



Administrative Progress Report (APR) December 2008

To: POST Commissioners and Advisory Committee Members

**From: PAUL A. CAPPITELLI
Executive Director**

The Administrative Progress Report (APR) is a monthly status report that informs POST Commissioners and the California law enforcement community of recent progress on POST projects and instructional programs under development, and other information of importance to our mission to continually enhance the professionalism of California law enforcement.

2008 IN REVIEW

POST staff and I join in wishing all Commissioners, Advisory Committee members, and constituents throughout the state a "Happy New Year." The past year has been busy and challenging but, in my opinion, highly productive. "Thank you" POST staff for your warm welcome, and "thank you" POST Commissioners for your patience during this period of adjustment. Highlights of 2008 include both personal and organizational achievements.

In my first year as Executive Director, I have tried to acquaint myself with most of our training presenters and executives from as many law enforcement agencies as time permitted. Meeting representatives from the control agencies with whom we do business on a daily basis has resulted in a better understanding of state operations. Also, meeting and getting to know POST staff has been a top priority. Efforts have actively been made to improve staff/field communication through technology (BlackBerries, EDI, etc.). Keeping abreast of state-of-the-art technology with the goal of enhancing communication has been, and will continue to be, one of my foremost objectives.

Organizational achievements for 2008 include the preparation of 40 agenda items for the Commission to act upon at its quarterly Commission meetings and 38 informational (consent agenda) items to provide updates for Commission projects in progress.

Other noteworthy events and actions in the past year shaping our mission were:

- POST released 171,000 Notices of Appointment/Termination to the *Los Angeles Times* to comply with the August 2007 ruling by the California State Supreme Court. Staff worked with all agencies in the POST program to gather information for release to the *Los Angeles Times* as a result of the California Public Records Act (CPRA) suit brought against POST in 2002. POST could not have complied with the order of the court without the cooperation of all 615 law enforcement agencies in the POST program.

- POST DVD *Preventing Law Enforcement Suicide* was released on the POST website. This enabled law enforcement agencies throughout the nation to benefit from California's research of this troubling phenomenon.
- Staff commenced a first-of-its-kind Driver Training study to assess the effectiveness of behind-the-wheel training and simulation training in preventing peace officer injuries and deaths from traffic collisions.
- Staff examined ways that the POST Entry-Level Law Enforcement Test Battery (the Reading and Writing Test) could be administered outside the State of California, with the goal of assisting agencies in recruiting.
- The POST Management Team Building Workshop (TBW) was completed. Seven internal goals were identified for improving POST's service to the field. Leadership was the focus of the three-day workshop, and it was decided that POST's Management Team would henceforth be known as the "Leadership Team."
- *Victims of Violence: A Guide to Help Bring Justice*, developed by POST staff, victims' rights advocates, and law enforcement professionals, was distributed at the California District Attorney's Association (CDAA) Cold Case Summit Conference in Sacramento. It was also released to other law enforcement and victim organizations throughout the country.
- POST conducted the 4th Annual Robert Presley Institute of Criminal Investigation Detective Symposium in San Diego where over 200 criminal investigators were in attendance.
- POST released the telecourse *Extradition Procedures (LEOs Flying Armed)*. This presentation, developed in cooperation with officials from the Federal Air Marshal Service, meets federal training requirements established by TSA and DHS for officers flying in an armed status.
- POST telecourses won 22 national awards for excellence and innovation in production of material designed to raise consciousness on specific issues. The Telly Awards and Aurora Awards are judged by industry professionals. Two telecourses received "Silver" (top honor) Tellys; six other telecourses received "Bronze" Tellys. Seven telecourses won "Platinum" (top honor) Aurora awards; seven others won "Gold" Aurora awards. (*We should all be proud of the high-quality training productions designed by the California POST Television Network (CPTN)*).
- The First Aid/CPR course was made available on the Learning Portal. Over 300 officers completed the online First Aid/CPR refresher course in its first month of release.
- The Instructor Development Institute (IDI) website (www.postidi.com) was launched.
- Over 20,000 peace officers had logged onto the Learning Portal. Of these, 19,000 accrued 76,000 hours of CPT credit which was automatically recorded on the individual officer's training profile at POST.
- POST received an "Excellence in Cultural Education" award from the Islamic Networks Group (ING) in Santa Clara.

- Testing the First Aid/CPR/AED training received in June, the POST Safety Committee initiated a first-of-its-kind evacuation drill. The revised Evacuation Plan was well-executed and, thanks to recent training, staff effectively dealt with a mock explosion, a simulated fire, and emergency medical issues. (*We plan on more of these drills to prepare employees to respond to emergencies at work and in their personal lives*).
- Two POST-sponsored bills were enacted into law by the California Legislature and Governor.
- POST received an “Employment ACE” award from the Association of California State Employees with Disabilities. The award was presented by Mr. Les Treece-Sinclair, president of the association, who said that POST was selected for this award due to its ongoing commitment to hiring occupationally-disabled persons and making reasonable accommodation to employees with disabilities.
- POST staff teamed with legal counsel from the U.S. Equal Employment Opportunity Commission (EEOC) at the IACP Conference in San Diego, for a presentation entitled “Medical and Psychological Evaluations and the ADA: Straight Talk and Practical Advice.” Personnel Selection Specialist Dr. Shelley Spilberg and EEOC Senior Legal Counsel Sharon Rennert co-facilitated the presentation which concluded with questions from an audience of police psychologists and law enforcement professionals from around the world.
- A Command College promotional video, featuring interviews with Command College graduates and information on Command College content and application requirements, became available on the POST website.

As you can see, 2008 was a productive year. Notwithstanding the many foreseeable challenges we will face in 2009, I am optimistic about the future of POST and California law enforcement. As we settle into the new year, my energies will be devoted to expanding online training and improving technological applications for training.

The present budget crisis gripping the state and national economy make it more important than ever that we work together so our front-line law enforcement professionals continue to receive the best possible training. To me, this will be our biggest challenge in 2009.

POST STAFF ATTEND FISCAL MANAGEMENT TRAINING WORKSHOP

POST staff attended the Governor's Office of Homeland Security (OHS) Fiscal Management Training Workshop in mid-December. The workshop provided training on the revised “Grant Reporting Tool” which is necessary for effective data entry of reports. Recipients of OHS grant funding have OHS reporting obligations. POST recently received grant funding through OHS to reimburse the costs and expenditures of two training courses: *Law Enforcement Response to Terrorism* online training and the *Public Health Emergencies* training DVD Telecourse.

Questions about the Governor's Office of Homeland Security grant funding and reporting requirements may be directed to Project Facilitator D'Karla Leach, Training Program Services Bureau, at (916) 227-3912 or D'Karla.Leach@post.ca.gov.

ONLINE PROCTOR TRAINING UPDATE

In January 2008, the Commission approved funding for a project to automate proctor training for all of POST's high-stakes tests. On December 15, 2008, POST staff met with CSU, Chico—the vendor completing the project—to review initial concepts and prioritize the order in which training will be developed. In the interest of test security, the first in a series of proctor trainings to be developed will be a “Jumpstart” course that will cover generic test security issues. This training will be required for anyone with access to POST's high-stakes test materials.

To promote cost savings, proctor training associated with extensive travel and reimbursement (i.e., PC832, Firearms, and Arrest and Control) will be the next sessions developed. Development of training for other high-stakes tests will follow, beginning with training for the POST Entry-Level Law Enforcement Test Battery. The development of online proctor training courses will protect POST's substantial financial and legal investment in testing by providing user agencies with up-to-date information on how POST's exams must be handled, stored, and used. This will prevent test security breaches and ensure standardized treatment of candidates throughout the state.

Questions about the online proctor training may be directed to Personnel Selection Consultant Elizabeth Wisnia, Standards and Evaluation Services Bureau, at (916) 227-4830 or Elizabeth.Wisnia@post.ca.gov.

DEVELOPMENT OF RECRUITMENT STRATEGIC PLANNING RESOURCE INITIATED

Data collection continues to reflect that recruitment remains problematic among agencies. Data also reveal that a small percentage of agencies have developed a plan to address this situation. In an effort to assist with this ongoing concern, POST has begun development of a recruitment strategic planning resource to assist law enforcement agencies and dispatch centers in developing agency-specific strategic plans for recruitment.

To facilitate development of a strategic plan template, an online survey was distributed to law enforcement agencies in December. The survey seeks information such as: 1) whether an agency currently has a written strategic plan, 2) whether a recruitment strategic planning resource would be useful in helping meet recruitment needs, 3) whether recruitment is an agency priority, 4) what type of information would be most beneficial in the preparation of a strategic plan, and 5) what the agency finds most problematic with its recruitment process.

Preliminary data collected from 127 police departments (responses from sheriff's departments and dispatch centers have not yet been analyzed) indicate that approximately 88% of agencies do not have a written recruitment strategic plan. Sixty-nine percent of agencies reported that peace officer recruitment is a priority for their organization; with 58% in agreement that dispatcher recruitment is also a priority. When surveyed about the agencies' most problematic area of recruitment, the overwhelming response (51%) was “finding qualified applicants.” Other common problem areas were: competition for applicants among agencies; geographic location of an agency; lengthy testing and background process; and budget/funding or lack of resources for advertising and marketing. Six of the responding agencies reported no problems with recruiting or their recruitment process.

The survey, once completed, will provide information and guidance for development of a strategic planning resource. This resource will be designed specifically to offer strategies for both peace officer and dispatcher recruitment.

Questions about the recruitment survey or development of the strategic planning tool may be directed to Senior Consultant Anne Brewer, Training Program Services Bureau, at (916) 227-4829 or Anne.Brewer@post.ca.gov.

POST STAFF ATTEND VIOLENCE AGAINST WOMEN EDUCATION PROJECT QUARTERLY MEETING

On December 4, 2008, POST staff attended the quarterly meeting of the Violence Against Women Education Project (VAWEP). VAWEP is a project of the Administrative Office of the Courts' Center for Families, Children & the Courts and is designed to provide the courts with information, educational materials, and training on the court's role in responding to cases involving violence against women. The project's planning committee, comprised of judicial officers, attorneys, victim advocates, and other experts, guides the project staff in identifying key training issues.

Topics addressed at the meeting included the following:

- Methods to ensure tribal members residing on local lands receive domestic violence assistance from law enforcement, court personnel, and advocates.
- The pending court decision on *Woods v. Shewry*, which challenges equal protection grounds of several statutes relating to domestic violence programs and programs for inmate mothers.
- Training for court staff and judges related to domestic violence orders. (The POST representative supplied 20 copies of the Domestic Violence Restraining Orders DVD.)

Questions regarding VAWEP or the Violence Against Women Act grant administered by POST may be directed to Special Consultant April Crume, Training Program Services Bureau, at (916) 227-0473 or April.Crume@post.ca.gov.

POST PARTICIPATES IN ENVIRONMENTAL ENFORCEMENT TRAINING COORDINATION MEETING

On December 11, 2008, POST staff co-facilitated an environmental enforcement training coordination meeting at Cal/EPA headquarters in Sacramento. The goal of the meeting, conducted under the auspices of Cal/EPA, was to continue efforts to coordinate environmental enforcement training in California. Trainers from throughout the state determined that the group would maintain a calendar of available environmental enforcement training sessions appropriate for multiple audiences. Training that is procedural in nature, or which attendance is restricted, will not be included on this calendar. The group also classified available training as basic, intermediate, or advanced.

The near-term activities for environmental enforcement training coordination are:

- Update and maintain the group's calendar.
- Refine the level classifications for environmental enforcement training to fill in missing courses.

POST receives grant funding from Cal/EPA annually to create training on environmental crimes. The training emphasis is on understanding environmental laws, detecting violations, and taking appropriate steps when violations are discovered.

Questions about environmental enforcement training and its coordination may be directed to Senior Instructional Designer Catherine Bacon, Learning Technology Resource Center, at (916) 227-4546 or Catherine.Bacon@post.ca.gov, or to Special Consultant April Crume, Training Program Services Bureau, at (916) 227-0473 or April.Crume@post.ca.gov.

PEACE OFFICER AND PUBLIC SAFETY DISPATCHER SELECTION STATUTES AND REQUIREMENTS UPDATE PRESENTED

Recent legislative and upcoming regulatory changes to peace officer and public safety dispatcher selection practices were the topic of a POST presentation to the annual conference of the California Background Investigators' Association (CBIA) on December 1-4, 2008, in Santa Barbara. The presentation by POST Selection Consultant Shelley Spilberg, Ph.D., and POST Special Consultant Sid Smith described the implications and impact of two POST-sponsored bills that will go into effect on January 1, 2009.

The first, AB 2028, adds Section 1031.2 to the Government Code, thereby providing law enforcement agencies with greater latitude in situating the background investigation within the larger peace officer hiring process. SB 1241 broadens the minimum educational standards for peace officers in Government Code 1031(e). These legislative changes are discussed in POST Bulletins 2008-21 and 2008-22. The CBIA presentation also included a description of proposed changes to POST background investigation requirements for peace officers and public safety dispatchers. The draft selection standards will be presented to the Commission at the January 22, 2009, meeting.

Questions about any of the topics described above may be directed to Supervising Personnel Selection Consultant Shelley Spilberg, Ph.D., Standards and Evaluation Services Bureau, at (916) 227-4824 or Shelley.Spilberg@post.ca.gov.

DEVELOPMENT OF SEARCH WARRANT WRITING TOOL AND ONLINE COURSE WELL UNDERWAY

POST staff and experts representing local law enforcement agencies, district attorney's offices, and the California District Attorneys' Association have completed the preliminary interface design for the search warrant writing tool. Throughout January, the development team will add functionality to enable users to create a complete affidavit.

The tool is being developed to assist officers who have never previously written a warrant by providing expert-approved examples for common crimes. Officers experienced in writing search warrants may also benefit when they are writing warrants for crimes with which they are unfamiliar.

As a complement to the tool, a course on search warrants is also being developed. In December, POST staff conducted interviews and focus groups to examine common difficulties associated with search warrants. The analysis indicates that the course should include the following topics:

- The benefits of a search warrant when collecting evidence
- An overview of the search warrant process
- A review of the parts of an affidavit

The goal of the course is to reduce intimidation for new investigators regarding writing affidavits for search warrants.

Through use of the search warrant writing tool and the completion of the course, it is expected that officers will be more confident when writing warrants. The tool and course, which are expected to be available through the POST Learning Portal in spring 2009, are responsive to POST Strategic Plan Objectives B.5.06 (“Develop a Web-based training tool that would help train investigators to efficiently develop search warrants for a variety of crimes”) and B.9.08 (“Increase the availability of online courses and performance support tools available on the POST Learning Portal”).

Questions or comments about these projects may be directed to Senior Instructional Designer Sven Blomberg, Learning Technology Resource Center, at (916) 227-4547 or Sven.Blomberg@post.ca.gov or to Senior Instructional Systems Engineer Rich Dunn, Learning Technology Resource Center, at (916) 227-4262 or Richard.Dunn@post.ca.gov.

POST EMPLOYEE HIGHLIGHTS

Featured Employee – Catherine Bacon



Catherine Bacon is a Senior Instructional Designer in the Learning Technology Resource Center. Born in Lexington, KY, Catherine came to Sacramento by way of Cincinnati, Los Angeles, Philadelphia, and San Francisco. She earned a BA in English at Temple University, and earned her MAEd in Instructional Technology at San Francisco State University. She is a member of the E-Learning Guild and the International Society for Performance Improvement.

Prior to being hired by POST, Catherine was an academic advisor and instructional coach at the University of Phoenix Online program. When the University of Phoenix moved operations back to Arizona, Catherine remained in the Bay Area to develop her career in web-based training as an instructional designer at DigitalThink. After moving to Sacramento in 2003, she became a full-time telecommuter. Eventually, she grew tired of days that began at 6:00 am (calls with East Coast clients) and ended after 10:00 pm (calls with production staff in India). When the opportunity presented itself, she jumped at the chance to come work for POST.

Her recent projects include online First Aid/CPR and Officer Safety: Hot or Not courses. In November, Catherine presented a case study on the officer safety course design process at the E-Learning Guild DevLearn Conference. Her current projects include web-based courses on environmental crimes investigations, gangs, instructor development, and a new officer safety course.

Catherine lives with her husband, Jim, their dog Rusty, and two cats (Fury and Footsie). In her spare time, she volunteers as a horse leader and caretaker at Saddlepals Therapeutic Center. She also enjoys reading, lively discussions, martinis, and craft dabbling.

Her commitment to quality training and measurable results, her enthusiasm for using new technologies to improve performance, and her scintillating personality make Catherine an excellent addition to the POST team.

CALENDAR OF EVENTS ON THE POST WEBSITE

For security reasons, the POST Calendar of Events is located in the Flagship Network on the POST Website. The Flagship Network is an electronic bulletin board for the Commission and sworn law enforcement personnel accessed via a user identification and password. The site may be accessed at http://www.post.ca.gov/Resources/Library_Services/Flagship_Network_Instructions.asp. If you have access to the network but have forgotten your user identification or password, please send an email to clearinghouse@post.ca.gov.

LEGISLATIVE UPDATE - STATUS OF CURRENT LEGISLATION

There is no legislative report for this month due to the Legislature being in recess.

REPORT DATE: December 31, 2008