

**AGENDA**

**CTC Police Academy Advisory Board**

<b>CHAIRPERSON:</b> Chief Eddie Wilson, Copperas Cove Police Dept		
<b>MEETING DATE:</b> May 24, 2019	<b>MEETING TIME:</b> 9:00am	<b>MEETING PLACE:</b> Bldg #122 Room #103
<b>RECORDER:</b> Chrissa Link		<b>PREVIOUS MEETING:</b> November 9th 2018

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

<b>(P/OP?)</b>	<b>Name and Title (List all members)</b>	<b>Business Affiliation</b>	<b>Name and Title</b>
P	Chief Eddie Wilson	Copperas Cove Police Dept	Chief Eddie Wilson
P	Jos Portmann	Civilian Member	Mr. Jos Portmann
P	Catherine Groothoff, Lieutenant (Retired)	Lampasas Sheriff's Ofc	Ms. Catherine Groothoff
P	Ms. Katrina Clemons	Civilian Member	Ms. Katrina Clemons
OP	Clifton Osborne, Academy Coordinator	Central Texas College Police Academy	Mr. Clifton Osborne
OP	Chrissa Link, Academy Clerk	Central Texas College Police Academy	Ms. Chrissa Link
OP	Johnnie Thomas, Professor Police Academy	Central Texas College Police Academy	Mr. Johnnie Thomas
OP	Heather Hamann, Academy Clerk	Central Texas College Police Academy	Ms. Heather Hamann



# AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Review of previous meeting minutes from November 9 <sup>th</sup> , 2018 were read and approved with no discussion.	Chief Wilson
Old Business:	<ul style="list-style-type: none"> <li>❖ New equipment from grants               <ul style="list-style-type: none"> <li>➢ Red Man suits (3)</li> <li>➢ 42' x 42' wrestling mat</li> <li>➢ 20 new laptops (total of 60)</li> <li>➢ 2 rolling charging stations for laptops.</li> </ul> </li> <li>❖ New equipment from budget FY 2019               <ul style="list-style-type: none"> <li>➢ 15 digital cameras</li> <li>➢ 10 crime scene kits</li> <li>➢ 10 fingerprint kits</li> </ul> </li> <li>❖ Changes to curriculum by TCOLE for 2019</li> <li>❖ Change to academy rules               <ul style="list-style-type: none"> <li>➢ Minimum age to attend academy</li> <li>➢ Priority for agency's based on service area (Bell, Burnett, Coryell, Gillespie, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba, and Williamson Counties). Outside the service area will be put on waiting list.</li> <li>➢ Demerits for performance/disciplinary issues?                   <ul style="list-style-type: none"> <li>▪ 1 point = cadet rules violations (i.e. late for class, uniform issues...)</li> <li>▪ 2 points = failed exam</li> <li>▪ 3 points = discipline</li> <li>▪ Receive 20 points = Grounds for dismissal from course</li> </ul> </li> </ul> </li> </ul>	Presented by Mr. Osborne
New Business:	<ul style="list-style-type: none"> <li>❖ Changes to curriculum by TCOLE for 2019               <ul style="list-style-type: none"> <li>➢ Third Professor for the Academy</li> <li>➢ Use of part time officers to help teach with the night academy.</li> <li>➢ Staff transition</li> <li>➢ Equipment for the 2020 year</li> </ul> </li> </ul>	Presented by Mr. Osborne
Curriculum Decisions:	<ul style="list-style-type: none"> <li>❖ Training Calendar report</li> <li>❖ Upcoming graduation of BPOC 2019-Bravo</li> <li>❖ Projected BPOC 2019-Delta-Day (July</li> </ul>	Presented by Mr. Osborne

**AGENDA**


	<p>15, 2019-Dec 5, 2019)</p> <ul style="list-style-type: none"> <li>❖ Projected additional academies             <ul style="list-style-type: none"> <li>➢ BPOC 2020-Alpha-Night (March-December)</li> <li>➢ BPOC 2020-Bravo-Day (January-May)</li> <li>➢ BPOC 2020-Charlie-Day (April-August)</li> <li>➢ BPOC 2020-Delta-Day (July-December)</li> </ul> </li> </ul>		
Other:	❖ None		

**MINUTES**

Key Discussion Points	Discussion
<p>Old Business:</p> <ul style="list-style-type: none"> <li>❖ Review of previous meeting minutes from November 9<sup>th</sup>, 2018.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Recommended Approval. <i>Clifton Osborne</i> by <i>Eddie Wilson</i> approved/disapproved</li> </ul>
<ul style="list-style-type: none"> <li>❖ Progress of licensing courses since last meeting.             <ul style="list-style-type: none"> <li>➢ BPOC (Police Academy)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ 0 classes graduated since last meeting, a total of 30 students will take the licensing exam on May 30<sup>th</sup>, 2019.</li> </ul>
<ul style="list-style-type: none"> <li>❖ Progress of licensing courses since last meeting.             <ul style="list-style-type: none"> <li>➢ BCCC (County Corrections)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ 2 classes graduated since last meeting, total of 20 students took licensing exam and all passed on 1<sup>st</sup> attempt. One student started with the Bravo class and did not make it through the course.</li> </ul>
<ul style="list-style-type: none"> <li>❖ Progress of licensing courses since last meeting.             <ul style="list-style-type: none"> <li>➢ BTC (Telecommunicator course)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ 2 classes graduated since last meeting, total of 20 students took licensing exam and all passed on 1<sup>st</sup> attempt</li> </ul>
<ul style="list-style-type: none"> <li>❖ Perkins Grant 2018/2019</li> </ul>	<ul style="list-style-type: none"> <li>❖ Red Man suits (3)</li> <li>❖ 42' x 42' wrestling mat</li> <li>❖ 20 new laptops (total of 60)</li> <li>❖ 2 rolling charging stations for laptops.</li> </ul>
<ul style="list-style-type: none"> <li>❖ FY 2019 budget</li> </ul>	<ul style="list-style-type: none"> <li>❖ 15 digital cameras</li> <li>❖ 10 crime scene kits</li> <li>❖ 10 fingerprint kits</li> </ul>
<p>New Business:</p> <ul style="list-style-type: none"> <li>❖ Changes to curriculum by TCOLE for 2019</li> </ul>	<ul style="list-style-type: none"> <li>❖ Add the following courses for 1<sup>st</sup> two quarters of 2019:             <ul style="list-style-type: none"> <li>➢ 1849 De-escalation (8 hours)</li> <li>➢ 1850 Crisis Intervention (40 hours)</li> <li>➢ 3275 Missing and Exploited Children (4 hours)</li> <li>➢ 4065 Canine Encounters (4 hours)</li> <li>➢ 4068 Child Safety Check Alert (1 hour)</li> <li>➢ 7887 Interacting with drivers who are deaf/hard of hearing (4 hours)</li> <li>➢ 30418 Civilian Interaction Training (2 hours)</li> <li>➢ Makes the academy to from 643 hours to 690 by taking out the 16 hours Crisis Intervention and adding the 40 hours CIT.</li> </ul> </li> <li>Recommended to approve/disapprove the listed changes by <i>Clifton Osborne</i> 2<sup>nd</sup> by <i>Eddie Wilson</i> . unanimously</li> </ul>

**AGENDA**

	approve/disapprove.	
❖ Change to academy rules	<ul style="list-style-type: none"> <li>❖ Minimum age to attend academy</li> <li>❖ Priority for agency's based on service area (Bell, Burnett, Coryell, Gillespie, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba, and Williamson Counties). Outside the service area will be put on waiting list.</li> <li>❖ Demerits for performance/disciplinary issues?               <ul style="list-style-type: none"> <li>&gt; 1 point = cadet rules violations (i.e. late for class, uniform issues...)</li> <li>&gt; 2 points = failed exam</li> <li>&gt; 3 points = discipline</li> <li>&gt; Receive 20 points = Grounds for dismissal from course</li> </ul> </li> <li>❖ Recommended to approve/disapprove the listed changes by <u>Clifton Osborne 2<sup>nd</sup></u> by <u>Eddie Wilson</u> unanimously approve/disapprove.</li> </ul>	
Curriculum Decisions: ❖ Training Calendar report	❖ New training calendar handed out to all board members.	
❖ Recent BPOC 2019-Bravo results	❖ 30 students started the day academy on January 14 <sup>th</sup> , 2019 projected to graduate June 1 <sup>st</sup> 2019r. All are doing very well. 3 students are sponsored, 14 self-sponsored.	
❖ Recent BPOC 2018-Charlie results	❖ 19 out of 20 took their licensing exam and all passed (87% avg). One student has to complete his defensive tactics course with the night academy, will be eligible to test after June 17 <sup>th</sup> , 2018.	
❖ Recent BCCC (Jailers Course) 2019- Alpha and Bravo	❖ 12 out of 12 took their licensing exam and all passed 1 <sup>st</sup> time.	
❖ Recent Telecommunicators Course (2019- Alpha and Bravo	<ul style="list-style-type: none"> <li>❖ 2018-Charlie = 7/6; 6 passed 1 waiting to test</li> <li>❖ 2018-Delta = 5/5 100% Passed</li> </ul>	
❖ Projected additional academies	<ul style="list-style-type: none"> <li>❖ Basic Peace Officer Course:               <ul style="list-style-type: none"> <li>&gt; BPOC 2020-Alpha-Night (March-December)</li> <li>&gt; BPOC 2020-Bravo-Day (January- May)</li> <li>&gt; BPOC 2020-Charlie-Day (April-August)</li> <li>&gt; BPOC 2020-Delta-Day (July-December)</li> </ul> </li> <li>❖ Basic Jail Course               <ul style="list-style-type: none"> <li>&gt; 2019-Charlie (Aug 26-Sept 13, 2019)</li> <li>&gt; 2019-Delta (Oct 21-Nov 8, 2019)</li> </ul> </li> <li>❖ Basic Telecommunicator Course               <ul style="list-style-type: none"> <li>&gt; 2019-Charlie (June 10-June 21, 2019)</li> <li>&gt; 2019-Delta (Sept 16-Sept 27, 2019)</li> <li>&gt; 2019-Echo (Dec 2-Dec 13, 2019)</li> </ul> </li> </ul>	
Other:	❖ Recommendation was made by <u>Eddie Wilson</u> and 2 <sup>nd</sup> by <u>Cathy Grunwald</u> to adjourn the meeting at <u>1:30</u> pm.	

<b>CHAIRPERSON SIGNATURE (or designee):</b> 	<b>DATE:</b> 5/24/19	<b>NEXT MEETING:</b> TBD
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## Advisory Committee Meeting Record Template

<b>CHAIRPERSON:</b> Chief Eddie Wilson, Copperas Cove Police Department		
<b>MEETING DATE:</b> November 8 <sup>th</sup> , 2019	<b>MEETING TIME:</b> 12:00pm	<b>MEETING PLACE:</b> Bldg. #122 Room #116
<b>RECORDER:</b> Heather Hamann		<b>PREVIOUS MEETING:</b> May 24 <sup>th</sup> , 2019

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

<b>(P/OP?)</b>	<b>Name and Title (List all members)</b>	<b>Business Affiliation</b>	<b>Name and Title</b>
NP	Jim Yeonopolus	Central Texas College	Chancellor
NP	Dr. Tina Ady	Central Texas College	Deputy Chancellor Instruction and Workforce Initiatives
NP	Janice Anderson	Central Texas College	Dean of Instruction
P	Keirsten Brooks	Central Texas College	Associate Dean Central Campus
P	Keisha Holman	Central Texas College	Director Career Services
P	Felicia Robinson	Central Texas College	Director Instructional Program Support Services
P	Chief Eddie Wilson	Copperas Cove Police Department	Chief Eddie Wilson
P	Jos Portman	Civilian Member	Mr. Jos Portman
NP	Catherine Groothoff, Lieutenant (Retired)	Lampasas Sheriff's Office	Ms. Catherine Groothoff
NP	Ms. Katrina Clemons	Civilian Member	Ms. Katrina Clemons
P	Clifton Osborne	Central Texas College	Academy Coordinator
P	Chrissa Link	Central Texas College	Office Assistant
P	Johnnie Thomas	Central Texas College	Professor

<b>P</b>	<b>Bradford Watson</b>	<b>Central Texas College</b>	<b>Professor</b>
<b>P</b>	<b>Heather Hamann</b>	<b>Central Texas College</b>	<b>Academy Clerk</b>
<b>P</b>	<b>Jonathan E. Cella</b>	<b>Central Texas College</b>	<b>Protective Services Department Chair</b>
<b>P</b>	<b>William Lorenz</b>	<b>Central Texas College</b>	<b>Professor</b>
<b>OP</b>	<b>Kenny Essenburg</b>	<b>Civilian Member</b>	<b>Mr. Kenny Essenburg</b>

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Review of previous meeting minutes from May 24 <sup>th</sup> , 2019 were read and approved with no discussion	Chief Wilson
Old Business:	<ul style="list-style-type: none"> <li>❖ Changes to curriculum by TCOLE for 2019 <ul style="list-style-type: none"> <li>▪ Third professor for the academy</li> <li>▪ Use of part time officers to help teach with the night academy</li> <li>▪ Staff transition</li> <li>▪ Equipment for the 2020 year</li> </ul> </li> </ul>	Presented by Mr. Osborne
New Business:	<ul style="list-style-type: none"> <li>❖ Changes to curriculum by TCOLE for 2020 year <ul style="list-style-type: none"> <li>➢ Review class schedules for 2020</li> <li>➢ BPOC class number to change from 1000667 to 1000696 <ul style="list-style-type: none"> <li>▪ This is a change from the original 667 class to the 696</li> </ul> </li> <li>➢ BCCC being updated <ul style="list-style-type: none"> <li>▪ Have to be registered for course 90 days after hire</li> <li>▪ Possibly adding 24 hour firearms certification</li> </ul> </li> </ul> </li> <li>❖ Stricter deadlines for applications for sponsored cadets <ul style="list-style-type: none"> <li>▪ 10 days before academy begins</li> <li>▪ Calling all references on applications for non-sponsored cadets</li> </ul> </li> <li>❖ Third professor for the academy <ul style="list-style-type: none"> <li>➢ Bradford Watson to be brought on as third professor</li> <li>➢ Erica-PT</li> </ul> </li> <li>❖ Equipment for the 2020 year <ul style="list-style-type: none"> <li>➢ Patrol Rifles</li> <li>➢ Switch out current weapons for Sig Sauer P320</li> </ul> </li> <li>❖ Reducing injury in academy <ul style="list-style-type: none"> <li>➢ Need Dr. note if assisting or making accommodations <ul style="list-style-type: none"> <li>▪ Clearance note</li> </ul> </li> <li>➢ Mandatory training need to be made up after cleared</li> </ul> </li> <li>❖ Allegations <ul style="list-style-type: none"> <li>➢ Assign someone to investigate all allegations against students or staff</li> </ul> </li> <li>❖ Proposed training for academy staff <ul style="list-style-type: none"> <li>➢ PPCT</li> <li>➢ Driving</li> <li>➢ Firearms</li> <li>➢ SFST</li> <li>➢ In service training?</li> </ul> </li> </ul>	Presented by Mr. Osborne


	<ul style="list-style-type: none"> <li>▪ Offer for other agencies</li> <li>❖ Possibly offering instructor training <ul style="list-style-type: none"> <li>➢ Basic instructor course (2<sup>nd</sup> week in December)</li> <li>➢ Basic firearms instructor course (week before 1<sup>st</sup> day academy in 2020) <ul style="list-style-type: none"> <li>▪ Maybe advertising both classes</li> </ul> </li> </ul> </li> <li>❖ Training that has been completed <ul style="list-style-type: none"> <li>➢ TIMS</li> <li>➢ Range master training</li> </ul> </li> <li>❖ Katrina Clemons has asked to be removed from the advisory board</li> <li>❖ Chief Wilson has suggested Kenny Essenburg to replace Katrina Clemons. <ul style="list-style-type: none"> <li>➢ Recommended Approval, Chief Wilson, 2nd by Jos Portmann, unanimously approved.</li> </ul> </li> <li>❖ Possible Building modifications <ul style="list-style-type: none"> <li>➢ Division of classroom 112 <ul style="list-style-type: none"> <li>▪ Will add an extra classroom, hallway, and bathroom on the back of the building</li> <li>▪ Cameras being added to room 110 for testing purposes</li> </ul> </li> </ul> </li> <li>❖ Possible new members <ul style="list-style-type: none"> <li>➢ Bell &amp; Coryell County</li> </ul> </li> <li>❖ Need to review by-laws</li> <li>❖ Google review</li> </ul>	
Curriculum Decisions:	<ul style="list-style-type: none"> <li>❖ Training calendar for 2020</li> <li>❖ Upcoming graduation of BPOC 2019 Delta (projected 20 students graduating)</li> <li>❖ Upcoming graduation of BPOC 2019 Alpha (projected 25 students graduating)</li> <li>❖ Upcoming BTCC 2019 Echo Class (Dec 2<sup>nd</sup>-Dec 6<sup>th</sup>)</li> <li>❖ Current Jailer Class BCCC 2019 Delta (Oct 28<sup>th</sup>-Nov 15<sup>th</sup>)</li> </ul>	
Other:		

## MINUTES

Key Discussion Points	Discussion
Old Business: ❖ Review of previous meeting minutes from May 24 <sup>th</sup> , 2019	
❖ Progress of licensing courses since last meeting <ul style="list-style-type: none"> <li>➢ BPOC (Police Academy) <ul style="list-style-type: none"> <li>▪ Alpha</li> <li>▪ Bravo</li> <li>▪ Charlie</li> <li>▪ Delta</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ BPOC 2019-Alpha <ul style="list-style-type: none"> <li>➢ Scheduled to take their TCOLE exam on 12/5/19</li> <li>➢ Graduation is scheduled for 12/7/19 at 11am</li> </ul> </li> <li>❖ BPOC 2019-Bravo <ul style="list-style-type: none"> <li>➢ 29/30 Passed on 1<sup>st</sup> try <ul style="list-style-type: none"> <li>▪ One passed on 2<sup>nd</sup> try</li> </ul> </li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>❖ BPOC 2019-Charlie <ul style="list-style-type: none"> <li>➤ 23/24 passed on 1<sup>st</sup> try <ul style="list-style-type: none"> <li>▪ One passed on the 2<sup>nd</sup> try</li> </ul> </li> </ul> </li> <li>❖ BPOC 2019-Delta <ul style="list-style-type: none"> <li>➤ Scheduled to take their TCOLE exam on 12/5/19</li> <li>➤ Graduation is scheduled for 12/6/19 at 11am</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>❖ Progress of licensing course since last meeting <ul style="list-style-type: none"> <li>➤ BCCC (County Corrections) <ul style="list-style-type: none"> <li>▪ BCCC 2019-Charlie</li> <li>▪ BCCC 2019-Delta</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ BCCC 2019-Charlie <ul style="list-style-type: none"> <li>➤ 13/14 Passed on 1<sup>st</sup> try <ul style="list-style-type: none"> <li>▪ One student did not pass at all</li> </ul> </li> </ul> </li> <li>❖ BCCC 2019-Delta <ul style="list-style-type: none"> <li>➤ They are scheduled to take their TCOLE exam on 11/19/19</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>❖ Progress of licensing course since last meeting <ul style="list-style-type: none"> <li>➤ BTCC (Telecommunicator course) <ul style="list-style-type: none"> <li>▪ BTCC 2019-Charlie</li> <li>▪ BTCC 2019-Delta</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ BTCC 2019-Charlie <ul style="list-style-type: none"> <li>➤ 8/8 100% Passed</li> </ul> </li> <li>❖ BTCC 2019-Delta <ul style="list-style-type: none"> <li>➤ 11/11 100% Passed</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>❖ Perkins Grant 2019/2020</li> </ul>	<ul style="list-style-type: none"> <li>❖ We got approved for 15 assault rifles</li> </ul>
<ul style="list-style-type: none"> <li>❖ FY 2020 Budget</li> </ul>	
<ul style="list-style-type: none"> <li>❖ Projected additional academies</li> </ul>	<ul style="list-style-type: none"> <li>❖ Basic Jail Course <ul style="list-style-type: none"> <li>➤ 6 Courses <ul style="list-style-type: none"> <li>▪ BCCC 2020-E</li> <li>▪ BCCC 2020-F</li> </ul> </li> </ul> </li> <li>❖ Basic Telecommunicator Course <ul style="list-style-type: none"> <li>➤ 6-8 Courses <ul style="list-style-type: none"> <li>▪ BTCC 2020-F, with the possibility of two more.</li> </ul> </li> </ul> </li> </ul>
Other	

CHAIRPERSON SIGNATURE (or designee): 	DATE: 11/13/19	NEXT MEETING: TBD
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