



# VIA TRANSIT POLICE DEPARTMENT

## Standard Operating Procedures



### Section 204 On-Board Training / Orientation

Office with Primary Responsibility:	COP	Effective Date:	February 23, 2022
		Prior Revision Date:	March 22, 2019
Office(s) with Secondary Responsibilities:	ALL	Number of Pages:	2
Forms Referenced in Procedure:		Related Procedures:	

#### **.01 INTRODUCTION:**

On-Board Training / Orientation is an approximately three to four-week program period for the VIA Transit Police Department to ensure newly hired transit police officers are properly licensed and trained to operate as a Peace Officer in the State of Texas. On-Board Training also prepares newly hired transit police officers for entry and successful completion of the Field Training Program. All newly hired transit police officers must be fully compliant with all mandates within the VIA Metropolitan Transit Salaried Employee Manual and Texas Commission on Law Enforcement (TCOLE) prior to being sworn in and allowed to enforce law as a Probationary Transit Police Officer.

#### **.02 VIA TRANSIT EMPLOYEE TRAINING AND TESTING:**

On-Board Training / Orientation includes training and testing that orients a new employee to the infrastructure of the VIA Metropolitan Transit Authority. VIA employee training and testing includes:

- A. DOT Physical
- B. Two (2) day VIA new-employee orientation
- C. SMITH Driver Training
- D. Blood-borne Pathogens Training
- E. Observation assignments with VIA Transit Operations
- F. Various internal VIA tutorials and processes relevant to the new employee's general terms of employment including email and computer access.

#### **.03 TRAINING SPECIFIC TO LAW ENFORCEMENT AND TCOLE REQUIREMENTS:**

On-Board Training / Orientation addresses the new hire's individual experience and training to determine areas of strengths and weaknesses that may be addressed by refresher training, re-introduction and/or qualification. Training or Orientation specific to Law Enforcement includes:

- A. All new hire officers must possess and maintain a TCOLE Peace Officer License prior to being commissioned as a VIA Transit Police Officer.
- B. All new-hire officers will sign VTPD form # VTPD-1011 Transit Police Equipment Issue Form for law enforcement equipment provided by VIA. (I.E. traffic vest, badge, taser, radio, etc.)
- C. Departmentally required Crime Star training,
- D. TCOLE documents required for licensure
  - 1. Psychological exam (L3) (if required)
  - 2. Physical (L2) if required
  - 3. Firearm qualification



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- E. Departmental Observation Modules including criminal investigation introduction, police dispatcher observation

#### **.04 REQUIREMENTS PRIOR TO SWEAR-IN AND ENTRY TO FTO PROGRAM:**

- A. All new-hire officers must meet all TCOLE mandated requirements prior to being sworn in as a VIA Transit Police Officer and enter the FTO Program as a probationary police officer.
- B. All new hire officers must successfully complete the training and requirements on the On-Boarding Police New-hire Checklist VTPD Form #VTPD-1012 and be signed off by the On-Boarding Coordinator prior to being sworn in as a VIA Transit Police Officer and entering the FTO Program as a probationary police officer.
- C. All members who will be assigned to a field position will be issued certain equipment appropriate to their job duties. The equipment will be itemized on form # vtpd-1011 (Transit Police Equipment Issue). The issuing supervisor and the receiving member will sign for receipt. Inventory inspections to ensure equipment is present and operational will be conducted on a schedule and in accordance with *Sec. 403 Line and Equipment Inspections*. When a member terminates from the department, the member shall return all issued equipment to their immediate supervisor. The supervisor receiving the equipment shall sign for receipt of the returned equipment.

#### **.05 REMEDIAL TRAINING:**

In the event a new-hire officer has experienced difficulty in accomplishing any of the On-Boarding requirements; the new-hire officer may be required to spend additional time focusing on the qualification and/or task that is mandated before entrance into the Field Training Program. Additional time to qualify and/or satisfy mandated requirements must be recommended by the On-Boarding Coordinator and approved by the Chief of Transit Police. Every mechanism will be weighed to ensure the successful completion of the On-Board Training / Orientation to assure the new employee is equipped, trained, and prepared to enter the Field Training Program.

#### **.06 TERMINATION OF EMPLOYMENT**

Unsuccessful completion of On-Board Training / Orientation after Remedial Training may result in a recommendation for termination of employment by the Chief of Transit Police.

#### **.07 SWEAR IN OF NEW OFFICERS:**

All Transit Police Officers shall be sworn in by the Chief of Transit Police and must sign the State of Texas Oath of Office form #2204 and the State of Texas Appointment of Officer form# 2201 prior to entering the FTO Program as a probationary officer and conducting law enforcement duties.