Pasadena Police Academy

February-December 2016
In-Service Training Schedule
4801 Spencer Hwy
Pasadena, TX 77505

Phone: 713-475-4824
Fax: 713-475-5589
## In-Service Training Courses

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Pasadena Police Academy, 4801 Spencer Hwy., Pasadena, TX 77505  713-475-4824
Les Early Firearms Training Center, 6600 Genoa-Red Bluff, Pasadena, TX  77505 281-998-2981
Police Driving Track, 6600 Genoa-Red Bluff, Pasadena, TX 77505  281-998-2981
PASADENA POLICE ACADEMY RULES

1. No tobacco products are allowed in any City of Pasadena facility.

2. No food or drink is allowed in the computer lab.

3. No food is allowed in the classrooms; however, bottled drinks and beverages with spill-proof lids will be permitted.

4. **Dress code**: Academy training is a duty assignment; therefore, all students are expected to adhere to academy policy as they would their departmental policy pertaining to grooming and appearance. Unless otherwise noted, the dress code for students attending in-service training is *business casual attire*. Jeans are permitted if clean and free of holes and patches. Shirts with collars, business casual crewnecks, or V-neck shirts are acceptable; however, no T-shirts are allowed. Shorts and hats are not permitted unless specifically required (such as PT gear or headgear for range activities). Only closed-toed footwear is permissible – no sandals or flip flops.

5. Please pick up your trash and keep the classrooms and break room clean.

6. Do not park on the Dairy Queen side of the lot or in front of the academy – please park adjacent to the academy building or in the parking area directly behind the academy building.

7. Do not enter the staff area unless asked to do so by a staff member.

8. Messages will be posted in the designated area inside the break room.

9. Use of the weight room is limited to City of Pasadena Police Department personnel only.

10. Students must make every effort to minimize the noise emanating from conversations in the hallways that may occur during class breaks. Students should not congregate in the main lobby; additionally, students should not congregate in the hallways to the point where it is difficult for others to pass through.

*Violating any of these rules may result in being denied admittance into or being removed from the class and/or academy facility.*
COURSES

COURSE:  BASIC PATROL RIFLE  
LOCATION:  Les Early Firearms Training Center  
DATES:  February 8-12 & October 3-7  (40 hrs.)  8:00 am – 4:00 pm (1:00pm-9:00pm on Wednesday)  
TUITION:  $100.00  

COURSE OBJECTIVE:  These 40 hr. course consists of some classroom, but predominately range instruction. The course stresses rifle marksmanship from intermediate to short ranges (150 yards), as well as weapons manipulations, retention and maintenance.

MANDATORY EQUIPMENT:
- Semi-Auto rifle (preferably 5.56mm – AR15/16 Series) with three magazines, a sling, and a white light
- Police duty sidearm, duty rig and spare magazines for pistol
- 2000 rounds rifle ammunition / 300 rounds pistol ammunition Factory Ammo or Factory Spec Ammo
- NO HOMEMADE RELOADS
- Firearms cleaning equipment
- Eye and ear protection
- Ground cloth to lie on is recommended but not required
- Inclement weather gear/waterproof footwear may be helpful but not required
- Drinking water not required but highly recommended
- Class size limited to 20 students

NOTE:  Due to class popularity, repeat students will automatically be placed on a waiting list in favor of first time attendees.

COURSE:  BUILDING SEARCH  
LOCATION:  Les Early Firearms Training Center  
DATE:  May 10-11  (16 hrs.)  8:00 am – first day  
TUITION:  $40.00  

COURSE OBJECTIVE:  This 16 hour course will focus on basic building search techniques related to patrol work. It will cover the approach, door and window entries, low light searches, single and multiple officer searches, and suspect control. Students will participate in practical exercises and live fire “Simunition” training scenarios.

MANDATORY EQUIPMENT:
- Comfortable clothing
- Duty or tactical belt and sidearm
- Body armor
- 100 rounds pistol ammunition

This course will cover searching techniques with both sidearm and long arm if the student is so equipped.
| COURSE: INTERMEDIATE ARREST, SEARCH & SEIZURE #2108 | LOCATION: Pasadena Police Academy | DATE: June 6-7 & September 21-22 (16 hrs.) | TUITION: $40.00 | 8:00 am – 4:00 pm |
| COURSE: INTERMEDIATE CHILD ABUSE INVESTIGATION #2105 | LOCATION: Pasadena Police Academy | DATE: March 2-4 & August 22-24 (24 hrs.) | TUITION: $60.00 | 8:00 am – 4:00 pm |
| COURSE: INTERMEDIATE CRIME SCENE INVESTIGATION #2106 | LOCATION: Les Early Firearms Training Center | DATE: February 29-March 4 (40 hrs.) | TUITION: $100.00 | 8:00 am – 4:00 pm |
| COURSE: INTERMEDIATE SPANISH #2109 | LOCATION: Pasadena Police Academy | DATE: July 6-8 & December 14-16 (24 hrs.) | TUITION: $60.00 | 8:00 am – 4:00 pm |
| COURSE: INTERMEDIATE USE OF FORCE #2107 | LOCATION: Pasadena Police Academy | DATE: April 6-7 & November 2-3 (16 hrs.) | TUITION: $40.00 | 8:00 am – 4:00 pm |
| COURSE: LOW LIGHT PISTOL I | LOCATION: Les Early Firearms Training Center | DATE: February 4 (8 hrs.) | TUITION: $20.00 | 2:00 pm – 10:00 pm |

COURSE OBJECTIVE: This course is designed to familiarize officers with shooting in less than ideal light conditions, and to improve the officer’s skills in weapons manipulations (reloading, clearing malfunctions and marksmanship) while using a flashlight.

MANDATORY EQUIPMENT:
- Duty rig and sidearm with at least 3 magazines (no shoulder holsters)
- 400 rounds of ammunition
- Eye and ear protection
- Soft body armor
- Flashlight
- Baseball cap, Inclement weather gear (not required but recommended)
COURSE: POLICE SUV DRIVING SKILLS & DRILLS
LOCATION: Police Driving Track
DATES: May 6 (8 hrs.) 8:00 am – 4:00 pm
TUITION: $20.00 (OUTSIDE AGENCIES ARE REQUIRED TO FURNISH THEIR OWN VEHICLES)

COURSE OBJECTIVE: In this age where SUV type vehicles are becoming more and more prevalent as emergency vehicles, it is imperative that the operator knows the capabilities and limitations of his/her vehicle. This course will incorporate a classroom discussion of the differences required in operating an SUV type emergency vehicle as opposed to the more traditional police sedan. Driving courses will then be undertaken on the driving pad which will include coned as well as backing courses. Although there are inherent risks in any driving course which are potentially increased when driving an SUV type vehicle, safety is paramount during this course and precautionary steps will be steadfastly adhered to. The student will be required to provide their own SUV type vehicle to drive. SUV’s equipped with a police package are preferred however not required.

Equipment: Weather related clothing for inclement weather (hats, sunglasses, sun screen)
Drinking water is not required but highly recommended.

COURSE: TACTICAL PISTOL I
LOCATION: Les Early Firearms Training Center
DATES: April 29, June 21 & September 27 (8 hrs.) 8:00 am – 4:00 pm
TUITION: $20.00

COURSE OBJECTIVE: This course covers the use of the pistol in dynamic, lethal force encounters. This course will stress fast, accurate shot placement, speed of presentation and manipulation, proper use of cover, shooting on the move, engagement of moving targets and deployment from vehicles

MANDATORY EQUIPMENT:
• Semi-automatic pistol with three (3) magazines
• Body armor
• Eye and ear protection
• 500 rounds ammunition Factory Ammo or Factory Spec Ammo
• NO HOMEMADE RELOADS
• Inclement weather gear
• Gun cleaning equipment
COURSE: Undercover Surveillance for Law enforcement  
LOCATION: Pasadena Police Academy  
DATE: March 28-April 1 (40 hrs.) 8:00am First day, hours will vary the rest of the week  
TUITION: $100.00 (OUTSIDE AGENCIES ARE REQUIRED TO HAVE ACCESS TO THEIR OWN UNMARKED VEHICLES.)

COURSE OBJECTIVE: The goal of this course of instruction is to inform the student of the necessity of surveillance and how surveillance is used to collect information on a target for intelligence gathering, court preparation, arrest and seizure of contraband or assets. In order to become an effective Investigator you must be able to conduct a productive surveillance. This course is recommended for any officer who has a desire to pursue an investigative assignment in the future as well as current investigators. This class will involve preparing an operation plan, working as part of an actual surveillance team during field training scenarios, and completing an effective debriefing. Upon completion of this course you will be able to differentiate between a static and mobile surveillance and be able to identify common surveillance terms.

MANDATORY EQUIPMENT:
- Students must have access to an unmarked vehicle to use during the actual surveillance portion of the class.
- (Pasadena Officers who do not have an unmarked vehicle assigned to them, but wish to attend the training may be provided an unmarked vehicle based on availability. The course instructor will attempt to secure pool units for class use only.)
- **PASADENA RADIOS WILL BE PROVIDED FOR OUTSIDE AGENCIES**
- Class size is limited to 18 students.

RECOMMENDED EQUIPMENT: (Not Mandatory)
- Binoculars
- GPS
- Camera
- Note taking material: voice recorder, laptop or clipboard.

COURSE: Video Camcorder Techniques for Crime Scenes, Search Warrants, Accidents & Natural Disasters  
LOCATION: Pasadena Police Academy  
DATE: May 17-19 (24 hrs.) 8:00am First day, hours will vary the rest of the week  
TUITION: This is a free course  
COURSE OBJECTIVE: Upon completion of this three-day training program, experienced investigators will know how to use video cameras and the associated technology to supplement their work in documenting crime scenes and illegal activity. The course will stress "hands-on" shooting exercises beginning on the morning of the first day and continuing throughout the program. This course is designed on the premise that participants have little or no experience with video. At the end of the course, participants will know how to:
- Use video to document crime scenes, accidents, search warrants, civil disturbances, asset forfeitures, drug labs and natural disasters.
- Use the Elements of Video Continuity
- Use video for pre-operational briefings.
- Use auxiliary microphones for recording interviews, victim statements and undercover transactions.
- Use Alternate Light Sources with video cameras.
- Light interior and exterior crime scenes
- Duplicate evidence video
MANDATORY EQUIPMENT:
Participants are urged to bring the video cameras they will be using on the job. The suggested equipment list includes:
- Any format portable camcorder
- Camera batteries (a minimum of 2 batteries; more, if available)
- The 110-AC power supply-charger for the camera
- At least two videotapes or digital media
- A tripod (preferably a fluid-head tripod designed for use with video cameras)
- Note: The following items are optional
  - Auxiliary microphones and cables
  - Alternate light sources

COURSE: Writing Search Warrants
LOCATION: Pasadena Police Academy
DATE: July 13-15 (24 hrs.) 8:00 am – 4:00 pm
TUITION: $60.00

COURSE DESCRIPTION: Writing Search Warrants is a class designed for officers who have little or no experience in writing affidavits to obtain search warrants. This class will introduce the student with the requirements of a search warrant, and assist in the writing of an effective search warrant affidavit. This class is designed to enable anyone in law enforcement to leave this class with the basic knowledge and confidence it takes to successfully write a search warrant. This course is an interactive class and every student will write several search warrants from start to finish by the completion of this 3 day course.

Open to all Law Enforcement Officers

MANDATORY EQUIPMENT: Laptop computer, either personal or Department issued.
REGISTRATION FORMS ATTACHED

PASADENA POLICE ACADEMY

PASADENA OFFICERS IN-SERVICE TRAINING
REGISTRATION FORM
(ONE FORM PER COURSE)

OFFICER NAME: _______________________________ DATE: __________

DIVISION: ________________________________

I WISH TO ATTEND THE FOLLOWING IN-SERVICE CLASS:

COURSE NAME: ________________________________

COURSE DATE: ____________________________ (ENDING) ______________

CHECK LOCATION: ______ POLICE ACADEMY
________ LES EARLY FIREARMS TRAINING CENTER

______________________________  ______________________________
OFFICER SIGNATURE     SUPERVISOR SIGNATURE

DATE APPROVED: _______________   DATE DENIED: _______________

PLEASE FORWARD TO THE ACADEMY WHEN COMPLETED
YOU WILL BE NOTIFIED IF THE CLASS IS FULL AND YOU WERE NOT ENROLLED.
Fax number 713-475-5589
“OUTSIDE AGENCY REGISTRATION FORM”

PLEASEx CALL TO VERIFY ENROLLMENT

PASADENA POLICE ACADEMY
APPLICATION FOR IN-SERVICE TRAINING

OFFICER NAME: ____________________________ RANK: ________________

AGENCY: __________________________________________________________

PHONE NUMBER: ______________________ FAX NUMBER: ________________

CELL NUMBER: ______________________________

EMAIL ADDRESS: ___________________________________________________

PLEASE ENROLL ME IN THE FOLLOWING CLASS

COURSE NAME: ______________________________________________________

COURSE DATE: (BEGINNING) _______________(ENDING) _______________

PLEASE FAX APPLICATION TO: (713) 475-5589
IF YOU NEED ADDITIONAL INFORMATION CALL: (713) 475-4824

MAKE CHECKS PAYABLE TO: CITY OF PASADENA
4801 SPENCER HIGHWAY
PASADENA, TEXAS 77505

CREDIT CARD PAYMENT ACCEPTED BY CONTACTING MIRTHALA CANTU AT THE
CITY OF PASADENA CONTROLLER’S OFFICE AT (713) 475-5530.