County officeholders, more than any other public officials, are directly involved in the nuts and bolts of government. Each year, county officials and staff must know more than they did the year before. Education is not an option, it is a must.

The Texas Association of Counties’ (TAC) major focus has long been to provide necessary education and hands-on learning where counties need it, when they need it and how they need it.

CONTINUING EDUCATION

Through formal education programs and hands-on training workshops, the Association delivers education to provide mandatory training hours for most elected county officials and non-credit training hours for county staff. Instructional formats vary greatly, from a highly interactive 35-hour course, to a statewide public policy conference with more than 1,000 attendees, to regional workshops for newly elected officials held at various locations around Texas, to on-site training specific to the county’s need.

TAG also supports the continuing education programs for organizations affiliated with TAC and enlists Texas’ major universities as education co-sponsors for TAC education and training programs.

RISK MANAGEMENT AND WELLNESS TRAINING

Managing risk and controlling county losses are important concerns. A wide variety of wellness and risk management training programs are available for members of the TAC Health and Employee Benefits Pool (TAC HEBP) and TAC Risk Management Pool (TAC RMP). These trainings are delivered in a multitude of formats – from on-site workshops and simulation training to webinars and online courses – and are customized to meet counties’ needs.
Training Opportunities

Judicial Education

The goal of the Texas Judicial Academy, a partnership between TAC and the Texas Tech University School of Law, is to provide progressive judicial education curriculum for constitutional county judges and court personnel. Training is designed for the unique needs of new judges, experienced judges, court personnel and county judges with limited judicial responsibilities. Courses present balanced training in probate, criminal, juvenile, civil, ethics, fairness and general judicial subjects.

The TAC Judicial Education Program is partially funded by a Judicial and Court Personnel Training Fund Grant (administered by the Texas Court of Criminal Appeals), which provides limited reimbursement for travel, lodging and meals. The grant reimburses county judges for one TAC Judicial Education Session or one probate school each state fiscal year (Sept. 1-Aug. 31) and also reimburses court assistants for one training conference at state rates each fiscal year. Registration fees are not reimbursable. Conference information and registration forms are mailed to county judges approximately six weeks prior to each major program. Some judicial event dates are listed below to help participants plan.

Judicial Education Opportunities

JUDICIAL ORIENTATION FOR NEW COUNTY JUDGES
Jan. 28-Feb. 1, 2019, at the Overton Hotel and Conference Center in Lubbock

A great opportunity for newly elected judges to meet their peers and other professionals in judicial education. New judges will become acquainted with and proficient in the key functions of their judicial duties. Allowable meals, lodging and travel expenses will be reimbursed.

COURT ASSISTANTS TRAINING CONFERENCE
Feb. 13-15, 2019, at the Embassy Suites Hotel and Convention Center in San Marcos

Specialized for county judges’ secretaries, administrative assistants and court assistants, this 14-hour course offers programs from peers and professionals. Allowable meals, lodging and travel expenses will be reimbursed.

SPRING JUDICIAL EDUCATION SESSION
March 27-29, 2019, at the Overton Hotel and Conference Center in Lubbock

The Judicial Education Session for constitutional county judges offers a comprehensive judicial education curriculum. Structured courses present balanced training in courtroom rules and procedures. Allowable meals, lodging and travel expenses will be reimbursed.

PROBATE ACADEMY
May 8-10, 2019, at the Overton Hotel and Conference Center in Lubbock

This program will address the issues encountered in hearing and disposing of a general jurisdiction probate docket. The course consists of 16 hours of continuing education, including statutory and case law instruction, docket management, guardianship oversight and suggested solutions for common problem areas. Instructors will include law professors, experienced probate judges and practicing attorneys. Allowable meals, lodging and travel expenses will be reimbursed.

FALL JUDICIAL EDUCATION SESSION
Nov. 13-15, 2019, at the Cavalry Court/The George in College Station

The Judicial Education Session for constitutional county judges offers a comprehensive judicial education curriculum. Structured courses present balanced training in courtroom rules and procedures. Allowable meals, lodging and travel expenses will be reimbursed.

More information: Contact Education Services at (800) 456-5974 or visit www.county.org/judicial.

County Investment Academy

The County Investment Academy is a cooperative partnership between TAC and the McCoy College of Business Administration at Texas State University. Through the partnership, McCoy College faculty sit on the County Investment Education Committee, teach courses, help plan Academy trainings and review course content.
Membership in the Academy is acquired through completion of the Basics of County Investments Course or completion of a previous County Investment Officer (CIO) Level I course. Those county staff and officials who have maintained their CIO designation through Dec. 31, 2012, were automatically enrolled in the program. Fifteen Academy hours per calendar year are required to maintain membership, with five outside hours and five carryover hours allowed per year. Membership is not required to attend Academy education offerings.

Sound management of a county’s financial assets can mean the difference between an embarrassing financial disaster and investment returns that can stretch precious tax dollars. Investment laws, the current state of the economy and other factors must be taken into consideration when implementing a county’s financial strategy.

TAC’s County Investment Academy provides an excellent way to maintain proficiency. County officials who attend TAC investment training have ongoing access to changes in products and services in the public funds market and can stay updated on the latest laws and strategies.

County Investment Academy Education Opportunities

BASICS OF COUNTY INVESTMENTS COURSE
Feb. 5-8, 2019, at the Embassy Suites Hotel and Conference Center in San Marcos

This training covers the basics of county investments with a strong emphasis on the requirements of the Texas Public Funds Investment Act. This introductory course helps commissioners court members and those directly involved in managing portfolios make sense of financial jargon and concepts that may be unfamiliar. Sessions cover the basic laws and regulations governing investment operations. Attendees will learn to avoid mistakes that could jeopardize their county’s financial standing.

TAC has revamped the course in response to counties’ needs. It offers 14.75 hours of classroom instruction appropriate for all levels interested in the essentials of investing public funds, with an additional 7.75 hours of in-depth, hands-on learning for those actively investing funds. The end-of-course test once required has also been replaced with a take-home assessment. Texas State University is TAC’s education partner for this event.

CONFERENCE OF THE COUNTY INVESTMENT ACADEMY
June 3-5, 2019 at the Omni la Mansion del Rio Riverwalk in San Antonio

The conference is open to all county officials and county staff members. Those who oversee public investments such as auditors, commissioners court members, county investment officers and treasurers are especially encouraged to participate. The curriculum complies with the training requirements of the Public Funds Investment Act, and 15 hours of continuing education credit are available.

TEXAS PUBLIC FUNDS INVESTMENT CONFERENCE
Nov. 7-9, 2019, at the Westin Houston Hotel, Memorial City in Houston

This conference offers investment education to a broad spectrum of officials and staff involved in public funds investing. Content is designed to meet the needs of county officials and participation is open to investment officers from other governmental entities. The curriculum complies with the training requirements of the Public Funds Investment Act, and 10 hours of continuing education credit are available.

More information: Contact Education Services at (800) 456-5974 or visit www.county.org/investment.
Leadership Program

The TAC Leadership 254 program is designed to advance the skills of county officials, enabling them to meet the unique challenges of their duties and enhancing their leadership skills and style.

Participants engage in interactive discussions, theory building, skill assessments and experiential learning activities that identify their potential to think and act outside existing limitations to redefine the possibilities they set for themselves, their courthouse, their county official association and their county constituents.

Participants complete four modules over the course of 14 months between election cycles with an estimated time commitment for each module ranging from two to three days. Leadership 254 is a continuous program where students are required to attend and complete all four modules in sequence.

Each module is unique and significant in the participant’s process of self-reflection, growth and transformation. Leadership 254 challenges, stretches and — most importantly — transforms participants into leaders who positively affect their counties and Texas.

More information: Contact Education Services at (800) 456-5974 or visit www.county.org/leadership254

Legislative Conference

Sept. 4-6, 2019, at the Fairmont Hotel in Austin

The 2019 Legislative Conference is key to helping county officials understand how the 86th legislative session affects their county and their office, and the impacts they’ll see in operations and their bottom line. Attendees will get indepth information on the most pressing legislative issues for counties.

Connect with peers in county government, subject matter experts, TAC staff and state legislators at this premier event.

More information: Contact Education Services at (800) 456-5974 or visit www.county.org/legconference.
County Management and Risk Conference

Resources and Solutions for Counties
April 10-12, 2019, at the Embassy Suites Hotel and Conference Center in San Marcos

Keynotes and breakout sessions presented at this event will cover the latest in risk management, workers’ compensation, human resources trends, Health Care Reform, law enforcement, workplace wellness and more. County officials, human resource managers, risk managers and pool coordinators are especially encouraged to attend.

More information: Contact Education Services at (800) 456-5974 or visit www.county.org/cmrc.

Healthy County Boot Camp

Feb. 20-22, 2019, at the Sheraton Georgetown Texas Hotel and Conference Center in Georgetown

The Healthy County Boot Camp connects county officials and wellness coordinators with the latest wellness trends and best practices. This inspiring and information-packed event will connect peers from across the state to share powerful tips, strategies and resources to better engage county employees and help them to lead healthier lives. Attendees go home with a refreshed perspective and effective tools to enhance their county’s wellness program.

More information: Contact Education Services at (800) 456-5974 or visit www.county.org/hcbootcamp.
General Information on TAC Education Programs

Continuing Education Hours
TAC programs meet the mandatory education requirements of most county offices. State institutions of higher learning — including the University of Texas LBJ School of Public Affairs, McCoy College of Business Administration at Texas State University, VG Young Institute of County Government and the Texas Tech University School of Law — serve as education co-sponsors or cooperative partners for TAC programs.

Hotel Accommodations
To help control counties’ costs, the Association arranges special hotel room rates for many events. Watch for full information on the TAC website and in promotional brochures and publications. Early reservations are recommended.

How to Register
The most convenient way to register is with a credit card through the TAC website at www.county.org. Just log on to the secure TAC Member Portal to register and pay. The Calendar of Events on the website lists all TAC education events, has a link to continuing education hours per office and lists all affiliate education events. Conference brochures are mailed about eight weeks prior to a program and registration forms are due back one to three weeks prior to the event. Registration fees for all Association events are transferable to another individual for attendance at the same event.

Accessibility Information
Contact Education Services at (800) 456-5974 if special accommodations are needed.

Special Presentations
Training Consultant Mark Warren presents training that educates, inspires and motivates county officials and employees to excel in service to their counties and to lead others to do so. Warren’s engaging and informative presentations are available at no fee to TAC members to serve their particular needs.

Presentations focus on eight key areas:
• Customer service excellence;
• Generational dynamics;
• Interpersonal communication skills;
• Diversity, professionalism and bridging differences;
• First-line and mid-level management;
• The Leadership Vision;
• Personal motivation for life; and
• The Essence – A series of one-hour or less presentations about a fundamental life or work skill set that reveals its defining quality or nature. Topics presented include teamwork, innovation, public speaking, ethics, professionalism and character. These are designed for a Lunch and Learn session or a staff or shift meeting.

More information and to book a presentation: Contact Education Services at (800) 456-5974.
Opportunities

2019 Education Training Opportunities

Edcation Services Staff

Leah Magnus
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Judicial Resource Liaison
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Mary Cunningham
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Andrew Murr
Judicial Resource Liaison
andym@county.org

Education Opportunities
2019 Calendar of TAC-Sponsored Education Events

For more information on the following events, contact Education Services at (800) 456-5974 or visit www.county.org/calendar.

**JANUARY**

28-1, Judicial Orientation for New County Judges
Overton Hotel and Conference Center, 2322 Mac Davis Ln., Lubbock, 806-776-7000. For more information contact Allyssa Lee at (800) 456-5974.

**FEBRUARY**

5-8, Basics of County Investments Course
Embassy Suites San Marcos Hotel, Spa & Conference Center, 1001 E. McCarty Ln., San Marcos, (512) 392-6450. For more information contact Deanna Auert at (800) 456-5974.

13-15, County Court Assistants Training Conference
Embassy Suites Hotel and Conference Center, 1001 E. McCarty Ln., San Marcos, (512) 392-6450. For more information contact Allyssa Lee at (800) 456-5974.

19-22, Leadership 254 — Module 1
Wildcatter Ranch, 616 5th St., Graham, (940) 549-3500. For more information contact Haley Click at (800) 456-5974.

20-22, Healthy County Boot Camp
Sheraton Hotel, 1101 Woodlawn Ave., Georgetown, (737) 444-2737. For more information contact Amy Lawson at (800) 456-5974.

**MARCH**

27-29, Spring Judicial Education Session
Overton Hotel & Conference Center, 2322 Mac Davis Ln., Lubbock, (806) 776-7000. For more information contact Allyssa Lee at (800) 456-5974.

**APRIL**

10-12, County Management & Risk Conference
Embassy Suites Hotel and Conference Center, 1001 E. McCarty Ln., San Marcos, (512) 392-6450. For more information contact Amy Lawson at (800) 456-5974.

**MAY**

8-10, Probate Academy
Overton Hotel & Conference Center, 2322 Mac Davis Ln., 79401, Lubbock, (806)-776-7000. For more information contact Allyssa Lee at (800) 456-5974.

28-31, Leadership 254 — Module 2
Calvary Court, 200 Century Ct., College Station, (979) 485-5586. For more information contact Haley Click at (800) 456-5974.

**JUNE**

3-5, Conference of the County Investment Academy
Omni la Mansion del Rio Riverwalk, 112 College St., San Antonio, (210) 518-1000. For more information contact Deanna Auert at (800) 456-5974.

**SEPTEMBER**

4-6, Legislative Conference
Fairmont Austin, 101 Red River St., Austin, (512) 580-0190. For more information contact Haley Click at (800) 456-5974.

**OCTOBER**

22-25, Leadership 254 — Module 3
The Fredonia Hotel, 200 N. Fredonia St., Nacogdoches, (936) 564-1234. For more information contact Haley Click at (800) 456-5974.

**NOVEMBER**

7-8, Texas Public Funds Investment Conference
The Westin Houston, Memorial City Hotel, 945 Gessner Rd., Houston, (281) 501-4300. For more information contact Deanna Auert at (800) 456-5974.

20-22, Fall Judicial Education Session
Cavalry Court/the George, 200 Century Ct., College Station, (979)-485-5586. For more information contact Allyssa Lee at (800) 456-5974.
Members can count on:

• Toll-free TAC Helpline, (888) 275-8224
• First-rate training and continuing education programs
• A strong voice representing county interests at the state and federal government levels
• County news, issues and best practices online and in County magazine
• Email and website hosting services
• TAC Health and Employee Benefits Pool
• TAC Risk Management Pool
• TAC Unemployment Compensation Group Account Fund
• Cost-effective, comprehensive risk management services and programs
• Healthy County customized employee wellness programs

Created by counties, for counties.
While I serve my community …

The TAC Risk Management Pool serves me with:

- Broad range of county-specific coverage
- Comprehensive risk management solutions
- Competitive & stable pricing
- 24/7 claims hotline
- Customized risk control programs
- Value-added membership benefits
- County experience & leadership
- Financial stability

Created by counties for counties.

www.county.org/TACRMP • (800) 456-5974
Training Opportunities

Programs for TAC Risk Management Pool Members

Counties must invest in employee training and development to stay on top of regulatory changes, keep up with new workplace technology, ensure employees’ safety and reduce county losses.

The TAC Risk Management Pool (TAC RMP) helps counties achieve this by providing Pool members with a variety of on-site, online, video and simulation training carefully selected to meet the particular needs of counties in the areas of human resources, law enforcement, risk control (safety) and risk management. These services support TAC RMP members’ risk management efforts and are a benefit of membership at no additional cost.

Consultant Training Delivered Onsite
This training covers workers’ compensation, human resources, law enforcement, risk control and risk management topics.

SINGLE-TOPIC TRAINING
TAC RMP members may request specific training to be delivered at their location by a Risk Management, Human Resource, Risk Control or Law Enforcement consultant. This unique service helps Texas counties expand employee knowledge, meet regulatory compliance and reduce losses. Training classes can be scheduled to best meet the members’ needs.

ON-SITE WORKSHOPS
Members may host half-day on-site workshops at their facilities upon request. Trainings for the event may focus on one subject or a variety of topics. These small, regional workshops are an excellent way to target a large number of employees or to train management on regulatory compliance matters or specific county needs. Curriculum may be focused to a specific line of coverage or a combination of workers’ compensation, human resources, law enforcement or risk control (safety). On-site law enforcement courses may be eligible for TCOLE credit.

More information: Contact a Human Resources, Risk Control or Law Enforcement consultant to request one of these on-site trainings at (800) 456-5974 or tacrcs@county.org.

Recommended Core Training
TAC RMP recommends that its members incorporate core safety training courses into their training programs. The carefully selected and recommended courses are designed to help counties better handle risk exposures commonly found in county operations. Members have access to more than 35 training courses, based on their Pool participation. Each course in the core training can be delivered on-site by TAC consultants. A dozen of the core training topics can be taken online and more than a dozen are available via video loan through the TAC RMP Resource Library.

More Information: Contact a Risk Management, Human Resources, Risk Control or Law Enforcement Consultant at (800) 456-5974 or tacrcs@county.org.
## Course Description

### HUMAN RESOURCES (HR)

<table>
<thead>
<tr>
<th>Course Description</th>
<th>On-Site Training by Consultant</th>
<th>Online Summit Training</th>
<th>Video Training</th>
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<tbody>
<tr>
<td>Americans with Disabilities Act Amendments Act – Public Officials Liability (P0)</td>
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<tr>
<td>A discussion of what defines a disability and how to identify possible accommodations.</td>
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<tr>
<td>Developing Personnel Policies - PO</td>
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<td>X</td>
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<tr>
<td>A discussion of the importance of personnel policies.</td>
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<tr>
<td>Discipline and Terminations - PO</td>
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<tr>
<td>A discussion about recommended practices for hiring and firing.</td>
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<tr>
<td>Diversity in the Workplace - PO</td>
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<tr>
<td>Discussion on how to interact with people in the workplace in a way that is not discriminatory or harassment.</td>
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<tr>
<td>Documentation &amp; Unemployment - PO</td>
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<tr>
<td>A discussion of employment laws and recommended practices to reduce liability/Documentation including disciplinary documentation.</td>
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<tr>
<td>The Fair Labor Standards Act - PO</td>
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<tr>
<td>A discussion of the Fair Labor Standards Act and the requirements to be in compliance.</td>
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<tr>
<td>The Family and Medical Leave Act - PO</td>
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<tr>
<td>A discussion of the importance of following adopted HR policies, the Family and Medical Leave Act and the Military Family Leave Act.</td>
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<tr>
<td>Federal and State Employment Laws – PO</td>
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</tr>
<tr>
<td>A discussion of employment laws and recommended practices to reduce liability</td>
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<tr>
<td>Harassment Prevention - PO</td>
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<tr>
<td>A discussion about the various forms of harassment in the workplace, what is not harassment and the possible legal ramifications for such acts.</td>
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<tr>
<td>Hiring and Firing - PO</td>
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<tr>
<td>A discussion about recommended practices for hiring and firing.</td>
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<tr>
<td>HR Triangle – PO</td>
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<tr>
<td>A discussion on the overlap between the Family and Medical Leave Act, the Americans with Disabilities Act Amendments Act and workers’ compensation.</td>
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<tr>
<td>Writing Job Description - PO</td>
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<tr>
<td>A how-to class on the preparation of job descriptions.</td>
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</tbody>
</table>
### CORE TRAINING CURRICULUM

#### Course Description

**LAW ENFORCEMENT (LE)**

<table>
<thead>
<tr>
<th>Training Module</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Below 100 – WC, Law Enforcement Liability (LE)</strong></td>
<td>A discussion of possible unsafe work behavior that could lead to fatalities among law enforcement personnel.</td>
</tr>
<tr>
<td><strong>Courthouse Security - LE</strong></td>
<td>A discussion of the importance of courthouse security, the steps to improve it, the viable threats and how to address them. Includes discussion of how SB 42 will affect each county.</td>
</tr>
<tr>
<td><strong>Defensive Driving for Law Enforcement Operations - LE</strong></td>
<td>This training reviews the principles of defensive driving and vehicle dynamics and emphasizes the risks associated with distracted driving, clearing intersections and emergency or pursuit driving situations.</td>
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<tr>
<td><strong>Effective Communications – WC, PO, LE</strong></td>
<td>How to improve communications skills to prevent altercations with inmates and increase awareness about workplace violence.</td>
</tr>
<tr>
<td><strong>Emerging Trends in Law Enforcement Liability - LE</strong></td>
<td>A discussion analyzing recent trends in law enforcement and jail operations that have generated liability exposures and created unwanted public scrutiny.</td>
</tr>
<tr>
<td><strong>Employee Discipline and Supervision for Law Enforcement - LE</strong></td>
<td>A discussion of federal and state employment laws that give employees protections, particularly during the disciplinary process, and policy needs and management techniques that lessen liability concerns.</td>
</tr>
<tr>
<td><strong>Excited Delirium - LE</strong></td>
<td>Participants will be able to identify certain high risk physical and behavioral characteristics commonly associated with excited delirium syndrome (EDS) and learn to recognize EDS is a medical emergency that is likely to result in custodial death if not immediately addressed.</td>
</tr>
<tr>
<td><strong>In Custody Deaths - LE</strong></td>
<td>A discussion on physical risks and behavioral characteristics commonly associated with custodial deaths. This presentation also addresses the possible impact of excited delirium and drug and alcohol withdrawal in relation to in custody death claims.</td>
</tr>
<tr>
<td><strong>Legal and Liability Issues - LE</strong></td>
<td>This lecture identifies behavior and conditions that generate civil liability concerns for county jail operations, including custodial death concerns and abusive or inappropriate staff behavior.</td>
</tr>
<tr>
<td><strong>Prisoner Transportation Safety Issues - LE</strong></td>
<td>Increase awareness about risk associated with the transport of inmates and best practices to prevent inmate assaults.</td>
</tr>
<tr>
<td><strong>Sexual Misconduct – PO, LE</strong></td>
<td>A discussion of unacceptable behaviors that could lead to a possible sexual harassment claim.</td>
</tr>
<tr>
<td><strong>Suicide Prevention – LE</strong></td>
<td>A discussion of important factors in suicide prevention in jails including intake screening, defining deliberate indifference and monitoring.</td>
</tr>
<tr>
<td><strong>Use of Force - LE</strong></td>
<td>A discussion of possible conditions that could lead an officer to use force to control a situation and the responsibilities of employee and employer to prevent allegations of excessive use of force.</td>
</tr>
</tbody>
</table>
## Core Training Curriculum

<table>
<thead>
<tr>
<th>Course Description</th>
<th>On-Site Training by Consultant</th>
<th>Online Summit Training</th>
<th>Video Training</th>
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</thead>
<tbody>
<tr>
<td><strong>Risk Control (RC)</strong></td>
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<tr>
<td>Accident Investigation – Workers’ Compensation (WC)</td>
<td>X</td>
<td>X</td>
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<tr>
<td>A discussion of best practices to investigate accidents.</td>
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<tr>
<td>Back Injury Prevention - WC</td>
<td>X</td>
<td>X</td>
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<tr>
<td>A discussion of the common factors responsible for most back injuries and recommended techniques to increase awareness for the prevention of back injuries</td>
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<tr>
<td>Bloodborne Pathogens – WC</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>A discussion of the exposures and conditions that could lead to a bloodborne pathogen exposure and best practices to prevent exposures.</td>
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<tr>
<td>Defensive Driving – WC, Auto Liability (AL)</td>
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<tr>
<td>A discussion of safe driving behaviors to avoid collisions while operating motor vehicles. Attendees will complete the National Safety Council DDC8/6 Defensive Driving Course.</td>
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<tr>
<td>Ergonomics – WC</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>A discussion of ergonomic principles for the prevention of musculoskeletal disorders</td>
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<tr>
<td>Fire Safety – WC, Property (PR)</td>
<td>X</td>
<td>X</td>
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<tr>
<td>A discussion of the various types of fire hazards and basic instructions for fire prevention.</td>
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<tr>
<td>Hazard Communication/Globally Harmonized System - WC</td>
<td>X</td>
<td>X</td>
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<tr>
<td>A discussion of the requirements of the Hazard Communication Act as mandated by U.S. Department of Health and Human Services, including new requirements listed under the Globally Harmonized System.</td>
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<tr>
<td>Heavy Equipment Safety - WC</td>
<td>X</td>
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<tr>
<td>A discussion of dangers associated with heavy equipment operations.</td>
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<tr>
<td>Office Safety - WC</td>
<td>X</td>
<td>X</td>
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<tr>
<td>A discussion of risk exposures in office environments that could lead to an accident.</td>
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<tr>
<td>Outdoor Safety - WC</td>
<td>X</td>
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<tr>
<td>A discussion of possible risk exposures when working outdoors, such as heat stress, insects and vegetation.</td>
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<tr>
<td>Personal Protective Equipment - WC</td>
<td>X</td>
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<tr>
<td>A discussion of the various types of workplace hazards and the recommended personal protective equipment to match the hazard.</td>
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<tr>
<td>Return-to-Work Programs - WC</td>
<td>X</td>
<td>X</td>
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<tr>
<td>A discussion on the process and requirements to safely return an employee back to work from an injury.</td>
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<tr>
<td>Slip and Fall Prevention - WC</td>
<td>X</td>
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<tr>
<td>A discussion of possible conditions that could lead to slip-and-fall-related injuries and best practices to avoid these types of injuries.</td>
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<tr>
<td>Supervisor’s Safety Role - WC</td>
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<tr>
<td>A discussion of the primary responsibilities that supervisors to protect the health and safety of employees under their supervision.</td>
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<tr>
<td>U.S. Department of Transportation Drug and Alcohol -WC</td>
<td>X</td>
<td>X</td>
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<tr>
<td>A discussion of the DOT drug testing requirements for Commercial Drivers License holders.</td>
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<tr>
<td>Workers’ Compensation 101 – WC</td>
<td>X</td>
<td>X</td>
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<tr>
<td>A discussion of the laws in Texas relating to the workers’ compensation system.</td>
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<tr>
<td>Workplace Violence Prevention - WC</td>
<td>X</td>
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<tr>
<td>A discussion of possible behaviors and conditions that could lead to possible workplace violence incidents and best practices to protect employees and the public from such acts.</td>
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</tbody>
</table>
Additional TAC RMP Training Available

TAC RMP members have access to a wide variety of training depending on their participation in coverage provided by TAC RMP and the training delivery method they prefer.

**Online Training**

TAC RMP offers online safety training.

**ONLINE RISK CONTROL (SAFETY) TRAINING**

TAC RMP provides online safety training to members participating in the Workers’ Compensation Program. Online training offers greater cost savings, training alternatives and flexibility for counties to initiate or expand training programs. More than 50 training courses are available.

**More information:** Find a list of training courses see below. Contact TAC RMP at (800) 456-5974 x 3625 or tacrs@county.org with questions.

<table>
<thead>
<tr>
<th>TAC RMP ONLINE SAFETY TRAINING COURSES</th>
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<tbody>
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<td>Accident Investigation</td>
<td>Hand Safety</td>
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<tr>
<td>Back Injury Prevention</td>
<td>Hazard Recognition</td>
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<td>Back Safety</td>
<td>Heat Stress</td>
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<tr>
<td>Bloodborne Pathogens</td>
<td>Hoists &amp; Slings</td>
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<tr>
<td>Bloodborne Pathogens: Exposure Prevention</td>
<td>Hoists &amp; Slings - Construction</td>
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<tr>
<td>Compressed Gas Cylinders</td>
<td>Hot Work</td>
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<td>Compressed Gas Cylinders - Construction</td>
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<td>Construction Safety Orientation</td>
<td>Ladder Safety</td>
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<td>Decision Driving® - Truck</td>
<td>Lockout/Tagout</td>
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<tr>
<td>Decision Driving®</td>
<td>Lockout/Tagout: Energy Control</td>
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<tr>
<td>DOT: Drug &amp; Alcohol Testing - Employee</td>
<td>Machine Guard Awareness</td>
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<tr>
<td>DOT: Drug &amp; Alcohol Testing - Supervisor</td>
<td>Machine Guarding</td>
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<tr>
<td>TAC RMP ONLINE SAFETY TRAINING COURSES</td>
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<tr>
<td>DOT: Driver Wellness</td>
<td>Materials Handling - Construction</td>
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<tr>
<td>Driver Awareness: 15-Passenger Van Safety</td>
<td>Muscle Strains &amp; Sprains</td>
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<tr>
<td>Electrical Safety</td>
<td>Office Ergonomics</td>
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<td>Electrical Safety - Construction</td>
<td>Office Safety</td>
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<td>Electrical Safety Part 2 - Construction</td>
<td>Personal Protective Equipment</td>
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<td>Personal Protective Equipment - Construction</td>
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<tr>
<td>Eye Safety</td>
<td>PPE: Armed for Safety</td>
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<tr>
<td>Eye Safety - Construction</td>
<td>Rigging Safety</td>
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<tr>
<td>Fall Protection</td>
<td>Road Rage</td>
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<tr>
<td>Fall Protection - Construction</td>
<td>Safe Behavior</td>
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<tr>
<td>Fall Protection Part 2 - Construction</td>
<td>Safety Attitude for Safety’s Sake</td>
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<tr>
<td>Fire Protection and Prevention</td>
<td>Safety Orientation</td>
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<tr>
<td>Fire Safety</td>
<td>Sexual Harassment</td>
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<tr>
<td>Fire Safety - Construction</td>
<td>Slips, Trips &amp; Falls</td>
</tr>
<tr>
<td>First Aid</td>
<td>Walking-Working Surfaces</td>
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<tr>
<td>First Aid - Construction</td>
<td>Welding Safety</td>
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<tr>
<td>GHS: Chemical Labeling &amp; Classification</td>
<td>Welding Safety - Construction</td>
</tr>
<tr>
<td>Hand &amp; Power Tools - Construction</td>
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</tbody>
</table>
Regional Workshops
TAC RMP offers regional, one-day workshops scheduled across the state. Curriculum includes general topics in the areas of workers’ compensation, human resources, law enforcement, risk control and risk management.

More information: Check the Calendar of Events at www.county.org/calendar.

Webinars
Pool members (and all TAC members) can also participate in a number of free, interactive webinars offered throughout the year. Presentations range from employment law updates and workers’ compensation training to risk management topics.

More information: Contact Lee Bell-Hovland at (800) 456-5974 x 3625 or leeb@county.org.

Simulator Training Program
DRIVING SIMULATORS
Motor vehicle accidents are a critical cause of loss and injury for members. The Pool’s driving simulator program offers two separate training opportunities through a Law Enforcement Driving Simulator and a Truck Driving Simulator. This training is intended to supplement classroom driver safety instruction.

TAC RMP members participating in the Automobile Liability and Workers’ Compensation programs have access to this training for law enforcement, road and bridge, emergency management and volunteer fire department personnel.

RESISTANCE RESPONSE SIMULATOR (RRS)
TAC RMP recognizes that county law enforcement officers face tremendous challenges when protecting citizens, property and themselves. To address these needs, TAC RMP has further enhanced its Simulator Training Program with the addition of the RRS for law enforcement officers.

More information: Contact Simulator Program Supervisor Darren Jackson at (800) 456-5974 or darrenj@county.org.

LASER-DRIVEN FIRE EXTINGUISHER SIMULATOR
TAC RMP offers a fire extinguisher simulator for members participating in the Workers’ Compensation and Property programs. The simulator uses a laser to replicate extinguisher discharge and does not leave a residue as with a dry chemical or CO2 extinguisher. Participants can simulate class A, B and C fires. This ensures trainees are prepared for a real fire.

More information: Contact a Risk Control Consultant at (800) 456-5974 or tacrcs@county.org.
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While I serve my community …

The TAC Health and Employee Benefits Pool serves me with:

- Coverages and benefits customized to my county’s needs
- Plan management guidance and support
- Healthy County wellness programs and initiatives
- County-focused customer care
- Retiree enrollment assistance
- On-call Employee Benefits Consultants
- Long-term rate stability
- Sound county leadership

Created by counties for counties.

Texas Association of Counties
Health and Employee Benefits Pool

www.county.org/TACHEBP • (800) 456-5974
Training Opportunities

Custom Programs for TAC Health and Employee Benefits Pool Members

Customized health and wellness programs are available for members of the Texas Association of Counties Health and Employee Benefits Pool (TAC HEBP). TAC consultants specializing in health, dental, vision, life, accident, retiree health and wellness can provide on-site training to Pool members to help you control costs and improve the health and performance of your most important assets, your employees.

Employee Benefits Consultants can evaluate the effects of legislative and economic changes, evolving plan designs and funding arrangements, to ensure that Pool members are able to provide employees the best and most cost-effective benefits packages.

TAC’s statewide wellness initiative takes a shared-responsibility approach to reducing health risk and decreasing costs of preventable illness. TAC Wellness Consultants are available to provide on-site presentations to Pool members interested in learning more about their health and benefits services, including wellness programs and resources available through Healthy County. Presentations can be made to the commissioners court, in workshops, and to employees in a 50-minute period — perfect for lunch or other times that would not take the employees away from work for long.

For more information, contact a TAC Employee Benefits or Wellness Consultant at (800) 456-5974 or visit www.county.org/group-health or www.county.org/healthycounty.

ON-SITE PRESENTATIONS FOCUS ON KEY AREAS INCLUDING, BUT NOT LIMITED TO:

**Employee Benefits Consultants**
- Understanding Your Health Benefits
- Benefit Plan Review and Recommendations
- Budget Planning through Claims Analysis, Renewals and Options
- Healthcare Reform and the Affordable Care Act
- OASys Training

**Wellness Consultants**
- Saving Money, Improving Your Health and Making the Most of Your Benefits
- Healthy County Wellness Programs
- Physical Fitness
- Nutrition
- Weight Loss Management
- Stress Management
- Lifestyle Strategies to Prevent or Manage Health Conditions
- Customized Lifestyle Presentations
Training Opportunities for TAC HEBP Members

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Educational Requirements

**COUNTY ATTORNEY**
Attorneys are required to attain 15 hours every 12-month period, with that 12-month period being based on your birth month. Ten hours must be earned in a formal classroom setting and up to five hours may be earned in self-study. Three hours must be devoted to legal ethics/professional responsibility and one of the three hours may be earned in self-study. See State Bar Rules, Article 12, Section 6. For more information, contact MCLE Division at (800) 204-2222 ext. 2106.

**COUNTY AUDITOR**
County auditors/CPAs are required to attain 40 hours during each two-year appointment. For more information contact the Texas State Board of Public Accountancy at (512) 305-7844.

**COUNTY AND DISTRICT CLERK**
County and district clerks are required to attain 20 hours during each calendar year that begins after election or appointment. For more information, contact the County & District Clerks’ Association of Texas at www.cdcatexas.com.

**COUNTY COMMISSIONER**
Commissioners are required to attain 16 hours every 12-month period and may carry forward up to eight hours. Some exceptions apply. See Local Government Code Sec. 81.0025, Section (e). For more information contact the County Judges & Commissioners Association of Texas at (800) 733-0699.

**COUNTY JUDGE**
Judges are required to attain 30 hours within their first 12 months in office, and 16 hours each state fiscal year reporting period thereafter. For more information contact TAC Judicial Education Program at (800) 456-5974.

**COUNTY TREASURER**
(a) Within one year after the date on which a person first takes office as county treasurer, the county treasurer must successfully complete an introductory course of instruction in the performance of the duties of county treasurer.

(b) After completion of the first year in office, a county treasurer must successfully complete in each 12-month period at least 20 hours of continuing education in the performance of the duties of county treasurer.

(c) The introductory course required by Subsection (a) and the continuing education required by Subsection (b) must be sponsored or cosponsored by an accredited public institution of higher education.

(d) To satisfy the requirement of Subsection (b), a county treasurer may carry forward from one 12-month period to the next not more than 10 continuing education hours that the county treasurer completes in excess of the required 20 hours. For more information contact the County Treasurers’ Association of Texas Certification and Validation Committee Chair Alan Dierschke, Glasscock County Treasurer at (432) 354-2415.

**JUSTICE OF THE PEACE**
JPs are required to obtain 80 hours during their first year in office from the Texas Justice Court Training Center; complete a 20-hour course from the Texas Justice Court Training Center in the second year after taking office; and complete a 20-hour course from an approved entity each fiscal year thereafter. For more information contact the Texas Justice Center Courts Training Center at (512) 347-9927.

**COUNTY CONSTABLE**
Each constable must complete at least 40 hours of continuing education through the Bill Blackwood Institute during the current 4-year training cycle. (Occupation Code 1701.3545)

(a) Newly elected or appointed constables must take Course 3742 New Constable’s Course within two years of appointment or election. (Occupation Code 1701.3545(d))

(b) Constables who have already completed the requirements of a newly elected or appointed constables must take Course 3743, Constable’s Continuing Education each cycle. (Occupation Code 1701.3545(d))

For more information, contact TCOLE at (512) 936-7700.

**COUNTY SHERIFF**
The Texas Commission on Law Enforcement (TCOLE) may require any sheriff who is not a commissioned peace officer to attend up to 40 hours of education within two to four years of taking office. For more information contact the TCOLE at (512) 936-7700.

**TAX ASSESSOR-COLLECTOR**
A county assessor-collector must successfully complete 20 hours of continuing education before each anniversary of the date on which the county assessor-collector takes office. The continuing education must include at least 10 hours of instruction on laws relating to the assessment and collection of property taxes for a county assessor-collector who assesses or collects property taxes. A county assessor-collector may carry forward from one 12-month period to the next not more than 10 continuing education hours. In addition, a county assessor-collector shall successfully complete continuing education courses on ethics and on the constitutional and statutory duties of the county assessor-collector not later than the 90th day after the date on which the county assessor-collector first takes office. For more information, see the Tax Assessor-Collector Association of Texas website at www.tacocftexas.org.