



Administrative Progress Report (APR) November 2009

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.

VEHICLE OPERATIONS TRAINING ADVISORY COUNCIL EXPANDS

The Vehicle Operations Training Advisory Council (VOTAC) recently welcomed two new members. In recognition of the national implications associated with on-duty traffic collisions, the broader membership will be more reflective of nationwide stakeholders. Mesa County (Colorado) Sheriff Stan Hilkey and Gordon Graham are joining the committee.

Sheriff Hilkey is a member of the Colorado POST Board (the equivalent of our Commission). He is a graduate of the FBI National Academy and is active in national law enforcement matters. In joining the VOTAC, Sheriff Hilkey remarked that it was an honor to work on an issue so important to so many deputies and officers.

Mr. Graham is a nationally-known trainer who is especially well known for his training related to high-risk activities, such as emergency vehicle operations. When asked if he had time to work with POST on this issue, Mr. Graham replied that it was too important not to make time.

The VOTAC welcomes its new members and looks forward to their contributions. The next meeting is scheduled for March 2010. Ongoing activities include a survey to every agency in California and fund-seeking meetings with federal stakeholders in Washington, DC; both occurring in December.

Questions about the Driver Training Study or the VOTAC may be directed to Senior Consultant Bryon G. Gustafson, Training Program Services Bureau, at (916) 227-3902, or Bryon.Gustafson@post.ca.gov.

POST SPECIFICATION/EVALUATION TEAM MEETS WITH LEDS VENDOR

The POST Specification/Evaluation Team met with the selected LEDS vendor, FAAC Incorporated of Ann Arbor, Michigan, for the first time in November. The meeting included in-depth discussions on the delivery schedule and the specification requirements for the product proof.

The POST team will travel to Ann Arbor during December to complete a detailed inspection of the FAAC prototype and production facilities. Delivery protocols will be explored, and a formal critique of the prototype will be presented to FAAC.

In January the team will return to inspect the LEDS product proof, confirm compliance with all specifications, and approve production. Delivery of the first LEDS is projected for March 2010; delivery completion is scheduled for October 2010.

Questions about the LEDS purchase or operation may be directed to Senior Consultant Gary Sorg, Training Program Services Bureau, at (916) 227-4887, or Gary.Sorg@post.ca.gov.

POST STAFF ATTENDS E-LEARNING GUILD'S DEVLEARN2009 CONFERENCE

Senior Instructional Designer Catherine Bacon attended the E-Learning Guild's DevLearn2009 Conference in San Jose in November. This annual conference focuses on a broad spectrum of current applications and future trends in e-learning.

Key themes throughout the conference sessions included:

- The need to avoid stagnation in e-learning tools and strategies as the transition from “passive” technologies (e.g., published information, page turners, static content) to “participative” technologies (e.g., user-generated content, richer interaction, and control of content), to “semantic” technologies (e.g., information defined in ways that devices can make use of it).
- The potential of Web 2.0 technologies, such as Twitter and mobile applications, to augment and reinforce learning and performance. Demonstrations were provided by government, higher education, and corporate entities.
- Methods for improving retention and reinforcing training and learning after the training event is complete.
- Use of immersive simulations, serious games, and casual games for learning and performance improvement.

Questions about the DevLearn2009 Conference may be directed to Senior Instructional Designer Catherine Bacon, Learning Technology Resource Bureau, at (916) 227-4546 or Catherine.Bacon@post.ca.gov.

FUTURE VISION TEAM ESTABLISHED

Pursuant to Strategic Plan Objective D.2, “Establish a futures planning capability within POST,” staff created a Future Vision Team comprised of representatives from all bureaus. A project goal is to develop a report that describes trends and events that can be used in the strategic planning process.

The futures planning capability will be developed using a process that is used in the Command College: strategic foresight. Strategic foresight consists of six steps:

- Framing – Identifying the issue (e.g., “What emerging trends may impact peace officer standards and training in 2020?”).
- Scanning – Identifying what is on the horizon (e.g., social, technological, economic, or political trends) that can impact standards and training.
- Forecasting – Creating alternative pictures of the future.
- Visioning – Describing a preferred future.
- Planning – Translating the vision into a strategy.
- Acting – Articulating the results of the strategic foresight process and identifying outcomes, assumptions, and evaluation mechanisms.

An initial step toward implementing the strategic foresight process is to survey staff to identify assumptions about the future of POST and to obtain input on thoughts about strengths, challenges, threats, and opportunities that may exist in the next ten years. The survey is being administered during early December. During mid-December, findings will be discussed at a joint meeting of the POST Leadership Team and the Future Vision Team.

Questions about the establishment of a futures planning capability within POST may be directed to Bureau Chief Mike Hooper, Center for Leadership Development Bureau, at (916) 227-4805, or Mike.Hooper@post.ca.gov.

FIRST PHASE OF THE CORONER JOB ANALYSIS PROJECT CONCLUDES

In November with visits to Marin, San Diego, Los Angeles, Ventura, Shasta, and Tehama counties, staff concluded the information-gathering phase of the project to identify critical coroner job functions. During the next phase of the project, staff will compile job task and knowledge information to be reviewed by coroners for accuracy and completeness. By June 2010, the final project report will be used as the basis for updating and developing statewide training for coroners.

Questions about the Coroner Job Analysis Project may be directed to Senior Personnel Selection Consultant Elizabeth Wisnia, Standard and Evaluation Services Bureau, at (916) 227-4830, or Elizabeth.Wisnia@post.ca.gov; or Personnel Selection Consultant Tammura Hawthorne-Brown, Standard and Evaluation Services Bureau at (916) 227-2810, or Tammura.Brown@post.ca.gov.

POST STAFF PARTICIPATED IN THE 2009 CALIFORNIA STATE EMPLOYEES CHARITY CAMPAIGN

During the month of October, POST staff participated in the California State Employees Charity Campaign (CSECC). Annually, state workers are asked to voluntarily contribute to one or more of over 500 charities that participate in the campaign. At the onset of the campaign, expectations of increased giving were less than optimistic given the fact that state workers are furloughed 36 days a year, cost of living has increased, and families are “feeling the pinch” in their dollar power. However, POST staff once again stood and delivered by giving more than \$1,000 over their 2009 contributions! Bureau Chief Bob Stresak and Office Technician Carol Atherton coordinated this year’s campaign.

“No inspiration is worthy until someone takes action to make it work.”
(Author unknown)

Questions about the CSECC may be directed to Assistant Executive Director Dick Reed, Executive Office, at (916) 227-2809, or Dick.Reed@post.ca.gov.

POST STAFF INVITED TO PRESENT AT OREGON WORKSHOP ON CONDUCT OF PEACE OFFICER PERSONALITY ASSESSMENT AND BACKGROUND INVESTIGATIONS

POST Supervising Personnel Selection Consultant Shelley Weiss Spilberg, Ph.D., was an invited presenter at a November 2009 seminar at the Oregon Public Safety Training Academy in Salem, Oregon. The workshop, entitled “Innovations in Bifurcated Psychological Screening & Backgrounds,” was attended by over 100 hiring authorities, background investigators, and personnel administrators. A variety of peace officer selection issues were addressed, including the ADA Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008 (GINA), and best practice procedures for conducting personality assessment, background investigations, and psychological screening. Dr. Spilberg discussed the 2009 POST Peace Officer Selection Standards, the POST evaluative dimensions for background investigations and psychological screening, legal issues surrounding pre vs. post offer background investigations, and personality assessment vs. psychological screening.

Questions about the seminar 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.

FULBRIGHT SCHOLAR VISITS POST

Superintendent John Hawkins, of Lothian and Borders Police, Edinburgh, Scotland visited POST during his research as a Fulbright Scholar. Superintendent Hawkins' project is to study leadership training and education and integrate the lessons learned into the Scottish Police Services. His visit to POST during his final trip to the U.S. was based on "numerous recommendations from my colleagues in the police service in the U.S. and the UK." During previous trips, he visited large police departments on the East Coast and reviewed programs at Harvard, IACP, John Jay College, CASE Western University, PERF, and the FBI.

Superintendent Hawkins interviewed various staff, reviewed curricula and training materials, and visited SBSLI Class 269 in session in Sacramento. Hawkins also reviewed the USF leadership institute and met with the chiefs at Oakland, East Palo Alto, and San Jose. His interest focused on the facilitated, student-centered model of SLI, and he is considering the design of a similar model for use in Edinburgh. POST staff will send a collection of curricula, instructional materials, DVDs, and publications from the Command College, SBSLI, Basic Course, and other courses to the Superintendent.

Questions about the SBSLI program may be directed to Senior Consultant Charles Evans, Center for Leadership Development Bureau, at (916) 227-2824, or Charles.Evans@post.ca.gov.

PEACE OFFICER MEDICAL HISTORY STATEMENT (POST 2-252) REVISED IN COMPLIANCE WITH NEWLY-ENACTED GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008

Title II of the [Genetic Information Nondiscrimination Act of 2008](#) (GINA) became effective on November 21, 2009. GINA prohibits the intentional acquisition and use of genetic information in making employment decisions regarding applicants and employees, and imposes strict confidentiality requirements on genetic information that was unintentionally acquired. In addition to genetic test results, "genetic information" includes *medical histories or current manifestations of disease or disorders in any family member of an applicant or employee*.

As a result of the enactment of GINA, the POST Medical History Statement – Peace Officer, [POST 2-252](#) (pdf), has been revised to eliminate questions related to family medical history, such as "Do any diseases run in your family?" POST [Bulletin 2009-12](#) has been issued to alert POST constituents on the newly-enacted law and the impact on law enforcement selection practices.

Questions about the GINA 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; or to Associate Governmental Program Analyst Melani Singley, Standards and Evaluation Services Bureau, at (916) 227-4258, or Melani.Singley@post.ca.gov.

PUBLIC SAFETY DISPATCHER BASIC COURSE UPDATE PROJECT IN FINAL PHASE FOR COMMISSION / OFFICE OF ADMINISTRATIVE LAW REVIEW

In accordance with Strategic Objective B.11.08, the Public Safety Dispatcher Basic Course has been reviewed and updated. A subject matter expert group, along with POST personnel from the Basic Training and Standards and Evaluations Services bureaus, convened four meetings to review the content and hours of the 120-hour Public Safety Dispatcher Basic Course. There were no major changes to course content; however, the 14 learning domains were updated as necessary to contemporize the content and keep the information relevant to today's dispatch environment. The hours remained at 120, but were redistributed in order for presenters to focus more time on critical areas of instruction. Training specifications for the course are in final preparation for Commission review in February 2010. With Commission approval, the training specifications will then be sent to the Office of Administrative Law for review and approval. The revised Public Safety Dispatch Basic Course content and specifications will go into effect in July 2010. Course presenters will be invited to an informational meeting prior to implementation of the new specifications.

Questions about this project may be directed to Senior Law Enforcement Consultant Don Shingara, Basic Training Bureau, at (916) 227-3935, or Don.Shingara@post.ca.gov.

BASIC TRAINING BUREAU FIRST SCENARIO COORDINATORS COMMITTEE MEETING

On November 17th and 18th, the Basic Training Bureau (BTB) conducted its first Scenario Coordinators Committee meeting. Committee members are representatives from the 39 Basic academies and will meet with BTB staff twice a year. Their mission is to assist in the development of new scenario testing scripts and to review the current Scenario Manual to ensure the testing scripts are contemporary.

During each Scenario Managers Workshop, members develop scenarios based on their current patrol experience. Those scenarios are reviewed, modified, and edited by the Scenario Coordinators Committee for inclusion into the Scenario Test Bank. The meeting resulted in the development of 40 new scenario testing scripts that will be added to the existing Scenario Test Bank.

Questions about the committee may be directed to Senior Consultant Robert Ziglar, Basic Training Bureau, at (916) 227-4259, or Robert.Ziglar@post.ca.gov; or Senior Consultant Stephanie Scofield, Basic Training Bureau, at (916) 227-3454, or Stephanie.Scofield@post.ca.gov; or Staff Services Analyst Rebecca Irizarry, Basic Training Bureau, at (916) 227-5426, or Rebecca.Irizarry@post.ca.gov.

POST LIBRARY NEWS

Librarian Laurel Espell is pleased to announce an updated POST Library Web site (www.post.ca.gov/library) that provides users direct access to all POST resources. One click will get the user to the collections or to research help. The [Legal Resources](#) section has been organized and enhanced for POST staffers and others interested in laws and legislation affecting California peace officers. The improvements provide sections for students in POST programs, and links to law enforcement associations and agencies.

In an effort to share these resources and promote law enforcement professionalism, Laurel has been giving presentations and tours to SLI instructors and Command College students. In the near future, she will extend the Library's reach by making presentations to the Basic Course Consortium, the Training Manager's Course (regional training managers), and to a "Blended Learning" class offered by the Los Angeles Police Department.

In the next year, the POST Library will be working to acquire an Integrated Library System that will handle not only library materials and processes, but also be a vehicle for knowledge management and delivery of POST archives and publications. To that end, Library staff has been visiting agency sites (such as the California Department of Justice Forensics Library) and hosting product demonstrations.

The POST Library staff has taken steps to improve the relevancy of its services and collections for POST staff and clients. The Library staff looks forward to a New Year of enhanced services for California peace officers.

Questions about the updated POST Library Web site may be directed to POST Librarian Laurel Espell, Information Services Bureau, at (916) 227-3204, or Laurel.Espell@post.ca.gov.

POST BLOOD DRIVE TAKES OFF

POST began holding blood drives after the BloodSource relocated downtown. POST staff contacted BloodSource and set up the first blood drive on February 2, 2009. Five blood drives later, 125 pints have been donated. Forty-two POST employees and family members are on our donor list. Beginning in June 2009, POST partnered with our neighbors from Office of Technology Services. They currently have 22 donors. On average, there are 25 donors per blood drive. We also have donors who see the bloodmobile and make walk-in appointments. Six drives are scheduled for 2010. This is a way to give back to our community for those who are able to donate their life-saving blood. Just a tablespoon can save an infant's life.

Questions about the 2010 POST Blood Drive may be directed to Blood Drive Coordinator Patti Kaida, Information Services Bureau, at (916) 227-4847, or Patti.Kaida@post.ca.gov.

POST UPDATES INTERNAL RECORDS RETENTION AND ELIMINATES ADDITIONAL STORAGE FACILITY CONTRACT

In June of 2009, POST staff began revising the Records Retention Schedules with the Department of General Services (DGS). In October 2009, POST staff received approval of its final schedule. Approval of Records Retention Schedules allows POST to ship documents to the State Records Center (SRC) of DGS. By November 2009, POST staff successfully reconciled all storage records, eliminated two off-site storage contracts, and transferred all documents to the SRC.

Questions about the POST Records Retention Schedules may be directed to Associate Governmental Program Analyst Connie Paoli, Information Services Bureau, at (916) 227-4854, or Connie.Paoli@post.ca.gov.

LEGISLATIVE UPDATE - STATUS OF CURRENT LEGISLATION

There is no Legislative update at this time.

REPORT DATE: November 30, 2009