail Cells
- 10.06 Access to the Jail Cell Area
- 10.07 Visitors
- 10.08 Fire Protection for Jail Cell Area
- 10.09 Evacuation Plan for Jail Cell Area
- 10.10 Prisoner’s Property Release
- 10.11 Prisoner Identification Procedure
- 10.12 Medical Assistance for Prisoners
- 10.13 Medication for Prisoners
- 10.14 Strip Searches
- 10.15 Body Cavity Searches
- 10.16 Jail Cell Area Key Control
- 10.17 Prisoner Escapes
- 10.18 Jail Cell Area Inspection
- 10.19 Minimum Standards for Jail Cell Area
- 10.20 Visual Observation of Prisoners
- 10.21 Weapons in the Jail Cell Area
- 10.22 Consular Notifications

## **Chapter 11**

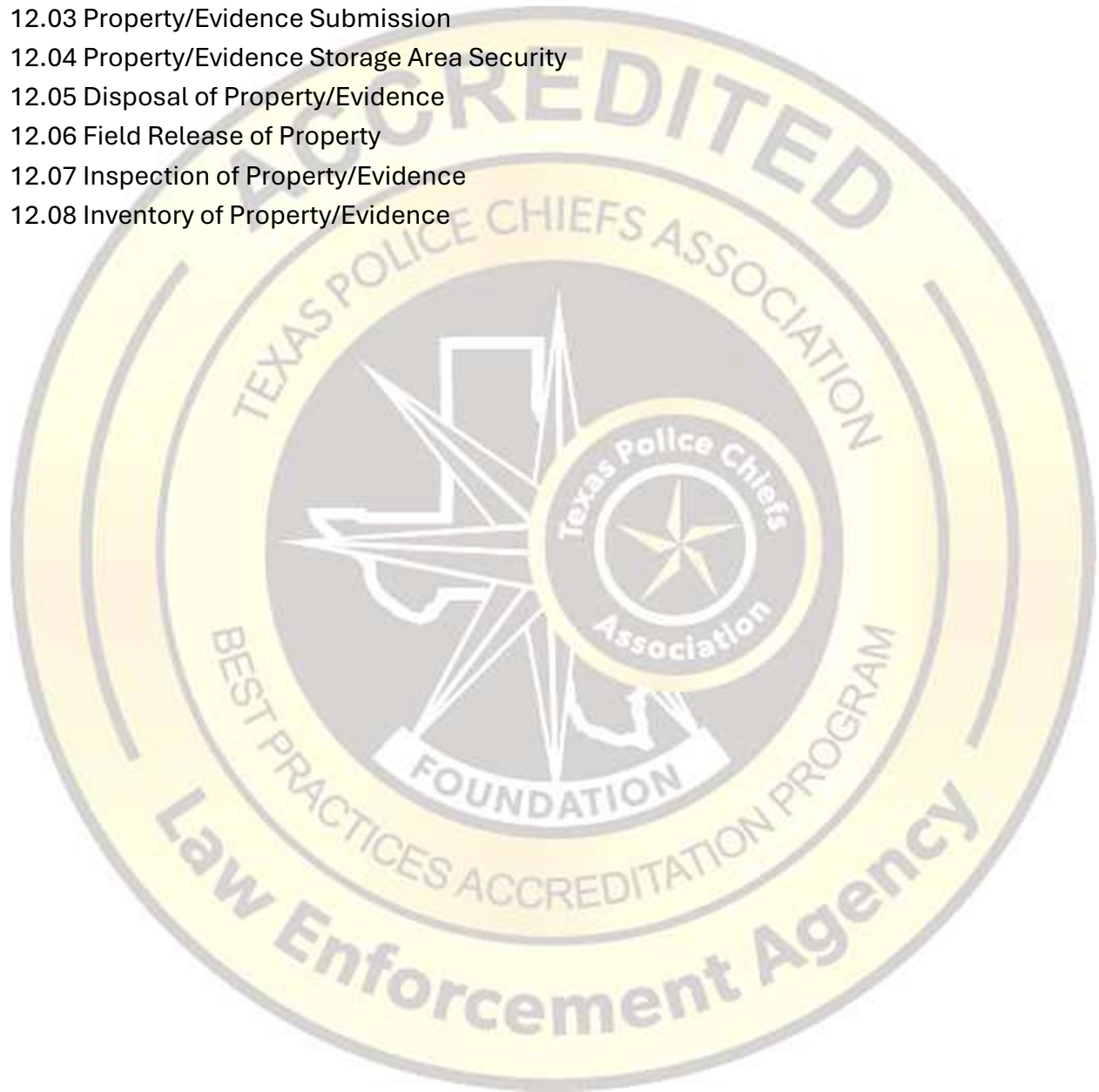
### **Court Security**

- 11.01 Courthouse/Courtroom Security
- 11.02 External Communications
- 11.03 Fire Evacuation Plan

## Chapter 12

### Property and Evidence Management

- 12.01 Property and Evidence – Chain of Custody
- 12.02 Access to Crime Scene Technicians
- 12.03 Property/Evidence Submission
- 12.04 Property/Evidence Storage Area Security
- 12.05 Disposal of Property/Evidence
- 12.06 Field Release of Property
- 12.07 Inspection of Property/Evidence
- 12.08 Inventory of Property/Evidence





## Appendix A

### Inventory Sampling Methods

Agencies should strive for 100% accountability in the maintenance of all property and evidence in their custody. Agencies without bar-coding or other technological assistance find it difficult to conduct a 100% inventory. Either of the two sampling methods below will meet the requirements of 12.08. The method used should be explained on the Document Submission Form.

#### [Sampling Method 1](#)

A complete inventory of all critical items (guns, drugs, and money) in the property room and a random sample of 5% of the total number of items or 50 items, whichever is less, of the remaining items in the property room.

The inventory should be conducted by locating the intake paperwork for all the guns, drugs, and money, then locating the items in the property room. The audit of the other items should be done in two parts. The first part is done by randomly selecting the paperwork for 25 items and locating them in the property room. The second part would consist of randomly selecting 25 items from the property room and locating the item's paperwork to test the record keeping system.

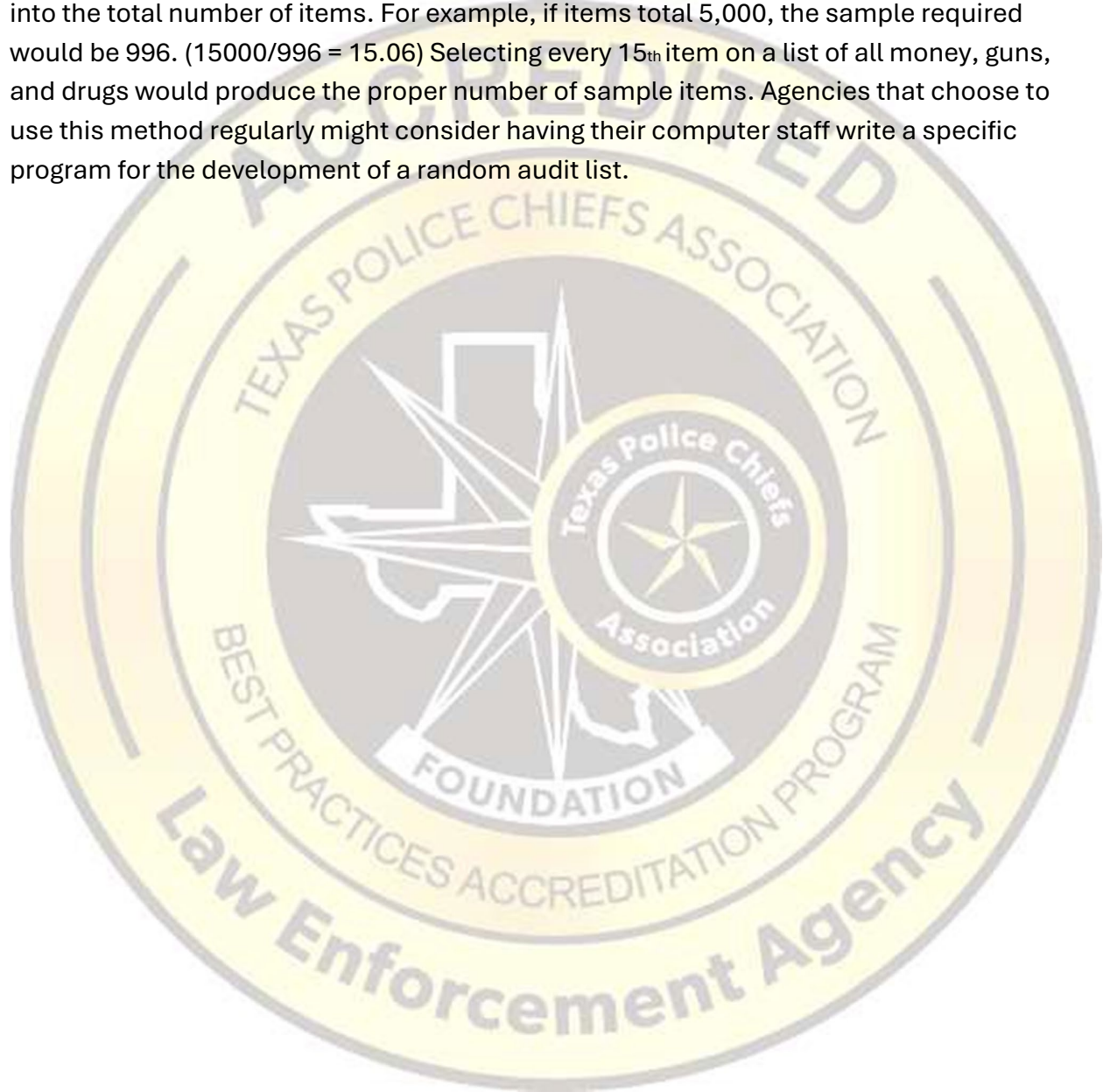
This system of sampling will benefit smaller agencies that have smaller numbers of critical items in their property and evidence rooms.

#### [Sampling Method 2](#)

Sampling method 2 relies on a mathematical sampling formula which produces a 95% confidence level with a confidence interval of +/- 3%. This inventory is conducted on all items. Obviously, the agency will want to resolve any discrepancies discovered by an inventory, but an error rate of greater than 4% would indicate that a complete inventory of critical items is needed.

This sampling methodology requires a random sample to be accurate and the agency must be able to describe or show how the random sample was determined. To determine the sample size, the agency must also know the approximate number of total items in the property room, then consult the table below to determine the number of items required to be located and examined. Once a random sampling method is determined, no deviation is permitted. The agency must show that it adhered to the sampling methodology selected.

Creating a random sample can be as easy as locating a random number table in a mathematics textbook or on-line and using the last digits of the number that matches your agency's property numbers, then using that table in order until the total number of samples have been reached. It can also be done by dividing the number to be sampled into the total number of items. For example, if items total 5,000, the sample required would be 996. ( $15000/996 = 15.06$ ) Selecting every 15<sup>th</sup> item on a list of all money, guns, and drugs would produce the proper number of sample items. Agencies that choose to use this method regularly might consider having their computer staff write a specific program for the development of a random audit list.



This sampling method would benefit larger agencies with many critical items.

Total Number Items	Minimum Required Sample Size
100	92
200	169
300	234
400	291
500	341
750	441
1000	516
1250	576
1500	624
1750	663
2000	696
2250	724
2500	748
2750	769
3000	787
3500	818
4000	843
4500	863
5000	880
6000	906
7000	926
8000	942
9000	959
10000	964
12500	983
15000	996
20000	1013
25000	1023
50000	1045



## Appendix B

### Required Training Matrix

Below is a description of the types of training in each Minimum Training Level. This matrix was developed to assist agencies in determining what level of training is required for each standard. Each standard that requires training as part of the standard has the minimum level of training stated in the discussion section. This level of training or a higher level is required for compliance with these standards if the agency has their onsite final review after January 2012. Until then agencies may continue to determine what level of training they are able to provide.

The matrix is provided only for reference to help agencies understand what types of training is at each level.

Level	Description of Minimum Level of Training	Type of Proof Needed
1	Proof of receipt of a copy of policy.	A sign-off sheet or electronic document showing peace officers have received a copy of the policy.
2	Roll-call training, training bulletin distribution, video, copy of policy with discussion by/with supervisor, or copy of policy with testing.	Sign-off sheets showing peace officers received roll-call training by an officer or supervisor, received a training bulletin addressing the policy, or received training by video. May also be shown by proving receipt of copy of policy with further discussion with/by a supervisor or by follow-up testing on the policy. A memo from the supervisor stating it was discussed or a sign-off sheet where discussion is also clearly noted will be accepted.

3	Specific topic training by an instructor or online course with topic clearly indicated in a class schedule, course syllabus, lesson plan, or Power Point, TCOLE on-line course, or specific TCLEDDS entry. (Can be classroom, seminar, or on-line)	Proof of some form of formal training by an instructor, or specific topic training at a school, seminar, or class clearly showing the topic of training, such as a class schedule, syllabus, lesson plan, Power Point, completion certificate, or other documentation. Computer-based learning programs may also be used. Proofs will be sign-in sheets, completion certificates, or TCLEDDS entry.
4	Proof of specific physical skills training.	Sign-in sheets or records showing attendance and completion of proficiency testing, such as firearms qualification records, proficiency testing for less-lethal weapons and physical arrest or self-defense classes.
FTO Training	Proof of FTO training (specific topic clearly identified)	FTO training cannot be used alone to prove compliance with training during initial accreditation as it does not prove training of all existing personnel. FTO training can be used in re- accreditation compliance files to show continuing training of new staff members if the details of what needs to be mastered is contained in field training documents.

## Minimum Training Standards by Standard Number

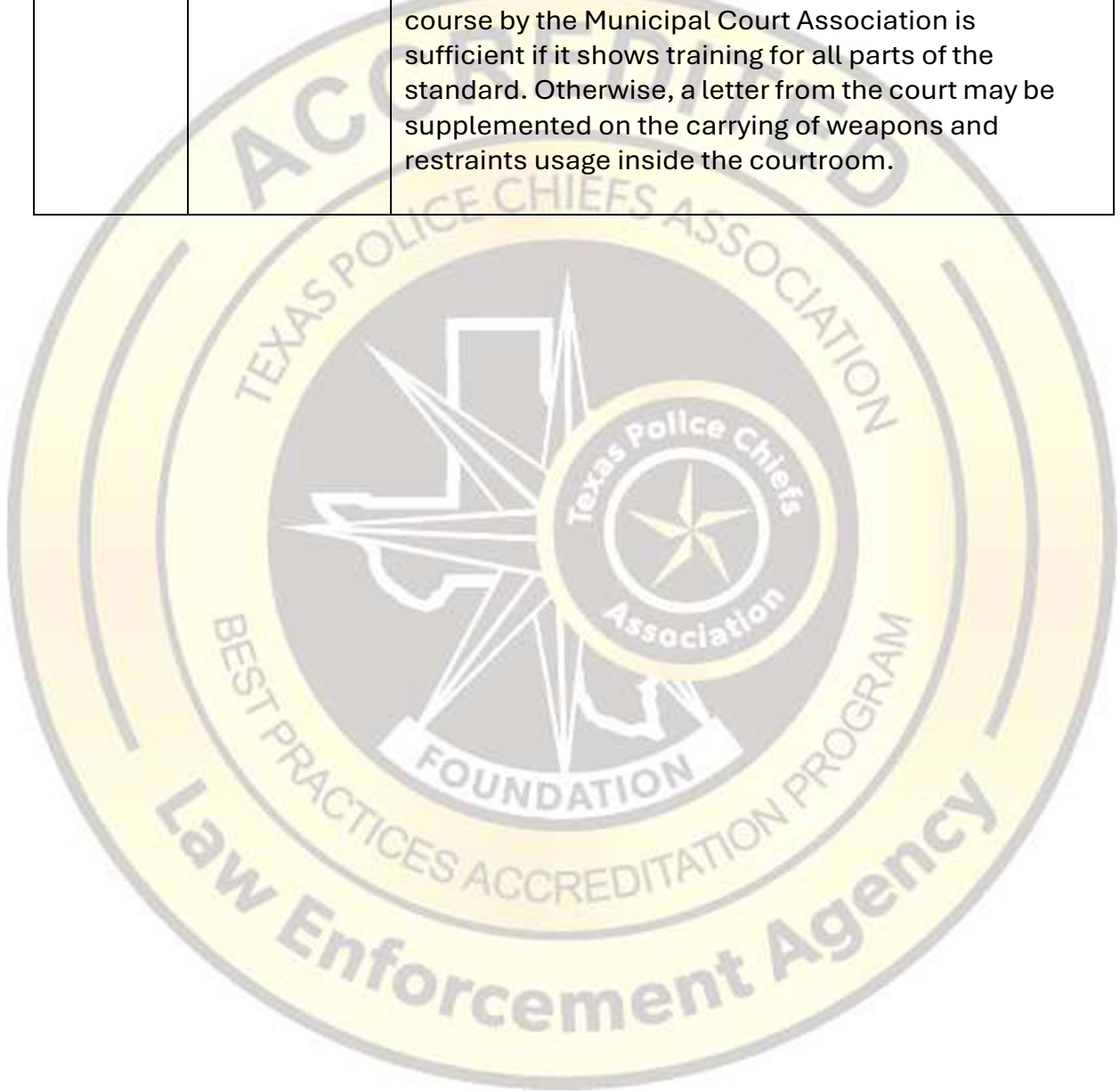
Standard Number	Minimum Training Level	Comments
2.01	2	Proof of training at least once for each peace officer. No minimum hours.
2.11	3	Proof of attendance by employees to a training program. No minimum hours.
2.12	1	Proof of receipt of policy.
3.01	4	Proof of most recent qualification and any remedial training completed.
3.02	2 & 4	Proof of receipt of copy of policy and discussion with supervisor, or specific classroom training in deadly force policy and proof of training in use of firearms (can be qualification or other training.) No minimum hours.
3.04	3 & 4	Proof of specific training and proof of proficiency. Proof of proficiency can be a memo from instructor, form signed by instructor as passing, or other document which shows proof of demonstration of proficiency.
3.06	3 & 4	Proof of peace officers receiving at least 40 hours of in-service training within the last 24-month training cycle (TCLEDDS record acceptable) and proof of training in physical arrest and self-defense training during the last 24-month training period.



3.07	3 & 4	Proof of reserve peace officers receiving the state required 40 hours of in-service training within the last 24-month training cycle (TCLEDDS record acceptable) and proof of training in physical arrest and self-defense training during the last 24-month training period if the reserves perform field duties.
3.08	3	For each non-sworn position requiring training, proof of that training for at least one person in that position.
3.09	3	Proof of training for position promoted to.
3.1	3	Proof of initial Basic ERT training prior to active participation in ERT operations and that continuing ERT training is performed to the level stated in directives.
3.11	3	Proof of Basic Hostage Negotiator School prior to any negotiation and proof of continuing training as required by policy.
3.13	3	Proof of FTO school completion, minimum of 24 hours.
4.10	2	Proof of some form of safety training, at least level 2.
5.01	3	Proof that the Records Manager has attended the Records Management or Public Information Act course.
5.03	1	Receipt of a copy of detailed policy.
5.04	3	Proof that assigned PIO has attended some training on media relations.
7.02	2	Proof that the agency has trained all sworn peace officers in how to obtain and serve arrest warrants.

7.03	2	Proof of training all sworn peace officers in arrests without warrant.
7.04	2	Proof of training in Miranda.
7.05	3	Proof of training of at least investigators in interrogations.
7.08	1	Proof of training or receipt of detailed policy if one is issued.
7.09	2	Proof of training in preliminary investigations.
<b>Standard Number</b>	<b>Minimum Training Level</b>	<b>Comments</b>
7.10	2	Proof of training of investigators or detectives.
7.13	2	Proof of receipt of policy with discussion with supervisor for understanding.
7.18	2	Receipt of a copy of detailed policy.
7.19	2	Proof of training on specific system used.
7.32	2	Proof of receipt of policy with discussion with supervisor for understanding by investigators or detectives.
7.34	1	Proof of receipt of policy or training in policy.
8.07	2	Proof of training of at least all supervisors.
8.11	3	Proof that peace officers have completed required courses, TCCLEDD entry, or copies of certificates.

10.01	2	Proof of training in searching and transport.
11.01	2	Personnel assigned in court must be trained by supervisors or other staff in security operations including proof of instruction in carrying weapons and use of restraints in court. Attendance of a Bailiff course by the Municipal Court Association is sufficient if it shows training for all parts of the standard. Otherwise, a letter from the court may be supplemented on the carrying of weapons and restraints usage inside the courtroom.





## Program Glossary

Term	Explanation/Definition
<b>Administrative review</b>	A documented review of an incident or occurrence prepared by or for the Agency Director or designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed. The review could also involve more than one incident.
<b>Annual</b>	An event that occurs at least once every 12 months.
<b>Appeal</b>	An application (as to an accredited authority) for corroboration, vindication, or decision in a disciplinary action or other appealable action as defined by the agency.
<b>Arrest</b>	The act of depriving a person of his/her liberty by legal authority, with or without a warrant, including the authority to physically remove a person from their location and taking the person to a place of confinement or judicial authority.
<b>Artificial intelligence</b>	Computers that are designed to quickly gather intelligence for criminal investigative purposes. Examples include, but are not limited to, license plate readers, drones, facial recognition, voice analysis, and tracking devices.
<b>Auxiliary member</b>	A uniformed or non-uniformed civilian who contributes to the mission of the agency in a support capacity and is in non-paid status. Included are law enforcement cadets, explorers, senior citizen groups, or other volunteer groups.
<b>Barricaded person</b>	An individual who resists being taken into custody by using or threatening to use firearms, other weapons, explosives, etc.

	A barricaded person is normally behind some form of cover and may or may not have taken a hostage or made threats to his/her own life.
<b>Best business practice</b>	An accredited and necessary professional requirement setting criteria for a specific process, function, service, or procedure for law enforcement agency compliance.
<b>Biannual</b>	Occurring twice a year.
<b>Bias based profiling</b>	The selection of an individual for enforcement action based solely on a trait common to a group. This includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
<b>Biennial</b>	Occurring every two years.
<b>Bimonthly</b>	Occurring once every two months.
<b>Body cavity</b>	Consists of the anus, female vagina, and any part of the esophageal cavity or stomach other than the portions of the mouth normally visible by opening the mouth.
<b>Candidate agency</b>	An agency that has made an application to the Texas Police Chiefs Association Best Practices Accreditation Program.
<b>Chain of command</b>	Formal upward or downward progression through the command structure based on rank and direct authority within the organization.
<b>Chain of evidence</b>	Continuity of custody serving to ensure that material items introduced into the court are the same material or items originally collected as physical evidence.

<b>Agency Director</b>	The duly authorized top administrator and highest-ranking executive of the law enforcement agency who possesses ultimate command authority for the operation of the agency.
<b>Citation</b>	Written notice to appear before a court of law issued to an accused person in connection with a traffic enforcement action or other class C misdemeanor charge.
<b>Code of conduct</b>	Specific guidelines for behavior and dress, including prohibitions.
<b>Code of ethics</b>	Principles of conduct or moral values that govern individual or group behavior, the agency's guiding philosophy.
<b>Command protocol</b>	Plan or policy established to ensure a continuation of supervision at all levels of the chain of command when vacancies or absence from duty exist.
<b>Complaint</b>	An allegation of misconduct, malfeasance, or violation of law or agency directive against any member of the agency or against the Agency. This does not include a complainant's disagreement with the application of law that is properly decided in a court of law.
<b>Conclusions of fact</b>	Final determination about allegations based on investigative activities. Classifications of investigative findings may include exonerated, sustained, not sustained, unfounded, and policy failure.
<b>Criminal history</b>	A transcript of arrests for an individual usually identified by name, date of birth, or identification number.



<b>Crisis intervention</b>	Assistance and support services offered to victims, survivors, and/or first responders of violent crimes or other serious incidents.
<b>Curriculum</b>	A series of courses related to a specific type of training program.
<b>Deadly force or lethal force</b>	Force that is likely to cause death or great bodily harm and includes, but is not limited to, discharging a firearm in the direction of a person to be arrested, even if no intent exists to kill or inflict great bodily harm, and discharging a firearm towards a vehicle in which a person to be arrested is occupying. The terms 'deadly force' and 'lethal force' are considered synonymous.
<b>Directive or written directive</b>	A document used to guide or control the actions of members and establish agency policy and practices. Examples of directives include, but are not limited to, policies, standard operating procedures, general orders, memoranda, instructional materials, laws, or written orders.
<b>Emergency situation</b>	An actual or potential condition that poses an immediate threat to life or property.
<b>Emotional Stability or Psychological Fitness Examination</b>	Professional screening designed to identify behavior patterns and/or personality traits that may prove either detrimental or advantageous to successful job performance.
<b>Equal Employment Opportunity</b>	Providing equal opportunities for employment and conditions of employment to all members regardless of race, creed, color, age, sex, religion, national origin, marital status, or physical impairment.

<b>Evaluator review</b>	The minimum requirements needed for any standard to be accepted. Evaluator reviews are used by Program Coordinators and final review team members to ensure equal treatment of candidate agencies and are located on the bottom of each standard's document submission form.
<b>Evidence</b>	Materials or items discovered or retrieved from a crime scene or other law enforcement incident.
<b>Field interview</b>	The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion, for the purpose of determining the individual's identity and resolving the peace officer's suspicions concerning criminal activity.
<b>Field Training Program</b>	A structured and closely supervised program provided for recruit members to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.
<b>Field Training Peace officer</b>	A commissioned peace officer selected by the agency leadership to train recruit peace officers in agency policy, procedures, rules, regulations, practices, and other subjects or duties as determined by the agency.
<b>Function</b>	A general term for the required or expected activity of a person or an organizational component, such as patrol function or communication function.
<b>Grievance</b>	A formal, written request to resolve differences in identified matters due to an actual or supposed circumstance regarded as just cause for protest.

<b>Guidelines</b>	Statements, past practices, or other indications of policy or procedure used to determine a course of action.
<b>Holding area</b>	Any locked area, space, or enclosure where a prisoner/detainee is placed to prohibit freedom of movement.
<b>Incident command system</b>	Command, control, and coordination of a response to organize the efforts of members and agencies as they work toward stabilizing an incident while protecting life, property, and the environment. The five major components are command, planning, operations, logistics, and finance / administration.
<b>In-service training</b>	Training received by agency members to enhance knowledge, skills, or abilities. This includes formal re- training, specialized, promotional, or advanced training. In-service training may also include less formal types of instruction, such as roll-call training.
<b>Inspection</b>	A comparison of an individual or an organizational component against established standards, such as policies, procedures, practices or expected behaviors. Organizational component inspections are commonly referred to as staff inspections and encompass a full- scale review of the current operations of a unit or section of the agency. It can also include all aspects of administration, personnel policies, directives, equipment, and facilities.
<b>Internal affairs investigation</b>	A formal, detailed investigation of alleged misconduct or violation of law or agency directives.



<b>Inventory</b>	A survey of items designed to create a detailed list of articles or property. This includes (1) processes such as those utilized within the agency and can be part of an audit or inspection; and (2) processes utilized by the agency after the agency assumes control over a person's property where such processes are designed to protect the citizen's property and the agency from allegation of misconduct.
<b>Job description</b>	An official written statement setting forth the duties and responsibilities of a job and the skills, knowledge, and abilities necessary to perform it.
<b>Job-related</b>	Pertaining to tasks performed for or functions required of a specific job classification.
<b>Less-lethal force, less-than-lethal force, or non-deadly force</b>	Force which is not likely to cause death or great bodily harm. The terms non-deadly force, less-than-lethal force, and less-lethal force may be considered synonymous.
<b>Lesson plan</b>	A detailed format an instructor uses to conduct a course. A lesson plan may include goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.
<b>Life-cycle management</b>	The documented management process of the life of a document created in the ordinary operation of a L.E. agency, including storage, length of retention, and destruction process. This is normally contained in the records retention schedule of a government entity, but parts not covered in the records retention plan are developed and maintained in departmental directives.

<b>Major incident</b>	An unplanned major event of significant public or community interest that requires an extraordinary response by L.E. Typically these are unexpected mass gatherings fueled by a common concern or theme that result in multiple arrests and/or property damage. Examples include, but are not limited to, unplanned or unpermitted gatherings that lead to civil disobedience and are focused on the action(s) of L.E. personnel such as a controversial peace officer- involved use of force incident, or an unexpected celebratory crowd that turns riotous or destructive such as a crowd celebrating a sports event that degrades to property damage and mass arrest.
<b>Medical care facility</b>	Any hospital, office, mobile unit, or other facility designed or utilized to provide immediate or ongoing medical treatment.
<b>Member</b>	A generic term utilized in this manual to describe all agency personnel, including volunteers, auxiliary peace officers, and part-time personnel.
<b>Memorandum</b>	An informal, written document that may or may not convey an order, generally used to clarify, inform, or inquire. Memoranda may be used for proofs of compliance.
<b>Mutual aid</b>	A formal agreement or legal authority among emergency responders to lend assistance across jurisdictional boundaries when required either by an emergency or disaster that exceeds local resources. This assistance includes, but is not limited to, resources such as facilities, equipment, services, supplies, and personnel.

<b>Off-duty employment</b>	Secondary employment outside the agency which may or may not require the actual or potential use of law enforcement powers by an off-duty member.
<b>Organizational component</b>	A subdivision of the agency, such as a bureau, division, section, unit, or position that is established and staffed on a full-time basis to provide a specific function.
<b>Part-time sworn member</b>	Any sworn person employed or appointed less than full-time, as defined by an employing agency, with or without compensation, who is vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state.
<b>Performance evaluation</b>	A documented and signed feedback mechanism that affords an opportunity for the supervisor and the employee to discuss organizational values and performance. This process may include time-specific discussions or on-going goals, and can include coaching, counseling sessions, check-in discussions, and/or goal setting. Performance evaluations must occur at least annually, must be documented, and must be signed by the evaluator and the supervisor providing the feedback. Agencies are encouraged to develop a mechanism that supports their needs.
<b>Periodic</b>	Occurring at a regular time or at fixed/defined intervals not to exceed biennially.



<b>Personnel order</b>	Official announcements of certain administrative actions involving members of an agency that normally form a permanent file record of each member's agency assignments, promotions, awards, etc.
<b>Plan</b>	A detailed scheme, program, or method prepared in advance for the accomplishment of an objective, proposed or tentative project, or goal. A plan may be a systematic arrangement of details, outline, drawing, or diagram.
<b>Policy statement</b>	A broad statement of agency principles that provides a framework or philosophical basis for agency procedures.
<b>Prisoner</b>	Any person arrested and/or in custody of a law enforcement peace officer or agency.
<b>Procedure</b>	A manner of proceeding, a way of performing or affecting something, an act composed of steps, a course of action, a set of established forms, or methods for conducting the affairs of the agency.
<b>Process</b>	A series of actions, changes, or functions bringing about a result.
<b>Professional staff member</b>	A full- or part-time person who is not a sworn law enforcement peace officer and does not possess arrest powers.
<b>Pursuit</b>	An active attempt by a law enforcement peace officer, operating in a law enforcement vehicle(s), to apprehend one or more occupants of another moving motor vehicle where the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension.

<b>Readiness inspection</b>	The capability of any given piece of equipment to function in the intended manner. This type of inspection is intended to go beyond counting inventory or assets. It is intended to ensure that equipment is in reliably operational condition if it is needed. Note: It is not necessary to fire weapons to determine functionality.
<b>Reasonable assurance</b>	The level where the reviewing peace officer (assessor or supervisor) feels confident of the agency's compliance with a Standard. It does not require absolute proof of compliance for every peace officer or every program within the department.
<b>Recruitment activity</b>	Any activity or event utilized to seek potentially qualified applicants for a particular position.
<b>Remedial training</b>	Training conducted in addition to regularly scheduled training to correct an identified deficiency.
<b>Restraining device</b>	Equipment used to restrict the movement of a prisoner/detainee.
<b>Roadblock</b>	Use of barricades or other devices to stop vehicle or foot traffic from proceeding on a public road or other secured site.
<b>Roll call training</b>	Short training or informational sessions held prior to or after a member's tour of duty.
<b>Rules and regulations</b>	Specific guidelines describing allowed and prohibited behavior, actions, or conduct.
<b>Selection criteria</b>	The rules, standards, or requirements used to make a judgment when filling a position.

<b>Selection process</b>	The combination of elements and procedures used to make the final decision in filling a position.
<b>Selective Traffic Enforcement</b>	Law enforcement function designed to address a specific or recurring issue or problem at a specific location and time. Also, may be referred to as Directed Patrol.
<b>Semiannual</b>	Occurring or issued twice a year.
<b>Service community</b>	Persons within the agency's jurisdictional responsibility.
<b>Sexual harassment</b>	Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
<b>Special event</b>	An activity that results in the need for control of traffic, crowds, or crime. Special events are normally time specific and in short durations but may be extended over a longer period of time.



<b>Specialized Operational Unit</b>	A unit designated within the agency's organizational structure characterized by increased levels of responsibility requiring specialized training, but operating within a given employment classification such as bike patrol, traffic safety, K-9, etc.
<b>Special order</b>	A statement of policy, procedure, or other instruction issued by the Agency Director regarding a special circumstance or event of a temporary nature.
<b>Specialized training</b>	Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or may include technical and job specific subjects, such as homicide investigation, fingerprint examination, juvenile investigation, motorcycles, bicycles, SWAT, etc.
<b>Standard</b>	A common term referring to a Best Business Practice.
<b>Sworn law enforcement peace officer</b>	An employee of the agency who has the power and authority of the State of Texas, the political subdivision, and/or any other specified statutory entity to carry a weapon and exercise the powers of arrest or other law enforcement duties as specified by law or ordinance.
<b>Standard operating procedure</b>	A written directive which specifies how agency activities are carried out.

<b>Sworn member</b>	A member, as defined by statute, who is certified by TCOLE, possesses full law enforcement and arrest powers, and is employed either full- or part-time by a law enforcement agency. This member may or may not be compensated.
<b>Tactical team</b>	A select group of peace officers who are specially trained and equipped to handle high-risk incidents such as snipers, barricaded persons, hostage takers, or high-risk warrant service.
<b>Training plan</b>	A plan to train agency personnel which could include formal classroom training, a requirement of written acknowledgement of receipt of a General Order, training bulletins, or other documents on a specified subject or procedure.
<b>Temporary holding area</b>	A location within the law enforcement agency which is used for a brief period to process, question, arraign, or test individuals who are in the custody or care of the law enforcement agency. These areas would only be used for a brief time while processing is completed, prior to the release of the person, or until the person appears before a member of the judiciary.
<b>Unlawful harassment</b>	Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

<b>Victim</b>	A person who suffers physical, financial, or emotional harm as the direct result of a specified crime committed upon his or her person or property. The children, parents, or legal guardian of a homicide victim are also regarded as victims.
<b>Volunteer</b>	Unpaid members who perform tasks which do not require law enforcement certification.
<b>Warning</b>	Notice given of impending action or danger if corrective measures are not taken.
<b>Witness</b>	A person having information or evidence relevant to a crime.
<b>Work environment</b>	Department facilities and equipment where daily activities are conducted, including office space, patrol vehicles, interview rooms, and holding areas.

