



Kim Vickers  
Executive Director

## TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION

November 25, 2013

Brian Nelson  
General Council and Chief Legal Officer  
Lone Star College System  
5000 Research Forest Drive  
The Woodlands, Texas 77381

Dear Mr. Nelson,

The Texas Commission on Law Enforcement has received the Improvement Plan for the LSCS Law Enforcement Academy and has accepted the conditions of the Improvement Plan entering into an agreed suspension until July 1, 2015.

Although our initial contact with the academy at the onset of this investigation was challenging, we appreciate the level of cooperation and attention we received finalizing the improvement plan. Once the changes outlined in this plan are completed, the LSCS Law Enforcement Academy will have the ability to be a successful program in 2015.

Please do not hesitate to contact us if you have any questions or need further assistance.

Respectfully,

A handwritten signature in black ink, appearing to read "John M. Helenberg".

John M. Helenberg, Director  
Agency Operations  
Texas Commission on Law Enforcement

JMH/la

# Lone Star College System

## Law Enforcement Academy (LSCS-LEA)

### Confidential Improvement Plan in Response to TCOLE Review and Findings dated July 18, 2013.

Lone Star College System submits the following schedule guideline for continuous improvement to our TCOLE approved Law Enforcement Academy. This document serves as the final working plan with regards to the two areas of improvement: Administrative and Curriculum. Also listed are the other items of interest such as the Advisory Council and Student Graduation of the Current Class.

#### Administrative Processes

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1. Improvement Plan submitted to TCOLE and to be agreed upon by LSCS and TCOLE by September 18, 2013. Final plan submitted to and accepted by TCOLE on October 29, 2013.
2. September, 2013: Formal Review of all LSCS-LEA Administrative Procedures by, External Auditor, Rex White, Training Coordinator for University of Houston-Downtown.
3. November, 2013: Update lesson plans for the current LSCS-LEA cohort to reflect 2013 TCOLE policy changes
4. November 2013 - December, 2014: Updated Lone Star College LEA processes and documentation per audit with Rex White's recommendations. (Please see Attachment A) Areas of focus include:
  - A. Administration and current TCOLE standards
    - Student Advising and Registration process and documentation
    - Faculty and Coordinator selection criteria
    - TCOLE exam proctor criteria and testing requirements
    - Student Graduation
    - Advisory Council Selection and Procedures/Documentation
    - Job Placement Assistance
  - B. Curriculum
    - Lesson Plans with corresponding Curriculum (Please see Attachment B)
    - Section Course Assessments and Final Exams
5. January 2015: LSCS – LEA staff trained on revised record keeping and Lesson plans, curriculum, and assessments.
6. February 2015: TCOLE staff invited back to Lone Star College System to conduct review and audit of LSCS-LEA administrative processes, procedures, instruction and leadership.
7. March 2015: Begin marketing LSCS-LEA program to the community

8. May 2015: Begin registration of LSCS-LEA students.
9. July 2015: LSCS-LEA classes begin
10. August 2015 :Begin CE Police Academy training for Lone Star College System & community police forces

#### **Academy Leadership, Faculty and Staff**

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1. September 2013: LSCS-LEA Administration, trained on TCOLE 2013 curriculum and reporting standards
2. October 2013: Revised instructor assignments, revised Lesson Plan for current LSCS-LEA class.
3. November 2013: Jobs posted for full-time Training Coordinator, new full-time faculty and new support/student advising assistants.
4. January – February 2014: New Training Coordinator, new full-time faculty and new support/student advising assistant hired and trained on TCOLE 2013/2014 curriculum and standards by TCOLE, Rex White, and interim Training Coordinator
5. February 2014: New Faculty & Training Coordinator/Director Credentials & Bios files completed by LSC Director
6. March 2015 – Adjunct faculty hired. Resume and bio files completed.

#### **Advisory Council**

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1. September 2013: A letter of explanation was sent to inform current Advisory Council members of LSCS-LEA situation.
2. November 12, 2013: Advisory Council meeting will be held, led by Chief Hauck, City of Tomball
  - a. TCOLE staff invited to attend.
  - b. LSCS and LSCS-LEA administration invited to attend
  - c. Advisory council Chair to be appointed for one year term.
3. Quarterly meetings will be planned, TBD.

#### **Other: Graduation Ceremony**

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1. January 23, 2014: Graduation, current class. Invite TCOLE staff and LSC LEA Advisory Council
2. TCOLE's Kim Vickers will be invited as keynote speaker.
3. Summer 2016: Next LSCS-LEA graduating class – 2 cohorts (day/night)

Accepted and Agreed to by the Texas Commission  
of Law Enforcement Officers:

By: \_\_\_\_\_

Kim Vickers

Its: Executive Director