



HILL COLLEGE POLICE ACADEMY

Training Advisory Board Meeting Minutes February 20, 2019

On Wednesday, February 20, 2019, at 10:00 a.m., a meeting of the Hill College Police Academy Advisory Board was held at the Bob Bullock Room in the Hill College Cafeteria Building, 112 Lamar Drive, Hillsboro, Texas. Chair (Chief Robert Severance) and Vice-Chair/Chief Tony Cain were present. Minutes from the previous meeting were distributed for reading by all board members.

Board members attending were Judge Frank McGregor; Chief Shaun Short; Mr. Greg Mason, Mr. Bob Crow; Sheriff Adam King; Ms. Tina Lincoln; and Ms. Eunice Williams

Representatives from Hill College attending were Dr. Kayla Kelly (Dean); Mrs. Lori Pettinger (Administrative Assistant III); and, Mr. Michael Hughes (Police Academy Coordinator).

Agenda item # 1, Call to order

Chair Robert Severance called the meeting to order at 10:07 a.m. A quorum was present, with 9 members attending.

Chief Cain led the Pledge of Allegiance. Sheriff King gave the invocation.

Dr. Kayla Kelly gave brief opening remarks.

Agenda item # 2, Approval of minutes from November meeting.

The Presiding Officer asked for a motion to approve the minutes.

Tina Lincoln made a motion for approval. Bob Crow seconded the motion. The motion passed unanimously.

Agenda item # 3 & 4, Review and approval of Training Coordinator's Report.

Mr. Mike Hughes reviewed the Training Coordinator's Report with the Board. Several items were discussed. The following are those items:

1. Discussion of Chief Severance and Chief Cain remaining in the chair and vice-chair positions.
2. Discussion about academy and in-service costs. Chief Severance, Chief Short and Chief Cain expressed that the cost for the academy and in-service programs seemed high when compared to the local area providers. All expressed fiscal responsibility requirements they have and noted it would make it difficult to send recruits to HCPA when less expense alternatives exist.
3. Discussion and approval request to accept a home school diploma as satisfactory evidence of education requirements for enrollment in a police academy program.
4. Discussion and approval request of a hybrid training format for Strategies of Defense and Mechanics of Arrest in the basic academy that includes punch and kick avoidance,

takedown avoidance, ground escape, methods of takedowns, handcuffing non-compliant suspects, working with multiple officers control suspects, situations and integration of de-escalation strategies.

5. Discussion and approval request of the academy's Standards and Procedures Manual. Mike Hughes reviewed the content and provided clarification on key points. This included approval for appearance standards, disciplinary action, evaluation standards for written tests, skills exam standards, firearm training standards, driving standards, emergency medical standards, written and verbal communications standards and standards for a skills assessment given at the end of the academy. A full explanation is included in the coordinator's report.
6. Discussion and approval request to follow protocols for basic academy training produced by the manufacture for the ASP Baton, ASP Low-Light (flashlight), ASP Handcuffing, and TASER. OC Spray to be done following common training standards.
7. Discussion and approval request to follow the ALERRT training lesson plan for active shooter response in the basic academy.
8. Discussion and approval request of teaching a Self-Aid / Buddy Aid class in the basic academy following common training standards.
9. Discussion and approval request for following either the NAPD or EVOC training process for driver training in the basic academy, depending on instructor availability.
10. Discussion and approval request for following the American Heart Association training process for CPR training in the basic academy.
11. Discussion and approval request for adding several additional topics to the academy as time allows:
 - a. De-escalation techniques (Course 1849) - 8 hours
 - b. Traumatic & Acquired Brain Injury (Course 4066) – 2 hours
 - c. Child Safety Check Alert List (Course 4068) – 1 hour
 - d. Interacting With Drivers Who are Deaf or Hard of Hearing (Course 7887) – 4 hours
 - e. Body Worn Cameras (Course 8158) – 2 hours
 - f. Civilian Interaction Training (Course 30418) – 2 hours
 - g. Canine Encounters (Course 4065) – 4 hours
 - h. HIV, AIDS and Viral Hepatitis in the CJ Profession (Course 3804) – 8 hours
 - i. State and Federal Law Update (Course 31__) – 3 hour
 - j. Human Trafficking (Course 3270) – 4 hours
 - k. Eyewitness Evidence/Identification (Course 3286) – 8 hours
 - l. Missing & Exploited Children (Course 3275) – 4 hours
12. General approval of the contents of the report.

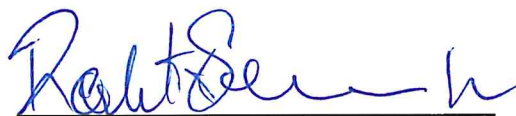
A copy of the report is attached hereto and provide full details. Each board member was provided a copy.

Approvals were made as follows:

1. Recommendation of no changes to the advisory board chair and vice-chair position. Motion by Sheriff King, seconded by Chief Short. The motion passed unanimously.
2. Recommendation(s) of academy and in-service costs for the academy. Members expressed that costs be adjusted to match the market in line with the coordinator's recommendations. Motion by Chief Short, seconded by Sheriff King. The motion passed unanimously.
3. Adoption of the Academy Standards and Procedures Manual. Motion by Bob Crow, seconded by Sheriff King. The motion passed unanimously.
4. Adoption of the specific training programs outlined herein along with the stated caveats. Motion by Chief Short, seconded by Tina Lincoln. The motion passed unanimously.
5. Adoption of additional training programs outlined herein. Motion by Tina Lincoln, seconded by Greg Mason. The motion passed unanimously.
6. Allowance to accept a home school diploma for acceptance to the police academy program. Motion by Chief Short, seconded by Bob Crow. The motion passed unanimously.
7. General approval of the contents of the coordinator's report. Motion by Greg Mason, seconded by Bob Crow. The motion passed unanimously with the note of a spelling correction needed of "McLennan" in an attachment to the coordinator's report. Those corrections are reflected in the copy attached to this document

Agenda item # 6, Adjournment

Business was concluded at 11:16 a.m. There were no public members present so there were no comments. Chair Severance adjourned the meeting.


Chief Robert Severance, Chair
RS/mh

Attachment 1

Training Coordinator's Report Hill College Police Academy

February 20, 2019

Purpose



This report¹ is meant for use in advisory board meetings, and comports with the board responsibilities listed in item “k” below. Topics of these reports include 1) details of past quarter/year training; 2) new topics or legislation impacting training; 3) training mandate information; 4) new courses proposed for coming year; and, summary of training policy issues. When the advisory board approves this report, they have acted upon the items in the report.

Board Responsibilities



(h) A board is generally responsible for advising on the development of curricula and any other related duty that may be required by the commission.

(i) The board must, as specific duties:

- (1) discharge its responsibilities and otherwise comply with commission rules;
- (2) set policies and procedures for the academy with the consent of the chief administrator;
- (3) advise on the need to study, evaluate, and identify specific training needs;
- (4) advise on the determination of the types, frequency, and location of courses to be offered;
- (5) advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention; and
- (6) advise on the order of preference among employees or prospective appointees of the sponsoring organization and other persons, if any.

(j) No person may be admitted to a training course without meeting the admission standards. The admission standards for licensing courses must be available for review by the commission upon request.

(k) A board may, when discharging its responsibilities, request that a report be made or some other information be provided to them by a training or course coordinator.

¹ Complies with Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule §215.7, Training Advisory Board, (k).



Updates

- The Hill College Police Academy program has been approved through SACS. This would allow us to offer attendees college credit. Credit can be applied after completion of the program.
- We are in the process of putting out a calendar with upcoming in-service training classes. We will offer common courses such as Intermediate Spanish, Intermediate Crime Scene Investigation, and Intermediate Arrest Search & Seizure. We will offer our first “drone” class on March 29, 2019.
- We now have a direct URL to our webpage:
<http://www.hillcollege.edu/policeacademy>
- We are currently working with Hill College Marketing to publish more information about the academy and our course offerings.
- We have a Facebook presence for marketing purposes:
@hillcollegepoliceacademy
- We would like to begin our first academy class March 18, 2019. This date is fluid, depending on the number of applicants and the processing of their paperwork.
- We are still moving forward with renewing licensing of the testing center for state exams.
- We plan to operate the academy (basic program only) Monday through Thursday, 10 hour days. This allows for normal instruction, but also daily skills practice that is often an afterthought in most academy programs.



Board Membership & Chair

Advisory board by-laws do not set term limits on members. There were no resignations or appointments. The membership remains at 15.

Advisory board by-laws allow members to appoint a chair. There is no limitation on the time the chair can serve. However, due diligence would serve well here. The training coordinator recommends the board be given the opportunity to make any changes to the chair position at the first meeting each calendar year.

The training coordinator recommends Chief Rob Severance remain in the role of chair.



Academy and In-Service Costs

The training coordinator was tasked by Dean Dr. Kayla Kelly with comparing costs of the proposed fee schedule for Hill College Police Academy with our competitors. Staff believes feedback and recommendations from the Police Academy Advisory Board is important in this area. Our academy board is much more in touch with the area of policing.

A copy of the coordinator's comparison and recommendations report (titled *Cost and Revenue Adjustment Request*) is available to members.

Home School Diploma



At the 2018 TCOLE Training Coordinator Conference, the commission's legal team suggested that academies consider accepting a home school diploma as satisfactory evidence of the education requirements for enrollment in a police academy program. The training coordinator suggests that the Hill College Police Academy adopt this standard.²

Academy Standards and Procedures Manual



A standards and procedures manual has been developed for reference and continuity of operations. The Advisory Board previously approved key areas. These include entrance standards, retention, attendance requirements, and class size. The manual includes incorporates these previously approved areas, as well as general operational matters. This includes fiscal management, safety rules/procedures, surveys, equipment, risk management, etc.

Administrative sections of the standards and procedures manual are created by the training coordinator. This is allowed as part of a previous approval made by the Advisory Board (February 8, 2018 – agendas items 4a and 4b). An excerpt that includes the approval is shown here:

Changes and Additions

- A. Areas specifically required as Advisory Board Duties shall only be changed by the Advisory Board. Those sections are flagged accordingly in each applicable section.
- B. The Training Coordinator can update this document as needed for compliance with TCOLE requirements, such as admission standards or curriculum updates, general operations of the academy, and other routine matters.

In addition of the administrative sections (which do not require additional approval from the board) the training coordinator has included several "critical" areas where approval is requested. These include appearance standards, evaluation standards, conduct requirements and disciplinary action protocols. These were included with the copy of Standards and Procedures Manual you were sent electronically. For ease of reference and discussion, commentary is included below as discussion points for several:

Physical Activities

These are included in the Standards and Procedures Manual because they are necessary for the good order and operation of a police academy program.

² Complies with Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule §215.7, Training Advisory Board, (i) 5.

Participation in fitness activities should be required. Injuries must be reported. Healthy choices and lifestyle should be encouraged and modeled.

A set standard is problematic as fitness levels vary, as does department requirements. A simple goal is improvement throughout the academy program.

Appearance Standards

These are included in the Standards and Procedures Manual because they are necessary for the good order and operation of a police academy program.

Disciplinary Action

These are included in the Standards and Procedures Manual because they are necessary for the good order and operation of a police academy program. Of note, the police academy will not interfere with any internal investigations of hired cadets deemed necessary by the department.

Evaluation Standards

These are included in the Standards and Procedures Manual because they are necessary for the good order and operation of a police academy program. Most of the evaluation standards are ordinary. There are 8 major exams. One failure and a retest is allowed. A second failure will result in dismissal. All written tests must be passed at 75% or higher.

Skills exams, unless otherwise mandated, are pass/fail with remedial processes incorporated.

Strategies of Defense and Mechanics of Arrest – Training Philosophy and Standards

Strategies of defense and mechanics of arrest are mandated training topics by TCOLE. Guidance is minimal in achieving this mandate, even though the topic is very important. The training coordinator recommends a diversified approach to training, spread throughout the academy. Block training (30-40 hours straight) is ineffective where skills are concerned. This is not an anecdotal conclusion. *Force Science Institute*, in their latest publication, even points this out based on research they have conducted.

The training coordinator recommends a program that addresses areas such as avoiding punches and kicks, ground avoidance, ground escape, methods for takedowns, handcuffing non-complaint subjects, working with multiple officers to control suspects, and integration of de-escalation strategies. This is not an inclusive list; rather examples.

Adopting a single program is insufficient. PPCT, Gracie Combatives, Krav Maga, Spear – all have aspects that are important. However, it is not possible to teach these as “programs” within the scope of a police academy. The training

coordinator recommends a training approach that incorporates training that address known failure points that occur in dynamic situations. Some examples include:

- Allowing a suspect to close space and losing reaction time as a result
- Inability to mesh defensive skills
- Inability to work through the biological and psychological aspects of high stress encounters
- Surviving being taken to the ground
- Responding with alternatives when trained techniques fail
- Tunnel vision
- Trying to handcuff when the suspect is not controlled
- Failing to broadcast location prior to encounter with suspect
- Failure or inability to request backup
- Inability to integrate multiple officer tactics to the given situation

A list of areas that should be covered as part of a diversified approach is included at the end of this report as Attachment 2.

Firearms Training

Similar to tactics training, firearms should be as diverse as time allows. The goal is to train in shorter time periods to allow better skills development throughout the academy.

Driving

Cadets must achieve a final score of 70% or better out of a possible 100% on ALL phases of professional police driving training. NAPD or EVOC programs shall be used as the training model.

Emergency Medical

Cadets must achieve a final score of 70% or better out of a possible 100% on ALL phases of training to include CPR, emergency medical and/or SABA.

Written and Verbal Communications

Cadets must participate and complete all related assignments.

Other Proficiency Assessments

Near the end of the program, cadets will be required to demonstrate proficiency in various skills taught and practiced during the academy.



Specific Training Programs

The training coordinator recommends including the following training following the protocols of the equipment manufacture where applicable:

- ASP Baton
- ASP Low-Light (Flashlight)
- ASP Handcuffing
- TASER
- OC Spray (no specific brand or lesson plan)
- ALERRT
- SABA (no specific brand or lesson plan)
- NAPD or EVOC (depending on instructor availability)
- American Heart Association CPR (or equivalent)

The training coordinator recommends training in these areas even for departments that do not carry all the aforementioned options. If for no other reason to be aware of the equipment, its capabilities and its limitations. This can become important where officers are working with other agencies who may use other force options.

Should a department not wish their recruit to participate in the training in any of these areas, alternative training in the topic of Force Options can be prescribed for the day.

Additional Training Programs



The training coordinator recommends including the following additional topics in the academy program as time allows:

- De-escalation techniques (Course 1849) - 8 hours
- Traumatic & Acquired Brain Injury (Course 4066) – 2 hours
- Child Safety Check Alert List (Course 4068) – 1 hour
- Interacting With Drivers Who are Deaf or Hard of Hearing (Course 7887) – 4 hours
- Body Worn Cameras (Course 8158) – 2 hours
- Civilian Interaction Training (Course 30418) – 2 hours
- Canine Encounters (Course 4065) – 4 hours
- HIV, AIDS and Viral Hepatitis in the CJ Profession (Course 3804) – 8 hours
- State and Federal Law Update (Course 31__) – 3 hours
- Human Trafficking (Course 3270) – 4 hours
- Eyewitness Evidence/Identification (Course 3286) – 8 hours
- Missing & Exploited Children (Course 3275) – 4 hours

Many of these topics will be included in upcoming curriculum changes for the BPOC. Including the topics is a step forward, and it provides training that many departments have to send their officers back to an academy at a later time to get.

Next Meeting



We will plan a meeting for the fall.

Approval Request³



Board approval of this report is requested. Modification can be noted below. If a modification is made, that item should be voted on separately. If no modifications are necessary, a single approval would apply to the following:

1. Recommendation of no changes to the advisory board chair and vice-chair position.
2. Recommendation(s) of academy and in-service costs for the academy (if any were made during discussion).
3. Adoption of Academy Standards and Procedures Manual to include physical activity participation requirements, appearance; conduct; disciplinary action; and, evaluation standards.
4. Adoption of the specific training programs outlined herein along with the stated caveats.
5. Adoption of additional training programs outlined herein.
6. Allowance to accept a home school diploma for acceptance to the police academy program.
7. General approval of the contents of this report.



Respectfully submitted,

A handwritten signature in black ink that reads "Michael Hughes".

Michael Hughes
Training Coordinator

NOTES/MODIFICATIONS (IF ANY):

³ Complies with Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule §215.7, Training Advisory Board, (i) 1-6.

Cost and Revenue Adjustment Request

Hill College Police Academy

Staff recommends approving a fee schedule specific to police academy courses and class offerings. Our cost is above other providers both in the basic program and in-service offerings. Cost for courses is currently calculated using the current version of the *Board of Regents Contact Hour-Tuition Schedule for Funding Determination – Spring 2018*. This schedule does not provide a basis to adjust for law enforcement specific training.

Staff recommends academy tuition be \$1400.00. This accomplishes several things. It is less expensive than all providers within a 50 mile radius. It remains competitive with providers in the DFW area. And it still allows the academy to stay profitable.

Staff recommends in-service courses be offered at a standardized rate of \$5.00 per contact hour. Staff further recommends that the police academy coordinator be able to adjust course cost (on a case by case basis) to remain competitive when new courses are being offered within the service area by other organizations. This should only be allowed with approval of the Vice President of Instruction.

Staff recommends offering dorm use for agencies sending cadets from outside the service area at a cost of \$12.50 per day.

ACADEMY RATIONALE

To be competitive with other training providers Hill College Police Academy should better align cost for classes with our competitors. Our goal is to draw students from the local area. For our basic program this includes independent applicants and those sent by police departments. We are currently above the cost offered by our completion.

Regional Police Academy (Arlington)	\$1300
Tarrant County College	\$1062 if you want college credit; \$725 if not.
Collin College	\$1200
Cedar Valley College	\$1800
MCC	\$1695
Denton Public Safety Training Center	\$1000
Eastfield College	\$1935
Navarro College	\$2399
Hill College (Hill County Resident)	\$2077
Hill College (Johnson County Resident)	\$2209
Hill College (Out of area)	\$2627

At a cost of \$1400 our academy classes will still be profitable. Consider this example:

If the academy has 800 contact hours at a state reimbursement rate of \$2.71 this would amount to \$2168.00 per student above the \$1400 tuition mark. This totals to \$3568.00 per student. For this model we will assume paying an instructor for each contact hour at a rate of \$30.00. The total cost for the instructors would be \$25,000. This is a very high mark given that the coordinator will teach many of these hours and is a salaried employee. Assuming the \$25,000 to pay instructors, and \$1000 in potential overhead costs, consider the table below:

5 Students	10 Students	12 Students	15 Students	20 Students	30 Students	
\$17,840.00	\$35,680.00	\$42,816.00	\$53,520.00	\$71,360.00	\$107,040.00	
-\$1,000.00	-\$1,000.00	-\$1,000.00	-\$1,000.00	-\$1,000.00	-\$1,000.00	Overhead
-\$25,000.00	-\$25,000.00	-\$25,000.00	\$25,000.00	-\$25,000.00	-\$25,000.00	Instructor
-\$8,160.00	\$9,680.00	\$16,816.00	\$27,520.00	\$45,360.00	\$81,040.00	Revenue
Loss	Profit	Profit	Profit	Profit	Profit	

IN-SERVICE RATIONALE

Our in-service costs are also too high.

Our closet completion (McLennan Community College) charges less than we do in all their in-service offerings. Tarrant County College does also. Heart of Texas Council of Governments provides the stiffest competition for in-service training. They offer free courses for agencies in the service area and charge only \$50.00 for any class to attendees from outside the service area. The table below looks at Hill College, Tarrant County College, McLennan Community College and HOTCOG).

Course	Hours	HILL	MCC	TCC	HOTCOG	PROPOSED
Legal Updates	4	\$39	Free	\$25	Free	\$20
TCOLE Instructor	40	\$279	\$150	\$250	Free	\$200
Intermediate Spanish	24	\$203	\$40	\$105	Free	\$120
Arrest, Search, Seizure	16	\$147	\$40	\$70	Free	\$80
Canine Encounters	4	\$39	Free	\$25	Free	\$20
De-Escalation	8	\$79	\$20	\$35	Free	\$40
Civilian Interaction	2	\$19	Free	??	Free	\$10
Int. with Deaf and HOH	4	\$39	Free	\$25	Free	\$20

Crime Scene	32	\$247	??	\$140	Free	\$160
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Clearly we are more expensive than all the providers above. The "Proposed" column includes examples of using a \$5.00 rate. A standard \$5.00 per hour simplifies the math and keeps Hill College competitive. Moreover, as with the basic academy example, contact hour revenue applies as well at the \$2.71 rate.