

## Advisory Committee Meeting Record Template

<b>CHAIRPERSON:</b> Chief Eddie Wilson		
<b>MEETING DATE:</b> April 6, 2020	<b>MEETING TIME:</b> 1:30pm	<b>MEETING PLACE:</b> Virtual through Zoom
<b>RECORDER:</b> Chrissa Link		<b>PREVIOUS MEETING:</b>

**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) Email Address and Ph #</b>	<b>Business Affiliation</b>	<b>Name and Title</b>
P	Chief Eddie Wilson	Copperas Cove Police Department	
P	Cathy Groothoff	Lampasas County Sheriff's Department	
P	Joslyn Portmann	Civilian	
P	Kenny Essenburg	Civilian	
OP	Jonathan E. Cella	CTC Protective Services Department Chair	Protective Services Department Chair
OP	Clifton Osborne	CTC Academy Director	Academy Director
OP	Chrissa Link	CTC Assistant, Protective Services/Police Academy	Office Assistant, Protective Services/Police Academy
OP	Heather Hamann	CTC Protective Services/Police Academy	Protective Services/Police Academy

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Review of previous meeting minutes from November 8, 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 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</li> <li>■ Have to be registered for course 90 days after hire</li> <li>■ Possibly adding 24 hour firearms certification</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</li> <li>■ Clearance note</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> <li>❖ Possibly offering instructor training <ul style="list-style-type: none"> <li>▶ Basic instructor course (2nd week in December)</li> <li>▶ Basic firearms instructor course (week before 1st 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> </ul>	Presented by Lt. Clifton Osborne

	<ul style="list-style-type: none"> <li>❖ Katrina Clemons has asked to be removed from the advisory board</li> <li>❖ Chief Wilson has suggested Kenny Essenburg to replace Katrina Clemons.</li> <li>▶ Recommended Approval, Chief Wilson, 2nd by Jos Partmann, unanimously approved.</li> <li>❖ Possible Building modifications</li> <li>▶ Division of classroom 112</li> <li>• Will add an extra classroom, hall way, and bathroom on the back of the building</li> <li>• Cameras being added to room 110 for testing purposes</li> <li>❖ Possible new members</li> <li>▶ Bell &amp; Coryell County</li> <li>❖ Need to review by-laws</li> </ul>	
<p>New Business:</p>	<ul style="list-style-type: none"> <li>➤ Disruption of class <ul style="list-style-type: none"> <li>○ March 16<sup>th</sup> for all students</li> <li>○ Classes suspended for two weeks due to COVID.</li> <li>○ Received approval from College, Judge Blackburn &amp; Governor Abbott.</li> </ul> </li> <li>➤ Resumption of class <ul style="list-style-type: none"> <li>○ Alpha on March 28</li> <li>○ Bravo on March 30</li> <li>○ Moved to a larger classroom</li> <li>○ Briefed cadets on maintaining social distancing &amp; hygiene.</li> <li>○ Instructed cadets to notify us if they or family members are in contact with someone to have symptoms.</li> </ul> </li> <li>➤ Physical Training suspended <ul style="list-style-type: none"> <li>○ Following CDC guidelines, we wish to cancel PT until a future date.</li> <li>○ Entrance PT exam</li> </ul> </li> <li>➤ Rearranging of the Academy schedule <ul style="list-style-type: none"> <li>○ BPOC</li> <li>○ BCCC <ul style="list-style-type: none"> <li>▪ BCSD</li> </ul> </li> <li>○ BTCC <ul style="list-style-type: none"> <li>▪ BCCOM</li> </ul> </li> </ul> </li> <li>➤ Plans for our future Day Academy <ul style="list-style-type: none"> <li>○ Charlie <ul style="list-style-type: none"> <li>▪ Pushed back by two weeks.</li> </ul> </li> <li>○ Delta <ul style="list-style-type: none"> <li>▪ Normal start date.</li> </ul> </li> </ul> </li> <li>➤ Jailer Academy</li> </ul>	<p>Presented by LT. Clifton Osborne</p>

- Defensive Tactics on hold until social distancing guidelines have been lifted.
- Webex or Zoom
- Patrol Rifles
  - Approved for purchase
- Entry into the Academy
  - Military Discharge
  - Possibly waive PT requirements
- Basic Instructor Firearms Course
  - December 2019
  - Will hold another in December 2020
  - Brad & Johnnie will attend
- SFST Instructor course
  - Brad & Johnnie to attend course
  - December 2020
- TCOLE Audit
  - All Advisory Board member need TCOLE Advisory training.
  - Voting on size of the Advisory Board.
- ❖ Lt. Osborne has suggested that we have an Advisory Board of 7 with 1/3 being represented by civilian members.
  - ▶ Recommended Approval, Chief Wilson, 2nd by Jos Partmann, unanimously approved.
- ❖ Lt. Osborne has suggested that the Bylaws be reviewed and revised.
  - ▶ Recommended Approval, Chief Wilson, 2nd by Jos Partmann, unanimously approved.
- Medical Clinic for non-sponsored students to use.
  - Freedom Urgent (Killeen & HH)
  - Darnell (Ft. Hood)
  - Temple VA
  - Baylor Scott & White
- Psychiatrist for non-sponsored students to use.
  - Dr. Rebecca Marsh (Primary)
  - Dr. Richard Connell (Secondary)
- Submitting of paperwork during staff transition.
  - We will have at least 2 staff members of the academy with access

	<p style="text-align: center;">to be able to submit all paperwork.</p> <ul style="list-style-type: none"> <li>➤ Loss of sponsorship during Academy. <ul style="list-style-type: none"> <li>○ Should student be dropped if it is concerning misconduct.</li> <li>○ Should student can switch to non-sponsored on as case by case basis.</li> </ul> </li> </ul>	
Curriculum Decisions:	<ul style="list-style-type: none"> <li>➤ Future actions <ul style="list-style-type: none"> <li>○ Disruption of class due to a natural disaster.</li> <li>○ Stay open or close <ul style="list-style-type: none"> <li>▪ Consult with the board, as well as, agencies that are affected if the academy was too close.</li> </ul> </li> <li>○ Online or Face to Face <ul style="list-style-type: none"> <li>▪ Face to Face is preferred.</li> </ul> </li> </ul> </li> <li>➤ Zoom <ul style="list-style-type: none"> <li>○ Online teaching method</li> <li>○ Safety risk</li> </ul> </li> </ul>	
Other:		

## MINUTES

Key Discussion Points	Discussion
<p>Old Business:</p> <ul style="list-style-type: none"> <li>◆ Review of previous meeting minutes from November 8, 2019</li> </ul>	
<p>New Business:</p> <ul style="list-style-type: none"> <li>➤ Progress of licensing course since last meeting:</li> <li>➤ Basic Peace Officer Course</li> <li>➤ Basic Jailer Course</li> <li>➤ Basic Telecommunication Course</li> </ul>	<ul style="list-style-type: none"> <li>➤ BPOC 2019 Alpha- All cadets passed the licensing course</li> <li>➤ BPOC 2019 Delta- All cadets expect on passed on the first try, the one cadet did pass on the second attempt.</li> <li>➤ BPOC 2020-Alpha started with 23 students, we lost one prior to COVID due to obtaining sponsorship with WILCO.</li> <li>➤ BPOC 2020- Bravo has 24 students that are all sponsored.</li> <li>➤ BCCC 2019-Delta had 17 students, 11 passed the State Exam on 1<sup>st</sup> attempt, 6 student had to utilize their 2<sup>nd</sup> attempt, 1 student had to use a 3<sup>rd</sup> attempt.</li> <li>➤ BCCC 2020-Alpha had 16 students, 15 passed on their first attempt, the one cadet passed on his second attempt.</li> <li>➤ BTCC 2020-Alpha had 3 students, all students passed on their first attempt.</li> </ul>

❖ Perkins Grant 2020-2021	<ul style="list-style-type: none"> <li>➤ ASP Bags</li> <li>➤ ASP Batons</li> <li>➤ ASP Holders</li> <li>➤ PPE</li> </ul>
Other:	<ul style="list-style-type: none"> <li>➤ New members have been suggested to be added to the board, these members will be contacted and invited to the next meeting. At that meeting the current board will take a vote to have the new members added.</li> <li>➤ Melissa Jouett (HHPD) -proposed</li> <li>➤ Tom Wolfe (TPD) -proposed</li> <li>➤ Additional civilian member –proposed</li> </ul>

<b>CHAIRPERSON SIGNATURE (or designee):</b> <i>Chrissa Link</i>	<b>DATE:</b> 4/6/2020	<b>NEXT MEETING: Fall 2020</b>
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## Advisory Committee Meeting Record Template

<b>CHAIRPERSON:</b> Chief Eddie Wilson		
<b>MEETING DATE:</b> October 30, 2020	<b>MEETING TIME:</b> 10:00AM	<b>MEETING PLACE:</b> Protective Services Building 122; Room 116 & Virtual through Webex
<b>RECORDER:</b> Chrissa Link		<b>PREVIOUS MEETING:</b> April 6, 2020 Virtual through Zoom

**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) Email Address and Ph #</b>	<b>Business Affiliation</b>	<b>Name and Title</b>
P	Chief Eddie Wilson	Copperas Cove Police Department	Chief of Police
P	Cathy Groothoff	Lampasas County Sheriff's Department	Retired, Jail Administrator
P	Joslyn Portmann	Civilian	
P	Kenny Essenburg	Civilian	
P	Melissa Jouett	Harker Heights Police Department	Sergeant
P	Stephanie Polovina	Civilian	
OP	Jonathan E. Cella	CTC Protective Services Department Chair	Protective Services Department Chair
OP	Clifton Osborne	CTC Academy Director	Academy Director
OP	Chrissa Link	CTC Assistant, Protective Services/Police Academy	Office Assistant, Protective Services/Police Academy
OP	Heather Hamann	CTC Protective Services/Police Academy	Protective Services/Police Academy
OP	William Lorenz	CTC Protective Services	Professor

# AGENDA

## MINUTES

Key Discussion Points	Discussion
<p>Old Business:</p> <ul style="list-style-type: none"> <li>❖ Review of previous meeting minutes from April 6, 2020</li> </ul>	<ul style="list-style-type: none"> <li>➤ Recommended approval of previous minutes by Cathy Groothoff , 2<sup>nd</sup> by Jos Portmann, unanimously agreed upon by the board.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Progress of licensing course since last meeting:               <ul style="list-style-type: none"> <li>○ Basic Peace Officer Course</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ BPOC 2020 Bravo- had 24 students, 1 failed the academy prior to the State Exam, 14 student passed on their 1<sup>st</sup> attempt, 4 students passed on the 2<sup>nd</sup> attempt, 4 students failed on their 3<sup>rd</sup> attempt, 1 student has 1 remaining attempt left.</li> <li>➤ BPOC 2020 Charlie- had 19 students, 16 passed the State Exam on the 1<sup>st</sup> attempt, 1 student passed on his 2<sup>nd</sup> attempt, and 2 students are pending their 3<sup>rd</sup> and final attempt.</li> <li>➤ BPOC 2020-Alpha started with 23 students, we have lost 6 students since the start of the academy, with a remaining total of 17 students.</li> <li>➤ BPOC 2020- Delta started with 14 students, we have lost 2 students since the start of the academy, both withdrew on their own.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Progress of licensing course since last meeting:               <ul style="list-style-type: none"> <li>○ Basic Jailer Course</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Due to COVID19 no jailer course has been taught since our last meeting.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Progress of licensing course since last meeting:               <ul style="list-style-type: none"> <li>○ Basic Telecommunication Course</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ BTCC 2020-Bravo had 5 students, 3 students passed on their first attempt, 2 students passed on their second attempt.</li> <li>➤ BTCC 2020-Charlie had 10 students, all students passed on their first attempt.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Perkins Grant 2019-2020</li> </ul>	<ul style="list-style-type: none"> <li>➤ Purchased Rifles               <ul style="list-style-type: none"> <li>○ Arrived on August 21<sup>st</sup>, 2020</li> <li>○ Have been unable to use them due to late arrival.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>❖ Perkins Grant 2020-2021</li>   <li>❖ Previous Perkins Grant 2020-2021</li> </ul>	<ul style="list-style-type: none"> <li>➤ ASP Bags</li> <li>➤ ASP Batons</li> <li>➤ ASP Holders</li> <li>➤ PPE               <ul style="list-style-type: none"> <li>○ All items were denied per grant rules. The grant cannot be used to purchase replacement items for departments. The above items have been and purchased through the departmental budget.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>❖ Future Grant Request</li> </ul>	<ul style="list-style-type: none"> <li>➤ Expansion of the range</li> <li>➤ Drivers Pad on campus</li> </ul>
<p>New Business</p>	
<ul style="list-style-type: none"> <li>❖ Vote to recommend new board members.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Proposed members for the board are as followed:               <ul style="list-style-type: none"> <li>○ Melissa Jouett (LE Member)</li> <li>○ Stephanie Polovina (Civilian Member)</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>➤ Recommended approval of new board members by Kenny Essenburg, 2<sup>nd</sup> by Jos Portmann, unanimously agreed upon by the board.</li> </ul>
❖ Changes to the By-Laws	<ul style="list-style-type: none"> <li>➤ Article IV (Officer and Their Duties) <ul style="list-style-type: none"> <li>○ The term for all officers shall run from September 1 to August 31. (old verbiage)</li> <li>○ The term for all officers shall run from November 1 to October 31. (new verbiage)</li> <li>○ A member cannot hold the same office for more than two (2) consecutive years. (old verbiage)</li> <li>○ The CTC Advisory Board shall have no term limits associated with any board position. (New verbiage)</li> </ul> </li> <li>➤ Recommended approval to update CTC Police Academy By-Laws by Melissa Jouett, 2<sup>nd</sup> by Stephanie Polovina, unanimously agreed upon by the board.</li> </ul>
❖ Changes to Entrance Rower Exam	<ul style="list-style-type: none"> <li>➤ Chief Wilson proposed that the entrance rower exam be removed as a requirement for entrance into the academy. <ul style="list-style-type: none"> <li>○ Agencies sent students will be held to the standards of their agencies.</li> <li>○ Independent students will be administered the rower exam, but it will serve as a baseline to show progression throughout the academy.</li> </ul> </li> <li>➤ Recommended approval to change Rower Entrance requirements by SGT. Melissa Jouett, 2<sup>nd</sup> by Kenny Essenberg, unanimously agreed upon by the board.</li> </ul>
❖ TCOLE Report	<ul style="list-style-type: none"> <li>➤ Corrective Action Plan</li> <li>➤ New Checklist Forms <ul style="list-style-type: none"> <li>○ Entrance Checklist</li> <li>○ Firearms</li> <li>○ Driving</li> <li>○ PT Cards</li> <li>○ PPCT</li> <li>○ Exit Form</li> </ul> </li> </ul>
❖ Cadets that had to be displaced	<ul style="list-style-type: none"> <li>➤ 2 students in the Delta course has been displaced <ul style="list-style-type: none"> <li>○ Both students withdrew on their own</li> </ul> </li> <li>➤ 6 students in the Alpha course has been displaced <ul style="list-style-type: none"> <li>○ Two students withdrew due to personal issues</li> <li>○ Four students were displaced due various issues, some related to disciplinary issues.</li> </ul> </li> </ul>
❖ Updated Handbook	<ul style="list-style-type: none"> <li>➤ <b><u>DEMERIT System</u></b></li> <li>➤ The CTC Police Academy uses a demerit system in order to track disciplinary and academic issues throughout the academy. Cadets who receive 20 total demerits during the academy will be cause for removal from the academy. Demerits will be issued based on issues such as: <ul style="list-style-type: none"> <li>➤ <ul style="list-style-type: none"> <li>· 1-Point: <ul style="list-style-type: none"> <li>· Rules violations</li> <li>· Uniform violations</li> <li>· Tardiness</li> </ul> </li> <li>· 2-Points: <ul style="list-style-type: none"> <li>· Failed exam (below 70%)</li> </ul> </li> </ul> </li> </ul> </li> </ul>

❖ Updated Checklist Forms	<ul style="list-style-type: none"> <li>➤ Entrance Checklist</li> <li>➤ Firearms</li> <li>➤ Driving</li> <li>➤ PT Cards</li> <li>➤ PPCT</li> <li>➤ Exit Form</li> </ul>
❖ Bringing on Instructors	<ul style="list-style-type: none"> <li>➤ PPCT Instructors</li> <li>➤ First Aid Instructor</li> <li>➤ Fire Arms Instructor</li> </ul>
❖ Future Jailer Course	<ul style="list-style-type: none"> <li>➤ 1 per year</li> <li>➤ Lost instructor due to COVID restrictions</li> <li>➤ Seeking an instructor</li> </ul>
❖ Potential 2-day rifle course for students <ul style="list-style-type: none"> <li>○ Will either be offered as a part of the academy or on the weekend.</li> </ul>	<ul style="list-style-type: none"> <li>➤ The Academy Director has requested a 2-day rifle course for academy students. The course will either be offered during the academy or after hours on the weekend as a voluntary option.</li> </ul>
❖ Advisory Board Training & Verification Forms	<ul style="list-style-type: none"> <li>➤ All members will do the required training for Advisory Board Members.</li> <li>➤ All verification forms will be updated for current members and created for new members</li> <li>➤ Vice Chairperson <ul style="list-style-type: none"> <li>○ Nominee – Melissa Jouett</li> </ul> </li> <li>➤ Recommended approval to nominate SGT Melissa Jouett as Vice Chair by Chief Eddie Wilson, 2<sup>nd</sup> by Stephanie Polovina, unanimously agreed upon by the board.</li> </ul>
Curriculum Decisions:	<ul style="list-style-type: none"> <li>➤ Future actions <ul style="list-style-type: none"> <li>○ Interactive Notebook (INB) <ul style="list-style-type: none"> <li>▪ Cornell Notes</li> <li>▪ Graph Organizers</li> <li>▪ Vocabulary notes</li> <li>▪ Questions</li> <li>▪ Daily Exams</li> </ul> </li> <li>○ New &amp; Updated Checklists</li> <li>○ Change the grading policy <ul style="list-style-type: none"> <li>▪ Unit Exams 50%</li> <li>▪ Daily Exams 20 %</li> </ul> </li> </ul> </li> </ul>

<b>CHAIRPERSON SIGNATURE (or designee):</b> <b>Eddie Wilson</b> <small>Digitally signed by Eddie Wilson Date: 2020.11.09 10:34:32 -06'00'</small>	<b>DATE:</b> <b>11/09/2020</b>	<b>NEXT MEETING:</b>
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