

Training Coordinator's Report Hill College Police Academy

November 30, 2022

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 are currently following the 720 TCOLE curriculum.
- We had no cancellations of classes for COVID-19 related matters.
- We have had no significant injuries since the academy resumed operation in 2018.
- The current class has five (5) cadets. They graduate in early January. Two work for Hillsboro Police, Alvarado Police recently hired one, and two are currently applying at local departments.
- We continue to operate Monday – Thursday, 10-hour days.
- We are running our second evening class. The current class has nine students. Eight work for Johnson County Sheriff’s Office. One is an independent. Class operates Monday – Thursday from 5:30 pm – 11:30 pm (and on some Saturdays). Everyone from the first class passed the state licensing exam.
- Our *YouTube* channel created by the coordinator has been very successful for cadets preparing for internal tests and the TCOLE licensing exam. We continue the use of skills videos called *CopCraft Training Shorts*. The channel is *Police Training HQ*.
- The online quiz program *Quizlet* has been very successful and is still in use.
- We have added a study program called *Kahoot* that was introduced by the current day class. It is a hit with the students (both day and evening). It provides a great way to review for tests.
- The annual TCOLE coordinator conference in Corpus Christi was held this year. There was nothing of note from this event.
- 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.

Board Member Updates



Chief Bentley has left Whitney Police Department and therefore will no longer serve as a board member. The coordinator will look to replace his position.



Notable Recent Instructor Additions

Mike Carroll is retired from Fort Worth Police Department, spending a large part of his career in their homicide section. Mike teaches Penal Code for us, as well as the Regional Police Academy in Arlington, Texas and the Fort Worth Police Academy. He is one of the best instructors in the topic around.

Walt Bauer brings experience as a former patrol sergeant and county detective, as well as, an investigator with the Waller County Criminal District Attorney's Office and is a former academy director. He is a dynamic instructor, well versed in many areas and has been well received by students.



Other Active Instructors

Randy Petersen is a retired watch commander from a Chicago suburb. He is an expert witness in the area of police training and use of force. He is highly published in both areas. Randy teaches various topics. He is the instructor of choice in force classes.

Brian Matos is retired from Haltom City Police Department. He was a member of their SWAT team and is a highly sought out instructor in firearms, emergency first aid and patrol tactics. Brian teaches firearms, emergency medical topics, patrol operations, and health and safety code law.

Misty Gammel is a supervisor in the communications section at Hewitt Police Department. She is the only instructor who can actually make TCIC/NCIC classes interesting.

Steve Gomez is a retired Supervisory Special Agent (SSA) with the FBI. Steve has “jumped-ship” to TEEEX, but does still teach occasionally. He is a great presenter and has experience and expertise in areas such as investigations and crime scene.

Anthony Giardino is a retired police officer and retired college professor from Tarrant County College. He is the resident expert in all things search and seizure.

Karina Fernandez is a former dispatcher with Arlington Police Department. She runs a business that teaches Spanish to police officers and other professions. She teaches our Spanish and Multiculturalism classes.

Roger Turner is retired from Arlington Police Department. He is a use of force expert and teaches Crisis Intervention and Mental Health Peace Officer at the academy. He ranks as one of the best instructors around.

Ronnie Allman recently left the Regional Police Academy in Arlington, Texas to tackle a chief position in a small town out west. Ronnie teaches our Standardized Field Sobriety Testing instructional block.

Lance Yeager owns Select JiuJitsu in Waco, Texas. Lance is a former USAF medic and currently works as a firefighter in addition to running his personal business with wife Mindy. Both teach defense class at Baylor University. Lance holds a black belt in Brazilian Jujitsu. He teaches ground defense to our academy cadets and has taught in-service classes for the academy in the past. Lance's students include agents with the US Marshal's service, local FBI agents, two game wardens, several Waco police officers and various other officers from the local area.

We look to hire the best instructors for both our academy and in-service training programs. We ask board members to provide recommendations about individuals who they believe fit the high bar we hold.



Academy Standards and Procedures Manual Update²

Based on discussions with other academy directors (and feedback about their TCOLE compliance inspections), the coordinator suggests the following inclusions to the Academy Standards and Procedures Manual:

In-Service Dress Standards **REVISION**

- A. *Attendees must dress appropriately, in a business casual manner that projects a positive image of their status as a professional law enforcement officer. The training coordinator, in their discretion, can remove an individual from a training course/class for violation of this section. Dress exceptions apply for outdoor activities, defensive tactics, firearms courses or others at the direction of the training coordinator.*

Additional Firearms Rules **REVISION**

- A. *A firearms instructor can remove anyone from the firing range for safety or disciplinary reasons. This includes, but is not limited to, dangerous behavior with a weapon, consuming intoxicants, use of drugs that impair the individual (in whole or part), or injury. Removal must be reported to the Training Coordinator as soon as possible.*

Hired Cadet Admission Standards **REVISION**

- A. *Agencies sending hired applicants to the academy must complete an Agency Application which certifies the cadet is eligible for attendance in a police academy program. Agencies must provide copies of the following items along with the application:*
- a. ~~Copy of DD-214 or related document (evidence of discharge type)~~*
 - b. ~~Copy of birth certificate (evidence of meeting age requirements to attend), U.S. Passport or Naturalization documents.~~*
 - c. ~~Copy of driver's license~~*
 - d. ~~Copy of high school diploma or GED (evidence of meeting education requirements to attend)~~*
 - e. ~~Copy of Personal History Statement and related background investigation report~~*
 - f. ~~Copy of L-2 (most current form used — available from TCOLE website)~~*
 - g. ~~Copy of L-2 Addendum (this is a Hill College Police Academy form)~~*
 - h. ~~Copy of L-3 (most current form used — available from TCOLE website)~~*
 - i. ~~Copy of L-3 addendum (this is a Hill College Police Academy form)~~*
 - j. A completed TCOLE DOLCE form*
 - k. A completed TCOLE Agency Checklist*

Time Use Standards **NEW ADDITION**

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

Adherence and Standards

To address requirements for time spent at the academy, all staff, students and instructors will adhere to the following standards:

- a. If a topic is covered and there is still time remaining at the end of the day:
 - 1) Students should review material covered.*
 - 2) Students should review material provided to them in Quizlet or other study systems/resources.*
 - 3) Students should take any practice quizzes provided to them.**
- b. An instructor can assist with review of most current or previous material.*
- c. Physical training (PT) is an option for remaining time at the discretion of the instructor or training coordinator.*
- d. Defensive Tactics (DT) is an option for remaining time at the discretion of the training coordinator.*

Outside Investment

- a. Keep in mind to invest adequate time in and out of the academy to prepare to tests, including the state licensing exam.*

Lunch and Breaks

- a. A one-hour lunch is allowed for the day class. A working lunch is allowed, provided it focuses on the topic at hand. Several 10-15 minute breaks are allowed throughout the training day.*
- b. Evening classes do not get a meal break, but they too get breaks.*

Outside Work

- a. The Training Coordinator, at their discretion, may allow some outside work for study purposes, test preparation, or simply to complete assignments such as the FEMA courses. Formal topic instruction will not be done in this manner.*

10-Hour Day

- a. Because not all topics fit neatly into a 10-hour day, some days may allow early dismissal at the discretion of the training coordinator. Students and instructors must seek approval from the training coordinator for this allowance. The 10-hour day model allows for addition of skills training and practice, and should generally be used accordingly.*
- b. Moreover, clock hours recommended for some topics may be less or more than needed. This all works out because reviews, Quizlet study, practice exams, and graded exams, out of class work all combine to cover the material and meet instructional requirements.*

Instructor Requirements

- a. Instructors are to insure all topics are covered with adherence as close to time standards as possible.*

Zoom Instruction

- a. Zoom or other online systems can no longer be used for academy instruction.

Minutes vs. Hours

- a. Generally, instruction time will not be counted in minutes since topic length can vary and is often affected by class size. However, allowing students free hours without an assignment will not work.

Student Welfare **NEW ADDITION**

Illness

- a. *Illness is treated on a case-by-case basis. Should a student (cadet or in-service), instructor or coordinator be contagious to others they are to stay home and follow the advice of a medical professional where warranted.*
- b. *Hill College Police Academy will follow the college's lead in dealing with matters such as a pandemic.*
- c. *Make-up work can be assigned at the discretion of the Training Coordinator.*
- d. *Online training **can only be conducted** with written approval of TCOLE. This online allowance has been rescinded since the COVID pandemic.*

Threats of Self-Harm

- a. *Any threats of self-harm **shall be taken** seriously. Students should report concerns to a staff member. Staff members should take appropriate action (within the scope of their training, experience and capabilities) and notify authorities. In the absence of a staff member or instructor, another student should notify authorities. Staff or instructors who are sworn peace officers should always keep in mind potential responsibility that may be placed upon them as a duty under the Texas Code of Criminal Procedure pursuant to Articles 6.05 and 6.06.*

Art. 6.05. DUTY OF PEACE OFFICER AS TO THREATS. It is the duty of every peace officer, when he may have been informed in any manner that a threat has been made by one person to do some injury to himself or to the person or property of another, including the person or property of his spouse, to prevent the threatened injury, if within his power; and, in order to do this, he may call in aid any number of citizens in his county. He may take such measures as the person about to be injured might for the prevention of the offense.

Art. 6.06. PEACE OFFICER TO PREVENT INJURY. Whenever, in the presence of a peace officer, or within his view, one person is about to commit an offense against the person or property of another, including the person or property of his spouse, or injure himself, it is his duty to prevent it; and, for this purpose the peace officer may summon any number of the citizens of his county to his aid. The peace officer must use the amount of force necessary to prevent the commission of the offense, and no greater.



Non-Traditional Basic Academy Offerings (UPDATE)

Approval to move forward with a beta-run of non-traditional offerings was granted at our last meeting. Evening classes were implemented as a result. These classes have been a hit and are proving successful. Our instruction quality remains high and our pass rate on the licensing exam remains unchanged.

We are discussing a compressed summer academy class that would run about 12 weeks long. Cadets could potentially use the dorms so they could stay on-site. This would also allow recruiting students statewide. The training coordinator asks for feedback on this plan.



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?



Academy Operation

The academy TCOLE contract expires in July of 2023. We can begin a renewal process six months prior. The coordinator asks the board to support a renewal application.



Quality Control Mandates³

The Training Coordinator suggests the following mandates to his position:

- a. Before an instructor teaches any of the following topics (each time the class or topic is taught) the Training Coordinator shall verify they still meet the

³ Complies with Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule §215.7, Training Advisory Board, (i). 2.

qualifications for the topic and are considered by the coordinator as a Subject Matter Expert (SME) in the area:

1. An instructor who teaches De-Escalation meets the minimum training requirements.
 2. Crisis Intervention instructors meet the minimum training requirements.
 3. SFST instructors have completed their initial training and have completed all required updates.
- b. Each time an instructor teaches an in-service class, the Training Coordinator shall prepare an instructor biography form, certify the instructor as an SME and include the document in the course file.



Training Needs⁴

We continue to offer general in-service topics to include intermediate classes, firearms classes, medical classes, and instructor courses. We are in the process of increasing our in-service offerings. A calendar has been prepared that includes topics through December 2023. The calendar and registration link will be emailed to local departments within the next week.

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 this topic?



Next Meeting

We will plan a meeting for the spring.



Approval Request⁵

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 items:



1. Approval to minor changes in the Academy Standards and Procedures manual.
2. Approval to continue use of the Academy Standards and Procedures manual with the aforementioned modifications.

⁴ Complies with Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule §215.7, Training Advisory Board, (i). 4.

⁵ Complies with Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule §215.7, Training Advisory Board, (i) 1-6.

3. Approval for the training coordinator to continue to provide general in-service offerings to include intermediate classes, firearms classes, medical classes, and instructor courses.
4. Approval of the quality control mandates to be placed on the training coordinator.
5. Approval to apply for TCOLE contract renewal and support of the board in this process.
6. General approval of the contents of this report.

Respectfully submitted,



Michael Hughes
Training Coordinator

NOTES/MODIFICATIONS (IF ANY):
