



Administrative Progress Report (APR) January 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.

WORKFORCE CAP PLAN (PER BUDGET LETTER 10-03)

On Friday, January 22, all state agencies received Budget Letter 10-03, entitled “**Workforce Cap Plan,**” from the State Department of Finance. In that letter each agency was directed to develop a plan to capture an additional 5% salary savings in Fiscal Year 2010-2011 budgets, commencing on July 1, 2010. To comply with this order, it is necessary for POST to reduce personnel costs by an additional \$424,000 beginning with Fiscal Year 2010-2011, and into the future. This is in addition to the usual 5% salary savings charged against departments at the beginning of each fiscal year.

All departments were directed to provide a plan for achieving the additional salary savings by Monday, February 1, 2010. The only manner in which the reduction can be reached is through the Personnel Services account (i.e., salaries and benefits). Personnel and Budget staff estimate that POST may have to eliminate some positions to meet the requirements of the Workforce Cap Plan.

Staff has begun identifying a range of options for achieving the required savings. Options by which salary savings might be captured include eliminating existing vacant positions until \$424,000 in salary and benefit savings are achieved and not filling vacancies as they occur. While lay-offs are also an option, it is one that POST has been able to avoid in the past and will be considered only as a last resort.

The Leadership Team worked through Monday, February 1, to develop a reduction plan that will have the least impact on services to the field. Thus far, reimbursement and contract training funds are intact. A copy of the reduction plan will be provided to the Commission after it is accepted by the Department of Finance and the Department of Personnel Administration.

Questions about the budget or the workforce cap plan may be directed to Assistant Executive Director Dick Reed, Executive Office, at (916) 227-2809, or Dick.Reed@post.ca.gov; or Bureau Chief Tom Liddicoat, Administrative Services Bureau, at (916) 227-3928, or Tom.Liddicoat@post.ca.gov.

GENE MUEHLEISEN MEMORIAL SERVICE

On January 9, 2010, staff attended a memorial service for Gene Muehleisen, POST's first Executive Director. Gene passed away on Thanksgiving Day (November 26, 2009). He was 93 years old. Others in attendance at the service included past executive directors Norman C. Boehm, Ken O'Brien, and Hal Snow, as well as a number of other active POST employees and retired staff members who served at POST with Gene.

Executive Director Paul Cappitelli eulogized Gene for his many contributions to the law enforcement profession and for his service to our country during World War II.

Gene's son, John, presented each attendee with a compact disk (CD) containing a musical score he created and composed to honor Gene on the occasion of his 90th birthday, in 2005. At a reception following the service, a number of former co-workers, family, and friends shared their memories of Mr. Muehleisen. In lieu of flowers, the family requested that donations be sent to Concerns of Police Survivors (COPS), 1320 Stonewood Drive, Brentwood, California 94513.

Questions about the Muehleisen service may be directed to Assistant Executive Director Dick Reed, Executive Office, at (916) 227-2809, or Dick.Reed@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 February 8, and must be postmarked or received electronically no later than February 26 at 5:00 p.m. Application forms are available online at <http://www.post.ca.gov/Forms/Training.asp>. POST Bulletin No. 2009-13 contains detailed application instructions and FAQs.

The SLI is designed to stimulate personal growth, leadership, and ethical decision making among California law enforcement front-line supervisors. Students must have completed two years of full-time supervisory experience and serve in that capacity while attending SLI. The SLI 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 may be directed to Nani Vang, Center for Leadership Development Bureau, at (916) 227-2821, or 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.

BASIC COURSE PHYSICAL CONDITIONING REVISION BEGINS

In January, academy managers and physical training instructors attended a workshop in Sacramento to begin revising the Basic Course physical conditioning program. The group reviewed job analysis summary results, discussed important and critical patrol officer physically demanding tasks, and proposed Basic Course physical conditioning goals for future discussion and development. New conditioning goals under consideration include:

- Anaerobic power, explosive power, and anaerobic capacity;
- Speed and agility; and
- Balance, stability and core fitness.

All attendees agreed that existing conditioning goals such as cardiovascular endurance or aerobic power, strength, and flexibility should be retained. The group also discussed the merits of including applications of job task sequences that may have conditioning, competency development, and skills practice value.

Further work will identify effective and safe conditioning techniques and methods to achieve these goals.

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.

HOMELAND SECURITY VIDEO SUITE NOW ON LEARNING PORTAL

POST is pleased to announce that a new Homeland Security training video suite is now available on the Learning Portal for viewing 24/7.

In collaboration with CalEMA, this collection of videos was designed for first responders and focuses on: Flying Armed, Suicide Bombers, Critical Incident Management, Recognizing and Preventing Domestic Terrorism, and more. Each video provides 2 hours of CPT credit. After logging onto the Portal, students can access the suite by clicking the “Homeland Security” channels tab.

When a video is completed, an “E-mail Notification” link will be available for the student to send an e-mail notice to the training manager or other designated personnel. This e-mail indicates the name of the officer viewing the video, and the video presentation number. An agency must submit a course roster for CPT and submit it to POST. When POST receives the course roster, completion of the course will be added to the officer profile. Non-POST agencies and out-of-state agencies can purchase a subscription to view the videos for \$9.99 each or \$99.00 (these rates are per officer) for all 12 videos.

Questions about the Homeland Security suite or other Learning Portal issues may be directed to askltrc@post.ca.gov.

NAMING CONVENTION FOR TMAS USERS

Standards and Evaluation Services Bureau staff introduced a naming convention at the September 2009 Basic Course Consortium. The Consortium members unanimously adopted the change to how courses will be named and entered into TMAS effective February 1, 2010. Since September, staff has notified each Director, Coordinator and TMAS user of the new naming convention and instructions for entering courses into TMAS. As of February 1, 2010, every course entered into TMAS must have a certified presentation number, a class roster, and results for each test completed. If a course is entered into TMAS without a certified presentation number or a student roster, or without tests test results, access to TMAS will be suspended. The presenter must contact the area consultant to restore TMAS access. This change is expected to resolve problems of non-certified courses being presented and improve test security.

This naming convention will soon be required on the Basic Course Website for presenters of the PC 832 courses.

Questions about the new naming convention and TMAS requirements may be directed to Personnel Selection Consultant, Diane Hrepich, Standards and Evaluation Services Bureau, at (916) 227-4831 or Diane.Hrepich@post.ca.gov.

POST BLOOD DRIVE

The first POST Blood Drive of this year was held in January resulting in a total of 25 donors. Staff partnered with its' neighbors from the Office of Technology Services (OTS). There were two first time donors, one from POST and one from OTS. The BloodSource staff registered 25 donors and collected 25 pints of blood. The next blood drive will be Wednesday, March 10. Some of the regular donors have already signed up. Staff, friends, and family of POST/OTS are encouraged to join the next 5 blood drives scheduled for 2010.

For more information about the POST Blood Drives, please contact Blood Drive Coordinator Patti Kaida, Information Services Bureau, at (916) 227-4847, or Patti.Kaida@post.ca.gov.

LEGISLATIVE UPDATE - STATUS OF CURRENT LEGISLATION

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

Bill # and Author	Title, Summary, and Commission Position	Status of Bill
<p><u>SB 110</u> (Liu)</p>	<p>People with Disabilities: Victims of Crime. This bill would require every state law enforcement agency to provide training to their peace officers using the telecourse "Crime Victims with Disabilities," produced by the Commission on Peace Officer Standards and Training and the Department of Justice, if the 2002 telecourse is updated. It would also require every local law enforcement agency to the extent this requirement does not create a state-mandated program cost, to provide the telecourse "Law Enforcement Response to Homelessness Update" to its officers. The bill provides strong encouragement that the training is provided in conjunction with homeless and formerly homeless persons, local agencies, and organizations that serve that population, and invite those local organizations to attend the training sessions and discuss the problem of crime against homeless victims.</p> <p>Commission Position: To Be Determined.</p>	<p>Passed Senate Committee on Appropriations as amended. 1/21/2010</p>

REPORT DATE: January 29, 2010