

Hays County Sheriff's Office



Training Academy Course Catalog 2025

Sheriff Anthony Hipolito

MISSION

The mission of the Hays County Sheriff's Academy is to provide the highest quality law enforcement instruction and to ensure at all times that the standards and requirements of the Texas Commission on Law Enforcement and the Hays County Sheriff's Office are met or exceeded.

THE ACADEMY LOGO



*The **GOLD** Bar represents; setting the bar of conscience, and honor against evil.*

The Torch represents service; a leader's role is lighting the way for others.

*The Textbook represents the need to continuous learning and pursuit of wisdom. The **BLUE** Shield represents the guardian of truth and loyalty to those we serve.*

TABLE OF CONTENTS	
FREQUENTLY ASKED TRAINING QUESTIONS	3
REGISTRATION AND CANCELLATION INFORMATION	4
GENERAL OPERATING PROCEDURES	5
STUDENT DRESS CODE	6
2025 COURSE DESCRIPTIONS	8
CORRECTIONS SPECIFIC TRAINING	12
LAW ENFORCEMENT SPECIFIC TRAINING	15

FREQUENTLY ASKED QUESTIONS**I am about to qualify for my Intermediate Officer Certificate, should I call TCOLE?**

YES, contact TCOLE at (512) 936-7700. Effective September 1, 2011, TCOLE is required to collect fees for all peace officer, jailer, and tele communicator proficiency certificates. As proficiency certificate levels are met, TCLEDDS will continue to automatically award and display this achievement on the personal status report (PSR) but will no longer mail the certificates to appointing agencies. Individuals who desire a hard copy of their certificate must electronically submit an application and pay a \$35 fee per certificate. Licensees can purchase hard copy certificates to be mailed, by credit card or bank draft, through their online training account.

How do I obtain a transcript of my continuing education? How do I determine the course I have to take during the TCOLE training cycle?

Contact TCOLE at 512-936-7700, or create a User ID and Password on <http://www.tcole.texas.gov> at MyTCOLE Training. Should there be a discrepancy with training received at the HCSO Academy, contact the Training Academy Coordinator at sheriff.training@hayscountytexas.gov.

What other training resources are available?

Approved training academies and training providers are listed on the TCOLE web site at <http://www.tcole.texas.gov> in the Training Providers link.

If I attended training at another agency or attended a seminar, is it possible for me to receive TCOLE credit?

Possibly, if the training is job related. You will need to provide a copy of the course outline, the instructors' credentials, an outside agency instructor evaluation and a certificate of completion to the Hays County Sheriff's Academy review within ten (10) days of completion. If approved, course credit will be submitted to TCOLE for their approval.

How long is the TCOLE Training Cycle?

Forty-eight (48) months. The "cycle" is comprised of two training "units". To maintain their license, Peace Officers must attend 40 hours of training during each 24-month training "unit". Correction Officers must attend Cultural Diversity during the training "cycle". Those holding an Intermediate Peace Officer license or above are exempt from Cultural Diversity and Special Investigative Topics. (Questions concerning the licensing requirements will be directed to TCOLE.) The current "unit" runs September 1, 2023 - August 31, 2025. The current "cycle" runs September 1, 2021- August 31, 2025.

Does Cultural Awareness taken in BCAT or BPOC count towards the TCOLE 48-month training requirement?

Yes, however, it only counts toward that first 48-month training cycle.

REGISTRATION AND CANCELLATION INFORMATION

1. Registration for courses will be made via supervisors (for employees below the rank of sergeant) by contacting the Training Academy via email at sheriff.training@hayscountytexas.gov.
2. Should cancellation become necessary, the students' supervisor (if the student is below the rank of Sergeant) will notify a Training Academy Supervisor and/or the Registrar of the cancellation via email. Telephone cancellations are not permitted. Email cancellations should be sent to sheriff.training@hayscountytexas.gov.
3. Should registration for a course fail to meet the minimum limit of students, the course may be canceled. If an alternate date is available for the same course, the students will be offered the opportunity to re-register with supervisor approval. When a course is canceled, outside agencies will be reimbursed.
4. The Training Academy will attempt to notify registered students of a course cancellation prior to the scheduled start date for the course. Email will be the preferred method in attempting to do so.
5. Hays County Sheriff's Office employees have priority over outside agency students attending any Academy classes.

GENERAL OPERATING PROCEDURES

1. Unless otherwise noted, all classes are scheduled on an 8:00 a.m. to 5:00 p.m. workday with one hour for lunch.
2. Students are expected to report to class on time. Tardiness will be addressed by the Academy Supervisor in accordance with HCSO Policy.
3. Students will bring to class all appropriate materials necessary for note taking, and any duty equipment that is required for the scheduled training.
4. Students are expected to attend courses in their entirety. Absences during a training class must receive prior approval from a Training Academy Supervisor and the student's immediate supervisor.
5. The Training Academy is a tobacco free building. Smoking and/or dipping are not allowed in the building. A designated smoking area is provided east of the building, adjacent to the Academy parking lot. Tobacco use outside of the designated smoking area is prohibited.
6. Cleanliness of the Training Academy is everyone's responsibility. Waste materials will be disposed of in the appropriate receptacles. Students will remove their materials from the classrooms at the end of each training day, unless directed otherwise by the course coordinator.
7. Chairs and tables are to be used in their intended manner. Students will not sit on tables or prop their feet or legs over the arms of chairs or on tables.
8. Telephones and computers in Academy Staff offices are not to be used by students.
9. All cell phones are to be placed on silent mode while attending classes. Usage of computers and electronic devices is prohibited in the classroom unless approved by an Academy Instructor.

STUDENT DRESS CODE

It is the responsibility of each student to comply with grooming and dress standards while attending any Training Academy course. Attendees who do not meet these minimum standards will be directed by Academy Staff to immediately conform to the policy. Those unable to conform will be directed to leave the class and report back to their immediate supervisor as soon as practical. If the student can make necessary adjustments to meet policy requirements, he/she may be allowed back into the class. Academy supervisors exercise discretion on issues of appropriate grooming and dress for all students. Supervisors will receive electronic documentation of their employees' inability to comply with the authorized dress code.

Regardless of class dress requirements, all clothing will be clean, in good working condition, and portray professionalism, free of obscene or offensive writing or images.

Dress requirements are identified in four distinct categories and may supplement the established standards for practical purposes: **Uniform**; **Casual**; **Physical Training**; and **Field**.

The Dress Code category "Uniform" is defined as:

- The student's issued Class B uniform as worn on duty.
- If the student wears a firearm and duty belt while on duty, the student may, but is not required to, wear it while in the classroom. Firearms will remain secured in the holster at all times unless directed otherwise by the instructor.

The Dress Code category "Casual" is defined as:

- Long sleeve or short sleeve dress shirts, blouses, polo or sport shirts with a collar. Shirts or blouses will be worn tucked into the trousers or skirt, unless designed for outer wear.
- Trousers or slacks, dresses, skirts, or other female attire consistent with business attire. No denim attire, unless waived by academy staff.
- Footwear will be appropriate for duty, training, safety and/or business professional complimenting the level of dress. Sandals, flip-flop or shower shoes are prohibited.
- Absolutely no athletic attire, i.e., no sweats, wind suits, tank tops, muscle shirts, etc.

The Dress Code category "Physical Training" is defined as:

- Tactical dress uniforms, BDU's, jumpsuits, etc. which are suitable for physical activity. Clothing should be able to accommodate a duty belt, if applicable.
- T-shirts, sweatshirts, or tactical shirts portraying a positive public image or department logo may be worn. No tanktops or muscle shirts.
- Footwear will be appropriate for duty and safety, which is consistent with indicated training.
- In remote areas, a limited supply of water is provided. Students are strongly encouraged to supply their own food and drinks when attending training in remote locations.

The Dress Code category "Field" is defined as:

- Clothing suitable for extended periods of time in a remote or outdoor location.
- Items of clothing such as T-shirts, overalls, jeans, BDU's, ball caps, cowboy hats, athletic shoes, hiking or combat boots, field jackets, sunscreen, portable shelter, etc., are authorized.
- The Texas climate dictates what will be appropriate in these settings and a variety of clothing is acceptable so long as the field dress is clean and in good condition.

In remote areas, a limited supply of water is provided. Students are strongly encouraged to supply their own food and drinks when attending training in remote locations.

2025 Course Descriptions

All classes begin at 0800 hours unless otherwise posted.

**Please note all dates and times are subject to change. Verify course scheduling by contacting the Hays County Sheriff's Academy at 512-393-7809 or contacting the Training Academy Coordinator at mindy.duckworth@hayscountytexas.gov or sheriff.training@hayscountytexas.gov.*

Basic Corrections Academy Training #1007	This course satisfies TCOLE requirements for the Basic County Corrections course.
<i>Length of Course</i>	5 Weeks
<i>Location</i>	Hays County Training Academy
<i>Date</i>	3/13-4/10, 6/12-7/11
<i>Tuition Fee</i>	FREE
<i>Dress</i>	Uniform
<i>Attendees</i>	HCSO and outside agencies

Crisis Intervention Training #1850	<p>With increasing frequency, law enforcement is being called upon to respond to individuals in serious mental health crises. It is necessary for law enforcement personnel to understand mental illness, and the tactics and techniques that have been proven to work most effectively when responding to individuals in these situations. These tactics and techniques are different than those routinely taught to officers to manage conflict.</p> <p><i>*This course is a required course to be completed no later than the second anniversary of the date the officer is licensed or the date an officer applies for an intermediate proficiency certificate, whichever date is earlier, or to apply for an advanced proficiency certificate. This applies to those licensed, or applying for an intermediate or advanced proficiency certificate, on or after April 1, 2018.</i></p>
<i>Length of Course</i>	5 days; 40hrs
<i>Location</i>	Hays County Training Academy
<i>Date</i>	6/23/2025-6/27/2025
<i>Tuition Fee</i>	FREE
<i>Dress</i>	Casual
<i>Attendees</i>	HCSO and outside agencies

ICC Crime Scene Investigation #2106	<p>This 5-day course provides instruction on crime scene protocol and search techniques. Students learn about crime scene security, photography, sketching, collection of latent fingerprints, chain of custody, documentation, handling and routing of evidence.</p> <p><i>Note: This is a required course for Peace Officers working toward their Intermediate Certificate.</i></p>
<i>Length of Course</i>	5 days; 40hrs
<i>Location</i>	Public Safety Building
<i>Date</i>	6/9/2025-6/13/2025
<i>Tuition Fee</i>	FREE
<i>Dress</i>	Casual
<i>Attendees</i>	HCSO and outside agencies

De-Escalation Techniques: Limiting Use of Force in Public Interaction #1849	<p>This is a one day, legislatively mandated course.</p> <p><i>This course is also for Peace Officers working toward their intermediate, and advanced proficiency certificate on or after April 1, 2018.</i></p>
<i>Length of Course</i>	1 day; 8hrs
<i>Location</i>	Hays County Training Academy
<i>Date</i>	TBD
<i>Tuition Fee</i>	FREE
<i>Dress</i>	Casual
<i>Attendees</i>	HCSO and outside agencies

Canine Encounters #4065	<p>Canine Encounters is divided into ten component parts; Introduction, Facts/Statistics, Contributing Factors, Types of Aggressions, Body Languages, Encounters, Report Writing, Use of Force, Tools of the Trade, and Self-Defense.</p>
<i>Length of Course</i>	4 hours
<i>Location</i>	Hays County Training Academy
<i>Date</i>	TBD
<i>Tuition Fee</i>	FREE
<i>Dress</i>	Casual
<i>Attendees</i>	HCSO and outside agencies

Interacting With Drivers Who are Deaf or Hard of Hearing #7887	This is a 4 hour course to familiarize Texas Peace Officers with the laws regarding the ADA and individuals who are Deaf or Hard of Hearing. This course is also designed to give the Peace Officer skills and methods to make good decisions when it comes to dealing with the Deaf or Hard of Hearing on everyday calls.
<i>Length of Course</i>	4hrs
<i>Location</i>	Hays County Training Academy
<i>Date</i>	TBD
<i>Tuition Fee</i>	FREE
<i>Dress</i>	Casual
<i>Attendees</i>	HCSO and outside agencies

Field Training Officer #3702	This course teaches instructors how to provide supervised field training for new recruits in any law enforcement discipline. The goal is to transition the recruit from a classroom setting to an actual hands-on assignment.
<i>Length of Course</i>	40 hours
<i>Location</i>	Hays County Training Academy
<i>Date</i>	LE – 6/16/2025-6/18/2025 Corrections – 4/1/2025-4/3/2025, 5/14/2025-5/16/2025
<i>Tuition Fee</i>	FREE
<i>Dress</i>	Casual
<i>Attendees</i>	HCSO and outside agencies

County Corrections Firearms Course #3599	This course is required for any Corrections Officer who will be armed during the course of their duties. This course covers basic weapon safety and procedures for handgun and shotgun as well as Use of Force guidelines and policy. *Supervisors must sign their employees up for this course.
<i>Length of Course</i>	4 days, 36 hrs
<i>Location</i>	ALERTT
<i>Date</i>	3/18/2025-3/21/2025, 10/21/2025-10/24/2025
<i>Dress</i>	Field
<i>Attendees</i>	HCSO and outside agencies

TAC-Rifle #3322	This 3-day course is designed to educate the shooter in the fundamental operations and maintenance of the AR-15 style rifle. The shooter will be exposed to multiple shooting positions, malfunctions, reloading and both close quarters and long distance shooting.
<i>Length of Course</i>	3 days, 28hrs
<i>Date</i>	1/23-1/27, 4/21-4/23, 7/23-7/25, 10/21-10/23
<i>Dress</i>	Field
<i>Attendees</i>	HCSO and outside agencies

Basic Peace Officer Course #1000736	The Hays County Sheriff's Office offers the Basic Peace Officer Course (1000736) over the course of 31 weeks, 1200 hours. Along with the state mandated 736 hours of instruction, several stand-alone courses are added, including Vehicle OPS, PRSTS, ALERRT courses, Patrol Rifle, and others.
<i>Length of Course</i>	31 weeks, 1,200 hrs
<i>Location</i>	HCSA; ALERRT
<i>Date</i>	Not offered in 2025
<i>Dress</i>	Field
<i>Attendees</i>	HCSO and outside agencies

Basic Instructor Certification #1014	This course introduces the student to the teaching-learning process, phases of the teaching-learning process, factors affecting learning, needs assessment, task analysis, developing learning objectives, preparing a lesson plan, and methods of instruction. **Acceptance to Basic Instructor School is based on Academy Staff approval**
<i>Length of Course</i>	40 hours
<i>Location</i>	Hays County Training Academy
<i>Date</i>	6/2/2025-6/6/2025
<i>Tuition Fee</i>	FREE
<i>Dress</i>	Casual
<i>Attendees</i>	HCSO and outside agencies

Control Tactics #2040	<p>This course is a 4-day, 32 hour course covering basic physical control techniques, soft and hard open hand control, handcuffing, and use of intermediate weapons such as baton.</p> <p>This course satisfies HCSO GO requirements for Control Tactics.</p>
<i>Length of Course</i>	4 days, 32hrs
<i>Location</i>	Training Academy
<i>Date</i>	See TEAMS Training Calendar
<i>Dress</i>	Field
<i>Attendees</i>	HCSO Only

Firearms Instructor #2222	<p>This course will help you develop the additional knowledge, skills, and techniques needed to organize and teach firearms courses. Participants will learn to diagnose and correct student weaknesses, analyze and score targets, design and run courses of fire, and properly document police firearms training. Participants will be able to develop and implement comprehensive firearms training programs.</p> <p>*Prospective students must have their Basic Instructor Certification per TCOLE requirements</p>
<i>Length of Course</i>	40 hours
<i>Location</i>	Hays County Training Academy
<i>Date</i>	9/15/2025-9/19/2025
<i>Tuition Fee</i>	FREE – students must provide ammunition and supplies
<i>Dress</i>	Field
<i>Attendees</i>	HCSO and outside agencies

ALERRT Level 1 #3311	<p>This legislatively mandated course covers shooting and moving, threshold evaluation, concepts and principles of team movement, setting up for and room entry techniques, approach and breaching the crisis site, secondary responder tactics, improvised explosive devices, and post engagement priorities of work..</p>
<i>Length of Course</i>	16 hours
<i>Location</i>	Hays County Sheriff's Academy, ALERRT Training Center
<i>Date</i>	2/3-2/4, 2/10-2/11, 5/1-5/2, 5/12-5/13, 8/11-8/12
<i>Dress</i>	Field
<i>Attendees</i>	HCSO and outside agencies

Control Tactics Recertification #2040	<p>This course is a 1-day recertification for Peace Officers who have previously successfully completed the full CT course.</p> <p>Students who fail to successfully demonstrate the techniques required for the re-cert will be required to attend the full certification course.</p> <p>This course satisfies HCSO GO requirements for Control Tactics.</p>
<i>Length of Course</i>	1 day, 10hrs
<i>Location</i>	Training Academy
<i>Date</i>	See TEAMS Training Calendar
<i>Dress</i>	Field
<i>Attendees</i>	HCSO Only

Vehicle OPS Vehicle OPS Recert #3308	<p>This course is an in-service requirement covering force on force encounters in and around vehicles and recognizing tactical advantages and disadvantages around vehicles.</p>
<i>Length of Course</i>	Full Course 2 days, 20hrs; Recert 1 day, 12hrs
<i>Location</i>	HCSA; ALERRT
<i>Date</i>	Full Classes: 1/28-1/29, 4/28-4/29, 7/28-7/29, 10/27-10/28
<i>Dress</i>	Field
<i>Attendees</i>	Full class offered to HCSO and outside agencies Recert HCSO only

Patrol Response to Special Threat Situations #2045	<p>This scenario-based course is an in-service requirement covering force encounters and push vs. hold scenarios such as barricaded persons, suicidal persons, and assaults in progress.</p>
<i>Length of Course</i>	Full Course 2 days, 20hrs; Recert 1 day, 12 hours
<i>Location</i>	HCSA; ALERRT
<i>Date</i>	1/30-1/31, 4/24-4/25, 7/30-7/31, 10/29-10/30
<i>Dress</i>	Field
<i>Attendees</i>	Full class offered to HCSO and outside agencies Recert HCSO only

Tier Firearms Training – no course # HCSO Only	All Peace Officers and firearms certified Corrections Officers are required to attend quarterly Firearms Tier Training. The 4-hour blocks may include handgun, rifle, and/or shotgun. Students MUST register through the Training Academy for each training session. Students are required to bring all duty gear and protective equipment. Morning Tier is held 0800-1200 and afternoon Tier is from 1300-1700, unless otherwise specified. Tier Training is specific to Law Enforcement/Corrections.
<i>Length of Course</i>	4 hours
<i>Location</i>	ALERT
<i>Date</i>	Posted in TEAMS Training Calendar
<i>Dress</i>	Field
<i>Attendees</i>	HCSO Only

Full TAC Driving TAC Driving Recert #2046	This course covers the basics of vehicle operations, pursuit driving, perception reaction, and controlled braking.
<i>Length of Course</i>	Full – 2 days, 20 hours Recert – 1 day 10 hours
<i>Location</i>	Hays County Sheriff's Academy
<i>Date</i>	Full Course: 1/13-1/14, 3/31-4/1, 6/30-7/1, 11/3-11/4
<i>Dress</i>	Field
<i>Attendees</i>	Full course - HCSO and outside agencies Recert – HCSO only

PIT #3346	This 8-hour course covers basic information in reference to PIT, legal considerations, Hays County General Orders related to the forced stop method PIT, location considerations, procedures for PIT and PIN, and follow-up procedures after successfully performing PIT and PIN. Students will receive hands on training on the performance of PIT, PIN, and follow-up procedures.
<i>Length of Course</i>	8 hours
<i>Location</i>	Hays County Sheriff's Academy
<i>Date</i>	1/15, 4/2, 7/2, 11/6
<i>Dress</i>	Field
<i>Attendees</i>	HCSO and outside agencies

Crisis Intervention Refresher Course #3843	This Crisis Intervention Refresher training provides a review of the key concepts, safety techniques, and communication skills initially taught in the crisis intervention section (Chapter 27) of the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) Basic Peace Officer Curriculum. This course will also allow time for discussion, questions, and concerns of technique utilization that participants have experienced since their initial basic training. Brainstorming with fellow attendees will assist in the discussion of “best practices” and the sharing of personal situational experiences.
<i>Length of Course</i>	8 Hours
<i>Location</i>	Public Safety Building
<i>Date</i>	TBD
<i>Tuition Fee</i>	FREE
<i>Dress</i>	Casual
<i>Attendees</i>	HCSO and outside agencies