



# Texas Law Enforcement Best Practices Recognition Program

January 2013

Texas Police Chiefs Association

Volume 5 Number 1

## Recognition Committee

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## Three Agencies Achieve Recognized Status

During the fourth quarter, Harker Heights, Brenham, and Wichita Falls all completed their Final On-site Reviews and were awarded Recognized status.

### Harker Heights

Harker Heights is a city in Bell County, Texas, located about halfway between Waco and Austin, West of I-35 about 12 miles on State Highway 190. The city has a total area of 12.8 square miles, and the city was established on September 24, 1960. Harker Heights is the third largest city in Bell County, with a population of approximately 30,000.

The Harker Heights Police Department is a service and community oriented law enforcement agency composed of 48 sworn personnel and 15 civilian employees. Addi-

tionally, the department utilizes volunteers to serve as patrol augmentation through a "citizens on patrol" program as well as joint police-community problem solving teams. The department is divided into three divisions: patrol, criminal investigations and administration. The department's budget is \$5.2 million.

Chief Mike Gentry has led the Harker Heights Police Department since 1995. He is currently president of the Texas Police Chiefs Association and also serves on the IACP Military/Civil Police Liaison Committee. He holds an associate's degree in Business Management and a bachelor's degree in Public Administration and is the graduate of several nationally recognized executive development programs including the Law Enforcement Management Institute of Texas' Leadership and Command College, the Penn State University's Police Executive Development Program, the FBI's Law Enforcement Executive Development Program and the Police Executive Research Forum's Senior Management Institute for Police at



Chief Mike Gentry



Harker Heights Police Department

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Harvard University's John F. Kennedy School of Government.

**Brenham**

The city of Brenham was first settled in 1843 and was originally known as the Hickory Grove community. The name was changed to Brenham in 1844 in honor of Dr. Richard Fox Brenham, a native of Kentucky who practiced medicine in Washington County. The city is located 70 miles northwest of Houston and



*Brenham Police Department*

90 miles southeast of Austin on US 290. Brenham, with a population of 15,716, is also home to Blue Bell Creameries and is the Baseball Capital of Texas.

The Brenham Police Department was established in 1926. For 27 years, between 1930 and 1957, the police department was operated out of a cafe on the corner of St. Charles and Main streets. It was during this time that if a person needed the police department they would call the cafe, which operated 24 hours a day, and the waitress would turn on a red light outside the cafe to summon the officers on patrol. Brenham Police Department now has 33 sworn officers and nine non-sworn employees.

Chief Rex Phelps has been a law enforcement officer for over 27 years. Most of his experience was within the Dallas/Fort Worth metroplex. During that time he has served in numerous capacities such as patrol, investigations and undercover narcotics. Chief Phelps

holds a bachelor's degree in Business Management from LeTourneau University, and a Master of Business Administration from Columbia College of Missouri. He also holds a Master Peace Officer Certification through Texas Commission on Law Enforcement Officer Standards and Education. He is a member of the International Association of Chiefs' of Police, the Texas Police Chiefs' Association, a deacon of his church, and a recent past president of the Brenham Rotary Club.



*Chief Rex Phelps*

**Wichita Falls**

The city of Wichita Falls is located in the north east corner of the Texas panhandle. Wichita Falls is an economically progressive city and home to commerce and industry with worldwide interests. The city also has several

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*Wichita Falls Police Department* institutions of higher learning, a strong international presence through Sheppard Air Force Base, a well-educated, eager workforce, and community spirit. By most accounts, Wichita Falls can be summed up with two words, pleasant and comfortable. This is a family oriented city conveniently located within two hours of two metropolitan area: Dallas-Fort Worth and Oklahoma City. Wichita Falls has a population of approximately 107,000 and is the county seat of Wichita County.

The Wichita Falls Police Department was established in 1890 with a chief and four officers. The Wichita Falls Police Department has grown as the population of the city has grown. In 1891, there were five officers serving a population of 1,987. In 2010, the Police Department was authorized to have 197

sworn officers and 90 civilian positions serving a population of approximately 107,000.

Chief Manuel Borrego joined the Wichita Falls Police Department in 1982 after being honorably discharged from the USMC. He promoted through *Chief Manuel Borrego* the civil service system to the rank of Captain. In 2010, he was appointed to the position of deputy chief over the Field Services Division and in 2012, he was appointed to the position of police chief. In addition to being a member of the police department, he has served in the United States Army Reserves since being honorably discharged from the Marine Corps. He holds the rank of command sergeant major for a Drill Sergeant Battalion. Chief Borrego's education includes a bachelor's degree from Midwestern State University. He is a graduate of the 182<sup>nd</sup> FBI National Academy and the Bill Blackwood Leadership Command College (LEMIT). He is also a graduate of the United States Army Sergeants Major Academy at Ft. Bliss Texas. He currently holds the TCLEOSE Master Peace Officer certification. ★

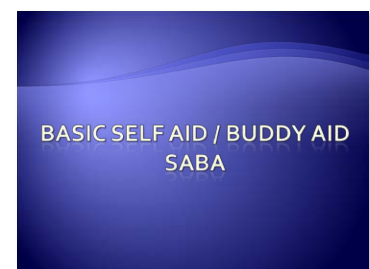


## New Sample Training

With the addition of the new requirement in standard 3.06 for training all department personnel in self aid / buddy aid, (both sworn and non-sworn personnel), the Recognition Program has added both a basic self aid / buddy aid lesson plan and Power Point presentation to the Sample Training available for download.

In addition, to assist agencies in complying with Standard **4.10 Accident and Injury Prevention**, there are several new training programs available. Thanks to Sergeant Marvin Collin and Chief Dave Barber of the Hedwig Village Police Department several sworn officer safety Power Point presentations are available. There is also a new non-sworn employee safety training program available under standard 4.10.

The new training can be found in download section of the website under Sample Policies. At the bottom of the "Sample Policies" page download the "Sample Training 2013". The new training will be found in 3.06 and 4.10 files. Please be patient, the Sample Training is a very large file and may take time to download.



While agencies are encouraged to seek a higher level of training in these areas, until such training is available for your staff, these training programs will meet the listed standards. The Texas Tactical Police Officers Association can provide SABA training in an eight hour format. Agencies can contact the Regional Director of the TTPOA for assistance with this more in-depth training. ★

## Upcoming Trainings

### Assessor Training

Assessor Training will be held at the Annual Conference this year. Any chief of a Recognized Agency or one that is in the Program, as well as any program manager may apply to be an assessor. Applications are found [here](#).

Current assessors must also update their training at least every three years. Assessors needing the update may also attend the class at the Conference.

### Program Training

Basic program training for chiefs and program managers of agencies wishing to join the Recognition Program will be held at the conference as well. The final agenda is not finalized yet. As soon as the agenda is final, we will publish the day and time of the training. This program training is required for chiefs and program managers wishing to get into the Recognition Program. Additional Program Training will be offered around the state in late May. Locations and times will be posted in the News section of the website. ★

## Two More Agencies Attain re-Recognition

During the fourth quarter of 2012 two more agencies were re-Recognized. The University of Texas at Houston and Decatur both attained re-Recognized Status.

### University of Texas at Houston



Since 2008, the University of Texas at Houston Police Department, which provides police services to all of M.D. Anderson Hospital and the Health Sciences Center, has experienced a hiring freeze, followed by realignment in June of 2009. That resulted in a 10 percent reduction in force for the police department, which included losing 50 plus public safety officers as well as a few police officers, supervisors and civilians. The current staffing levels for the University of Texas at Houston Police Department are 340 total personnel, with 49 civilians, 87 sworn officers, 18 telecommunicators, 183 guards (public safety officers) and three part-time guards. These positions are funded through separate budgets from the University of Texas Health Science Center at Houston and the M. D. Anderson Cancer Center. The Cancer Center currently funds 282 positions and the Health Science Center funds 58. The

Department received accreditation by the *Commission on Accreditation for Law Enforcement Agencies (CALEA)*, and was re-accredited by the *International Association of Campus Law Enforcement Administrators*. In 2008, the *Texas Police Chief's Association Law Enforcement Best Practices* program also recognized the Department.

Chief William Adcox leads the University of Texas Police at Houston. He has been serving University of Texas System since 1999. His prior experience spanned 21 years serving the citizens of El Paso that culminated as deputy chief. He earned an MBA from the University of Texas at El Paso, graduated from the Police Executive Research Forum's Senior Management Institute and the Wharton School ASIS Program for Security Executives.



### Decatur

The city of Decatur is located 38 miles northwest of Fort Worth, Texas, and has a population of approximately 6,000 people, and the city encompasses approximately seven square miles. The city government is a council/manager



form of government with an elected mayor and six elected council members. The city manager is appointed by the city council and has authority to select and appoint a police chief with the approval of council. Within the last four years, the city of Decatur has created a full-time paid Fire Department. There are also a few new businesses and restaurants within the 287 / 81 corridor. There are also continued plans in the development stage for new businesses.

The Decatur Police Department currently has 21 sworn officers and seven non-sworn employees. Since the department's Recognition Award in 2008, the Decatur Police Department has not had any significant changes to the department. The staff has remained at the same level and the budget has not had any significant changes in increases or decreases.

Chief Rex Hoskins has been the chief of the Decatur Police Department for almost 29 years. Chief Hoskins has been a member of the Texas Police Chiefs Association since 1995 and was the president between 2003-2004. Chief Hoskins began his police career with Dallas Police Department in 1976 and then worked for the Wise County Sheriff's Office, the Bridgeport Police Department and began at the Decatur Police Department in 1982. He has worked for the Decatur Police Department since October 1982, and was promoted to the rank of chief of police in February 1984. ★



## New Annual Report Requirements

Beginning this January, all Annual Reports must be submitted *electronically* to Recognition Program staff. Most agencies have been submitting reports electronically since the beginning, but

some have submitted them in paper format and mailing them in. All current paper Recognition Program files are being digitized for better record keeping, and all new annual reports will need to

be submitted electronically. The reports can be submitted in Word or PDF formats, and should be sent to [mstanley8812@grandecom.net](mailto:mstanley8812@grandecom.net). ★

## Recognition Committee Approves One New Standard and Modifies Four Others

This past year has seen a number of changes in the Recognition Program Standards. Effective January 1, 2013, Standard **1.13 Continuing Compliance with Best Practices** requires agencies to appoint a specific person within the agency to ensure all continuing program requirements are met, and to have a system in place to ensure continuing compliance. The system can be manual or automated such as using Outlook Task Manager to assign and record completion of periodic requirements. The committee felt this new standard should be implemented by all Recognized Agencies in the next year. *(See New Requirement for All Recognized Agencies)*

The Recognition Committee also modified several standards to improve officer safety. Standard **3.06 In-service Training** now requires all Recognized Agencies to provide either initial or

refresher self aid / buddy aid training to all personnel every two years. Standard **8.06 Emergency Response Team Equipment** now requires each member of Emergency Response Teams to be issued a minimum level of self aid / buddy aid equipment. This requirement can also be met if a paramedic or M.D. level tactical medic is assigned and participates in all hazardous entries and activities. While agencies are encouraged to provide the minimal SABA equipment to all officers, it is only required for ERT members. And Standard **7.23 Body Armor**, now requires all agencies to require the wearing of body armor in all uniform field assignments.

Standard **9.08 Warrant Maintenance** now requires auditing of only those portions of warrant maintenance that are performed by the candidate agency. Recent experience indicated

agencies where having significant difficulty getting other entities in municipal government to conduct audits or provide proof of audits performed. This standard will reduce that burden and require the agency to provide proof of auditing only those portions of warrant maintenance that they do.

The above changes (other than the requirement for Standard 1.13) become effective on January 1, 2013. They are optional for new agencies having their on-sites during 2013, but required for any new agency having their on-site after January 1, 2014. ★



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## New Requirement for All Recognized Agencies

The Recognition Committee has taken an unusual step this past year to ensure Recognized Agencies continue to maintain their compliance with Best Practices while they are Recognized. Effective January 1, 2013, Standard **1.13 Continuing Compliance with Best Practices** requires agencies to appoint a specific person within the agency to ensure all continuing program requirements are met, and to have a system in place to ensure continuing compliance. The system can be manual or automated such as using Outlook Task Manager to assign and record completion of periodic requirements.

Police agencies are seldom static and many smaller agencies often times have significant turnover and restructuring during any four year period. It is this turnover and restructuring that sometimes creates problems with the continuity of program requirements. Some agencies have experienced three different changes in chiefs and the re-

sulting re-organization that comes with these changes. When compliance with specific Best Practices is assigned to different positions within the department, compliance often fails when personnel in these positions are transferred or reassigned multiple times. It is for this reason that the Recognition Committee believes assignment of a specific responsibility for continuing compliance with all Best Practices to one position, and having a system to ensure continuing compliance, is crucial to the success of the agency.

This does not mean that one person must do all the work. Instead, the person or position that is assigned this responsibility must be responsible for tracking compliance requirements and ensuring completion of required activities. Neither should this be a full-time job for most agencies. In smaller agencies, it may only take a few hours per month. But it must be seen as a critical

part of the job that should not be secondary to other job responsibilities.

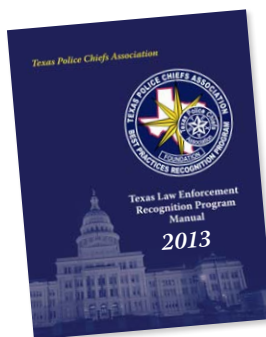
The system requirements of Standard 1.13 can be any manual or automated system that will assist the agency in ensuring these compliance requirements are met, but the on-site team must be convinced that the system will work as designed.

The committee felt this new standard should be implemented by all Recognized Agencies in the next year. All currently Recognized Agencies must prove compliance with this standard before the end of 2013. All new agencies undergoing their on-site in 2013 must comply with this standard either at the on-site or within 90 days after the on-site. New agencies having their on-site after 2013 must comply with the standard at their on-site. Currently Recognized Agencies will receive an email communication in January with the procedures for proving compliance with the standard. ★

## New Standards Manual and Related Documents Posted

A new 2013 edition of the Standards Manual along with the updated Program Manual and all related documents, checklists and downloads have been posted on the website. The new Standards Manual is in the "Getting Started" section of downloads. All agencies are encouraged to download a new manual and review for changes that may affect your recognition or re-Recognition. The introduction section of the manual explains the changes made since 2012.

The discussion section of the Standards Manual has also been updated. Given over five years experience in the program, we have identified standards that many agencies find confusing or fail to understand what is required. The discussion sections of these standards have been changed to better explain what is needed to comply with the standard. We encourage all program managers to read the full discussion section of the standard before submitting the standard for review. This will often keep a submission from being returned. ★



### Program Coordinator Email Change

Please make note of the new email for Program Coordinator, Marlin Price: [marlinprice@verizon.net](mailto:marlinprice@verizon.net).

Contact phone remains 817-676-3023

### Program Status

<b>Recognized Agencies</b>	<b>69</b>
<b>Agencies in Process</b>	<b>31</b>