

Minutes

Meeting of The
Regional Law Enforcement Academy
Advisory Committee

2:00 P.M Thursday, May 2, 2024,

Held In-Person

Initiated and chaired from

LRGVDC Main Campus - 301 W. Railroad St. Weslaco, Texas
Building B Ken Jones Executive Board Room

Presiding: Lieutenant Jesus Ortega

Item #1

Chair Lieutenant Jesus Ortega called the meeting to order at 2:04 P.M Roll call was taken by LRGVDC Chair Lieutenant Jesus Ortega, and a quorum of Advisory Committee member was attained.

Name	Agency/Organization	Attendance
Assistant Chief Michael	Edinburg Police Department -Voting Member	Present
Lieutenant Jesus Ortega	Hidalgo Police Department -Voting Member	Present
Chief Uvaldo Zamora	Raymondville Police Department -Voting Member	Present
Daisy Lopez	Friendship of Women Inc. - Public Member	Present
Gloria Ocampo	Friendship of Women Inc.- Public Member	Present
Ronald D. Mills	Port of Mansfield – Board Appointee	Not Present
Manuel Cruz	LRGVDC, Executive Director	Present
Chief Michael Kester	Harlingen Police Department -	Present
Javier Solis	Asst. Director / Training Coordinator	Present
Monic Galvan	Project Management Specialist	Present
Sara Casares	Administrative Assistant	Present

Item #2 – Approval of Minutes

2: Consider Approval of Committee Meeting Minutes of June 13, 2023

Chairman Lieutenant Jesus Ortega moved to item 2. Consideration of approval of Committee meeting minutes of June 13, 2023.

Chief Uvaldo Zamora made a motion to approve Meeting Minutes for June 13, 2023, as presented. Assistant Chief Michael Cerda seconded the motion and upon a vote the motions were carried unanimously.

Item #3: Advisory Committee

3A: Consideration and Action to reappoint all current LRGV Academy Advisory Committee Members

Chairman Lieutenant Jesus Ortega moved to item 3A: Consideration and Action to reappoint all current LRGV Academy Advisory Committee Members

Training Coordinator Javier Solis advised during the LRGV Academies recent TCOLE Audit we had a minor deficiency which included no clear recording of appointment of the advisory committee members. LRGVDC Executive Director Manuel Cruz appointed all Advisory Committee Members as of May 2, 2024. Chairman Lieutenant Jesus Ortega asks if this included non-present member. Training Coordinator Javier Solis clarify appointment is for present and non-present committee members.

Executive Director Manuel Cruz clarifies this is the same process used during CJACK or Homeland Security meetings, they need to be reappointed every two years. We are following the same process. Mr. Cruz asks if those are in the bylaws. Mr. Solis clarifies a change in the Bylaws are needed which will be discussed in the Old and New Business.

Chief Uvaldo Zamora made a motion to approve the Consideration and Action to reappoint all current LRGV Academy Advisory Committee Members, as presented. Assistant Chief Michael Cerda seconded the motion and upon a vote the motions were carried unanimously.

3B: Discussion, Consideration and Action to approve the nominee for Law Enforcement Agency Chief Executive Representative for Cameron County

Chairman Lieutenant Jesus Ortega moved to item 3B: Discussion, Consideration and Action to 3B approve the nominee for Law Enforcement Agency Chief Executive Representative for Cameron County

Training Coordinator Javier Solis advises one interested in Law Enforcement applicant from Cameron County, Chief of Police of Port Isabel, Roberto Lopez.

Chief Uvaldo Zamora made a motion to approve the Discussion, Consideration and Action to approve the nominee for Law Enforcement Agency Chief Executive Representative for Cameron County, as presented. Assistant Chief Michael Cerda seconded the motion and upon a vote the motions were carried unanimously.

3C: Discussion, Consideration and Action to approve for Public Member Representatives

Chairman Lieutenant Jesus Ortega moved to item 3C: Discussion, Consideration and Action to approve for Public Member Representatives

Training Coordinator Javier Solis advises applicant Rogelio Aleman and Laura Soule. Chairman Lieutenant Jesus Ortega asks if Ms. Soule will be taking the required courses for the

position. Mr. Solis clarifies she will be required to take the courses and the verification forms to fill the position.

Public Member Daisy Lopez made a motion to approve the Discussion, Consideration and Action to approve for Public Member Representatives, as presented. Public Member Gloria Ocampo seconded the motion and upon a vote the motions were carried unanimously.

3D: Request, Consideration, and Action to approve nominee for Vice Chair

Chairman Lieutenant Jesus Ortega moved to item 3D: Request, Consideration, and Action to approve nominee for Vice Chair

Training Coordinator Javier Solis advises we have an open floor for suggestions and discussion for the nomination for Vice Chair. Assistant Chief Michael Cerda nominates Chief Uvaldo Zamora. Chief Michel Kester seconded the nomination.

Voting members of the committee accepted the nomination of Chief Uvaldo Zamora for Vice chair, as presented. Upon a vote the motion was carried on unanimously.

Item #4: Advisory Committee

4A: Consideration and Action to correct numerical subsection errors to Section 5 of the Attendance Policy in the BPOC Rules, Policies, and Procedures Handbook

Chairman Lieutenant Jesus Ortega moved to item 4A: Consideration and Action to correct numerical subsection errors to Section 5 of the Attendance Policy in the BPOC Rules, Policies, and Procedures Handbook

Training Coordinator Javier Solis advised a human error in the numerical order of Section 5, Attendance Policy, of the BPOC Rules, Policies and Procedures Handbook. Mr. Solis shows Section 5.1-5.5 and verification of duplicate order.

Assistant Chief Michael Cerda made a motion to approve the Consideration and Action to correct numerical subsection errors to Section 5 of the Attendance Policy in the BPOC Rules, Policies, and Procedures Handbook, as presented. Chief Uvaldo Zamora seconded the motion and upon a vote the motions were carried unanimously.

4B: Discussion, Consideration and Action to add a “Tobacco and Vaping” policy to the BPOC Rules, Policies, and Procedures Handbook Approved Oct 2023

Chairman Lieutenant Jesus Ortega moved to item 4B: Discussion, Consideration and Action to add a “Tobacco and Vaping” policy to the BPOC Rules, Policies, and Procedures Handbook Approved Oct 2023

Training Coordinator Javier Solis explains the previous manual does not have a Tobacco and vaping policy. Mr. Solis explains some instances of cadets who were out using vaping products. Mr. Solis directs the board to the background packet to see an example of the wording for the policy. Chairman Jesus Ortega asks if cadets were using tobacco or vaping during class time. Mr. Solis clarifies the incident of cadets and instructors using tobacco or vaping products.

Public Member Gloria Ocampo made a motion to approve the Discussion, Consideration and Action to add a “Tobacco and Vaping” policy to the BPOC Rules, Policies, and Procedures Handbook Approved Oct 2023, as presented. Chief Uvaldo Zamora seconded the motion and upon a vote the motions were carried unanimously.

4C: Discussion, Consideration, and Action to remove awards “Wheels” and “Marksmanship” from the BPOC Rules, Policies, and Procedures Handbook Section 6.13

Chairman Lieutenant Jesus Ortega moved to item 4C: Discussion, Consideration, and Action to remove awards “Wheels” and “Marksmanship” from the BPOC Rules, Policies, and Procedures Handbook Section 6.13

Training Coordinator Javier Solis a needed amendment to the manual which needs board approval. Mr. Solis provides the definition of qualification for the “Wheels” and “Marksmanship” awards. Mr. Solis shares two concerns for the following awards. Mr. Solis explains the constant level of conflict between cadets for both awards and lack of study of the BPOC Course. Mr. Solis explains the legal conflict for law enforcement officers who receive these awards.

Public Member Gloria Ocampo requests an active timeframe for these awards. Project Management Specialist Monic Galvan clarifies the implementation of awards to through the previous Advisory Meeting in October 2023. Chief Uvaldo Zamora asks if other awards are implemented in the BPOC. Mr. Solis clarifies two primary awards are implemented for the Academy.

Chief Uvaldo Zamora made a motion to approve the Discussion, Consideration, and Action to remove awards “Wheels” and “Marksmanship” from the BPOC Rules, Policies, and Procedures Handbook Section 6.13, as presented. Public Member Gloria Ocampo second the motion and upon a vote the motions were carried unanimously.

4D: Consideration and Action to amend the re-testing policy for the BPOC Rules, Policies, and Procedures Handbook to add a section which defines the number of re-tests for the Midterm Exam

Chairman Lieutenant Jesus Ortega moved to item 4D: Consideration and Action to amend the re-testing policy for the BPOC Rules, Policies, and Procedures Handbook to add a section which defines the number of re-tests for the Midterm Exam

Training Coordinator Javier Solis Clarifies a discrepancy in wording for retest policy regarding the Midterm Exam. Mr. Solis explains the current BPOC policy leaves the wording open to

interpretation and perception for the reader. Mr. Solis explains the current confusion of retest policy to apply to the Midterm. Mr. Solis provides an example of the confusion and clarifies the correct policy. Project Management Specialist Monic Galvan clarifies this policy was in the previous handbook. Mr. Solis provides examples of the proper retest policy.

Chairman Lieutenant Jesus Ortega asks when the academy tests for the midterm. Ms. Galvan clarifies after chapter 14. Chief Uvaldo Zamora asks for clarification of the midterm policy. Mr. Solis provides clarification of policy.

Chief Uvaldo Zamora asks if the academy has a payment plan. Mr. Solis explains the current payment plan the academy has in place. Ms. Galvan explains the cadets will have a zero balance by the midterm timeframe. Mr. Ortega comments on the previous policy; cadets who have a balance are not allowed to enter a separate academy should they drop out of the academy and enroll in a separate academy within the LRGV Academy. Mr. Solis validates this comment to be true and current. Ms. Galvan clarifies the cadets are required to sign an Adobe Signs document for the tuition agreement, which is currently in the academy policy.

Chief Uvaldo Zamora made a motion to approve the Consideration and Action to amend the re-testing policy for the BPOC Rules, Policies, and Procedures Handbook to add a section which defines the number of re-tests for the Midterm Exam, as presented. Assistant Chief Michael Cerda seconded the motion and upon a vote the motions were carried unanimously.

4E: Consideration and Action to amend the in-service checklist to require only the minimum TCOLE requirements for documentation and retention purposes of in-service training files.

Chairman Lieutenant Jesus Ortega moved to item 4E: Consideration and Action to amend the in-service checklist to require only the minimum TCOLE requirements for documentation and retention purposes of in-service training files.

Training Coordinator Javier Solis shares a question from his recent TCOLE Training Coordinator Course. The question was “do we specifically need to keep every test for every training an officer goes to?”. Mr. Solis advises Derry Minor clarifies a pass or fail score sheet for each student along with the testing instrument. Mr. Solis advises the board that the academy is currently requiring all files on the checklist, which occupy excess storage electronically and physically. Mr. Solis suggests the academy keep the following documents to include the Lesson plan, lesson objectives, instructor bio, testing instrument with answer key, a score sheet which reflects a pass or fail to remain within TCOLE’s minimum requirements. Mr. Solis explains the LRGV Academy currently requires additional documentation for the In-Service packets. Mr. Solis explains if this action item is approved the LRGV Academy will still be complying, but it will help with storage space.

Chairman Jesus Ortega questions if the student exams will be destroyed. Mr. Solis clarifies the exams will be destroyed for the In-Service packets, but the BPOC packets will remain the same. Public Member Daisy Lopez asks if the BPOC Checklist are the current requirements for In-Service. Mr. Solis verified the documents and clarified the items which will be required. Mr. Solis provides some examples for the classes which do not meet some of the current

requirements such as objective lessons for some classes. Mr. Solis clarifies we do not have any current deficiencies.

Chief Uvaldo Zamora made a motion to approve the Consideration and Action to amend the in-service checklist to require only the minimum TCOLE requirements for documentation and retention purposes of in-service training files, as presented. Public Member Gloria Ocampo seconded the motion and upon a vote the motions were carried unanimously.

4F: Training Coordinator's Report

Chairman Lieutenant Jesus Ortega moved to item 4F: Training Coordinator's Report

Training Coordinator Javier Solis shares the 2023-2024 Training report.

2024 First Quarter Training Report. BPOC – Number of Students; 59, Course Hours; 1,569, Contact Hours; 30,069. 2024 First Quarter Training Report. In- Service – Number of Students; 59, Course Hours; 1,569, Contact Hours; 30,069. 2024 Overall total for Number of Students; 410, Course Hours; 1,777 and Contact Hours; 32,742.

2023 First Quarter Training Report. BPOC – Number of Students; 0, Course Hours; 0, Contact Hours; 0. 2023 First Quarter Training Report. In- Service – Number of Students; 316, Course Hours; 316, Contact Hours; 5,492. 2023 Overall total for Number of Students; 316, Course Hours; 316, Contact Hours; 5,492.

Mr. Solis shares our successful position for meeting the requirement for our grant. Mr. Solis advised we are required to meet 140,000 contact hours and we are projecting to meet those requirements. Mr. Solis advises both BPOC and In-Service training hours have elevated. Mr. Solis explains the LRGV Academy is currently working with multiple Law Enforcement agencies to ensure the legislative mandates are being met for TCOLE Compliance for officers.

Mr. Solis, explain we have initiated a police K-9 training division within the academy. Mr. Solis advised the LRGV Academy will be hosting a police K9 competition on August 3, 2024. This training will be located at the Edinburg Parks and Recreation Center. This will be a 3-day training to lead up to the K9 competition. Mr. Solis explains this event will include the department within south Texas and will be extended the invitation nationally. Mr. Solis advises he sits on the National Meeting for the National Narcotic detective dog association and will be advertising the training to get officers for the event.

Mr. Solis advised the current active academies to include Harlingen and Mission, who has orientation on 05/03/2024.

Item #5: Old or New Business

Training Coordinator Javier Solis explains a need for a change in the bylaws to divert upcoming issues for re-appointment of board members. Mr. Solis explains the board members would have to initiate the wording and the required time frame to reappoint. Mr. Solis

explains a suggestion for two years has been made and the reappointment would roll over to the same board member and position.

Chairman Lieutenant Jesus Ortega asks for the date of the next meeting. Mr. Solis advises the previous meeting held on June 21, 2023; the minutes reflect a decision to meet quarterly. Mr. Solis suggests the board meets bi-annually, every 6 months, due to their professional responsibilities. Project Management Specialist Monic Galvan asks if the board would like to meet in the morning or afternoon. Chief Uvaldo Zamora asks if the board can vote today to reselect a timeframe and hour of the day. Mr. Solis clarifies a motion and a second needs to be made to officially be on record and reflected on the minutes. Public Member Gloria Ocampo asks for clarification on the reappointment of board members. Mr. Solis clarifies the position for the reappointment bylaws. Ms. Ocampo asks for the current term. Ms. Galvan advises currently the bylaws do not identify a term. Mr. Cruz questions if TCOLE has guidance for the appointment terms. Ms. Galvan clarifies TCOLE requires one meeting for appointment.

The board discusses the month of the next meeting, the time of day for the meeting and how often they are available to meet. Mr. Ortega suggests meeting in the afternoon. Ms. Ocampo suggests meeting bi-annually. A motion to meet bi-annually in the afternoon was made. A second motion was made by Chief Zamora.

Item #7: Adjourn

Chairman Lieutenant Jesus Ortega moved to adjourn meeting.

Chief Uvaldo Zamora made a motion to adjourn the meeting. Assistant Chief Michael Cerda second the motion and upon a vote the motions carried unanimously. Chairman Ortega adjourned the meeting at 2:57pm.