HILL COLLEGE
POLICE ACADEMY

Training Coordinator's Report

November 9, 2026 | 10:00 a.m. | Burleson Higher Education Center

Purpose

This report is prepared for the Hill College Police Academy Training Advisory Board and addresses the responsibilities identified below. It provides an account of academy operations and training activity, developments affecting instruction and compliance, identified training needs, proposed courses, and policy matters for board consideration. Approval of the report documents the board's consideration of its contents; specific policy and program recommendations are separately identified for action.

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.

- Are you or your spouse licensed by an occupational regulatory agency in the field of law enforcement?
- 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?
- 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?

- 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?
- Are you or your spouse an officer, employee, or paid consultant of a law enforcement labor union?

General Updates

Program Growth and Operations

The Hill College Police Academy currently operates seven basic peace officer academy classes annually. Based on continued growth and agency demand, the academy may consider adding an eighth class. An evening academy may also continue to be offered when anticipated enrollment is sufficient to support a fiscally viable program. Evening offerings remain particularly attractive to independent cadets, but will be evaluated according to enrollment, instructional staffing, and operating costs.

The four-day, ten-hour schedule continues to work well for the academy and participating agencies. The academy retains its emphasis on repeated practical application rather than relying exclusively on classroom instruction.

Tuition and Agency Accessibility

Affordability remains a central part of the academy's mission. The agency-sponsored tuition rate is $1,500, which the academy identifies as among the lowest in the region. This rate is possible in significant part because of substantial support from participating agencies, in addition to Hill College resources.

Campus Operations and Agency Participation

The Burleson campus continues to support day academy operations and regional agency access. Agencies identified in academy participation or coordination records include:

- Mansfield Police Department
- Lewisville Police Department
- Burleson Police Department
- Waxahachie Police Department
- Southlake Police Department
- DFW Airport Police Department
- North Richland Hills Fire Department
- DeSoto Police Department
- Cedar Hill Police Department
- University of Texas at Arlington Police Department
- Hillsboro Department of Public Safety
- Benbrook Police Department
- White Settlement Police Department
- Erath County Sheriff's Office
- Hill County Sheriff's Office

These agencies are identified as current academy clients. The academy continues to strengthen these relationships and expand access to basic and in-service training.

Agency Contributions and Operational Support

Agency support is foundational to the academy's success. Mansfield Police Department, Burleson Police Department, Hillsboro Department of Public Safety, and DFW Airport Police Department are examples of partners that contribute to training through personnel, expertise, facilities, equipment, and other operational assistance. These contributions improve the quality and realism of training while helping offset the financial impact of maintaining low tuition. Agency participation may also reduce the time and resources needed for some post-academy training by allowing cadets to develop relevant skills during the basic academy.

The academy may explore appropriate in-kind contributions or cost-sharing arrangements for selected in-service courses. However, because basic academy tuition is already exceptionally affordable, any such arrangement should be considered carefully, with attention to fairness, institutional requirements, and the continuing value of agency partnerships.

Training Vehicles and Practical Instruction Needs

The academy needs additional serviceable vehicles for practical traffic-stop exercises and related scenario training, as well as occasional driver-training needs involving independent cadets. Purchasing new vehicles would not be a cost-effective use of academy resources. The academy will therefore explore donated or low-cost vehicles suitable for instructional use. Hill College's automotive program may be able to assist with minor repairs and routine upkeep, subject to institutional coordination, vehicle safety, and available resources.

Enrollment Priorities and Capacity

The academy has seating capacity for 28 cadets per class. Agency-sponsored cadets provide a consistent enrollment foundation and their employing agencies contribute materially to the program's instructional resources and financial sustainability. The Training Coordinator recommends giving qualified agency-sponsored applicants priority for available seats, while continuing to admit qualified independent applicants as capacity permits. Independent cadets frequently seek evening academy opportunities, which may remain available when financially viable. Any enrollment priority will remain subject to published admission requirements, applicable law, and Hill College policy.

Training Coordinator Communications

The academy has implemented a weekly student journal for agency training coordinators. It summarizes the week's activities, examination scores, cadet progress, and relevant training developments. A training calendar is also distributed to coordinators so that sponsoring agencies can follow the instructional schedule and anticipate upcoming activities.

Instructional Model and Cadet Development

The academy continues to use the Autonomy, Relevance, and Practical Application (ARPA) instructional model. Cadets begin hands-on skills early and revisit essential tasks throughout the program to reinforce retention and operational application.

- Each training day begins at 7:30 a.m. with approximately 30 minutes of skills practice and a short daily quiz.

- Defensive tactics is generally conducted weekly, with organized physical training one to two times per week, in addition to individual activity.
- The academy aims to conduct its five core scenarios weekly, subject to scheduling and instructional needs.

Instructional Enhancements and Study Resources

Cadets continue to have access to expanded digital learning resources and practical study tools, including:

- YouTube instructional channel
- Online practice exams
- Quizlet and Kahoot interactive review platforms
- Custom Hill College study worksheets designed to reinforce testable objectives

AI-supported scenario and report-writing exercises allow cadets to ask clarifying questions, draft incident reports, and receive feedback concerning accuracy, clarity, grammar, and practical application. These tools supplement, rather than replace, instructor-led evaluation.

Cadet Accountability and Safety

The academy has experienced cadet separations or resignations associated with examination cheating and inappropriate horseplay involving an inert training firearm (“blue gun”). These incidents reinforce the importance of academic integrity, professionalism, and safe conduct in all training environments. Individual personnel details are not included in this board report.

Proposed Developmental Physical Fitness Program

The Training Coordinator recommends an initial baseline physical fitness assessment to establish each cadet’s starting point, followed by a scalable developmental program that emphasizes improvement over the course of the academy. The proposal is not intended to establish a punitive entrance fitness threshold. Physical training will not be used as punishment or in any manner reasonably interpreted as punishment.

Pre-Admission Medical Disclosure and Accommodations

The academy should examine how medical participation requirements, pre-admission disclosures, and accommodation requests are communicated to independent and agency-sponsored cadets. The objective is timely, consistent handling of legitimate needs through appropriate institutional procedures, not discouragement of lawful accommodations. This item is presented for discussion and further policy development.

Psychological Evaluation Provider Proposal

The Training Coordinator recommends designating Dr. Sarah Pepper of Arlington and Taft & Associates as preferred providers for academy-related psychological evaluations, replacing the current broader referral arrangement. The recommendation reflects the academy’s experience with these providers and a desire for consistency in evaluation practices. The proposal remains subject to applicable law, institutional authority, and confirmation of provider credentials and availability.

Professional Recognition and Conference Participation

Michael Hughes and Walt Bauer presented the ARPA instructional model at the TCOLE Training Coordinators Conference and at IADLEST. They have also been invited to present at an EMS conference in spring 2027. These opportunities demonstrate interest in the model across law enforcement training and potentially other public safety disciplines.

The October 2025 report also noted positive feedback from the TCOLE presentation and the adoption of the ARPA framework by Sul Ross University's Police Academy in Alpine, Texas.

Future Program Development

The academy continues to consider opportunities for program expansion, including training for out-of-state officers seeking Texas licensure. The previously discussed Johnson County Sheriff's Office evening academy partnership has been discontinued and is no longer being pursued.

Professional Development and Compliance Updates

The Academy continues to monitor TCOLE curriculum, admissions, and regulatory developments. The Training Coordinator currently meets all of the updated qualification requirements previously proposed by TCOLE for training coordinators. The Academy will continue to review any newly adopted requirements and implement necessary changes as applicable.

Training Needs and Proposed 2027 In-Service Program

The advisory board has an important role in identifying training needs and advising on the types, frequency, and locations of courses offered. The academy has previously offered instructor development and crime scene investigation training, and the New Supervisor course was identified for renewed classroom delivery. Board members are encouraged to identify additional needs among their agencies.

For 2027, the Training Coordinator requests authorization to schedule the following in-service courses as demand and resources permit:

- Mental Health Peace Officer
- Crisis Intervention Training
- Firearms Development
- Crime Scene Investigation
- Basic Criminal Investigator

The Training Coordinator further requests authorization to identify, develop, and schedule additional appropriate in-service courses as training needs and agency interest develop, subject to applicable TCOLE requirements, institutional policy, qualified instructors, and available resources. Any matter requiring separate board action will be returned to the board.

Board Action Requests

Action 1 — Developmental Physical Fitness

Approve a baseline fitness assessment and individualized, progressive physical fitness program, expressly prohibiting the use of physical training as punishment or as a disciplinary measure.

Action 2 — Preferred Psychological Evaluation Providers

Approve, to the extent within the board's authority, the designation of Dr. Sarah Pepper and Taft & Associates as preferred evaluation providers, subject to institutional review and applicable requirements.

Action 3 — 2027 In-Service Training Authorization

Approve the five identified in-service course areas and authorize the Training Coordinator to add appropriate offerings as needs and interest develop, subject to applicable requirements.

Discussion Item — Medical Procedures

Seek board input on pre-admission medical communication, disclosure processes, and accommodation procedures. No final policy change is requested at this meeting.

Cadet Manual Revision and Internal SOP Development

The academy has completed a comprehensive review and reorganization of the Hill College Police Academy Cadet Manual. Version 1.0, submitted for Board approval November 9, 2026, is principally a formatting, organization, and document-control update, together with selected policy and administrative clarifications. The manual now consists of 20 cadet-facing sections with consistent terminology, revised document controls, clearer expectations, and an acknowledgment and revision history.

The accompanying Change and Update Log describes the revisions, including attendance and make-up training, medical restrictions, developmental physical training, testing security, technology and AI use, safety reporting, firearms authorization, complaints, discipline, cadet leadership, and emergency guidance. The log identifies November 9, 2026 as the Version 1.0 approval and effective date; the proposed Board approval date is November 9, 2026. The complete four-page change log, updated to reflect November 9, 2026 throughout, is incorporated as Attachment A.

Transition to Standard Operating Procedures

The academy is moving detailed staff-facing operating procedures, documentation requirements, decision criteria, and administrative controls into separately maintained internal Standard Operating Procedures (SOPs). The Cadet Manual remains the controlling cadet-facing statement of expectations; SOPs explain how academy personnel administer, document, review, and enforce those expectations. This transition is ongoing and does not independently remove or change cadet obligations.

Fifteen SOPs are identified as completed in the attached inventory, covering attendance and make-up training; misconduct and agency coordination; technology and media; complaints and alternate reporting; academic and

skills assessment; scenario training; firearms range operations; physical training and heat safety; driving; defensive tactics; medical restrictions; uniforms; and equipment accountability. Additional SOPs may be created, revised, consolidated, or renumbered as needs develop.

Action 4 — Cadet Manual Updates and SOP Development

The Training Coordinator requests that the Board review and approve the revised Cadet Manual, Version 1.0, as summarized in Attachment A, and acknowledge and support continued development of internal SOPs. The Training Coordinator further requests authorization to maintain and implement staff-facing SOPs consistent with the approved manual, Hill College policies, and applicable TCOLE requirements, with substantive policy changes returned for appropriate approval. The requested Board approval date is November 9, 2026, subject to the Board's action at this meeting. The complete Cadet Manual should be made available to members for review before formal approval.

Proposed motion: Approve the Hill College Police Academy Cadet Manual, Version 1.0, subject to the Board's review of the complete manual, and authorize continued development and maintenance of internal operating SOPs consistent with approved academy policies and applicable requirements.

Action 5 — Priority Enrollment for Agency-Sponsored Cadets

Approve a priority enrollment policy under which qualified agency-sponsored applicants receive first consideration for seats in basic academy classes, up to the established 28-cadet capacity. Qualified independent applicants may enroll in remaining available seats. The Training Coordinator will administer this priority consistently with published admissions standards, institutional policy, and applicable requirements.

Proposed motion: Approve priority enrollment for qualified agency-sponsored cadets in basic peace officer academy classes, with remaining seats available to qualified independent applicants, subject to applicable admission standards and Hill College requirements.

Next Meeting

The date and location of the next advisory board meeting will be communicated to members following scheduling.

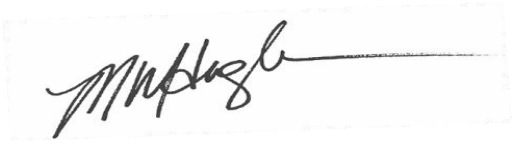
Approval Request

The board is requested to consider each proposed action separately. Following any amendments, the board may consider a motion to approve the Training Coordinator's Report. Any modifications or conditions should be entered in the official minutes and recorded below.

Summary

The Hill College Police Academy currently operates seven basic academy classes annually and is evaluating the feasibility of an eighth class and continued evening offerings. Its agency partnerships are essential to maintaining affordable tuition, enhancing practical instruction, and supporting the academy's growth. The academy remains committed to cadet accountability, developmental fitness, consistent admission standards, realistic training, and prudent use of resources, including the pursuit of donated or low-cost training vehicles.

Respectfully submitted,



November 9, 2026

Michael Hughes, Training Coordinator — DATE

Notes / Modifications (if any)

Attachment A — HCPA Cadet Manual Change and Update Log (4 pages; appended to PDF)