



Commission on Peace Officer Standards and Training

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

Date: August 16, 2019

Bulletin: No. 2019-26

Subject: **Sherman Block Supervisory Leadership Institute – Notice of 2019 Application Period (September 30 – October 30, 2019) 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 **September 30, 2019**, POST will accept applications for SBSLI. Applications must be **received electronically no later than October 30, 2019**. POST will allow 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 October 30, 2019. Previous Applications that have not been submitted electronically will NOT be considered for the pilot program. You must resubmit your application 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 promptly. To obtain

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

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 Senior Consultant [Jim Katapodis](#) at (916) 227-3467.

MANUEL ALVAREZ JR.
Executive Director
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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 **September 30, 2019**, through **October 30, 2019**.

How do I apply?

Applications are accepted through EDI. If you do not have EDI access, please contact your agency's training manager.

Do I need to reapply for each open enrollment period?

If you applied for the previous pilot as a dispatch supervisor, you will need to reapply again in EDI.

When will I know if I'm accepted into SLI?

Once you have completed your SLI application, our course presenter will notify you only if you are selected for a class. SLI acceptance is ongoing as the classes become available. Please do not contact POST staff to inquire about your SLI application status.

What if my agency does not have EDI access?

EDI applications may be found at [Electronic Data Interchange Presenter Access Application \(pdf\)](#). Agencies may fax completed EDI applications to POST at the number indicated on the EDI application.

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 of application.
 - Must have Notice of Appointment (NOAT) in EDI showing two years of experience
 - **Time** served as an **acting** first-level dispatch supervisor will not be accepted.
- Has completed the POST Dispatcher Supervisory Course, or has been awarded a POST Dispatcher Supervisory Certificate.
- Agrees to remain in law enforcement for five (5) years after SBSLI graduation.

How many applications are accepted?

Only a limited number of applications will be accepted. 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.

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

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

Incorrect Rank

Often, applicants are shown as not being qualified if the agency neglected to send a NOAT to POST upon promotion to the first-level supervisory rank. The agency should check the profile of the individual and then submit a NOAT immediately to remedy the situation.

Incorrect Rank Date

It is also possible that the rank date for an appointment to first-level 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 [EDI Helpdesk](#) at [\(916\) 227-4357](tel:9162274357) 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 the student ID was incorrectly noted, and credit for completion was recorded under another student's ID. Agencies should check the applicant's POST Profile to be sure that completion of the course is noted. Agencies that are able to update NOAT information via EDI may update the data as needed to correct discrepancies. Contact [EDI Helpdesk](#) at [\(916\) 227-4357](tel:9162274357) for further assistance.

If you have further questions, contact [Jim Katapodis](#) at (916) 227-3467.