



Commission on Peace Officer Standards and Training

860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630
www.post.ca.gov

Date: March 29, 2018

Bulletin: No. 2018-08

Subject: **Sherman Block Supervisory Leadership Institute – Notice of 2018 Application Period (April 2 – 27, 2018) For Dispatch Supervisors – Pilot Program**

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). This is a pilot program to include dispatcher supervisors. To contribute the success of the Institute, agencies should only submit the names of first-level Dispatch Supervisors who meet **all** of the criteria listed below.

To be considered for the SBSLI Dispatcher Supervisor pilot program enrollment, each applicant must:

- Volunteer or request to attend SBSLI (*Success in the SBSLI is directly related to motivated, voluntary participation.*);
- Currently serve as a full-time, first-level dispatcher Supervisor.
- Have *two* years of full-time experience supervising dispatchers at the time the application is submitted; and
- Have completed the POST Dispatcher Supervisor Course and possess a POST Dispatcher 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 **April 2, 2018**, POST will accept applications for SBSLI. Applications must be **post-marked or received electronically no later than April 27, 2018, at 5:00 p.m.** A maximum of one application per agency may be submitted. POST will accept a limited number of applicants for this pilot program. Class assignments cannot be reserved. Submission of an application does **not** guarantee placement in a scheduled class. **No applications will be accepted after April 27, 2018.**

SBSLI application forms are available on the POST Website: [POST 2-122 Sherman Block Supervisory Leadership Institute Application](#).

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There are three acceptable methods for submitting applications:

1. Electronically – Agencies may submit SBSLI applications electronically via the Internet using the POST Electronic Data Interchange (EDI). 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, go to [Electronic Data Interchange](#). 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 EDI.
2. Mail – A completed Sherman Block Supervisory Leadership Institute Application for Enrollment, POST 2-122 (Rev 04/2012), will be accepted via United States mail. *SBSLI applications will not be accepted by fax.*
3. In Person – Applications may be hand-carried to POST, 860 Stillwater Road, Suite 100, West Sacramento, CA 95605.

Pertinent SBSLI information is located at [Sherman Block Supervisory Leadership Institute](#) on the POST Website. Attached are SBSLI Open Enrollment FAQs. Other questions may be directed to Nani Vang at (916) 227-2821 or Nani.Vang@post.ca.gov.

MANUEL ALVAREZ JR.
Executive Director

Attachment: SBSLI FAQs

SHERMAN BLOCK SUPERVISORY LEADERSHIP INSTITUTE

Open Enrollment Frequently Asked Questions

When is POST accepting applications or having open enrollment?

ALL **qualified** applications will be accepted starting April 2, 2018, at 8:00 a.m. through April 27, 2018, at 5:00 p.m. Applications received prior to April 2nd and postmarked after April 27, 2018, 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 April 2, 2018, and will remain open until 5:00 p.m. on April 27, 2018. The system may be down for maintenance outside of normal POST work hours (evenings, early mornings, and weekends).

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 supervisor of dispatchers Has completed two years of full-time experience supervising dispatchers **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 dispatcher supervisor.
 - **Time** served as an **acting** dispatcher supervisor **will not be accepted** to make up part of the two-year period.
 - Dispatch Supervisors who are sworn police officers **do not qualify.**
- Must be a Dispatcher Supervisor.
- Has completed the POST Dispatcher Supervisory Course or has been awarded a POST Must have a Dispatcher Supervisory Certificate.

When will classes be held?

Classes are scheduled to start March 2018 through February 2019, 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 a limited number of applications will be accepted for this round of 11 classes. A maximum of one application per agency may be submitted. Applicants will be scheduled for classes based on a specific class mix.

What if POST receives too many applications?

An alternate selection plan will be employed in a fair and equitable way to reduce the number of applications.

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 found on the POST website. It 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 you have not previously applied for EDI access, you will need to complete the EDI Access Application found on the SLI website. Be advised that it takes time to be granted access and the application must be signed by your agency head. Registered users that are unable to enter the system, forgot their passwords, or are having difficulty navigating the system should contact our [support team](#) at (916) 227-4357.

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 Date It is also possible that the rank date for appointment to Dispatcher supervisor 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 our [support team](#) at (916) 227-4357 to have it corrected.

Incorrect or Missing Dispatcher Supervisory Course Roster Completion of the Dispatcher Supervisory Course is indicated on POST rosters; however, occasionally a roster is not received or the student ID was incorrectly recorded and credit for completion of the course 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 our [support team](#) at (916) 227-4357 for further help. If the data is correct, but the applicant is still listed as ineligible, contact Nani Vang at (916) 227-2821 for assistance.

If you have further questions, contact Nani Vang at (916) 227-2821 or Nani.Vang@post.ca.gov.