

	Houston Independent School District Police Department Directives	DIRECTIVE: 410-006
	SUBJECT: Training Advisory Board	EFFECTIVE DATE: December 17, 2015 REVISED DATE: January 12, 2022

PURPOSE

This directive aims to establish guidelines for the policies and procedures governing the HISD Police Training Advisory Board. This directive applies to all Houston Independent School District Police Department Personnel and the HISD Training Advisory Board Members.

POLICY

The Texas Commission of Law Enforcement requires a training provider to establish and maintain a Training Advisory Board as outlined in Title 37, Section 215.7 of the Texas Administrative Code.

The Training Advisory Board shall consist of at least seven (7) members who are appointed by the agency's Chief of Police and shall consist of (at minimum) the following:

- a) HISD Police Training Sergeant;
- b) Two officers from another law enforcement agency;
- c) Four public members (having the same qualifications, found in the Occupations Code, Chapter 1701.252, as any commissioner required by law to be a member of the general public).

CIVILIAN MEMBER QUALIFICATIONS

Civilian members;

- a) Cannot be registered, certified, or licensed by an occupational regulatory agency in the field of law enforcement;
- b) Cannot be employed by or participates in the management of a business entity or other organization regulated by the Texas Commission on Law Enforcement or receiving funds from the commission;
- c) Cannot own or control, directly or indirectly, more than a 10 percent interest of a business in a business entity or other organization regulated by the commission or receiving funds from the commission;
- d) Cannot use or receive a substantial amount of tangible goods, services, or funds from the commission, other than compensation or reimbursement authorized by law for commission membership, attendance, or expenses; or
- e) Cannot be an officer, employee, paid law enforcement labor union, or consultant.

BOARD GUIDELINES

Members shall serve for one year and may be removed for any reason by the Chief of Police. The board's membership must not fall below a quorum for more than 30 days.

The Chief of Police or the designated Training Coordinator may only be a non-voting member.

The board must elect a chairperson and may elect other officers and set rules of procedures. The board must meet at least once per calendar year. More frequent meetings may be called by its chairman, Training Coordinator, or the Chief of Police.

The board will keep the minutes of all meetings. These minutes must be retained for at least five years, and a copy forwarded to the TCOLE Commission upon request. A quorum must be present to conduct business.

BOARD RESPONSIBILITIES

The board is generally responsible for advising on curricula development and any other related duty required by the Commission.

The board must, as specific duties:

- a) Effectively discharge its responsibilities and otherwise comply with commission rules;
- b) Advise on the need to study, evaluate, and identify specific training needs;
- c) Advise on the determination of the types, frequency, and location of courses to be offered; and
- d) Advise on establishing the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention.

The board must advise on establishing admission standards and determine the order of preference between employees or prospective appointees of the HISD Police Department and other persons if any. No person may be admitted to a training course without meeting admission standards. The admission standards for licensing courses must be available for review by the Commission upon request. When discharging its responsibilities, a board may request that a report be made, or some other information be provided to them by a Training or Course Coordinator.

Approved By


Pedro Lopez Jr., Chief of Police