HOUSTON
CITY COLLEGE

AGENDA

BOARD GOVERNANCE COMMITTEE

OF THE BOARD OF TRUSTEES

October 7, 2026
10:00 AM

3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002

NOTICE OF A MEETING OF THE
Board Governance Committee
OF THE BOARD OF TRUSTEES

HOUSTON CITY COLLEGE

October 7, 2026

Notice is hereby given that a Meeting of the Board Governance Committee of the Board of Trustees of Houston City College will be held on Wednesday, October 7, 2026 at 10:00 AM, or after, and from day to day as required, 3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

A. Opportunity for Public Comments

II. Topics For Discussion and/or Action:

A. Approval of Policy CL (LOCAL) Facilities Planning

B. Approval of Proposed Revisions to GB (LOCAL) Public Complaints and Hearings

C. Approval of Proposed Revisions to CGF (LOCAL) Safety Program: Security Personnel

III. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. <u>Legal Matters</u>

Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

B. <u>Personnel Matters</u>

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

C. <u>Real Estate Matters</u>

Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

IV. Additional Closed or Executive Session Authority:

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning:

Section 551.071 - For the purpose of a private consultation with the Board's attorney about pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation to the System if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

Section 551.076 - To consider the deployment, or specific occasions for implementation of security personnel or devices, or a security audit.

Section 551.082 - For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing, unless an open hearing is requested in writing by a parent or guardian of the student or by the employee against whom the complaint is brought.

Section 551.084 - For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation. Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

A. The open meeting covered by this Notice upon the reconvening of the public meeting, or

B. At a subsequent public meeting of the Board upon notice thereof, as the Board

shall determine.

V. Reconvene in Open Meeting

VI. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **1st day of October 2026**, this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston City College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston City College's website: www.hccs.edu.

Posted By:

_____

Sharon R. Wright
Director, Board Services

ACTION ITEM

Meeting Date: October 7, 2026

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
A.	**Approval of Policy CL (LOCAL) Facilities Planning**	**Dr. Margaret Ford Fischer** **Dr. Nicole Montgomery** **Dr. Melissa Mihalick** **Dr. Uchena Spencer**

RECOMMENDATION

Approve the new CL (LOCAL) policy as set forth in the attached document.

COMPELLING REASON AND BACKGROUND

The purpose of this new policy is to comply with SB 8, the Texas Women's Privacy Act, and to ensure that the College District's use and designation of restrooms, changing rooms, locker rooms, and other private spaces comply with applicable state and federal laws.

The policy requires administrative regulations addressing compliance and establishes an office or offices where individuals may obtain information or report concerns regarding restroom access, accommodations, or safety.

STRATEGIC ALIGNMENT

1. Student Success, 3. Academic Rigor , 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
CL (LOCAL)	9/23/2026	Attachment

This item is applicable to the following: District

Designation and Use of Restrooms and Other Private Spaces

~~The Board shall ensure that the Chancellor, or appropriate staff as determined by the Chancellor, designates private spaces in accordance with law. [See FG for student housing]~~The College District shall follow state and federal law regarding access to restrooms, changing rooms, locker rooms, and other private spaces, including applicable laws that require designation of private spaces based on sex and laws that require facilities modifications to ensure accessibility by persons with disabilities. The Chancellor, or appropriate staff as determined by the Chancellor, will designate private spaces in accordance with law by using appropriate signage.

The College District will take reasonable steps to provide safe and accessible restrooms and other private spaces for students, employees, and campus visitors. In addition to maintaining multi-user facilities, the College District shall support the privacy and comfort of individuals by identifying single-user, gender neutral private spaces that are available on HCC campuses. Information on the location of single-user spaces will be posted on the College District's website or made available on appropriate signs near multi-user restrooms.

The Chancellor shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in College District facilities. The regulations will identify one or more College District offices where individuals may seek information or report concerns about restroom access, restroom accommodations, or safety.

College District employees are prohibited from conducting a bodily search or inspection of individuals who are using or seeking to use a restroom, changing room, locker room, or other private space in a College District facility.

Commented [1]: The deletion (shown in RED) was proposed by TASB.

Commented [2]: The remaining provisions of the policy (shown in BLUE) are recommended by HCC Administration.

Commented [3]: The sentence (shown in BLACK) was recommended by TASB.

ACTION ITEM

Meeting Date: October 7, 2026

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
B.	**Approval of Proposed Revisions to GB (LOCAL) Public Complaints and Hearings**	**Dr. Margaret Ford Fisher** **Dr. Nicole Montgomery** **Dr. Melissa Mihalick** **Dr. Uchena Spencer**

RECOMMENDATION

Approve the revisions to GB (LOCAL) as set forth in the attached policy.

COMPELLING REASON AND BACKGROUND

Revisions to GB (LOCAL) establish and clarify the process for public complaints and grievances, including applicable complaint procedures, filing requirements and timelines, administrative review, appeals, and responses. The policy also clarifies that certain complaints are governed by other College District policies.

STRATEGIC ALIGNMENT

1. Student Success, 3. Academic Rigor , 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
GB (LOCAL)_10-7-26	9/24/2026	Cover Memo

This item is applicable to the following: District

~~Guiding Principals~~

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Complaints from the public shall be ~~filed~~initiated in accordance with this policy, except as required by the policies listed below~~. Some of these policies require appeals to be submitted in accordance with GB after the relevant complaint process~~:

1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]
2. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]
3. Complaints against a board member or the Chancellor. [See BBFB]
4. If the complaint involves occupational fraud, waste, abuse, or ethical violations, individuals should submit the complaint pursuant to AF and any affiliated regulations.

~~Guiding Principles~~

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns.

Concerns should be ~~expressed~~presented as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution ~~shall be~~is encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by ~~timely~~ filing a written complaint form provided by the College District in GB Regulation.

Such complaint form shall be filed within ~~15 business~~ 45 calendar days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance. The individual is encouraged to provide a detailed factual summary of the concern along with dates and the names of HCC personnel or other witnesses with relevant knowledge.

~~Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time~~The complaint form shall be ~~filed with~~forwarded to the lowest level administrator who has the authority to remedy the alleged problem.

Redline – Text deleted at the rec-ommendation of TASB and/or the Administration to streamline policy and align with guidance from the Board's legal counsel.

Green Text - Existing policy language reorganized or relocated by TASB for improved organization and read-ability.

Blue Text – New language proposed by TASB and/or the Administration to streamline policy and align with guidance from the Board's legal counsel.

Deadline was extended to allow the public additional time to file a complaint under this pol-icy.

~~If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Chancellor, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.~~

~~If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.~~

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy~~, nor to~~. This policy does not require an~~ full~~ evidentiary hearing or "minitrial" at any level.

Option to Continue Informal Process

Even after initiating the formal complaint process, individuals are encouraged to seek informal ~~resolution of their concerns. An individual whose concerns are resolv~~ed may withdraw a formal complaint at any time.

~~The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "minitrial" at any level.~~

Freedom from Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

~~Complaints~~

~~In this policy, the terms "complaint" and "grievance" shall have the same meaning.~~

~~Other Complaint Processes~~

~~Complaints from the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GB after the relevant complaint process:~~

~~1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]~~

~~2. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]~~

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email~~ and fax~~, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the

deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline. This policy does not recognize complaints posted on social media or sent via text message.

Scheduling Conferences

~~The~~When a conference is required by this policy, the College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the College District may ~~hold~~proceed with resolution of the ~~conference~~ complaint and issue a decision ~~in the individual's absence~~.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean ~~any~~a person ~~who~~ or organization that is designated by ~~an~~the individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the College District at any level of this process. If the individual designates a representative with fewer than three days' notice to the College District before a scheduled conference ~~or hearing~~, the College District may reschedule the conference ~~or hearing~~ to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ~~ten~~10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District in GB(REGULATION).

Copies of any documents that support the complaint should be attached to the complaint form. ~~If the individual does not have copies of these documents, theycopies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.~~

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within ~~15~~45 calendar days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and

2. With the lowest level administrator who has the authority to remedy the alleged problem.

   If the only administrator who has authority to remedy the alleged problem is the Chancellor or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Deadline was extended to allow the public additional time to file a complaint under this pol-icy.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, ~~he or she~~the individual may request a conference with the Vice Chancellor or designee that supervises the Level One Administrator in order to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ~~ten~~10 days of the date of the written Level One response or, if no response was received, within ~~ten~~10 days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator will evaluate the allegations and determine whether a conference would aid decision-making regarding the matter. If the administrator determines that a conference is unnecessary, the administrator may proceed with decision-making and shall provide a written response to the individual setting forth the basis of the decision. The response will be provided within 15 days of receipt of the Level Two appeal.

When a conference will aid decision-making, the Level Two administrator shall schedule a conference within ~~ten10~~ 15 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and identified in the Level Two appeal notice. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two

administrator may set reasonable time limits for the conference. The conference may be held in person or via a video platform.

The Level Two administrator shall provide the individual a written response within ~~ten10~~15 days following the conference. The written response shall set forth the basis of the decision. ~~In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.~~

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

The decision of the Level Two administrator is final. However, nothing precludes the individual from addressing the Board of Trustees at a regularly scheduled board meeting during the public forum for citizens.

~~Level Three~~

~~If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or shethe individual may appeal the decision to the Board.~~

~~The appeal notice must be filed in writing, on a form provided by the College District, within ten10 days of the date of the written Level Two response or, if no response was received, within ten10 days of the Level Two response deadline.~~

~~The Chancellor or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.~~

~~The Chancellor or designee shall provide the Board with the record of the Level Two complaint. The individual may request a copy of the Level Two record.~~

~~The Level Two record shall include:~~

~~3. The Level One record.~~

~~4. The written response issued at Level Two and any attachments.~~

~~5. All other documents relied upon by the administrationLevel Two administrator in reaching the Level Two decision.~~

~~The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.~~

~~The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]~~

~~The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.~~

~~In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or herthe individual's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.~~

~~The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board does not makefails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.~~

~~Effective Date~~

~~This policy shall be effective as of the adoption date, November 6, 2019.~~

ACTION ITEM

Meeting Date: October 7, 2026

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
C.	**Approval of Proposed Revisions to CGF (LOCAL) Safety Program: Security Personnel**	**Dr. Margaret Ford Fisher** **Dr. Nicole Montgomery** **Dr. Melissa Mihalick** **Dr. Uchena Spencer**

RECOMMENDATION

Approve CGF (LOCAL) as set forth in the attached policy.

COMPELLING REASON AND BACKGROUND

The proposed revisions to CGF (LOCAL) streamline the complaint process related to security personnel and clarify the referral process for complaints that may fall under other College District policies. The revisions are intended to ensure consistency and coordination among the interconnected complaint processes, while directing complaints to the appropriate process for review and resolution.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
CGF(LOCAL) Policy	9/23/2026	Attachment

This item is applicable to the following: District

College District Police Department

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers to provide a safe and orderly environment for all who utilize the facilities of the College District, to protect the rights of such individuals, and to preserve the peace by enforcing federal, state, and local laws.

Jurisdiction

The primary jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District. Outside of his or her primary jurisdiction, a College District police officer is vested with all powers, privileges, and immunities of peace officers and may arrest any person who violates the laws of the state.

Officers

The College District shall employ commissioned peace officers to enforce laws applicable to the College District. Police officers employed by the College District shall be licensed by the Texas Commission on Law Enforcement (TCOLE) and shall possess a valid Texas driver's license. Officers shall comply with all rules and procedures applicable to other College District employees, except to the extent of any conflict with this policy. In the event of such conflict, this policy controls. The chief of police shall have the authority to establish the work schedule for all police department personnel under the control of the College District.

General Orders

The chief of police shall develop general orders with review and approval by the Chancellor. These orders shall provide College District police officers with the operational instructions needed to perform their duties~~.~~ and to comply with this policy. The general orders shall include disciplinary actions for failure to follow or comply with all rules and procedures applicable to other College District employees, as well as their own specific rules, statutes, laws, and obligations as sworn officers.

Commented: Revisions throughout this policy are recommended by HCC Administration.

Police Authority

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. College District peace officers shall perform administrative or law enforcement duties related to College District business, including but not limited to, the safety and welfare of students and others and the protection of property. Subject to limitations in law, College District peace officers shall:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.

2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the Chancellor or designee and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the Chancellor.
8. Carry out all other duties as directed by the chief of police or Chancellor.

Employment of Peace Officers and Telecommunicators

Employees of the police department, whether sworn or unsworn, shall comply with the College District's employee standards of conduct, including but not limited to Policy DH.

For additional provisions regarding the employment of peace officers and telecommunicators, see DC.

Limitations on Outside Employment

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Chancellor or designee. A College District police officer, with the exception of the chief of police, may obtain secondary employment in any lawful capacity so long as the outside employment does not interfere with the officer's duties and responsibilities to the College District and such outside employment does not occur during the time the officer is scheduled to work for the College District. Any secondary employment of the chief of police shall be approved by the Chancellor. No officer shall work a secondary job that creates a conflict of inter-

est or would discredit the College District. College District police officers shall wear the official Houston Community College District police uniform while engaged in outside police employment.

College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws, within another law enforcement agency's jurisdiction while working off duty or temporarily assigned to the other agency.

Relationship with Outside Agencies

The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into memoranda of understanding and other appropriate interlocal agreements that outline reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Chancellor or designee shall review the memoranda of understanding at least once every year. The memoranda of understanding shall be approved by the Board.

Interlocal Agreement for Mutual Aid

While operating pursuant to an interlocal agreement for mutual aid or other support for another law enforcement agency, each College District police officer shall perform the duties and have the authorities set out in the agreement, including enforcing all laws within the other agency's jurisdiction.

Use of Force

The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department's general orders. The use of excessive force is expressly forbidden. Officers may use only the amount of force that is objectively reasonable and necessary under the circumstances to carry out a lawful duty, including making an arrest or detention, executing a lawful search, preventing escape, overcoming resistance, or protecting themselves or others from harm.

By Drone

The College District shall not use force by means of a drone.

High-Speed Pursuit

Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department's general orders. College District police officers shall make every reasonable effort to apprehend a fleeing suspect who has committed a felony and to respond to emergency calls quickly and safely. The pursuit or call response should never be carried to such an extent as to endanger the lives of the general public, suspect, or the officer. Pursuits shall not be initiated or continued on or off property owned or under the control of the College District unless a police supervisor approves such pursuit. Pursuits shall not be initiated for minor traffic violations or non-felonious crimes against property.

Body-Worn Cameras

A College District police officer shall use a body-worn camera only when performing official law enforcement duties for the College District and in accordance with the provisions of the College District police department's body-worn camera program. Each College District police officer shall receive training on the program, including proper use and operation of cameras. Any College District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.

Officer Training

All College District officers shall receive at least the minimum amount of continuing education required by TCOLE.

Medical and Psychological Examinations

For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.

Leave

For provisions regarding mental health leave for peace officers and telecommunicators and quarantine leave for peace officers, see DEC.

Complaints

The College District is committed to maintaining public trust by ensuring that complaints of misconduct against sworn peace officers and police telecommunicators are handled fairly, impartially, and timely. The Chancellor or designee will implement a written investigation procedure [CGF Regulation] that conforms to state and federal law and Texas Commission on Law Enforcement (TCOLE) requirements.

Employment complaints. This policy is intended to address complaints of misconduct or impropriety by peace officers and telecommunicators. It is not a vehicle to address routine corrective action by a supervisor. Corrective action, counseling, coaching, and mentoring are primary duties of a supervisor and are not considered complaints subject to this policy. Employment-related concerns submitted by Police Department employees regarding matters such as compensation, promotions, schedules, working conditions, workplace conflict, performance evaluations, assignments, reprimands, and/or disciplinary actions will be addressed in accordance with Policy DGBA and other applicable personnel policies and procedures of the College. Employee harassment and discrimination complaints will be addressed in accordance with Policy DIAA or DIAB as may be applicable.

Complaints must be in writing. Complaints against a College District police officer or telecommunicator shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District

shall provide ~~to the police officer~~ a copy of the complaint to the officer who is the subject of a complaint within a reasonable timeframe after it is received. [See Complaint Against Peace Officer at CGFA(LEGAL)]

Complaints against ~~a College District police officer~~ *the chief of police*. Complaints against the chief of police shall be ~~filed and addressed~~submitted in ~~accordance with DGBA, including the provisions relating Other Complaint Processes and HCC Police Department General Orders Grievance Procedure.~~

~~Appeals regarding this complaint process~~writing to the Chancellor or the Chancellor's designee, who shall ~~be filed in accordance with DGBA, FLD (beginning at Level 4), or GB (beginning at Level 4), as~~appoint an appropriate~~.~~

~~Misconduct Investigations~~

~~For provisions regarding~~, impartial investigator to conduct the investigation ~~of allegations of misconduct by peace officers and telecommunicators, see DH~~.

Impartial investigation. Complaints under this policy will be investigated by an impartial supervisor or investigator who was not involved in the incident. A completed investigation report will describe each allegation of misconduct, the investigative findings, including whether sustained or not sustained, and the final disposition of each allegation.

If an officer or telecommunicator separates from the College District during the pendency of an investigation of misconduct, the College District must complete the investigation and submit a summary report to the Chancellor, chief of police, and TCOLE regardless of the findings.

Personnel Files

For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.

Department Regulations Manual

To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Chancellor or designee shall review the manual annually and make any appropriate revisions.

Racial Profiling

The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin. Pursuant to the Texas Code of Criminal Procedure, racial or ethnic profiling by College District peace officers is strictly prohibited.

Disciplinary Action

College District police officers are subject to College District policy. A police officer who violates College District policy ~~or~~, department rules or regulations, or state or federal law shall be subject to disciplinary action, including but not limited to, suspension with or without pay, reprimand, or termination.