

DAY TWO

8:00 -10:00 AM

Effective Communication Strategies While Serving Writs and Civil Process

Carlos Lopez (2 Civil Hours)

Getting someone to answer the door or let a constable inside takes finesse. Most people who are being served or having property taken from them are hostile or at the very least resistant to interaction with the law. This course will provide tips for de-escalating tensions and ensuring the constable can carry out his/her duties peacefully and successfully. The student will be able to:

1. Understand the differences between confrontational and peaceful body language and positioning;
2. Apply effective communication tactics to get others to respond and interact;
3. Identify which role the constable fills at each stage of the process – civil v. criminal;
4. Utilize tools for addressing others' concerns in emotionally charged situations;
5. Recognize situations where officer safety could be a concern.

10:00 AM – 12:00 PM

Identifying Mental Health Issues While Serving Civil Process

Mike Missildine (2 Civil Hours)

Identifying whether someone is in crisis is essential to successfully dealing with and serving them with civil process. This course will identify signs and symptoms of common mental illnesses as well as provide ways to interact with mentally ill persons. The student will be able to:

1. Identify common types of mental illness and the symptoms of each;
2. Discuss effective ways for interacting with people who suffer from mental illness;
3. Create processes and procedures for serving emergency detention orders and guardianship papers;
4. Recognize situations where officer safety could be a concern.

1:00 – 3:00 PM

Intro to Civil Process

Thea Whalen (2 Civil Hours)

The responsibilities and duties of a constable serving civil process differ greatly from their law enforcement responsibilities and duties. This course will teach constables what civil process is, explain the differences between civil and criminal duties, and explain what information is common to all civil process that they serve. The student will be able to:

1. Explain the difference between a constable's civil and criminal responsibilities and how they sometimes overlap;
2. Understand the amount of force that can be used to serve civil process;
3. Discuss issues that arise when a constable acts outside the scope of their duties when serving civil process;
4. Identify information that is common to all civil process;
5. Utilize the Civil Process Field Guide and other handbooks, statutes, and forms relating to service of civil process.

Records Retention

Texas Library and Archives (2 Civil Hours)

Constables have job duties that expand beyond serving civil process. Constables are also required to keep records relating to the papers they serve. This course will focus on what documents have to be kept, where they have to be kept, and how long they have to be kept. The student will be able to:

1. Identify the duties of the constable in creating, maintaining, and disposing of records relating to civil process, personnel files, and other records;
2. Locate or create applicable retention schedules and know how and when to update them;
3. Discuss issues that arise when records are missing or destroyed and what to do;
4. Create processes and procedures for creating, maintaining, and disposing of records under the constable's care;
5. Recognize the advantages and limitations of paper copy file retention and electronic file retention.

Turnover Orders and Receivership: Coming on the Horizon

Camille Reasor (2 Civil Hours)

Courts are inundated with requests from attorneys asking judges to issue turnover orders and appoint receivers. One of the judge's options is to deny the request and order the party to turn property over to the constable. As more of these motions get filed, constables need to be aware of what the court is ordering them to do. This course will examine issues related to receiverships as well as outline what the constable's role is. The student will be able to:

1. Define what a turnover order and receiver are;
2. Explain the considerations relating to whether a judge should grant or deny a motion to appoint a receiver;
3. Identify what the constable's role is when people are ordered to turn property over to them;
4. Recognize situations where officer safety could be a concern;
5. Utilize technology to access handbooks, statutes, and other resources on www.tjctc.org and other appropriate websites.

3:00 – 5:00 PM

Intro to Citations

Carlos Lopez (2 Civil Hours)

Citations are the start of all civil lawsuits and constables are sometimes asked to serve them. This course will teach constables what a citation is, how to serve one, and how to provide proof to the court that it has been served. The student will be able to:

1. Define the term citation and have a working knowledge of citations, their origination, and their purpose;
2. Identify proper receipt, service, and return of a civil citation;
3. Discuss the different ways a citation can be served and when alternative service should be sought;
4. Apply the step by step process taught in class to real world situations;
5. Utilize the Civil Process Field Guide and other handbooks, statutes, and forms relating to service of civil process.

Property Retention for Civil Process

Unassigned Faculty (2 Civil Hours)

Constables are liable for property they levy on so it's essential their office has processes and procedures for storing property. In addition to storing levied property, constables may encounter items while serving civil process that are criminal in nature that must be seized. It's just as important to have processes and procedures for storing this type of property. This course will equip constables with the tools they need to create and implement procedures relating to property retention. The student will be able to:

1. Create property retention policies and procedures for civil property and criminal evidence;
2. Discuss issues that arise when property is improperly stored;
3. Identify best practices for storing unique property such as weapons, medicine, drugs, and personal information;
4. Understand liability involved with storing and retaining personal property;
5. Utilize technology to access statutes and other resources on www.tjctc.org and other appropriate websites.

Tax Sales and Warrants: Scenarios

Unassigned Faculty (2 Civil Hours)

What is a tax sale, how is it different from a sale on levied property, and how does it work? This course will take a step by step look at conducting a tax sale, leaving the student with the knowledge and confidence to conduct a sale in their precinct. The student will be able to:

1. Conduct a tax sale from beginning to end;
2. Differentiate between a tax sale and a sale on levied property;
3. Create a process to avoid common mistakes that occur in conducting tax sales;
4. Discuss best practices related to tax sales;
5. Utilize technology to access forms, statutes, and resources on www.tjctc.org as well as other appropriate websites.

DAY THREE

8:00 – 10:00 AM

Intro to Evictions

Unassigned Faculty (2 Civil Hours)

Eviction notices must be served by law enforcement, but why? This course will teach constables about eviction notices, how to serve them, and how to provide proof to the court that they have been served. The student will be able to:

1. Articulate who can serve eviction notices, when they can be served, and where they can be served;
2. Identify the proper number of attempts at service before seeking alternative methods of posting;
3. Discuss the different ways an eviction notice can be served and when alternative methods of posting can be sought;
4. Apply the step by step process taught in class to real world situations;
5. Recognize situations where officer safety could be a concern;
6. Utilize the Civil Process Field Guide and other handbooks, statutes, and forms relating to service of civil process.

Manufactured Home Eviction Scenarios

Unassigned Faculty (2 Civil Hours)

Mobile home evictions differ from regular evictions and present their own unique challenges. This course will feature real life scenarios to explore the issues and situations specific to mobile home evictions. The student will be able to:

1. Differentiate between a mobile home and a recreational vehicle and know the laws that apply to each;
2. Understand TxDOT requirements that apply to mobile homes;
3. Work through complicated and complex mobile home eviction scenarios;
4. Recognize situations where officer safety could be a concern;
5. Utilize technology to access forms, statutes, and resources on www.tjctc.org as well as other appropriate websites.

10:00 AM – 12:00 PM

Intro to Writs of Possession

Unassigned Faculty (2 Civil Hours)

Writs of possession are issued as part of eviction cases and must be executed by law enforcement. But what is the constable's responsibility during execution of these writs? This course will teach constables about writs of possession, how to execute them, and how to provide proof to the court that they have been executed. The student will be able to:

1. Define the term writ of possession, understand when they can be executed, and the constable's responsibilities when executing;
2. Create processes and check lists to be followed every time a constable serves a writ of possession;
3. Discuss the different timelines involved in executing a writ of possession;
4. Apply the step by step process taught in class to real world situations;
5. Recognize situations where officer safety could be a concern;
6. Utilize the Civil Process Field Guide and other handbooks, statutes, and forms relating to service of civil process.

Grocery Stores, Circuses, and Exotic Animals: Scenarios for Levying on Tricky Things

Unassigned Faculty (2 Civil Hours)

Sometimes a constable can run into difficult situations when they levy on property that is out of the ordinary. This course will feature real life scenarios to explore options for levying on and storing property that requires out of the box solutions. The student will be able to:

1. Discuss creative solutions for storing extraordinary property;
2. Create processes and procedures for levying on extraordinary property;
3. Work through complicated and complex execution scenarios;
4. Recognize situations where officer safety could be a concern;
5. Utilize technology to access forms, statutes, and resources on www.tjctc.org as well as other appropriate websites.

1:00 – 3:00 PM

Intro to Sequestration, Attachment, Re-Entry, and Restoration

Unassigned Faculty (2 Civil Hours)

A constable is relied upon to execute all types of writs that are issued by the courts. How is the constable supposed to differentiate between different types of writs and what is the constable's duty in executing them? This course will teach constables about common writs they will be asked to execute, how to execute them, and how to provide proof to the court that they have been executed. The student will be able to:

1. Differentiate between writs of sequestration, writs of attachment, writs of re-entry, and writs of restoration;
2. Discuss the constable's involvement in executing these different types of writs;
3. Apply the step by step process taught in class to real world situations;
4. Recognize situations where officer safety could be a concern;
5. Utilize the Civil Process Field Guide and other handbooks, statutes, and forms relating to service of civil process.

High Risk Writs

Unassigned Faculty (2 Civil Hours)

Some writs are more dangerous than others. When children are taken away from their parents or an angry person is having their property levied on, tempers flare and emotions run high. These are perfect situations for something to go wrong. This course will discuss those writs that are more susceptible to causing safety concerns and develop strategies for keeping everyone safe. The student will be able to:

1. Identify which writs are likely to cause people to be angry or aggressive;
2. Create processes and procedures for ensuring the safety of all people involved;
3. Work through complicated and complex execution scenarios;
4. Implement communication strategies to deal with difficult people in a courteous and respectful way;
5. Recognize situations where officer safety could be a concern;
6. Utilize technology to access forms, statutes, and resources on www.tjctc.org as well as other appropriate websites.

3:00 – 5:00 PM

Intro to Executions: Proceed Without Delay

Unassigned Faculty (2 Civil Hours)

Writs of Execution sound time consuming, overwhelming, and difficult. But what does the constable really do and how can it be done efficiently? This course will provide a step by step process for executing a writ that can be applied to every execution in order make the constable's job easier and more efficient. The student will be able to:

1. Prepare demand letters, seize real and personal property, and collect judgments;
2. Identify who can execute and when an execution can be issued;
3. Differentiate between exempt and non-exempt property and how each affects homestead exemptions;
4. Calculate the interest rate on a writ of execution;
5. Apply the step by step process taught in class to real world situations;
6. Recognize situations where officer safety could be a concern;
7. Utilize the Civil Process Field Guide and other handbooks, statutes, and forms relating to service of civil process.

Execution Practical: Step by Step Scenarios (Come Work Executions A to Z with Us)

Unassigned Faculty (2 Civil Hours)

Practice makes perfect, and what better place to practice execution procedures and strategies than with other constables? This course will feature real life scenarios as the canvas for creating procedures to be used in executing writs and provide an opportunity for constables to share what has and hasn't worked for them. The student will be able to:

1. Identify ways to handle situations that arise during executions;
2. Apply the step by step process taught in class to real world situations;
3. Discuss best practices for making demand and what to do based on the person's answer;
4. Identify the duties and liabilities of the executing officer
5. Recognize situations where officer safety could be a concern;
6. Utilize technology to access forms, statutes, and resources on www.tjctc.org and other appropriate websites.

8:00 AM – 5:00 PM

Certified Basic Court Security Officer Training

Unassigned Faculty (8 Civil Hours)

This training course will give court security officer's a basic understanding of the threats associated with court settings as well as technology and techniques for court security operations. This course does qualify for the required 8-hours of training due by August 31, 2019 for all bailiffs in compliance with Government Sec. 158.002. The student will be able to:

1. Summarize the history of court security and SB 42 provisions;
2. Understand bailiff duties and security including jury protection and emergency plans;
3. Assess court security screening basics including the legal aspects of screening and common equipment and processes;
4. Familiarize themselves with different methods of court security attacks including explosive awareness;
5. Familiarize court security personnel with available technology related to security and information regarding relevant purchasing, repair, and installation information;
6. Identify best practices for providing judicial protection and incidence reporting;
7. Discuss relevant case studies.

DAY FOUR

8:00 – 10:00 AM

Intro to Executions: Pennies on the Dollar

Unassigned Faculty (2 Civil Hours)

What happens once the constable finds property to levy on? This course will provide a step by step process for levying on property that can be applied to every execution in order to make the constable's job easier and more efficient. The student will be able to:

1. Discuss best practices for making demand and what to do when a person can't be found;
2. Identify ways to find a person's property;
3. Prepare a thorough and complete return to be filed with the court;
4. Identify the duties and liabilities of the executing officer;
5. Apply the step by step process taught in class to real world situations;
6. Recognize situations where officer safety could be a concern;
7. Utilize the Civil Process Field Guide and other handbooks, statutes, and forms relating to service of civil process.

Customer Service vs. Legal Advice

Unassigned Faculty (2 Civil Hours)

Constables walk a fine line between providing great customer service and giving legal advice. This course will help the constable differentiate between providing customer service, legal advice, and legal information, and provide strategies for ensuring great customer service without offering legal advice. The student will be able to:

1. Differentiate between what constitutes customer service, legal advice, and legal information;
2. Discuss issues that arise when constables give legal advice;
3. Identify best practices for providing great customer service without giving legal advice;
4. Implement communication strategies to deal with difficult people in a courteous and respectful way;
5. Utilize technology to access statutes and other resources on www.tjctc.org and other appropriate websites.

Execution Landmines: Don't Step on Them (Complicated Issues and How You Handle Them)

Unassigned Faculty (2 Civil Hours)

Nobody's perfect. Everyone has gotten themselves into a pickle from time to time. This course will be a discussion about avoiding common mistakes and the best practices once a mistake has been made, as well as discussion about complicated yet common situations that occur during execution of writs. The student will be able to:

1. Create processes and procedures to avoid common mistakes in executing writs;
2. Identify solutions to problems that occur due to failure to follow procedures;
3. Work through complicated yet common scenarios regarding execution of writs;
4. Recognize situations where officer safety could be a concern;
5. Utilize technology to access forms, statutes, and resources on www.tjctc.org as well as other appropriate websites.

10:00 AM – 12:00 PM

Going Once, Going Twice: Conducting Constable Sales

Unassigned Faculty (2 Civil Hours)

Once property has been levied on the constable is required to sell it at a public auction. But how does a public auction work? What has to be done before the auction can occur? This course will take a step by step look at conducting a sale of levied property, leaving the student with the knowledge and confidence to conduct a sale in their precinct. The student will be able to:

1. Conduct a sale from beginning to end;
2. Differentiate between a Constable's Deed, a Bill of Sale, and a Constable's Notice of Sale;
3. Create a process to avoid common mistakes that occur in conducting sales;
4. Utilize technology to access forms, statutes, and resources on www.tjctc.org as well as other appropriate websites.

Court Security

Unassigned Faculty (8 Civil Hours)