

## Advisory Committee Meeting Record Template

CHAIRPERSON: Chief Eddie Wilson		
MEETING DATE: 1-24-2024	MEETING TIME: 10:00am	MEETING PLACE: Bldg 541 RM #103
RECORDER: Elizabeth Swope		PREVIOUS MEETING: 10-18-2023

**MEMBERS:** (P=PRESENT) Add nonmembers present to bottom of table with heading "Others Present" (OP)

(P/OP?)	Name and Title (List all members) Email Address and Ph #	Business Affiliation	Name and Title
P	Chief Eddie Wilson <a href="mailto:ewilson@copperascove.tx.gov">ewilson@copperascove.tx.gov</a>	Copperas Cove Police Department	Chief of Police Eddie Wilson
P	Mike Donovan <a href="mailto:Mike.p.donovan@icloud.com">Mike.p.donovan@icloud.com</a>	KISD	Mike Donovan
	Catherine Groothoff <a href="mailto:lsco910@yahoo.com">lsco910@yahoo.com</a>	Lampasas County Sheriff's Office	Catherine Groothoff Retired
P	Kenneth Essenburg <a href="mailto:mpaintbody@hotmail.com">mpaintbody@hotmail.com</a>	Civilian	Kenneth Essenburg
P	Paul Miceli <a href="mailto:apmicelitx@gmail.com">apmicelitx@gmail.com</a>	Civilian	Paul Miceli
P	Sabrina Pomeroy <a href="mailto:Sabrina.Pomeroy@fhnb.com">Sabrina.Pomeroy@fhnb.com</a>	Civilian	Sabrina Pomeroy
P	William Greenwood <a href="mailto:wgreenwood@harkerheights.gov">wgreenwood@harkerheights.gov</a>	Harker Heights Police Department	Sergeant William Greenwood
P	Clifton Osborne <a href="mailto:Clifton.osborne@ctcd.edu">Clifton.osborne@ctcd.edu</a>	Central Texas College	Clifton Osborne Police Academy Coordinator
P	Jon Cella <a href="mailto:Jon.cella@ctcd.edu">Jon.cella@ctcd.edu</a>	Central Texas College	Jon Cella Protectives Services Chair
P	Scott Lorenz <a href="mailto:William.lorenz@ctcd.edu">William.lorenz@ctcd.edu</a>	Central Texas College	Scott Lorenz Criminal Justice Faculty
P	Elizabeth Swope <a href="mailto:Elizabeth.swope@ctcd.edu">Elizabeth.swope@ctcd.edu</a>	Central Texas College	Protective Services/Police Academy Office Assistant II

<b>Agenda Item</b>	<b>Action, Discussion, Information</b>	<b>Responsibility</b>
Approve Minutes from Last Meeting	Recommend approval of meetings from last meeting. Motion seconded and passed.	Chief Wilson
Old Business:	<ul style="list-style-type: none"> <li>• Discuss current enrollments</li> <li>• Discuss new TCOLE teaching requirements</li> <li>• Discuss Perkins Funds Purchases</li> <li>• Discuss current readmittance policy for cadets dismissed for academic reasons</li> <li>• Discuss TCOLE License Renewal</li> <li>• Discuss Police Academy Training Manual</li> <li>• BPOC Bravo and all future classes will use the 736 curriculum</li> </ul>	Clifton Osborne
New Business:	<ul style="list-style-type: none"> <li>• Update on allowing weapons in the Dorm</li> <li>• Discuss the Police Academy Manual</li> <li>• Discuss TCOLE first attempt pass rate change</li> <li>• Discuss current enrollments</li> <li>• Discuss military Discharge status on DD-214</li> <li>• Discuss board member status</li> <li>• Discuss Perkins Funds Purchases</li> </ul>	
Curriculum Decisions:	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
Other:	N/A	

## MINUTES

<b>Key Discussion Points</b>	<b>Discussion</b>
Old Business:	<ul style="list-style-type: none"> <li>• Nineteen cadets from BPOC Charlie 2023 graduated on Sept. 22, 2023. Seventeen passed the TCOLE exam on their first attempt. The remaining two passed the TCOLE exam on their second attempt. <ul style="list-style-type: none"> <li>◦ Lt. Osborne had the class analysis which breaks it down by Units, which will be sent out by email to the Board Members</li> </ul> </li> <li>• BPOC Alpha started with eight cadets. One was dismissed for possessing alcohol on campus.</li> <li>• BPOC Delta began with 24 cadets. One was dismissed for failing to meet academic standards. <ul style="list-style-type: none"> <li>◦ The Academy has made a lot of changes to in the way the classes are delivered and it has been having a big impact, scores are going up</li> </ul> </li> <li>• TCOLE announced they would require academies to teach an additional 16 hours for ALERRT training starting Jan 1, 2024. Central Texas College does not have a certified trainer for ALERRT. We are trying to locate a class to send instructors to but have not found one yet. TCOLE has not updated its website to reflect this. Lt. Osborne will try to obtain additional information when he attends the TCOLE conference next week. <ul style="list-style-type: none"> <li>◦ To accommodate the new hours, the Academy will be extended by one week</li> </ul> </li> </ul>

- Additional classes can be adjusted to accommodate any extra hours where needed
- The breathalyzers, Glock 45, and red dot sights from the Perkins grant came in.
- Our current policy requires any cadet dismissed for academic reasons to wait one calendar year to reapply. I want to remove the waiting period and allow them to reapply at the next available academy.
  - Lt. Osborne gave an example concerning a Cadet in the Day Academy that failed Unit 1 twice and decided to move to the Night Academy and is now one of the top academic Cadets in that class. Lt. Osborne feels the one year requirement is not necessary
  - Chief Wilson asked about the history of the one year waiting period, Lt. Osborne stated it was before his time
  - The criteria for dismissal for academics was reviewed for the Board
  - Mr. Miceli attended the Police Academy for Unit 1 with the Delta Class. He provided constructive feedback and recommendations for enhancing the learning experience of the class which seems to be making a big difference
  - Lt. Osborne stated the biggest change is they are requiring the Cadets to take review test every unit and it is really bringing their scores up
  - Lt. Osborne brought up how certain situations, i.e. illness or death in the family can impact their grades and if they can come back, they have a better understanding of what is required of them
  - Chief Wilson motioned to remove the one year waiting period to reapply after being dismissed for academic reasons. Mr. Donovan moved to remove the one year requirement. Ms. Groothoff seconded, the motion passed unanimously.
- We have renewed our contract with TCOLE, we received the paperwork yesterday. The new contract is good for another 5 years.
- Professor Lorenz has completed his first draft of the total training manual. We have made a digital copy available to BPOC Alpha and Delta.
  - Mr. Lorenz presented three versions of the book printed by different sources
  - The Academy is planning to use the differential tuition to purchase the books for the Cadets.
  - Every TCOLE IRG, every statue is in the book
  - The 88<sup>th</sup> Legislative updates are in the book
  - Discussion was had on the learning process of the students - some learn better with digital, some with a paper copy. The Academy wants to provide both give them the best learning opportunities
  - Lt. Osborne stated that the scores have gone up since providing the digital link to the Cadets
  - Chief Wilson inquired about copyrighting the book, Mr. Lorenz stated it will be copyrighted.

	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ The digital link can be updated and instantly pushed out to the Cadets</li> </ul> </li> <li>• Mr. Miceli inquired in reference to the Firearms unit and the Cadets that live in the Dorm for dry fire homework. There is an exception for students enrolled in an Academy but the Dorm does not recognize that exception. Lt. Osborne will work on getting an answer for that issue.</li> <li>• Chief Wilson made a motion to adjourn the meeting which passed.</li> </ul>
New Business:	<ul style="list-style-type: none"> <li>• Chief Wilson brought the meeting to order. Mr. Miceli motioned to approve the previous meeting minutes. Officer Greenwood seconded, motion passed.</li> <li>• The Police Academy followed up on allowing weapons for cadets in the dorm for dry firing: <ul style="list-style-type: none"> <li>○ The decision was made that the liability outweighed the benefits of allowing the cadets to practice dry firing in the Dorm</li> <li>○ There are other options available for storing weapons at the Police Academy if needed</li> <li>○ The cadets can practice with red guns</li> </ul> </li> <li>• Mr. Lorenz went over the status of the Police Academy Manual: It is completed. <ul style="list-style-type: none"> <li>○ The two new 2024 BPOC Academies are the first Academies to use the manual from the start of class.</li> <li>○ The Academies are currently using the digital version and we are working on getting the printed version</li> </ul> </li> <li>• TCOLE changed their policy requiring agencies maintain an 80% first attempt pass rate on their TCOLE Exam over a three-year period. TCOLE removed the first attempt requirement and now only requires that academies maintain an 80% pass rate after all three attempts. <ul style="list-style-type: none"> <li>○ The Academy was at 81% pass rate last year. Staring this year the lowest year will drop off and currently the Academy is at an 100% pass rate right now.</li> </ul> </li> <li>• Twenty-three cadets from BPOC Delta 2023 graduated on Dec 6, 2023. Twenty-one passed the TCOLE Exam on their first attempt. One cadet passed the TCOLE Exam on his second attempt. The final cadet passed the TCOLE Exam on his third attempt.</li> <li>• Seven cadets from BPOC Alpha 2023 graduated on Jan. 10,2024. All seven cadets passed the TCOLE Exam on their first attempt.</li> <li>• Cadets in Alpha and Delta 2023 were given access to the digital version of our new training manual. Both Alpha and Bravo were given access to the digital version of the training manual. Printed copies will be made available as soon as we can arrange payment.</li> <li>• Twenty-nine cadets are enrolled in BPOC Bravo 2024.</li> <li>• Seven cadets are enrolled in BPOC Alpha 2024.</li> <li>• BPOC Alpha and Bravo 2024 started on Jan 22, 2024</li> <li>• TCOLE allows cadets with a general discharge to enter the Academy as long as it is under honorable conditions. What standard does the board want to apply?</li> </ul>

	<ul style="list-style-type: none"> <li>○ The question is whether to allow a general discharge for something like an injury versus a discharge for misconduct/disciplinary</li> <li>○ One issue is that arises is not being able to know what the misconduct was for, there is a wide range of offenses that fit that category</li> <li>○ Discussion was had on how old the offense may be and the ability for people to overcome a lot in the time since</li> <li>○ Discussion was had on it being acceptable for the Academy and then the Hiring Agency being responsible for deciding whether they will carry the certification</li> <li>○ The recommendation is that if the DD-214 meets TCOLE standards, they can be admitted to the Academy: agreement was unanimous</li> <li>● One Board member has not attended a board meeting in over a year, Health condition prohibits attending. Does the board want to keep them on? <ul style="list-style-type: none"> <li>○ Decision was made to remove the Board Member, they will be contacted and informed of the decision</li> <li>○ That will drop the board to 7 members – discussion was had on whether to keep it at 7 or to add a replacement: decision was made to be flexible to allow a replacement if one becomes available, preferable a civilian</li> </ul> </li> <li>● We have purchase orders for nine shotguns. Five are Mossberg 500s, two are Mossberg 940s, and two Benelli M-2. We are waiting on GT Distributors to call that they are in for pick up.</li> <li>● We are in the process of acquiring CPR Practi-masks, 5 AED trainers, two rowers, a digital scale, two drones, and 725 12" traffic cones and 25 tall cones. <ul style="list-style-type: none"> <li>○ Holsters was made as a suggestion for a Perkins funds purchase</li> </ul> </li> <li>● One of the Police Presenter, Wilkerson, has contacts with the Engineer Battalion, we're hoping they we be able to come out and survey the range – maybe add a couple of lanes as a separate area for cadets that may need extra help</li> <li>● Motion was for adjournment by Mr. Miceli, and Mr. Donovan seconded.</li> </ul>
Curriculum Decisions:	N/A
Other:	N/A

<b>CHAIRPERSON SIGNATURE (or designee):</b> Chief Eddie Wilson	<b>DATE:</b> 1/30/24	<b>NEXT MEETING:</b> May 22, 2024
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*Eddie Wilson*

Digitally signed by Eddie Wilson  
DN: cn=US, ou=Police Department, o=City of Copperas  
Cove, cn=Eddie Wilson, e=ewilson@copperscovets.gov  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2024.01.30 12:41:05-06'00'  
Foxit PDF Editor Version: 11.2.7

## Advisory Committee Meeting Record Template

CHAIRPERSON: Chief Eddie Wilson		
MEETING DATE: May 22, 2024	MEETING TIME: 10:00am	MEETING PLACE: Bldg. 541 RM #103
RECORDER: Elizabeth Swope		PREVIOUS MEETING: January 24, 2024

**MEMBERS:** (P=PRESENT) Add nonmembers present to bottom of table with heading "Others Present" (OP)

(P/OP?)	Name and Title (List all members) Email Address and Ph #	Business Affiliation	Name and Title
P	Chief Eddie Wilson <a href="mailto:ewilson@copperascove.tx.gov">ewilson@copperascove.tx.gov</a>	Copperas Cove Police Department	Chief of Police Eddie Wilson
P	Mike Donovan <a href="mailto:Mike.p.donovan@icloud.com">Mike.p.donovan@icloud.com</a>	KISD	Mike Donovan
	Catherine Groothoff <a href="mailto:lsc0910@yahoo.com">lsc0910@yahoo.com</a>	Lampasas County Sheriff's Office	Catherine Groothoff Retired
	Kenneth Essenburg <a href="mailto:mpaintbody@hotmail.com">mpaintbody@hotmail.com</a>	Civilian	Kenneth Essenburg
P	Paul Miceli <a href="mailto:apmicelitx@gmail.com">apmicelitx@gmail.com</a>	Civilian	Paul Miceli
	Sabrina Pomeroy <a href="mailto:Sabrina.Pomeroy@fhnb.com">Sabrina.Pomeroy@fhnb.com</a>	Civilian	Sabrina Pomeroy
P	William Greenwood <a href="mailto:wgreenwood@harkerheights.gov">wgreenwood@harkerheights.gov</a>	Harker Heights Police Department	Sergeant William Greenwood
OP	Clifton Osborne <a href="mailto:Clifton.osborne@ctcd.edu">Clifton.osborne@ctcd.edu</a>	Central Texas College	Clifton Osborne Police Academy Coordinator
	Jon Cella <a href="mailto:Jon.cella@ctcd.edu">Jon.cella@ctcd.edu</a>	Central Texas College	Jon Cella Protectives Services Chair
OP	Scott Lorenz <a href="mailto:William.lorenz@ctcd.edu">William.lorenz@ctcd.edu</a>	Central Texas College	Scott Lorenz Criminal Justice Faculty
OP	Elizabeth Swope <a href="mailto:Elizabeth.swope@ctcd.edu">Elizabeth.swope@ctcd.edu</a>	Central Texas College	Protective Services/Police Academy Office Assistant II
OP	Donovan Benson	Central Texas College	Protective Services/Police Academy Clerk I
OP	Gabriel Cardona	Copperas Cove Police Department	Captain

<b>Agenda Item</b>	<b>Action, Discussion, Information</b>	<b>Responsibility</b>
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Old Business:	<ul style="list-style-type: none"> <li>• Update on allowing weapons in the Dorm</li> <li>• Discuss the Police Academy Manual</li> <li>• Discuss TCOLE first attempt pass rate change</li> <li>• Discuss current enrollments</li> <li>• Discuss military Discharge status on DD-214</li> <li>• Discuss board member status</li> <li>• Discuss Perkins Funds Purchases</li> </ul>	Clifton Osborne
New Business:	<ul style="list-style-type: none"> <li>• Discuss current Academy numbers and status</li> <li>• Discuss moving to 4 full time day Academies beginning with 2025</li> <li>• TCOLE Audit results</li> <li>• Discuss continuance of ASP and OC</li> </ul>	
Curriculum Decisions:	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
Other:	N/A	

## MINUTES

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	<ul style="list-style-type: none"> <li>• Motion was for adjournment by Mr. Miceli, and Mr. Donovan seconded.</li> </ul>
New Business:	<ul style="list-style-type: none"> <li>• Chief Wilson brought the meeting to order. Mr. Miceli motioned to approve the previous meeting minutes. Mr. Donovan seconded, motion passed.</li> <li>• Current BPOC Class Status: <ul style="list-style-type: none"> <li>○ BPOC Alpha 2024 began with 10 cadets. One of the cadets resigned before the class began. Another cadet was hired by KISD and placed in BPOC Bravo. Two cadets resigned from the academy for personal reasons. Six cadets remain in the class.</li> <li>○ BPOC Bravo began with 29 cadets. Two of the cadets withdrew for personal reasons. Two were dismissed for academic reasons. One of the two that was dismissed for academic reasons applied for and was accepted in BPOC Charlie and is meeting academic standards.</li> <li>○ BPOC Charlie began with 30 cadets. We have not lost any of the cadets for BPOC Charlie.</li> <li>○ We have 33 cadets for BPOC Delta which will begin in the last week of June. We also have six independent applicants on the waiting list for BPOC Delta.</li> </ul> </li> <li>• Due to low enrollment, the Academy has decided to not offer a part time night class next year. We are currently down to six cadets in our night class. At the same time, we have to turn away applicants for our full time day classes. We will offer a 4<sup>th</sup> full time academy next year. We are proposing that Alpha and Bravo will begin on the same day in January, and Charlie and Delta will begin on the same day the last week of June. <ul style="list-style-type: none"> <li>○ The question was asked if we had adequate staffing for moving to 4 day academies and the Academy staff will be able handle the new schedule.</li> <li>○ The question was raised concerning only having two start dates a year – it might be hard on Agencies only having 2. They might potentially lose cadets who don't want to wait that long to start, or find a better offer while waiting.</li> <li>○ It was decided that a new schedule with 3-4 start dates will be drawn up for consideration and approval.</li> </ul> </li> <li>• On 4-23-2024 we had our bi annual TCOLE audit. We passed the audit with no deficiencies.</li> <li>• The Academy is considering whether to discontinue instructing the ASP and OC class. We would like some input from the board about this. <ul style="list-style-type: none"> <li>○ The Board discussed that ASP and OC are a Force Option tool that the Cadets still need to learn. Agencies represented on the Board stated they still use these options.</li> <li>○ It was decided to keep teaching ASP and OC, with the option to revisit in a year if needed.</li> </ul> </li> <li>• Officer Greenwood made a motion to dismiss the meeting, Mr. Miceli seconded. Meeting was adjourned.</li> </ul>

Curriculum Decisions:	N/A
Other:	N/A

**CHAIRPERSON SIGNATURE (or designee):**



**Chief Eddie Wilson**

Digitally signed by Eddie Wilson.  
DN: cn=US, o=Police Department, ou=City of Coppens Cove  
cn=Eddie Wilson, email=E.Wilson@coppcoscovecove.gov  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2024.05.28 13:04:51-0500  
Ford PDF Editor Version: 11.2.9

**DATE:**

5-28-24

**NEXT MEETING:**

November 6<sup>th</sup> · 2024 10:00am