**Commissioner Workshop Meeting Minutes**

**June 14, 2023**

On Wednesday, June 14, 2023 at 1:00 pm, the Commissioner Workshop for the Texas Commission on Law Enforcement (TCOLE) was held at TCOLE Headquarters, 2nd Floor, Training Room, 6330 East Highway 290, Austin, Texas, 78723.

Commissioners attending were Presiding Officer Kim Lemaux; Secretary Patricia Burruss; Constable Ron Hood; Sheriff Michael Griffis; Janna Atkins; and Martina Lemond Dixon.

TCOLE Executive staff attending included Interim Executive Director John Beauchamp; Credentialing, Education and Field Services Director Cullen Grissom; Information and Technology and Special Services Director Jessica Capraro; Enforcement Major T.J. Vineyard; and Government Relations Director Gretchen Grigsby.

**Agenda item 1, Call to order.**

The Presiding Officer called the meeting to order at 1:18 p.m. Roll was called and a quorum was present. Welcoming remarks were made by Presiding Officer Kim Lemaux.

**Agenda item 2, Discuss and take action on subcommittee assignments.**

It was noted the subcommittees are still in the beginning stages of their work. Discussed working with Brian Roth to finalize the Executive Director job description and possibly including a Human Resource company to assist in the search process. The decision should be considered before August 31, 2023 to be included in the current fiscal year’s budget.

**Agenda item 3, Discuss and take action on the TCOLE Strategic Plan, if necessary, including progress on draft Strategic Plan Progress Report.**

The commissioners discussed moving forward with the same job posting that was used previously for the Executive Director position, pending any edits the subcommittee may determine necessary.

**Agenda item 4, Discuss and take action on legislative items to include exceptional items and performance measures, data information provided by TCOLE staff, and updates from TCOLE divisions.**

A complete list of strategic goals and charts of department measures was presented. Staff received feedback on the measures regarding the communication between staff and Commissioners, the measurement scales, and areas where TCOLE could show improvement or change. The commissioners suggested a condensed monthly update showing division measurements. Jessica Capraro advised the commissioners of the all-staff meeting and training day that was conducted for TCOLE staff after the last commission meeting, to better inform and educate TCOLE staff of current projects and developments, which was well received.

• Legislative Session update and implementations, including Advisory Board proposal and general rule plan

Interim Executive Director John Beauchamp noted TCOLE has been granted eight more years before another Sunset Review, and an addition of 26 FTEs from the agency’s requested exceptional items and the Sunset bill. Director Beauchamp then walked through the major components of the bill, including: removing F-5 discharge designations for appointments on or after March 1, 2024, the creation of advisory committees on hiring procedures and misconduct; minimum standards for law enforcement agencies; and examination of licensee to develop model policies by March 1, 2024. Additional responsibilities include a new secure database for background checks including personnel files; TCOLE records; and out of state records. Gretchen Grigsby discussed the public-facing database, noting the system will require a user registration, submissions to protect specific officers or records (example: undercover officers) and otherwise show officer records similar to those contained in the current Personal Status Report document.

A break was held at 2:30 P.M.

Continued to discuss the logistics of adding personnel to the advisory committees, the proposed system for public record, and the upcoming deadlines.

Cullen Grissom introduced TCOLE’s newest Credentialing division team member, Kylie Rieger.

• Basic Peace Officer Course addition of ALERRT Level 1 Training update

Cullen Grissom discussed the passage of Senate Bill 1852, requiring 16 hours of ALERRT training in the BPOC, changing the current BPOC minimum from 720 hours to 736 hours. ALERRT courses are required to be taught by an ALERRT certified training instructor.

• TCOLE Training Conference Report

Discussion was deferred until after the jailer pilot program.

• Training Credit Approval Processes and Procedures

* Training Provider Requirements under 215.0 and 215.10

John Beauchamp described the training provider and reporting process. He noted there was a series of trainings being taught and marketed as reportable to TCOLE for training credits. They did not fall under the approved training provider requirements.

* Proprietary letter Policy

Starting September 1, 2023, TCOLE will no longer accept proprietary letters in lieu of course outlines.

* “TCOLE Approval” Marketing and Promotion

To discuss in more detail at the August 2023 meeting. Training courses that are marketed as TCOLE approved, accredited, or similar language need to be a course constructed by TCOLE or truly approved by TCOLE. Otherwise, the training might be subject to rejection of credit.

* Comparison with other state licensing agencies

Reviewed for approval of training, accreditation of training providers, handling complaints for training materials; all to be reviewed and discussed further at the August 2023 Meeting.

• First attempt pass rate and state licensing exam performance update

 Cullen Grissom discussed findings following a review of exam results. Academies report that many students do not consider the first attempt counts; instead, it is used as a test run. TCOLE staff is considering the possibility of amending the current rule to allow for an 80 percent pass rate to be judged across all three allowed attempts. Jessica Capraro states that the record shows an 80 percent pass rate for first attempts, which then drops to 50 percent pass rate for second attempts.

• Texas Jailer Recruitment and Retention Project update

* High School Pilot Program update

Jessica Capraro presented data on the jailer exam pass rate. The average jailer career is five years. The majority of jailers have a high school diploma rather than a GED, leading the high school program to show a higher probability of interest. Most jailers come into the career in their mid-twenties. Many sheriffs’ offices encourage dual licenses (peace office and jailer). For those licensees, the average jailer career doubles to ten years. The three paths to jailer licensure include: classroom, as the most successful per the data shown at 97 percent pass rate, online course at 86 percent pass rate, and peace officer to jailer course at 81 percent pass rate. Cullen Grissom noted that the three pilot programs in place have the jailer course taken by high school students in the last semester of their senior year. The L2 and L3 examinations are conducted prior to licensure for these students. Students will need to reach 18 years of age before taking the final exam.

• TCOLE Training Conference Report

Cullen Grissom gave a brief update on the TCOLE Conference, advising things are moving along smoothly in respect to sponsors, exhibitors, and scheduling.

**Agenda item 5, Discuss and take action on 2024 Commission meeting dates and location, including Strategic Plan sessions.**

The upcoming 2023 meeting dates are set for October 23 in Corpus Christi and December 6-7. 2023 in San Antonio. The tentative 2024 commission meeting dates are: February 21-22, 2024 in Austin; April 29-30, 2024 in Austin in conjunction with the Memorial Ceremony which is April 28, 2024; June 19-20, 2024 in Austin in conjunction with the Achievement Award Ceremony on June 21, 2024; August 7-8, 2024 possibly in El Paso; and October in Corpus Christi in conjunction with the Conference.

**Agenda item 6, Discuss and take action on the process, procedure, and qualifications related to the selection of the next Executive Director, if necessary.**

Nothing to discuss.

**Agenda item 7, Discuss and take action on legislative items to include exceptional items and performance measures, data information provided by TCOLE staff, and updates from TCOLE divisions, if necessary.**

Nothing to discuss.

**Agenda item 8, Executive Session to discuss pending or contemplated litigation, settlement offers, and personnel issues, including evaluation of Executive Director's job performance and selection of Executive Director, pursuant to sections 551.071 and .074 of the Texas Government Code, Open Meetings Act.**

Executive Session was held at 5:06 p.m.

**Agenda item 9, Return from Executive Session to report and discuss further actions to be taken as a result of the Executive Session, if necessary**

Commissioners returned from Executive Session at 5:36 p.m. with no further action needed.

**Agenda item 10, Receive public comment on any topic, without action.**

There were no public comments.

**Agenda item 11, Adjourn.**

Commissioner Michael Griffis made a motion to adjourn the meeting. Commissioner Burruss seconded the motion. The motion passed unanimously.

The meeting adjourned at 5:41 p.m.

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 Patricia G. Burruss, Secretary

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