

JANUARY 2025

THE BRIEFING

THE OFFICIAL NEWSLETTER OF THE TEXAS COMMISSION ON LAW ENFORCEMENT

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FROM THE EXECUTIVE DIRECTOR: LOOKING BACK, AND FORWARD...

In the last year since I took office as Executive Director, I have been traveling across the state meeting with countless chiefs, sheriffs, constables, and stakeholder groups to develop and grow partnerships between the licensed community and TCOLE.

[Continued on Page 2.](#)



FROM THE EXECUTIVE DIRECTOR

LOOKING BACK, AND FORWARD...(CONTINUED)

Every one of these interactions has reinforced the importance of working together to advance our profession. TCOLE's statutory mission to ensure that Texas is served by highly trained and ethical law enforcement professionals can only be achieved by all of us constantly seeking to improve in every aspect of our work.

To that end, we had advisory committees develop model policies and administrative rules to set standards for hiring procedures, misconduct allegations, personnel files, and medical and psychological examination of licensees. These committees were intentionally comprised to represent a cross section of the law enforcement community, including large and small, rural and urban agencies from different geographic parts of the state, chief administrators and labor groups, and members of the public. I am pleased with the products that these advisory committees put forth, and am very thankful to each of the members for their time and dedication. If you haven't familiarized yourself with the model policies or the required adoption deadlines, please find more information [on our website](#) and contact your Field Service Agent.

In the year ahead, TCOLE will continue to work toward implementation of our sunset provisions, including the model policies mentioned above, and the creation of a confidential database to hold personnel files and misconduct investigation reports. We are in the process of seating three new advisory committees to tackle issues related to licensee wellness, school marshals, and minimum standards for training coordinators. TCOLE will also continue to work with the Texas Legislature during their upcoming session and provide information on the impact of proposed statute changes on law enforcement in Texas.

I look forward to all that 2025 has to bring, and I wish each of you a safe and happy New Year.

Respectfully,

Greg Stevens

ANNUAL REPORTING

ANNUAL RACIAL PROFILING REPORT

Each year from January 1 – March 1, all law enforcement agencies are required to submit their Annual Racial Profiling Report. **Agencies will be asked a few extra questions in the current reporting period, which began January 1, 2025.**

Before you start your annual report, your agency will be asked the following simple questions:

- Verify your Chief Administrator’s name
- Select the implementation status that best describes your agency’s compliance with the approaching changes to TCOLE Rule 211.16, regarding law enforcement agency standards.
- Complete the attestation with your name and date. (see below)

ANNUAL – LEA MINIMUM STANDARDS

REQUIRED FOR ALL LAW ENFORCEMENT AGENCIES

Texas Occupations Code 1701.163 required TCOLE, with the input from an advisory committee, to establish rules for the continued operation of a law enforcement agency (LEA). LEAs must provide evidence that they meet the requirements outlined in TAC §211.16. Your agency has until mm/dd/yyyy to be compliant.

LEAs must:

- Provide a public benefit to the community
- Have sustainable funding sources that meet or exceed the continued operating expenses outlined in a line-item budget for the agency
- Have physical resources outlined in TAC §211.16 (3)
- Have physical facilities defined in TAC §211.16 (4)
- Have policies outlined in TAC §211.16 (5)
- Have an established administrative structure defined in TAC §211.16 (6)
- Have liability insurance for the agency and its vehicles
- Have a defined process by which the agency will receive by mail, online, and by phone and document compliments and complaints on its employees

TCOLE records indicate your agency Chief Administrator is: Is this correct?

LEA compliance status

In Compliance – Agency meets all aspects defined in TAC §211.16

In Progress – Agency is in process of implementing and will finish all aspects of TAC §211.16 by September 1, 2025

Additional Support Needed – Agency will need aid in meeting all aspects as defined by TAC §211.16 by September 1, 2025

Attestation

This certifies the law enforcement agency is aware of the requirements for continued operation defined in TAC §211.16.

*Chief Administrator/Designee

*Date

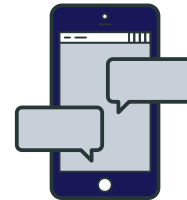
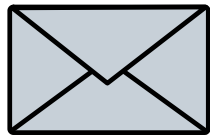
What is the purpose of these questions?

The addition of these new questions serves two purposes:

- **Educate law enforcement agencies of their new requirements.** While most LEAs are aware of the new requirements, we still encounter agencies that are not aware of the rule change. The annual report provides information about the rule, summarizes the requirements, and references the rule language.
- **Gauge where TCOLE should focus resources.** The annual report serves as a survey to gauge how many agencies are already compliant, and how many are still working on meeting the requirements. Reporting compliance status as “Additional support needed” will prompt support from a TCOLE Field Service Agent. The rule does not go into effect until September 1, 2025.

STAY UP TO DATE WITH TCOLE

SUBSCRIBE TO TCOLE COMMUNICATIONS



Stay up to date on TCOLE news, events, and reminders! Click the button below to subscribe to TCOLE communications via GovDelivery. This service is provided to you at no charge by Texas Commission on Law Enforcement. Be sure to allow emails from: TXCOLE@public.govdelivery.com.

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**CLICK OR SCAN QR CODE
FOR CURRENT TCOLE STATISTICS**



SCHOOL-BASED LAW ENFORCEMENT TRAINING REQUIREMENTS



Under Texas Occupations Code 1701.263, all school district police officers and school resource officers must obtain a School-Based Law Enforcement (SBLE) proficiency certificate within 180 days of the officer's commission or placement in the district or campus of the district.

To obtain the required certificate, an officer must complete two courses: School-Based Law Enforcement and Active Shooter, as described below. The SBLE certificate will now automatically post on the officer's TCOLE personal status report (PSR) once the two required courses have been completed.

To obtain an SBLE certificate, a licensee must complete:

**School-Based Law Enforcement Training (TCOLE Course #4064 or TCOLE Course #41501)
AND
ALERRT Level 1 (TCOLE Course #3311 or TCOLE Course #3315 for Train-the-Trainer)**

The School-Based Law Enforcement training courses are available through the Texas School Safety Center (TxSSC) and officers can find more information or sign up through the following links:

- TCOLE Course #4064 at <https://txssc.txstate.edu/events/sble-trainings/tcole-4064>
- TCOLE Course #41501 at <https://txssc.txstate.edu/events/sble-trainings/tcole-41501>

ALERRT courses are available through the Advanced Law Enforcement Rapid Response Training (ALERRT) Center or ALERRT certified instructors. You can find more information at <https://alerrt.org/>.

Chief administrators and training coordinators can check compliance and training deadlines for officers in their agency through a TCLEDDs report.

1. Log into TCLEDDs (<https://tcledds.tcole.texas.gov/IAM/Identity/Account/Login>).
2. On the menu on the left side, scroll down and select "Reports".
3. Scroll down and under the "Department Reports" section select "SBLE Certificates (for ISDs and SROs)".

(continued on next page)

SCHOOL-BASED LAW ENFORCEMENT TRAINING REQUIREMENTS

The report will list all officers appointed with your agency. Any non-ISD law enforcement agency who is offering a school resource officer to a nearby school district may use this report as well. However, the report will list your entire officer list and you will need to identify only those that are SROs.

The “Start Date” column shows you the date from which the officer’s 180-day deadline should be calculated. The “Date Certificate” column shows the date the certificate was awarded if the officer already has one. If they do NOT have the certificate, the column will be blank and the “Courses required for SBLE certificate” column will show which course or courses they are missing:

- *No 2195. No 3311.* – Means the officer needs ALERRT Level 1 (TCOLE Course #3311)
- *No SBLE: 3971, 4063, 4064, 41500, 41501.* – Means the officer needs SBLE course (TCOLE Course #4064 or TCOLE Course #41501)
- *No 2195. No 3311. No SBLE: 3971, 4063, 4064, 41500, 41501.* – Means the officer needs both courses

Officers cannot receive a medical or military waiver for these courses and certificate; however, if the officer has a valid training waiver in place, the Executive Director may grant a reasonable extension to complete the courses when the officer returns to duty.

RULE UPDATES

PROPOSED RULE AMENDMENTS

THE RULE AMENDMENTS BELOW ARE OPEN FOR PUBLIC COMMENT.

Proposed October 28, 2024

[§211.16](#) - Establishment or Continued Operation of an Appointing Entity

[§211.27-29](#) - Reporting Responsibilities of Individuals, Responsibility of a Law Enforcement Agency to Report an Arrest, Responsibilities of Chief Administrators

[§211.41](#) - Procurement Protests and Records

[§215.9](#) - Training Coordinator

[§219.2](#) - Reciprocity for Out-of-State Peace Officers, Federal Criminal Investigators, and Military Police

PROPOSED RULES

ADOPTED MODEL POLICIES

Medical and Psychological Examination of a Licensee
Agency Adoption Date - September 1, 2024

Hiring Procedures
Agency Adoption Date - June 1, 2025

Misconduct Allegations
Agency Adoption Date - June 1, 2025

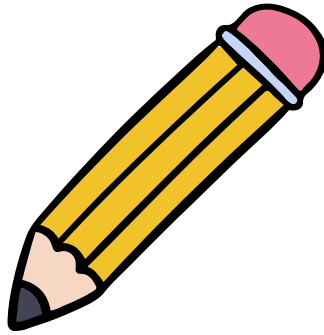
Personnel Files
Agency Adoption Date - June 1, 2025



Please visit the TCOLE website to view the most current versions of the model policies that have been finally adopted by the Commission. All law enforcement agencies shall adopt these model policies, or substantively similar policies, no later than the agency adoption date provided and submit the adopted policies to the Texas Commission on Law Enforcement.

MODEL POLICIES

EDUCATION SERVICES NEWS



New on MyTCOLE 3.0

Elementary Educational Outreach Training (4203) is designed to share best practices for peace officers to engage youth in a way that will promote positive interactions between children and law enforcement.

Trauma-Informed Approach to Sexual Assault Investigations (4070) is designed to meet the legislative mandate provided by S.B. 1402 in the 88th Regular Legislative Session.

Cultural Diversity (3939) is new and improved, designed to meet continuing education requirements under Texas Occupations Codes 1701.351 and 1701.352.

Course Updates

Training providers have 60 days from the day the course was published on the TCOLE website to implement changes.

The **New Supervisor Course (3737)** is being revised. The Education Services team is in the development phase, and expects the course to be complete in early 2025.

The Instructor Resource Guide for **Intellectual and Developmental Disability Training for Jailers (2831)** has been updated. All training providers must implement the new content by 02/06/25.

EDUCATION SERVICES NEWS

State Department Training Video

The U.S. Department of State has announced the release of a training video designed specifically for law enforcement agencies on Consular Notification and Access.

Brief Outline of the Training Video:

- Introduction: Overview of the mission of Consular Affairs and its role in Consular Notification and Access (CNA).
- CNA Basics: Explanation of what CNA is and why it's crucial.
- Key Concepts: Definitions and essential terms related to CNA.
- Operational Guidelines: Procedures for arrests and detentions, including when to notify consulates.
- Mandatory Notifications: Identification of countries requiring mandatory notification.
- Consular Access: Steps to ensure consular officials have access to detained foreign nationals.
- Importance of CNA: Emphasizing why CNA matters in law enforcement
- Resources: Available reference materials for further guidance

How to Access the Training Video:

Request the video access code by emailing consnot@state.gov.

Please provide the following information:

- Name
 - Title
 - Law Enforcement Agency (including City and State)
 - Official Email Domain Address (e.g., John.doe@localpd.gov)
 - Any upcoming training plans, if applicable
1. Navigate to our "[Training & Outreach by the State Department](#)" webpage and enter the code you received via email under the Pre-recorded Training Video section.

If your office has specific consular notification and access training needs, resource requests, or questions please do not hesitate to reach out via email to consnot@state.gov. We are available to respond during regular business hours, Monday through Friday, between 8 a.m. and 5 p.m. EST.



TRAINING COMPLIANCE



CHECK YOUR COMPLIANCE STATUS IN YOUR MYTCOLE ACCOUNT!

If you are currently lacking training for the current cycle ending on August 31, 2025, you will be able to see what courses and how many hours you still need to become compliant.

If you have completed all required training for the cycle, your MyCompliance page will let you know that you are compliant.

To view your compliance status:

- Go to: <https://tcledds.tcole.texas.gov/mytcole/>
- Log in with your User Name, Password, and TCOLE PID
- Click on the **"My Compliance"** link in the black bar at the top
- Review your personal report that lists your license(s) and any outstanding training requirements for each

Please click on "My Information" before logging out of MyTCOLE and update your personal mailing address and contact information, as required by TCOLE Rule §211.27. See next page for more information.

**CLICK THE BUTTON BELOW TO VIEW LICENSEE
TRAINING REQUIREMENTS ON THE TCOLE WEBSITE**

TRAINING

UPDATE YOUR CONTACT INFO IN YOUR MYTCOLE ACCOUNT

TCOLE may notify you through email, text message, or U.S. mail of changes or deficiencies impacting your license status. Make sure your phone number, email address, and mailing address are up to date so you receive these important notifications.

MyTCOLE Features:

Connect to
Free Online
Training

Order Your
Proficiency
Certificates &
Photo ID
Card

Print your
License

View Your
Personal
Status Report
(PSR)

Check
Training
Compliance

HOW-TO:

1. Log into your MyTCOLE account:
<https://tcledds.tcole.texas.gov/mytcole/Login>
2. Click on 'My Information' along the top toolbar

My Information

3. Scroll down to the Personal Tab

4. Update your information

5. Click the Save Changes button

The screenshot shows the 'My Information' form in the MyTCOLE system. The form is divided into several sections with tabs at the top: Personal, Education, Courses, Exams, Awards, and Service. The 'Personal' tab is selected. The form contains the following fields and options:

- High School: Yes (checked)
- G.E.D.: No
- Citizen: Yes
- Gender: Male
- Race: MultiCultural
- *Telephone: 512-936-7700
- *City: Austin
- *Height (ft): 5
- *Primary Email: Email@tcole.texas.gov
- *State: TX
- *Height (in): 9
- *Alternate Email: fake-email@email.net
- *Zip: 78723
- *Weight: 150
- *Address 1: 123 ABC Street
- *Driver's License #: 55555
- *Hair Color: Black
- Address 2: (empty)
- *Driver's License State: GA
- *Eye Color: Blue
- Issued: (empty)
- Save Changes button

TCOLE STAFF UPDATES



Tiffany Boscan joined our Finance & HR team in November as a Human Resources Manager. Tiffany has a degree in political science from Louisiana State University. She joins us from her most recent job as a HR Manager at the Texas Department of Family & Protective Services. She has held other HR roles at DFPS and the City of Round Rock. Tiffany is certified as a SHRM Senior Certified Professional (SHRM-SCP).



Hai Nguyen joined our IT division in October as a Systems Administrator. He comes to us with experience as a Senior System Administrator at Ultra Intelligence & Communications. Hai also has IT system administrator experience in his roles at Torchy's Tacos and We Are Blood. He is certified in Microsoft Azure Fundamentals and is a Systems Security Certified Practitioner (SSCP).



Felice Garcia joined our Enforcement team as a Criminal History Specialist in October. Felice has a degree in Criminal Justice from the University of Texas – San Antonio. She joins us from her most recent job with Travis County Civil Courts as a Judicial Executive Assistant. She has also held roles at the Texas Department of Criminal Justice and the Texas Juvenile Justice Department.



Craig Key joined our IT team as a Cybersecurity Analyst in September. Craig has a degree in electrical engineering from Texas A&M. He joins us from his most recent job with CBM Archives as a Support Engineer and Systems Administrator. Craig is a Certified Information Systems Security Professional (CISSP), Microsoft Certified Azure Security Engineer Associate, Microsoft Certified Security Operations Analyst Associate, and a Certified Information Systems Auditor (CISA).

TCOLE has several current employment opportunities, with many more expected in the coming months. Check our employment page for additional information.

APPLY TODAY

[CLICK HERE TO VIEW STATEWIDE PEACE OFFICER VACANCIES.](#)

TCOLE STAFF UPDATES



Sammie Mouser joined our Special Services team as a Program Specialist in September. Sammie joins us from her most recent job with the Human Trafficking Division of the Texas Attorney General. She has also held roles at the Cedar Park Police Department, TECO-Westinghouse, and National Instruments.



Brian Guerrero joined our Credentialing division in December as a Licensing and Permit Specialist. He graduated from Fresno State with a Criminal Justice degree, and worked as a law enforcement officer in California for a year before moving to Texas. Being new to Texas, Brian is most excited about providing customer service to law enforcement in the great state of Texas. In his free time, Brian enjoys training jiu-jitsu, shooting guns at the range, listening to podcasts, and Bible study.



Kamille Stone Stanton has joined the Government Relations division as the Records Supervisor. Kamille began working in records management for libraries in London in 1999 as a graduate student and continued in Leeds, West Yorkshire, until 2006, when she finished her doctoral degree and returned to the United States. She served as Assistant Professor at Savannah State University until 2010 and Associate Professor at the University of Maryland until 2018 before transitioning to curriculum development for the Texas Workforce Commission and the Office of the Attorney General of Texas.

Kamille joined TCOLE's Enforcement Division on contract last summer to document agency business processes, and is now dedicated to establishing a records management program that will support all law enforcement agencies across the state.

TCOLE has several current employment opportunities, with many more expected in the coming months. Check our employment page for additional information.

APPLY TODAY

[CLICK HERE TO VIEW STATEWIDE PEACE OFFICER VACANCIES.](#)

AWARDS & RECOGNITION

PEACE OFFICERS' MEMORIAL NOMINATIONS

If your agency has lost an officer or jailer in the line of duty, please be sure to send in nominations for the 2025 Peace Officers' Memorial Monument. We want to honor any fallen officers and make sure they receive the recognition they deserve.

Please be aware that inclusions on the Peace Officers' Memorial Monument for medical deaths, including those related to COVID-19-related, are based on determination for benefits eligibility by the Employees' Retirement System of Texas.

The nomination form can be found on the TCOLE website at <http://www.tcole.texas.gov/content/texas-peace-officers-memorial>.



[GET FORM](#)

LAW ENFORCEMENT ACHIEVEMENT AWARD NOMINATIONS

Each year TCOLE hosts an annual achievement awards ceremony to recognize peace officers, jailers, and telecommunicators that have gone above and beyond in their service to their community. We know there are many worthy candidates out there. The awards are issued in the categories of valor, public service, and professional achievement.

Nominations may be submitted at any time throughout the year. Nominations received after January 15th will be submitted for the following year.

For the award nomination form, and additional information, please visit:

<http://www.tcole.texas.gov/content/state-texas-achievement-awards>



[GET FORM](#)



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