


  
**TEXAS DEPARTMENT OF PUBLIC SAFETY**  
**INTEROFFICE MEMORANDUM**

To: All Region 6 Commissioned Personnel  
From:  Jerome Powell, Captain, Region 2A, Houston  
Subject: **Coaching and Training Session**

Date: 11/19-20/2007

Division: DLD-Field

1. Congratulations to Trooper Mayer on his promotion to Criminal Intelligence Service -Laredo..
2. Commissioned Personnel: Filing of Criminal charges (TLE-1)  
Region 2A Benchmark: Troopers are expected to file at least two (2) charges per week.
  - a. Verify authenticity of documents
  - b. Ensure that elements are valid
  - c. File higher charge. (Felony vs. misdemeanor)
  - d. Follow up with TLE-1 report through channels.
3. Car book & Background investigations: Proper verbiage must be used in the section **Purpose for which vehicle is used**. "Enforcement and investigative duties".  
Background investigation must follow the proper format.
  - a. The list of approved documents for employment has changed. **Handout and discussion**.
4. Troopers are expected to set the tone in following department policies and procedures.
  - a. Report any and all instances of courtesy violations or internal/external fraud.
  - b. Assist the Sergeant in ensuring positions are filled, crowd control and wait times are kept to a minimum.
  - c. Obey and adhere to directives given with a can-do attitude.
  - d. Report professional misconduct by civilian employees without interjection of personal feelings, be impartial.
  - e. Troops are Subject to recall on a 24 hour basis. Provide updated phone numbers.
5. Reminder: Keep vehicles and equipment in good working condition and in compliance with established guidelines. Required equipment (Vehicle inventory).
6. Be conscious of your surroundings and suspicious people and items in an effort to deter or prevent terrorism.
7. Officer Safety Concerns: Discussion and handout.

**Thank each you for your hard work and dedication to duty!!!**

c: Larry Cuny, Major  
Reginald Fields, Lieutenant  
Joe Bridges, Lieutenant