

Vermont Criminal Justice Training Council

Quarterly Meeting Minutes

March 10, 2009

10:00 AM

Montpelier Police Department – Montpelier, VT

Present: Captain Todd Shepard, VT Police Association (Chair); Sheriff Samuel Hill Proxy for VT Sheriffs' Association (Steve Benard); Director Glen Button, Proxy for Commissioner Bonnie Rutledge, DMV; SSgt. Gary Genova, VT Troopers' Foundation; Barry Mulcahy, Proxy for Commissioner Andy Pallito, DOC; S.A. Keith Flynn, Dept of State's Attorneys; Captain Raymond Keefe, Proxy for Commissioner Tom Tremblay, DPS (arrived at 10:05 AM and departed at 1:13 PM) and, Chief Steve McQueen, Proxy for VT Association of Chiefs of Police (Tony Bossi).

Absent: Pietro Lynn, Public Member; Attorney General William Sorrell; and, Commissioner Wayne LaRoche, Fish & Wildlife.

Also present: Executive Director R.J. Elrick; Sr. Training Coordinator John Gonyea; Phil Cykon (BISHCA); Captain Drew Bloom (DMV); and, Officer Jesse Sawyer, Essex PD.

1. Call to Order

Captain Shepard, Chair called meeting to order at 10:00 AM.

2. Approval of Minutes

Motion by Director Button and second by SSgt Genova to approve the minutes of the January 27, 2009 special meeting. Motion **PASSED**.

(Captain Keefe joined the meeting at 10:05AM)

Chair then announced that he wished to adjust the agenda and to allow Captain Drew Bloom (VT DMV) to address the Council regarding the "Groundfighting" course as a matter of old business. Director Elrick refreshed the Council on prior discussions around this curriculum and the recommendation of the Use of Force Committee that the curriculum be permitted as an in-service program and that it be left to individual agencies to decide whether to permit the techniques to be used as taught in this course and whether to send officers to this program. Captain Bloom then provided the Council with a brief overview of his background as an instructor and the course itself. The neck restraint technique is taught in the course and attendees are told repeatedly that it can be construed

as use of deadly force and therefore must only be used as a last resort when the use of deadly force would otherwise be warranted. Captain Shepard requested assurance that the attendees are reminded to follow departmental policy and Captain Bloom affirmed this to be the case. Mr. Mulcahy asked if there was an instructor recertification requirement similar to other use of force curriculums and Captain Bloom confirmed. With no further questions from the Council, Captain Bloom and Officer Sawyer left the meeting at this time. After discussion, the Council took **no action** as there is no requirement for in-service training to be approved by the Council or for in-service instructors to be certified by the Council.

Director Button moved to again modify the agenda and move to item# 8, in executive session, for the purpose of discussing a personnel matter and pending litigation. Mr. Cykon and Sr. Training Coordinator Gonyea were invited to remain. Motion seconded by Mr. Mulcahy. Motion **PASSED**. Entered executive session at 10:22 AM. Council left executive session at 11:36 AM. Motion by Director Button, second by Captain Keefe, to assign Phil Cykon as legal counsel to the Council in the matter of Chief Jeffrey Shaw. Motion **PASSED**. Mr. Cykon departed the meeting.

3. Committee Reports

- **Canine** – Written report, committee minutes, and proposed changes in standards provided. SSgt. Genova expressed concern that the proposed changes in the canine standards were quite involved and specifically that the change in training days from 23 to 41, the required bite reporting, and the restrictions on “vendor” dogs needed further discussion. Motion by SSgt. Genova to table the canine report, Canine Committee minutes, and proposed canine standards changes and to invite the Chair (or designee) to the next meeting to better explain the proposed changes. Also requested any feedback from agencies on proposed changes. Second by Chief McQueen. Motion **PASSED to TABLE**.
- **Training Advisory & Instructor** – No report
- **Use of Force & Firearms** – Written report provided; no action items. Range management plan on hold until we determine exactly what we will be doing for range improvements.
- **Waiver** – Committee minutes provided. Chair opted to hold discussion and action on Waiver Committee report until later in the meeting.
- **Youth Services** – Director Elrick informed the Council that Captain Fabricius had been reassigned within the Guard and that Sgt. John Herriman has been selected to assume the Youth Services Coordinator role at the Academy. A brief written report of activities was provided; no action items.
- **Part-Time Study** – No report.

4. Budget Reports

- **FY09-** Handouts given to Council. Director Elrick provided briefing on fiscal status and reported that we are still on track at this point for the FY09 budget. Watching expenditures very closely.
- **FY10 -** Director Elrick updated the Council on the status of FY10. Testimony went well in House Appropriations. Cautiously optimistic that the DV Training Coordinator position will be reclassified as a permanent full-time position rather than a limited service position. This has been included in the budget adjustment bill which has already passed the House and is now in the Senate. This will address one of the two positions slated to be eliminated with the FY10 proposal. The second position will require funding adjustment by the Legislature to survive. This has not yet been accomplished. Director Elrick shared that Vermont can expect between 15-22 new full-time officers as a result of new COPS Hiring monies as part of the stimulus package. There are NO training dollars attached to this grant. The Council cannot absorb that level of additional training mandate without additional funding (est. at between \$112-160K) and restoration of the position slated for elimination.

- **Facility projects update / Capital Budget**

Director Elrick briefed the Council on the sole objective in the FY10 Capital Construction Budget; improvements to the firing range. Testimony next week in both House and Senate Institutions Committees. BGS supports plan to refurbish half of the range as an outdoor range and the purchase of a mobile indoor range (3 lanes) to supplement the reduction in outdoor lanes.

5. Updates

- **Staff** – no updates
- **Basic training** – no written report. Director Elrick shared that the current class is in week 6 with 30 candidates. Class started with 31 and one was terminated by the sending agency.
- **Homeland Security** – written report provided; no action
- **Training Activity Summary** – written report provided; numbers increased slightly over last quarter and over same time last year. No action.
- **IADLEST Motorcycle Grant** – written report provided; no action.

6. Old Business

- **Part-Time Compliance Auditing Project** – Chair asked to delay this report to coincide with Waiver Committee report later in the meeting.
- **VT WETF Grant** – Director Elrick shared that a new grant from VT Department of Labor had been received for workforce development training. Sr. Trng. Coordinator John Gonyea was then asked to brief the Council as the author of the grant. In short, another \$53K has been received to continue our leadership

training, distance learning, and computer-based training initiatives. In addition, the grant provides funding to train a cadre of Communications Training Officer (CTO) Master Trainers (San Jose, CA) and a cadre of Driver Training Master Instructors (Michigan State Police Academy). These two groups will then develop both curriculum and a "Train the Trainers" course in-house to build an instructor base for both subjects and develop self-sustaining program delivery.

- **Regional Testing** – Director Elrick updated the Council on a pilot project involving VCJTC, Burlington PD, and Champlain College. The project is designed to allow on-line, on-the-spot entrance testing at Burlington PD to enhance their recruitment efforts. Staff has been working through security concerns and is currently developing a written agreement/MOU. Council inquired if the on-line testing would be made more widely available after the pilot project. Director advised that the results of the pilot would be carefully reviewed and shared with the Council before widespread application is considered.

- **Part-Time Compliance Auditing Project** – Sr. Trng. Coordinator Gonyea briefed the Council on the results of the part-time officer audit that he is conducting. He is approximately half-way through the project (excluding Constables) with most of the mid-north part of the State complete. There are five general themes or issues emerging:
 - Lack of documentation
 - Officers working for more than one agency; exceeding permitted hours in the aggregate and not knowing which agency is primary and who will report/maintain training documents.
 - General education – best practices for documentation, interpretation of rules governing training and employment.
 - Specific positions (i.e. animal control) – full-time or part-time?
 - "On-Call" status – counts or doesn't count?

The Chair expressed the Council's thanks for the work done to date on this project. Project needs to continue.

- **Waiver Committee**

Chief McQueen and Sr. Trng. Coordinator Gonyea began to review the reports of the Waiver Committee from their February 25th, 2009 meeting.

Rule 7:

Michael Von Recklinghausen, Waterbury PD – motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended. **Approved.**

Rule 8 (6-month Rule):

Dale Kerber, Fair Haven PD – motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended. **Approved.**

Caleb Casco, Vergennes PD – Chief McQueen explained that in reviewing the matter relevant to Caleb Casco, the Waiver Committee discussed at length whether the Committee should be involved in “repairing the harm” requests, primarily coming from the audit underway. In many cases, waivers were being submitted solely to patch past wrongs and check off the boxes. There was discussion amongst the Council on what sanctions might be available in a case like Casco where the rules were clearly violated in the past. The consensus was that decertification is the only remedy currently available under statute and rule. Also discussed was the balance of responsibility between the agency and the individual officer and who was responsible for reporting training versus getting the training. The Chair asked that the Waiver Committee continue to review such requests and that if they feel the waiver isn’t appropriate, make the appropriate recommendation. Motion by Sheriff Hill and second by SSgt Genova to take **no action** on the waiver and to have Director Elrick send a letter outlining the issues and potential sanctions. Motion **PASSED** w/Chief McQueen abstaining.

Tobias Bernier, Barre City PD – Motion by Mr. Mulcahy and second by Sheriff Hill to take **no action** on the waiver and to have Director Elrick send a letter outlining the issues and potential sanctions. Motion **PASSED** w/Chief McQueen abstaining.

Steven Tursi, Williston PD – Motion by SSgt Genova and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Mat Chin, Randolph PD - Motion by Mr. Mulcahy and second by SSgt Genova to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Rule 8 (Out-of-State Training)

Daniel Leonard, Burlington PD – Motion by Mr. Mulcahy, second by SSgt. Genova to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Kristine Bowdish, Middlebury PD – Motion by Mr. Mulcahy, second by SSgt. Genova to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Andrew Hunt, Bennington PD – Motion by Mr. Mulcahy, second by SSgt. Genova to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Rule 13:

Jeffrey L. Shaw, Northfield PD – motion by Director Button and second by Mr. Mulcahy to continue to table waiver request pending conclusion of hearing process on decertification. Motion passed to TABLE w/Chief McQueen abstaining.

Chad J. Bassette, Northfield PD – motion by Director Button and second by Mr. Mulcahy to continue to table waiver request pending conclusion of hearing process on Chief Shaw's decertification. Motion passed to TABLE w/Chief McQueen abstaining.

Stephen D. Clark, Northfield PD – motion by Director Button and second by Mr. Mulcahy to continue to table waiver request pending conclusion of hearing process on Chief Shaw's decertification. Motion passed to TABLE w/Chief McQueen abstaining.

Julie Hammond, Vermont State Police – motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

William Harkness, Vermont State Police – motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Gary Margolis, UVM Police Services – motion by SSgt Genova and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Mary Beth Hebert, Vernon PD – motion by SSgt. Genova and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Jason Hewitt, Swanton PD – no action taken. Waiver request rescinded as officer has resigned.

Timothy Gibbard, Fair Haven PD – motion by Director Button and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Stephen Holbrook, Lamoille County SD – motion by Director Button and second by SSgt Genova to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Bruce Gauld, Vernon PD – motion by Mr. Mulcahy and second by Director Button to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

David Anderson, Stowe PD – discussion around whether waiver is necessary. Officer Anderson has not been decertified, so was legally certified at the time of re-hire. It was the consensus of the Council that a waiver was not necessary in this case. Motion by S.A. Flynn and second by Director Button to **TABLE** and to direct the Executive Director to request an Attorney General's statutory opinion/interpretation regarding required in-service training. Specifically, if an officer works only part of a given calendar year, are they required to complete all of the mandatory in-service hours in that year? And if they don't, are they still considered "certified"? Motion **PASSED**.

Motion by Director Button, second by Mr. Mulcahy, to **TABLE** all remaining waiver requests where the Committee took a "Referred to Council for action" position. Motion **PASSED**. (Includes waiver requests for Flynn, Rousseau, Lowe, Almquist, Casco, Fairbanks, and Prevost).

Aaron Mangan, VT Dept. of Fish & Wildlife – motion by Director Button and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Edward Page, Berlin PD – motion by Director Button and second by Mr. Mulcahy to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Chad Bassette, Berlin PD – motion by Mr. Mulcahy and second by SSgt. Genova to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Patrick Greenslet, Vergennes PD – motion by Mr. Mulcahy and second by SSgt. Genova to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Philippe LaPerle, Vergennes PD - motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

John Tetreault, Vergennes PD - motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

William Wager, Vergennes PD - motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Robert Worley, Vergennes PD - motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Steven Rounds, Barre City PD - motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Randall Tucker, Barre City PD - motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Tobias Bernier, Barre City PD - motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Kevin Galway, Barre City PD - motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Ginger Radke, Washington County SD - motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Ethan Thibault, Burlington PD - motion by Mr. Mulcahy and second by Sheriff Hill to approve as recommended by the Committee. **APPROVED** w/Chief McQueen abstaining.

Other:

Motion by Mr. Mulcahy and second by Chief McQueen to remove waiver requests for Flynn and Rousseau from the table. Motion **PASSED**.

Motion by Mr. Mulcahy, second by Director Button, to have the Director send a letter of non-compliance and intent to initiate decertification proceedings, absent completion of an approved remedial training plan to Flynn and Rousseau. Motion **PASSED**.

Motion by Chief McQueen and second by Sheriff Hill to remove waiver requests for Lowe from the table. Motion **PASSED**.

Motion by Mr. Mulcahy, second by Chief McQueen, to have the Director send a letter of non-compliance and intent to initiate decertification proceedings, absent completion of an approved remedial training plan to Lowe. Motion **PASSED**.

Motion by Sheriff Hill and second by Chief McQueen to remove waiver requests for Almquist from the table. Motion **PASSED**.

Motion by Sheriff Hill to approve the waiver request for Almquist as submitted. Motion **FAILED** for lack of a second.

Motion by Chief McQueen, second by Mr. Mulcahy, to have the Director send a letter of non-compliance and intent to initiate decertification proceedings, absent completion of an approved remedial training plan to Almquist. Motion **PASSED**.

Motion by Chief McQueen and second by Mr. Mulcahy to remove waiver requests for Casco and Fairbanks from the table. Motion **PASSED**.

Motion by Chief McQueen, second by Mr. Mulcahy, to have the Director send a letter of non-compliance and intent to initiate decertification proceedings, absent completion of an approved remedial training plan to Casco and Fairbanks. Motion **PASSED**.

Motion by Sheriff Hill and second by Chief McQueen to remove waiver requests for Papineau and Lavalla from the table. Motion **PASSED**.

Motion by Chief McQueen, second by Mr. Mulcahy, to have the Director send a letter of non-compliance and intent to initiate decertification proceedings, absent completion of an approved remedial training plan to Papineau. Motion **PASSED**.

Motion by Mr. Mulcahy, second by Sheriff Hill, to have the Director send a letter of non-compliance and intent to initiate decertification proceedings, absent completion of an approved remedial training plan to Lavalla. Motion **PASSED**.

Motion by Chief McQueen, seconded by Mr. Mulcahy, to authorize the Executive Director to review and approve remedial plans as referenced in Rule 20, on behalf of the Council. Motion **PASSED**.

Mr. Mulcahy commented that it was his belief that the audits of agencies and training records should continue, and further that an audit instrument should be designed, training conducted, and a peer review process be implemented to sustain this work in the long term.

7. New Business

- No new business brought to the Council

Motion to adjourn by Mr. Mulcahy and seconded by SSgt. Genova. Meeting adjourned at 2:50 PM.

Respectfully submitted,

R. J. Elrick
Executive Director

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Office of Executive Director

Meeting Agenda

March 10, 2009
10:00 AM

Montpelier Police Department – Montpelier, VT

1. Call to Order
2. Approval of minutes of December 30, 2008 Council Meeting
3. Committee Reports
 - Canine
 - Training Advisory & Instructor
 - Use of Force & Firearms
 - Waiver
 - Youth services – report provided
 - Part-time Study Committee
4. Budget Reports
 - FY09 Budget Status
 - FY10 Budget Preparation Update
 - Facility projects update / Capital budget
5. Updates
 - Staff
 - Basic training – report provided
 - Homeland Security – report provided
 - Training activity summary – report provided
 - IADLEST Motorcycle Grant Update – report provided
6. Old Business
 - Part-Time Compliance Project - Update
 - VT WETF Grant Award
 - Regional Testing / On-Line testing Pilot
7. New Business
8. Executive Session
 - Pending civil litigation – update (if needed)
 - Discussion re: Council legal representation/appointment

In accordance with Vermont's Open Meeting Law, a copy of this agenda has been forwarded to the office of the Secretary of Administration.



2/19/09

CANINE TRAINING REPORT

SCHOOLS Frank Post, Rutland City Police and Jeff Trudeau Vermont State Police completed the six week drug detection course on February 14th.

Matt Prouty, Rutland City Police and Mark Redmond South Burlington Police will be starting their six week drug detection school March 2nd. Matt will be the primary instructor in this school.

CONDUCTING COMPLETE TRAFFIC STOPS This was a two day class taught by Sheriff Mike Lewis from Maryland on motor vehicle stops. He had an extensive video collection of where traffickers are hiding drugs and money in vehicles.

The academy was able to provide this training because of a grant. It was hosted at the Holiday Inn in Rutland and we had one hundred officers attend.

DECOY TRAINING There will be a three day decoy class at the academy on June 5, 6,7. This class teaches handlers how to properly decoy a dog so neither the dog nor handler will be injured. It also teaches handlers how to better understand dog behavior.

DRUG RE-CERTS 35 teams were re-certified during the month of January.

ANNUAL CANINE MEETING February 20th here at the academy. Cpl. Radford has some realistic scenarios planned for the teams in the morning. We have Howard Kalsus from the Vermont State Police legal department speaking in the afternoon to bring us up to date on search and seizure laws that canine handlers need to know about.

Canine awards will be given out to the following teams:

Sgt. Moe Lamothe and JC	life saving award
Tpr. Robert Giolito and Mitch	tracking award
Tpr. Dave White and Rolf	tracking award
Tpr. Michelle LeBlanc and Casco	handler of the year
Cpl. Wade Labrecque and Andre	drug handler of the year
Tpr. Dave White, Officers Jeremy Perkins and Jon Tracy for dedicated service award.	
Kirk and Loretta Walters citizen award	

CANINE STANDARDS We have made some changes, which will be attached to this report.

Respectfully submitted

Robert Ryan canine training coordinator

PRESENT: Chief Cloud; Lt. Kalinowski; Sgt. Elrick; Cpl. Radford; P.O. Dewey;
T.C. Ryan
ABSENT: Chief Morrell; Sgt. Albright

Meeting called to order at 09:48 hours.

Motion to approve Meeting Minutes of 4/25/2008 by Radford, seconded by Dewey; unanimously approved.

Program Update – T.C. Ryan

T.C. Ryan advised that he had contacted Terry Fleck to ask how the Academy could defend a K9 officer who does two separate classes as one, i.e. does both a trailing and a powder detection training class together in six weeks as one class. Mr. Fleck states there is no national standard on this issue; that most trainers combine the various disciplines into one class; and that the length of that one class varies from five to sixteen (5-16) weeks, with the average being ten (10) weeks. After discussion, Cloud moved that specialty discipline training can be combined into one class, such as trailing and detection classes, with a minimum amount of combined training being 6 weeks and one day per month in-service training for each discipline; seconded by Kalinowski; unanimously approved. Sgt. Elrick to update the K9 Standards.

T.C. Ryan advised that the minimum canine industry standard for training is 16 hours per month (Police K-9 Magazine, January/February 2009, pg. 53). After discussion, Cloud moved that single discipline teams are required to attend 16 hours of in-service training per month; cross-trained/multi-discipline teams are required to attend 8 hours of in-service training per month for each discipline; and training must be conducted under the direction of a certified instructor. Seconded by Kalinowski; unanimously approved. Sgt. Elrick to update the K9 Standards.

T.C. Ryan asked Sgt. Elrick if she had copies of previous versions of the K9 Standards. She believes she does and will create a notebook for T.C. Ryan with the versions she has in file.

Hall of Fame – Cpl. Radford

Nominees for the 2009 K9 Hall of Fame are: Andy Holbrook, Mike Glodgett and K9 Onde, Matt Prouty and K9 Riley, Frank Post and K9 Luther, Steve Poirot and K9 Rebel.

Inductees for the 2009 K9 Hall of Fame are: Andy Holbrook, Mike Glodgett/Onde, Eric Albright/Luca (previously voted on in 2008).

A discussion occurred regarding how we should recognize canines killed in the line of duty. The Committee chose to place a 6x6 inch tile on the corner posts of the Hall of

Fame Memorial. Rutland Police Department's K9 King Luther will be honored at the Hall of Fame ceremony in May with one of these tiles.

Annual K9 Awards – Cpl. Radford

Twenty-five (25) handlers out of 39 submitted their canine statistics for 2008 to Cpl. Radford. A summary review of the data gave the Committee enough information to approve the following awards:

Sgt. Moe Lamothe and K9 JC - 2008 Life Saving Award
Tpr. Rob Giolito and K9 Mitch – 2008 Tracking Award
Tpr. Dave White and K9 Rolf - 2008 Tracking Award
Tpr. Michele LeBlanc and K9 Casco – 2008 Handler of the Year Award
P.O. Wade Labrecque and K9 Ande – 2008 Drug Handler of the Year
Tpr. Dave White, P.O. Jeremy Perkins, and P.O. Jon Tracy – 2008 Dedicated Service Award
Kirk and Loretta Walters – 2008 Citizen/Business Award

No awards this year were given for Patrol Team of the Year, Apprehension Award, or Public Service Award.

Discussion was held about creating a "Rookie Handler of the Year" Award. Cpl. Radford to prepare the wording for said award and bring it to the next Committee meeting.

K9 Manual – Cpl. Radford

Tom is working on creating a user friendly manual which can be handed out to handlers and which covers many K9 topics for new and seasoned handlers. He is in the process of gathering and organizing information. Committee members offered to meet and brainstorm topics for this manual to help Tom.

Sgt. Darren Annis

Sgt. Elrick notified Committee Members that Sgt. Darren Annis has resigned from the Committee, effective January 1st. The Committee collectively thanks Sgt. Annis for his time and expertise which he willingly gave to K9 teams throughout his years on the Committee.

Committee Member Additions

The following names were submitted to the Committee for consideration: Sgt. Buckley (VSP), Sgt. Lamothe (VSP), Sgt. Dodge (Barre Town PD), FLEO Kinville (U.S. Forest Service), PO Matt Prouty (Rutland PD), Cpl Hunter (VSP). After discussion, Committee members approved the addition of Sgt. Dodge, FLEO Kinville, and PO Prouty.

Bite Reviews

Committee members asked if there was a requirement in the K9 Standards for the Committee to review bites. There is not. T.C. Ryan asks handlers to report bites to him when they occur and the Committee has historically reviewed bites, either by email or at Committee meetings.

K9 Tazor – At home; bit one of Officer Dewey's son's friends.

K9 Max (Lebanon NH P.O. Jeremy Perkins) - At home; bit a family member. The family member had clapped his hand on the shoulder of another family member. K9 bit family member. Committee agreed unanimously that the K9 was provoked and bit within training protocols. Lebanon NH Police Department has issued a directive to Officer Perkins that K9 Max must be crated or muzzled at home. T.C. Ryan to ask Officer Perkins to provide a written document regarding the incident details, and the Committee is willing to sign a letter to the Chief supporting the K9's response in this incident. T.C. Ryan to contact Officer Perkins.

Standardization of K9 Data Collections – Cpl. Radford

Discussion ensued over the standardization of canine data collection. First issue was the location of the K9 reports. Some handlers put their reports in Spillman narrative; some handlers put a note in the case narrative that refers the reader to the K9 RMS Database report. Second issue was justifying K9 uses across the state in these tight economic times and the necessity of all handlers submitting statistics. The Committee agreed that the K9 RMS system should be used to capture the K9 reports. Both T.C. Ryan and Lt. Kalinowski can download this information. Further, for handlers who want to use one RM System over the other, both applications are windows based and cut-and-paste can be utilized to prevent duplicate data entry.

Committee decided that complete yearly records, both training documentation and deployment statistics, will be provided to T.C. Ryan on the team's recertification day in December of each year. If the records are not provided, the team will not be recertified. These provisions will be added to the K9 Standards by Sgt. Elrick.

Vendor Dog Training

Discussion ensued over first time handlers who are assigned vendor dogs and who attempt to be certified under the Vermont K9 Program. The Committee decided that first time handlers must attend the Vermont K9 Program in its entirety if they wish to be certified by the VCJTC. This decision will be added to the K9 Standards.

Other Business

Recertification Procedure

By the Standards, all handlers as of 1/1/2007 must meet the minimum physical fitness standards based on age and gender on an annual basis. After discussion, the Committee decided to require that the fitness test be administered at the beginning of the first recertification training day. If a handler does not pass the fitness test, the team is sent home. Arrangements can be made to retake the test. This decision will be added to the K9 Standards.

The Committee agreed that the Hall of Fame Inductees will be recognized at the May Recruit Graduation. TC Ryan to coordinate with Academy staff. The Committee agreed that the 2008 Awards will be presented at the Annual VPCA Meeting.

The annual VPCA Meeting will be held on 2/20/2009 starting at 08:30 at the Academy. This will be considered an in-service training day.

P.O. Dewey discussed the condition of the obstacle course and suggestions to upgrade and make it safer. Chief Cloud advised he can probably get donations to assist this endeavor. Lt. Genova may be another resource.

Cpl. Radford discussed Police K9 Instructor shirts (both long and short sleeved) so that when K9 training is held off the Academy grounds, the instructors are more easily identified as the person in charge.

Chief Cloud advised the Committee that the Town of Chester wanted to dedicate a tree to K9 Tazz. Chief Cloud would like to plant the tree at the Hall of Fame. Chief Cloud will coordinate with TC Ryan in the spring.

NEXT MEETING OF THE K9 COMMITTEE IS SCHEDULED FOR 17 APRIL 2009
AT 09:30 IN TC RYAN'S OFFICE.

Respectfully submitted,

Sergeant Linda S. Elrick
Rutland Police Department

Section I	Mission Statement	3
Section II	Definitions	4
Section III	Canine Certification Committee	5
Section IV	Canine Team Certification and Recertification	6
	Certification Outline	6
	Certification Review	6
	Alternatively-Trained Teams	7
	Full Waiver Request	7
	Limited – Request To Train	8
	Team Specific Program	8
	In-Service Training Requirements	9
	Recertification Review	9
Section V	Instructor Certification	10
	Approved Canine Instructor	10
	Instructor Levels	10
	Canine Instructors-In-Training	11
	Instructor Certification	11
Section VI	Team Selection	12
	Handler Requirement	12
	Handler Interviews	12
	Canine Evaluations	12
	Code of Conduct	12
Section VII	Documentation of Training Deficiencies	13
	Performance Deficiencies	13
	Failure To Train	13
Section VIII	Performance Standards	14
	Patrol Dogs/Original Certification	14
	Certification Elements Described	14
	Certification Provisions	17
	Fully Operational Patrol Team	17
	Limited Operational Patrol Team	17
	Patrol Dogs/Annual Recertification	19
	Narcotic Detection Dogs/Original Certification	20
	Narcotic Detection Dogs/Annual Recertification	20
	Explosive Detection Dogs/Original Certification	21
	Explosive Detection Dogs/Annual Recertification	21
	Powder Detection Dogs/Original Certification	22

Vermont Police Canine Program
Canine Policies and Standards
Revision Date: 20 February 2009
D R A F T - pending VCJTC Approval

	Powder Detection Dogs/Annual Recertification	23
	Tracking/Trailing Dogs/Original Certification	23
	Tracking/Trailing Dogs/Annual Recertification	24
	Advanced Tracking/Trailing/Original Certification	25
	Advanced Tracking/Trailing/Annual Recertification	25
	Search & Rescue Area Searching/ Air-Scenting Original Certification	26
	Search & Rescue Area Searching/Air Scenting Annual Recertification	27
	Cross-Trained Dogs/Original Certification	28
	Cross-Trained Dogs/Annual Recertification	28
Section IX	Program Documentation Requirements_____	29
Section X	Handler Fitness Requirements_____	30
Section XI	Physical Fitness Performance Evaluation_____	31
	Elements of Assessment	31
	Minimum Standards 50th Percentile	33
	Physician's Statement	34

SECTION I **MISSION STATEMENT**

The mission of the Vermont Police Canine Training Program is to develop canine teams that are useful and effective tools for their respective Police agencies. The program provides basic and in-service level courses which are certified by the Vermont Criminal Justice Training Council.

All training provided is based upon practical, realistic, field-related circumstances. Performance is monitored through formal training sessions and field observation sessions to ensure that remedial training is available when needed.

The expertise of the instructional staff is available to all law enforcement agencies interested in developing or improving a canine program.

SECTION II DEFINITIONS

- 1) Canine or Canine Team - Dog and Handler
- 2) Head Trainer - a Canine Training and Curriculum Development Coordinator, designated by the Executive Director as the lead trainer for the statewide canine program.
- 3) Certified or Certification – Satisfactory performance by a canine team who has successfully completed the requirements of a canine training program approved by the Vermont Criminal Justice Training Council.
- 4) Cross-trained Dog – Certified patrol canine teams with a secondary certified specialty.
- 5) Explosive Dog – A certified canine team in explosive detection.
- 6) Powder Detection Dog – A certified canine team in black powder detection.
- 7) Narcotic Dog – A certified canine team in narcotic detection.
- 8) Patrol Dog – A certified canine team in patrol.
- 9) Tracking/Trailing Dog – A certified canine team in tracking/trailing.
- 10) Advanced Tracking Dog – A certified canine team in advanced & aged tracking/trailing.
- 11) SAR Area Searching/Air Scent – A certified canine team in wilderness area searching.
- 12) Secondary Specialty – certification in one of the following: narcotics, explosives, powder detection, air-scent, or advanced tracking.
- 13) V.C.J.T.C or Council – Vermont Criminal Justice Training Council.
- 14) Certification Period – is a maximum of 1.5 years and is applicable to teams who graduate from a basic course prior to annual recertification.
- 15) Bite and Hold – A canine apprehends a suspect on location.
- 16) Bark and Hold – A canine barks and does not apprehend a suspect on location unless otherwise dictated by the circumstances.
- 17) Outside Teams - Those teams not trained within the Vermont Police Canine Training Program.

SECTION III CANINE CERTIFICATION COMMITTEE

- 1) The Executive Director of the Vermont Criminal Justice Training Council shall name members of the certification committee based on recommendations by seated members. The Executive Director shall serve as an ex-officio member or designate the Head Trainer or a Senior Committee Member to preside for the purpose of conducting meetings, participating in discussions, and voting in case of a tie.
- 2) There shall be a minimum of five (5) members of the Certification Committee who shall function as the Review Team for the purpose of certification and annual recertification. These members shall be individuals who are, or have been, part of a working canine team for a minimum of five (5) years.
- 3) Members of the Certification Committee, who are applying for certification, or are part of a working canine team and applying for the annual recertification, shall be certified and recertified in accordance with these procedures. They shall not participate in the decision-making process during their own certification or re-certification.
- 4) Committee Duties:
 - a) Members shall attend eight (8) hours of Instructor/Evaluator update annually.
 - b) Attend scheduled quarterly meetings.
 - c) Assist with evaluating / reviewing a minimum of four (4) certifications or annual re-certifications.
 - d) Assist the Committee, when available, with other special program needs or demands.
- 5) Members that fail to maintain active participation may be removed from the committee.
- 6) Members in good standing shall serve indefinitely.

SECTION IV CANINE TEAM CERTIFICATION AND RECERTIFICATION

1. Certification Outline

A) Each canine team shall complete a Basic Training Program, approved by the Vermont Criminal Justice Training Council, to be eligible for certification.

- 1) The Basic Training Program for Patrol Canine Teams shall be a minimum of 544 hours.
- 2) The Basic Training Program for Narcotics, Powder, and Explosives Detection Canine Teams shall be a minimum of 240 hours for each program.
- 3) The Basic Training program for Tracking Canine Teams shall be a minimum of 160 hours.
- 4) The Basic Training program for Advanced Tracking and Search and Rescue Area Search/ Air-Scenting Canine Teams shall be a minimum of 80 hours.

5) Specialty discipline training can be combined into one class, such as Tracking and Detection classes, with a minimum amount of combined training being 6 weeks or 240 hours.

2. Certification Review

A) The Certification Committee will conduct a review of the canine team upon completion of training, for the purpose of certification. The Council may grant certification for a period of no more than fourteen (14) months.

B) Canine teams must meet all criteria required by these standards and satisfactorily complete all testing to be eligible for recertification. The annual recertification will involve no more than six (6) teams at one time. The Council may grant recertification for a period of no more than fourteen (14) months.

C) The Canine Certification Committee shall review all requests for waivers and/or extensions or appeals of these Standards, and their recommendations forwarded to the Vermont Criminal Justice Training Council for final determination.

3. Alternatively-Trained Teams

Canine teams not trained through the Vermont Police Canine Training Program may seek certification through the Vermont Criminal Justice Training Council in the following manner. Effective March 15, 2009, a new canine team who has not been trained through the Vermont Police Canine Training Program and who does not meet the

minimum basic training hours for a Vermont canine team must complete a Vermont Police Canine Training Program in its entirety.

A) Full Waiver Request – Certification Challenge

1) A written application to the Executive Director of the Vermont Criminal Justice Training Council for canine training certification. The head of the sponsoring law enforcement agency on behalf of the applying team must submit the application.

2) He/ She must provide the Head Trainer and Canine Certification Committee with written documentation of successful completion of a canine training program that approximates, or exceeds, Vermont Criminal Justice Training Council standards. The documentation shall include the program lesson plan, training logs, and results or written and/ or proficiency tests for the applying team. The documentation must be provided prior to acceptance into the Program.

3) The applying team must be a certified law enforcement officer.

4) The applying team is required to meet the existing physical fitness standards for handlers, as well as the minimum performance standards for dogs.

5) The applying team is required to train with the Canine Training Coordinator for two (2) weeks consisting of 80 consecutive training hours. At the completion of this two week training period, the Canine Training Coordinator will recommend to the Canine Committee that the team is, or is not ready, for the one-day evaluation.

6) Demonstration of abilities of the applying canine team will be evaluated during a one day evaluation, designed to meet the current certification standards. Satisfactory completion will result in a six (6) month provisional certification. Unsatisfactory completion will require the canine team to attend the appropriate Vermont Training program for certification, or result in outright rejection of the team, whichever is appropriate as recommended by the Canine Certification Committee, and determined by the Executive Director of the Vermont Criminal Justice Training Council.

7) The six-month provisional certification will permit the canine team to attend monthly in-service training sessions. The trainer(s) will evaluate team performance during the in-service sessions, as well as through field training and observation periods.

8) The Canine Certification Committee will conduct a one-(1) day review of the canine team's skills when the team has completed the six-month provisional period. Successful completion of this review will result in certification of the canine team until the next scheduled annual performance review in the following calendar year.

B) Limited – Request to Train

Canine teams that are not certified by the Vermont Criminal Justice Training Council and wish to train with the Canine Program to prepare for certification may do so providing the following provisions are met:

- 1) A written request to be evaluated must be filed with the Head Trainer of the Program, by the Agency Head of the sponsoring Law Enforcement Agency on behalf on the applying teams.
- 2) The applying team must be a certified law enforcement officer.
- 3) The applying team is required to meet the existing physical fitness standards for handlers.
- 4) The Head Trainer (or his/her designee) will evaluate the team to determine the current level of the team. The evaluation will review the following:
 - (a) Temperament and health of canine consistent with Section VI
 - (b) Physical fitness of handler, as described in Section IV and X
 - (c) Current level of team overall
 - (d) Training and performance records.
- 5) After evaluation of the team, the Head Trainer will recommend if the applying team shall:
 - (a) Attend a full time basic school.
 - (b) Challenge the waiver process as described in Subsection 3, A (Full Waiver Request).
 - (c) Be assigned to a Team Specific Program, as described in Subsection 3, C.
- 6) If the applying team disagrees with the Head Trainer's evaluation or recommendation, he or she may still request a Full Waiver and challenge the certification, as described in Subsection 3, A.

C) Team Specific Program

A Team Specific Program is intended to allow applying teams the opportunity to train with the canine program on a part time basis while preparing for certification. A training outline will be developed on behalf of the applying team to further advance their skills and knowledge to meet the certification standards.

- 1) Once enrolled in a Team Specific Program the team shall follow the Training Outline set by the Head Trainer.

2) Failure to comply with required training will result in the team not being allowed to continue training with the program.

3) After successful completion of the program, the Head Trainer will submit the team for certification. If the team does not successfully pass certification, the Head Trainer will determine if the team will be allowed to attend remedial training and re-test, or if the Team will be required to attend the appropriate full-time Training Program for certification.

4. Recertification Review

A) Patrol Recertifications will be held annually in May.

B) Narcotics Recertifications will be held annually in December.

C) Trailing/Tracking Recertifications will be held annually in May.

D) All other Specialty Recertifications will be held at the direction of the Head Trainer.

E) All handlers shall participate in the physical fitness assessment during the annual May recertification.

1. Handlers who joined the Canine Program after January 1, 2007, are required to pass the physical fitness assessment during the annual May recertification.

F) Yearly training documentation and deployment statistics shall be provided to the Head Trainer on the team's recertification or in-service training day in December of each year.

1. Single discipline teams are required to document sixteen (16) hours of in-service training per month, of which eight (8) training hours per month must be completed under a VCJTC certified instructor.

2. Cross-trained/multi-discipline teams are required to document sixteen (16) hours of inservice training per month, of which eight (8) training hours per month must be completed under a VCJTC certified instructor.

SECTION V **INSTRUCTOR CERTIFICATION**

1) Approved Canine Instructor

A) He/She must be a police officer within the State of Vermont and possess current full time officer certification from the Vermont Criminal Justice Training Council; or is or has been a full time certified police officer in either Vermont or in another state and be certifiable as a police officer by the Council.

B) He/She must have a minimum of four (4) years experience as a police canine handler.

C) He/ She must attend, as soon as practical, an instructor development course recognized by the Vermont Criminal Justice Training Council. This requirement, because of potential course availability problems, will not be used as the sole reason for denial of approved instructor status. Good faith efforts must be undertaken to enroll in and complete this course.

D) Nothing herein shall prohibit the use of canine instructors-in-training that may be identified to assist approved instructors with related duties.

E) Nothing shall preclude the use of training specialists approved by the Certification Committee.

2) Instructor Levels

A) Head Trainer: Administration and coordinates the Vermont Police Canine Training Program.

B) Assistant Trainer: He/She must be a Council-certified in-service instructor. He/she must co-instruct with the Head Trainer a minimum of one entire Basic Patrol Dog program or one entire specialty program to receive approval to supervise a class independently. The Head Trainer will determine if extended time is required before independent class supervision is permitted. The co-instruction need not be completed all at once, but may be spread out over several basic classes.

C) In-Service Instructor: This is an entry-level canine instructor position. A three-day class for canine in-service instructors must be successfully completed, which will include one day of classroom lecture (including but not be limited to orientation, administration and paperwork, objectives, and problem solving) and two days of observation in the field with the Head Trainer. Teaching a minimum of five (5) in-service training days under the supervision of the Head Trainer will then be required. The Head Trainer will make the final determination if extended training time is required before independent in-service class supervision is permitted.

3) Canine Instructors-in-Training

Canine handlers identified as potential instructors but do not meet the above criteria, will be known as instructors-in-training. These handlers may not meet the established requirements for approved instructor status, but possess appropriate knowledge and ability to assist in the canine training program. They will work under the supervision of an approved instructor until such time as they meet the requirements for full time instructor designation. An instructor-in-training is not allowed to conduct in-service level or basic canine training unless supervised by an approved instructor.

4) Instructor Certification; Yearly Training Update

Instructors will be required to attend eight (8) hours of training each year to maintain instructor status. Training will be provided on a quarterly basis in four (4) hour increments. It will be the responsibility of each instructor to schedule the training with the Head Trainer and complete the scheduled training to fulfill the 8-hour training requirement. Instructors who fail to attend these training updates will not be eligible for recertification as an instructor.

SECTION VI TEAM SELECTION

A) Handler Requirements

1. A canine handler shall have a minimum of three (3) years of law enforcement experience before entering the canine program.
2. A canine handler must be a certified law enforcement officer.
3. A canine handler who enters the program after January 1, 2007, is required to meet minimum fitness requirements as defined in Section X.
4. Part-time officers will be considered for acceptance into the program on a case-by-case basis.

B) Handler Interviews

1. The Canine Certification Committee is available upon request to conduct interviews for departments who have the desire to identify potential handlers for the program.
2. It is recommended that police administrators use this service for new handler selection.

C) Canine Evaluations

Canines must be evaluated prior to entry into the Program. All canines shall be approved by the Head Trainer or his/her designee. The Head Trainer may request a review by member(s) of the Canine Committee for the purpose of determining suitability of any canine.

D) Code of Conduct

1. By application and acceptance into the Vermont Canine Training Program, it is understood that handlers will conduct themselves by the Standard of Conduct as defined for Police Professionals who undergo Basic Training at the Vermont Police Academy.
2. The Head Trainer can recommend that any team, whether handler or canine, who becomes a detriment to the Program or who disrupts the training thereof, be dismissed from the Vermont Canine Training Program. The Head Trainer will make said recommendation to the Executive Director.

SECTION VII DOCUMENTATION OF TRAINING DEFICIENCIES

- 1) The performance of each canine team will be evaluated by the trainer(s) at each training session. The handler training record shall make note of any training deficiencies. The trainer will make note of any remedial training that is required.
- 2) Performance Deficiencies
 - A) Performance deficiencies will require remedial instruction by a trainer. The performance deficiencies will be documented, and an action plan and anticipated time period for successful completion will be prescribed.
 - B) The canine team will be given the opportunity to demonstrate performance. The Canine Committee will evaluate said performance and make a recommendation to the Head Trainer.
 - C) If the performance deficiency is still present after Committee evaluation, the canine team will no longer meet certification standards and the Head Trainer will notify the Executive Director.
3. Failure to Train
 - A) Canine teams must meet all training criteria required by these standards.
 - B) If a canine team fails to attend two or more consecutive in-service training sessions for any reason, a written notice will be sent to the Executive Director of the Council, the Agency Head, and the canine team requiring immediate training.
 - C) The canine team will be given a prescribed period of time to remediate the training deficiency. The Head Trainer will notify the Executive Director if the appropriate improvement occurred within the prescribed time period.
 - D) If the training deficiencies are still present after the prescribed time, the canine team will no longer meet certification standards and the Head Trainer will notify the Executive Director.
 - E) The canine team will not be permitted to train until enrolled in a Team Specific Program, as defined in Section IV Subsection 3, C.
4. This section relates specifically to recurring performance problems. It is recognized that canine teams may have occasional "off" days. This section addresses chronic performance problems.

SECTION VIII PERFORMANCE STANDARDS and PROGRAM OUTLINES

1) Patrol Dogs: Original Certification (Maximum 14 Months)

- A) A canine team must successfully complete testing to include:
- a) A trail, one and one half (1.5) miles in length, one-half hour old, with or without a scent article
 - b) Building Search locating both low and high suspects
 - c) Sit-Watch (Officer Protection)
 - d) Recall (Call-Back); Distance Apprehension
 - e) Multi-Person Apprehension.
 - f) Apprehension from a Vehicle.
 - g) Tactical Obedience and Gunfire Apprehension
 - h) Obedience and Agility
 - i) Evidence/Article Recovery

B) Handler

The handler must successfully pass a written examination. The examination will ensure that each handler is proficient in the areas of:

- * GPS
- * Land Navigation, Map and Compass
- * Search Tactics
- * Probability of Detection, and Deployment Debriefing
- * Man Tracking
- * Incident Command System
- * Use of Force, and Canine Case Law
- * Canine Care and First Aid
- * Report Writing and Record Keeping
- * Training Philosophy and Techniques

C) A minimum of three (3) members of the Certification Committee will review the canine team for Original Certification.

D) Certification Elements Described

a) Trail

The team will have a scent article available at the start of the track. The team must locate the track-layer and identify the individual by a canine alert, which is identifiable by the handler. The track will cover at least three (3) different terrain features. The exercise will have a maximum time limit of two (2) hours. At least one member of the Certification Committee Review Team will run with the team or be the track-layer.

b) Building Search

This exercise will consist of locating both low (floor level – up to 5 feet high) and high (over 5 feet and up to 12 feet high) subjects. At least one subject will be totally concealed. The building must be approximately 1000 square feet. The subjects must remain passive and not cue the canine during the search.

Prior to releasing the canine, the handler should make an announcement stating that the canine will be used to make an apprehension, (Robinette v. Barnes). This announcement is not only made to protect the handler but also to allow any person(s) legitimately within the building the opportunity to exit. If any announcement is made, this announcement should be made when prudent, with regard to officer safety. A reasonable amount of time will be afforded to those within the building to respond to this announcement. The canine must locate and alert with a bark or apprehension based on the team's training discipline. The handler shall demonstrate search tactics to avoid compromising team safety.

c) Sit-Watch (Officer Protection)

1) Sit-Watch Non-Aggressive

The canine must demonstrate a sit-watch while the handler conducts a pat-down of the subject. The canine must stay in a sit or down position during the exercise.

2) Sit- Watch Handler Assault

The canine must stay in a sit or down position until the subject makes an aggressive action towards the handler during the pat-down. The canine must then apprehend the suspect.

d) Recall (Call-Back) – Distance Apprehension

1) Recall- Surrender

At a distance of approximately 50 yards a subject will run from the canine team. Upon a command, the canine will be sent to apprehend the subject. The subject will turn and surrender. On command, the canine will terminate pursuit and return to the handler.

2) Recall- Continued Flee

At a distance of approximately 50 yards, a subject will run from the canine team. Upon command, the canine will be sent to apprehend the subject. The subject will continue to flee. On command, the canine will terminate pursuit and return to the handler.

3) Distance Apprehension

At a distance of approximately 50 yards, a subject will run from the canine team. Upon command, the canine will be sent to apprehend the fleeing subject.

e) Multi-Person Apprehension

This element demonstrates the canine's ability to apprehend multi-subjects on command, who show aggressive action towards the handler. During a sit-watch (handler assault, or other similar exercise), the canine will be commanded to apprehend a subject. While the canine is apprehending the first subject, a second individual will assault the handler. On command, the canine will disengage and apprehend the second subject.

f) Apprehension from a Vehicle

The canine team in a patrol vehicle will pursue a subject's vehicle with emergency lights and siren activated. The subject will exit his vehicle and assault the handler. The canine will demonstrate its ability to exit the patrol vehicle and protect the handler by apprehending the subject.

g) Tactical Obedience and Gunfire Apprehension

1) General Tactical Obedience

A canine team will demonstrate the ability to advance or retreat in a tactical manner from a position of cover to cover without compromising team safety. The course will consist of six stations and will be approximately 50 yards in length. The handler advances through the course with the canine by staying the canine and advancing independently to each cover, then calling in the canine. The handler is not permitted to leave a position of cover to correct canine performance.

2) Tactical Obedience and Gunfire

A canine team will demonstrate the ability to move in a tactical manner from a position of cover to cover during a simulated combat situation without compromising team safety. The combat course will consist of six stations and will be approximately 50 yards in length. The handler advances through the course by staying the canine and advancing independently to each cover, then calling the canine. While negotiating the course the team will be exposed to blank gunfire from a decoy. The handler and decoy will be required to fire a minimum of three (3) rounds; at least one of the decoy rounds will be fired while the canine is in motion. The canine should remain under control during the exercise. The handler is not permitted to leave a position of cover to correct canine performance. The canine will apprehend the decoy on command.

h) Obedience and agility

- 1) Obedience
Canine teams will demonstrate proficiency off leash in the following areas:

Sit, Down, Stay, Heel, Come, Stay at a distance, 5 Minute Stay, using voice and/or hand signals.

- 2) Agility
Canines will perform all elements of an agility/obstacle course off leash.

Obstacles will include but are not limited to a six (6) foot wall, jumps of varying heights, low crawl culverts, pipes or tunnels, catwalks, planks, and stairs.

- i) Evidence/Article Recovery

This element demonstrates the canine's ability to locate articles/evidence and indicate the location of that article to the handler. It also evaluates the handler's ability to direct the canine to search within a specific area effectively.

The area shall be a minimum of 50 yards square and shall contain sufficient vegetation to conceal the articles. A minimum of three (3) articles of different materials shall be utilized in the search. The articles may be from the following list, except that one article will be an expended shotgun shell. The remaining two (2) articles may be leather, canvas, nylon, plastic, cloth, or metal. It is suggested that one article be metal. The handler will be directed to an area in which articles have been placed. The canine must indicate the location of the articles in a clearly decisive manner by a passive alert, wherein the canine smells the article and then sits. This exercise must be completed within a reasonable amount of time. Retrieval of the articles is not required and is at the discretion of the handler/trainer.

- E) Certification Provisions

- 1) Fully Operational Patrol Team

A canine team that meets all the above certification requirements (a-i) at the time of Original Certification will be considered a Fully Operational Team (Patrol Certification) for the purposes of field intervention.

- 2) Limited Operational Patrol Team

Canine patrol teams are required to meet a wide variety of certification criteria. It is understood that at the time of certification a team may demonstrate a shortcoming in one or more of the above certification criteria, but

possess viable trained capabilities useful in the law enforcement field. Those teams that fail to meet all the above criteria at the time of certification testing will not achieve certification status. These teams can achieve a Limited Operational Patrol Team status, provided the following criteria are met:

- a) The team must demonstrate at least a basic and measurable capability in each criteria.
 - b) No more than two (2) certification criteria can receive an unsuccessful rating, notwithstanding conflict with Subsection c).
 - c) No team will achieve Limited Operational Status when that team demonstrates any form of uncontrollable aggression. Uncontrollable aggression is defined as forward canine aggressive behavior that cannot be remedied by the handler independent of the Head Trainer.
 - d) An Objective and Plan of Action is implemented by the Head Trainer to remedy any shortcoming(s), and that the plan is captured in the form of a performance evaluation as referenced in Section VII (2).
 - e) The team's Agency Head is informed of the Limited Operational status and agrees to comply with all the remedial training requirements.
 - f) The team actively maintains participation in remedial training. If the canine team fails to stay current in training, the team will no longer meet the Limited Operational Patrol Team status, and the Head Trainer shall notify the Executive Director.
 - g) A Limited Operational Patrol Team status, as defined in this section, must remedy any shortcoming(s) during a period not to exceed six (6) months, providing that the team continues to actively participate in the identified special training.
 - h) The team will be evaluated by the Certification Committee within six (6) months from the time of the Original Certification attempt.
 - i) If after a period of six (6) months any shortcoming(s) is/are not remedied, Limited Operational status will expire and the team will not be considered certified.
- 3) Under no circumstances will Outside Teams requesting a certification waiver pursuant to Section IV Subsection 3 be granted a Limited Operational status as defined in Section VII, E, 2.

2) **Patrol Dogs: Annual Recertification (Maximum 14 Months)**

A) A canine team is required to attend a minimum of eleven (11) in-service training sessions (once each month). If a canine team fails to meet the minimum monthly requirements, the team may not attend more than two (2) makeup training sessions in one month.

- a) The 11 in-service training sessions with a Council-approved instructor are required prior to the 3-day recertification.
- b) The recommended number of hours for an in-service training day is eight (8) hours.
- c) If a canine team fails to attend two or more consecutive in-service training sessions for any reason, remedial training shall be made available at the discretion of the Head Trainer and/or the Certification Committee. Cases shall be handled on a case-by-case basis.

B) Single discipline teams are required to document sixteen (16) hours of in-service training per month, of which eight (8) training hours per month must be completed under a VCJTC certified instructor.

C) A canine team is required to attend an annual three (3) day recertification training session.

D) A canine team must complete recertification testing successfully to include:

- 1) A trail one and one half (1.5) miles in length, one-half hour old, with or without a scent article.
- 2) Building search locating hidden suspect(s).
- 3) Sit-Watch (Officer Protection)
- 4) Recall (Call Back); Distance Apprehension.
- 5) Multi-person Apprehension,
- 6) Tactical Obedience and Gunfire Apprehension.
- 7) Evidence/Article Recovery
- 8) Obedience and agility.
 - a. Canines older than six (6) years are exempt from the Agility Course.
- 9) Handlers must successfully pass a written examination.
- 10) New handlers who entered the program as of January 1, 2007, must pass the annual fitness test on the first day of the recertification training session. If the handler does not meet the minimum fitness requirement as defined in Section X, the handler will be sent home. Arrangements can be made to retake the test.

E) A minimum of two (2) members of the Certification Committee will review the canine teams for the annual recertification.

F) In the event that a canine team does not demonstrate their proficiency to the Certification Committee Review Team at either the time of the Original Certification or the Annual Recertification, the Committee shall recommend to the Head Trainer and the Vermont Criminal Justice Training Council that the canine team be removed from active duty for inadequate performance and failure to maintain standards.

G) It shall be the responsibility of the canine team's agency to make arrangements with the Head Trainer for remedial training to bring the canine team to minimum standards.

3) **Narcotics Detection Dogs: Original Certification (Maximum 14 Months)**

A) A canine team must successfully complete testing to locate seven (7) drugs (marijuana, hashish, cocaine, crack, heroin, methamphetamine, and ecstasy) hidden at different heights; (0-18 inches, 18-36 inches, 36 inches – 6 feet), in a building, in a simulated residence, and on a vehicle.

B) If a canine team is being trained solely as a Narcotics Detection Dog, the canine must be fully trained and proficient in obedience prior to enrolling in a narcotics detection class. A demonstration of the canine's obedience will be required acceptance prior to into the program.

C) In the event that a canine is unable to demonstrate obedience proficiency, obedience training may be offered in the form of one in-service training day per week, for four weeks, to assist the canine team in meeting the obedience requirement.

D) Handlers must successfully pass a written examination.

E) A minimum of three (3) members of the Certification Committee will review the canine team for original certification.

4) **Narcotics Detection Dogs: Annual Recertification (Maximum 14 Months)**

A) A narcotics detection canine team is required to attend eleven (11) in-service narcotics detection training sessions (once each month) prior to the two-day recertification training session.

B) *Single discipline teams are required to document sixteen (16) hours of in-service training per month, of which eight (8) training hours per month must be completed under a VCJTC certified instructor.*

C) All narcotics detection canine teams are required to attend an annual two-day recertification training session.

- D) All narcotics detection canine teams must successfully complete recertification testing to include location of all seven (7) types of drugs (marijuana, hashish, cocaine, crack, heroin, methamphetamine, and ecstasy) hidden at different heights (0-18 inches, 18-36 inches, 36 inches – 6 feet) in a building, in a simulated residence, and on a vehicle, and in different amounts.
- E) Handlers must successfully pass a written examination.
- F) A minimum of two (2) members of the Certification Committee will review the canine teams for the annual Narcotics Detection recertification.
- G) In the event that a Narcotics Detection canine team does not demonstrate their proficiency to the Certification Committee Review Team at either the time of the original certification, or the annual recertification, the Committee shall recommend to the Head Trainer and the Vermont Criminal Justice Training Council that the canine team be removed from active duty for inadequate performance and failure to maintain standards.
- H) It shall be the responsibility of the canine team's department to make arrangements with the Head Trainer for remedial training to bring the canine team to minimum standards.

5) Explosive Detection Dogs: Original Certification (Maximum 14 Months)

- A) A canine team must successfully complete testing to locate seven (7) different explosives hidden at different heights; (0-18 inches, 18-36 inches, 36 inches – 6 feet), in a building, in a simulated residence, a vehicle, an exterior search and in different amounts.
- B) If a canine team is being trained solely as a Explosives Detection Dog, the canine must be fully trained and proficient in obedience prior to enrolling in a explosives detection class. A demonstration of the canine's obedience will be required prior to acceptance into the program
- C) In the event that a canine is unable to demonstrate obedience proficiency, obedience training may be offered in the form of one in-service training day per week, for four weeks, to assist the canine team in meeting the obedience requirement.
- D) Handlers must pass a written examination.
- E) A minimum of three (3) members of the Certification Committee will review the canine team for original certification.

6) Explosive Detection Dogs: Annual Recertification: (Maximum 14 Months)

- A) Any explosive detection canine team is required to attend twenty-two (22) in-service explosives detection-training sessions (twice every month) prior to the annual two-day recertification training and testing.
- B) All explosive detection canine teams are required to attend an annual two-day recertification training and testing.
- C) All explosive detection canine teams must successfully complete annual recertification testing to include location of at least five (5) different types of explosives hidden at different heights (0-18 inches, 18-36 inches, 36 inches – 6 feet), in a building, in a simulated residence, a vehicle, an exterior search and in different amounts.
- D) Handlers must pass a written examination.
- E) A minimum of two (2) members of the Certification Committee will review the canine team for annual recertification.
- F) In the event an Explosive Detection canine team does not demonstrate their proficiency to the Certification Committee Review team at either the time of original certification or recertification, the Committee shall recommend to the Head Trainer and Vermont Criminal Justice Training Council that the canine team be removed from active duty for inadequate performance and failure to maintain minimum standards.
- G) It shall be the responsibility of the canine team's department to make arrangements with the Head Trainer for additional training to bring the team to minimum standards.

7) Powder Detection: Original Certification (Maximum 14 Months)

- A) A canine team must successfully complete testing to locate four (4) articles which contain the component of black powder, or smokeless powder, and/or pryrodex, hidden at different heights; (0-18 inches, 18-36 inches, 36 inches – 6 feet), in a building, in a simulated residence, a vehicle, an exterior search (field and woods) and in different amounts.
- B) If a canine team is being trained solely as a Powder Detection Dog, the canine must be fully trained and proficient in obedience prior to enrolling in a black powder detection class. A demonstration of the canine's obedience will be required prior to acceptance into the program
- C) In the event that a canine is unable to demonstrate obedience proficiency, obedience training may be offered in the form of one in-service training day per week, for four weeks, to assist the canine team in meeting the obedience requirement.
- D) Handlers must pass a written examination.

Vermont Police Canine Program
Canine Policies and Standards
Revision Date: 20 February 2009

Discussion of Changes - changes are italicized in Standards for ease in locating.

Section I No Change

Section II No Change

Section III No Change

Section IV (Canine Team Certification and Recertification)
Changed SubSection 1 A, 1-4
Added SubSection 1 A, 5
Added sentence to SubSection 3
Changed SubSection 3 A 2
Added SubSection 4

1 A, 1-4) Canine Team means, by definition, dog and handler. Changed wording from "Patrol Dogs" to "Canine Team"

1 A, 5 Added sub-section 5. TC Ryan believes this benefits agencies who want multi-discipline teams and benefits the Academy and his training schedule. The training product is not compromised by this change.

3. Handlers AND dogs must be trained together as a team, attending training together over the same time period to be successful. A recent trend has been seen where agencies buy a pre-trained vendor dog and gives the dog to an officer who has little knowledge of police canines, canine behavior, and/or canine performance. The vendor dogs go through several hundred hours of training; the officer/handler goes through a 40 or 80 hour "familiarization" training. These teams are not passing the certification testing process. The Canine Committee believes this issue can be rectified by requiring a new handler and the vendor dog to attend the entire basic canine training program together. Experienced handlers, because they have already gone through at least one VT Basic Canine Training Program, do not require this extensive training. This addition does not preclude an Alternatively Trained Team from challenging the certification process. It does inform an Alternatively Trained Team that failing to meet the VT standards may result in having to take the VT Police Canine Training Program in its entirety.

3 A 2) Documentation for vendor dogs must be provided to both the Head Trainer and the Certification Committee so that a determination can be made as to whether training received elsewhere approximates or exceeds our Standards and an informed decision can be made as to whether or not the team will be accepted into the Program.

4) Added a section to describe the annual Recertification Review and the requirements for this review. Recertification requirements are also specified under each discipline.

Section V No change

Section VI (Team Selection) Added A 3 - Just a housekeeping task. Prospective handlers should be able to find the basic requirements for a canine handler in one section of this document.

Section VII No change

Section VIII (Performance Standards) Added subsections 9 & 10 to 2 C (page 19) - Housekeeping tasks. Handlers have always had to pass a written exam for recertification, but this requirement was never stated in the Standards. New Handlers as of 1/1/07 must pass the annual fitness test. This requirement needed to be stated in this section as it is part of recertification testing.

Section VIII (Performance Standards) Added Subsection B to Subsections 2, 4, 8, 10, 12, and 14. This addition requires handlers to document 16 hours of training per month. Depending on the discipline in-service training requirements, some of this training can be done on their own at their own department.

Section VIII (Performance Standards)

Added B to Section 16 (Cross Trained Dogs/Ann Recert). This addition requires handlers to document 16 hours of training per month. Some of this training can be done on their own at their own department. Deleted C 1 - redundant; when recertifications are done is specified under the Recertification Review on Page 9.

Re-lettered E & F to D & E.

Section IX (Program Documentation Requirements) - Added New Section. Since this document contains both policies and standards, the Committee believes that requirements should be added regarding the documentation of canine training and deployment.

Section X (Handler Fitness Requirements). Section renumbered from IX to X. Added sections C 2 & 3.

Section XI (Physical Fitness Performance Evaluation). Section renumbered from X to XI. No other changes.

Renumbered and added necessary headings in the Table of Contents - Housekeeping task.

The Canine Certification Committee recommends approval of all changes to this document.

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The Canine Certification Committee recommends approval of all changes to this document.

Use of Force Committee Meeting

February 18, 2009

Prepared by: Kevin A. Almquist, TC

Members Present: 1SG Keeler, Officer Fisher, Cpt Tuomey, Cpt Fitzgerald and TC Almquist

Members Absent: , Sgt Call, Warden Eastman, Deputy Sisino, LT Kalinowski, Chief Hanley, LT Hollwedel, Cpt Bloom, Sgt Chamberlain, Warden Shopland, Sgt Sullivan, LT Stebbins, LT Doucette, , CPT Fitzgerald

Observers Present: Mr. Gonyea, Warden Whitlock

Meeting called to order: 1011 hours

ISSUE 1: Discussion of the Ethan Allen Firing Range use. Ethan Allen now requires a briefing for civilian instructors to use their courses. This briefing can be conducted here during our firearms updates this year. Arrangements will be made to make that part of our update.

ISSUE 2: Discussed Range Management Plan: Keeler and Gonyea will check on the completion of the plan, so we have a final draft to give to the council. The Plan will be electronically sent to all committee members for their comment and review.

ISSUE 3: Committee was given an update on the range and plans for the range. After the update, the committee chair decided to meet with firearms instructors to discuss plans for upcoming class in the event of a closure of the range while constructing and the possibility of the new range restrictions. Keeler also would like to discuss and review the range lesson plans to insure we are training to our fullest capability and training correctly. This meeting is schedule for April 1 at the academy.

ISSUE 4: Committee discussed the Firearms Instructor Recertification dates. The committee would like to add the cost of frangible ammo to the update so instructors are training with that ammo. Almquist will make that happen.

ISSUE 5: Committee discussed the best practices for lethal and less than lethal training. During the next committee meeting, we will be discussing recommendations to send to all for this type of training, and programs that should be taught during the 32 hours of mandatory training. Committee members, be prepared to discuss these issues and be prepared with suggestions and input.

Meeting adjourned: 1153 hours

Respectfully Submitted,

Kevin A. Almquist
Training Coordinator

Waiver Committee - AGENDA
February 25th, 2009

Members: Glenn Cutting, Rob Sterling (proxy for Donald Isabelle), James Krakoweicki (Vice-Chair), Don Patch, Mike Chamberlain, Gary Forrest, Stephen McQueen (Chair), and Trevor Whipple

Staff: John Gonyea, Sr. Training Coordinator

Meeting called to order at: 1013 hrs.

1. Rule 7 (Basic Training Standards for PT LEOs)

Michael Von Recklinghausen, Waterbury Police Department. Chief Feccia is requesting a six month extension of the certification period for Von Recklinghausen. Based on his completion of phase 1 of the part-time process Von Recklinghausen is required to complete phases 2/3 no later than 3/14/2009. Chief Feccia indicates that Von Recklinghausen had shoulder surgery in November 2008 and therefore has been unable to comply with completing his training as a result of medical restrictions. Chief Feccia is requesting an extension to 9/14/09 to allow Von Recklinghausen to become medically cleared to participate and complete his required training for the part-time process.

Action: Motion made by CPT Patch to accept the request for a six month extension to 9/14/09, 2nd by Krakoweicki. Chief Whipple asked if there was any indication as to why Von Recklinghausen had been unable to complete any training in the approximate 8 months between taking the part-time school and the surgery in Nov. Gonyea responded there was no information provided on this. No further discussion. MOTION -PASSED (8-0).

2. Rule 8 (Basic Training Standards for FT LEOs - 6 Month Rule)

Dale Kerber, Fairhaven Police Department. Chief Humphries requests a waiver of the six month rule. Kerber was hired full-time on 9/11/08. Under current rules Kerber can work in a full-time capacity until 3/11/09. Chief Humphries is planning to submit another waiver request under Rule 8 - Basic Training Standards for FT LEO's - Out of State, but has submitted this initial request that Kerber is allowed to continue working beyond Mar 2009 while he compiles the required information. The waiver specifically requests an extension allowing Kerber to work full-time until August 2009, when the 88th Basic Class starts.

Action: Motion made by Chief Whipple to grant an extension of the six month rule until the



start of the 88th Basic, 2nd by CPT Patch. During a brief discussion CPT Patch indicated that he has spoken with Kerber about this pending request. CPT Patch indicated that all of Kerber's records were lost in a fire several years ago and it is highly unlikely he will be able to provide any documentation of his training. MOTION – PASSED (8-0).

Caleb Casco, Vergennes Police Department. Chief Lowe is requesting a waiver of the six month rule. Casco was hired full-time on 11/2/05. Under current council rules Casco could have worked in this full-time capacity until 5/2/06. Casco continued to work in a full-time capacity from 5/3/06 until he was terminated on 8/30/07. According to academy records Casco never had an approved waiver from the council to function in this capacity as a full-time officer. Chief Lowe is requesting this waiver based on a recent audit which identified this issue.

At this stage of the meeting the Committee requested that I check on the availability of Director Elrick to attend for a brief discussion with the members. Director Elrick came to the meeting and had a brief discussion with them around the intent of the concept the committee called "repairing the harm". Chief McQueen as the committee chair asked Director Elrick to relay to the Council that it is their position that cases such as Casco are in essence policy decisions. As such these requests should go directly to the Council through the Executive Director. CPT Patch added that it would be helpful that the Council share with the committee their new standards if indeed the Council intends to "tighten the reigns" on reviewing such requests. Director Elrick told the committee he would pass on their views at the upcoming Council meeting.

Action: Referred to Council for action.

NOTE: Where the committee felt this was applicable no action was taken and I have noted in the action area as "Referred to Council".

Tobias Bernier, Barre City Police Department. Chief Bombardier is requesting a waiver of the six month rule. Bernier was elevated to full-time on 3/21/08 to cover for an officer on medical leave. Under current council rules Bernier could have worked in this full-time capacity until 9/21/08. (He stopped working full-time on 8/22/08) Bernier was hired as a full-time officer (working on a part-time certification) on 8/31/08 with the intent to send him to the 87th Basic Class in Jan 2009. Bernier continued working in a full-time capacity until 1/27/09 when he failed the entrance PT test and was returned to part-time status. Bernier did not have a council approved waiver of the six month rule to cover the period between 9/22/08 – 1/27/09. Chief Bombardier is requesting this waiver based on a recent audit which identified this issue.

Action: Referred to Council for action.

Steven Tursi, Williston Police Department. Acting Chief Chamberlain is requesting a waiver of the six month rule. Tursi was hired as a full-time officer (part-time certified) on 11/10/08 with the intent of attending the 87th Basic Class. Under current rules Tursi could work in this capacity until 5/10/09. Tursi was diagnosed by a physician as having a hernia on 1/20/09 and as a result was unable to attend the 87th Basic Class. Acting Chief Chamberlain is requesting that Tursi be allowed to continue working in a full-time capacity from 5/11/09 – 8/10/09 when he is slotted to attend the 88th Basic Class.

Action: Motion made by Sheriff Forrest to accept request as presented, 2nd by Chief Whipple. No further discussion. MOTION - PASSED (8-0).

Mat Chin, Randolph Police Department. Chief Krakowiecki is requesting a waiver of the six month rule. Chin was hired as a full-time officer (part-time certified) on 11/1/08 with the intent of attending the 87th Basic Class. Under current rules Chin could work in this capacity until 5/1/09. Chin failed to successfully pass the entrance physical fitness test and as a result was unable to attend the 87th Basic Class. Chief Krakowiecki is requesting that Chin be allowed to continue working in a full-time capacity from 5/2/09 – 8/10/09 when he is slotted to attend the 88th Basic Class.

Action: Motion made by CPT Patch to approve as requested with the dates listed, 2nd by Sheriff Chamberlain. No further discussion. MOTION - PASSED (7-0, with Krakowiecki abstaining).

3. Rule 8 (Basic Training Standards for FT LEOs - Out of State LEOs)

Daniel Leonard, Burlington Police Department. Chief Schirling is requesting a waiver to allow Leonard to transfer his full-time police certification from New Jersey to Vermont. Chief Schirling is making this request in consideration of Leonard's academy training, in-service training and work experience as a police officer.

Action: Motion made by CPT Patch to approve request with training to include the standard prescription PLUS Patrol Procedures and Sexual Assault Investigation, 2nd by Chief Krakowiecki. No further discussion. MOTION – PASSED (8-0).

Kristine Bowdish, Middlebury Police Department. Chief Hanley is requesting a waiver to allow Bowdish to transfer her full-time police certification from Arizona to Vermont. Chief Hanley is making this request in consideration of Bowdish's academy training, in-service training and work experience as a police officer.

Action: Motion made by CPT Patch to approve request with training to include the standard prescription PLUS Patrol Procedures, Crash Investigation, Sexual Assault Investigation and Collection & Preservation of Evidence, 2nd by Chief Cutting. No further discussion. MOTION – PASSED (8-0).

Andrew Hunt, Bennington Police Department. Chief Gauthier is requesting a waiver to allow Hunt to transfer his full-time police certification from Alaska to Vermont. Chief Gauthier is making this request in consideration of Hunt's academy training, in-service training and work experience as a police officer.

Action: Motion made by Chief Cutting to approve request with training to include the standard prescription PLUS Sexual Assault Investigation, Crash Investigation and Collection and Preservation of Evidence, 2nd by Sheriff Chamberlain. No further discussion. MOTION – PASSED (8-0).

4. Rule 13 (Annual Mandatory In-Service Training for LEOs)

Rule 13 Audit - Northfield Police Department, The following waiver requests from Northfield PD were tabled by Council at their last meeting: As of 2/25/09 the waiver committee has continued to table the following requests from Northfield PD pending final resolution of this issue by the Council.

Jeffrey L. Shaw, Northfield Police Department. Chief Shaw requests in-service training waiver for himself for first aid since 2002..., firearms training for 2004 and 2006. See waiver request attached. His plan to complete requirements is to complete firearms twice in 2008 and he attended first aid training in April and May 2008.

Action: Motion made by _____ to _____

_____ 2nd by _____, MOTION – _____ PASSED / NOT PASSED.

Chad J. Bassette, Northfield Police Department. Chief Shaw requests in-service training waiver for Bassette for first aid training requirements for ____ 2007.

Action: Motion made by _____ to _____

_____ 2nd by _____, MOTION – _____ PASSED / NOT PASSED.

Stephen J. Clark, Northfield Police Department. Chief Shaw requests a Rule 13 waiver for in-service training for first aid training requirement for 2007 for Clark. Officer Clark is scheduled to complete first aid training on May 24, 2008.

Action: Motion made by _____ to _____

_____ 2nd by _____, MOTION – _____ PASSED / NOT PASSED

.....
Julie Hammond, VT State Police. LT Kalinowski has requested a waiver for the 2008 firearms re-qualification requirement due to Trp. Hammond being on light duty. A doctor's note was included with the request. This training will be completed once she is medically cleared to participate.

Action: Motion made by Chief Whipple to approve request with the requirement Hammond requalify before returning to full duty, 2nd by Chief Cutting. No further discussion. MOTION – PASSED (7-0, with Patch abstaining).

William Harkness, VT State Police. LT Kalinowski has requested a waiver for the 2008 firearms re-qualification requirement due to LT Harkness being on light duty. A copy of the approval

granted by Col. Baker was included with the request. This training will be completed once he is medically cleared to participate.

Action: Motion made by Sheriff Chamberlain to approve request with the requirement Harkness requalify before returning to full duty, 2nd by Chief Cutting. No further discussion. MOTION – PASSED (7-0, with Patch abstaining).

Gary Margolis, UVM Police Services. Chief Margolis has requested a wavier for himself for 2008 regarding his requirement to recertify with his firearm as well as meet his minimum 25 hours of training (19.5 hours short). Chief Margolis had not completed these hours prior to being approved by the University to take a sabbatical starting in July 2008. Chief Margolis did not return from sabbatical until January 2009. See attached request letter for additional information.

Action: Motion made by CPT Patch to approve request with a completion date for 1st Aid & Firearms requalification to be no later than 4/1/09 and the remainder of the training completed or documented no later than 7/1/09, 2nd by Sheriff Forrest. No further discussion. MOTION – PASSED (8-0).

Mary Beth Hebert, Vernon Police Department. Chief Turnley requests a waiver for Hebert in 2008 to meet the required minimum 25 training hours. Chief Turnley provided department records indicating that first aid and firearms re-qualification had been completed during this time. Chief Turnley indicated that Hebert was 2 hours short, however, based on his records and the academy records it indicates Heberts is 5 hours short. (Note: Chief Turnley provided department records indicating that Hebert attended three hours of sexual assault training in Jan 2009 however this will require council approval to apply back to 2008.) The reason given for the missing training was that a scheduled course was cancelled.

Action: Motion made by Chief Whipple to approve allowing the completed hours to be applied back to 2008 training requirements, 2nd by Sheriff Forrest. No further discussion. MOTION – PASSED (8-0).

Jason Hewitt, Swanton Police Department. Chief Stell requests a waiver for Hewitt to bring him into compliance for Rule 13 in 2007. According to Chief Stell Mr. Hewitt received 10 hours of training in 2007, to include meeting the 1st Aid & Firearms components. Chief Stell did not provide any documentation to support this statement. In reviewing academy training records Mr. Hewitt has not completed any training for 2007 (while he worked for St. Albans City PD). The academy records also indicate that Mr. Hewitt initially was certified as a full-time officer in Dec 1982. He was re-certified as a full-time officer in Apr 2001. Academy records indicate that Mr. Hewitt is missing Rule 13 submissions for the years 1983-1986, 1997-2000, 2003 & 2004. I sent Chief Stell an e-mail requesting clarification on both of these issues.

NOTE: Per a phone conversation with Sgt. Rich this request has been rescinded as Hewitt has given his verbal resignation. No formal action required by the committee.

Timothy Gibbard, Farihaven Police Department. Chief Humphries requests a waiver for Rule 13 to allow Gibbard to make up the required firearms re-qualification he missed in 2008. Chief Humphries cited in his request that the scheduled firearms training conflicted with Mr. Gibbard's full-time employment. Chief Humphries indicates in his request that this training will be

completed no later than Apr 1, 2009, adding that he has removed Gibbard from the schedule until such time as it is completed. Chief Humphries is requesting that this training be applied back to 2008 to bring Gibbard into compliance.

Action: Motion made by Sheriff Chamberlain to accept request as presented, 2nd by Chief Whipple. No further discussion. MOTION –PASSED (8-0).

Stephen Holbrook, Lamoille County Sheriffs Department. Sheriff Marcoux requests a waiver for Holbrook to complete his required firearms re-qualification for 2008. During a recent Academy audit of the agency it was discovered that Holbrook had attended four firearms trainings while assigned to the DEA Task Force. However, none of these trainings were conducted by an Academy certified FA Instructor therefore the mandatory firearms component for Rule 13 had not been completed. Sheriff Marcoux plans to have this training completed by April 2009.

Action: Motion made by CPT Patch to accept as presented with a completion date of no later than 4/1/09, 2nd by Chief Whipple. No further discussion. MOTION –PASSED (8-0).

Bruce Gauld, Vernon Police Department. Chief Turnley requests a waiver for Gauld indicating he is missing 6 hours of training to meet his Rule 13 requirement for 2008. Chief Turnley indicates this training will be completed by 3/5/2009. According to academy records Gauld has received 11 hours of training in 2008 and not met the 1st Aid or firearms mandatory components. I e-mailed Chief Turnley requesting additional documentation to verify Gauld was only 6 hours short. The committee was informed that this information had not been received as of the meeting.

Action: Motion made by CPT Patch to approve request with requirement that 11 hours of training which includes 1st Aid and firearms requalification is completed no later than 4/1/09, 2nd by Sheriff Chamberlain. No further discussion. MOTION –PASSED (8-0).

David Anderson, Stowe Police Department: Chief Kaplan requests a waiver for Anderson to meet his 2007 Rule 13 requirements. During a recent audit it was identified that Anderson left the employment of Stowe in Aug 2007 and much of the required training was offered after he left the agency. Anderson was rehired in Aug 2008 and has completed the required Rule 13 requirements for 2008. Anderson needs to complete a total of 22 hours of training, including firearms re-qualification to complete his 2007 Rule 13 requirements. Chief Kaplan has indicated this training will be completed by Apr 1, 2009.

Action: Referred to Council for action.

Todd Prevost, Fairhaven Police Department. Chief Humphries requests a waiver for Prevost for 2007. According to the request Prevost was hired in Nov 2007 and completed a total of 12 hours of training – including the 1st Aid and Firearms components. Chief Humphries indicates that Prevost completed 32.5 hours of training in 2008 as well as an additional 7 hours of training towards 2007. Chief Humphries has requested that the excess 9.5 hours of training from 2008 be applied to 2007. Chief Humphries further requests that Prevost be granted an extension until Apr 1, 2009 to complete the remaining 8.5 hours of training to complete his 2007 requirements. I have contacted the Chief to request documentation to verify the hours and mandatory components have been completed he wishes to apply to 2007.

Action: Referred to Council for action.

Aaron Mangan, VT Fish & Wildlife. LT Lawrence requests a waiver for Mangan to complete his Rule 13 requirement due to injuries received that prevented his participation in training. LT Lawrence indicates that Mangan has completed the 1st Aid and firearms components for 2008, as well as that the missing training will be completed by the end of Feb 2009. I contacted LT Lawrence requesting documentation on the date of injuries, verification that the mandatory components were completed as well as the amount of time required to meet the Rule 13 requirement.

Action: Motion made by Sheriff Chamberlain to approve as presented, 2nd by CPT Patch. No further discussion. MOTION –PASSED (7-0, with Sterling abstaining).

Joseph Flynn, Grand Isle Sheriffs Department. Sheriff Allen requests a waiver for 2007 to meet Rule 13 requirements. Based on department records provided with the request Flynn completed 9 hours of training in 2007 which included the 1st Aid and firearms components. Sheriff Allen provided additional records of 23 hours of training completed in 2008 which she is requesting 21 of these hours be applied to 2007 requirements to bring Flynn into compliance. Sheriff Allen indicated in her request that Flynn was unable to complete the required training in 2007 due to conflicts with his full-time civilian job.

Action: Referred to Council for action.

Robin Rousseau, Grand Isle Sheriffs Department. Sheriff Allen requests a waiver for 2007 to meet Rule 13 requirements. Based on department records provided with the request Rousseau completed 20 hours of training in 2007 which included the 1st Aid and firearms components. Sheriff Allen provided additional records of 11 hours of training completed in 2008 which she is requesting 10 of these hours be applied to 2007 requirements to bring Rousseau into compliance. Sheriff Allen indicated in her request that Rousseau was unable to complete the required training in 2007 due to conflicts with her full-time civilian job.

Action: Referred to Council for action.

Edward Page, Berlin Police Department. Chief Wolfe requests a waiver for 2008 to meet Rule 13 requirements. Based on a recent audit it was discovered that Page had not completed the required 1st Aid training in 2008. Chief Wolfe provided documentation that this training has since been completed as of Jan 30, 2009 and is requesting this training be applied to 2008 to bring Page into compliance.

Action: Motion made by Warden Sterling to approve as presented, 2nd by Chief Whipple. No further discussion. MOTION –PASSED (8-0).

Chad Bassette, Berlin Police Department. Chief Wolfe requests a waiver for 2008 to meet Rule 13 requirements. Based on a recent audit it was discovered that Bassette had not completed the required 1st Aid training in 2008. Chief Wolfe provided documentation that this training has since been completed as of Jan 30, 2009 and is requesting this training be applied to 2008 to bring Bassette into compliance.

Action: Motion made by Warden Sterling to approve as presented, 2nd by Sheriff Forrest, MOTION –PASSED (8-0).

Michael Lowe, Vergennes Police Department. Chief Lowe is requesting a waiver for himself for 2007 & 2008. Based on a recent audit it was discovered that there are no records to verify that he completed Rule 13 requirements for either year. Chief Lowe is requesting that he be allowed to complete 50 hours of training in 2009, to include two firearms re-qualifications and two 1st Aid sessions that can be applied back to 2007 and 2008, respectively.

Action: Referred to Council for action.

Kevin Almquist, Vergennes Police Department. Chief Lowe is requesting a waiver for Almquist for 1st Aid in 2008 and firearms re-qualification in 2007. Based on a recent audit it was discovered that there are no records to verify that he completed these Rule 13 requirements. Chief Lowe is requesting that Almquist be allowed to complete these trainings in 2009 and apply them back to their respective years to bring Almquist into compliance.

Action: Referred to Council for action.

Caleb Casco, Vergennes Police Department. Chief Lowe is requesting a waiver for Casco for 1st Aid in 2007. Based on a recent audit it was discovered that there are no records to verify that he completed this Rule 13 requirement. Chief Lowe is requesting that Casco be allowed to complete this training in 2009 and apply it back to 2007 to bring Casco into compliance.

Action: Referred to Council for action.

Jori Fairbanks, Vergennes Police Department. Based on a recent audit it was discovered that there are no records to verify that she completed the 1st Aid or firearms components of Rule 13 for 2007. (NOTE: Fairbanks is no longer employed by Vergennes PD) Chief Lowe indicated that his attempts to contact Fairbanks to correct this deficiency have gone unanswered by Fairbanks.

Action: Referred to Council for action.

Patrick Greenslet, Vergennes Police Department. Chief Lowe is requesting a waiver for Greenslet for firearms in 2008. Based on a recent audit it was discovered that there are no records to verify that he completed these Rule 13 requirements. Greenslet did complete a firearms re-qualification in Jan 2009. Chief Lowe is requesting that Greenslet be allowed to apply the firearms training in Jan 2009 back to 2008 to bring Greenslet into compliance.

Action: Motion made by CPT Patch to approve applying Jan 2009 firearms requalification back to 2008, 2nd by Chief Whipple. MOTION –PASSED (8-0).

Philippe LaPerle, Vergennes Police Department. Chief Lowe is requesting a waiver for LaPerle for firearms in 2008. Based on a recent audit it was discovered that there are no records to verify that he completed this Rule 13 requirement. Chief Lowe indicated that LaPerle completed a firearms re-qualification on 2/14/09 and is requesting this be applied back to 2008 to bring LaPerle into compliance.

Action: Motion made by Warden Sterling to approve allowing application of the Feb 2009 firearms requalification back to 2008, 2nd by CPT Patch. MOTION –PASSED (8-0).

John Tetreault, Vergennes Police Department. Chief Lowe is requesting a waiver for Tetreault for 1st Aid and firearms in 2008. Based on a recent audit it was discovered that there are no records to verify that he completed these Rule 13 requirements. Chief Lowe is requesting that Tetreault be allowed to complete these trainings in 2009 and apply them back to their respective years to bring Tetreault into compliance. Chief Lowe indicated that the firearms component was completed on 2/14/09. Chief Lowe also indicated that the 1st Aid component will be completed by 2/28/09.

Action: Motion made by Warden Sterling to approve as requested, 2nd by Chief Whipple. No further discussion. MOTION –PASSED (8-0).

William Wager, Vergennes Police Department. Chief Lowe is requesting a waiver for Wager for firearms in 2008. Based on a recent audit it was discovered that there are no records to verify that he completed this Rule 13 requirement. Wager did complete a firearms re-qualification in Jan 2009. Chief Lowe is requesting that Wager be allowed to apply this training back to 2008 to bring Wager into compliance.

Action: Motion made by Warden Sterling to approve allowing the Jan 2009 back to 2008, 2nd by Chief Whipple. No further discussion. MOTION –PASSED (8-0).

Robert Worley, Vergennes Police Department. Chief Lowe is requesting a waiver for Worley for firearms in 2008. Based on a recent audit it was discovered that there are no records to verify that he completed this Rule 13 requirement. Chief Lowe is requesting that Worley be allowed to complete this training in 2009 and apply them back to 2008 to bring Worley into compliance. Chief Lowe indicated that the firearms component was completed on 2/14/09.

Action: Motion made by Chief Whipple to approve allowing the Feb 2009 firearms requalification to meet the 2008 requirement, 2nd by Sheriff Forrest. No further discussion. MOTION –PASSED (8-0).

Steven Rounds, Barre City Police Department. Chief Bombardier is requesting a waiver for Rounds for Rule 13 in 2008. Based on a recent audit it was discovered that Rounds was 8.5 hours short to meet his minimum hours required. Chief Bombardier indicated that Rounds completed 9 hours of training on 2/19/09. Chief Bombardier is requesting this training be applied to 2008 to bring him into compliance.

Action: Motion made by Sheriff Chamberlain to approve as requested, 2nd by Warden Sterling. No further discussion. MOTION –PASSED (8-0).

Randall Tucker, Barre City Police Department. Chief Bombardier is requesting a waiver for Tucker for Rule 13 in 2008. Tucker did not complete his 1st Aid requirement for 2008. Chief Bombardier indicated that will complete this training by 3/31/09. Chief Bombardier is requesting this training be applied to 2008 to bring him into compliance.

Action: Motion made by CPT Patch to approve as requested, 2nd by Sheriff Chamberlain. No further discussion. MOTION –PASSED (8-0).

Tobias Bernier, Barre City Police Department. Chief Bombardier is requesting a waiver for Bernier for Rule 13 in 2008. Based on a recent audit it was discovered that Bernier was 6 hours short to meet his minimum hours required. Chief Bombardier indicated that Bernier will complete this training by 3/31/09. Chief Bombardier is requesting this training be applied to 2008 to bring him into compliance.

Action: Motion made by Sheriff Forrest to approve as requested, 2nd by CPT Patch. No further discussion. MOTION –PASSED (8-0).

Kevin Galway, Barre City Police Department. Chief Bombardier is requesting a waiver for Galway for Rule 13 in 2008. Based on a recent audit it was discovered that Galway was 9 hours short to meet his minimum hours required. Galway was out on medical leave due to an injury from Jul 2008 – Jan 2009 and unable to participate in training. Chief Bombardier indicated that Galway will complete this training by 3/31/09. Chief Bombardier is requesting this training be applied to 2008 to bring him into compliance.

Action: Motion made by Sheriff Forrest to approve as requested, 2nd by Chief Karkowiecki. No further discussion. MOTION –PASSED (8-0).

Gerald Papineau, Waterbury Police Department. Chief Feccia is requesting a waiver based on a recent audit as outlined below. During the audit it was identified that Papineau had no Rule 13 training reported to the academy for the years 1996, 1999, 2002-2004 and 2006. It was also identified that Papineau was short 7.5 hours of his required Rule 13 training for 2008, however he had completed the required 1st Aid and Firearms components. Chief Feccia has provided documentation he received from the VT F&W Department on training Papineau received for 1996 (Firearms missing), 1997, 1999, 2000 (10 hours short) & 2001. Chief Feccia also provided an explanation in his request that having spoken with Papineau he did not work as a police officer in the years 2002-2004 & 2006 due to both shoulder surgeries as well as a new Warden being assigned to the district who did not choose to use him. Chief Feccia is requesting a waiver to allow Papineau to complete a firearms requalification by June 2009 and apply that training back to 1996. Chief Feccia did not request a waiver for the missing hours in 2000 or 2008.

Action: Referred to Council for action.

Charles Lavalla, Windham County Sheriffs Department. Sheriff Clark is requesting a waiver for Lavalla allowing him to apply firearms training conducted on 1/21/08 to 2007 to fulfill the mandatory component of Rule 13. This request did not provide additional documentation that the training was on file and was not received at the academy until 2/23/09. I sent an e-mail to Sheriff Clark requesting additional information.

Action: Referred to Council for action.

Ginger Radke, Washington County Sheriffs Department. Sheriff Hill is requesting a waiver for Radke allowing 1st Aid and Firearms re-qualification scheduled to be completed prior to May 2009 be applied back to 2008. According to Sheriff Hill Radke was injured on duty in Feb 2008

while working for the Berlin Police Department. As a result of these injuries Radke was medically unable to participate in this training. Radke has since completed 68 hours of training the Sheriff intends to use, but has not completed the required 1st Aid and requalification components for 2008. (see attached letter)

Action: Motion made by Chief Cutting to approve as requested, 2nd by Sheriff Chamberlain. No further discussion. MOTION -PASSED (8-0).

5. Rule 14 (Re-certification of LEOs)

Ethan Thibault, Burlington Police Department. Chief Schirling submitted a waiver request on 1/22/09 indicating he had re-hired Thibault and was seeking a waiver to recertify him so that he could return to work the following day. Based on discussions with LT Stubbing by phone prior to being allowed to work patrol again their plan was to have Thibault complete a modified FTO program as well as in house training totaling approximately 40 hours. This plan was to be completed no later than 2/13/09. This information was provided to Director Elrick who granted a temporary waiver until such time as it was reviewed by the waiver committee and council at their next meeting.

Action: Motion made by Chief Cutting to approve as requested, 2nd by Sheriff Chamberlain. No further discussion. MOTION -PASSED (8-0).

6. Rule 19 (Other waivers)

No requests this quarter.

7. Old Business:

Update on compliance project by John

8. New Business:

Election of committee Chair & Vice-Chair. After a brief discussion amongst the members they agreed to leave the current Chair (McQueen) and Vice Chair (Krakowiecki) in place for 2009.

9. Adjournment - Meeting adjourned at: 1340 hrs.

John A. Gonyea
Sr. Training Coordinator

Standard prescription: [i.e. Phase I Basic Training for Part-Time Officers Course, Criminal Law, Motor Vehicle Law, Juvenile Law Course, Domestic Violence Response Training Program, Basic Fingerprint Techniques Certification Course, VIN Verification Certification, DUI Enforcement Certification Course, and Doppler Radar Certification. The Criminal and Motor Vehicle Law Courses can either be taken in full or the final examinations can be challenged (documentation received at the Academy) before the Basic Class begins, and, if successfully passed, the course work would be waived] with the next Full-Time Basic Training Course for Police Professionals. The proposed deadline for completion of recommended prescription is by 12/31/09. (conclusion of the 88th Basic Class)

Youth Services Report

Meeting with VYON (Vermont Youth Officer Network) discussed an active shooter course through VSP or NASRO

Supported Stay On Track curriculum in 10 schools 6th-8th grades.

Presented 17 Tobacco Presentations through out Rutland County

Administered Team Building Exercises through out Rutland County

Getting involved with DARE training for the DARE certified trainers

Looking at getting more Resource Officers trained in DARE

CRIMINAL JUSTICE TRAINING COUNCIL
 FY08 - Fiscal Status Report
 As of: 3/3/2009

Fund	Description	Budget	Encum	Expended	Balance	Special Fund Revenues 3/03/09	Diff
10000	General Fund* (GF)	\$1,383,758.95	\$22,966.00	\$1,328,375.65	\$32,417.30		
21115	Testing, Fed Grants, Misc. (SF)	\$337,878.00		\$62,303.36	\$275,574.64	\$26,888.42	-\$6,989.58
21500	Interdepartmental Transfers (IT)	\$378,907.10		\$233,394.42	\$145,512.68		
21866	Court Surcharge Fees (SF)	\$279,695.00		\$187,045.16	\$92,649.84	\$156,533.34	-\$123,161.66
21867	Tuition/Fees (SF)	\$218,966.00		\$20,791.16	\$198,174.84	\$153,061.63	-\$65,904.37
	Sub-total:	\$2,599,205.05	\$22,966.00	\$1,831,909.75	\$744,329.30	\$336,483.39	-\$196,055.61
	*Includes \$16,301.95 carryforward (FY08)						
						A/R Outstanding:	
						TSF's Outstanding:	
	Remaining spending authority FY09:				\$294,816.62		-\$196,055.61
	Projected expenses:				\$0.00		
	Spending Authority remaining: (not incl 21500 or 21115 grant funds)				\$294,816.62		

In-Service Training Report
4th Quarter 2008

Dear Council Members:

During the forth quarter of 2008, the core program courses were offered both here and regionally. Enrollment numbers were down somewhat and several courses had to be cancelled due to low enrollment. Coordinating and scheduling new programs continues:

- The training series for the new DataMaster (DMT) machines was completed in collaboration with the VT Department of Health Toxicology Lab. All officers currently processing DUI's in Franklin, Grand Isle, and Chittenden counties have been trained. Lab staff went above and beyond to ensure all operators and supervisors of the machines were able to attend.
- After approximately 14 months of effort, the Academy is preparing to offer its first course in 1st Line Leadership (April, 2009), as part of a larger systems approach to leadership training for VT policing. In conjunction with this program, we continue to offer additional leadership training options through Roger Williams University and other vendors. We are also beginning the process of developing an executive level leadership program. It is planned, that within the next 12-14 months, the Academy will be positioned to offer solid and cost effective leadership programs across the spectrum, from 1st Line through Agency Head.
- On February 4, 2009, the Academy was very fortunate to be awarded a second grant through the VT Department of Labor to provide nearly **\$53K of FREE training** to members of the VT Policing Profession! The intent of the grant is to provide leadership training, enhance the existing workforce, and/or help prepare employees for promotional opportunities. Our efforts involve partnerships with Roger Williams University (RWU), Champlain College (CC), VT Technical College (VTC) and Panurgy, as well as using our own resources. This project includes:
 - **Online Courses:**
 - In a continuing partnership with VT Technical College, we are currently offering online training programs via a custom website. Our goal is to provide a quality training option that minimizes travel and associated costs and provides flexible scheduling. The list of available courses can be viewed at: www.ed2go.com/vcjitc.
 - In the coming months, we will also be using grant funds to develop new online courses through Champlain College. Some of the topics being considered are: Motor Vehicle Law Update, Liquor Law Update, Juvenile Law Update, Domestic Violence, Use of Force, Underage Drinking, and Mental Health training.
 - **Computer Applications Classes:** In partnership with Panurgy of VT (www.panurgyvt.com), we will be offering computer courses at their South Burlington site. All Microsoft Office classes are covered under the grant.

Other classes *may* be covered if they meet the intent of the grant. Agencies should check with Sr. T.C. John Gonyea prior to registration, to ensure they are eligible for grant funding.

- **Leadership Training:** In partnership with Roger Williams University, four one-day leadership seminars will again be offered during 2009:
 - The 4 Levels of Leadership (5/18/09)
 - Strategic Communications (7/27/09)
 - Policy Development (10/5/09)
 - Planning for Change in Policing (12/15/09)
- **Development of a Communications Training Officer (CTO) Program,** to include a Train-the-Trainer, based on well-known the CTO program from San Jose, CA. The goal for this is to provide agencies with a cost effective, in-state program to mentor, train and evaluate communications personnel.
- **Development of a Driving Instructor Program** based on a program at the Michigan State Police Academy. We will be combining the expertise of certified instructors to develop an overall program to conduct driver training using the traditional classroom, our new driving pad at the academy, and a soon-to-be-purchased driver training simulator.

In addition, work continues on domestic violence, disability- and drug-related training initiatives and other social issues:

- Mental Health trainings continue as needed, including a weekend course for all VSP Auxiliary Troopers.
- We partnered with the Multi-jurisdictional Counterdrug Task Force to offer a course on **Pharmaceutical Drug Investigations**.
- We have continued to be involved in the Chief Justice's Task Force on Criminal Justice and Mental Health.
- The Domestic Violence Sub-committee continued to develop the curriculum and the manner of distribution for the 8-hour mandated training.
- In December, Academy staff developed a training DVD which introduced the 2009 changes to Vermont juvenile laws that impacted law enforcement. This 30- minute DVD was sent to every police agency and was very well received. Copies were also requested by non-law enforcement agencies, to include DCF and State's Attorney Offices. It is hoped that the Academy will develop and deliver other short training in this manner to distribute timely and important information, while keeping training costs to agencies at a minimum.

Respectively Submitted,

Training Coordinators:

TJ Anderson

John Gonyea

Ken Hawkins

Cynthia Taylor-Patch

Homeland Security Council Report

Currently we are continuing to deliver the ICS 200 and 300 training programs throughout the state. Most agencies are being encouraged to take the ICS 100 online through FEMA. Demand is increasing for ICS 200 and 300 deliveries. We anticipate demand to be fairly consistent until the beginning of June. I have spoken with the State of Vermont GIS department and I will be working with to develop a map of communities which have received ICS training and to what level they have received it. The Vermont Homeland Security program recently began to require more data on class participants than we had been collecting, due to this change we will be reorganizing how we collect data on HS related training participants.

The major programs being worked on right now are:

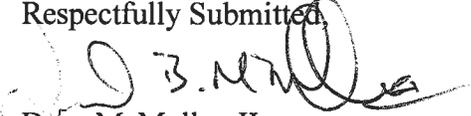
- Critical Incident Dispatch Training – this training will focus on training dispatchers throughout Vermont on how to handle critical incident and long term incident dispatching utilizing the Incident Command System.
- First Responder Training – This training will be provided by FLETC to the First Responder Community – the training will take place in Colchester VT in July.

We are in the process of closing out our Homeland Security Grant number HS_06_01, This grant provided \$275,000.00 worth of training and services and equipment to Emergency responders in VT.

The Vermont Homeland Security unit has recently agreed to begin the process of awarding the VCJTC a catch of portable computers. This catch of Mobile Data Terminals will serve two purposes. The first will be to provide a MDT replacement in case a computer in the field breaks. The second reason for the catch of computers is to deploy them during an event/ incident to assist in the Incident Command Post. Although the grant has not been finalized we anticipate 14 computers.

In early March I will be meeting with all ICS instructors to go over the new data collection information as well as to deliver updated ICS training materials to all instructors.

Respectfully Submitted,


Dave McMullen II

Subject	Location	Start	End	Duration	Students	Total #
Conference	Classroom 1	Wed 10/1/2008	Thu 10/2/2008	1 day	13	13
Fish & Wildlife PT	Gymnasium &	Wed 10/1/2008	Wed 10/1/2008	4 hours	15	15
Part Time Academy	Classroom 2 V	Wed 10/1/2008	Wed 10/1/2008	4 hours	12	12
Instructor Refresher	Classroom 2/C	Thu 10/2/2008	Fri 10/3/2008	1 day	11	11
Head Safety Awareness - BG	Classroom 1	Thu 10/2/2008	Thu 10/2/2008	2 hours	19	19
Part Time Academy	Classroom 2 V	Thu 10/2/2008	Thu 10/2/2008	4 hours	12	12
Understanding & Managing C	Classroom 1	Fri 10/3/2008	Sat 10/4/2008	1 day	19	19
EM RACES Conference	Classroom 3	Sat 10/4/2008	Sat 10/4/2008	9 hours	48	48
SFA Executive Board Meeti	Classroom 1	Sun 10/5/2008	Mon 10/6/2008	1 day	22	22
9 Basic Patrol School (wee	White House	Mon 10/6/2008	Sat 10/11/2008	5 days	5	25
th Basic - Week 9	Classroom 3	Mon 10/6/2008	Sat 10/11/2008	5 days	40	200
PR/AED for Staff	Classroom 3	Mon 10/6/2008	Mon 10/6/2008	3 hours	13	13
Part Time Academy	Classroom 2 V	Tue 10/7/2008	Tue 10/7/2008	4 hours	12	12
SJ Tour		Wed 10/8/2008	Thu 10/9/2008	1 day	8	8
Interacting with People Exper	Classroom 1	Wed 10/8/2008	Wed 10/8/2008	6.5 hours	17	17
Rutland Area LE Meeting		Thu 10/9/08	Thu 8/9/08	1 day	14	14
SAC Rutland County Caree	Gymnasium/C	Thu 10/9/2008	Thu 10/9/2008	3 hours	8	8
Constable Training	Classroom 1	Fri 10/10/2008	Sat 10/11/2008	1 day	40	40
Johnsbury Academy	Tour/Lunch	Fri 10/10/2008	Sat 10/11/2008	1 day	18	18
Air Haven PD	Firing Range	Sat 10/11/2008	Sat 10/11/2008	4 hours	13	13
9 Basic Patrol School (wee	White House	Mon 10/13/2008	Sat 10/18/2008	5 days	5	25
Rutland PD PT Testing	Gym and 1.5 R	Mon 10/13/2008	Thu 10/16/2008	3 days	57	57
th Basic - Week 10	Classroom 3	Mon 10/13/2008	Sat 10/18/2008	5 days	40	200
ommunications Academy -	Classroom 2/V	Mon 10/13/2008	Sat 10/18/2008	5 days	4	20
iminal Interdiction	Classroom 1	Mon 10/13/2008	Sat 10/18/2008	5 days	25	125
SP - PT Test	Gymnasium &	Tue 10/14/2008	Wed 10/15/200	1 day	12	12
ouncil -Special Meeting	Council Room	Tue 10/14/2008	Tue 10/14/2008	5 hours	12	12
Part Time Academy	Classroom 2 V	Tue 10/14/2008	Tue 10/14/2008	4 hours	12	12
ford Tech	Ropes Course	Wed 10/15/2008	Wed 10/15/200	4.5 hours	13	13
WOPD - Firearms	Range	Wed 10/15/2008	Wed 10/15/200	2.5 hours	4	4
Time Academy	Classroom 2 V	Wed 10/15/2008	Wed 10/15/200	4 hours	12	12
robation & Parole In-Se	Gym/Scenario	Fri 10/17/2008	Sat 10/18/2008	1 day	12	12
TESTING	Classroom 3/G	Sat 10/18/2008	Sun 10/19/2008	1 day	55	55
Time Academy	Classroom 2	Sat 10/18/2008	Sat 10/18/2008	9.5 hours	12	12
asic Patrol School (wee	White House	Mon 10/20/2008	Sat 10/25/2008	5 days	5	25
asic - Week 11	Classroom 3	Mon 10/20/2008	Sat 10/25/2008	5 days	40	200
mental Prevention...C	Hilton-Burlingt	Mon 10/20/2008	Wed 10/22/200	2 days	85	85
PD - PT Test and 1.5 Mile Run		Mon 10/20/2008	Wed 10/22/200	2 days	57	57
ountain Teen Institut	Ropes Course	Mon 10/20/2008	Mon 10/20/200	3 hours	9	9
ining	Computer Lab	Tue 10/21/2008	Wed 10/22/200	1 day	10	10
ining	Smith-Golber	Tue 10/21/2008	Tue 10/21/2008	4 hours	22	22
ining	Smith-Golber	Tue 10/21/2008	Tue 10/21/2008	4 hours	20	20
ing	Computer Lab	Tue 10/21/2008	Tue 10/21/2008	4.5 hours	1	1
Senior Luncheon	Cafeteria	Thu 10/23/08	Thu 10/23/08	1 day	38	38
er Operator Certi	Colchester Re	Wed 10/22/2008	Thu 10/23/2008	1 day	8	8
g	Smith-Golber	Wed 10/22/2008	Wed 10/22/200	4 hours	14	14
l	Smith-Golber	Wed 10/22/2008	Wed 10/22/200	4 hours	18	18
instration	Classroom 2	Thu 10/23/2008	Fri 10/24/2008	1 day	9	9
ard Meeting	Council Room	Thu 10/23/2008	Thu 10/23/2008	3 hours	11	11
il Drug Investig	C1	Fri 10/24/2008	Sat 10/25/2008	1 day	27	27
	Smith-Golber	Fri 10/24/2008	Fri 10/24/2008	4 hours	27	27

DMT Training	Smith-Goldber	Fri 10/24/2008 1	Fri 10/24/2008	4 hours	16	16
Teen Dance-"Halloween Dan	Gym	Fri 10/24/2008 7	Fri 10/24/2008	3 hours	172	172
VSP PT Test	Gym	10/27/2008	10/27/2008	1 day	17	17
			OCT Totals		1240	1896
K-9 Basic Patrol School (wee	White House	Mon 10/27/2008	Sat 11/1/2008	5 days	5	25
Communications Academy -	Classroom 2/V	Mon 10/27/2008	Sat 11/1/2008	5 days	3	15
86th Basic - Week 12	Classroom 3	Mon 10/27/2008	Sat 11/1/2008	119 hours	40	200
DMT Training	Smith-Goldber	Mon 10/27/2008	Mon 10/27/2008	4 hours	16	16
VSP Crowd Control Training	Gymnasium	Mon 10/27/2008	Mon 10/27/2008	5 hours	17	17
West Rutland High School	Ropes Course	Mon 10/27/2008	Mon 10/27/2008	4 hours	15	15
DMT Training	Smith-Goldber	Mon 10/27/2008	Mon 10/27/2008	4 hours	14	14
DMV Firearms	Range/Scenar	Tue 10/28/2008	Fri 10/31/2008	3 days	26	26
Statewide Advanced Spillma	Computer Lab	Tue 10/28/2008	Wed 10/29/2008	1 day	5	5
DMT Training	Smith-Goldber	Tue 10/28/2008	Tue 10/28/2008	4 hours	18	18
DMT Training	Smith-Goldber	Tue 10/28/2008	Tue 10/28/2008	4 hours	12	12
Law Enforcement Working G	Council Room	Wed 10/29/2008	Wed 10/29/2008	3 hours	7	7
EMT Testing	Computer Lab	Wed 10/29/2008	Wed 10/29/2008	4.5 hours	1	1
SPIN Training	Computer Lab	Thu 10/30/2008	Fri 10/31/2008	1 day	5	5
DMT Training	Smith-Goldber	Thu 10/30/2008	Thu 10/30/2008	4 hours	9	9
DMT Training	Smith-Goldber	Thu 10/30/2008	Thu 10/30/2008	4 hours	15	15
K-9 Training	Scenario Build	Fri 10/31/2008 1	Sat 11/1/2008	1 day	5	5
k-9 In-service	White House	Wed 10/1/08	Fri 10/31/08	31 days	51	51
VSP - Auxillary In-Service	Classroom 3	Sat 11/1/2008 12	Mon 11/3/2008	49 hours	33	33
VSP Auxillary In-Service	Range	Sat 11/1/2008 12	Mon 11/3/2008	49 hours	33	33
K-9 Basic Patrol School (wee	White House	Mon 11/3/2008 1	Sat 11/8/2008	5 days	5	25
86th Basic - Week 13	Classroom 3	Mon 11/3/2008 1	Sat 11/8/2008	5 days	40	200
DMT Training	Smith-Goldber	Mon 11/3/2008 8	Mon 11/3/2008	4 hours	23	23
DMT Training	Smith-Goldber	Mon 11/3/2008 1	Mon 11/3/2008	4 hours	13	13
DMT Training	Smith-Goldber	Wed 11/5/2008 8	Wed 11/5/2008	4 hours	15	15
DMT Training	Smith-Goldber	Wed 11/5/2008 1	Wed 11/5/2008	4 hours	9	9
DMT Training	Smith-Goldber	Thu 11/6/2008 8	Thu 11/6/2008	4 hours	13	13
DMT Training	Smith-Goldber	Thu 11/6/2008 1	Thu 11/6/2008	4 hours	6	6
DMT Training	Burlington PD	Fri 11/7/2008 5:3	Fri 11/7/2008 9	4 hours	15	15
86th Basic - Week 14	Classroom 3	Mon 11/10/2008	Tue 11/11/2008	1 day	40	40
VSP-Rutland	Range	Mon 11/10/2008	Mon 11/10/2008	1 hour	3	3
86th Basic - Week 14	Classroom 3	Wed 11/12/2008	Sat 11/15/2008	3 days	40	40
DLC Firearms Training	Firing Range	Wed 11/12/2008	Thu 11/13/2008	29.5 hours	13	13
EMT Testing	Computer Lab	Wed 11/12/2008	Wed 11/12/2008	3 hours	2	2
VSP Testing	Classroom 1 /	Fri 11/14/2008 1	Sat 11/15/2008	1 day	19	19
BGS Meeting	Council Room	Fri 11/14/2008 1	Fri 11/14/2008	2 hours	20	20
FEMA/IMAT Mtg - Attendees	arriving PM	Sun 11/16/2008	Mon 11/17/2008	1 day	9	9
86th Basic - Week 15	Classroom 3	Mon 11/17/2008	Sat 11/22/2008	5 days	40	40
FEMA/IMAT Meeting	Classroom 1	Mon 11/17/2008	Tue 11/18/2008	1 day	17	17
Spillman Dispatcher	Computer Lab	Tue 11/18/2008	Thu 11/20/2008	2 days	5	5
Testing	C2/Gym	Mon 11/17/08	Mon 11/17/08	4 hours	26	26
Video Techniques for LE and	Classroom 1	Wed 11/19/2008	Sat 11/22/2008	3 days	17	17
Brandon PD	Range	Wed 11/19/2008	Wed 11/19/2008	6.5 hours	8	8
BGS Meeting	Classroom 2	Thu 11/20/2008	Thu 11/20/2008	2 hours	9	9
Pittsford Senior Luncheon	Cafeteria	Thu 11/20/08	Thu 11/20/08	1 day	51	51
Ethics in Leadership & Decis	Classroom 2	Fri 11/21/2008 1	Sat 11/22/2008	1 day	13	13
RCSD	Firing Range	Fri 11/21/2008 1	Fri 11/21/2008	3 hours	1	1

Pearson Vue, NREMT Testin	Computer Lab	Fri 11/21/2008 1	Fri 11/21/2008	3 hours	3	3
86th Basic - Week 16	Classroom 3	Mon 11/24/2008	Thu 11/27/2008	3 days	40	120
VSP -Range	Range	Mon 11/24/2008	Mon 11/24/2008	3 hours	2	2
Brattleboro - SRT	Scenario Bldg	Tue 11/25/2008	Wed 11/26/2008	1 day	7	7
Blood Drive	Gym	Wed 11/26/2008	Thu 11/27/2008	1 day	40	40
K-9 In-service	White House	Sat 11/1/08	Sat 11/30/08	30 days	35	35
			NOV Totals		929	1673
Forensic Interview & Interrog	Classroom 2	Mon 12/1/2008 1	Wed 12/3/2008	2 days	14	28
86th Basic - Week 17	Classroom 3	Mon 12/1/2008 1	Sat 12/6/2008	5 days	40	200
VACOP/VSP Dispatch Meetin	Council Room	Mon 12/1/2008 1	Mon 12/1/2008	2 hours	11	11
Radiological Sampling Team	Classroom 1	Tue 12/2/2008 1	Wed 12/3/2008	1 day	22	22
Law Enforcement Working G	Council Room	Tue 12/2/2008 1	Tue 12/2/2008	2 hours	7	7
Counterdrug Aviation Trainin	Classroom 1/H	Wed 12/3/2008 9	Wed 12/3/2008	2.5 hours	12	12
Teen Dance - "Winter Freeze	Gym	Fri 12/5/2008 7:0	Fri 12/5/2008 1	3 hours	160	160
Part-time Basic Training	Classroom 1	Mon 12/8/2008 1	Sat 12/13/2008	5 days	11	55
86th Basic - Post Basic Weel	Classroom 3	Mon 12/8/2008 1	Wed 12/10/2008	2 days	27	54
VLCT Patrol Procedures Cou	Classroom 2/S	Tue 12/9/2008 1	Thu 12/11/2008	2 days	14	14
Fingerprint/VIN	Classroom 3	Wed 12/10/2008	Thu 12/11/2008	1 day	34	68
86th Post Basic - Week 1 - F	Classroom 3	Wed 12/10/2008	Thu 12/11/2008	1 day	32	32
Brandon PD	Firing Range	Wed 12/10/2008	Wed 12/10/2008	3 hours	1	1
86th Post Basic - Week 1 - R	Classroom 3	Thu 12/11/2008	Fri 12/12/2008	1 day	32	32
SPIN Training	Computer Lab	Thu 12/11/2008	Fri 12/12/2008	1 day	6	6
DMT Training	Colchester Av	Fri 12/12/2008 1	Sat 12/13/2008	1 day	11	11
86th Basic - Post Basic Weel	Classroom 3	Fri 12/12/2008 1	Sat 12/13/2008	1 day	29	29
Basic Domestic Violence Res	Classroom 2	Mon 12/15/2008	Tue 12/16/2008	1 day	21	21
86th Post Basic - Week 2 - D	Classroom 3	Mon 12/15/2008	Sat 12/20/2008	5 days	33	165
Spillman Officer	Computer Lab	Mon 12/15/2008	Wed 12/17/2008	2 days	4	8
Video-Editing Course	Classroom 1	Mon 12/15/2008	Sat 12/20/2008	5 days	9	45
RCSD	Firing Range	Tue 12/16/2008	Tue 12/16/2008	2 hours	1	1
Fraudulent Document Recog	Classroom 2	Wed 12/17/2008	Thu 12/18/2008	1 day	9	9
BGS Meeting	Classroom 2	Thu 12/18/2008	Thu 12/18/2008	2 hours	14	14
District 10 ECA course	Computer Lab	Thu 12/18/2008	Thu 12/18/2008	4.5 hours	2	2
Pittsford Senior Luncheon	Cafeteria	Thr 12/18/09	Thu 12/18/09	1 day	40	40
2008 Waiver Mtg.	Council Room	Fri 12/19/2008 1	Sat 12/20/2008	1 day	5	5
Hazmat Training	Classroom 1	Sat 12/20/2008 1	Sun 12/21/2008	1 day	14	14
Hazmat Training	Fire Scenario	Sun 12/21/2008	Mon 12/22/2008	1 day	14	14
VSP - Post Basic Shot Gun T	Firing Range	Mon 12/22/2008	Tue 12/23/2008	1 day	12	12
86th Post Basic - Post Basic	Computer Lab	Mon 12/22/2008	Wed 12/24/2008	2 days	11	22
Basic Crime Scene Investiga	Classroom 1	Mon 12/22/2008	Tue 12/23/2008	1 day	18	18
VSP - Post Basic DT	Gymnasium	Tue 12/23/2008	Wed 12/24/2008	1 day	13	13
Shotgun - municipal	Firing Range	Mon 12/29/2008	Tue 12/30/2008	1 day	5	5
86th Basic - Post Basic Weel	Computer Lab	Mon 12/29/2008	Wed 12/31/2008	2 days	9	18
Council Meeting	Classroom 2	Tue 12/30/2008	Tue 12/30/2008	2.5 hours	8	8
NREMT	Computer Lab	Wed 12/31/2008	Wed 12/31/2008	2 hours	2	2
K-9 In-service & Recerts	White House	Mon 12/1/08	Wed 12/31/08	31 days	61	61
			DEC Totals		768	1239
			OCT Total			1896
			NOV Total			1673
			DEC Total			1239
			Quarter Total			4808

Average Students Per Day	4808 students/67 training days= 71.76		AVERAGE STUDENTS PER DAY			
Average Students Per Day	71.76	Oct-Dec 2008				
	63.6	July-Sept. 2008				
	64.8	April-June 2008				
	57	Jan-Mar 2008				
	68.6	Oct-Dec 2007				
	69.3	July-Sept 2007				
	62.1	April-June 2007				
	41.8	Jan-Mar. 2007				
	56.9	Oct-Dec 2006				

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NOVEMBER 2008 - JANUARY 2009: Council Progress Report

Summary of activities and accomplishments

During the month of November, I attended the NHTSA Bi-Regional Motorcycle Safety Forum in E. Hartford Connecticut on November 5 and 6 presenting information about the grant project, and then traveled to IACP Conference held in San Diego, California from November 8 -12, traveling out on November 7 and returning on November 12. I presented at the International Association of Directors of Law Enforcement Standards and Training (IADLEST) Meetings on Saturday, November 8 and 9 on the grant project goals, work plan information, and progress so far. I continued to work on research and lesson plan development. A draft of a lesson plan along with supporting instructor manual is underway.

A survey to determine existing motorcycle training programs was sent out during the second week of October to several national list serve resources (i.e. IADLEST, GHSA, SMSA, etc). The responses were returned over the month. The results reinforced the facts that law enforcement receives little to no training on motorcycle laws. Many asked to be added to the notice of when the training is announced. I did learn that one state, Texas, requires all police officers are trained on the difference between a motorcycle gang and the average motorcyclist, with the intent to eliminate discrimination of motorcyclists being stopped arbitrarily due to the stereotype of the motorcyclist culture.

During the month of December, I continued to work on the lesson plan/training material draft to get it ready for our meeting in January. All the reservations for the SME meeting were finalized with the hotel and our host. I was asked by the Vermont Chiefs and Sheriffs to do a brief presentation on December 18, 2008, about the grant and training project. I also interviewed a Castleton State College student who is interested in helping as a volunteer intern on the grant project. He worked approximately ten hours helping me with research looking up specific information and reference materials. He will be working on the project as I assign tasks during this semester, Spring 2009. He has a minimum of 120 hours that he is willing to assist. Each month consisted of on-going work on the lesson plan, training materials, and research putting together the draft of a train-the-trainer manual and power points. I worked to get digital photos done to go along with the training materials, continued research and work on training materials, and attended a video production and editing training. This allowed me to take six of the different videos that I wanted to potentially use in the training draft and convert them to DVD for the upcoming SME meeting.

The SME meeting was set up for January with the help of Texas Department of Public Safety (DPS) Motorcycle Safety Unit member John Young. They were hosting a motorcycle safety conference that afforded us a place to meet at a great state hotel rate and the plan to use DPS's training facility to meet on one of the days.

During the month of January, I worked on the lesson plan/training material draft to get it ready for our meeting to be held on January 18 and 19. The subject matter expert meeting was set up with the help of Texas Department of Public Safety (DPS) Motorcycle Safety Unit member John Young. The meeting was held at the Omni Hotel and at Texas DPS's training facility. The meeting of group of subject matter experts went well and it was a very busy two day meeting going through the materials and proposed lesson plan. All SME representatives provided their input to the instructional pieces at the meeting and I took notes as we went. A deadline of January 31 was set to get all the feedback in from members of the group who did not turn in their input at the end of the meeting. I received feedback from New York and Washington and as of this report I am waiting on Texas and Arkansas for their feedback and markup of the draft. I sent an educational materials request list to Bill Cosby of

NHTSA to obtain the high resolution copies of videos and other research materials identified at our meeting. He advised he was working on assembling the materials and I would have them next month. I worked on gathering everyone's expense reports and getting them processed for payment through the state. Expenses will be reconciled against the grant on the February grant fiscal report and invoiced next month. Expense reimbursement requests were received from Arkansas, New York and Washington and submitted to accounting on 1/29/09, 1/30/09 and 2/9/09 respectfully when they signed or I received their invoices. The remainder of the month I worked on the training materials, grant quarterly reporting, and expense reports.

Challenges, significant problems encountered or anticipated

A concern faced during November and December was trying to set up a meeting of the group of subject matter experts during the holidays. All SME representatives were contacted and they were eager to participate in the grant project, they provided their input to the instructional pieces and this will continue over this reporting period towards a national curriculum development. The challenge faced during the month of January was making sure all was ready for the curriculum development meeting and all was on task.

The following tasks on the grant work plan action list were completed during the months of September 2008 to January 2009:

Task 1 – Selection of Project Director and Project Manager – September 2008 completed – On September 26, 2008, Mike Becar was appointed IADLEST Contract/Grants Manager and the point person as Project Director on this motorcycle grant.

Task 2 – Develop and submit a work plan draft and updated plan & timeline – completed.

Task 3 – Conduct Initial Project Meeting – IADLEST and NHTSA Representatives met during September 2008. The Project Manager completed a conference call on 10/2/08 with NHTSA representatives Earl Hardy, William Cosby, IADLEST Project Director Mike Becar.

Task 4 – Reporting Requirements – Completed invoice, monthly progress and financial reports.

Task 5 – Travel

In January, I traveled to our SME Meeting in Austin, Texas for the curriculum development review of the lesson plan draft.

Task 6 – Meetings Management – SME meeting held January 18-19, 2009 in Austin, TX.

Task 7 – Communication with Membership, Law Enforcement Leaders and Colleagues.

- Project Director – weekly emails

Task 8 - Convene a subject matter expert (SME)/work group – The work group met January 18-19, 2009 in Austin, Texas following the state's motorcycle safety conference. We are able to take advantage of the group room rate for our stay, meeting at the hotel on Sunday and then meeting on Monday at the Texas Department of Public Safety Training facility conference room. Each member of the group provided feedback and marked up the working draft. I am waiting on feedback from two members as of this report.

End of November 2008 to January 2009 – Council Progress Report.
JFK 02-12-09