



## Administrative Progress Report (APR) June 2010

**To: POST Commissioners and Advisory Committee Members**

**From: POST STAFF**

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.

### **STAFF PARTICIPATES IN NATIONAL INSTITUTE OF JUSTICE CONFERENCE**

The National Institute of Justice (NIJ) held its annual conference June 14-16, 2010, in Arlington, Virginia. Each year NIJ brings together scholars, practitioners, and policymakers at this free conference to discuss the latest issues and advances in criminal justice and policing. More than 1,000 individuals participated.

Executive Director Paul Cappitelli served as the respondent on a panel titled “How Police Fatigue Affects Performance.” Presenters included Professor Bryan Vila of Washington State University, Spokane (a member of POST’s SAFE Driving Research Team) and Professor John Violanti of the State University of New York at Buffalo. The panel was moderated by NIJ’s Dr. Brett Chapman.

Professors Vila and Violanti discussed research and trends relating to shift work and overtime, and how these can lead to fatigue, stress, occupational errors, and subsequent health problems. They presented data from a number of studies and offered practical interventions and management strategies to improve officer health and safety. Following these presentations, Executive Director Cappitelli offered comments that related the research implications to current law enforcement practices. He made reference to the SAFE Driving Campaign and the need for law enforcement policy and training to consider the impacts of fatigue, particularly with regard to traffic safety. Approximately 40 participants attended this panel and many stayed after to get more information about POST’s continuing work in this area.

Questions about the NIJ Conference or the SAFE Driving Campaign may be directed to Senior Consultant Bryon G. Gustafson, Training Program Services Bureau, at (916) 227-3902, or [Bryon.Gustafson@post.ca.gov](mailto:Bryon.Gustafson@post.ca.gov).

## **SHERMAN BLOCK SUPERVISORY LEADERSHIP INSTITUTE INVITES APPLICATIONS**

The Sherman Block Supervisory Leadership Institute (SBSLI) has initiated planning for the presentation of the next cycle of classes. Applications will be accepted beginning August 23, 2010, and must be postmarked or received electronically no later than September 10, 2010, at 5:00 p.m. Application forms are available online at <http://www.post.ca.gov/Forms/Training.asp>. POST [Bulletin No. 2010-05](#) contains detailed application instructions and FAQs.

The SBSLI is designed to stimulate personal growth, leadership, and ethical decision making among California law enforcement front-line supervisors. Students must all have completed two years of full-time supervisory experience and serve in that capacity while attending the SBSLI. The SBSLI curriculum takes students through an analysis of management and leadership and how each discipline complements the other. The course, which consists of eight 24-hour sessions held approximately every four weeks, progresses from self-evaluation, to interpersonal evaluation, to organizational relationships.

Additional SBSLI information is located at <http://www.post.ca.gov/training/sbsli/default.asp>.

Questions about the application process that are not answerable via the website may be directed to Office Technician Nani Vang, Center for Leadership Development Bureau, at (916) 227-2821, or [Nani.Vang@post.ca.gov](mailto:Nani.Vang@post.ca.gov). Inquiries regarding SBSLI program content or policies may be directed to Senior Consultant Charles Evans, Center for Leadership Development Bureau, at (916) 227-2824, or [Charles.Evans@post.ca.gov](mailto:Charles.Evans@post.ca.gov).

## **NEW INSTRUCTOR DEVELOPMENT COURSE ON POST LEARNING PORTAL**

*Student Learning Outcomes* is the latest online instructor development course available on the POST Learning Portal. This course gives instructors an opportunity to work with student learning outcomes – pulling the focus back from how to teach a particular subject to how an instructor can ensure students understand the expectations for their performance not only in the course, but also after they've completed the academy – in the field, where it matters.

Three hours of CPT credit are offered for completion of the course. The addition of this new course means there is a total of 11 hours of instructor development training currently available on the Portal. Eight hours of instructor development training are required for recertification in the Academy Instructor Certificate Program (AICP).

Questions about the *Student Learning Outcomes Course* may be directed to Senior Instructional Designer Catherine Bacon, Learning Technology Resources Bureau, at (916) 227-4546, or [Catherine.Bacon@post.ca.gov](mailto:Catherine.Bacon@post.ca.gov). Questions about the Academy Instructor Certificate Program may be directed to Senior Consultant Tamara Evans, Training Program Services Bureau, at (916) 227-0473, or [Tamara.Evans@post.ca.gov](mailto:Tamara.Evans@post.ca.gov).

**POST STAFF INVITED TO PRESENT AT THE 5<sup>TH</sup> ANNUAL HEALTH SCIENCES AND PUBLIC SERVICES EDUCATORS CONFERENCE**

The California Department of Education and the California Community Colleges Chancellor's Office hosted the 5<sup>th</sup> Annual Conference for Health Sciences and Public Services Educators at the Sheraton Grand Hotel in Sacramento on June 28–30, 2010. The focus of this conference was to update educators on a variety of methods to develop and maintain quality “school-to-work” programs under the Career Technical Education (CTE) program. Several hundred educators throughout California were in attendance. POST was asked to present on behalf of the Public Services category, which represents law enforcement pathways.

POST staff shared the work in developing a “school-to-work” model, also called a “career pipeline” to public safety careers. This work is pursuant to Strategic Plan Objective B.8.08, to enhance the future law enforcement recruitment pool by the development of a model public safety school program. POST studies have shown that only 8 – 10% of applicants are currently able to pass the extensive law enforcement selection process.

POST staff has hosted a number of statewide stakeholder meetings on this recruitment issue. The consensus of these representatives is that POST should move forward with the development of a “school-to-work” program guide for law enforcement. The program guide would encourage partnerships between law enforcement agencies and law enforcement associations with local school districts and would provide a curriculum to be used for grades 6 through 14 (AA/AS degree). POST recently contracted with Santa Rosa Junior College, Public Safety Training Center in development of this program guide. Completion of the guide is planned for December 2010. The guide will be available to POST agencies approximately February 2011.

POST staff presenting at this conference were Supervising Personnel Selection Consultant Shelley Weiss Spilberg, Ph.D., and Senior Law Enforcement Consultants Bob Ziglar and Greg Kyritsis.

Questions about POST's efforts in developing a “school-to-work” program guide may be directed to Senior Consultant Greg Kyritsis, Center for Leadership Development Bureau, at (916) 227-2822, or [Greg.Kyritsis@post.ca.gov](mailto:Greg.Kyritsis@post.ca.gov).

**ONLINE PROCTOR TRAINING UPDATE**

The contract to develop online proctor training has been completed. The “Jumpstart Course” (which covers general test security issues pertinent to all of POSTs high-stakes exams) and the POST Entry-Level Law Enforcement Test Battery (PELLETB) Course will both be deployed in July 2010. Both courses will be available via the POST Learning Portal.

All individuals who proctor the POST Entry-Level Dispatcher Test Battery will be required to complete the Jumpstart Course by September 1, 2010. All individuals who proctor the PELLETB

will be required to complete both the Jumpstart Course and PELLETB Course by October 1, 2010. Regulations are being drafted to require the Jumpstart Course for all individuals who proctor Basic Course written tests.

Online proctor training has also been developed for the Defensive Tactics (DTAC) and Firearms portions of PC 832. After the completion of final edits, these courses will be used as a biennial refresher for PC 832 DTAC and Firearms proctors. Regulations requiring a biennial PC 832 proctor refresher are currently being drafted.

Questions about 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](mailto:Elizabeth.Wisnia@post.ca.gov).

#### **“VICTIMS OF VIOLENCE” VIDEO NOW AVAILABLE FOR VIEWING ON POST WEBSITE**

POST’s *Victims of Violence: A Guide to Help Bring Justice* video has been placed onto the POST website and is now available 24/7 for viewing directly by victims and law enforcement officers. The special web page provides program information for law enforcement investigators or victims and their families, and also features a video program guide and a direct link to the video playback in English or Spanish languages.

The addition of the online viewing option further demonstrates POST’s efforts to assist law enforcement investigators and prosecutors with outreach to victims of violent crimes. In 2009, POST completed conversion of the *Victims of Violence: A Guide to Help Bring Justice* video into a dual-language English-Spanish DVD featuring bilingual video packaging and a bilingual information guide insert.

The DVD is designed as an educational tool for law enforcement to give to violent crime victims and their families. The DVD provides valuable information about the complexities of the criminal justice system—information that officers may not have the opportunity to give to victims immediately following the crime. With the DVD, viewers learn how they can effectively aid law enforcement in bringing perpetrators of violent crime to justice. The video describes the investigative and prosecutorial process and shows how a victim can be a team player in the fight for justice.

Additional free copies of the DVD are available to POST agencies via the POST Video Catalog online at [www.post.ca.gov/training/cptn](http://www.post.ca.gov/training/cptn). POST [Bulletin No. 2009-05](#) provides additional information about this and other available victim resources.

Questions about POST videos may be directed to Production Manager Ron Crook, Learning Technology Resources Bureau, at (916) 227-3913, or [Ron.Crook@post.ca.gov](mailto:Ron.Crook@post.ca.gov).

## **SOCIAL MEDIA AT POST**

Staff has embarked on a study of the application of social media that may be beneficial to POST in fulfilling its mission to the field. In May, several POST employees attended a series of Social Media classes at the CPOA conference in Los Angeles. On June 27, armed with information from the CPOA instruction, staff convened an internal study group to discuss operational, legal, and policy issues surrounding the use of social media.

Staff shared ways in which some forms of social media have already been employed in conjunction with ongoing projects at POST. Blogs, Skype, YouTube, Facebook, and Forums are examples of social media that have been used on a limited basis, to date. Security concerns, data storage, and managing/staffing requirements for some social media sites emerged as potential impediments to fully embracing social media at POST.

Using data from the Department of Defense, the State Office of the Chief Information Officer (OCIO), and local law enforcement agencies, staff has developed a *draft* policy governing the use of social media at POST. Information generated from the June 27 meeting will be developed into a discussion paper for Leadership Team review. Ultimately, POST will decide which, if any, social media should be employed in conjunction with POST's website and Learning Portal to improve communications with employees, POST member agencies, and training managers.

Questions about POST's use of social media may be directed to Assistant Executive Director Dick Reed, Executive Office, at (916) 227-2809, or [Dick.Reed@post.ca.gov](mailto:Dick.Reed@post.ca.gov).

## **POST AUTOMATES MONTHLY REIMBURSEMENT LEDGERS USING EDI**

POST's Computer Services Bureau (CSB) has started the long process of automation of Training Reimbursement Requests (TRRs). While full automation using the Electronic Data Interchange (EDI) system is several months off, an early milestone was achieved with the elimination of the paper-based Monthly Reimbursement Ledgers.

At the end of May, POST moved the completed Monthly Reimbursement Ledgers onto each agency's EDI account, thus eliminating the need to print over 3,000 pages of reports. Additionally, POST was able to save over \$800 per month in postage to mail the ledgers to the individual agencies. With the elimination of the paper-based report, POST also is saving about one day in staff time. The monthly ledgers are now placed on the EDI system at the end of the month, and can be downloaded in either "pdf" or "Excel" format by each individual agency.

Questions about the new EDI Ledger Report or the Automation of the TRRs may be directed to Systems Analyst Vanna Le, Computer Services Bureau, at (916) 227-4846, or [Vanna.Le@post.ca.gov](mailto:Vanna.Le@post.ca.gov).

## **BASIC COURSE PHYSICAL CONDITIONING REVISION**

POST staff continues to work with academy managers and physical training instructors to revise the Basic Course Physical Conditioning Program. A Physical Conditioning Program Revision Workshop, the sixth in a series, was conducted in June 2010, in Sacramento. In the previous five workshops, physical conditioning goals related to patrol officer task performance and a variety of goal-oriented conditioning methods and techniques were identified. Also earlier, this group began drafting a menu system of conditioning session building blocks that could provide academies with a variety of alternatives to suit their needs and address equipment constraints. The draft menu system also contains options, instructor cues, and workout development guidelines. Participants in the workshop expanded and reorganized the course content in anticipation of an initial pilot presentation to begin in July 2010.

Questions about the Basic Course Physical Conditioning Program revision may be directed to Senior Personnel Selection Consultant Michael Catlin, Standards and Evaluation Services Bureau, at (916) 227-2570, or [Michael.Catlin@post.ca.gov](mailto:Michael.Catlin@post.ca.gov).

## **LAW ENFORCEMENT TACTICAL LIFE SAVER COURSE (LETLS)**

POST, in conjunction with the Palm Springs Police Department and the International School of Tactical Medicine, has completed the development of the new *Law Enforcement Tactical Life Saver Course (LETLS)*. The 24-hour LETLS course is modeled after the current military 3-day Combat Lifesaver Course that has trained thousands of military personnel.

The course is a result of recommendations that were made in the aftermath of several critical incident responses where law enforcement personnel were tasked with providing pre-hospital care for officers or civilians that sustained injuries during the incident.

The new *Law Enforcement Tactical Life Saver Course* consists of three 8-hour modules. The course may be presented in an intensive 24-hour format or presented in one, two, or three 8-hour modular presentations.

The training consists of lectures, hands-on skills labs, and realistic training scenarios designed to test and evaluate the trainees' skills, knowledge, and abilities to assess, treat, and evacuate injured persons during a critical incident response.

The course has received Department of Homeland Security (DHS) approval for a series of pilot presentations. The Emergency Medical Services Authority (EMSA) has reviewed and approved the topical areas for the medical aspects of the course. Pilot testing of the new course will begin after July 1, 2010.

Questions about the *Law Enforcement Tactical Life Saver Course (LETLS)* may be directed to Senior Consultant Steve Craig, Information Services/Homeland Security Bureau, at (916) 227-5562, or [Steven.Craig@ppost.ca.gov](mailto:Steven.Craig@ppost.ca.gov).

**LEGISLATIVE UPDATE - STATUS OF CURRENT LEGISLATION**

The following are bills in Legislative Session 2009/10 on which the Commission has taken, or will consider taking, a position.

<b>Bill # and Author</b>	<b>Title, Summary, and Commission Position</b>	<b>Status of Bill</b>
<p><a href="#"><u>AB 33</u></a> (Nava and Cook)</p>	<p><b>Commission on Peace Officer Standards and Training: Missing Children.</b> This bill would require the Commission, as necessary and appropriate, to modify its missing persons investigations guidelines and curriculum with contemporary information.</p> <p><b>Commission Position:</b> Neutral.</p>	<p>Senate Public Safety Committee 6/29/10 (Hearing)</p>
<p><a href="#"><u>AB 1899</u></a> (Eng)</p>	<p><b>State agencies: information: Internet Website.</b> This bill would require, subject to specific exemptions, state agencies (including POST, the Department of General Services, and the office of the State Chief Information Officer) to post specified audits and contracts to the state's Reporting Transparency in Government Internet Website.</p> <p><b>Commission Position:</b> Neutral.</p>	<p>Senate Committee on Governmental Organization 6/10/10</p>
<p><a href="#"><u>SB 110</u></a> (Liu)</p>	<p><b>People with Disabilities: Victims of Crime.</b> This bill states that every state law enforcement agency in the POST program <u>may</u> provide training to its peace officers using the telecourse "Crime Victims with Disabilities," each time the Commission updates the telecourse to reflect changes in law, standards, and information since it produced the telecourse in 2002.</p> <p><b>Commission Position:</b> Neutral.</p>	<p>Assembly Committee on Human Services 6/23/10</p>
<p><a href="#"><u>SB 1062</u></a> (Strickland)</p>	<p><b>Public Safety Omnibus Bill.</b> This bill, in part, would make non-substantive changes to Section 13540 of the Penal Code.</p> <p><b>Commission Position:</b> Support.</p>	<p>Assembly Public Safety Committee 6/29/10 (Hearing)</p>
<p><a href="#"><u>SB 1190</u></a> (Cedillo)</p>	<p><b>Animal Control Officers: Illegal Dumping Enforcement Officers: Baton Training.</b> This bill would remove the requirement that animal control officers and illegal dumping enforcement officers complete training certified by the Department of Consumer Affairs in order to be permitted to carry a club or baton and would instead require the officers to complete training approved by the Commission on POST.</p> <p><b>Commission Position:</b> Neutral.</p>	<p>Senate Special Consent Calendar 6/23/10</p>

<b>Bill # and Author</b>	<b>Title, Summary, and Commission Position</b>	<b>Status of Bill</b>
<p><a href="#"><u>SB 1296</u></a> (Correa)</p>	<p><b>Peace Officer Training: Injuries: Post-Traumatic Stress.</b> This bill would require the Commission on POST to assess the training needed by peace officers on the topic of how to interact with returning veterans or other persons suffering from traumatic brain injury (TBI) or post-traumatic stress disorder (PTSD). Should a need for training be found, the Commission would be required to create and make available a course for first-responding peace officers, distribute a training bulletin on the subject via the Internet, and report to the Legislature on the extent peace officers are receiving the training.</p> <p><b>Commission Position:</b> Neutral.</p>	<p>Assembly Appropriations Committee 6/30/10 (Hearing)</p>

REPORT DATE: June 30, 2010