Commission on Peace Officer Standards and Training
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Date: August 9, 2012

Bulletin: No. 2012-12

Subject: **Sherman Block Supervisory Leadership Institute – Notice of 2012 Application Period (September 3 – September 21, 2012)**

The Commission on Peace Officer Standards and Training (POST) is planning the presentation of the next cycle of classes of the Sherman Block Supervisory Leadership Institute (SBSLI). To contribute to the success of the Institute, agencies should only submit the names of first-level supervisors who meet **all** of the criteria listed below.

To be considered for SBSLI enrollment, each applicant must:

- Volunteer or request to attend SBSLI *(Success in the SBSLI is directly related to motivated, voluntary participation.);*
- Agree to remain employed in law enforcement for five years after completing SBSLI;
- Currently serve as a full-time, first-level supervisory peace officer, *generally the position of Sergeant*;
- Possess *two* years of full-time experience supervising peace officer employees at the time the application is submitted; and
- Have completed the POST Supervisory Course **or** possess a POST Supervisory Certificate.

To be considered for SBSLI attendance, each applicant must:

- Accept responsibility to complete reading and writing assignments between class sessions;
- Commit to attend all class sessions (three days each month for eight months);
- Take part in all learning activities through active class participation; and
- Agree to conduct himself/herself in accordance with SBSLI policies, procedures, and expectations.

Beginning on **September 3, 2012**, POST will accept applications for SBSLI. Applications must be **post-marked or received electronically no later than September 21, 2012, at 5:00 p.m.** A maximum of **five** applications per agency may be submitted. POST will accept 500 qualified applicants. If more than 500 applications are received, an alternate selection plan will be used to limit the number of applications to 500. This will ensure an equitable statewide representation in all SBSLI classes. Class assignments cannot be reserved. Submission of an application does ***not*** guarantee placement in a scheduled class. **No applications will be accepted before September 3, 2012.**

SBSLI application forms are available on the POST Website at the following link: POST 2-122 Sherman Block Supervisory Leadership Institute Application. It is the responsibility of training managers to retain on file all SBSLI applications complete with original signatures for each applicant if an application is submitted through the POST Electronic Data Interchange (EDI).

There are two acceptable methods for submitting applications:

1. Electronically – Agencies may submit SBSLI applications electronically via the Internet using the EDI system. Agencies may also pre-check an applicant's eligibility using the EDI system. Interested agencies that do not currently have EDI access should request access to EDI as soon as possible to ensure users can access the system in a timely manner. To obtain an access application for EDI visit Electronic Data Interchange.

2. Mail – A completed Sherman Block Supervisory Leadership Institute Application for Enrollment, POST 2-122 (rev. 03/2008), will be accepted via United States mail. *SBSLI applications will not be accepted by fax.*

Pertinent SBSLI information is located at http://www.post.ca.gov/sherman-block-supervisory-leadership-institute.aspx on the POST website. Attached are SBSLI Open Enrollment FAQs. Other questions may be directed to Nani Vang at (916) 227-2821 or by email to Nani.Vang@post.ca.gov.

PAUL A. CAPPITELLI
Executive Director

Attachment: SBSLI FAQs

SHERMAN BLOCK SUPERVISORY LEADERSHIP INSTITUTE

Open Enrollment Frequently Asked Questions

When is POST accepting applications or having Open Enrollment?

September 3, 2012, at 8:00 a.m. through September 21, 2012, at 5:00 p.m. ALL **qualified** applications will be accepted through September 21, 2012, at 5:00 p.m. Applications received prior to September 3rd will be returned. Those postmarked after September 21, 2012, will **not** be accepted. They will be returned to the agencies for re-submission during the next open enrollment period.

How do I apply?

Applications will be accepted via the following methods:

1. Electronic Data Interchange (EDI) system for those agencies having access,
2. U.S. Mail – Send application with original signatures and keep a copy for your file,
3. Delivered to the receptionist at POST Headquarters.

FAXED applications will NOT be accepted.

SBSLI applications can be found on the POST website POST 2-122 Sherman Block Supervisory Leadership Institute Application.

It is the responsibility of training managers to retain on file an SBSLI application complete with original signatures for each applicant, if applications are submitted through the EDI.

When will the EDI be available?

The EDI will open for SBSLI submissions at 8:00 a.m. on September 3, 2012, and will remain open until 5:00 p.m. on September 21, 2012. The system may be down for maintenance outside of normal POST work hours (evenings, early mornings, and weekends). Agencies should try again when the system is available.

What are the minimum application requirements?

To be considered for SBSLI enrollment each applicant must meet the following criteria at the time of application:

- Is currently serving as a first-level supervisory peace officer (generally the position of sergeant in a POST-participating agency).
- Has completed two years of full-time experience supervising peace officer employees ***at the time that the application is submitted.***
    - Must have Notice of Appointment on EDI showing two years of experience – the system will not accept an application without two years as a sergeant.
    - **Time** served as an **acting** sergeant or as a corporal **will not be accepted** to make up part of the two year period.
- Must be a peace officer. Officers described in Penal Code § 831 are not eligible to apply.
- Has completed the POST Supervisory Course or has been awarded a POST Supervisory Certificate.
- Agrees to remain in law enforcement for five (5) years after SBSLI graduation.

When will classes be held?

Classes are scheduled to start between October 2012 and April 2013, graduating between May 2013 and November 2013, respectively. Applicants will be assigned by POST to

one of these classes, so they should not apply if they will not be available to attend during this time period.

How many applications are accepted?

Only 500 applications will be accepted for this round of 10 classes. More classes could be added if the need arises and funding becomes available. A maximum of five (5) applications per agency may be submitted. Applicants will be scheduled for classes based on a specific class mix.

What if POST receives too many applications?

If POST receives more than 500 applications, an alternate selection plan will be employed in a fair and equitable way to reduce the number of applications per agency.

How do I obtain an EDI application?

EDI applications can be found at Electronic Data Interchange.

How do I log into EDI?

The EDI system is secure and is entered via a login name and password. Users must register in advance to receive permission to enter or view data since it is linked to the Peace Officer Database. If access was not previously applied for, you will need to complete the EDI Access Application found on the SLI website. Be advised that it takes time to be granted access. Registered users that are unable to enter the system, forgot their passwords, or are having difficulty navigating the system should contact Kathy Pope at (916) 227-4807.

What are some common problems with submitting an application through EDI?

There are several possible reasons that an applicant may be listed as ineligible. The following are some situations and recommendations:

Incorrect Rank Often, applicants are shown as not being qualified if the agency neglected to send a Notice of Appointment to POST upon promotion to the Sergeant rank. The POST database may still denote the rank of Officer or Deputy. The agency should check the profile of the individual to see if this is the case, and then submit a Notice of Appointment immediately to remedy the situation.

Incorrect Rank Date It is also possible that the rank date for appointment to sergeant (or other qualified rank) may have been incorrectly entered. The profile for the individual should be checked to ensure it is correct. If it is not correct, please contact Maria Goshop (916) 227-4858 or Kathy Pope at (916) 227-4807 to have it corrected.

Incorrect or Missing Basic Supervisory Course Roster Completion of the Supervisory Course is indicated on POST rosters; however, occasionally a roster has not been received or student ID was incorrectly noted and credit for completion was recorded under another student's ID. Agencies should check the applicant's training record to be sure that completion of the course is noted. Agencies that are able to update Notice of Appointment information via EDI may update the data as needed to correct discrepancies. Corrections will be accepted immediately and deemed valid. If corrections cannot be made, contact Maria Goshop at (916) 227-4858 for further help.If the data is correct, but the applicant is still listed as ineligible, contact Nani Vang at (916) 227-2821 as there may be a problem with the system.

For questions contact Nani Vang at (916) 227-2821 or nani.vang@post.ca.gov.