



# Administrative Progress Report (APR) January 2009

**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.

## **BASIC COURSE WAIVER PROCESS EXPLAINED**

The Basic Course Waiver (BCW) process is an option for meeting the Regular Basic Course training requirement for California peace officers. The BCW is primarily intended for individuals who have prior law enforcement training and service in other states, and wish to come to California and work as peace officers. POST does not have reciprocity agreements with other states. However, officers from other states may apply for the BCW process to see if their training meets California Regular Basic Course standards. Successful completion of the process results in a waiver of attendance, not training requirements, of the Regular Basic Course.

The BCW is a 4-step process that includes: (1) application/self-assessment, (2) POST evaluation, (3) examination (which includes both written and skills components), and (4) issuance of a waiver letter. The waiver letter has the same standing as a certificate of completion of the Regular Basic Course; however, acceptance of the waiver is at the discretion of the employing agency.

To be eligible for the BCW process, the individual must have successfully completed:

1. At least one year of sworn general law enforcement experience,
2. A 200-hour minimum general law enforcement basic course,
3. At least 664 hours of general law enforcement training (including academy); and
4. The legislatively mandated training requirements of California's Regular Basic Course.

The past two years have seen a significant increase in the number of applications for the BCW process. This is due in part to recruitment efforts by agencies that draw applicants from other states. During the 2004/05 fiscal year, there were 98 BCW applicants processed for a waiver. In 2005/06, that number grew to 146 applicants. To date, in the current fiscal year, there are 101 applicants completing this process.

Questions about the Basic Course Waiver process may be directed to Basic Course Waiver Manager Kim Mogan, Basic Training Bureau, at (916) 227-4254 or [bcw@post.ca.gov](mailto:bcw@post.ca.gov).

## **LAW ENFORCEMENT DRIVING SIMULATOR SPECIFICATIONS/EVALUATION TEAM MET**

The Law Enforcement Specifications/Evaluation Team met twice in January in a concerted effort to accelerate the purchase of the Law Enforcement Driving Simulator (LEDS) approved by the Commission in October 2008. At the first meeting, the Team completed the initial drafts of the simulator specifications for the Request for Proposal (RFP) and the evaluation instrument that will be used during the demonstration/competition phase of the procurement process.

At its second meeting, the Team met with representatives from the California Department of General Services (DGS) concerning the RFP and financing the purchase. With the benefit of DGS information, the team continued to revise the drafts of the specifications and evaluation instrument.

The core LEDS Specifications/Evaluation Team is made up of five subject matter resources who are current presenters of LEDS training, and the POST Program Manager. In future meetings, members of DGS and POST will join the Team. The Team intends to get the RFP out by the first part of March, with the goal of entering into a contract to purchase 108 simulators before the end of the current fiscal year.

Questions about the Law Enforcement Driving Simulator acquisition may be directed to Senior Consultant Gary Sorg, Training Program Services Bureau, at (916) 227-4887 or [Gary.Sorg@post.ca.gov](mailto:Gary.Sorg@post.ca.gov).

## **POST GUIDE TO COLLEGE CREDIT NOW ONLINE**

In furtherance of POST Strategic Plan Objective C.4, *Study the feasibility of awarding college credit for POST's select training courses*, staff has developed a guide to assist stakeholders in pursuing higher education. The guide was presented to the Commission at the January 2009 meeting. Titled *POST Guide To College Credit – Options For Higher Education*, it is now available on the POST website under “What’s New” at [http://www.post.ca.gov/Whats\\_New/College\\_Credit/College\\_Credit.asp](http://www.post.ca.gov/Whats_New/College_Credit/College_Credit.asp).

The Guide is 19 pages long and is divided into easy-to-use sections, including: Being a Student; Colleges & Universities; Certificates & Degrees; College Credit, Units & Alternatives; POST Courses Bearing College Credit; and Specific Example Programs. Hyperlinks throughout the guide take readers directly to various resources on the Internet. In addition, staff will continue to look for partnerships and options to assist stakeholders in pursuing degrees.

Questions about college credit or the *POST Guide To College Credit – Options For Higher Education* 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).

## **POST LIBRARY IMPROVES RESEARCH ASSISTANCE FOR CLIENTS**

POST is pleased to announce the promotion of Laurel Espell from Librarian to Supervising Librarian. In this capacity, she will be moving the POST Library forward to a new level of service. Ms. Espell is now providing instruction in law enforcement research and copyright to the Command College and the Instructor Development Institute (IDI). The classes are offered in person or remotely through *GoToMeeting* training sessions.

The Library staff wants to remind clients that the POST Library is available to assist all law enforcement in their research. Please contact the Library via the Research Help Desk at (916) 227-3765 or [library@post.ca.gov](mailto:library@post.ca.gov).

Questions about new library services may be directed to Supervising Librarian Laurel Espell, Information Services Bureau, at (916) 227-3204 or [Laurel.Espell@post.ca.gov](mailto:Laurel.Espell@post.ca.gov).

## **CONTINUING PROFESSIONAL TRAINING CYCLE CHANGED**

The Continuing Professional Training (CPT) cycle has changed effective January 1, 2009. POST regulations formerly set the CPT cycle date to the appointment anniversary date when peace officers and dispatchers entered into service.

POST staff considered several options and, after discussions with agencies, developed a consensus to establish a statewide CPT cycle date. The Commission approved the regulation change at the April 2008 meeting and the proposed language was submitted to the Office of Administrative Law.

Beginning January 1, 2009, the new CPT cycle is every two years for all peace officers and dispatchers in the POST program. This means that any peace officer and dispatcher on an agency roster on December 31, 2008, would be required to complete 24 hours of CPT by December 31, 2010. Any peace officer and dispatcher that is added to an agency roster on or after January 1, 2009, through December 31, 2010, would be subject to the next CPT cycle that begins January 1, 2011.

Questions about the implementation of the revised Continuing Professional Training cycle may be directed to any Training Delivery and Compliance Services Bureau Regional Manager or to Bureau Chief Ed Pecinovsky at (916) 227-4874 or [Ed.Pecinovsky@post.ca.gov](mailto:Ed.Pecinovsky@post.ca.gov).

## **POST ENTRY-LEVEL LAW ENFORCEMENT TEST BATTERY ENHANCEMENT PROJECT BEGINS**

In January 2008, the Commission approved Strategic Plan Objective A.8.08 which calls for the expansion of the POST Entry-Level Law Enforcement Test Battery (PELLETB). The PELLETB assesses cognitive factors beyond reading and writing ability including factors such as situational judgment, reasoning, and visual spatial skills.

Recently, staff entered into an Interagency Agreement with California State University, Sacramento (CSUS) to assist with data collection, analysis, and interpretation efforts for this project. In January, POST staff met with a researcher from CSUS to define project scope and begin assigning responsibilities. CSUS staff will design and conduct research for the expansion of this test.

Questions about the enhancement of the POST Entry-Level Law Enforcement Test Battery 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).

## ONLINE PROCTOR TRAINING UPDATE

Development continues on the project to automate training for all of POST's high-stakes tests. This project, approved by the Commission in January 2008, will protect POST's substantial financial and legal investment in valid and reliable tests. On January 12, 2009, representatives from CSU, Chico—the vendor completing the project—attended PC832 Training to develop content for the PC832 portion of the project. On January 30, 2009, POST staff met with CSU, Chico to provide input for the POST Entry-Level Test Battery (PELLETB) portion of the project.

Also in development is a “Jumpstart Course” which covers general test security issues pertinent to all of POST's high-stakes exams. The Jumpstart Course will be required for anyone with access to POST exam materials. All three project phases currently under development are scheduled for completion by fall 2009.

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).

## IDENTITY THEFT PROTOTYPE WORKSHOP COMPLETED

POST conducted a prototype development workshop in January for the upcoming online course, *Identity Theft for Patrol*. In the workshop, subject matter resources provided feedback on the prototype and refined the scenarios. The group provided the following recommendations:

- The course should build on, but not repeat, the skills and knowledge officers already know, such as search and seizure, officer safety precautions, and Miranda laws.
- The course should enable learners to apply the skills required of officers in the field, such as reading and comparing close-ups of driver's licenses and other items in a suspect's possession.
- Learners should be able to question suspects, witnesses, and victims, and search for evidence. They should also have the ability to conduct further investigation, arrest suspects, and write the patrol report.
- The course should encourage officers to take extra steps to combat identity theft by contacting credit issuers or contacting the victims whose names appear on credit cards and driver's licenses in a suspect's possession.
- The course should incorporate situations that look like identity theft but are not.

The feedback will be used to refine the prototype for user testing in February. Following the user test, findings and recommendations will be incorporated into the prototype and will serve as the foundation, or “blueprint,” for the overall design of the *Identity Theft for Patrol* course. The course is expected to be available through the POST Learning Portal by summer 2009.

Questions about the *Identity Theft for Patrol* course may be directed to Senior Instructional Designer Sven Blomberg, Learning Technology Resource Center, at (916) 227-4547 or [Sven.Blomberg@post.ca.gov](mailto:Sven.Blomberg@post.ca.gov).

## ONLINE GANGS COURSE DEVELOPMENT INITIATED

In response to feedback from a recent Learning Portal survey, POST is developing an online course on gangs. Input from the field indicates a strong interest in a range of gang-related topics from basic identification to investigations. Of particular note is an interest in up-to-date information to address trends in gangs and to enable officers statewide to stay current on these developments.

The project is currently in the analysis phase - defining objectives and scope. It is anticipated that the course and resources will be available on the POST Learning Portal in late 2009.

Questions about the online gangs course and resources may be directed to Senior Instructional Designer Catherine Bacon, Learning Technology Resource Center, at (916) 227-4546 or [Catherine.Bacon@post.ca.gov](mailto:Catherine.Bacon@post.ca.gov).

## POST EMPLOYEE HIGHLIGHTS



### Featured Employee – Cynthia Ingram

Cynthia Ingram is a lifelong Sacramento resident. She started working for the State of California in 2000 at DMV and transferred to POST in January 2005. Cynthia was first assigned to the Basic Training Bureau as the Bureau Secretary. In addition to performing the typical duties of a secretary, she was an instrumental team member of the monumental task of converting the Learning Domain Workbooks from WordPerfect to Word. She was also a primary staff member who kept the Learning Domain Workbooks updated as the Testing and Training Specifications changed every six months.

Cynthia came to the Training Delivery Bureau in December 2007 and is assigned as a Course Control Assistant and back-up bureau secretary. As Course Control Assistant, she issues Course Control Numbers, reviews Letters of Agreement for payment, corrects problem rosters, and assists the consultants in scheduling and putting on the Training Administrator's Course four to six times a year.

Cynthia is a very active participant in the POST Special Events Committee which is responsible for the monthly activities at POST which, she feels, makes it such great place to work. She also represents the Training Delivery Bureau on the POST Focus Group which is charged by the Executive Director to make suggestions on how to improve working conditions at POST.

Cynthia is single and has a 24-year-old son who works for Apple Computer. When not working at POST, Cynthia keeps busy caring for Flash, her 16-year-old Boston Terrier, and spending time with her five-year-old niece Sarah. Cynthia enjoys crafting and writing personal stories for friends. She is considering returning to school to enhance her writing skills. She enjoys the camaraderie of the POST family.

## **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](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](mailto:clearinghouse@post.ca.gov).

## **LEGISLATIVE UPDATE - STATUS OF CURRENT LEGISLATION**

There is no legislative report for this month.

REPORT DATE: January 31, 2009