

Training Coordinator's Report Hill College Police Academy

November 9, 2020

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 graduated three cadets in May with a 100% pass rate for the state exam, first attempt.
- TCOLE has given us limited allowance for using Zoom with students for COVID-19 purposes. This only applies for classroom topics.
- We have several protocols in place for COVID-19 purposes: masks, handwashing, distancing, and a daily check-in app.
- Transition to the new curriculum began this August with the current class.
- The current class has 10 cadets. Nine (9) are independents. One is from McLennan County. They graduate in early January. A graduation ceremony is pending because of COVID-19 concerns.
- The training coordinator has created a YouTube channel that features review material for cadets. There will also be a series of skills videos in what will be called the CopCraft series. The channel is Police Training HQ.
- The training coordinator has created a study card system within the online program Quizlet. This is a password protected account and only accessible to HCPA cadets.
- We have run several in-service classes, including Basic Instructor, Firearms Instructor and Tactical Medical.
- We plan to run Crisis Intervention in December 7-11, 2020.
- The training coordinator is in the process of revamping the outdated CIT Train-the-Trainer at the recommendation of Malcolm Jackson with TCOLE.
- The annual TCOLE coordinator conference in Corpus Christi was cancelled.
- Our former dean, Kayla Kelly, has left Hill College. She is now with Tarleton State University.
- We will begin assisting Alvarado Police Department with reporting some classes for TCOLE credit. They applied for a training agreement with TCOLE, but were turned down. All standards that apply for our classes we run in-house will apply for anything they want to report. For example, all lesson plans, instructors, tests etc. The training coordinator must approve all documents. During Alvarado's process, Malcolm Jackson asked the coordinator if HCPA would be able to assist the agency with reporting.
- The training coordinator continues to get calls asking for assistance in setting up academy operations. Most recently from Corinth Police Department. 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) will be featured in an upcoming video short produced by the Texas Public Policy Foundation (TPPF).. It is a video to announce the upcoming release research and position paper on police

training co-authored by the training coordinator and Mr. Randy Petersen of TPPF. The coordinator will forward a link to the video and the paper when released.

Update to Operational Locations



There is interest in running an academy class in the spring (and in the future) at the Cleburne campus. This would allow easy access for agencies in the service area, as well as those in Tarrant County.

The training coordinator recommends this change. If approved, notifying TCOLE is required.



Academy Standards and Procedures Manual Update

The Training Coordinator recommends addition of a standard for ADA testing accommodation. This was a topic of recent discussion with the training coordinator and another coordinator at NCTCOG – RPA (Patt Hollingsworth).

The college currently publishes the following language for students, which is suggested for the academy as well:

Disability Services – Education is Accessible

The Academic Advising and Success Center works closely with the Texas Department of Assistive and Rehabilitative Services, related federal agencies and other organizations that provide service/aid to disabled individuals in order to provide the fullest range of services possible. Section 504 of the Rehabilitation Act of 1973 (117 kB) and the Americans with Disabilities Act (ADA) of 1990 (117 kB) prohibit discrimination in the recruitment, admission, and treatment of students with disabilities. Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students must provide appropriate documentation of the disability, complete an application for special accommodation/modification, and schedule and participate in an interview with a Hill College academic advisor. Every effort will be made to identify needs and provide any reasonable academic accommodation that a student needs due to his/her disability.

Documentation Guidelines

Students who are seeking support services on the basis of diagnosed disability are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973. This documentation needs to be recent, preferably within the last three years. Disability documentation for the purpose of providing accommodations must both establish disability and provide adequate information on the functional impact of the disability so that effective accommodations can be identified. In the context of postsecondary education, documentation should

provide a decision-maker with a basic understanding of the individual's disability and enough information to anticipate how the current impact of the disability is expected to interact with the institution's structure of courses, testing methods, program requirements, etc.

TCOLE's testing manual states the following:

Individuals with diagnosed disabilities may request reasonable accommodation PRIOR to the scheduling of the INITIAL licensing examination per applicable laws. Special accommodations will NOT be granted after the third failed attempt. Request for accommodation shall be made in a written, notarized format, 90 days prior to the scheduling a licensing examination, preferably before an endorsement is issued. These requests should be submitted to TCOLE for review and determination. Request responses will be mailed no later than 60 days after receipt of request.

The training coordinator suggests adopting the language (as above) from the college and TCOLE for inclusion in the *Academy Standards and Procedures Manual*.



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:

1. Approval of accommodation standard for the policy and procedures manual.
With no other changes.
2. Approval to operate the academy in spring at the Cleburne campus.
3. Approval to continue use of the Academy Standards and Procedures manual as previously approved, with only the aforementioned changes.
4. General approval of the contents of this report.



Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Hughes".

Michael Hughes
Training Coordinator

NOTES/MODIFICATIONS (IF ANY):

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