

Training Coordinator's Report Hill College Police Academy

November 8, 2021

Purpose



This report¹ is 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

- We have graduated two classes since our last meeting. All passed the licensing exam.
- We have had no cancellations of classes for COVID-19 related matters.
- The current class has five (5) cadets. All are independents. They graduate in early January.
- We continue to operate Monday – Thursday, 10-hour days. This works very well.
- The YouTube channel created by the coordinator has been very successful for cadets preparing for internal tests and the TCOLE licensing exam. We have also started rolling out a series of skills videos called CopCraft Training Shorts. The channel is Police Training HQ.
- The online quiz program Quizlet has been very successful.
- We have run several in-service classes, including Basic Instructor, Firearms Instructor and Tactical Medical.
- We hosted an IADLEST program related to crime analysis at the suggestion of Chief Severence.
- The annual TCOLE coordinator conference in Corpus Christi was cancelled once again.
- The training coordinator continues to get calls asking for assistance in setting up academy operations. It is a positive note for our program and a potential selling point for client agencies and potential recruits.
- Our program (showing some of our cadets) was featured in a video short produced by the Texas Public Policy Foundation (TPPF).
- The coordinator co-authored a paper on Police Training for the Texas Public Policy Foundation.

Board Member Updates

Chief Short has left Joshua and suggested Chief David Gelsthorpe to fill his spot. Chief Gelsthorpe has agreed. Per TCOLE rules, his appointment will be made by Dean Moseley.



Board member Bob Crow is leaving us for a job in San Antonio. We will need to find a civilian to replace him. Suggestions are welcomed.

Update to Operational Locations

We were approved to run our program from time to time at the Cleburne campus location. We ran an academy class there at the first of the year. Forest Hill Police Department sent two cadets. Hillsboro sent one. The rest were independents.





Academy Standards and Procedures Manual Update

The standard khaki uniform has become more and more challenging for cadets to find. The coordinator suggests the addition of a uniform that consists of a black polo style shirt (with black buttons) paired with a khaki pant.



Non-Traditional Basic Academy Offerings

The coordinator consistently receives inquiries about nighttime/part-time classes. The coordinator also gets inquiries about shift-based (fire) schedule academies. Experience shows these methods are challenging. The challenges come from attendance. The length of the program (about a year or more) generally results in problems for individuals to meet the attendance standards. Scheduling can also be difficult.

This all said, the training coordinator requests approval to look more at the possibility of offering this type of training. If feasible, the coordinator requests approval to move forward with a beta-run if any foreseeable problems can be addressed.



Programs and Classes Outside the Police Academy

The coordinator has received requests to allow training classes to be conducted at police agencies where the agency provides the trainer(s) and completes all the necessary paperwork such as attendance rosters and evaluations. Hill College Police Academy would then report the training to TCOLE. This is certainly attractive for an agency. There are potential problems:

- The coordinator or a staff member are generally not in attendance at the training to verify: attendance, that all objectives are taught, that all tests are proctored, and that all time requirements are met.
- The coordinator must approve all lesson plans, instructor biographies, test instruments, and class materials whether the class is a Hill College Police Academy class, or one taught elsewhere.
- There is no payment to Hill College for the classes and the college cannot collect contact hours as with internal classes.

There is no benefit to Hill College or the police academy to do this. It increases liability, it costs the college money, and it is a risk anytime the coordinator is not able to directly oversee what is being taught. Regardless of where the course is presented, TCOLE will audit Hill College Police Academy, not the police department.

Moreover, the police academy was shut down several years back in part, for some of the issues illustrated herein.

The board could recommend the police academy not allow training not directly controlled by the police academy. However, if the board sees benefit in allowing agencies to train as some have requested, the coordinator has suggestions:

- The request should be directed in writing to Hill College Police Academy to the coordinator’s attention.
- The coordinator would present the request to the President’s Advisory Council.
- A written contract will be produced and signed by both parties.
- If approved and a contract signed, the final step would be for this advisory board to approve the training agreement.

The coordinator suggests training be controlled internally, and not allowed as some have requested. An option for a police department is always to apply as a training provider with TCOLE or to attend the offerings of this academy or others who may need the desired training.

Training Needs



We continue to offer to provide general in-service offerings to include intermediate classes, firearms classes, medical classes, and instructor courses. However, as noted above 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 this topic?

Next Meeting

We will plan a meeting for the spring.

Approval Request²



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 (except 3 and 4):



1. Approval to explore feasibility of non-standard basic academy offerings and to beta-run a class if foreseeable problems can be addressed.
2. Approval to make the uniform update to Academy Standards and Procedures manual.
3. Approval of training coordinator’s suggestion related to outside training being fully controlled by the police academy. Update policy manual to reflect this standard. If not approved, then # 4 below.
4. Approval to allow agencies to request to provide training and have Hill College Report the training as outlined above. Update policy manual to reflect this standard. If # 3 was approved, this approval does not apply.

² Complies with Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule §215.7, Training Advisory Board, (i) 1-6.

5. Approval for the training coordinator to continue to provide general in-service offerings to include intermediate classes, firearms classes, medical classes, and instructor courses.
6. General approval of the contents of this report.

Respectfully submitted,



Michael Hughes
Training Coordinator

NOTES/MODIFICATIONS (IF ANY):
