

THE BRIEFING

A Publication of the Texas Commission on Law Enforcement

Inside this issue:

Commission Meeting Highlights 3

The 2014 Training Coordinators' Conference 4

Legal Division 5

2013 Achievement Awards 6

Enforcement Division 8

Special Services Division 9

Field Services Division 10

Credentialing Services Division 12

TCOLE Strategic Planning

Strategic planning meetings were held January through March of this year all across Texas. The purpose of these meetings was to receive input from the agency's stakeholders. We listened to the ideas, concerns and feedback that were provided during these meetings. Now we would like to share what we have done, and what we plan to do to address the more prominent topics that were discussed.

One of the foremost topics was communication. Strong customer service will always remain on our list of goals, and this is an area where technology can continue to help us improve. That said, we want to make the most of electronic communication with law enforcement agencies by sending out email notifications to agency administrators, chiefs, sheriffs, and constables when changes are made to rules or other information that may have an impact on their agency. Law enforcement agencies have the ability to respond to the email to provide input and feedback.

Another major topic of discussion dealt with education. Updating TCOLE course curricula is an on-going process, as TCOLE only has one curriculum specialist at this time. We depend heavily on subject matter experts (SME) to help us in this area. Recently, Denco 911 generously offered free telecommunicator and peace officer online courses which TCOLE staff is currently working on adding to the TCOLE Learning website. In addition to curriculum updates, TCOLE will be working on educating legislators about the role of TCOLE and its tasks. A legislative committee has been created and will meet prior to the September 2014

Upcoming Events

Quarterly Meetings

- September 4, 2014
- December 4, 2014

Training Coordinators' Conference

- October 20-23, 2014

TCOLE Strategic Planning

Commission meeting. The committee will concentrate on educating legislators about TCOLE's tasks, which extend farther than law enforcement training, and insufficient resources for its responsibilities. Staff at the Texas Department of Public Safety (DPS) have offered to assist TCOLE by discussing strategies and insight for the next legislative session. Executive Director Kim Vickers will be asking for an increase in TCOLE staff to meet growing needs.

Finally, there was much debate on improving TCOLE processes. This includes the application process for approving training providers, academies, and new agencies, as well as audits and investigations. TCOLE will be screening applications for new training providers and academies prior to Commission consideration, placing more focus on their geographical location. Although the discussion about increasing for-profit training provider fees continues, you can expect to see changes in the near future. In an effort to ensure that agencies continue to meet the minimum standards, TCOLE is looking into removing or suspending the commissioning authority for agencies that fall below the minimum standards after starting up. Administrative penalties may also be imposed. TCOLE is working on gaining new staff positions so existing academies can receive regularly scheduled standardized evaluations every one to one-and-a-half years. Goals to add new compliance specialist positions would allow the non-compliance caseload to be removed from our criminal investigators and improve the turn-around time for communications regarding non-compliance.

Thank you to everyone who attended the strategic planning meetings. It is your feedback that helps TCOLE evolve to meet your needs, and to establish and enforce standards that ensure the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.



Our thanks go out to Denco 911 for providing TCOLE with four new online telecommunicator and peace officer courses. The courses will be available for free through TCOLE Learning online. To access the courses, log into your My TCOLE

account and go to the Learning tab. From there you can access the TCOLE Learning website.

If your agency has courses or training resources you'd like to offer to TCOLE, please contact Susan Brundage at susan.brundage@tcole.texas.gov.

Commission Meeting Highlights

The latest Commission meeting was held at the J.J. Pickle Research Campus on Thursday, June 19, 2014. Here are a few highlights from the meeting:

- The following proposed amendments were approved:
 - §215.7 Training Provider Advisory Board
 - This amendment expands the training advisory board duties to allow the board to set policies and procedures for the academy with the consent of the chief administrator.
 - §215.9 Training Coordinator
 - This amendment works in conjunction with the amendment proposed for 215.7 to remove enforcement of admission, attendance, retention and other standards set by the commission from the training advisor to the advisory board.
 - §217.1 Minimum Standards for Enrollment and Initial Licensure
 - This new rule combines the previously separate initial licensing and enrollment rules into one rule to conform with statutory amendments which makes telecommunicators licensed.
 - §217.2 Minimum Standards for Telecommunicators
 - Remove rule 217.2 as it has been incorporated into proposed rule 217.1.
 - §217.23 Basic Licensing Enrollment Standards
 - Remove rule 217.23 as it has been incorporated into proposed rule 217.1.
 - §217.25 Telecommunicator Enrollment Standards
 - Remove rule 217.25 as it has been incorporated into proposed rule 217.1.
 - §221.13 Emergency Telecommunications Proficiency
 - This substantive change will add a master proficiency certificate for telecommunicators.
 - §221.31 Retired Peace Officer and Federal Law Enforcement Officer Firearms Proficiency
 - Removes redundant cross-referencing to rule 217.21.
- Other Agenda Items: Other items including line of duty deaths, waiver requests, proceedings for revocation, suspension, and other disciplinary actions, as well as previous meeting minutes can be found under the Who We Are/The Commission section on our website at: www.tcole.texas.gov.
- Live Recordings: video recordings of the meetings can be found on our website on the Who We Are/The Commission page at: www.tcole.texas.gov.
- Public Comment: Should anyone wish to make a public comment, you may do so at the following email address: public_comment@tcole.texas.gov.

The 2014 Training Coordinators' Conference

Registration is Open

TCOLE 2014 Training Coordinators' Conference

October 20 – 23, 2014



Attendees for this year's conference will experience great continuing education classes, peer networking opportunities, and exposure to key law enforcement industry providers and vendors. Make sure to check out our speakers, schedule, events, and exhibits pages for frequent updates.



The 2014 conference will be held at the Omni Bayfront Hotel, 900 North Shoreline Blvd., Corpus Christi, Texas 78401.

The Omni is completely booked, but there are still rooms available a block away at the overflow hotel, the Holiday Inn Marina. Room rate is the state government rate that is available at the time of check-in. You can make your hotel reservation online at: <http://www.ihg.com/holidayinn/hotels/us/en/corpus-christi/crpmb/hoteldetail>

Use Reservation Code: TCO

**REGISTER
NOW**

To register for the conference, log into your [MyTCOLE Account](#) and choose Events and then Training Coordinators' Conference from the main menu.

The early bird registration fee is \$125 if payment is received/postmarked by **September 19, 2014**. Early bird registration ends September 19, 2014.

Registrations and payments received/postmarked September 20, 2014, or after are \$200. All registration payments received are **non-refundable, but are transferrable**.

Legal Division

New Rules

The newest edition of the TCOLE Rules Handbook can be found on our website under [Help and Resources/Rules and Policy](#). Effective June 1, 2014, the new handbook includes final rules approved by the Commission at the March 2014 meeting.

Laura LeBlanc's 25th Anniversary

We'd like to honor one of our valued employees, Laura LeBlanc, for 25 years of service. She started working for TCOLE on March 27, 1989, and has been here for about half of her life. In fact, she has worked here for half the agency's life as well! All her years have made her an absolute wealth of knowledge and wonderful resource when it comes to TCOLE's history.

When Laura LeBlanc began working for TCOLE she answered our phones as the receptionist. Moving forward, she helped administer licensing exams, which at that time were still administered by paper! She assisted us when we transitioned into electronic testing. Later, Laura transferred to the Legal Division. Today, Laura is our open records person, and she certainly has her hands full. From answering media calls, to responding to requests for record information, she contains a vast knowledge of the intricacies of TCOLE rules and policies.

Each year TCOLE honors Texas peace officers, reserve officers, jailers, or telecommunicators who have exhibited outstanding behavior professionally, through public service, or by acts of valor. Coordinating this achievement awards ceremony is one of Laura LeBlanc's major contributions to the state of Texas. She works tirelessly every year to ensure that these remarkable Texas law enforcement agents are honored with the recognition they deserve. The most recent ceremony for 2013 achievement award recipients was held on June 18, 2014 and is featured on page 6 of this newsletter.

Laura, with each passing year you bring creativity, professionalism, and a strong work ethic to our organization. We are so grateful to have you and wish you the best as you continue to excel in your career. May you continue to inspire us for many years to come! And, may you always remember how much you are needed, respected and valued. Happy Anniversary!



2013 State of Texas Achievement Awards

Each year, The Texas Commission on Law Enforcement (TCOLE) accepts nominations for the annual State of Texas Law Enforcement Achievement Award. The following 2013 award recipients exceeded the normal expectations of job performance through acts of professional achievement, public service, or valor. Awards were presented by the TCOLE Presiding Officer, Sheriff Joel Richardson.

Professional Achievement



Officer David A Cloninger
Fort Worth Police Department



Chief Investigator Michael Adair
Tarrant County District Attorney's Office

Public Service



Sergeant Casey D. Mills
Fort Worth Police Department

Valor



Senior Officer Jason E. Draycott
Houston Police Department



Officer Thomas A. Bamrick
Fort Worth Police Department



Officer Jose A. Villarreal
Harlingen Police Department



Officer Landon N. Rollins
Irving Police Department



Officer John C. Fisher, Jr.
Houston Police Department



Lieutenant Michael R Irving
West Police Department



Officer Mark B. Pope
West Police Department



Sergeant Kirk R. Hamm
Richland Hills Police Department



Officer Marty R. Stone
Fort Worth Police Department



Deputy Arthur Senteno
Washington County Sheriff's Office



Lieutenant James N. Gray, Jr.
Corpus Christi Police Department



Patrol Officer Chad W. Davis
Granbury Police Department

2013 State of Texas Achievement Awards

More information can be found on our website under [Who We Are > Honoring Our Law Enforcement Officials](#)



Trinity University Police Department Honor Guard, San Antonio



Mr. Donald Dye, Chaplain Round Rock Police Department



Col. Steven McCraw, Director Texas Department of Public Safety



Special Thanks to CLEAT for contributing refreshments to the reception that followed the ceremony. Melinda Griffith, Public Affairs Coordinator with CLEAT is pictured to the far left, above.



Enforcement Division

Reporting Training for Other Agencies

The only entities with the ability to report TCOLE curriculum are contract training providers and academies. Agencies that do not have a contract to report training should not conduct TCOLE curriculum or legislatively required courses, unless they have partnered with or have an agreement with a contract training provider who will report the course for them. The partnership/agreement should include conditions that ensure that training is being conducted in accordance with TCOLE rules and regulations.

While it is not considered best practice, there are times where it is appropriate for one agency to report training for another agency. If a contract training provider/academy chooses to report training for another agency, they must beware that they are taking on responsibility for the training that was conducted by that other agency. This means a complete training file must be maintained by both the providing agency and the reporting agency. It also means that the reporting agency is responsible for the validity of the training course that was provided.

A training roster must never be reported by an agency if they have no knowledge about the course that another agency provided. The risks involved in deceptive training impacts both entities and the students involved. The course may be removed from the students training if it is found to be invalid. The agency that conducted the training and the agency that reported the training could face administrative or criminal penalties, including loss of their training contract.

Departments that conduct generic training can still submit their own training rosters through the Department Reporting System (DRS) should they not have access to TCLEDDS. A complete training file for all reported training must be maintained by the department.

[A list of minimum training file components can be found on page 11 of this issue.](#)

New Enforcement Staff

On July 1, 2014, TCOLE welcomed two new investigators to the Enforcement team. Tracy Weems, former Chief of Bertram Police Department, retired from the Abilene Police Department and has over 23 years of law enforcement service. Jason Hufstetler joins us from the Warrants team at Travis County Constable, Precinct 5. Jason has over 8 years of service. Both Tracy and Jason are assigned to criminal, administrative and non-compliance investigations.



Tracy Weems



Jason Hufstetler

Special Services Division

Tips From The Help Desk: Purchasing Your Photo ID

- You can purchase your photo ID card from your MyTCOLE account, under My Records > Awards.
- First, make sure your descriptive information has been updated. You can update your height, weight, hair and eye color under the My Account > Contact and Personal Data tab in your account.
- Make sure your driver's license number and state are correct in our system. You can check this under the My Account > Contact and Personal Data tab in your account. If this information is missing or incorrect, you will need to fax in a [Name Change form, found on our website under Forms and Applications.](#)
- Your photo ID card, which serves as your license, contains your driver's license photo and lists your highest proficiency level as well as your PID.
- Your photo ID will arrive within two to three weeks from purchase, and will be mailed to the address you entered during your order.



New Way to Contact TCOLE

When you visit the login page for your [My TCOLE account](#), you may notice a new blue box in the bottom right corner. This new feature allows you to chat live with the TCOLE support staff!

In seconds, you will be connected with a TCOLE representative that can help you with your account information, training requirements, or licensing questions without the hassle of voice prompts or hold music.

This pilot program began in late May and turned out to be more successful than we imagined. Originally intended to be used as a tool to assist account users with their login information, it has quickly developed into a new means of assisting people with general questions about training, certification, courses, and licensing information. Without any form of advertisement, this new chat feature has demanded more operators than the original four TCOLE Special Services members. The Credentialing department has teamed up with Special Services to support chat questions that go beyond user account information. They have formed a chat team as well, and continue to train more of their staff on integrating the chat operation into their regular workload.

What started as a pilot program may very well become a full blown operation which, in time, may require some upgrades to the chat system. The next time you're on your way to your [MyTCOLE account](#), feel free to send us a chat!

Special Services Division Continued

New Agencies

Since March 2014, the following new agencies have been established:

- City of Lakeway Marshal's Office
- Victoria Fire Marshal's Office
- Carthage I.S.D. Police Department

Curriculum Updates

Below is a summary of updates made to the course curriculum materials between March 27—June 19, 2014. The course materials can be found under the Training/Course Curriculum Materials and Updates section on our website: www.tcole.texas.gov.

Course Number	Course Name	What Changed	Revision Date
1000	Basic Peace Officer Course	Rule reference updated & changed to Ch. 27, 1.7.6	05/01/2014
3255	Asset Forfeiture	1.3A8 Chapter number changed	05/01/2014
21001	Court Security Specialist	Curriculum contains courses 21001-21007. All of which are needed for this certification.	5/30/2014
21013	Court Security Specialist Update	Certification Update Course	5/30/2014

Field Services Division

By Richard Gutierrez

Obtaining Credit for Roll Call Mini-Training Sessions

Recently, we've had several folks ask if training credit may be obtained for mini training sessions usually conducted during roll call. Typically, these so called "Roll Call" training sessions cover internal policy and SOP guidelines, and do not contain the minimum components of a reportable training course. Examples include: showing a short video, discussing and/or acknowledging new Department policies, and reviewing officer safety practices. As a general rule, these type of briefings may NOT be submitted for training credit.

It is, however, permissible to report a properly constructed training course that is sectioned off into two or three sessions and taught at the beginning of each shift. The course must be at least one hour long, have a complete training file with all the required components (learning objectives, lesson plan, bios, exam, etc.), and officers must attend each of the briefings in order to qualify for the training credit. A separate, legible sign-in roster must be prepared and filed for each meeting. The course cannot spread over more than a 6-month period, regardless of the size.

Field Services Division Continued

Minimum Training File Components

One of the most important aspects of the training coordinator's job is to gather, organize and secure sufficient, competent documentation that proves a training course was taught in accordance with Commission guidelines. Obviously, the thickness of a training file will vary in accordance with the length and complexity of the course. However, at minimum, every training file should contain the following essential components:



- Original copy of legibly written sign-in roster with PID numbers.** Avoid liquid paper, erasures and strikeouts at all costs. Corrections should be made on a separate line.
- Copy of official roster submitted electronically through TCLEDDS.** Take time to double-check and match names and PID numbers.
- A list of clearly defined and spelled out learning objectives.** Preferably, the learning objectives should be listed in the same order that they will be covered during instruction.
- A concise, up to date, easy to follow lesson plan.** A “dressed-up” course outline or PowerPoint do NOT fulfill this requirement.
- Complete, up to date instructor bio-sketch** which delineates the instructor's field of expertise as well as his or her knowledge of the subject matter being taught.
- Course assessment instruments to demonstrate what was learned** – including but not limited to written or oral exams, practical test checklists, observations and student critiques.
- Miscellaneous attachments** – any and all documentation (handouts, pamphlets, templates, etc.) that helps to reinforce and substantiate full achievement of learning objectives.

Field Services Division Continued

PAY STATUS MYTH & FACTS



Myth

“Reserve or part-time officers don’t need the same pre-employment documentation (L2, L3, CCH, F-5R etc.) that are required for full-time appointments.”

Facts

Any license (peace officer, jailer, or telecommunicator) must have all the pre-appointment documents applicable to that particular type of license regardless of the person’s pay status classification.

An easy-to-follow checklist of all required pre-appointment documents may be downloaded from the “Forms and Applications” page of our website at: <http://www.tcole.texas.gov/content/forms-and-applications>

The checklist is called: Law Enforcement Agency Checklist

Credentialing Services Division

By Lisa Fontenot

New A-5 Form

You may have noticed a new section on the personal status reports. The Academy History was added as an indicator of successful completion of academy training. For a long time, academies have asked us for a way to track the number of academies an individual has attended. So, the A-5 form was created.

Here’s how it works. An individual enters an academy for the first time. The academy completes the C-1 form, so that TCOLE can issue the person a PID number. Now that person has a TCOLE record.

If the person leaves the academy before graduating (no matter why they left, i.e. failed the academy, family emergency, etc.), the academy sends TCOLE an A-5 form within 5 days of separation. The A-5 form does not include a reason for separation; it only includes the separation date.

Credentialing Services Division Continued

If the individual successfully completes the academy training, the academy will submit the training roster (course 1000643) for the class. Once that training roster is processed by TCOLE, an indication is made in the Academy History section that the academy was successfully completed. In this case, the academy doesn't have to do anything different than they would normally do.

So, say the individual that left the academy early decides to give the training another try. Once they enroll in a new academy, that academy will discover that this individual already has a PID number. They can see in the personal status report's "Academy History" section that this person prematurely left another academy. If the new academy wants to know why that person left the first academy early, then they must contact the first academy. TCOLE does not collect information about the reason for early departure.

The A-5 is submitted to TCOLE electronically. Academies have the option of printing them for their file and for the student's record, but TCOLE does not require a copy by mail.

You can view your certificates online through your MyTCOLE account.

Once you log into your account, go to:

My Records/Awards

Telecommunicator Master Proficiency Certificate

Telecommunicators can purchase their master proficiency certificates through their [MyTCOLE account](#). To see if you qualify for your master certificate, check the proficiency chart on our website at:

<http://www.tcole.texas.gov/content/proficiency-certificates>

The Current FAQs

Q. What if I take a course through an outside provider?

A. Always check with your department before attending training from an outside provider. Your department is responsible for reporting that training, and they have the authority to determine if that training is applicable to your job duties.

Q. What if I take training through an outside provider, but I'm not currently working for a department?

A. TCOLE will only accept training for individuals not currently working for a department if it is taken through an academy or a [contract training provider](#). There are several providers that offer training to individuals who are not currently working for a department, and they can report the course hours for you.

Q. How soon after I complete a course should I see the course in my training history?

A. It can take up to 30 days after you completed the course for it to appear on your training record.

Credentialing Services Division Continued

5 Steps to Figuring Out How to Get Your Peace Officer Intermediate Certificate

1 How many years of service do you have?

- Service years include only peace officer time. This includes: part-time, full-time, reserve, and other, as well as chief, sheriff and constable appointments.
- Jailer and Telecommunicator service time are not included.

Your service time is available on your personal status report, or in your MyTCOLE account under My Records > Appointment Time

2 How many training hours do you have?

- If you have college credits on your TCOLE training record, every 1 credit is equal to 20 TCOLE training hours.
- College credit hours will be added, along with your training hours to give you a total number of training hours.

This is available on your personal status report, or your MyTCOLE account: My Records > Formal Education, and My Records > Continuing Education (at the bottom)

3 Compare your service time and hours to the chart

- First, look at the years of service column
- Second, follow it across to the left to see the minimum number of total training hours that are required.
- Example: If you have 4 years of service, you must have at least 1200 training hours, or an associate's degree.

Hours	Education	Service (years)
400		8
800		6
1200		4
2400		2
	Associate's	4
	Bachelor's or higher degree	2

This chart is on the Intermediate Peace Officer Proficiency Chart on our website at: <http://www.tcole.texas.gov/content/proficiency-certificates>

4 Do you have a basic certificate?

- The Basic certificate is different than your peace officer license.
- If you do not have a Basic certificate, refer to the [Basic Peace Officer Proficiency Chart](#). You will not be able to earn your Intermediate certificate without the Basic.

This information is available on your personal status report, or in your MyTCOLE account under My Records > Awards

Credentialing Services Division Continued

5 Check your courses

- The only time these courses are waived is if your Basic Peace Officer certificate was issued before January 1, 1987.
- You must complete each required course, or its equivalent to qualify for the Intermediate certificate.
- The chart below lists the requirements for the intermediate peace officer certificate as of July 2014. You can get the most up-to-date chart on our website at: <http://www.tcole.texas.gov/content/proficiency-certificates>

Required Course	Approved Equivalent
2105 Child Abuse Prevention and Investigation	No acceptable equivalents
2106 Crime Scene Investigation	40052 TFSA Forensic Technician Course
2107 Use of Force	No acceptable equivalents
2108 Arrest, Search, and Seizure	No acceptable equivalents
2109 Spanish for Law Enforcement	2110 Spanish (Distance)
	2111 Spanish (Test Out)
	34001 Spanish (On Patrol)
3232 Special Investigative Topics	3264 Special Investigator Certification Course
	3265 Special Investigator Train-the-Trainer Course
	3737 New Supervisor's Course (only for 1 st time supervisors)
	All 3 SAFVIC Modules 3261—SAFVIC Module 1, and 3262—SAFVIC Module 2, and 3263—SAFVIC Module 3
	All 4 POSEIT Courses (Note: these courses are no longer available) 3224—Child Abuse Web with Exercises, and 3214—Family Violence Web with Exercises, and 3254—Sex Offender Characteristics Web with Exercises, and 3244—Sexual Assault Web with Exercises
3255 Asset Forfeiture	1000643 BPOC Academy Training (only counts if BPOC completed after 01/01/2013)
	3257 Combined Asset Forfeiture and Racial Profiling
3256 Racial Profiling	1000643 BPOC Academy Training (only counts if BPOC completed after 01/01/2013)
	3257 Combined Asset Forfeiture and Racial Profiling
3270 Human Trafficking	3271 Advanced Human Trafficking (only counts if taken after 09/01/2009)
	3268 SAFVIC Human Trafficking Investigator Course
3277 Identity Crimes	1000643 BPOC Academy Training (only counts if BPOC completed after 01/01/2013)
3841 Crisis Intervention Training	3840 CIT Train-the-Trainer
	3842 Basic Peace Officer CIT Component
	3843 CIT Update
	4001 Mental Health Peace Officer Training
	1000643 BPOC Academy Training (only counts if BPOC completed after 01/01/2013)
3939 Cultural Diversity	0394 Cultural Diversity
	3737 New Supervisor's Course (only for 1 st time supervisors)
	39393 Cultural Diversity (DPS-Response Network Online)

Credentialing Services Division Continued

Intermediate Certificates for 643 Hour BPOC

The new basic peace officer course (BPOC), totaling 643 hours, went into effect January 1, 2013 with a completely fresh curriculum. The new curriculum was revised to include the complete course material for the following intermediate courses: Identity Crimes, Asset Forfeiture, Racial Profiling, and Crisis Intervention. Officers who completed their BPOC prior to January 1, 2013, are required to complete each of the courses listed on the intermediate peace officer certificate chart, in addition to meeting the years and training hours requirements.

Commissioners

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