

Training Coordinator's Report Hill College Police Academy

June 27, 2018

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.

Updates



- We have two new board members: Melissa Carr and Bob Crow. This brings our total to 15 members. Two members were transitioned to “sworn” because of their professional roles.

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

- There are no changes since the last meeting related to training classes because we are not yet operational.
- There are no changes related to new or mandated training not discussed at the last meeting.
- There are no recommendations for adding new courses to our current training course plans.
- The TCOLE site visit is complete. Malcolm Jackson was the evaluator. The evaluator's report is submitted for final approval. Once completed the contract must be signed in Austin.
- General recommendations after the site visit were:
 - Attendance tracking process
 - Admission standards (approved at last meeting)
 - Electronic testing
 - A range emergency sign (already developed, pending creation).
 - Consideration of an appearance standard for in-service students.
 - Decision on use of form "Declaration of Licensing Eligibility." Staff recommends staying with process already approved.
 - Consider training in the law related to drones as well as application of the technology for law enforcement organizations.
- We will not make specific plans for an academy start date because we still need to hire instructors, take and process applications, and identify any agencies who plan to send their recruits for training.
- We will likely begin offering in-service classes that were approved at the last advisory board meeting.
- We are already moving forward with renewing licensing of the testing center for state exams.
- Supplies for cadets will be available in the campus bookstore. The plan is to offer uniforms, patches, books, training weapons, equipment bags and a variety of other items.
- We have a patch design:



The patch is circular to signify unity of purpose. This aligns with the shield and star, representing police and sheriff organizations. The Texas outline symbolizes pride of service for our great state and citizens. The subdued appearance denotes our goal to train self-effacing, respectful professionals.



Academy Policies and Procedures

During our site visit the evaluator suggested seeking approval for the training coordinator to develop or modify training based upon specific criteria. This includes weather problems, enrollment level too low in certain classes, needs for specific training or additional training, and new legislative mandates. It was suggested the Training Coordinator determine order of admission preference among employee or appointee should a conflict arise.

If approved this will be included in the academy's policy and procedure manual currently being developed.

Revision Needed²



The TCOLE evaluator stated we should update our in-service retention policy related to testing. There was no mechanism for remediation, which is required in certain courses. The section marked through below will be changed to read:

All course lesson plans must include a remediation and retesting process. All lesson plans must be approved by the Training Coordinator.

6.0.0 – RETENTION

Advisory Board Duty:

215.7 (5) Advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention;

- A. Attempts will be made to retain students struggling with skills portions of classes where applicable. This will include remediation on these topics if the course of instruction allows remediation.
- ~~B. Students must pass all written exams for in-service classes with a minimum score of 70%. No retests are allowed. The course may be taken again.~~
- C. Student attending the Firearms Instructor class must complete all required scoring minimums during shooting phases. No retests are allowed. The course may be taken again.

Next Meeting



We will plan a meeting for the fall. A big item will be approval of policy and procedures manual.

Approval Request³

Board approval of this report is requested. Approval would apply to the following:



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

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

