

**Panhandle Regional Law Enforcement Academy-Criminal Justice Programs  
Advisory Committee Meeting Minutes**

CHAIRPERSON: Toni Gordy		
MEETING DATE: 02/20/08	MEETING TIME: 1:30 PM	MEETING PLACE: Amarillo College- Polk Street Campus, Room #112A
RECORDER: Sibbie Sams		PREVIOUS MEETING: 11/14/07

**MEMBERS PRESENT:**

**OTHERS PRESENT:**

Name and Title		Name and Title		Name and Title	
	Dale Alwan Chief Dumas Police Dept.		Joe Grimes Assistant Warden TDCJ		Sean Hardman PRPC
	Dale Davis Lieutenant Canyon Police Dept.		Michael Hubbs Civilian		John Kiehl PRPC
	Bo DeArmond Sheriff Moore County S.O.		Bill McLean Civilian		Toni Gordy Director Criminal Justice Programs
	Ken Dougherty Lieutenant Potter County S.O.		Dawson Stubbs Lieutenant Texas Tech Police Dept.		Sondra Beighle Associate Director Criminal Justice Programs
	Terry Easterling Director Potter, Randall & Armstrong Counties CSCD		Kelle Hall Lieutenant Randall County S.O.		Eric Wallace Coordinator Intervention Programs
	Ken Funtek Captain Amarillo Police Dept.				Alex Chancia Coordinator Criminal Justice Programs

Agenda Item	Action Discussion Information	Responsibility
Continuing Business:	Meeting called to order	Toni Gordy
	Approval of minutes	Toni Gordy
Education Report: Panhandle Law Enforcement Training Site (PLETS)		Sean Hardman
Academy-Law Enforcement In-Service Training Updates:		Alex Chancia
Specialized Training:		Eric Wallace
Intervention Programs:		Eric Wallace
Academic Update:		Toni Gordy
Committee Roundtable & Miscellaneous:		Toni Gordy

## MINUTES

Key Discussion Points	Discussion
Continuing Business:	<p>Toni introduced John Kiehl and Sean Hardman from PRPC. Jeanetta Smiley was also introduced. Jeanetta is the new staff assistant who replaced Connie deJesus in Law Enforcement In-Service. Jeanetta previously worked in the Nursing Division and we are extremely proud to have her in our department.</p> <p>A motion was made to approve the minutes from the November 14, 2007, meeting. Motion was seconded and carried.</p>
Education Report: PLETS with Sean Hardman	<p>The meeting was turned over to Sean Hardman with PRPC. Sean presented the new Panhandle Law Enforcement Training Site (PLETS) and instructed the Committee on how to look for specific training. If you select the class you want a window pops up with all of the following information: Date, time, location, instructor, cost, sponsor, etc. You can use a keyword search (by training or by date) to find the training you need or want.</p> <p>If you want to post to the PLETS calendar, contact Sean and he will give you a user name and password. When you login for the first time you can change your password. To post a class, click on the date to pull up a window for data entry for specific information on class. Once you submit the posting, Sean will check to be sure it is appropriate and correct. If he approves, he will confirm and send it on to the calendar. Sean said to be sure to pay attention when you post.</p> <p>Discussion was held on adding training for Probation Officers. John said this might be possible since the disciplines are closely related.</p> <p>Let us know if you see any way to improve the website. Sean will contact contributors once a month with an e-mail reminder.</p>
Law Enforcement Academy & In-Service Training Updates:	<p>The 96<sup>th</sup> Academy graduation will be held on March 28. We have scheduled a job fair next week for agencies to meet our recruits. If you are interested in participating, just call and we will reserve a table for you.</p> <p>The 97<sup>th</sup> Academy started in January with 15 recruits. The class is just finishing their Penal Code, CCP, and U.S. Constitution portion of the Academy.</p> <p>Toni encouraged everyone to attend the graduation next month. We are approaching the 100<sup>th</sup> Academy and will need to plan a special celebration when it graduates in March of 2010.</p>

	<p>Alex went over the following in-service training:</p> <ul style="list-style-type: none"> <li>• "Low Light Firearms" training is scheduled for February 27 &amp; 28.</li> <li>• "TCIC/NCIC Less than Full Access" training is scheduled on March 5 and April 4.</li> <li>• Mike Dunlap will teach "Firearms Instructor" training in April.</li> <li>• Jim Burgess will teach a "Basic Fingerprint Comparison" course on May 12 to 16.</li> <li>• The DEA is coming in June to hold "Basic Narcotic Investigation" training. This is free, but enrollment is limited.</li> </ul> <p>Jeanetta will send out e-mails advertising our classes; she will add a notation when a class is short on enrollment.</p>
<p>Specialized Training:</p>	<p>Eric went over the following Specialized Training items:</p> <ul style="list-style-type: none"> <li>• Attendance for the "Gangs in the Texas Panhandle" has surprised us, with 40 attending in November, 90 attending in January and currently we have 156 people enrolled for the one to be held tomorrow. We've had good feedback on this training presented by Steve Powers (APD) in the morning sessions and by Gus Vaquera (TDCJ) in the afternoon sessions.</li> <li>• "Staff Safety" training scheduled by request from Terry Easterling was a success due to attendance from a variety of agencies. Evaluations for the training were good.</li> <li>• On February 28, we have "Inside the Criminal Mind" with Dr. Samenow. Right now we have 225 enrolled and expect more by the date of class. This training will be PRPC sponsored.</li> <li>• In March, we will hold the 8<sup>th</sup> Annual Child Abuse Prevention Conference entitled "Post Traumatic Success: Recovery from Life's Traumas and Tragedies". Due to the immense support from area agencies, we are able to provide this training for a cost of \$20 per student. Randall County Sheriff's Office has offered to provide lunch which will save us a great deal of money and other agencies have donated money. The brochures for this conference will be mailed out by next week. We had 360 attend the conference last year making it the largest conference we have ever held.</li> <li>• Dr. Kevin Gilmartin will present "Emotional Survival for Law Enforcement" training on October 9. We had to put a deposit down for his training and as soon as we get the contract signed, we will start advertising. This will be covered by PRPC.</li> </ul>

	<ul style="list-style-type: none"> <li>• Discussion was held on "Threat Assessment" training. Mike Napier from the Academy Group is booked for April 10 and 11, 2008. This training will cost \$5,000 for two days. John Keihl will make arrangements for funds to cover the training. We want to be able to include other community offices such as Region 16, bank employees, school administration, and others who need this information.</li> <li>• Kelle Hall suggested we contact Bobby Smith to do a "Motivational" training. Smith teaches in 4-hour sessions (one per day) and the training should be open to spouses. In order to use the balance in the PRPC Specialized fund, we will need to have this training before the end of August 2008. Toni will check on this.</li> <li>• Kelle Hall (RCSO) will have Jack Enter teach "Leadership" training in November or December. Enter cost \$5,000 per day, but he is one of the best speakers on leadership.</li> </ul> <p>Since the Committee meets only four times a year, Toni plans to send e-mails to each member requesting feedback on important issues between meeting dates.</p>
Intervention Programs:	There are no updates for Intervention Programs.
Academic Update:	<p>Currently we have 250 majors in the Criminal Justice Academic program.</p> <p>Toni plans to make Forensic Science II an online or hybrid (part in class and part online) course. Forensic Science I covers crime scene topics and Forensic Science II covers testimony, profiling, and psychology. If needed, Toni will offer the Forensic courses as both academic credit and continuing education units.</p>
Committee Roundtable & Miscellaneous:	<p>The following items were discussed:</p> <ul style="list-style-type: none"> <li>• Sean is working on applications for funding for next year. He will request \$3,000 more for the Amarillo College contract funds to cover the increase in cost for training.</li> <li>• Dawson Stubbs mentioned the Forensic Science Institute in Lubbock. He was disappointed with their "Legal Update" training. Toni asked for any feedback on the Institute, because she often refers people to their website.</li> </ul>

- Kelle Hall gave details on a 48-hour "Instructor" course she and Debbie Unruh are teaching. The in depth curriculum is divided into part one and part two sessions and covers TCLEOSE #1014 for any participant who needs the certification. They will start another class in April.
- Dale Alwan asked if Toni still needed cars for the Academy. Yes, we still need cars. Toni has been approved to lease cars from agencies and she is currently working on creating the lease contract form. John Kiehl thought the equipment transfer form he uses might be of help in developing the document for a contract lease; he will send a copy to Toni. Dale wanted Toni to send a letter of request to the City of Dumas who might donate their old cars to Amarillo College.
- Potter County will host a "Transportation Vehicle Operations" course on how to safely transport high-risk prisoners. This will be held on May 26-27, 2008, and will cost \$199 per student for the two day training.
- Dale Davis had a request from Bobby Griffin to ask about enrollment for in-service classes. Bobby just taught a "New Supervisor" course where 11 had pre-enrolled but only 6 attended. Discussion was held on how to get verification on enrollment before class starts and how to penalize those who are "no shows". Alex said phone calls for confirmation had been made prior to Bobby's class, but on the first day several officers were unable to attend due to special circumstances. What bothered Alex most was the fact the agencies did not contact our department to let us know their officers would not be able to attend. We had to call to find out why the officers were not in class. John suggested we post a notice on PLETS; for example, "**Call to cancel if you are signed up for training and find you will not be able to attend**". Toni will establish a policy to note on our schedules as well.

Meeting adjourned at 3:00 p.m.

CHAIRPERSON SIGNATURE:	DATE: 05/05/08	NEXT MEETING: 05/21/08
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