

# Training Coordinator's Report Hill College Police Academy

October 18, 2024



## Purpose

This report<sup>1</sup> is for use in advisory board meetings and comports with the board responsibilities listed in item “k” below. The 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.



### **Advisory Board Verification and Eligibility**

Advisory Board members are reminded that if their answers to any of the following questions change from those initially provided on the TCOLE eligibility form they should notify the training coordinator.

- a. Are you or your spouse licensed by an occupational regulatory agency in the field of law enforcement?
- b. Are you or your spouse employed by or participate in the management of a business entity or other organization regulated by the commission or that receives funds from TCOLE?
- c. Do you, or your spouse, own or control, directly or indirectly, more than 10 percent interest in a business entity or other organization regulated by TCOLE or receive funds from TCOLE?
- d. Do you, or your spouse, receive a substantial amount of tangible goods, services, or funds from TCOLE, other than compensation or reimbursement authorized by law for commission membership, attendance, or expenses?
- e. Are you or your spouse an officer, employee, or paid consultant of a law enforcement labor union?

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## **General Updates**

Since our last meeting, we have successfully graduated three classes and continue to follow the 736-hour TCOLE curriculum.

We have reinstated some of the traditional formalities of formation and briefing prior to the start of each class, reinforcing discipline and structure within the program.

In addition to our main schedule, we've implemented a second calendar that parallels the daily TCOLE topics. This calendar includes skills drills focused on essential areas such as radio protocols, handcuffing, and gathering information. By incorporating these skills into a repetitive schedule, following brain science principles, we've seen a marked improvement in retention. The calendar also scripts the physical training for each day.

To ensure our cadets retain these skills and core knowledge, we occasionally assess them, testing their ability to recall and apply what they've learned.

Since resuming operations in 2018, we've had only one significant injury—a cadet injured his knee but completed the program without losing any academy time.

Our academy continues to operate Monday through Thursday, with 10-hour days. We are also running evening classes in Cleburne, where the current class consists of 18 students, including individuals from Hillsboro DPS, Johnson County, and independent students. These classes run Monday through Thursday from 5:30 pm to 11:30 pm, with additional sessions every other Saturday.

Our YouTube channel, Police Training HQ, created by the coordinator, remains a valuable resource for cadets preparing for internal tests and the TCOLE licensing exam. The channel has gained statewide recognition, with 760 subscribers and thousands of views.

The online quiz program Quizlet continues to be a success, with over 1,100 followers. It has been regularly updated to reflect new TCOLE requirements. Additionally, we've introduced Kahoot, a popular review tool with both day and evening classes, which has proven to be an engaging way to prepare for tests.

At the end of this month, the coordinator will attend the annual TCOLE coordinator conference in McAllen.

Our policy and SOP manual requires no current updates. However, the coordinator welcomes any feedback from the board on future revisions.

We are also receiving requests from out-of-state officers seeking assistance with practice tests and study materials to help them pass the state licensing exam.

We are looking to expand the marketing of our classes and have developed a comprehensive marketing plan to increase engagement at all levels.

Regarding our driving practice, TCC has increased the cost of using their track. For the last class, we used a closed car dealership parking lot in Itasca, which worked well. However, securing enough vehicles remains a challenge.

Instructor Walt Bauer has developed worksheets for all academy topics. These worksheets are designed to be more engaging and encourage cadets to read the TCOLE material before class.

Lastly, funding changes are in place related to college operations. If present, I ask that a member of the Executive Leadership Team provide a brief overview.



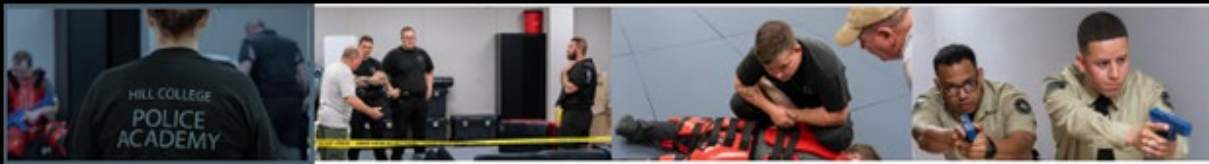
### **Academy Operation**

During our last meeting, I mentioned that Dr. Anna Goodloe from the Johnson County Sheriff's Office had contacted me regarding a potential cohort-style program, either at the sheriff's office or the Johnson County campus. This was a preliminary discussion, and further meetings would be necessary to explore the details. However, due to unforeseen circumstances, Dr. Goodloe had to table the conversation. Additional discussions can be arranged with the approval of the board and in coordination with Sheriff King.



### **Training Needs<sup>2</sup>**

We continue to offer general in-service topics. Below is our upcoming training calendar leading into 2025 and through to October 2025. See the calendar on the page that follows.



# Police Academy

## Training Class Calendar

Class	Dates	Cost	Location
<b>November 2024</b>			
Basic Instructor	Nov. 18 – 22	\$269	Johnson County Campus
<b>January 2025</b>			
Basic Instructor	Jan. 3 – 7	\$269	Johnson County Campus
Intermediate Crime Scene	Jan. 20 – 24	\$269	Johnson County Campus
<b>February 2025</b>			
Basic Patrol Rifle	Feb. 7 – 9	\$229	Hill County Campus & Range
<b>March 2025</b>			
Intermediate Crime Scene	Mar. 10 – 14	\$269	Johnson County Campus
Firearms Instructor	Mar. 24 – 28	\$269	Hill County Campus & Range
<b>April 2025</b>			
Advanced Instructor	Apr. 7 – 11	\$269	Johnson County Campus
Canine Encounters	Apr. 21 (8 a.m. – 12 p.m.)	\$35	Johnson County Campus
Deaf and Hard of Hearing	Apr. 21 (1 p.m. – 5 p.m.)	\$35	Johnson County Campus
<b>May 2025</b>			
Canine Encounters	May 12 (8 a.m. – 12 p.m.)	\$35	Johnson County Campus
Deaf and Hard of Hearing	May 12 (1 p.m. – 5 p.m.)	\$35	Johnson County Campus
Basic Instructor	May 19 – 23	\$269	Johnson County Campus
<b>June 2025</b>			
Intermediate Crime Scene	June 9 – 13	\$269	Johnson County Campus
<b>July 2025</b>			
Canine Encounters	July 14 (8 a.m. – 12 p.m.)	\$35	Johnson County Campus
Deaf and Hard of Hearing	July 14 (1 p.m. – 5 p.m.)	\$35	Johnson County Campus
Advanced Instructor	July 21 – 25	\$269	Johnson County Campus
<b>August 2025</b>			
Deaf and Hard of Hearing	Aug. 11 (1 p.m. – 5 p.m.)	\$35	Johnson County Campus
<b>September 2025</b>			
Firearms Instructor	Sept. 15	\$269	Hill County Campus & Range
<b>October 2025</b>			
Patrol Rifle Instructor	Oct. 13 – 16	\$269	Hill County Campus & Range

For questions and to RSVP, contact:  
Mike Hughes - [mwhughes@hillcollege.edu](mailto:mwhughes@hillcollege.edu)



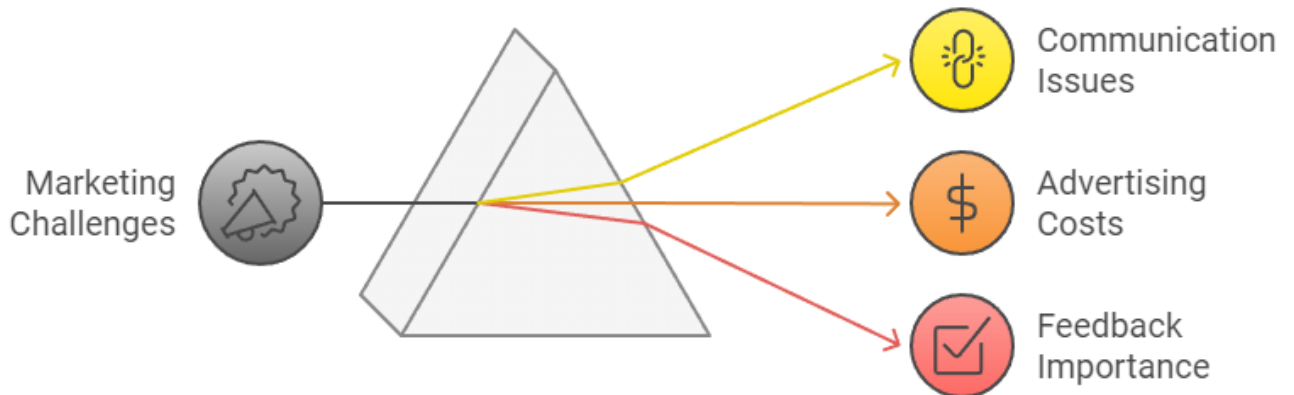
As mentioned in our last meeting, we have **slowed offerings** for intermediate classes because most officers are taking classes either at their own agency, or many agencies have mandated officers take those classes from online providers. Moreover, TCOLE has granted training agreements to several departments in the area. Many (for example, Waxahachie Police Department) offer classes for free. We cannot compete with free class others offer.

As noted in the first section of this report, part of the board's role is to advise on the need to study, evaluate, and identify specific training needs. Are there any suggestions related to training we should offer?



### Marketing Challenges

Marketing police training classes poses several challenges. One of the primary difficulties is ensuring that class announcements reach the right individual within law enforcement agencies. Staff changes, job transitions, and the failure to pass along information can disrupt communication. Additionally, paying for advertising can increase costs without guaranteeing that the intended audience is reached. To address these challenges, I am seeking feedback from readers on how to best distribute this information.



Here is what we have been working on already:

## Marketing Strategy Overview for Hill College Police Academy 2025

The 2025 marketing strategy for Hill College Police Academy aims to promote both Basic Peace Officer Courses and specialized in-service training programs, focusing on reaching law enforcement agencies within a 150-mile radius of Johnson County, TX. The strategy leverages a combination of direct outreach, social media, and alumni engagement to ensure maximum visibility of the academy's offerings. By maintaining consistent communication and targeting decision-makers, the academy seeks to boost enrollment and engagement.

This comprehensive strategy will hopefully allow the academy to maximize its reach and maintain strong engagement with law enforcement decision-makers and prospective recruits throughout the year.



### How Can You Help?

What strategies have you found to be most effective in ensuring that training announcements are received by the appropriate decision-makers within agencies?



### **Approval Request<sup>3</sup>**

The following rules are designed specifically for in-service training classes at Hill College Police Academy. Cadets in the Basic Licensing Course follow a more comprehensive set of regulations. The Training Coordinator observed these rules in practice at an academy in Galveston and found them to be highly effective. Implementing them at Hill College aims to enhance professionalism, ensure safety, and maintain a structured learning environment. See document on the page that follows.

Of note, as these are rules-based, I will ask at the end of my briefing for the board to consider approval.

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## HILL COLLEGE POLICE ACADEMY RULES

Hill College Police Academy  
112 Lamar Drive  
Hillsboro, Texas 76645

1. **Class Attendance:** Attendance is mandatory. Absences must be excused by the Training Coordinator or their designee and will only be permitted if provisions for make-up are available. Tardiness will not be tolerated and may require make-up time. All students must attend at least 90% of the course. Failure to meet this requirement will result in removal from the Basic Licensing or In-Service Training classes. Supervisors will be notified of any unreported absences.
2. **Class Size:** Each course must meet the minimum number of students as set by the Instructor/Provider. Typically, classes require a minimum of five students and a maximum of fifty. Courses that do not meet the minimum may be canceled at the discretion of the Training Coordinator, Instructor, or Provider.
3. **Meals:** Meals are not provided. Students may bring their lunch and eat in designated break areas or offsite. Vending machines with snacks and drinks are available in the break rooms. Food is not allowed in the classrooms, but drinks are permitted.
4. **Weapons:** All personal weapons must be secured during training. During scenario-based training or courses such as ALERRT or force-on-force training, more stringent rules for firearms will apply as directed by the instructor. Students must follow all safety protocols outlined for these sessions.
5. **Dress Code:** All students are expected to dress professionally. Peace Officers must wear their departmental uniform, while other students should wear business casual attire. Sweats, shorts, t-shirts, or tank tops are not permitted unless specified by Academy personnel. Students should be clean-shaven and comply with any dress code related to jewelry, earrings, or other accessories.
6. **Identification:** All students in civilian attire must carry their department-issued photo ID at all times.
7. **Academics:** Examinations are the property of the Academy, and grades are not publicly posted. Instructors will provide the grading criteria at the start of each course, with a minimum passing grade of 70% required for all written exams. Performance and skills assessments will be graded on a Pass/Fail basis.
8. **Attentiveness:** Students are required to remain attentive to receive TCOLE credit for the course.
9. **Conduct:** Professional behavior is expected at all times during Academy activities.
10. **Cell Phones:** All devices must be set to silent or vibrate during class. Calls and messages should only be handled during breaks unless an emergency arises. Basic Licensing students are prohibited from possessing phones in the classroom.

11. **Tobacco Use:** The Academy is a tobacco-free facility, and the use of tobacco products is prohibited in and around all buildings.
12. **Alcoholic Beverages:** Alcoholic beverages are prohibited on Academy grounds, except during Standardized Field Sobriety Testing (SFST) training under the direct supervision of an instructor or coordinator.
13. **Reading Material:** Only course-related reading materials are permitted in the classroom.
14. **Profanity:** The use of profane or vulgar language is prohibited.
15. **Orderliness:** Students are responsible for maintaining a clean and orderly environment in classrooms, break rooms, and any other areas they visit during training.
16. **Administrative Areas:** Access to administrative areas is restricted to official business. Students must have prior authorization to enter these areas.
17. **Complaints:** Complaints should be addressed first with the instructor, then the course coordinator, and finally the Training Coordinator if needed. Significant concerns regarding Academy operations can also be reported to TCOLE.
18. **Illness:** Any illness or injury must be reported to the instructor immediately.
19. **Prescription Medication:** Students using medications that may impair judgment or alertness must inform the instructor and Training Coordinator.
20. **Messages:** Emergency messages will be delivered immediately. Non-emergency messages will be posted outside the classroom.

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**Penalty:** Violations of these rules may result in dismissal from the Academy. The Training Coordinator will make the final decision on any disciplinary actions.



### **Next Meeting**

We will plan a meeting for spring.



### **Approval Request<sup>4</sup>**

The board's 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 items:



1. Approval for in-service rules to be implemented.
2. General approval of the contents of this report.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Hughes", followed by a horizontal line.

Michael Hughes  
Training Coordinator

### **NOTES/MODIFICATIONS (IF ANY):**
