

# EL PASO COUNTY SHERIFF'S OFFICE REGION VIII TRAINING ACADEMY



## 4TH QUARTER TRAINING CALENDAR

2014 COURSE DESCRIPTION	JUNE	JULY	AUG
<b>BASIC COUNTY CORRECTIONS: (280 hrs) TCOLE 1007</b> This course meets the TCOLE and Department Requirements for Basic Jailer License. <b>Coordinator: A. Becerra Instructors: Academy Staff</b> <b>**Maximum Level**</b>	05/05/14 – 06/20/14		
<b>CONTINUING EDUCATION FOR DETENTION OFFICERS (CEDO): (16 hrs) TCOLE 3800</b> <b>Day One-</b> (0800-1200) PREA Training (1300-1700) ADA Americans with Disabilities <b>Day Two-</b> (0800-1200) Physical Assessment or Health & Wellness Course (1300-1700) Searching and Restraining Techniques <b>Coordinator: G. Holden/A. Becerra</b> <b>Instructor(s): Various Limited to 36 students</b> <b>**Maximum Level**</b>	9-10 24-25	1-2 29-30	12-13 26-27
<b>FEDERAL/STATE/DEPARTMENTAL TRAINING: (24 hrs) TCOLE 3800</b> This training will cover all Federal, State, and Agency mandated training for Peace Officers. <b>Day 1</b> (0800-1200) Call out Protocol (1300-1700) Blood Draw & Crash Reporting <b>Day 2</b> (0800-1700) 7 Step Violator Contact <b>Day 3</b> (0800-1200) PT exam & Health Clinic (1300-1700) Day Quals <b>Coordinator: R. Graziano Instructor(s): Various</b> <b>Limited to 36 students</b> <b>**Maximum Level**</b>	4-6 18-20	9-11 23-25	6-8 20-22
<b>CULTURAL DIVERSITY: (8 hrs) TCOLE 3939</b> Upon completion of this course the student will be able to identify the various dimensions of diversity. TCOLE mandated course for Peace Officers and Jailers. This course is required only <u>ONE TIME</u> during the four year cycle to maintain a Basic Peace Officer License. Those holding an Intermediate or higher are exempt from this provision. <b>Coordinator/Instructor: R. Rojas</b> <b>Limited to 36 students Time: 0800-1700</b>			13
<b>INTERMEDIATE SPANISH (CHALLENGE EXAM): TCOLE 2111</b> This course is a TCOLE requirement for Intermediate Peace Officer and Jailer Certification. Please note that this is a challenge exam; officers will receive <b>NO TCOLE CREDIT</b> , but successful completion of this course will satisfy the TCOLE requirement for Intermediate Certification. <b>Coordinator/Instructor: R. Rojas Limited to 36 students</b> <b>Time: 2 sessions AM (0830-1030) PM (1330-1530)</b> <b>**When registering for course, please indicate session**</b>	3		
<b>DETENTION OFFICER DAY FIREARMS/BI-ANNUAL QUALIFICATIONS: (NO TCOLE CREDIT)</b> <i>Mandatory for Detention Officers of the El Paso County Sheriff's Office who carries a handgun in their duty assignment.</i> Armed Officers assigned to shotguns and/or rifles will qualify with all weapons when attending. <b>Requirement:</b> Must wear long sleeve. <b>NO OVERTIME</b> <b>Coordinator/Instructor: E. Bunton Qualification times are as follows: 0800, 1000, and 1300 hrs.</b> <b>**Maximum Level**</b>	26	17	21
<b>INTERMEDIATE MICROSOFT WORD: (8 hrs) TCOLE 3854 Word 2007</b> <i>Intermediate</i> expands on the knowledge that students were presented in the Microsoft Word for Beginners course. This course will also take an in-depth look at the abilities of Microsoft Word. This course helps anyone who has taken the beginners course and wishes to expand on the foundation of Microsoft for Beginners. <b>Coordinator: Dep. R. Rojas Instructor(s): R. Gamez / R. Lara</b> <b>Limited to 24 students Time: 0800-1700</b>	4		
<b>INTERMEDIATE SUICIDE DETECTION AND PREVENTION IN A JAIL SETTING: (8 hrs) TCOLE 3501</b> This course will help the officer to take a proactive approach to identifying and preventing suicidal attempts in a jail setting. This course is designed to train the officer on early warning signs and symptoms an inmate may possess. This training will make the officer aware of potential liabilities that may occur when suicides are successful in a facility. The officer will additionally become aware of the state and national statistics on suicides in lockups. <b>Coordinator: G. Holden</b> <b>Instructor: E. Gandara Limited to 36 students Time 0800-1700</b>			5

2014 COURSE DESCRIPTION	JUNE	JULY	AUG
<b>SURVIVAL DEFENSE TACTICS for EPSO Civilian Employees Only: TCOLE 2040 (8 hrs)</b> This course will give students a good foundation and working knowledge of techniques that will help them survive and prevail in an altercation. The ground fighting techniques taught in these 8 hrs of instruction cover escapes, takedowns, preventing takedowns, ground defense and defense against the neck restraint. <b>Students should wear comfortable athletic clothing and tennis shoes. This is a physically demanding class and contact with other students will occur. Limited to 14 students Time: 0800-1700 Coordinator/Instructor: Dep. R. Graziano</b> <b>**Maximum level**</b>	27	17	15
<b>BASIC CIVIL PROCESS: (20 hrs) TCOLE 3131</b> The Basic of Civil Process course covers the jurisdiction of courts which applies to civil process, officer responsibilities, criminal subpoenas and rules of courts which apply to civil citations and subpoenas. This course is a TCOLE requirement every 2 years for Constables and Deputy Constables. Pre-requisite: Licensed Texas Peace Officer. Students are required to bring their Texas Criminal and Traffic Law Manual. <b>Coordinator: R. Rojas Instructor(s): Various Limited to 80 students Time: 1<sup>st</sup> day 1300-1700 - 2<sup>nd</sup> &amp; 3<sup>rd</sup> day 0800-1700</b>	18-20		
<b>DEFENSIVE DRIVING COURSE (DDC): (6 hrs) TCOLE 2046</b> This course is designed by the National Traffic Safety Institute. This course is open to all civilian and commissioned employees who have not attended a defensive driving course in the past two years. It covers techniques for defensive driving to enhance the driver's awareness while on the road. <u>This course is not for ticket dismissal.</u> <b>Coordinator/Instructor: G. Holden Limited to 36 students Time: 0800-1500</b>	12	24	
<b>ALCOHOL &amp; DRUG ABUSE PREVENTION (ADAPT): (8 hrs) TCOLE 6017</b> The Mission of the ADAPT for College program is to reduce underage substance abuse and impaired driving through law enforcement training. <b>Coordinator: R. Rojas Instructor: Det. R. Horstman Limited to 36 students Time: 0800-1700</b> <b>Credit through TMPA</b>	24		
<b>INTERMEDIATE USE OF FORCE IN A JAIL SETTING: (16 hrs) TCOLE 3504</b> Upon completion of this course, the student will have a thorough understanding of the use of force guidelines when using force on an inmate and to follow established protocol with the policy and procedures. The officer will have a thorough understanding of the defenses to prosecution as depicted in Chapter 9 of the Penal Code. The officer will have a basic understanding of the causes of disruptive behavior and disturbances. The officer will be able to take preventative actions to protect against potential civil liability. <u>This course is a TCOLE requirement for Intermediate JAILER Certification.</u> <b>Coordinator/Instructor: G. Holden Limited to 36 students Time: 0800-1700</b>		8-9	
<b>SURVIVAL DEFENSE TACTICS FOR PEACE OFFICERS: (16 hrs) TCOLE 2040 for Peace Officers Only!</b> This course will give law enforcement officers a good foundation and working knowledge of techniques that will help them prevail in an altercation that ends up on the ground. The ground fighting techniques taught in 2 days of instruction cover strikes, escapes, weapon retention, takedowns, preventing takedowns, ground defense and defense against the neck restraint. Furthermore, all the techniques will flow into a handcuffing position. Practical application training will consist of learning and demonstrating the physical techniques with control and proper form, performing proper ground fighting techniques. <b>Coordinator/Instructor: R. Graziano Limited to 20 students Time: 0800-1700</b> <b>**Maximum level**</b>	12-13		
<b>F.R.I.D.A.Y: (8 hrs) The Focus on Reducing Impaired Driving Among Youth (FRIDAY)</b> program is designed to provide law enforcement officers around the state with the tools they need to effectively recognize and prevent underage drinking and underage impaired driving. FRIDAY consists of a comprehensive curriculum covering the Scope of the Problem, Regulations and Penalties for Establishments, Counterfeit Identification, Comprehensive Underage Drinking Information, Investigative Techniques, and Preventative Measures available to law enforcement officers. <b>Credit through TMPA</b> <b>Coordinator/Instructor: R. Rojas Limited to 36 students Time: 0800-1700</b>			14

2014 COURSE DESCRIPTION	JUNE	JULY	AUG
<b>BASIC PATROL RIFLE CERTIFICATION: (24 hrs) TCOLE 3322</b> This is a basic course that introduces the student to the nomenclature, care operation and qualification of department approved AR-15 Rifle. Students must bring their assigned rifles, cleaning equipment and appropriate range attire. Outside Agencies will need a minimum of 350 rounds of .223 and 50 rounds of handgun ammunition per student. <b>Pre-requisite: Peace Officers only</b> <b>Coordinator/Instructor: E. Bunton</b> <b>Limited to 15 students</b> <b>Time: 0800-1700</b> <b>**Minimum Level**</b>		14-16	
<b>RADAR CERTIFICATION (8hrs) TCOLE 2054</b> The purpose of the Radar Course is to educate the law enforcement officer on the speed problem, speed enforcement, and different methods of speed measurement. The law enforcement officer will then have a working knowledge on the history of Radar. At the conclusion of the course the officer will be able to Set Up, Check, and test the Radar equipment. The officer will also be able to testify in a court proceeding on a case based on Radar. <b>Coordinator/Instructor: Dep. R. Rojas</b> <b>Limited to 36 students</b> <b>Time: 0800-1700</b>		16	
<b>INTERMEDIATE CRIME SCENE INVESTIGATION: (32 hrs) TCOLE 2106</b> This course is a TCOLE requirement for Intermediate PEACE OFFICER Certification. This course consists of classroom and field participation. (Proper Field attire should be worn.) This course will also consist of crime scene photography (assigned cameras are necessary.) Officers will be expected to perform tasks associated with the processing of crime scenes. <b>Coordinator: R. Rojas</b> <b>Instructor(s): CREFS</b> <b>Limited to 36 students</b> <b>Time: 0800-1700</b>		28-31	
<b>ADVANCED DEFENSIVE DRIVING: (8 hrs) TCOLE 2046</b> This course is designed by the National Traffic Safety Institute specifically for law enforcement officers. The course discusses who, what, when, where, and how law enforcement collisions occur. This course will provide the officer with an understanding of how stress can affect driving. Additionally, the course provides a forum for the discussion of police pursuit driving, aggressive drivers, and sensory overload. <b>Coordinator/Instructor: R. Rojas</b> <b>Limited to 36 students</b> <b>Time: 0800-1700</b>	26		
<b>S.F.S.T REFRESHER: (8 hrs) TCOLE 2178</b> This refresher course is designed to improve the administration and overall consistency of the Standardized Field Sobriety Test (SFST) Battery. The course will cover recognizing and interpreting DWI Evidence, administering and interpreting the SFST, describing DWI Evidence clearly and convincingly, recent case law and research studies, and provides an overview of drug impairment driving. The course serves as the required refresher by NHTSA every two years for SFST Practitioners, SFST Instructors, Drug Recognition Experts, and Drug Recognition Expert Instructors. <b>Coordinator/Instructor: R Rojas</b> <b>Limited to 36 students</b> <b>Time: 0800-1700</b> <b>CREDIT THROUGH TMPA</b>		1	
<b>EFFECTIVE COMMUNICATIONS: (8 hrs) TCOLE 3027</b> This course will cover the basic process of communication and then cover some of the more difficult communication issues that supervisors face by providing constructive and effective feedback and performance appraisal. <b>Coordinator/Instructor: G. Holden</b> <b>Limited to 36 students</b> <b>Time: 0800-1700</b>	17		
<b>ODESSEY FOR PEACE OFFICER'S (4 hrs) TCOLE 3854</b> This course provides specialized training based on duty requirements. The course consists of introduction and navigation of the system. Odyssey is a fully integrated court and justice system. In other words all nodes (courts, prosecutor and probation) are connected to each other. This course will instruct students on managing and reporting of investigative functions, tracking and monitoring incidents with precision and managing records efficiently with increased functionality to reduce reliance on paper. <b>Coordinator: Dep. R. Rojas</b> <b>Instructor(s): R. Gamez/R. Lara</b> <b>24 students max</b> <b>2 sessions: Times: 0800-1200 &amp; 1300-1700</b> <b>THIS TRAINING WILL BE PROVIDED FOR PEACE OFFICER'S ONLY</b>		17	
<b>PC 101 (8 hrs) TCOLE 3854</b> This course will provide the user with basic trouble shooting procedures for typical computer problems and printers. This class will cover, hardware, very basic pc troubleshooting, help desk reporting, navigating the county intranet, how to reach training materials, where and when to check for upcoming training, etc. <b>Coordinator: Dep. R. Rojas</b> <b>Instructor(s): R. Gamez/R. Lara</b> <b>Limited to 24 students</b> <b>Time: 0800-1700</b>			6

**INTERMEDIATE MICROSOFT EXCEL (8 hrs) TCOLE 3854** This is the Intermediate level Microsoft Office Excel 2010 course, in this course, you will use Excel 2010 to streamline and enhance you spreadsheets with templates, charts, graphics and formulas. You will apply visual elements and advanced formulas to a worksheet to display data in various formats. Before starting this course, students are recommended to take the following course or possess equivalent knowledge: Microsoft Office Excel 2010 level 1  
**Coordinator: Dep. R. Rojas Instructor(s): R. Gamez/R. Lara**  
**Limited to 24 students Time: 0800-1700**

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**PHYSICAL FITNESS REQUIREMENT**

**\*\* Some courses offered by the El Paso County Sheriff’s Office Region VIII Training Academy will require a degree of physical fitness.**

- **Minimum Level-** This level will consist of walking, stepping, and very light cardiovascular exercise.
- **Medium Level-** This level will consist of jogging, minimal levels of calisthenics i.e. push-ups, sit-ups, side straddle hop, beginning levels of hands on classes i.e. PPCT and O.C.
- **Maximum Level-** This level will consist of running, sprinting, advanced calisthenics, advanced levels of hands on classes i.e. mobile field force, physical fitness exams.
- **Medium and maximum-** levels will require a blood pressure screening and students who do not pass will not be allowed to participate without a doctor’s release on file.

# E-TRAINING BLACKBOARD SYSTEM

Will encompass the stipulated dates.  
Must follow regular protocol for registration.

ALL REGISTRATIONS MUST INCLUDE FULL NAME AND TCOLE PID NUMBER

2014 COURSE DESCRIPTION	JUNE	JULY	AUG
<p align="center"><b>E-Training</b></p> <p><b>STATE AND FEDERAL LAW UPDATES: (4 hrs) TCOLE 3183</b> This course offers the Legislatively mandated legislative updates from the 83rd Legislature which have significant applications of state laws. Additionally, selected recent Supreme Court decisions are covered to aid officers in the field. <b>Coordinator/Instructor: R. Rojas</b> <b>Limited to 25 students</b></p>	2-8	7-13	4-10
<p align="center"><b>E-Training</b></p> <p><b>RACIAL PROFILING &amp; ASSET FORFIETURE: (6 hrs) TCOLE 3257</b> <u>This course is a TCOLE requirement for <b>Intermediate</b> Peace Officer Certification.</u> The student will be able to identify the legal aspects and the legislative requirements placed upon peace officers and law enforcement agencies regarding racial profiling. <b>Coordinator/Instructor: R. Rojas</b> <b>Limited to 25 students</b></p>	9-15	14-20	11-17
<p align="center"><b>E-Training</b></p> <p><b>INTERMEDIATE CHILD ABUSE PREVENTION AND INVESTIGATION: (24 hrs) TCOLE 2105</b> This course is designated to provide students with a better understanding of the legal aspects and investigation of child abuse and neglect. This course is a TCOLE requirement for <b>Intermediate</b> Peace Officer Certification <b>Coordinator/Instructor: R. Rojas</b> <b>Limited to 25 students</b></p>	2-22		
<p align="center"><b>E-Training</b></p> <p><b>CULTURAL DIVERSITY: (8 hrs) TCOLE 3939</b> Upon completion of this course the student will be able to identify the various dimensions of diversity. TCOLE mandated course for Peace Officers and Jailers. <i>Must take this course once during the training cycle of September 01, 2013 through August 31, 2017.</i> Peace Officers holding an Intermediate certification or higher are exempt from this provision. <b>Coordinator/Instructor(s): R. Rojas/Dep. A. Becerra</b> <b>Limited to 25 students</b></p>	16-22	21-27	18-24
<p align="center"><b>E-Training</b></p> <p><b>ADVANCED HUMAN TRAFFICKING: (4 hrs) TCOLE 3271</b> This course is designed to increase the law enforcement communities awareness of the issue of human trafficking, through the exposure of information including: victim identification, investigation, rescue and prosecution considerations, referral and service providers availability, the critical need for development of a coordinated community response and the inter-connectivity of state, federal, and global trafficking concerns. <b>Coordinator/Instructor: R. Rojas</b> <b>Limited to 25 students</b></p>	9-15	14-20	11-17
<p align="center"><b>E-Training</b></p> <p><b>CRISIS COMMUNICATIONS FOR DISPATCHERS: (24 hrs) TCOLE 2120</b> The Crisis Communications Course is designed to provide additional information required to become a more proficient emergency Telecommunicators. <u>This course is a TCOLE requirement for <b>Intermediate</b> Tele-communicator Certification.</u> <b>Coordinator/ Instructor: George Holden</b> <b>Limited to 25 students</b></p>		7-27	

2014 COURSE DESCRIPTION	JUNE	JULY	AUG
<p align="center"><b>E-Training</b></p> <p><b>LAW ENFORCEMENT OFFICERS FLYING ARMED: (4 hrs) TCOLE 3303</b> This course is designed to provide LEOs who have a demonstrated operational need to fly armed with the regulatory and practical requirements mandated by the Code of Federal Regulations. LEO's must be a Full – Time Licensed Peace Officer who is a direct employee of a government agency, who has demonstrated operational need to have the weapon accessible in flight, as defined and verified by their employment. <u><i>The officer will have to provide the academy with a letter stating the need to fly armed on a department letter head from a supervisor within the chain of command of the officer.</i></u> Coordinator/Instructor: R. Rojas  <b>Limited to 25 students</b></p>	2-8	7-13	4-10
<p align="center"><b>E-Training</b></p> <p><b>SPECIAL INVESTIGATIVE TOPICS: (8 hrs) TCOLE 3232</b> The goal of this course is to provide the student with a better understanding of Texas State laws concerning Child Abuse, and Child Protective Services. To provide the student with the information for dealing with sexual assault interviews involving both children and adults. To have the student learn what is mandated for registered sex offenders and to learn about the different types of sex offenders and sex offenses.  <b>Coordinator/Instructor: Dep. R. Rojas Limited to 25 students</b></p>	23-29	7/28 thru 8/3	25-31
<p align="center"><b>E-Training</b></p> <p><b>C.I.T UPDATE: (8 hrs) TCOLE 3843</b> This course 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 (TCOLE) Basic Peace Officer Curriculum. Brainstorming with fellow attendees will assist in the discussion of “best practices” and the sharing of personal situational experiences. This course will include a combination of lecture, scenario role-play through the use of student activities within the online course. Participants are expected to be actively involved.  <b>Coordinator/Instructor(s): Dep. R. Rojas/Dep. A. Becerra Limited to 25 students</b></p>	23-29	7/28 thru 8/3	25-31
<p align="center"><b>E-Training</b></p> <p><b>LEGAL ISSUES FOR COUNTY CORRECTIONS: (8 hrs) TCOLE 3506</b> This course is designed to provide the county corrections officer with an understanding of the complex legal issues surrounding their work and an understanding of the legal system. The course will cover the impact of state standards and agency policy on liability, types of lawsuits, use of force, classification of inmates, access to the courts, and searches.  <b>Coordinator/Instructor: G. Holden Limited to 25 students</b></p>	16-22		
<p align="center"><b>E-Training</b></p> <p><b>HISTORY OF CORRECTIONS: (8 hrs) TCOLE 3514</b> This instructional block will explore the history and the future of corrections. This course will explore some of the criminological theories and the history of corrections and punishments. The course will explore the natural progression of corrections through the eras to the present. Corrections law and inmate litigation will be covered in detail. The students will discuss how politics have influenced the changes of corrections to the present, and future trends will be explored.  <b>Coordinator/Instructor: George Holden Limited to 25 students</b></p>	9-15		
<p align="center"><b>E-Training</b></p> <p><b>INTERMEDIATE USE OF FORCE IN A JAIL SETTING: (16 Hrs) TCOLE 3504</b> This course is a TCOLE requirement for Intermediate <u>JAILER</u> Certification. Upon completion of this course, the student will have a thorough understanding of the use of force guidelines when using force on an inmate and to follow established protocol with the policy and procedures. The officer will have a thorough understanding of the defenses to prosecution as depicted in Chapter 9 of the Penal Code. The officer will have a basic understanding of the causes of disruptive behavior and disturbances. The officer will be able to take preventative actions to protect against potential civil liability. <b>Coordinator/Instructor: Dep. A. Becerra Limited to 25 students</b></p>		7-20	



2014 COURSE DESCRIPTION	JUNE	JULY	AUG
<p align="center"><b>E-Training</b></p> <p><b>COMBATING COMMUNICABLE DISEASES: (8 hrs) TCOLE 3799 for El Paso County Sheriff's Office Civilian Personnel Only. (No TCOLE Credit).</b> This course will familiarize civilian personnel with occupational exposure and contagious disease control, which is contained in Policy 4.09 of the Sheriff's Policy Manual. This class explains practices to follow that will protect employees and others against infections caused by contagious diseases.</p> <p><b>Coordinator/Instructor: G. Holden      Limited to 25 students</b></p>	23-29		
<p align="center"><b>E-Training</b></p> <p><b>EFFECTIVE COMMUNICATIONS: (8 hrs) TCOLE 3027 for Sergeants and Corporals only.</b> Effective communication is an essential component of a supervisor's success whether it is at the interpersonal, intergroup, or dealing with the public in general. This course will cover the basic process of communication and then explore some of the more difficult communication issues that supervisors face by providing constructive and effective feedback and performance appraisal.      <b>Coordinator/Instructor: G. Holden</b></p> <p><b>Limited to 25 students</b></p>	2-8		
<p align="center"><b>E-Training</b></p> <p><b>INTERMEDIATE USE OF FORCE FOR PEACE OFFICERS: (16 hrs) TCOLE 2107</b> <u>This course is a TCOLE requirement for Intermediate Peace Officer Certification.</u></p> <p><b>Coordinator/Instructor: Dep. R. Rojas      Limited to 25 students</b></p>		7-20	
<p align="center"><b>E-Training</b></p> <p><b>INTERMEDIATE ARREST, SEARCH, AND SEIZURE: (24 hrs) TCOLE 2108</b> This course is a TCOLE requirement for Intermediate <b>PEACE OFFICER</b> Certification. This course provides the constitutional rights of individual citizens and the proper procedures for law enforcement. The officer will learn the various laws and procedures for arrests, searches, and seizures.</p> <p><b>Coordinator/Instructor: Dep. R. Rojas      Limited to 25 students.</b></p>			11-31
<p align="center"><b>E-Training</b></p> <p><b>STRESS TRAINING FOR DISPATCHERS: (8 hrs) TCOLE 3871</b> This course will assist the dispatcher in identifying and controlling stress in and out of the work environment. The learner will be able to describe External and Internal stressors and identify the brain's and body's reaction to stress. The student will be able to identify the common signs and signals of a stress reaction and understand and develop stress reduction techniques. The dispatcher must be able to describe the symptoms of PTSD. The student will be able to identify the Six "R's" for stress management and to identify case law that relates to confidentiality.</p> <p><b>Coordinator/Instructor: G. Holden      Limited to 25 students</b></p>			11-17
<p align="center"><b>E-Training</b></p> <p><b>INTERMEDIATE INTERPERSONAL COMMUNICATIONS: (24 hrs) TCOLE 3503</b> This course is a TCOLE Requirement for <b>Intermediate</b> Jailer Certification. This course is designed to provide the county corrections officer with an understanding of basic communication skills and the ability to use them.</p> <p><b>Coordinator/Instructor: Dep. A. Becerra      Limited to 25 students</b></p>			4-24
<p align="center"><b>E-Training</b></p> <p><b>ETHICS IN THE WORKPLACE: (2 hrs) TCOLE 3930</b> As county employees, you must understand the basic social concepts and have a basic understanding of human behavior in order to actively participate in the work environment. You will be representing the agency you work for and it is extremely important that you maintain the highest ethical standards. The purpose of this class is to assist you in applying ethical decision making tools.</p> <p><b>Coordinator/Instructor: G. Holden      Limited to 25 students</b></p>		14-20	