



## Administrative Progress Report (APR) February 2009

**To: POST Commissioners and Advisory Committee Members**

**From: PAUL A. CAPPITELLI**  
**Executive Director**

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.

### **SHERMAN BLOCK SUPERVISORY LEADERSHIP INSTITUTE APPLICATIONS ACCEPTED**

Beginning March 2, 2009, the Commission on Peace Officer Standards and Training (POST) will accept applications for the Sherman Block Supervisory Leadership Institute (SBSLI). To be accepted into the Institute, agencies must submit the names of first-level supervisors who meet **all** of the criteria listed below. Each applicant must:

- Volunteer or request to attend the SBSLI (*Success in the SBSLI is directly related to motivated, voluntary participation.*);
- Agree to remain employed in law enforcement for five years after completing the 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.

Pertinent SBSLI information is located at <http://www.post.ca.gov/training/sbsli/default.asp> on the POST website.

Questions about the Sherman Block Supervisory Leadership Institute may be directed to Senior Consultant Charles Evans, Center for Leadership Development, at (916) 227-2824 or [Charles.Evans@post.ca.gov](mailto:Charles.Evans@post.ca.gov).

## REVISION OF COURSE CERTIFICATION PROCESS BEGINS

The regulations that govern the process for the certification of training courses have been in place for many years. A 2006 revision of the regulations focused on additions to the language but did not consider other changes to the certification process or the regulations.

Strategic Plan Objective C.13.08 directs a feasibility study of revising the course certification requirements and training reimbursement plans and rates. The process to address the regulations began in February with the first of several meetings to determine if and how the regulations should be revised.

The first meeting included staff from several bureaus and focused on the current language and possible changes that will meet the needs of POST and its client presenters. Several sub-committees were formed to better define the needs and requirements for the course certification process.

When the internal review is completed and the proposed regulation changes are developed, course presenters will have the opportunity to review the proposal and provide feedback. The revisions will be ultimately presented to the Commission for adoption as part of the administrative law process.

Questions about the revision of the course certification process may be directed Bureau Chief Ed Pecinovsky, Training Delivery and Compliance Services Bureau, at (916) 227-4874 or [Ed.Pecinovsky@post.ca.gov](mailto:Ed.Pecinovsky@post.ca.gov).

## UPDATE AND REVISION OF BASIC COURSE CERTIFICATION REVIEW PROCESS COMPLETE

Each basic law enforcement academy is reviewed for compliance with POST Regulations and directives on a three-year cycle. The Basic Course Certification Review (BCCR) process provides regular assessments of academy operations - a vital function to ensure course quality, integrity, and safety of entry level peace officer training in California. In October 2007, the BCCR Revision workgroup was formed and included 29 Academy Directors and Coordinators from 23 basic training academies, as well as POST staff from Basic Training, Standards and Evaluation, and Training Delivery and Compliance Services Bureaus.

The existing Basic Course Certification Review process has been enhanced and revised to include several new features. A comprehensive Standards-Based Academy Review Evaluation Form and Review Manual were developed for use by academies and reviewers. Additional POST staff have been assigned to the BCCR team to focus on areas of testing and psychomotor skills training. Trained evaluators (from academies) will now perform in-depth reviews of academy skills training and testing. Enhanced accountability procedures (with new deadlines) were established to ensure academies address any identified issues of non-compliance with POST Regulations and directives. The new process was piloted at two academies using the enhanced format, and two specialized training workshops for academy evaluators were presented in October and November 2008.

The updated BCCR process was implemented in January 2009. The newly developed forms and resources will be available on the Basic Course website in March 2009.

Questions about the Basic Course Certification Review process for academies may be directed to Senior Consultant Tami Evans, Basic Training Bureau, at (916) 227-3467 or [Tami.Evans@post.ca.gov](mailto:Tami.Evans@post.ca.gov).

## EXPANDED INSTRUCTOR STANDARDS ADVISORY COUNCIL MEETS

The Instructor Standards Advisory Council (ISAC) met during February in San Diego. The meeting covered several important topics, including:

- Instructor Symposium 2009
  - May 26-29 in San Mateo – see [www.postidi.com](http://www.postidi.com) for details.
- Updated guidelines and curriculum for the Academy Instructor Certification Course
  - Approved by the ISAC – will be updated on the POST website by April at <http://post.ca.gov/Training/speciality/basic.asp>.
- Potential certification requirement for Public Safety Dispatcher Basic Course instructors
  - Conceptually supported by ISAC – a report to the Commission is forthcoming.
- E-learning updates
  - 8 hours of self-paced instructor development courses are now available on the POST Learning Portal. This enables instructors in the Academy Instructor Certificate Program to recertify completely online.
- College credit and higher education policy associated with POST courses
  - Draft language was developed to assist POST in working/partnering with colleges/universities.

The next meeting of the ISAC is tentatively scheduled for August 2009.

Questions about the Instructor Standards Advisory Council may be directed to Senior Consultant Bryon G. Gustafson, Training Program Services Bureau, at (916) 227-3902 or [Bryon.Gustafson@post.ca.gov](mailto:Bryon.Gustafson@post.ca.gov).

## VEHICLE OPERATIONS TRAINING ADVISORY COUNCIL MEETS

The Vehicle Operations Training Advisory Council (VOTAC) met again on February 26-27, 2009, in San Diego. The VOTAC includes members from POST's traditional stakeholder groups, as well as several members of corollary groups, including federal, state, and local law enforcement outside of California; the California Office of Traffic Safety; and several members of the academic research community. The focus of VOTAC is to continue work that is responsive to POST Strategic Plan Objective B.10, "Enhance and continue the study of driver training methods and vehicle-related high-risk activities to improve training, enhance safety, and reduce preventable collisions and injuries."

The VOTAC reviewed the research published in the *Driver Training Study – Volume I* and outlined areas to be explored over the next six months. Attention will be directed to qualitative case studies of agencies and training presenters that have been shown (statistically) to develop officers who have fewer collisions. Additional research will consider motor officers and motorcycle training. And, research relative to supervision and management responsibilities will also be undertaken. The next meeting of the VOTAC will likely be in August.

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](mailto:Bryon.Gustafson@post.ca.gov).

## **ANIMAL CRUELTY TELECOURSE RELEASED**

POST has released a new telecourse program addressing the growing problem of animal cruelty. The program raises awareness of animal cruelty, neglect, fighting, and other crimes associated with such activities. Another objective of the training is to instruct law enforcement officers how to better utilize local animal welfare resources, including animal control and humane officers.

The DVD provides an overview of legal definitions of animal abuse and enforceable laws associated with various criminal behaviors involving animals. Special topics include examples of animal crime, how to recognize animal neglect and cruelty, and techniques for investigation and evidence-gathering. A specific section of the telecourse addresses animal fighting, including dogfighting and cockfighting operations, with profiles of participants within each. The telecourse provides officers with practical instruction for identifying animal cruelty as part of a larger crime scene and for linking crimes when called to respond to animal abuse.

Questions about the Animal Cruelty Telecourse may be directed to Senior Consultant Jody Buna, Training Program Services Bureau, at (916) 227-4896 or [Jody.Buna@post.ca.gov](mailto:Jody.Buna@post.ca.gov).

## **NEW INSTRUCTOR DEVELOPMENT COURSE ON THE POST LEARNING PORTAL**

“Target Your Teaching” is the latest online instructor development course available on the POST Learning Portal. The course explores the cognitive, psychomotor, and affective learning domains. It offers instructors practice in selecting appropriate learning activities for their students and assessing whether their students are “getting it.”

Four hours of CPT credit are offered for completion of the course. The addition of this new course means eight hours of instructor development training are now available on the Portal to meet the triennial recertification requirement in the Academy Instructor Certificate Program.

Questions about the new course or the Learning Portal may be directed to the Learning Technology Resource Center’s Manager Jan Myyra, Training Program Services Bureau, at (916) 227-4550 or [Jan.Myyra@post.ca.gov](mailto:Jan.Myyra@post.ca.gov). Questions about the Academy Instructor Certificate Program may be directed to Senior Consultant Bryon G. Gustafson, Training Program Services Bureau, at (916) 227-3902 or [Bryon.Gustafson@post.ca.gov](mailto:Bryon.Gustafson@post.ca.gov).

## **POST DISPATCHER PROJECT UPDATE**

As reported previously, POST is conducting a multi-faceted Public Safety Dispatcher project to address multiple Strategic Plan Objectives, including B.11.08, “Review the POST Basic Dispatch curriculum and hours”; B.12.08, “Study the feasibility of establishing instructor training requirements for public safety dispatcher instructors for the public safety dispatcher course”; and C.10.08, “Conduct a comprehensive review of existing supervisor training courses and curriculum.” POST is also undertaking a review of the current entry-level selection test for dispatchers.

Staff recently conducted a two-day meeting with statewide dispatcher representatives to review the current dispatcher job. As participants in this job analysis update, dispatcher subject matter experts were asked to review the elements and requirements of the dispatcher job as identified in a statewide job analysis conducted by POST in 1991. All information collected is being analyzed and will serve as the foundation for subsequent recommendations and products resulting from these initiatives.



SMEs reviewing material at the Dispatcher Job Analysis update meeting.

Questions about the dispatcher research project may be directed to Senior Consultant Lou Madeira, Standards and Evaluation Services Bureau, at (916) 227-4871 or [Lou.Madeira@post.ca.gov](mailto:Lou.Madeira@post.ca.gov), or to Senior Personnel Selection Consultant Bill Groome, Standards and Evaluation Services Bureau, at (916) 227-3255 or [Bill.Groome@post.ca.gov](mailto:Bill.Groome@post.ca.gov).

## ONLINE PROCTOR TRAINING CONTINUES DEVELOPMENT

In 2008, following Commission approval, staff entered an Interagency Agreement with California State University, Chico (CSUC), to develop automated, Web-based proctor training for all of POST's high-stakes tests. By insuring standardized training of proctors for all of POST's high-stakes tests, this project will protect POST's substantial financial and legal investment in valid and reliable tests.

This month, CSUC provided scripts, learning objectives, and content for three online proctor courses: PC832, the POST Entry-Level Law Enforcement Test Battery (PELLETB), and a "Jumpstart Course" covering general test security issues pertinent to all of POST's tests. The Jumpstart Course will be required for anyone with access to POST exam materials. Proctors will also be required to take additional courses that address issues relevant to the specific tests they will be proctoring (e.g., PC832, PELLETB). Video filming and development of content for the Basic Course Written Test portion of the project are scheduled for March. The project is scheduled for completion by fall 2009.

Questions about online proctor training may be directed to Bureau Chief Ken Krueger, Standards and Evaluation Services Bureau, at (916) 227-4832 or [Ken.Krueger@post.ca.gov](mailto:Ken.Krueger@post.ca.gov).

## CUSTOMIZED TESTING MANAGEMENT SYSTEM (TMAS) USER'S MANUAL DEVELOPED

POST's Web-based Testing Management and Assessment System (TMAS) has been the method used to deliver written tests to Basic Course presenters since 2005. During this time, staff has continuously trained TMAS operators via on-site, online and telephone-based sessions to ensure proper and effective use. Over time, the TMAS software and operating environment has been modified in several ways which now has rendered the original vendor-supplied manual obsolete. Because this manual is critical to the effective use of the system, staff has developed a new User's Manual for California Basic Course presenters. The new manual was distributed to the academies at the March Consortium meeting.

Questions about the Testing Management and Assessment System User's Manual may be directed to TMAS Coordinator Kenya Smith, Standards and Evaluation Services Bureau, at (916) 227-4957 or [Kenya.Smith@post.ca.gov](mailto:Kenya.Smith@post.ca.gov).

## POST EMPLOYEE HIGHLIGHTS



### Featured Employee – Kenya McClain-Smith

Kenya McClain-Smith joined POST in 2001 from the private sector, having worked for Wells Fargo customer service and for various other businesses in Sacramento. Her first assignment at POST was scheduling tests for POST's Entry-Level Law Enforcement Test Battery and Entry Level Dispatcher Exam. Kenya has worked in various assignments and is now a Staff Services Analyst serving as training coordinator of POST's Testing Management and Assessment System (TMAS) which delivers tests via the Internet to all POST Basic Academy presenters. As TMAS Training Coordinator, Kenya acts as liaison between POST and the academies, training academy staff on how to use the system and troubleshooting problems. Recently, Kenya completed a TMAS Help Desk Manual which will soon be distributed to all academies as a resource document.

Kenya and her husband, Vernon, have seven children - four girls and three boys - ranging in age from seventeen years to eight months. Sports, including basketball and football, are a big part of their family life. Family nights at home include high-spirited video game challenges, especially *Guitar Hero*, for this big, fun-loving family. Kenya is well-liked and respected by POST staff for her positive work ethic and determination to provide excellent customer service to the users of POST products like the TMAS.

## CALENDAR OF EVENTS ON THE POST WEBSITE

For security reasons, the POST Calendar of Events is located in the Flagship Network on the POST Website. The Flagship Network is an electronic bulletin board for the Commission and sworn law enforcement personnel accessed via a user identification and password. The site may be accessed at [http://www.post.ca.gov/Resources/Library\\_Services/Flagship\\_Network\\_Instructions.asp](http://www.post.ca.gov/Resources/Library_Services/Flagship_Network_Instructions.asp). If you have access to the network but have forgotten your user identification or password, please send an email to [clearinghouse@post.ca.gov](mailto:clearinghouse@post.ca.gov).

**LEGISLATIVE UPDATE - STATUS OF CURRENT LEGISLATION**

The following are bills in Legislative Session 2008/09 on which the Commission has taken, or will consider taking, a position.

<b>Bill # and Author</b>	<b>Title, Summary and Commission Position</b>	<b>Status of Bill</b>
<p><a href="#"><u>AB 297</u></a> (Solorio)</p>	<p><b>Criminal History Information: Law Enforcement Employees.</b> Requires the Department of Justice to disseminate the date and agency name associated with all retained police officer or non-sworn law enforcement agency employee pre-employment criminal offender record information search requests. Requires the department to retain an individual's fingerprint images and related information submitted as part of such requests.</p> <p><b>Commission Position:</b> Support</p> <p><b>NOTE:</b> Academy directors are urged to draft letters of support for this bill from their agencies and forward them to Assembly Public Safety Committee. The Commission on POST is sponsoring this bill on behalf of the California Background Investigators' Association.</p>	<p>Introduced 2/17/09</p>
<p><a href="#"><u>AB 387</u></a> (Hagman)</p>	<p><b>Commission on Peace Officer Standards and Training.</b> This bill would require the Commission to permit a volunteer to participate in any training course which the Commission provides if the volunteer has the approval of the chief of police or the sheriff for whom the volunteer intends to perform services in an emergency or mutual aid situation.</p> <p><b>Commission Position:</b> To be determined.</p>	<p>Available for Committee hearing on 3/26/09</p>
<p><a href="#"><u>AB 423</u></a> (Torres)</p>	<p><b>Emergency Telephone Systems.</b> The bill would require the review and update of technical and operational standards for public agency systems to include standards for recruitment and training of public safety dispatchers. The bill would also require evaluations of issues related to the receipt of calls, in a language other than English, by public safety dispatchers at a Public Safety Answering Point, the need for additional recruitment of multilingual public safety dispatchers, and whether the Communications Division should require all public safety dispatchers to complete the Public Safety Dispatcher Course offered by the Commission on Peace Officer Standards and Training.</p> <p><b>Commission Position:</b> To be determined.</p>	<p>Available for Committee hearing on 3/26/09</p>

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<p><a href="#"><b>AB 504</b></a> <b>(Furutani)</b></p>	<p><b>Peace Officers: Training.</b> This bill would require the Commission to create and make available to all law enforcement agencies as part of basic training a training component on how to recognize and interact with persons carrying a kirpan, as specified. This bill would define a kirpan as a blade that resembles a sword and is required to be carried as an integral part of the practice of the Sikh faith.</p> <p><b>Commission Position:</b> To be determined.</p>	<p>Available for Committee hearing on 3/25/09</p>
<p><a href="#"><b>AB 1286</b></a> <b>(Huber)</b></p>	<p><b>Firearms: Purchasing Restrictions.</b> This bill would add to the list of exempted entities, community colleges that are certified by the Commission on Peace Officer Standards and Training to present the law enforcement academy basic course or other commission certified law enforcement training.</p> <p><b>Commission Position:</b> To be determined.</p>	<p>Introduced 2/27/09</p>

REPORT DATE: February 28, 2009