



Texas Law Enforcement Best Practices Recognition Program

July 2011

Texas Police Chiefs Association

Volume 3 Number 3

Recognition Committee

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<http://rp.TPCAF.org>

Electronic Submission Program is Temporarily Full

For the first time in over a year, the number of agencies in the Recognition Program has exceeded the Program's ability to accept new agencies. This is a clear indication that agencies are seeing the value and advantages of the Program. Agencies who wish to enter the Recognition Program should still make application and will be placed in on a wait list. As agencies complete the process and are scheduled for their on-site visit, new agencies can be added to the program.

The two Program Coordinators that review the electronic submissions can handle about 40 agencies in the program at any one time. There are currently 44 in electronic

submission. There are a number of agencies that will complete the process this summer and additional agencies will be moved into the program in order of their application.

Agencies that want to enter the program do not have to wait for official program entry before getting started. After obtaining training, the agency can start setting up their files, reviewing their policies and collecting proofs of compliance. When the agency is formally accepted, the process will go much more quickly. For information on how to get started, feel free to contact the Program Coordinator. ★

TMLIRP Announces Application Funding for Best Practices Recognition Program



The Texas Municipal League Intergovernmental Risk Pool has announced funding to assist risk pool member agencies in entering the Best Practices Recognition Program. Funds are allocated for initial Recognition Program fees. The Texas Police Chiefs Association establishes fees according to agency size. Funding availability will be on first-come basis. The funding program is for the initial year fees only and yearly update fees will be the responsibility of the member entity. Funding for this year is limited, and the program will end when the funds are expended. After September 30, 2011, the program will depend on budgeted funds and interest in the program.

TMLIRP is pleased to provide assistance to its members in facilitating another avenue for Texas law enforcement agencies to take advantage of the Best Practices program, and added that the TPCA has worked long and hard to make this the finest program in the country.

Executive Director James McLaughlin stated, "This program is a tremendous benefit for the cities in Texas that are risk pool members. Especially in these hard economic times, this program will encourage and assist agencies in entering the program to better manage their risks. We applaud the actions of the risk pool for bringing this program forward and hope it will be a long and productive relationship."

To apply for the funding, the agency must be a member of the risk pool. The agency should obtain an application from

see **TMLIRP Page 2**

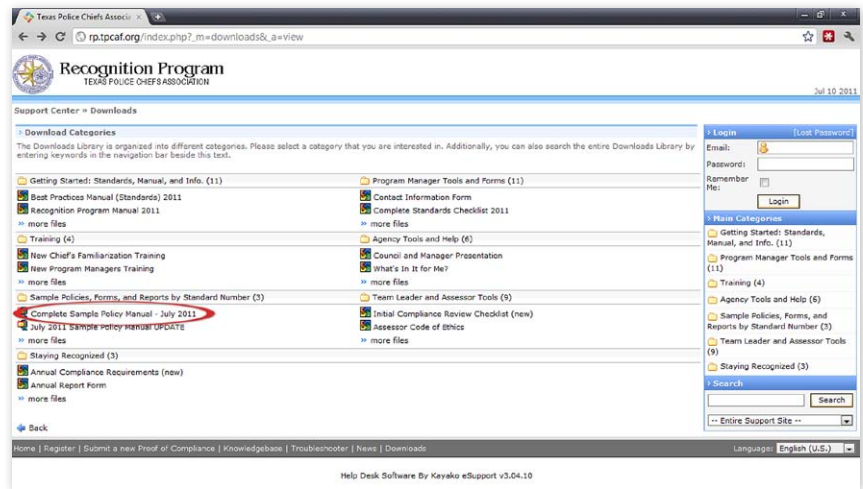
continued TMLIRP from Page 1

the TMLIRP website at www.tmlirp.org under latest updates, or from the Loss Prevention Department at 1-800-537-6655. Agencies should then send their completed TMLIRP Funding Application and the agency's application for the Recognition Program to the TPCA office in Elgin by mail, email, or fax. The Executive Director will sign the bottom of the TMLIRP application and forward it to TMLIRP. When the agency is accepted into the Program, a contract will be sent to the agency and when returned to the TPCA office, a copy will be sent to TMLIRP. TMLIRP will then issue a check in the funding amount directly to TPCA, based on funding availability. ★

New Sample Policy Manual Issued

The complete Sample Policy Manual for Texas Law Enforcement has been updated and published on the Recognition Program website at <http://rp.tpcf.org>. The Sample Manual is located in the download section under the sample policies section. If you have already begun using a previous version of the manual, all you need is the sample manual up-

date. The update is just the policies that have been revised or added. The revised policies have the portions that were changed highlighted for your reference. Reviewing the update will let you decide if you want to update your manual. The password is the same as the last version of the manual. ★



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New Sample Training Programs Available

The Recognition Program has 23 standards that require some form of training as part of the standard. For some of these standards the distribution of a policy and discussion with a supervisor may suffice to meet the training portion of the standard. Others, however, require more detailed training. Larger departments may be able to provide all of this training in-house. Smaller departments may have to send officers outside the department for the training.

To assist smaller departments in doing more of the required training in-house, the Recognition Program has developed lesson plans and PowerPoint presentations for a number of standards. These are designed to be edited and used by departments for in-house training if properly presented by a competent instructor. The sample training programs are available in download form from the Recognition Program website at <http://rp.tpcaf.org>, and are in the download section under sample policies.

A new ethics PowerPoint presentation is also included in the sample training which can be edited and used by agencies to cover that critical topic.

Also a part of the sample training, is a roll call training Program with over 160 training bulletins. These bulletins are also designed for local editing and use to develop a credible continuing training program. The program coordinator would encourage feedback on the use of these programs and solicits input on new programs that should be added. ★

Getting More Mileage out of your Recognized Agency Status

While most Recognized agencies have a local presentation where your certificate is presented before your city council or school board, there are other ways to get additional mileage from your Recognized status. Most of these ideas have come from our currently Recognized agencies.

- Order the artwork for an outdoor 3" x 8" banner and use it at community functions, such as National Night Out or Safety Fairs to show your commitment to excellence. The artwork is free from the program and you have the banner printed locally so you can choose the style and quality wanted.



- Put the Recognition logo and an explanation of what it means to be Recognized on your department website.
- Forward information on your Recognized status to the economic development section of your city government for inclusion in literature about your city. This can be in addition to news releases .

- Put the Recognition logo on the bottom of your department's emails as part of your signature block. Encourage you officers to do the same. Also place the logo on you department stationary.
- Place decals on your squad cars to let your community know your status. Also place decals on the entry doors to your facilities.
- Add the Recognition logo to your challenge coin.
- Add the Recognized agency logo to all you department literature distributed to the public.
- Officer award bars are also a way of increasing pride in the agency for employees.
- If you create a formal Annual Report, always include information on your status as a Recognized agency in that report as well. ★



Electronic Policy Distribution

Are you still using a paper sign-off sheet for officers to sign for receipt of a new policy? That may be the most efficient method for your agency if you only have a few officers, but it really gets complicated when you have larger numbers on different shifts. Many agencies have turned to a number of different electronic methods for policy distribution.

The most well known is Power DMS which allows the distribution of policies and training electronically and even allows testing. The program then tracks receipt and test scores and reports back to management on receipt and compliance. Reports from the software can be used as proofs of compliance with the Recognition Program. Power DMS is a private vendor and their program, while an excellent tool, can be more expensive than many cities can afford.

If your agency uses Microsoft Outlook for its internal email, Cedar Hill Police Department developed a process where it can be used to distribute and track delivery of policies. The step by step instructions on how to set up your distribution system are found on the Recognition Program Website under Downloads/Program Manager Tools. If you already use Microsoft Outlook, this process is a no cost alternative.

New to this arena, is PMAM software. PMAM is an Irving based company that primarily handles alarm management for cities and police departments. They also offer a software system at no cost that can distribute policies or training, and record receipt and completion. It also allows for testing over the policy or training. This is similar to PowerDMS but is provided to police departments for no cost because it has limited advertising on the site. If you go to www.pmamHCM.com you can sign in with the following demo login and see how it works.

user name: admin@cor.gov

password: admincor

There are explanations and even videos online to show you how to operate the system. Once you log in, you will be able to see the advertising and determine if you are willing to put up with that in return for the free use of a very powerful policy and training distribution system. The contact for PMAM is Jim Farmer at 972-831-7404.

The reports from these electronic distribution tools can all be used to show proof of compliance for the recognition program. Smaller agencies may still wish to use paper sign-off sheets without going to such advanced systems and these paper sign-off sheets will also work as proofs. ★

New On-Site Process eliminates On-Site Team Recommendation

The Recognition Program Committee made a significant change in the on-site assessment process at their meeting in April at the Annual Conference. Like many other state accreditation programs, the committee eliminated the requirement for the on-site team to make a recommendation of whether or not the agency should be Recognized. The decision to Recognize an agency properly belongs to the Recognition Committee and the committee believed a better decision could be reached if the on-site team simply provided the committee with the factual data about their visit.

The new on-site report will be more in-depth and will identify the areas of compliance and those areas where there was concern that the agency may not meet the requirements. The committee will review the report in more detail and vote on whether or not the agency should be recognized. If there are issues identified which cause the committee any concern, they may ask the agency to come into compliance or provide additional information prior to making their final decision.

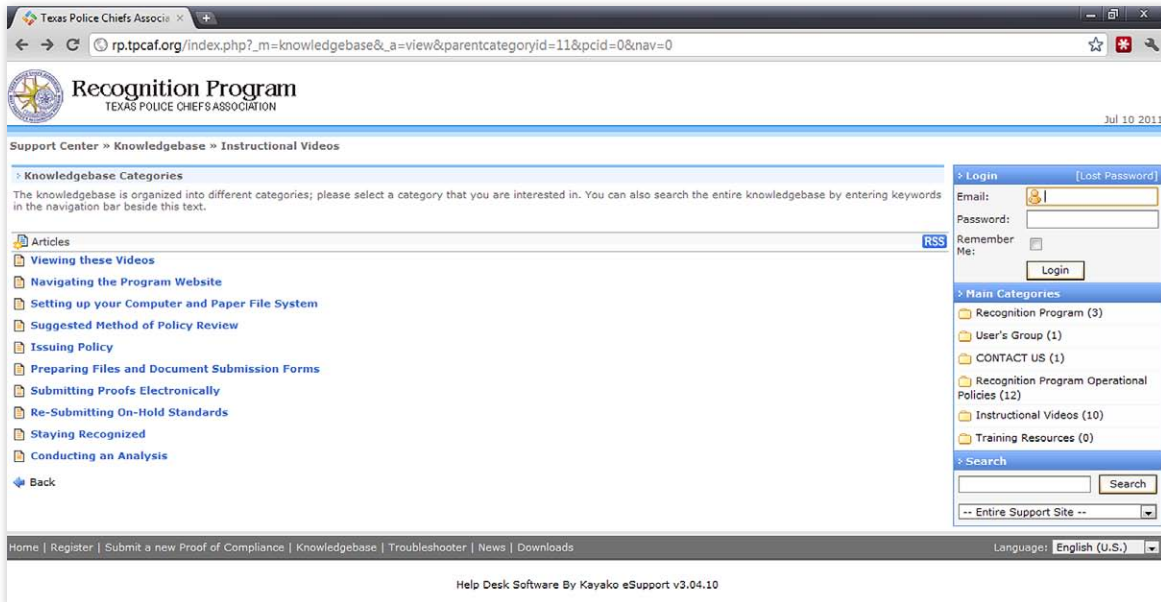
The committee, after careful consideration, believed the change would improve the credibility of the program and ensure continued compliance by all Recognized agencies. ★



New Videos Posted

There are four new instructional videos posted under the knowledgebase section of the program website. They include, What about Training, The Re-Recognition Process, Staying Recognized and the Annual Report. These are all short four to six minute videos that remind program managers how to do things.

We will also be posting a few new videos over the next few months. The videos will cover the Annual Report, a new remake of the Staying Recognized, and the Re-Recognition Process. Program managers can review the videos anytime to get a refresher on the topics presented. ★



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Training Available at Alliance Meetings

Regional associations that have members interested in Recognition Program training should contact the program coordinator for information about local training. Since most regional associations meet monthly for lunch, training can be scheduled around a meeting for maximum benefit. The Chief's Familiarization Training, a one-hour training session, could be scheduled immediately before lunch or immediately after, and the Program Manager Training, a two-hour training session, conducted immediately following. Contact the program coordinator if interested in bringing training to your area. ★

Program Status

Recognized Agencies	46
Agencies in Process	44



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