

# Vermont Criminal Justice Training Council



August 3, 2012 Meeting  
Vermont Police Academy

**VERMONT CRIMINAL JUSTICE TRAINING COUNCIL**  
**MEETING AGENDA**  
**August 3, 2012**  
**VERMONT POLICE ACADEMY**  
**PITTSFORD, VT.**  
**10:00AM**

1. Call to Order
2. Approval of Prior Minutes
3. Committee Reports
  - Canine Committee
  - Domestic Violence Committee
  - Homeland Security
  - TAC Committee
  - Use of Force Committee
  - Youth Services
  - Technology Committee
  - Waiver Committee
4. VCJTC Training Report
5. Entrance Testing Review Report
6. Senate Gov Ops Letter
7. Executive Director's Report
8. New Business
9. Old Business
10. Executive Session (Personnel Issues/Contract)
11. Adjournment



## Council Meeting Attendance

Friday, August 3, 2012

Andy Pallito - DOC  
Rick Gauthier - VCJTC  
Joe Damiate - VLCT  
Steve Benard - RCSD  
Jake Elowitz - VPA Rep  
Glenn Burton - DMV  
Steve M. Queen - VCOP  
Cindy Maguire - AGO  
M. Reinhardt - FTW



**VERMONT CRIMINAL JUSTICE TRAINING COUNCIL**  
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**August 3, 2012**  
**VERMONT POLICE ACADEMY**  
**PITTSFORD, VT.**  
**10:00AM**

- Call to Order at 10:04 by Sheriff Stephen Benard.
- Approval of Prior Minutes
  - Motion made by Director Button to approve the minutes of the March 13, 2012 meeting, 2nd by Chief McQueen. Motion carried, minutes approved.
  - Motion made by Director Button to approve the minutes of the conference call meeting from March 16, 2012, 2nd by Cindy Maguire. Motion carried, minutes approved.
- Committee Reports
  - Canine Committee
  - Domestic Violence Committee
  - Homeland Security
  - TAC Committee
    - Issue #5; FTO Paperwork Compliance. Request was made by to the TAC by TJ Anderson that the Council give the Academy the authority to reject DOR's that have not been filled out completely. Recently, the Academy has been seeing several DORs that are sent in for the FTEP (Field Training & Evaluation Program) that have large pieces of the DORs not filled out. Because of this, it is difficult to gauge if the FTEP has been successfully completed. Chief McQueen had raised a point that he thought the forms had to be completed. After discussion from other Council Members, it appears that while the form indicates that it must be filled out in its entirety, this has not been happening. Cindy Maguire had asked if we have the ability to send a message to all agency heads that explains the issues we have been having and indicate what our standards and expectations are. She would like to see a communication process in place that would allow the Director to communicate very easily to all agency heads. A motion was made by Cindy Maguire to grant the authority to the Academy to reject DOR's if they are not filled out accurately by, 2nd by Chief McQueen. Motion carried.
- Use of Force Committee
  - Issue 1, bullet 2, Director Button had questions regarding what it involved. Was advised that it involved rifles and shotguns
  - Issue 2: our concern is not whether they want to be certified, it is whether their agencies wanted them to be certified. This issue had already been resolved prior to this meeting.
- Youth Services
- Technology Committee
- Waiver Committee
  - **Dechen, Stephen** – Waiver Committee recommended denying this waiver.

- Motion was by Chief McQueen to approve the Waiver Committee's Recommendation and deny the waiver, 2nd by Cindy Maguire. Motion carried, waiver denied.
- **Aher, Christopher** - Waiver Committee recommended approving this waiver. He would need to complete the standard prescription, Crash Investigation, Sexual Assault Investigation (Child & Adult), and Report Writing by 12/31/2012.
  - Motion was by Joe Damiata to approve the Waiver Committee's Recommendation and approve the waiver, 2nd by Cindy Maguire. Motion carried, waiver approved.
- **Stiegler, Jeffrey** - Waiver Committee recommended approving this waiver. He would need to complete the standard prescription by 12/31/2012.
  - Motion was by Chief McQueen to approve the Waiver Committee's Recommendation and approve the waiver, 2nd by Cindy Maguire. Motion carried, waiver approved.
- **Ciotti, Philip** - Waiver Committee recommended approving this waiver to apply 1 hour of training from 2011 to a missed hour of training from 2010.
  - Motion was by Chief McQueen to approve the Waiver Committee's Recommendation and approve the waiver, 2nd by Cindy Maguire. Motion carried, waiver approved.
- **Hall, Robert** - Waiver Committee recommended approving this waiver to allow an additional firearms qualification be completed in 2012 for a missed firearms qualification from 2011 due to medical leave. This firearms qualification has already been completed.
  - Motion was by Chief McQueen to approve the Waiver Committee's Recommendation and approve the waiver, 2nd by Cindy Maguire. Motion carried, waiver approved.
- **Lawton, Morgan** - Waiver Committee recommended approving this waiver to allow an additional firearms qualification be completed in 2012 for a missed firearms qualification from 2011 due to medical leave. This firearms qualification has already been completed.
  - Motion was by Captain Elovirta to approve the Waiver Committee's Recommendation and approve the waiver, 2nd by Joe Damiata. Motion carried, waiver approved.
- **Markwell, Kenneth** - Waiver Committee recommended approving this waiver to allow 5 hours of training and a firearms qualification be completed by July 1, 2012 to be applied towards missed training in 2010 and 2011. Discussion ensued by Chief McQueen that he felt this was not a waiver issue, but that it was a decertification issue and should not be going through the Council. He thought that waivers of missed annual training should only be for missed training within 1 year, not multiple years. Director Gauthier explained that he send a letter to Chief Lake explaining what Markwell is missing for training, ask for documentation. If the documentation can be provided, it is a matter of applying it to his training. If Markwell did not complete the training, then it gets put into a remedial plan. Director Gauthier would prefer a bright line rule for future cases.
  - Motion by Chief McQueen that the Executive Director approaches this as a decertification issues. Motion was modified by Chief McQueen to include that the training has to be new training completed to apply towards missed training. Cindy Maguire thinks that we need to have a

discussion on guidance to the Executive Director for handling all these separately, which might need to be a second motion. Director Gauthier explained that the academy is working on a system for compliance checks now.

- Motion was made by Chief McQueen in regards to this being a decertification issue and that any training used to apply to missed training has to be new training, 2nd by Cindy Maguire. Motion Carried.
- Motion made by Cindy Maguire to accept committee reports, 2nd by Captain Elovirta. Motion Carried. Reports Approved.
- Motion made by Cindy Maguire regarding decertification hours. For any training hours lacking more than 1 year, any make-up hours have to be new hours in the remedial plan, 2nd by Chief McQueen.
- Cindy Maguire thinks that we need to discuss the number of hours now. Sheriff Benard suggested that we leave that to the Executive Director to look at the totality of the circumstances.
- VCJTC Training Report
  - The new full-time class is coming in on Monday. We are still trying to find TAs for each week. A lot of departments have staffing problems. TC Ken Hawkins will be out for 3 weeks so we really need coverage while he is away.
- Entrance Testing Review Report
  - Director Gauthier talked to Dr. Fleming briefly and he was saying that we need to take about 300 tests in before they can do the review. He didn't find anything glaring that needed to be replaced from the current test, just some minor edits.
- Senate Gov Ops Letter
  - The piece that is examining licenses vs. certification is meeting next week. Janet Stewart will be coming who is the chair of professional standards and will talk about that piece. Trying to compare and contrast. Suspect that will be the last presented then we need to start throwing conclusions and creating a report. If Director Gauthier had to guess, the committee is leaning strongly at maintaining the current model, but increasing the decertification. A lot of the problems and concerns could be solved by beefing up decertification process. That is probably where we will end up.
  - Talked about a tiered suspension model, unsure how a suspension system would work because then the agency would have to hold them on their roster, but not work.
  - Some topics about decertifying them and then letting them wait a certain amount of time and apply for certification again.
  - Might make sense to have an investigative committee for the council to investigate issues that may require decertification.
  - Revisiting the strategic plan, will talk more on that later.
  - We have done nothing about confidentiality during investigations. Will reach out to Chief McQueen to attend the next meeting. The issue comes down to, while there is an internal investigation going on, by statutes that report should be confidential to protect the victims and witnesses. By not deeming it confidential it is subject to public record.
- Executive Director's Report
  - Budget:

- Ended with a carryover of \$129,103.92 and they were looking for a proposed usage of that carryover. Looking at what we needed in-house, we developed the spending plan.
  - We added a training specialist position that was written as a canine specialist. The person that had been helping the canine program was here on voluntary basis. Set the money aside for 12 months, up to 30 hours per week, pay grade 21, can work 6 months then have to re-apply for another 6 months
  - \$40,000 for job task analysis probably will be closer to \$32,000.
  - \$21,000 to continue training program support position.
  - \$6,000 to develop another driving program. Sending Jay Clark and Ron Bliss in October with Ken for training.
  - \$6,000 for the kitchen for an industrial mixer. They estimated high, the order was closer to \$2,600.
  - \$4,000 train support staff. Skills Manager is the training system that we have. We were looking at different programs but there was not a great way to transfer record. We are sending people to the training in Maryland for an advanced training.
  - Left over is \$20,000 for a cushion.
- The strategic plan calls for the Council to create a sub-committee for the budget. When we asked in-house, we want to try to add another training coordinator for the basic class; this would allow us to roll all full-time and part-time training into those TCs. We also identified a sexual assault TC need. If we roll all the basic training into that new position, that would allow TJ to focus on the sexual assault investigation training.
- The council needs to set facility fees for the upcoming year. Director Gauthier should put together what needs to be included for the September meeting.
- MOU with Fire Service is in place. This brings the option to re-visit the capital plan for an admin building back on the table.
- Staff development, we could develop targeted programs and training for staff to develop best practices.
- Testing and Entry
  - Revising the physical exam. The form that we use now asks questions that are not applicable. We are looking to revise the physical exam and have the doctor sign off on tasks that will be required during the academy. We are going to pull a doctor in for feedback on revising that. Joe Damiata is unsure if we can even legally ask family medical questions.
- Curriculum Review
  - Last significant review was 1992. We are waiting until the job task analysis then we will look at hours dedicated to course content. Looking at having the same entrance standards based on age and gender, but have a specified PT ending standard that is the same across the board.
- Constables
  - In the course of trying to comply with H503, we have had zero participation either voluntary or contractual agencies to provide FTEP services to constables.
  - Developing an in-house process that might let us offer an FTEP.

- Tuition Students
  - With the 95th we are getting to the time period that ends the moratorium on tuition students. We do not have the ability to conduct a background. A proposal would be that if they are coming in as tuition students, they have to take a polygraph. Unsure if we can legally require that. To make it an entrance standard, it would require legislative change. We might be able to specify that a polygraph be included in the minimum background required for agencies, but that would eliminate the ability to have tuition students.
    - We will discuss this in December.
- Academy as a law enforcement agency
  - Jacob Humbert suggested that we seek designation as a standard law enforcement agency and control proactive vs reactive practices through policy. There is an issue of background, maintaining certification, and more information available as a LE agency. An issue that we have had is that if an employee wants to maintain their certification, most agencies require them to work, but they just do not have the time. There are a lot of factors to take into account and examine. Retirement is a big issue; state LE officers have to be in group c retirement.
- Staff
  - TJ is one of the finalists to provide training in Bosnia, and should hear soon about that.
  - Jori Fairbanks was hired as the canine specialist.
- Strategic Plan
  - Do we want to roll that into September or new meeting? We could probably tackle that into the September meeting.
- New Business
  - None
- Old Business
  - None
- Executive Session (Personnel Issues/Contract)
  - N/A
- Adjournment
  - Motion to adjourn by Cindy Maguire at 12:03

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*Office of the Executive Director*

**Vermont Criminal Justice Training Council**  
**Meeting Minutes**  
**March 13, 2012**

**Present:**

Sheriff Stephen Benard, Chair, Rutland County Sheriff's Department  
Director Glen Button, Vice-Chair, Vermont Department of Motor Vehicles  
Captain William Elovirta, Vermont Department of Motor Vehicles  
Cindy Maguire, Vermont Attorney General's Office  
Major Dennis Reinhardt, Vermont Dept. of Fish & Wildlife  
Major William Sheets, Acting as proxy for Commissioner Flynn  
Executive Director Richard Gauthier, Vermont Police Academy  
Administrative Services Coordinator Emily Leinoff, Vermont Police Academy

**10:14:** Meeting is called to order by Chair, Sheriff Stephen Benard. Sheriff Benard explained that there were not enough Council Members present for voting purposes so there would be a follow-up conference call schedule at a later point to hear points that need to be voted upon.

***Prior Minutes:*** no comments

***Canine Report:*** no comments

***Domestic Violence Report:*** Sheriff Benard explained that there was 1 officer in the state that did not complete the mandatory domestic violence training and that was Gregory Lewis from Rutland County Sheriff's Department. Director Button asked Executive Director Gauthier if the Academy had any numbers on agencies that were planning on enacting the training that came out of the Domestic Violence Summit in December. Director Gauthier advised Director Button that he would look into getting those numbers.

***Homeland Security:*** the Academy's new Homeland Security Training Coordinator, Lissa Stark, is doing a good job with setting up trainings; she has been getting good reviews of the trainings. There was an issue with Vermont Emergency Management scheduling courses without Lissa knowing about them, then trying to bill the course to the Homeland Security grant. That issue has been resolved, and all trainings being scheduled will go through Lissa.

***TAC Committee:*** The TAC Committee voted in February not to change the term "use of force" to "responding to resistance". Lieutenant Hollwedel is resigning from the Use of Force Committee. As he has been a part of this committee for several years, the Council should recognize him in some manner for his service. Sergeant John Young with the State Police was added to the committee as well.

***Use of Force Report:*** Chief McQueen suggested that the Use of Force Committee discuss a name change to Response to Resistance. Along with changing the name, have the committee



review its policies as well. Council would like TC Burnett present to the committee the idea of modifying the use of force continuum to more of a matrix. Chief McQueen explained that many people are thinking that they have to go through each step of the continuum, when in fact they should be responding in a particular way depending on the circumstances. Sheriff Benard would like this topic of the Use of Force continuum and policies to be a separate bulleted item for next meeting.

**Youth Services Report:** no comments

**Waiver Committee Report:** Director Gauthier explained that most of the waivers that need to be heard are fairly straight forward. There were not enough members present to vote on the waivers, so a follow-up phone conference will have to be scheduled and announced. Director Gauthier explained that Justin Szarejko's is the only waiver he really wanted to discuss before voting. Szarejko had failed the physical test for the 92<sup>nd</sup> and 93<sup>rd</sup> Basic Trainings and has been working full-time on a part-time certification for roughly 13 months without an approved waiver. The Waiver Committee recommended approving a one-time waiver; however the Academy Staff feel that this waiver should not be granted due to the length of time he has already worked full-time without a waiver. The Council will review this during the conference call and decide then.

Director Gauthier spoke to the Council about how this waiver requests prompts a larger discussion of whether we should continue using a Waiver Committee, or if the decisions should be made in-house at the Academy then reviewed by the Council. This would allow for shorter time frames to approve or deny a waiver request.

Cindy Maguire suggested an idea of considering having a phone conference every two months to review waivers if there are complicated waivers that need to be reviewed. Director Gauthier was tasked with creating a matrix of how we would set-up phone conferences.

Director Gauthier mentioned that another waiver, Donald Hull, was fairly straight forward, however the Waiver Committee recommended adding Mental Health training to his standard prescription, and Director Cindy Taylor-Patch reviewed his previous training in that field, and he would not need to complete anything beyond what he has already completed.

Josh Otey needed 2011 hours, but records show those are already completed and he is only missing first aid.

St. Albans requested waivers for several officers for either first aid or firearms that were not completed due to scheduling conflicts. All the officers, except for Chief Taylor have since completed the necessary training.

**Training Report:** no comments

**Director's Report:** Executive Director Gauthier presented to the Council:

There is a debate about whether the Academy should still accept tuition students into the Full-Time Basic Training Course. They can be very problematic because a proper background check cannot be completed on them since they are not considered an applicant. The background check now simply consists of checking CAD, and cannot include a fingerprint supported background.



In the past we have had tuition students that get into the training and are unsuccessful, which some can be weeded out by doing a proper background check. For an example, one of the recent tuition students from Connecticut moved to Vermont for this training. We could not do a complete background check, and he only lasted about 5 weeks in the training. He was given an offer of employment from an agency, but turned down the offer because the salary was not enough. During training, he was bit by a canine, and it was determined that none of the parties involved acting wrongly, and the bite was not severe. He was brought to the hospital to be checked out, but he did not miss any training time. Shortly after the incident, he resigned from the Academy. Director Gauthier completed an exit interview, as well as the training staff talking with him and trying to convince him to stay in training. The recruit explained he was leaving because of family reasons. About a month later the Academy received notice from a lawyer that the recruit felt compelled to leave the Academy. Many problems can arise from not completing a thorough background check. Tuition students also take much more time to set-up than sponsored students, and tuition students are the first ones to be taken off the class list if the size of the class cannot accommodate all of the sponsored students. It was suggested to do away with the tuition students that are not sponsored by a college that we have an agreement with.

Talk has also come up about capping the class size, but this is bound to have repercussions to agencies that need to fill a slot and cannot wait until the next class.

Cindy Maguire explained that the tuition student process was originally enacted because our class sizes were too small and it was a way to bring in revenue to the Academy. Now we have much larger classes, and expect to continue with the larger classes, especially since many agencies will be facing significant drops in employment with resignation and retirement within the next 5 years.

Director Button suggested having a 12 month moratorium on tuition students that are not affiliated with a college so it can be reviewed.

Cindy Maguire would like the Academy to research the success rates of tuition students as far as employment after the Academy.

The Academy is in the process of reviewing the curriculum. Some classes have decreased in hours while some have increased.

During the conference call, the Council will decide on the tuition student moratorium and capping the class size.

Director Gauthier presented an issue with the part-Time Basic Training. Currently students in the course complete their firearms portion on the last day. The Academy has created a firearms proficiency checklist that they would like to be enacted as a requirement prior to attending the Part-Time Academy. This would ensure that each student is already familiar in basic information with regards to their firearm. Sheriff Benard explained that for some agencies this would need to be a condition of employment, as some agencies do not hire the officer until they complete the Part-Time Academy. An idea was also mentioned that maybe doing the proficiency during the Part-Time Academy then requiring that the first training in Phase II much be to go to the range with a Council Firearms Instructor. Director Gauthier also explained that originally the



proficiency checklist was presented as being 8 hours. There may not be a need to create a mandatory time frame as some new officers already know how to use their firearms and some do not. Director Gauthier also explained that the training needed could also be provided by the Academy if an agency does not have a firearms instructor. Sheriff Benard said this decision to enact this checklist would be the Executive Director's decision.

The Academy is hosting an Eyewitness Identification TOT on April 2<sup>nd</sup> and attendance is still low, so Director Gauthier encouraged Council Members to go back to the agency and try to register more students.

The IADLEST Regional Conference is scheduled at the Academy for April 25<sup>th</sup>-27<sup>th</sup>.

Enclosed with the Council packet is the final version of the Fire Academy and Police Academy. A few changes were made as far as who is the principle entity for responsibility over the structure. Director Gauthier just wanted the Council to review before it was signed.

The Law Enforcement Advisory Board is taking up the bills that involve either doing away with council all together or re-working membership. Bill seeking is increased accountability and a better method for taking bad cops out of the pool (decertification). LEAB has created a sub-committee to do this. Other sub-committee LEAB created was that every policing agency has to have a non-bias policing policy in effect January 1<sup>st</sup> and that policy has to contain the essential elements as identified by the LEAB. Director will be seeking to push deadline to July 1. Legislature is saying they want the policies in effect with departments by January 1<sup>st</sup>. Cindy Maguire advised that there will be push back because this has been around for a long time and many agencies already have policies in effect. Director Gauthier will not attempt to push the deadline back.

The Academy is in the process to develop the new entrance test. Dr. Fleming is working with Director Gonyea and the end date is July 2012. There is a voluntary consent form that was created to obtain more data on test takers.

Technology Grant moves forward. We realized a real savings of not having to use consultants that we can extend wireless into OPD and the Fire Service Dorms area. Current procedure is to decide I-Pad or laptops. I-Pad is far cheaper and more portable, but we would need to buy docking stations to write reports. Major Sheets explained that there were cases that contain Bluetooth and keyboard for \$65.00. This information will be given to Director Gonyea. The Academy is looking into purchasing 50 I-Pads for the students.

The Academy is also looking at getting smart boards for the classrooms; they are hoping to get those by summer.

The facility assessment is complete and a presentation was given a few weeks ago with security needs. It was placed on the shared drive and also provided a copy to Fire Service. The Academy cannot request money through Homeland Security to re-key the doors with limiting access.

Jason Pinard has reviewed our budget and there is a projected \$235K carryover. After backing our furniture for the classrooms, the dishwasher, and the Training Coordinator Position, there will be between a \$150K and \$160K carryover. Spending plans are already being drafted for this.



Applicants for the In-Service Training Coordinator position have been coming in. There was an error in the advertisement that listed a specific degree, which was taken off so it was re-posted. Out of the first batch there were 8 applicants and 4 were unacceptable. Interviews will hopefully begin next week. At a later point the Full-Time Basic Training Coordinator position will be advertised.

Constables are having difficulty with FTO Programs. It is difficult for them to find someone to provide FTO because of liability reasons. Currently the FTO forms have the FTO sign off that the Constable should be certified. This creates liability for that FTO. The Academy would like to change the form so it reflects that the FTO is signing off that the Constable has successfully completed the FTO Program then the Academy accepts liability for certifying them. There would have to be clear guidelines created that define what successful completion means. Director Gauthier will follow up with Jacob on this matter.

There is a new organizational chart that moved the Administrative Assistance position from the training portion to the administrative portion.

The Academy was informed that the DUI Certification School, which involves a controlled drinking exercise, is in violation of State Law. The Academy is currently asking for legislation change to exempt the Academy. In the meantime, we will continue the controlled drinking, because if we don't, we would be certifying officers in DUI without them having the practical exercise piece.

Director Gauthier explained to the Council that he would like to re-visit the strategic plan in the fall, which was discussed when it was put out.

Middlebury PD is requesting a donation of money to put together an explorer program. This request was denied.

No new or old business

Council Moved into Executive Session at 11:45.



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*Office of the Executive Director*

**Vermont Criminal Justice Training Council**  
**Meeting Minutes – Conference Call**  
**March 16, 2012**

**Present via Phone:**

Sheriff Stephen Benard, Chair, Rutland County Sheriff's Department  
Commissioner Keith Flynn, Vermont Department of Public Safety  
Commissioner Andy Pallito, Vermont Department of Corrections  
Commissioner Robert Ide, Vermont Department of Motor Vehicles  
Captain William Elovirta, Vermont Department of Motor Vehicles  
Cindy Maguire, Vermont Attorney General's Office  
Sergeant Thomas Mozzer, Vermont State Police  
Joe Damiata, VT League of Cities and Towns  
Executive Director Richard Gauthier, Vermont Police Academy

**12:00:** Meeting is called to order by Chair, Sheriff Stephen Benard.

**Waiver Committee:**

- **Justin Szarejko**, Castleton Police Department. Chief Sherwin is requesting a waiver of the six month rule to allow Szarejko to work as a full-time officer on a part-time certification through the start of the 94<sup>th</sup> Basic Class. Szarejko failed the PT test on both attempts to gain entrance to the 92<sup>nd</sup> & 93<sup>rd</sup> Basic Classes. According to Academy records Szarejko completed the part-time certification process on 3/2/2010. Szarejko was appointed to full-time status on 1/4/2011. His six month period to work full-time hours on a part-time certification expired on **7/4/2011**. Director Gonyea spoke with Chief Sherwin and informed him that until a waiver was approved by the Council, Szarejko immediately needed to revert to part-time officer status as he has been in violation of the Council rules since 7/5/2011. Chief Sherwin indicates in his waiver request that he did not request a waiver after Szarejko failed the PT test for the 92<sup>nd</sup> Basic as he was certain he would pass the test for the 93<sup>rd</sup> Basic. If approved it would mean that Szarejko would have worked full-time hours on a part-time certification from 7/5/2011 – 2/23/2012 without an approved waiver, and from the date of approval on this request to 8/6/2012 (start of the 94<sup>th</sup> Basic) with an approved waiver. The total time worked full-time on a part-time certification would be approximately 13 months. I informed the Chief that his request would be presented to the committee and Council for further discussion.
  - **Action: Motion** made by Isabelle to approve as a onetime waiver with the condition if he does not pass the next PT test for the full-time class he will not be granted another waiver, 2<sup>nd</sup> by Humphries. No further discussion. MOTION – passed, 5-0

***Motion made by Commissioner Ide to deny the waiver request. Second by Joe Damiata.***  
***Motion carried, waiver denied.***



- **Donald Hull**, Stowe Police Department. Town Manager Charles Safford requests a waiver to allow Hull to transfer his full-time certification in Connecticut to VT. Hull has been appointed as the new Police Chief with an effective date of 27 Feb 2012. Hull attended the Connecticut Basic Peace Officer Academy and graduated on 11/18/1981. Hull left policing in 2012 in order to accept the new position in VT. Hull is scheduled to attend phase 1 of the VT part-time basic program in March 2012. Between basic training, continuing education, special unit assignments and supervisory experience during his time as a police officer Hull has significant hours of training in excess of our basic training requirements. In addition to the standard prescription, identified deficiencies between Hull's basic and in-service training as compared to the VT full-time basic program are; 2010 Mandatory DV training and DUI Enforcement.
  - **Action: Motion** made by Isabelle to approve as presented plus add training for persons with developmental disabilities, 2<sup>nd</sup> by Humphries. No further discussion. MOTION –passed, 5-0\
  
- **William Daniels**, Springfield Police Department. Chief Johnston requests a waiver to Rule 13 for Daniels based on a medical issue. According to the request Daniels was on medical leave between 10/3/2011 – 1/3/2012. Prior to going on medical leave Chief Johnston reports that Daniels had completed a total of 11.5 hours of training which included his mandatory first aid component. Chief Johnston proposes that the remaining 13.5 hours of training will be completed by 3/1/2012. Chief Johnston was contacted to provide documentation of training that had been completed which was received on 2/23/2012. Gonyea provided 30 minutes of driver training on the driving simulator on 2/17/2012 at the PD. Documentation demonstrates 31 hours of training has been completed between 3/23/2011 – 1/19/2012, including firearms but not including first aid.
  - **Action: Motion** made by Humphries to approve as presented, 2<sup>nd</sup> by Chamberlain. No further discussion. MOTION –passed, 5-0
  
- **Joshua Otey**, Bristol Police Department. Chief Gibbs requests that Otey be re-certified as a full-time VT Officer based on his previous training and experience in VT, combined with his continued function as a police officer in Illinois after leaving VT. Chief Gibbs did not report Otey's Rule 13 hours for 2008 after he resigned to become an officer in Illinois. Chief Gibbs did include documentation of those hours in his waiver request application. The only documentation missing for 2008 was proof that Otey had re-qualified with his firearm. Otey did qualify with his weapon in Illinois as part of his certification process in 2008 which is included with the enclosed documentation. Chief Gibbs provided documentation that Otey completed 67 hours of in-service training in Illinois during 2011 prior to returning to VT. Otey attended the 2010 Mandatory DV training at the VT Police Academy on 12/27/2011. On 2/10/2012 I received an e-mail from Officer Crowe indicating that he had taken Otey to the range to qualify with his firearm. Chief Gibbs was notified via e-mail on 2/10/2012 that Otey had an approved waiver pending review by the committee and Council.
  - **Action: Motion** made by Humphries to approve as presented, dependent upon completion of 25 hours of required training for 2011 no later than July 1, 2012, 2<sup>nd</sup> by Isabelle. No further discussion. MOTION –passed, 5-0



- **Heather Lanagan**, Hinesburg Community Police. Chief Koss is requesting that Lanagan be re-certified as a full-time officer based on her previous full-time certification, recent training and job performance. Lanagan completed the full-time basic training course on 5/27/2005. Her Rule 13 was in compliance during her tenure with VSP, except for 2009 which is the year she resigned on 5/8/2009. Lanagan was out of policing until she was hired by Hinesburg in 2011. Chief Koss supplied documentation indicating that Lanagan completed a total of 118 hours of training in 2011, which included first aid and firearms re-qualification. Chief Koss is requesting that Lanagan be reinstated as a full-time officer and that any deficiencies with her Rule 13 requirements in 2009 be made up with by hours she completed in 2011. Enclosed with the packet is an e-mail from an Academy staff member on 10/6/2010 informing Lanagan that then Asst. Director June Kelly had determined that Lanagan would need to complete a total of 24 hours of training, which would include first aid and the firearms re-qualification.
  - **Action: Motion** made by Chamberlain to approve as presented, 2<sup>nd</sup> by Humphries. No further discussion. MOTION –passed, 5-0
- **Courtney Sojka**, Vernon Police Department. Chief Hebert's requests a waiver to Rule 13 for Sojka based on a medical issue. Chief Hebert's included a note from Sojka's physician which verifies his medical condition, recommends surgery - but does not include a projected medical end date. Sojka is reported to have been on medical leave since 11/15/2010. Based on provided documentation and Academy records Sojka has completed 10 hours of Rule 13 training in 2011.
  - Staff recommendation: Waiver be approved with the conditions that Sojka not be allowed to exercise police powers until he has been medically cleared, successfully re-qualified with his duty firearm and completed his remaining 20 hours of training for 2011.
- **Benjamin Couture**, St. Albans City Police Department. Chief Taylor requests a waiver to Rule 13 for Couture based on a scheduling issue to attend firearms re-qualification in 2011. Chief Taylor indicates in his request that the training would be completed by the end of March 2012. Based on Academy records Couture has completed 6 hours of Rule 13 training in 2011. Chief Taylor did not report Couture's Rule 13 hours on his agency roster due to this waiver request.
  - Staff recommendation: Waiver be approved with the conditions that the training is completed no later than the end of March 2012 and include a warning that outside of extenuating circumstances (i.e. military deployment, documented medical condition, extended family emergency) all Rule 13 training must be completed within the calendar year for which it is required.
- **Judy Dunn**, St. Albans City Police Department. Chief Taylor requests a waiver to Rule 13 for Dunn based on a scheduling issue to attend firearms re-qualification in 2011. Chief Taylor indicates in his request that the training would be completed by the end of March 2012. Based on Academy records Dunn has completed 6 hours of Rule 13 training in 2011. Chief Taylor did not report Dunn's Rule 13 hours on his agency roster due to this waiver request.



- Staff recommendation: Waiver be approved with the conditions that the training is completed no later than the end of March 2012 and include a warning that outside of extenuating circumstances (i.e. military deployment, documented medical condition, extended family emergency) all Rule 13 training must be completed within the calendar year for which it is required.
- **William Furnari**, St. Albans City Police Department. Chief Taylor requests a waiver to Rule 13 for Furnari based on a scheduling issue to attend 1<sup>st</sup> Aid in 2011. Chief Taylor indicates in his request that the training would be completed by the end of March 2012. Based on Academy records Furnari has completed 339.5 hours of Rule 13 training in 2011 (includes reported 259.5 hours for completing part-time certification process in Feb 2011). Chief Taylor did not report Furnari's Rule 13 hours on his agency roster due to this waiver request.
  - Staff recommendation: Waiver be approved with the conditions that the training is completed no later than the end of March 2012 and include a warning that outside of extenuating circumstances (i.e. military deployment, documented medical condition, extended family emergency) all Rule 13 training must be completed within the calendar year for which it is required.
- **Gary Taylor**, St. Albans City Police Department. Chief Taylor requests a waiver to Rule 13 for himself based on a scheduling issue to attend firearms re-qualification in 2011. Chief Taylor indicates in his request that the training would be completed by the end of March 2012. Based on Academy records Taylor has completed zero hours of Rule 13 training in 2011. Chief Taylor did not report his Rule 13 hours on his agency roster due to this waiver request.
  - Staff recommendation: Waiver be approved with the conditions that the training is completed no later than the end of March 2012 and include a warning that outside of extenuating circumstances (i.e. military deployment, documented medical condition, extended family emergency) all Rule 13 training must be completed within the calendar year for which it is required.

***Motion made by Cindy Maguire to accept the recommendations for the rest of the waivers presented. Second by Commissioner Flynn. Discussion followed about the rules and statutes surrounding the waiver process, authority of the Council and Director. It was decided, after a review of the rules and the statutes that the Council had the ability to allow Executive Director Gauthier to review the waiver and issue temp waivers.***

***Basic Class Size:*** Decision reached that the Council would survey departments to see what the turnover expectations would be for the next five years and plan accordingly. The Council would issue a moratorium on tuition students (except college agreements) for the next year.

***Prior Minutes:*** Approval of the minutes of the December meeting. Motion made by Cindy Maguire to accept the minutes. Second by Captain Elovirta. Motion passed, minutes approved. Motion made to adjourn by Cindy Maguire, second by Joe Damiata.

Meeting Adjourned at 12:38.



5/29/12

### Canine Training Report

During the month of May 29, patrol teams were re-certified in patrol and tracking. Three more teams will be certified at a later date. They were not able to attend either because of injuries or scheduling conflicts.

June 4<sup>th</sup> thru the 8<sup>th</sup> we will be doing a week long urban tracking school. Most of this is going to be done in Burlington this year. Cpl. Radford from Burlington Police Department will be assisting with this training.

July 16<sup>th</sup> will start the patrol school. It looks like there will be six teams in this school if everything works out.

#### VERMONT POLICE K-9 PROGRAM

##### 2012 HIGHLIGHTS (34th year)

##### 1st QUARTER

January 1 Burlington Cpl. Wade Labrecque and K-9 Andre

K-9 Andre alerted on \$2315 in suspected drug money.

January 7 Burlington Cpl. Wade Labrecque and K-9 Andre

K-9 Andre alerted on \$3000 in suspected drug money.

January 9 DMV Ofc. Mark Heberts and K-9 Duchess

After an exterior alert by K-9 Duchess on a vehicle a warrant was obtained.

Located inside the vehicle were 41 grams of crack cocaine and 13 grams of marijuana.

January 11 Burlington Cpl. Trent Martin and K-9 Capone

K-9 Capone alerted on \$1965 in suspected drug money.

January 12 Burlington Cpl. Trent Martin and K-9 Capone

K-9 Capone alerted on 1\4 ounce of cocaine and \$971 in suspected drug money.

**January 13 Burlington Cpl. Wade Labrecque and K-9 Andre**

Short tracking find of a fugitive who was being pursued by two bail bondsmen. K-9 Andre tracked on grass and hard surfaces and located the suspect hiding in a nearby shed. The suspect gave up immediately upon seeing K-9 Andre in a sitwatch.

**January 22 Burlington Cpl. Wade Labrecque and K-9 Andre**

K-9 Andre alerted on \$2030 in suspected drug money.

**January 23 Burlington Cpl. Wade Labrecque and K-9 Andre**

K-9 Andre assisted on a search warrant of a residence. He alerted on a cupboard in the kitchen and over 13 ounces of marijuana was located.

**January 28 Barre Town Sgt. William Dodge and K-9 Tinzer**

SAR tracking find of a suicidal subject, who was found sitting next to a tree with a handgun to his head. K-9 Tinzer tracked a few hundred yards to find the subject from a heavily contaminated area, and air > scented and alerted on the subject by barking when he found him.

After 2 hours of negotiating the subject surrendered and gave up 2 handguns, a rifle, handcuffs, a police radio and several knives.

**January 31 VSP Trooper Chris Hunt and K-9 Reiko**

An alert on a postal package resulted in a warrant obtained and \$15,000 in suspected drug money being confiscated.

**February 1 VSP Trooper Wayne Godfrey and K-9 Tarawa**

K-9 Tarawa alerted on \$10,769 in suspected drug money during a motor vehicle sweep. The suspect was later found with over 10 grams of cocaine in his possession.

February 2 VSP Sr. Trooper Clark Lombardi and K-9 Cairo

K-9 Cairo alerted on a package and a search warrant was obtained which resulted in

7 lbs. of hydroponic marijuana being located inside.

February 3 VSP Trooper Wayne Godfrey and K-9 Tarawa

Lifesaving SAR tracking find of a 78 year old male who was distraught over the recent death of his spouse and was suicidal. K-9 Tarawa tracked for 30 minutes and located the subject huddled against a tree. The subject's legs were wet from walking in a small river, and he was extremely cold from not having sufficient clothing on for the weather (20 degrees out) .

February 4 Burlington Cpl. Wade Labrecque and K-9 Andre

During a motor vehicle stop K-9 Andre alerted on 3 backpacks. Marijuana was located in all 3 and a total of over an ounce of marijuana was located.

February 5 Springfield Officer Anthony Moriglioni and K-9 Ozzy

Hard surface and 1.25 mile tracking find of an illegal immigrant that drove a truck into a porch of a residence and then fled from the scene.

February 9VSP Sr. Trooper Clark Lombardi and K-9 Cairo Tracking find of 2 prison inmates who had escaped from a work camp after running off into the woods. K-9 Cairo tracked both suspects for over 3 miles through moderately deep snow in rough terrain to include steep hills and deep ravines. The suspects were found by K-9 Cairo and were arrested for escape.

February 9 S. Burlington Ofc. Mark Redmond and K-9 Kaiser

Drug alert on a briefcase resulted in 2.6 grams of cocaine and \$2400 in suspected drug money being confiscated.

**February 10 DMV Ofc. Mark Heberts and K-9 Duchess**

K-9 Duchess alerted on the exterior of a vehicle. On the inside was located \$8,850 in suspected drug money that was in a sock inside a bag on the back seat.

**February 16 DMV Ofc. Mark Heberts and K-9 Duchess**

An exterior alert on a vehicle led to a warrant and 88 bindles of heroin located inside.

**February 23 Rutland Sheriff Cpl. Charles Whitehead and K-9 Braden**

On an exterior sweep of a vehicle K-9 Braden alerted on the outside and over an ounce of marijuana was located inside the vehicle.

**February 23 Burlington Cpl. Wade Labrecque and K-9 Andre**

During a search warrant execution at a hotel, two suspects jumped off a second story balcony. K-9 Andre used one of the suspect's shirts, located next to the interstate behind the hotel, as a scent article.

He tracked along the interstate and into the rear parking lot of a mall and into the crowded mall. K-9 Andre then tracked into a busy retail store and located the male in the shoe section of the store attempting to hide. He surrendered upon seeing K-9 Andre targeting him. K-9 Andre then went back to the hotel room and alerted on two Arizona Tea cans. One of the cans contained 268 bags of heroin and the other contained almost an ounce and a half of crack cocaine.

**February 28 VSP Sr. Trooper Michelle Leblanc and K-9 Casko**

K-9 Casko alerted on the trunk area of a vehicle believed to be involved in a drug transaction.

Located in the tail light of this vehicle was 2.3 grams of crack Cocaine and \$3,640 in suspected drug money.

March 3 S. Burlington Ofc. Mark Redmond and K-9 Kaiser

Tracking finds over hard surfaces and open fields of over a mile and a half of two suspects involved in vandalism and larcenies from vehicles, resulting in one of the subjects being arrested for unlawful mischief.

March 6 VSP Trooper Wayne Godfrey and K-9 Tarawa

An exterior alert on a vehicle resulted in a search warrant being obtained and 76 grams of marijuana and \$620 in suspected drug money being confiscated.

March 8 Burlington Cpl. Trent Martin and K-9 Capone

K-9 Capone alerted on several locations during the execution of a search warrant on a residence and \$2,310 in suspect drug money, over 150 opiate based prescription pills and 6.7 grams of cocaine were confiscated.

March 12 VSP Sr. Trooper Michelle Leblanc and K-9 Casco

K-9 Casco tracked for 2\3 of a mile and located a mentally challenged female who had been missing for over 3 hours. The female was high on drugs, had destroyed her home and had cut her feet and had no shoes on. She was located sitting against the front porch of a nearby home, shaking from the drugs she had taken. She was transported to the hospital by rescue.

March 14 Rutland County Sheriff Corporal Charles Whitehead and K-9 Braden

K-9 Braden alerted on a postal package and on a consent search 12 pounds of marijuana was located inside.

**March 14**

**VSP Trooper Richard Slusser and K-9 Drager**

**On a consent search of a vehicle K-9 Drager alerted on a bag in the trunk.**

**A total of \$16, 424 of suspected money was located in the bag.**

**March 16 DMV Ofc. Mark Heberts and K-9 Duchess**

**K-9 Duchess alerted on the outside of a tractor trailer unit and 52 grams of marijuana was located inside the sleeper of the vehicle.**

**March 18 Burlington Cpl. Wade Labrecque and K-9 Andre**

**K9 Andre conducted a hard surface evidence search. K9 Andre located the suspect's sweatshirt in a small alley off a parking lot hidden behind trash cans.**

**March 23 Vt. Fish and Game Ofc. Stephen Majeski and K-9 Misty**

**K-9 Misty tracked a missing male who had mental issues who had decided to wander into the woods. The track started with a scent article, went into the woods, up a hill and into a steep ravine. The male had fallen down the steep ravine and started coming back home when K-9 Misty located him.**

**March 26 Rutland County Sheriff Corporal Charles Whitehead and K-9 Braden**

**On a motor vehicle search K-9 Braden alerted on the passenger seat of the vehicle. The female who was sitting in this seat was found with 1\4 ounce of crack cocaine in her body.**

**March 28 Burlington Cpl. Trent Martin and K-9 Capone**

**K-9 Capone alerted on the exterior of a vehicle. The operator was arrested on a warrant, and almost a half ounce of marijuana and over 10 grams of crack cocaine were located on him.**

**VT. POLICE K-9 PROGRAM 2012 HIGHLIGHT TOTALS (1st Quarter) The**

**following totals only include those that were reported to TC Ryan. There are many additional lower level drug finds and tracking finds that are not included in the program highlights so the following statistics are the minimal totals recorded.**

**\$70, 294 confiscated in suspected drug money**

**25 grams of cocaine**

**20 lbs. and 3 1\2 ounces marijuana**

**356 bindles heroin**

**3 1\2 ounces crack cocaine**

**4 SAR Tracking Find**

**7 Criminal Tracking Find**

**1 Evidence Find**

**April 7 VSP Sr. Trooper Michelle Leblanc and K-9 Casco**

**After responding to a break in at a local business where the suspect made entry K-9 Casco was staged at the rear entrance. The suspect was seen inside and after seeing K-9 Casco on the perimeter the suspect exited the back door and was taken into custody. He advised he exited the business because he saw K-9 Casco in a sitwatch.**

**April 14 Lebanon Ofc. Jon Tracy and K-9 Cody**

**K-9 Cody alerted on a suspicious package. A search warrant was obtained and 6 lbs. and 11 ounces of marijuana, which had been double vacuum sealed and packaged with fabric softener sheets in-between, was located.**

**April 16 VSP Sr. Trooper Michelle Leblanc and K-9 Casco**

**K-9 Casco assisted another agency searching for 2 suspects wanted for**

aggravated assault after beating a female to near death 2 hours prior.

In an area search of a park K-9 Casco alerted on blood, a baseball hat, a cell phone and a paper bag with an empty beer can that were later linked to the crime. K-9 Casco then tracked into the woods but was called off after the suspects were located. They were arrested and they advised later that they had gone in the same direction that K-9 Casco was tracking.

April 29 Vt. Game Warden Rob Sterling and K-9 Rufus Search and Rescue tracking around 10 am. K-9 Rufus started tracking at 3 pm after family members searched the woods and did not locate the child. K-9 Rufus used a pillow case as a scent article, and tracked approximately 5 miles, finding a footprint along the way. At 5:30 pm K-9 Rufus alerted on the child, who had walked in circles and was found 3\4 of a mile from home. He was found with only underwear on and was very cold and wet, admitting he had gone swimming in a beaver pond. The temperature was in the 40s and he was found potentially just prior to the onset of hypothermia.

VT. POLICE K-9 PROGRAM 2012 HIGHLIGHT TOTALS (2nd Quarter) The following totals only include those that were reported to TC Ryan. There are many additional lower level drug finds and tracking finds that are not included in the program highlights so the following statistics are the minimal totals recorded.

1 SAR Tracking Find

1 Sit watch apprehension (no bite)

4 Evidence Finds

6 lbs. 11 ounces marijuana

**YEAR TO DATE TOTALS**

**\$70, 294 confiscated in suspected drug money**

**25 grams of cocaine**

**26 lbs. and 11 1\2 ounces marijuana**

**356 bindles heroin**

**3 1\2 ounces crack cocaine**

**5 SAR Tracking Find**

**7 Criminal Tracking Find**

**5 Evidence Find**

**1 Sit watch apprehension (no bite)**

**Respectfully submitted**

**Robert Ryan**

**Canine Training Coordinator**

# Domestic Violence (TJ Anderson) Report, First Quarter January - March, 2012

During This Quarter

## Domestic Violence Related Activities

### **2012 Mandated DV Training:**

I learned at the end of this quarter that it appears the funding for JPMA is going to be secured. I am waiting for the contract to be finalized and will then work with JPMA to create online trainings for officer to take to meet their mandatory domestic violence training requirements.

Courses currently being planned are:

- Police Response to Children at Domestic (3 hours)
- Strangulation (2-3 hours)
- DV Photography (1 hour)
- Stalking (1 Hour)
- Vermont Protection Orders (1 hour)

### **92<sup>nd</sup> Full-Time Basic Academy:**

- Coordinated and taught:
  - Domestic Violence Response,
  - Strangulation, and
  - Stalking/Voyeurism Blocks.
- Taught an optional 2 hour human trafficking block one evening.

### **State DV Related Organizations Participation:**

- DV Fatality Review Board
- Rutland County: Community Response To Domestic Violence meeting

### **Other:**

- The AG office asked me to render a written opinion on a strangulation case they are prosecuting. I am being listed as an expert on strangulation on the case.
- The LEAB's Human Trafficking (HT) Implementation Committee continued to meet. I began creating an online Vermont oriented HT training. The committee is looking at how to recruit officers to become HT Investigators that would get specialized training.
- Taught an additional approx. 150 students (6 different classes) at Rutland High School (RHS) on the digital dating abuse and other technological concerns (sexting, use of social media websites). Virtually all RHS freshman and sophomore students have attended this training. It was very well received.
- Worked on the Strangulation Documentation form.
- Attended two trainings put on Addison Council Against Domestic and Sexual Violence and WomenSafe, taught by national speaker/trainer Jackson Katz.
  - March 12, 2012: The Macho Paradox; Why Some Men Hurt Women and How All Men Can Help.
  - March 13, 2012: Tough Guise: Violence, Media and the Crisis in Masculinity.

- Attended a Human Trafficking Conference in New York City, March 21 – 22, 2012. Learned a lot and was able to Network with other Vermont attendees.
- I was invited to attend and observe a batterer treatment group on March 13, 2012 in Barre City.
- The Vermont Criminal Justice Training Council has been asked to participate in the planning of the 2012 Tri-State Consortium Advanced Advocate Training Conference which will be occurring in September. The conference will be about responding to sex exploitation, to include, as it may relate to human trafficking.
- I was asked to review a local grant proposal by the Rutland County Women's Network and Shelter to bring the Lethality Assessment Program (LAP) to Rutland County.

### **Non-Domestic Violence Activities**

#### **92<sup>nd</sup> Full-Time Basic Academy:**

- Coordinated the following training blocks:
  - Sexual Assault investigation/Child Abuse Investigation
  - Vulnerable Adult Abuse training block
  - Victim Assistance
  - Interaction with Deaf and Hard of Hearing Persons
  - Death Investigation
  - Criminal Law
  - Juvenile Law
  - Collection and Preservation of Evidence
  - Police Photography
  - NCIC (before Ken Hawkins returned from training)

#### **Training:**

- Attended VCJTC website training on March 15, 2012.

#### **Field Training Officer Training:**

- The yearly Field Training Officer Certification Course was offered the week of January 23 – 27, 2012.
- Four Field Training Officer Update courses were offered.
  - Two at the Vermont Police Academy: January 30, 2012 and February 17, 2012
  - Hartford Police Department: February 9, 2012
  - So. Burlington Police Department: February 21, 2012

This was the start of a new two year training cycle. The Field Training Officer Updates in 2012 and 2013 are covering what are the patrol procedures that are taught in the full-time basic academy and fair and impartial policing as it relates to the FTO him/herself and the trainee.

- The Field Training and Evaluation Program (FTEP) Forms were reviewed and updated. For example, the FTEP-3 form (Final Evaluation and Recommendation Report) was split into two different forms... one form for the FTO's FTEP recommendation and the other form for the Agency head to make her or his final part-time officer process recommendation.

**Coordination of other in-service classes:**

- Part-time Academy: March 5 -9, 2012
- Fingerprinting Certification
- VIN Verification
- Basic CSI
- NCIC Full-Service Terminal Operator

**Review:**

- Part-time officer paperwork
- FTO paperwork
  - Developed a form to be used for FTOs who have received their initial FTO training outside of Vermont.

Respectively Submitted,

Terrell J. Jones Anderson  
Training and Curriculum Development Coordinator

**HOMELAND SECURITY TRAINING PROGRAM  
REPORT TO THE COUNCIL**

During the months of February, March, April, and May, the Homeland Security Training Coordinator organized and conducted a number of training sessions and began organizing additional courses. Training included:

- ICS100 in February at Highgate Fire Department (cancelled due to low enrollment)
- ICS300 in February at Milton Fire Department
- ICS402 in February for Regional Planning Commission Directors statewide
- ICS402 in February through Vermont Interactive Technologies (at six sites statewide)
- ICS200 in March at Windsor County Sheriff's Office
- ICS402 in April at St. Albans City Hall
- ICS300 in April at Wilmington Fire Department
- ICS100 with exercises in April at Vermont Police Academy
- ICS300 in April and May at Rutland City Fire Department
- ICS402 in May at Chittenden County Regional Planning Commission
- ICS402 in May at Lincoln Burnham Hall
- ICS200 in May at Manchester Fire Department

Courses in the planning phase include ICS300 in Rutland, TEEX MGT315 in two locations in northern Vermont, and several ICS courses to be held in locations throughout the State.

The HSTC promotes training opportunities available through the Center for Domestic Preparedness, TEEX, FEMA, and others. The HSTC coordinates with local, regional, and state agencies and officials, including Local Emergency Planning Committees, fire departments, police departments, rescue squads, town officials, Emergency Management Directors, Vermont Fire Academy, Homeland Security Unit, Vermont Emergency Management, hospitals, training committees, Regional Planning Commissions, and others to determine training needs. The HSTC also participates in statewide Training and Exercise Planning Workshops.

Grant funds are utilized for training coordination (personnel), course logistics and delivery (personnel and contractual), course materials (operating), and other expenses related to training (operating).



## Training Advisory Committee Meeting 22 May 2012

**Members Present:** Sheriff Kevin McLaughlin (Chair), Chief George Merkel, Lt. Kathy Stubbing, Sgt. George Scribner, Lt. Andy Thibault, and Chief Chris Brickell.

**Others Present:** Executive Director Richard Gauthier, Director of Training Cindy Taylor-Patch, Training Coordinator TJ Anderson.

**Meeting called to order:** 1030 by Chair.

### **ISSUE 1: Development of Training Tracks:**

The Committee reviewed Burlington PD's training matrix that is currently being developed. Members will continue to brainstorm ideas about what each track should consist of. No action taken.

### **ISSUE 2: Job Task Analysis:**

Cindy briefed the Committee on the upcoming Job Task Analysis (JTA) to be conducted this year. The VCJTC will need strong participation from all departments for the project to be successful. The outcome of the JTA will enable staff to make improvements with curricula (i.e. documentation, goals, objectives), as well as providing support for physical fitness entrance testing and exit testing standards. The Committee was assured that there will be a great deal of input needed from them as this project unfolds, especially as we transition from the JTA to the curriculum revisions. No action taken.

### **ISSUE 3: Pre-basic On-line Courses:**

Executive Director Gauthier spoke about the possibility of offering on-line courses for recruits prior to Basic Training. These courses may include things like 10 codes, alphabet, firearms nomenclature, etc. Staff are in talks with Champlain College re: a possible partnership where they would provide technical support. No action taken.



**ISSUE 4: H. 503**

Executive Director Gauthier briefly discussed bill H. 503 regarding Field Training for Constables. No action taken

**ISSUE 5: Field Training & Evaluation Program Paperwork Compliance**

TJ Anderson discussed Field Training and Evaluation Program paperwork compliance with the Committee. A motion was made by Lt. Stubbing to require 100% completion of the Daily Observation Report (DOR). If an item is not applicable, it must be documented as such. (Effective upon notification to agency heads). Seconded by Chief Brickell. Motion carried.

Sheriff McLaughlin made a **motion to adjourn the meeting at 11:35**. Seconded by Lt. Stubbing. Motion carried.

Respectfully Submitted,

Cindy Taylor-Patch  
Director of Training

## Use of Force Committee Meeting 15/May 2012

Prepared by: Deb Tyminski, Program Services Clerk

**Members Present:** Capt. Drew Bloom; Lt. Robert Stebbins; 1Sgt. Don Keeler; Sgt. Bart Chamberlain; Officer William Sullivan; Lt. Mike Henry; Scott Fisher; Chris Burnett.

**Members Absent:** Cpl. Phil Call; Trooper Steve Coote; Warden Russ Shopland; Chief Lianne Tuomey; Lt. Robin Hollwedel ;Chief Chris Brickell

**Meeting called to order:** 1015

### ISSUE 1: Old Business:

- Discussion about creating standardized state qualifications to become a firearms instructor. All agree that there needs to be a process and that it has to be adhered to.
- Agencies are allowing other people to train officers in firearms. The liability will be on that agency. The group thinks they need to make sure agencies know what VCJTC is and what we do here. They need to know our rules, policies and procedures; especially in this area.
- A lengthy discussion ensued regarding various curriculum models regarding firearms training. It was determined that some officers take the firearms instructor course just to improve their firearms skills. The committee would like to see a 2 or 3 day workshop offered for skills building in firearms. Current firearms instructors could lead these workshops.
- The committee would like to see the firearms instructor course taught by an outside agency. The first choice would be the FBI. It is believed that they have a mobile training unit that could provide this. There could be an instructor and participant cost associated with the model. Officer Sullivan will contact the FBI to inquire about availability and fees. If the FBI does not offer this service the committee would like to check with NRA or Center Mass. They feel very strongly that this model will eliminate the last minute confirmation of instructors for this course.
- The VCJTC can provide a valid list of all available certified instructors.
- The committee will schedule a meeting to look at redesigning the curriculum.



Meeting has not been scheduled.

**ISSUE 2: Correctional Officers/Firearms Instructors:**

- The issue was raised that there is a corrections officer enrolled in the firearms instructor course and the committee is not sure it should be opened to them. They believe the wording is that they have to be a sworn law enforcement officer. TC Burnett will look into the rule and the group will decide whether to allow the Dept. of Corrections staff to become certified firearms instructors. They will also determine whether the current enrollee will be certified or just be allowed to complete the course.

**ISSUE 3: Committee Vacancy:**

- There is a vacancy on the committee. There are 2 applicants who have been nominated. The group would like a biography on each of them. TC Burnett will contact each applicant and ask for a biography; he will send it to each committee member for consideration. They will be invited to attend the next meeting and a decision will be made on whether to approve one, both or neither. Once the committee makes a recommendation it will be sent to the director for appointment.

**ISSUE 4: Vice-Chair vacancy:**

- There is a vacancy for vice chair on the UOF committee. Don Keeler would like to apply for the position.
- A vote was taken and approved by the committee.

Respectfully Submitted,

Deborah A. Tyminski  
Program Services Clerk

Ssg John Herriman  
Youth Services Coordinator

- Stay On Track at Poultney High School Level 2, Middletown Springs Ele. Level 1, Christ the King School Levels 1,2,3
- Star Base Tobacco Presentation 8
- 4 Alcohol Presentations
- 5 Counter Drug Aviation Fly-Ins
- 5 Team Challenges
- 3 Summer Camps set ups
- EUDL Training in April at Lake Morey Inn
- Teambuilding 93<sup>rd</sup> Academy Class

**Criminal Justice Training Council  
Vermont Police Academy**  
317 Academy Road  
Pittsford, VT 05763  
[www.vcjtc.vermont.gov](http://www.vcjtc.vermont.gov)

[phone] 802-483-6228  
[fax] 802-483-2343

*Office of the Executive Director*

**TO: Richard Gauthier  
FR: John Gonyea  
Date: 16 May 2012  
Subj: Technology Committee**

Sir,

Below you will find the rough notes from the first meeting of the Council's subcommittee on technology. These were sent to the members of the committee via e-mail following our meeting on 13 Apr 2012. In speaking with the Chair (CPT Elovirta) he has asked me to provide these to you for inclusion in the Council packets. His plan is to speak to these discussion points during the meeting.

Please let me know if there are any questions or concerns.

Respectfully,

John A. Gonyea

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Gentlemen,

Thank you for your time today. I know we went a tad longer than originally planned, however I thought we had a good start to lay the foundation for future work. Please find some "rough notes" to our first meeting of the technology committee today. Let me know if I misrepresented anything.

1. **Academy Facebook page and/or other social media use** – need for policies; BPD, VSP & VLCT shared their current social media policies via e-mail; possibility of doing a class or educational block in basic training; question on whether academy facebook page would be designed for general public, end user in police or both; any policy requirements from DII; suggestion to check in with agencies throughout the state to see if they are using social media and how it is working for them; concern over staff time to manage the site; Joe and Bill both gave an overview of how their agencies use facebook



2. **Wireless infrastructure** – overview of Sanders IT grant, what it will cover, overarching goals of project; also spoke to the other major component (I-Pads vs. laptops) and how those would be used by recruits, staff and instructors; question about projected learning curve for instructors; Mike shared positive experience of how I-Pad was used in recent incident BPD handled; Jake spoke to DMV's efforts to convince the feds to adapt their software for I-Pads
3. **Online training with JPMA (continue, different vendor, on own?)** – should academy even continue with online training option, if yes, how; VSP wants it continued, Sheriff indicated they are mandating members take one course per month as directed by the department training officer, Joe/VLCT are looking at a vendor to provide additional online training for their members in addition to the general safety related training they currently provide (will have side discussion with John about possible funding/partnership with academy)
4. **I-Pads or laptops to recruits in conjunction with wireless infrastructure being implemented** – see #2 above
5. New Academy website – comments, anything missing, typo's, etc.?
6. Work to create online registration for courses
7. Discussion on evolving online registration to ultimately include credit card option
8. Skills Manager training database – how to improve and fund that improvement? Should we?
9. GoToMeeting and/or other technology use to increase participation by reps from the field for meetings, instructor check in's, etc.
10. Use of Adobe/Word/another program for online fill-in forms – to include electronic signatures?
11. Technology use in entrance testing project (short, intermediate, long-term goals)
12. Use of technology to streamline any existing processes?
13. What have we missed that we're underutilizing and/or isn't on the table currently?
14. Plans for future meetings? Frequency? Date/times?

After discussing the first four items on the list the Chair asked how much longer members were available as we had basically reached the proposed one hour meeting time. Agreement to extend meeting to no longer than 1500. It was decided by the members that John would give an overview for each of the remaining items and the members could ask specific questions in the remaining time we had. Follow-up questions/discussion below.

- Concern over former experiment with Crown Pointe, challenge with course descriptions, access speed, and/or doing the work of the academy entering records; ultimately group suggested it is the academy's call as to what we use for software internally and to recommend best practices for reporting.
- GoToMeeting technology is great, should be used more often, user friendly, Sheriff's considering moving to this for monthly meetings, Jake suggested Council should consider it also.
- Question about plans to implement E-Citation training once state makes a decision on vendors.
- Decision to have quarterly meetings prior to quarterly Council and joint Chief/Sheriff meetings so reps on this committee can share discussions respectively
- Chad will check to get Executive Director and two Directors time at annual Chief's/Sheriff's conference – part of the time for presentation on online training, part of the time for updates from academy/Q&A

Please do not hesitate to ask questions and/or share suggestions.  
Be safe.

**Waiver Committee – Meeting Minutes**

**May 22<sup>nd</sup>, 2012**

**Members:** Donald Isabelle, James Krakowiecki (Vice-Chair), Don Patch (Chair), Mike Chamberlain, William Humphries, and Trevor Whipple (proxy to CPT Patch via e-mail)

**Members Absent:** none

**Staff:** John Gonyea, Richard Gauthier

**Meeting called to order at: 1006 hrs.**

Gonyea requested the Chair approve amending the discussion of items to allow the Executive Director to update the members on the items under old business and then item 2 prior to leaving to attend the TAC meeting. Request granted.

Executive Director Gauthier updated the members on the new legislation regarding Constables, the challenges the Academy faces and the assorted discussions underway to attempt to get ahead of the curve on an appropriate response.

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

**Seth Perry**, Cavendish 1<sup>st</sup> Constable. Perry has requested a waiver to extend his one year allowance to complete phase 2 through the end of June to allow him to take the mandatory DV class. Perry indicates he is a full-time employee of the State of Vermont and works for AOT. As a result of Hurricane Irene he was unable to attend the course and has been unable to get time off to attend other available dates. According to Academy records Perry has until 6/17/2012 to complete the process. There is a DV class scheduled for 6/29/2012 and Perry has indicated his plan is to take the class on that day although he has not yet signed up for it according to our roster.

**Action:** Motion made by Whipple to APPROVE with a deadline of July 1, 2012, 2<sup>nd</sup> by Humphries. No further discussion. MOTION – PASSED, 5-0.

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

**Stephen Dechen**, Castleton Police Department. Chief Sherwin is requesting a waiver of the six month rule to allow Dechen to work as a full-time officer on a part-time certification through the



start of the 94<sup>th</sup> Basic Class. Dechen was hired full-time on 3/7/2011. His "six month" rule expired on 9/7/2011. Chief Sherwin outlined in his request the hardship for his agency to send two officers to training at the same time. If approved it would mean that Dechen would have worked full-time hours on a part-time certification from 9/8/2011 – 5/22/2012 without an approved waiver, and from the date of approval on this request to 8/6/2012 (start of the 94<sup>th</sup> Basic) with an approved waiver. The total time worked full-time on a part-time certification would be approximately 17 months. I have left information from a similar request made for another officer from Castleton at the last meeting for reference.

(Szarejko failed the PT test on both attempts to gain entrance to the 92<sup>nd</sup> & 93<sup>rd</sup> Basic Classes. According to Academy records Szarejko completed the part-time certification process on 3/2/2010. Szarejko was appointed to full-time status on 1/4/2011. His six month period to work full-time hours on a part-time certification expired on 7/4/2011. I spoke with Chief Sherwin and informed him that until a waiver was approved by the Council, Szarejko immediately needed to revert to part-time officer status as he has been in violation of the Council rules since 7/5/2011. Chief Sherwin indicates in his waiver request that he did not request a waiver after Szarejko failed the PT test for the 92<sup>nd</sup> Basic as he was certain he would pass the test for the 93<sup>rd</sup> Basic. If approved it would mean that Szarejko would have worked full-time hours on a part-time certification from 7/5/2011 – 2/23/2012 without an approved waiver, and from the date of approval on this request to 8/6/2012 (start of the 94<sup>th</sup> Basic) with an approved waiver. The total time worked full-time on a part-time certification would be approximately 13 months. I informed the Chief that his request would be presented to the committee and Council for further discussion.)

**Action: Motion** made by Krakowiecki to DENY, 2<sup>nd</sup> by Isabell. Lengthy discussion ensued amongst the membership. Gauthier spoke to the Council's previous denial of a similar request by the Chief on a different officer at the last quarterly meeting. Several members commented that this was clearly a circumstance the Chief should have been aware of based on the last request. MOTION – PASSED, 4-0 with Humphries abstaining.

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

*Christopher Aher*, Hartford Police Department. LT Brad Vail of Hartford PD requests a waiver to allow Aher to transfer his full-time certification in New York to VT. Aher attended the Municipal Police Academy in Watertown NY and graduated on 5/9/2008. Between basic training and FTO, has approximately 1200 hours of training. In addition to the standard prescription, identified deficiencies between Aher's basic and in-service training as compared to the VT full-time basic program are; Crash Investigation, Sexual Assault Investigation (child and adult), and Report Writing.

**Action: Motion** made by Chamberlain to APPROVE as presented, 2<sup>nd</sup> by Humphries. Brief discussion by Patch speaking to the fact the Academy can only consider what is approved. If the documentation provided by the applicant, agency and/or out of state academy is minimal that is all that can be considered in the comparison. MOTION – PASSED, 5-0

*Jeffrey Steigler*, Bradford Police Department. The Town of Bradford requests a waiver to allow Steigler to transfer his full-time certification in New Hampshire to VT. Steigler attended the NH

Academy in Concord, NH and graduated on 9/26/1986. Between basic training, continuing education, special unit assignments and supervisory experience during his time as a police officer Stiegler has significant hours of training in excess of our basic training requirements. In addition to the standard prescription, identified deficiencies between Stiegler's basic and in-service training as compared to the VT full-time basic program are; none.

**Action: Motion** made by Humphries to APPROVE as presented, 2<sup>nd</sup> by Isabell. No further discussion. MOTION – PASSED, 5-0

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

**Philip Ciotti**, Board of Medical Practice. Supervisor David Herlihy requests a waiver to apply one hour of training in 2011 to make up for a missing hour of training in 2010. Mr. Herlihy indicates that both he and Ciotti miscalculated the total hours completed in 2010 and thought he had met the minimum requirement when in fact he was an hour short. Ciotti completed a total of 28.5 hours of training in 2011. Mr. Herlihy submitted a document attesting that firearms requalification and 1<sup>st</sup> Aid training was completed in 2011, however his documentation only specifically identified the date the firearms requalification was completed.

**Action: Motion** made by Isabell to APPROVE as presented, 2<sup>nd</sup> by Chamberlain. Brief discussion to clarify this was just to apply one hour from 2011 back to 2010 to correct the missing hour. MOTION – PASSED, 5-0

**Robert Hall, Jr.**, Essex PD. Chief LaRose is requesting a waiver for failure to complete the required firearms re-qualification in 2011 due to a medical exception. A doctor's note was provided with the waiver request. According to the documentation provided to the Academy by Chief LaRose firearms requalification was the only component missing for Hall to complete his 2011 Rule 13 requirements. Hall was not cleared to return to full duty until September 2011. I spoke with LT Hollwedel who indicated that all three firearms training sessions for the year had been completed at that time and they had been unable to schedule time at a range to get Hall re-qualified prior to the end of the year. LT Hollwedel told me that he ultimately forgot to get this addressed prior to the end of the year. I shared with LT Hollwedel that Hall needed to attend re-qualification ASAP – and that any future officers who were out on medical leave and/or deployed should not be allowed to return to full duty until they had re-qualified with their weapon. Hall was originally scheduled for requalification on April 10<sup>th</sup>, 2012 but this did not happen after Hall experienced a death in the family. On April 21<sup>st</sup> I received an e-mail from LT Hollwedel indicating that Hall had successfully completed his requalification on April 18<sup>th</sup>. LT Hollwedel also indicated the departments next scheduled firearms training is in May 2012 and Hall will be in attendance. On May 2<sup>nd</sup> I spoke with Executive Director Gauthier who approved a temporary waiver pending the Council reviewing the request at their June meeting.

**Action: Motion** made by Chamberlain to APPROVE as presented with the caveat Hall must also complete his 2012 firearms requirement, 2<sup>nd</sup> by Humphries. No further discussion. MOTION – PASSED, 5-0

**Morgan Lawton**, Essex PD. Chief LaRose is requesting a waiver for failure to complete the required firearms re-qualification in 2011 due to a medical exception. A doctor's note was provided with the waiver request. According to the documentation provided to the Academy by

Chief LaRose firearms requalification was the only component missing for Lawton to complete her 2011 Rule 13 requirements. Lawton was not cleared to return to full duty until February 2012. I shared with LT Hollwedel that Lawton needed to attend re-qualification ASAP – and that any future officers who were out on medical leave and/or deployed should not be allowed to return to full duty until they had re-qualified with their weapon. Lawton was scheduled for requalification on April 10<sup>th</sup>, 2012. On April 21<sup>st</sup> I received an e-mail from LT Hollwedel indicating that Lawton had successfully completed her requalification on April 18<sup>th</sup>. LT Hollwedel also indicated the departments next scheduled firearms training is in May 2012 and Lawton will be in attendance. On May 2<sup>nd</sup> I spoke with Executive Director Gauthier who approved a temporary waiver pending the Council reviewing the request at their June meeting.

**Action: Motion** made by Chamberlain to APPROVE as presented with the caveat Lawton must also complete his 2012 firearms requirement, 2<sup>nd</sup> by Humphries. No further discussion.  
MOTION – PASSED, 5-0

**Kenneth Markwell**, Bellows Falls PD. Chief Lake is requesting a waiver for failure to complete the required firearms re-qualification in 2011. According to Academy records Markwell is also missing five (5) hours of training from 2010 that has yet to be corrected. Chief Lake is proposing that the training be completed no later than July 2012.

**Action: Motion** made by Whipple to APPROVE with a deadline all required training for 2010 and 2011 be completed no later than July 1, 2012, 2<sup>nd</sup> by Krakowiecki. Brief discussion that the certification requirements are ultimately the responsibility of the officer. MOTION – PASSED, 5-0

#### **5. Rule 14 (Re-certification of LEOs)**

**Douglas Hoyt**, Williston Police Department. Chief Hoyt is requesting re-certification as a full-time officer and provided a cover letter outlining specific deficiencies in his training records. (see attached) Academy records confirm that the outlined training that is missing is the same as reported by Chief Hoyt in his letter requesting recertification. Chief Hoyt needs to complete a total of 50 hours of training plus meet his Rule 13 requirements for 2012. Chief Hoyt indicated that he completed the missing 1<sup>st</sup> Aid component from 2010 on 12/9/2011 at Williston PD. Chief Hoyt also indicated he is missing three firearms re-qualifications. On 18 Apr 2012 I sent an e-mail to Chief's Hoyt's admin assistant outlining a different course of action to comply with the firearms training component (which includes a requalification, see attached) Chief Hoyt proposes to have all missing training plus his 2012 requirements completed by the end of 2012.

**Action: Motion** made by Humphries to APPROVE with the understanding the 50 hours of missed training from previous years plus the firearms training plan outlined by the Academy be completed by September 1<sup>st</sup>, 2012 and all required training for 2012 be completed by the end of the calendar year, 2<sup>nd</sup> by Chamberlain. Krakowiecki asked to verify this was not an exception being made on the firearms component because Hoyt is the Chief. Gonyea explained this is a new approach the Academy has been taking in an effort to raise the bar. MOTION – PASSED, 5-0

**6. Rule 19 (Other waivers)**

*No requests this quarter.*

**7. Old Business:**

- update on discussion around strategic plan
- update from E.D. Gauthier on issues at LEAB pertaining to certification/licensing

**8. New Business:**

- Updates by Gonyea on technology impact to waiver process (i.e. forms)
- Updates by Gonyea on entrance testing review process

**9. Adjournment - Meeting adjourned at: 1124 hrs. Motion by Isabell, 2<sup>nd</sup> by Chamberlain. Motion passed 5-0**

John A. Gonyea  
Director of Administration & Certification

**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 12/31/2012. (conclusion of the 94<sup>th</sup> Basic Class)

**VCJTC Quarterly Report  
June, 2012**

The 93<sup>rd</sup> Basic Class is now in the history books! On May 25<sup>th</sup>, we graduated thirty-seven new police officers. We had many successes with this class, whose members were very motivated from the get go. Scenario nights flowed extremely smoothly, to the point that we were able to accomplish some more advanced scenarios, in addition to the basics. The recruits, our dedicated team of Patrol Procedures Instructors and numerous volunteer role players can all take credit! Firearms and Driving week was phenomenal, thanks to Chris Burnett and Ken Hawkins taking the lead with both, as well as the dedicated group of adjunct faculty who assisted them. They kept everyone on task and provided one-on-one instruction as needed to ensure all successfully completed each course.

Planning is already underway for the 94<sup>th</sup> Basic. We will need strong participation from our Training Assistant's, as well as support from police agencies in general, in order for the 94<sup>th</sup> to be successful in light of Chris Burnett leaving the Academy staff. Interviews will be underway soon for someone to fill this vacancy. Early numbers for the 94<sup>th</sup> Basic look like we will have a reasonable class size.

We have made an offer of hire for an In-service Training Coordinator. We are eager to have a new staff member to help carry the load! This will be an enormous relief for the entire staff. A fair amount of team work has his/her office in tip-top shape, ready to go for a July 2<sup>nd</sup> start date.

We are gearing up for a thorough Job Task Analysis (JTA) as referenced in the TAC report. This will enable us to conduct a comprehensive overhaul of the Basic Academy curriculum. We will be able to analyze each block, write complete goals and objectives for each, with a focus on consistency of language, all based on real data collected from the field. I recently met with CCV re: our articulation agreement. They currently offer students fifteen credits for graduates of the Basic Academy program. We will revisit this agreement in one year, following the JTA, to see if a greater number of credits can be provided.

On April 26, we co-sponsored a conference, *Police Meet Mental Health*, with the Departments of Mental Health and Public Safety. We had a wonderful turn out of treatment providers, police, advocates, and peers with educational sessions and regional breakouts in the afternoon. Very promising things are on the horizon for collaborations between law enforcement and folks in the mental health community. The legislature appropriated \$20,000 to support mental health-related training for police in FY2012-2013. We will be working closely with the AG's office, the Commissioner of Mental Health's Office and the Act 80 Steering Committee to develop regional training projects for both police and crisis screeners with the idea that training together will help us work together!

In-service course offerings continue to be offered both here and regionally but will not be back to normal levels until positions are filled and staff are subsequently trained.

Sincerely,

Cindy Taylor-Patch  
Director of Training

## Initial Review of the Vermont Police Academy Entrance Exam

To: John Gonyea  
From: Kevin Fleming

New procedures have been implemented for administering the Vermont Police Academy Entrance Exam. These procedure include the purchase of a new Scantron scoring machine along with new data forms, the purchase of Remark and SPSS software for advanced data analysis, and the creation of a designated space for this equipment in a secure location. Changes in the Standard Operating Procedure have also been implemented to include an informed consent for demographic questions that will be used for research purposes related to exam validation, accuracy, and fairness.

1. Accuracy. After 5 complete testing sessions involving over 150 participants, the procedures seem to be working without any problems. The exam questions have not been altered, but the scoring sheets have been changed and I can confirm that scoring sheet is accurate and that the Scantron scoring file is correct. Overall, the new Scantron system is working as expected and providing accurate data encryption and analysis.
2. Cut-Off Determination. The current cut-off score for the Entrance Exam is 70/100, with the exception of the Brattleboro Police Department where the cut-off is 75/100. I see no reason to change these cut-off scores at this time. Approximately 1/3 of the test scores fall below the 70/100 cut-off.
3. Best Practices. While there is no guarantee that everyone who deserves to pass the exam will pass, nor is there any guarantee that everyone who should fail the exam will fail, procedures must be established to ensure that best practices are adhered to at all times. Currently the Entrance Exam is given at regular intervals and a set of Standard Operating Procedures are followed. I have reviewed these procedures and find them to be comprehensive and clear. It is clearly stated that there is

a one (1) month waiting period after the first failure, a four (4) month waiting period after the second failure and a one (1) year waiting period after the third failure. A fourth failure requires the applicant to wait three years prior to testing again.

This practice should be maintained. In addition, there is a provision for allowing those who have failed five times to begin this cycle again after the Entrance Exam has been reviewed, and that reviews take place almost every five years. At this time, I can report that the Entrance Exam has been reviewed, therefore candidates may begin the cycle again. However, I would recommend that the number of re-takes be limited in the second cycle. Only two tests should be given at a minimum of one-month intervals. A candidate in this position has already failed the prior exam 5 times. The opportunity to re-take the exam following a review is to ensure that the candidate has the opportunity to try a different test, and to pass, if the test itself was in some way unfavorable to that candidate.

Overall, I find that the Standard Operating Procedures are comprehensive and clear. They specify how the test is to be administered, how often, and to whom. The scoring sheets are thoroughly explained and informed consent is provided for the demographic questions.

4. Long-Term Data Integrity. It is my opinion that the new Scantron machine as well as the dedicated office space created for the scoring and storage of Entrance Exams is perfect to ensure the long-term integrity of the Entrance Exam data. The consent forms along with the original scoring sheets for each candidate must be kept in a secure location. The consent forms clearly provide assurances of confidentiality, informed consent, and voluntary participation as indicated by signatures of the participant on the forms. All that remains is to ensure that the demographic data is coded properly for each scored exam. Currently the demographic data is recorded on a separate sheet and these codes must then be manually placed in the SPSS data file. We need to provide instructions for placing these codes on the Scantron sheet for automatic scoring.

VCJTC

Executive Director's Report

August 3, 2012

Budget:

- See Jason Pinard's memo to Commissioner Reardon (attached)
- Plan for FY2014
  - Perhaps add another TC assigned to the Basic Recruit class, bring all full and part time certification training responsibilities to those TC's, free up TJ to add sexual assault training to her duties.
  - Council needs to set fees for the upcoming year
  - Now that we have the MOU with Fire, perhaps revisit the Capital Plan
  - Staff development program

Licensing/Certification/Decertification:

- LEAB continues to work on this topic, had some recent testimony in front of the working group
- Senate Gov-Ops has requested proposed legislative language as part of the 2013 LEAB report on this issue
- Council needs to draft and propose stronger decertification criteria

Testing/Entry:

- Written exam revision nearly complete, but it will take a large-ish data base before we can really draw any conclusions
- JTA will look at the physical standards for entry, as well as a potential exit standard consisting of a single cut point using some sort of obstacle course
- Physician's exam for recruits will be simplified, extraneous information will be eliminated, and the exam will consist of the physician's estimation of the recruit's ability to perform tasks associated with training (PT, use of force, firearms, etc)

Curriculum Review:

- To begin after we've received the final JTA results

Constables:

- Having no luck getting either voluntary or contractual assistance from other agencies to provide FTEP services to constables. Fear of liability is the most commonly-cited reason for this.

Tuition/Self-Sponsored Recruits:

- In the January, 2012 meeting, the Council placed a one-year moratorium on self-sponsored students, though tuition students continued to attend. Though not necessarily opposed to lifting the moratorium, I would recommend that we add a polygraph requirement for tuition and self-sponsored students seeking to attend the class, using an examiner off a VPA-approved list. We simply cannot conduct a thorough background investigation that includes a criminal records check.

Academy as a Law Enforcement Agency:

- Have the Academy/Council designated as a law enforcement agency would allow us to resolve a couple of issues: Avoid conflict of interest issues that may arise, or give the appearance of being present, if one of our sponsoring agencies is audited for compliance; maintain staff certification in-house; contract for FTEP services for constables; access records for background checks. Jacob Humbert met with us on this, and was of the opinion that concerns over proactive vs reactive activities could be controlled and managed through policy

Staff:

- Added Jason Williams to replace Chris Burnett
- Added Sarah Couture to fill the position left vacant when Cindy was promoted
- TJ is one of the finalists to travel to Bosnia to provide DV training
- Added Jori Fairbanks as a temp K-9 Training Specialist
- Emily, Gail, and Deb will be going to Maryland for Skills Manager advanced training
- Ken will be going to Michigan in October for driver training instructor training

Strategic Plan:

- We should revisit this in September. Does the Council want to incorporate this into the September meeting and add more time to that meeting, or dedicate another day specifically for this?



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Agency of  
Administration

Date: August 6, 2012  
To: Jim Reardon, Commissioner  
Department of Finance & Management  
From: Jason Pinard  
Financial Director  
cc: Richard Gauthier, Executive Director, CJTC  
David Beatty, Budget Analyst, FinMan  
Paul Rousseau, Chief Financial Officer  
Subject: FY 2011-12 Carry Forward Spending Plan

The Criminal Justice Training Council ended FY 2012 with carry forward balances of **\$135,205.33** of general fund. We request that you approve the spending of these funds in the current fiscal year except as noted below.

The location and planned use for these funds generated in FY 2011 and to be spent in FY 2012 are as follows:

**General Fund:**

1. Criminal Justice Training Council – DeptID 2170010000 **\$129,103.92**

These funds will be used for the following purposes:

- a) \$30,950 for a K-9 Training Specialist temp position for 12 months.
- b) \$40,000 for a job task analysis (last one was done in approximately 1992).
- c) \$21,461 to continue the Training Program Support temp position approved last year.
- d) \$6,000 to develop another driving program training instructor.
- e) \$6,000 for an industrial mixer for the kitchen.
- f) \$4,000 to train support staff in software usage
- g) \$20,692.92 for any unexpected one time purchases needed.

Subject	Location	Start	End	Duration	Students	Total
VSP - Range pre-basic	Range	1/3/2012	1/6/2012	3 days	14	42
Entrance Testing	Classroom 3 / Gym	1/3/2012	1/3/2012	6 hours	14	14
Pittsford Rec Family Fun Night	GYM	1/6/2012	1/6/2012	1.5 hours	73	73
K9 Drug Detection School	Green House	1/9/2012	1/14/2012	5 days	3	15
ICS 400	Classroom 3	1/9/2012	1/11/2012	2 days	19	38
ARIDE	Classroom 1	1/10/2012	1/12/2012	2 days	28	56
MDTS/MEB Re-Cert	Classroom 2/Gym	1/10/2012	1/11/2012	1 day	20	20
NCIC	Classroom 3	1/11/2012	1/12/2012	1 day	35	35
Constable in-service	Classroom 2	1/12/2012	1/12/2012	1 day	11	11
RADAR	Classroom 3	1/13/2012	1/14/2012	1 day	12	12
VFSA Executive Board Meeting	Classroom 1	1/15/2012	1/15/2012	6 hours	25	25
VSP Pre-Basic 93rd	Classroom 1 / Gym	1/16/2012	1/21/2012	5 days	14	70
K9 Drug Detection Program	Green House	1/16/2012	1/21/2012	5 days	3	3
Spillman Dispatcher	Computer Lab	1/17/2012	1/19/2012	2 days	8	16
RCSD Firearms	Range	1/19/2012	1/19/2012	3 hours	1	1
Instructor Meeting	Classroom 3	1/20/2012	1/21/2012	1 day	13	13
FTO Certification School	Classroom 3	1/23/2012	1/28/2012	5 days	24	120
VSP Pre-Basic 93rd	Classroom 1	1/23/2012	1/28/2012	5 days	14	70
K9 Drug Detection Program	Green House	1/23/2012	1/28/2012	5 days	2	10
Firearms Instructor Re-Cert	C2 & Range	1/23/2012	1/23/2012	3 hours	6	6
VSP Range	Range	1/24/2012	1/24/2012	1.5 hours	1	1
Pittsford Senior Luncheon	Cafateria	1/26/2012	1/26/2012	2 hours	46	46
Fire Service Overnights	3rd Floor Dorms	1/28/2012	1/29/2012	1 day	7	7
FTO Update	Classroom 3	1/30/2012	1/31/2012	1 day	35	35
K9 Drug Detection Program	Green House	1/30/2012	2/4/2012	5 days	2	10
VSP Pre-Basic 93rd	Classroom 1 / Range	1/31/2012	2/4/2012	4 days	14	70
VSP All Command Staff Meeting	Meals & Lodging only	1/31/2012	2/2/2012	2 days	45	45
K-9 In-service		1/1/2012	1/31/2012	31 days	27	27
Pittsford Rec Family Fun Night	GYM	2/3/2012	2/3/2012	1.5 hours	80	80
k-9 Drug Detection Program	Green House	2/6/2012	2/11/2012	5 days	2	10
93rd Basic Class - Week 1	Classroom 3	2/7/2012	2/11/2012	4 days	39	195
Spillman Officer	Computer Lab	2/7/2012	2/9/2012	2 days	7	14
Constable in-service	classroom 2	2/9/2012	2/9/2012	2 hours	17	17
Rutland City PD firearms	Range	2/8/2012	2/8/2012	1 hour	1	1
FTO Update - Hartford PD	Hartford PD	2/9/2012	2/10/2012	1 day	31	31
VSP - Spike Strip Training	Memorial Drive	2/10/2012	2/10/2012	2 hours	4	4
Pittsford Rec Teen Dance	GYM	2/10/2012	2/10/2012	3 hours	109	109
93rd Basic Class - Week 2	Classroom 3	2/13/2012	2/18/2012	5 days	38	190
K9 Drug Detection Program	Green House	2/13/2012	2/18/2012	5 days	2	10
Spillman Dispatch	Computer Lab	2/14/2012	2/16/2012	2 days	5	10
Entrance Testing	Classroom 1 / Gym	2/14/2012	2/14/2012	6 hours	25	25
NIU Training	Scenario Building / Range	2/16/2012	2/17/2012	1 day	10	10
FTO Update	Classroom 1	2/17/2012	2/18/2012	1 day	32	32
93rd Basic Class - Week 3	Classroom 3	2/20/2012	2/25/2012	5 days	38	190
FTO Update - S. Burlington PD	Off-Site	2/21/2012	2/22/2012	1 day	51	51
UOF Meeting	Council Room	2/21/2012	2/21/2012	2 hours	8	8

Senior Luncheon	Cafeteria	2/23/2012	2/23/2012	2.5 hours	51	51
Annual K9 Assoc. meeting	Classroom 2	2/24/2012	2/25/2012	1 day	27	27
93rd Basic Class - Week 4	Classroom 3	2/27/2012	3/3/2012	5 days	38	190
Waiver Committee Meeting	Council Room	2/28/2012	2/28/2012	2 hours	8	8
K-9 In-service		2/1/2012	2/29/2012	29 days	26	26
VSP NLUOF In-Service	GYM	3/2/2012	3/3/2012	1 day	15	15
Pittsford Rec Family Fun Night	GYM	3/2/2012	3/2/2012	1.5 hours	150	150
93rd Basic Class - Week 5	Classroom 3	3/5/2012	3/10/2012	5 days	38	190
Part-Time Academy	Classroom 1	3/5/2012	3/9/2012	110 hours	28	140
Entrance Testing Webinar	Classroom 2	3/6/2012	3/6/2012	4 hours	2	2
Entrance Testing	Gym	3/7/2012	3/7/2012	6 hours	20	20
VSP	Range	3/8/2012	3/8/2012	3 hours	20	20
BGS Meeting	Council Room	3/8/2012	3/8/2012	1.5 hours	7	7
Constable in-service	classroom 2	3/8/2012	3/8/2012	2 hours	15	15
F&W Instructor Recert	Classroom 2 & Gym	3/9/2012	3/9/2012	3.5 hours	4	4
VSP Testing	Classroom 3 / GYM	3/10/2012	3/10/2012	6 hours	51	51
93rd Basic Class - Week 6	Classroom 3	3/12/2012	3/17/2012	5 days	38	190
Basic CSI	Classroom 1	3/15/2012	3/16/2012	1 day	14	14
Fingerprinting	Classroom 1	3/16/2012	3/17/2012	1 day	19	19
VIN	Classroom 1	3/16/2012	3/17/2012	1 day	19	19
VSP NLUOF In-Service	GYM	3/16/2012	3/17/2012	1 day	15	15
93rd Basic Class - Week 7	Classroom 3	3/19/2012	3/24/2012	5 days	38	190
Cooper Fitness school	Classroom 1 / GYM	3/19/2012	3/24/2012	5 days	21	105
9-1-1 Certification Course	Classroom 2	3/19/2012	3/24/2012	5 days	9	45
VSP Firearms	Range	3/19/2012	3/19/2012	3 hours	10	10
DMV Firearms	Range	3/22/2012	3/23/2012	1 day	3	3
Chief's Meeting	Council Room	3/22/2012	3/22/2012	3 hours		
Senior Luncheon	Cafeteria	3/22/2012	3/22/2012	2.5 hours	47	47
93rd Basic Class - Week 8	Classroom 3	3/26/2012	3/31/2012	5 days	37	185
DUI	Classroom 1	3/26/2012	3/31/2012	5 days	19	95
Brattleboro PD	Scenario Building	3/28/2012	3/28/2012	6 hours	5	5
VSP NLUOF In-Service	Scenario Building	3/29/2012	3/30/2012	1 day	12	12
K-9 In-service		3/1/2012	3/31/2012	31 days	15	15