

TEXAS COMMISSION ON LAW ENFORCEMENT
6330 E. Highway 290, Suite 200
Austin, Texas 78723-1035
Phone: (512) 936-7700
<http://www.tcole.texas.gov>

CONTRACTUAL TRAINING RENEWAL APPLICATION

Commission Rule §215.1, §215.2, §215.5, §215.7, and §215.9

Non-refundable \$1,000 fee must be included: Agency Check, Cashier's Check or Money Order (5522)

Type of Organization			
<input checked="" type="checkbox"/> Law Enforcement Agency	<input type="checkbox"/> Alternative Delivery Trainer		
<input type="checkbox"/> Law Enforcement Association	<input type="checkbox"/> Proprietary Entity		
Agency/Organization Name: Tarrant County Criminal District Attorney			TCOLE Agency No. 439140
Chief Administrator (individual that exercises administrative control): Phil Sorrells			
Mailing Address 401 W. Belknap St	City/State Fort Worth, Tx.	Zip Code 76196	Phone No: 817-884-1400
Street Address 401 W. Belknap St	City/State Fort Worth, Tx	Zip Code 76196	Fax No:
Training Coordinator Kyle Gibson	PID: 15375	E-mail: kgibson@tarrantcountytexas.gov	
Does the coordinator hold an active commission instructor license/certificate? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>			Percentage of time devoted to training: 50%
Advisory Board Chair Lisbet Back		Email lback@westoverhillspd.org	
Mailing Address 5824 Merrymount Rd	City/State Fort Worth, Tx	Zip Code 76107	

An evaluation of your training program must have been conducted within the last two years of applying for a contract renewal. When was your training program last evaluated? September 27th, 2023

Category (Check box for compliance) Yes	Commission Rule	Comply		
		Yes	No	N/A

I. FORMS AND APPLICATIONS (211.19)

All applications, forms, data, and documents shall be submitted electronically via TCLEDDS.	211.19(a)	Yes	
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II. Physical Site (215.2)

1.) Adequately equipped classrooms, bathrooms, break rooms, parking areas	215.2(b)	Yes	
2.) Resources	215.2(c)(2)	Yes	
Reference library or sufficient number of computers	215.2(c)(2)(3)	Yes	
Firing range (proprietary interest in or written contract)	215.2(c)(4)	Yes	
Secure Storage	215.2(c)(4)	Yes	
First Aid	215.2(c)(4)	Yes	
Safety Rules Posted	215.2(c)(4)	Yes	

Driving range (proprietary interest in or written contract)	215.2(c)(5)	No		
Automobile available with Em. equipment	215.2(c)(5)	No		

III. Advisory Board (215.7)

1) Establish & maintained (meet once/calendar year) Attach copy of the most current Advisory Board Minutes.	215.7(a)(d)	Yes	
2) Membership – (minimum 3 members & 1/3 public)	215.7(b)	Yes	
3) Resumes' for all members (regular & ex-officio) Attach a copy of the most current list of Advisory Board Members and Bios.	215.2(d)(6)	Yes	
4) Chairman elected / appointed	215.7(c)	Yes	
5) Minutes of all meetings (kept for at least 5 years)	215.7(e)	Yes	
6) Duties: Development of Curriculum	215.7(h)	Yes	
Discharge responsibilities	215.7(i)(1)	Yes	
Advise on training needs	215.5(i)(3)	Yes	
Advise on course – type, frequency, location	215.7(i)(4)	Yes	
Class attendance, pre-requisites, size, etc.	215.7(i)(5)	Yes	
Advise on order of preference	215.7(i)(6)	Yes	
Establishment of admission standards	215.7(j)	Yes	

IV. Training Coordinator (215.9)

1) Valid license/certificate	215.9(a)	Yes	
2) Full-time paid employee	215.9(a)	Yes	
3) Ensure compliance with commission rules	215.9(b)(1)	Yes	
4) Prepare, maintain & submit reports as required:	215.9(b)(2)	Yes	
Training reports within 30 days of completion	215.9(b)(2)(A)	No	
Quarterly training calendars	215.9(b)(3)(D)	Yes	
5) Course administration & conduct:	215.9(b)(3)	Yes	
Appoint and supervise instructors	215.9(b)(3)(A)	Yes	
Maintain schedules, files and lesson plans	215.9(b)(3)(B)	Yes	
Enforcement of admission, attendance, retention & other standards	215.9(b)(3)(C)	Yes	
Secure and maintain all facilities	215.9(b)(3)(D)	Yes	
Control discipline and demeanor	215.9(b)(3)(E)	Yes	
Distribution and review of commission rules	215.9(b)(3)(F)	Yes	
Learning objectives distributed at the beginning of each course	215.9(b)(3)(G)	Yes	

I, as the Chief Administrator, or designee, attest that an assessment of the above named agency/organizations training program has been conducted and documentation of proofs of compliance are on file with the above named agency/organizations training program for Commission review.

I, as the Chief Administrator, or designee, attest that the above named agency/organizations training program meets the requirements for a Contractual Training Provider as provided in Commission Rules §215.1, §215.2, §215.5, §215.7, and §215.9.

I certify that I am the Chief Administrator of the above named agency or the person designated by the chief administrator to sign this document.

I am fully aware that this application is a government document and, under penalties of perjury, I declare the foregoing information to be true and correct.



Chief Administrator/Designee (Type or Print)



Signature

Kyle Gibson

Training Coordinator (Type or Print)



Title



Date



Signature

Tarrant County Criminal District Attorney
Investigative Division
TCOLE Training Advisory Board

Minutes

October 11, 2023 1:00pm
Executive Conference Room 4th Floor
Tim Curry Criminal Justice Center

Board Member Attendees: Investigator Jose Carrizal, Assistant Criminal District Attorney DJ Estes, Dr. Zerita Hall, and Lieutenant Lisbet Back

Ex-Officio Board Member Attendees: Chief Investigator Maria Hinojosa and Assistant Chief Investigator Kyle Gibson.

The meeting was called to order by Lt. Back at 1:01pm.

District Attorney Phil Sorrells came into the meeting for introductions and welcomed the TCOLE Advisory Board to his new administration. DA Sorrells did not stay for the board meeting.

ACI Gibson presented the Minutes for the October 17, 2022 Advisory Board Meeting for approval. ADA Estes made a motion to approve and it was seconded by Inv. Carrizal. Motion passed unanimously.

Training Report given by ACI Gibson.

- Investigative Division was 100% compliant with the 2012-2023 TCOLE training cycle.
- The board was advised an audit was completed by TCOLE on September 27, 2023. The Investigative Division passed the audit. The only deficiencies noted were 7 rosters were submitted outside the 30 day reporting requirement. These files were updated with memos noting the late report. A copy of the completed audit was provided to each board member.
- Two investigators had successfully completed their Emergency Medical Responder training and associated testing for both the state and national certification.
- Plans for 2024 were discussed including both the TCOLE and Best Practice mandates.
 - Best Practice mandated in-service training is scheduled for December 2, 2023.
 - TCOLE mandated Finding Wellness, Legislative Updates, and Trauma Informed Response to Sexual Assault. All of which had already been completed by investigators.

Tarrant County Criminal District Attorney
Investigative Division
TCOLE Training Advisory Board

- Dr. Hall commented on the positive value of having a trauma informed approach to dealing with victims.
- ADA Estes commented on possibly having a joint training with the entire office about trauma informed response to victims and witnesses.
- ADA Estes further commented on the value of collaborative training within the office so everyone can “know what works”. DDR. Hall requested to attend any collaborative training that is offered.
- ALERRT Training of 16 hours was also mandated by TCOLE. The Investigative Division has one Level 1 Course Trainer and is looking to train at least one more investigator to be able to conduct in-house training.
- Proposed additional training for 2024:
 - Investigators will be supplied NARCAN and be provided training on its use prior to distribution.

Board Meeting Schedule for 2024 was briefly discussed. Next meeting will be held at a date to be set in April 2024.

Motion to adjourn made by Investigator Carrizal. The motion was seconded by Dr. Hall.

Meeting adjourned at 2:02pm.

TCOLE Training Advisory Board – 2024

Agency Head

Phil Sorrells
Tarrant County Criminal District Attorney

Voting Members

Term

Expires

Lieutenant Lisbet Back #140
Assistant Chief of Police
Westover Hills Police Department
5824 Merrymount Rd.
Fort Worth TX 76107
682-215-3066
lback@westoverhillspd.org

3yr. term

2025

PUBLIC MEMBER -OPEN

3 yr. term

2022

Dr. Zerita Ro'Shae Hall
Professor at UTA – Criminal Justice
2858 Ranch House Dr. W. #112
Fort Worth, TX 76116
817-726-6469 Cell
817-272-0311 Work
zerita_hall@yahoo.com

2 yr. term

2024

(2 yr. ext. option)

Davye J Estes
Assistant Criminal District Attorney
Tarrant County Criminal District Attorney's Office
401 W. Belknap Street
Fort Worth, Texas 76196
817-884-2609
DJEstes@tarrantcountytx.gov

2 yr. term

2024

(2 yr. ext. option)

Jose Carrizal –
Investigator
Tarrant County Criminal District Attorney's Office
401 W. Belknap Street
Fort Worth, Texas 76196
JACarrizal@tarrantcountytx.gov

2 yr. term

2024

(2 yr. ext. option)

Ex-officio members

Don Pilcher – Chief Investigator, Tarrant County Criminal District Attorney's Office
Kyle Gibson – Investigator, Training Coordinator, TCCDA



Texas Commission on Law Enforcement Training Provider Contract Addendum

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Firearms Range and Driving Facility Training Addendum --- TCOLE Rule 215.2, (C), (4)-(5)

This addendum provides for the exclusion of the training provider requirements for a firearms range and/or driving facility for non-academy training providers based upon the training providers' assertion and warranty that no such training on the selected item will be conducted by or reported by the Training Provider.

Training Provider: Tarrant County Criminal District Attorney's Office Provider Number: 439140

☐ **Firearms Range Addendum:** TCOLE Rule 215.2 requires a proprietary interest in or a written contract providing for a firing range suitable for the course of fire required in the current basic peace officer course, with safety rules clearly posted, secure storage and first aid equipment while on the premises. The Training Provider asserts and warrants that NO firearms training of any kind will be conducted or reported by the Training Provider at any time during the term of this contract.

☒ **Driving Facility Addendum:** TCOLE Rule 215.2 requires a proprietary interest in or a written contract providing for at least one facility to conduct police driving training, to include at least one law enforcement automobile for training. The Training Provider asserts and warrants that NO driving training of any kind will be conducted or reported by the Training Provider at any time during the term of this contract.

Terms of Addendum:

- I. An agency must have an approved copy of this addendum attached to the current training contract and maintained on file and readily accessible for inspection at the training facility.
- II. Noncompliance with any of the terms of this contract addendum or any Commission rule or law may result in termination of the original Training Provider contract.
- III. This addendum becomes effective upon approval and will automatically transfer to each subsequent renewal unless amended, recalled or terminated by the Commission.

As chief administrator of the aforementioned Training Provider Agency, and fully aware of the consequences of tampering with this government document, I request the exemption(s) checked above and agree to abide by all the terms and conditions in this document.

Maria E. Hinojosa

Training Coordinator Signature

Maria E. Hinojosa

Printed Name and Title

5/8/18
Date

Malcolm Jackson

TCOLE Representative

Malcolm Jackson, ACE
Printed Name and Title

5/8/18
Date

SIGNED AND EXECUTED this _____ day of _____, 2024.

**COUNTY OF TARRANT
STATE OF TEXAS**

Tim O'Hare
County Judge

APPROVED AS TO FORM:

CERTIFICATION OF
AVAILABLE FUNDS: \$ _____

Criminal District Attorney's Office

Tarrant County Auditor

*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.