

Vermont Criminal Justice Training Council



September 4, 2012 Meeting
Vermont Police Academy

VERMONT CRIMINAL JUSTICE TRAINING COUNCIL
MEETING AGENDA
September 4, 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. Executive Director's Report
6. New Business
7. Old Business
 - a. Review Strategic Plan
8. Executive Session (Personnel Issues/Contract)
9. Adjournment



Council Meeting Attendance

Tuesday, September 4, 2012

GLEN BUTTON - DMV
JOHN GOOKEA - VCJTC
Thomas Mozzar - VIA
David Fenster - State Attorney
RICK GAUTHIER VCJTC
Stephen Bennett RCSD
Jack Elovitz - VT DMV VPA AP
Dennis Reinhardt VT FFW
Cindy Maguire - ABO
Pietro Lynn - Lynn, Lynn + Blackburn





CRIMINAL JUSTICE TRAINING COUNCIL
 VERMONT POLICE ACADEMY
 317 ACADEMY ROAD
 PITTSFORD, VERMONT 05763

FACSIMILE TRANSMITTAL SHEET

TO:	FROM: EMILY LEINOFF
COMPANY: Secretary of Administration	DATE: 8/20/2012
FAX NUMBER: 802-828-3320	TOTAL NO. OF PAGES INCLUDING COVER: 2
PHONE NUMBER:	SENDER'S PHONE NUMBER: (802) 483-2744
RE: Council Meeting Agenda	SENDER'S FAX NUMBER: (802) 483-2343

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

NOTES/COMMENTS
 Attached please find the Council Meeting Agenda for the meeting scheduled for September 4, 2012

WWW.VCJTC.STATE.VT.US

Fax Number : 8024832343
 Name : VT CRIMINAL JUSTICE

Name/Number : 918028283320-55755
 Page : 2
 Start Time : AUG-20-2012 11:11AM MON
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AUG-20-2012 11:15 AM MON

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Leinoff, Emily

From: Leinoff, Emily
Sent: Monday, August 20, 2012 11:06 AM
To: Robinson, Rita
Subject: Data from Dept of Libraries Announcement Meeting Request
Attachments: Dept of Libraries Announcement Meeting Request_data; Agenda 9-4-12.pdf; Dept of Libraries Announcement Meeting Request.pdf

Hi Rita,
Attached is the VCJTC Meeting Announcement request for 9/4/12 along with the agenda. If you would please post that I would appreciate it.

Thank you

The attached file contains data that was entered into a form. It is not the form itself.

The recipient of this data file should save it locally with a unique name. Adobe Acrobat Professional 7 or later can process this data by importing it back into the blank form or creating a spreadsheet from several data files. See Help in Adobe Acrobat Professional 7 or later for more details.



State of Vermont
Department of Libraries
109 State Street
Montpelier, VT 05609--0601

Tel: 802-828-3261
Fax: 802-828-2199

Agency of Administration

Public Meeting Notice Request

Complete name of Agency, Department, Board, Commission, Council, Organization:	Vermont Criminal Justice Training Council		
Name of person announcing Public Meeting:	Emily Leinoff		
Location of Public Meeting: Complete address including Building name/floor/ room number:			
Vermont Police Academy: Council Room 317 Academy Road Pittsford, VT 05763			
City/Town:	Pittsford	Date of meeting:	09/04/2012
Day of meeting:	Tuesday	Time of meeting:	10:00 AM
Organization URL:			
NO ABBREVIATIONS PLEASE			
Meeting Title and Description:			
Vermont Criminal Justice Training Council Meeting			
Any other applicable information:			

If you have questions about this form or about posting a Public Meeting please contact:

Rita Robinson at 828-3261 or rita.robinson@state.vt.us

VERMONT CRIMINAL JUSTICE TRAINING COUNCIL
MEETING AGENDA
September 4, 2012
VERMONT POLICE ACADEMY
PITTSFORD, VT.
10:00AM

Members in Attendance:

Sheriff Stephen Benard, Chair, Rutland County Sheriff's Department
Director Glen Button, Vice Chair, Vermont Department of Motor Vehicles
Sergeant Thomas Mozzer, Vermont State Police
David Fenster, Vermont State's Attorney
Captain William (Jake) Elovirta, Vermont Department of Motor Vehicles
Major Dennis Reinhardt, Vermont Department of Fish & Wildlife
Cindy Maguire, Vermont Attorney General's Office
Pietro Lynn, Lynn, Lynn, & Blackman
Executive Director Richard Gauthier, Vermont Police Academy
Director of Administration John Gonyea, Vermont Police Academy
Director of Training Cindy Taylor-Patch, Vermont Police Academy
Administrative Services Coordinator Emily Leinoff, Vermont Police Academy

- Call to Order at 10:04 by Sheriff Benard.
- Approval of Prior Minutes
 - Motion made by Director Button to approve the minutes of the August 3, 2012 meeting, 2nd by Cindy Maguire. Motion carried, minutes approved.
- Committee Reports
 - Canine Committee - no comments
 - Domestic Violence Committee
 - Question by Director Button about what the DV Fatality Review Board was and who was on it. Cindy Maguire explained briefly how it was made up and said she could send Director Button more information.
 - Homeland Security - no comments
 - Use of Force Committee - no comments
- Motion made by Cindy Maguire to approve the Canine, Domestic Violence, Homeland Security, and Use of Force committee reports. Second to the motion was made by Captain Elovirta. Motion passed.
- Waiver Committee
 - Director Gonyea explained that the Academy was working on updating the way waivers are being handled by the Academy. This would involve creating a matrix that would be approved by the Waiver Committee and the Council to create a standardized way of creating prescriptions for waivers.
 - Rule 8 Waivers:
 - **Alkinburgh, Scott - Castleton PD** - requested a waiver for an out-of-state certification be transferred to Vermont. Waiver Committee voted to approve the waiver request. Standard Prescription, Report Writing, Crash

Investigation, and Sexual Assault Investigation need to be completed by June 31, 2013.

- **LeBoeuf, Colton – Caledonia CSD** - requested a waiver for an out-of-state certification be transferred to Vermont. Waiver Committee voted to approve the waiver request. Standard Prescription, Interview & Interrogation, Mental Health, Evidence Collection Report Writing, Sexual Assault Investigation, and OC/Impact Weapon need to be completed by June 31, 2013.
- **Checchi, Mario – Bellows Falls PD** - requested a waiver for an out-of-state certification be transferred to Vermont. Waiver Committee voted to approve the waiver request. Standard Prescription, Report Writing, Crash Investigation, and Sexual Assault Investigation need to be completed by June 31, 2013.
- **Taylor, Eugene - UVM Police** - requested a waiver for an out-of-state certification be transferred to Vermont. Waiver Committee voted to approve the waiver request. Standard Prescription and Mental Health need to be completed by June 31, 2013.
- **Moses, Michael – Bennington PD** - requested a waiver for an out-of-state certification be transferred to Vermont. Waiver Committee voted to approve the waiver request. Standard Prescription, Report Writing, Crash Investigation, Driving, and Sexual Assault Investigation need to be completed by June 31, 2013.
- **Hammack, David - Windham CSD** - requested a waiver for an out-of-state certification be transferred to Vermont. Waiver Committee voted to approve the waiver request. Standard Prescription and Sexual Assault Investigation need to be completed by June 31, 2013.
- **St. Cyr, Christopher – Essex CSD** - requested a waiver for an out-of-state certification be transferred to Vermont. Waiver Committee voted to approve the waiver request. Standard Prescription, Crash Investigation, Mental Health, and Sexual Assault Investigation need to be completed by June 31, 2013.
- Motion made by Director Button to approve the Rule 8 waivers as presented. Second to the motion was made by Sergeant Mozzer. Motion passes, waivers are approved.
- Sheriff Benard advised that he would abstain from the next two waivers as they are for officers at his agency. Director Button presented the next two waivers.
- Rule 13 Waivers:
 - **Bennick, James – Rutland CSD** – requested a waiver for missing training hours from 2011 due to medical leave. Waiver Committee recommended that training be completed in 2012.
 - **Hinckley, George – Rutland CSD** - requested a waiver for missing training hours from 2011 due to medical leave. Waiver Committee recommended that training be completed in 2012.
- Motion made by Cindy Maguire to approve the Rule 13 waivers as presented. Second to the motion was made by Captain Elovirta. Motion passed, waivers are approved.
- Rule 14 Waivers:
 - **McCarthy, Michael – Franklin CSD** – requested recertification as a Full-Time Officer in Vermont. Waiver Committee recommended approving this request and giving the Executive Director the ability to waive selected components of the re-certification process as deemed appropriate.

with no cost. Director Gonyea explained to the Council that there were no increases to fees, in fact there were quite a few decreases on the new schedule.

- Motion was made by Cindy Maguire to accept the Fee Schedule as presented. Second to the motion was made by Captain Elovirta. Discussion from Director Button as to whether the driving simulator was actually being used off site and Director Gonyea explained that it was in fact used quite a bit and that the Fire Academy brings it to where it is needed. No more discussion, motion passed.
- Captain Elovirta explained that there was no TAC Meeting this quarter and the meeting is scheduled for later this month, but he wanted to mention that he sat in on a meeting with Director Gonyea, E.D. Gauthier, and Gary Margolis regarding a program that Gary developed called Campus Sentinel. He is looking to expand that application to Police Departments and the Academy for use. This would allow information to be sent electronically to the users.
- Old Business
 - Strategic Plan
 - E.D. Gauthier explained that he has gone through the current strategic plan and has made notes of updates. Discussion ensued from the Council on the progress and it was decided to discuss the strategic plan at a meeting in February of 2013.
- Director Cindy Taylor-Patch discussed the Mental Health training in regards to Act 80/Act 79 and the Department of Mental Health is working with her on creating a collaborating training for officers and crisis workers.
- Director Button asked if there was any more information about the audits being done. Director Gonyea explained that he would be starting those on Friday and the purpose of them was to audit compliance, but also educate on Academy procedures.
- Executive Session (Personnel Issues/Contract)
 - N/A
- Adjournment
 - Motion to adjourn by Director Button and second was made by Cindy Maguire. Meeting adjourned at 12:03.

VERMONT CRIMINAL JUSTICE TRAINING COUNCIL
MEETING AGENDA
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 investigation 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

3rd QUARTER

July 3

Burlington Cpl. Trent Martin and K-9 Capone

K-9 Capone alerted on the exterior of a vehicle. Located in a McDonald's bag inside the vehicle was \$7,188 in suspected drug money, 30 bindles of heroin and 1¼ ounce crack.

July 3

VSP Trooper Richard Slusser and K-9 Drager

A k-9 alert of a vehicle resulted in consent being given and 84 bags of heroin being confiscated.

July 13

VSP Trooper Richard Slusser and K-9 Drager

A k-9 alert of a vehicle by K-9 Drager resulted in consent being given and the confiscation of 40 bags of heroin.

July 17

Burlington Cpl. Trent Martin and K-9 Capone

Over 1½ an ounce of crack cocaine and almost a 1¼ of an ounce of marijuana was located inside a residence by K-9 Capone during a warrant search of a residence.

July 29

Vt. Fish and Wildlife Warden C. Barrett and K-9 Barrett

SAR tracking find of a lost 80 year old Alzheimer's patient who was missing for over 14 hours in a wilderness area. K-9 Barrett tracked over a mile through woods, steep hills and on a gravel road in hot weather and located the subject as he was being found by rescue personnel, sitting in a vehicle at a nearby house. The subject had minor injuries from a possible fall in a rocky region.

August 3

VSP Sr. Trooper Michelle Leblanc and K-9 Casko

SAR tracking find of a suicidal female who had taken pills and fled into the woods near her apartment. K-9 Casko tracked on hard surfaces for approximately ¾ of a mile and the female was found back at her apartment where she received necessary medical attention.

August 7

VSP Trooper Richard Slusser and K-9 Drager

During a motor vehicle stop K-9 Drager alerted on the vehicle and consent was given which resulted in 496 oxycontin pills (30 mg) being confiscated.

August 21

VSP Trooper Richard Slusser and K-9 Drager

K-9 vehicle alert resulted in \$7620 in suspected drug money being confiscated.

August 29

Burlington Cpl. Wade Labrecque and K-9 Andre

An exterior k-9 alert on a motor vehicle resulted in the confiscation of 67 bags of heroin.

August 30-31

Multi-Jurisdictions

In an international cooperative multi-jurisdictional drug enforcement effort at the Derby Line Port of Entry (which k-9 teams from Customs and Border Protection, Homeland Security, United States Forest Service, Vermont State Police, Vermont Department of Motor Vehicles, Orleans County Sheriff's Department, Hardwick Police, Shelburne Police, Vermont Police Academy, Vergennes Police, Newport Police, Windsor Police, Barre City Police, Surete du Quebec, and Royal Canadian Mounted Police) a large conglomerate of police k-9 teams assisted in the proactive deterrence and search for illegal narcotics resulting in the confiscation of drugs to include one package that was located in a hidden compartment in the hood of a vehicle, gaining praise from the Customs and Border Protection administration for the collaborative detail.

VT. POLICE K-9 PROGRAM 2012 HIGHLIGHT TOTALS (3rd 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.

PATROL

2 SAR Tracking Finds

DRUGS

\$14, 808 drug money

6 grams marijuana

3/4 ounce crack cocaine

221 bags of heroin

496 prescription pills (oxycontin)

Domestic Violence (TJ Anderson) Report, Second Quarter April - June, 2012

During This Quarter

Domestic Violence Related Activities

2012 Mandated DV Training:

Continue to wait for the contract to be finalized with JPMA. JPMA was sent the training Police Response to Children at Domestic Violence to beginning working on converting it to their format.

As a reminder, other courses currently being planned are:

- Strangulation (2-3 hours)
- DV Photography (1 hour)
- Stalking (1 Hour)
- Vermont Protection Orders (1 hour)

Two organizations have sent in applications to have their training be qualified to count towards the 2012 mandatory training: WomenSafe and Rutland County Women's Network and Shelter.

92nd Full-Time Basic Academy:

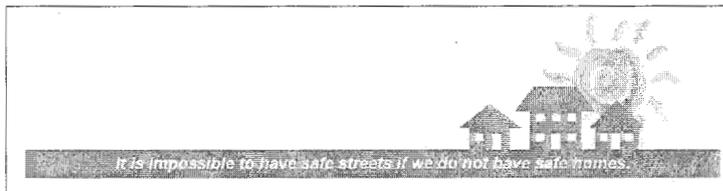
- Evaluated the domestic violence response final scenarios.

State DV Related Organizations Participation:

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

Other:

- Taught a Domestic Violence Response class at Orange County Sheriff's Department on May 7.
- Taught a Domestic Violence Response class at the Police Academy on June 29.
- Completed work on the Strangulation Documentation form.
- Began working on a domestic violence webpage with Emily Leinoff to be added to the VCJTC website. Its motto and logo being:
It will be launched at a later date.
- Met with the Director of RU12 on June 22 to discuss how VCJTC and RU12 can work together in the future regarding training of Vermont officers in same sex domestic violence dynamics.
- Human Trafficking:
 - Continue to participate in the planning of the 2012 Tri-State Consortium Advanced Advocate Training Conference entitled "Not for Sale: Responding to Sexual Exploitation" which will be occurring in September 24 and 25.



- Working on a police only training on human trafficking for September 26 at the Police Academy entitled "Not in Our Jurisdiction: Law Enforcement Response to Human Trafficking".
- Taught a 2 hour human trafficking awareness block at the bi-annual Vermont Constable Association meeting.
- Attended the Chiefs and Sheriffs Association meeting on May 3 attempting to recruit HT Investigators. The response, without financial support, was not generally favorable.
- The LEAB's Human Trafficking (HT) Implementation Committee met on June 22. A draft of online Vermont oriented HT training was presented to favorable reviews. Discussion continues on how to recruit officers to become HT Investigators given the less than favorable response at the Chiefs and Sheriffs Association meeting.
- Attended Vermont State's Human Trafficking Task Force meetings.
- Met with Edith Klimoski, Director of Give Way To Freedom, a Vermont HT nonprofit organization, to gather more information regarding training Vermont police officers on human trafficking.
- Took an online course on HT created by the US Department of Homeland Security.
- The Rutland County Women's Network and Shelter was awarded the grant to bring the Lethality Assessment Program (LAP) to Rutland County. I have been invited to attend the train-the-trainer training on the LAP.
- Vermont Criminal Justice Training Council has been invited to join the Vermont Animal Cruelty Response Coalition. Given the link of animal abuse and domestic violence, I accepted and attended their meeting on June 5.

Non-Domestic Violence Activities

92nd Full-Time Basic Academy:

- Taught the first recruit level class on Fair and Impartial Policing to the 92nd. It was very well received.

Part-Time Academy:

- Coordinated a Part-Time Academy the week of June 4 – 8, 2012.
- Created two new forms
 - Part-Time Firearms Pre-Academy Proficiency Checklist
 - Assures that persons attending the Part-Time Academy have some exposure to firearms before attendance.
 - Part-Time Officer Certification Process Extension Request
 - Solidifies and streamlines the process of an agency's request to extend a part-time officer trainee's non-provisional certification.
- The TAC approved the request to be able to reject DORs if they are not fully filled out. This was later approved by the Council.

Coordination of other in-service classes:

- Fingerprinting Certification
- VIN Verification
- Basic CSI

Review:

- Part-time officer paperwork

Respectively Submitted,

Terrell J. Jones Anderson
Training and Curriculum Development Coordinator



HOMELAND SECURITY TRAINING PROGRAM

REPORT TO THE COUNCIL

During the months of June and July, the Homeland Security Training Coordinator conducted a number of training sessions and began organizing additional courses.

Training conducted:

Communications Unit Leader and Finance Unit Leader Trainings in May/June at the VPA
ICS300 in June at Manchester Fire Department
ICS100 in July for Buildings & General Services personnel in Montpelier
ICS191 (ICS/EOC Interface) in July in St. Johnsbury (cancelled due to low enrollment)
ICS191 (ICS/EOC Interface) in July in Grand Isle
ICS402 is offered on a regular basis via webinar to anyone with a mobile device or computer

Training Planned:

There are three additional ICS191 (ICS/EOC Interface) courses and two ICS402 (ICS for Executives) scheduled for August and September.

ICS402 will be offered at the Vermont Emergency Preparedness Conference in September.

Law Enforcement Powers & State Authority Training for Federal Officers and Agents will be held in September at the Richford US Border Patrol Station.

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.



Use of Force Committee Meeting 14 August 2012

Prepared by: Deb Tyminski, Program Services Clerk

Members Present: Capt. Drew Bloom; Lt. Robert Stebbins; 1Sgt. Don Keeler; Chief Lianne Tuomey; Sgt. Bart Chamberlain; Chief Chris Brickell; Officer William Sullivan; Lt. Mike Henry; Sgt. John Young; Executive Director Richard Gauthier; TC Jason Williams

Members Absent: Cpl. Phil Call; Trooper Steve Coote; Warden Russ Shopland; Officer Matthew Murano; Officer Randy Crowe

Meeting called to order: 1010

Old Business

ISSUE 1: Rifle Course

This is a 2 day course and is a familiarization course-not a certification. In order to be certified someone must attend Patrol Rifle School. The group would like to have this taught before the next certification course. TC Williams will meet with the Director of Training; Cindy Taylor-Patch to determine whether there is time in the current schedule to do this. If it is determined that there is room in the schedule TC Williams will let the committee know when this can occur.

There are a couple of people whose certifications have lapsed. They would like to know how to go about recertification. The current protocol is, if they have expired more than 1 year, they will have to attend week 2 of the Firearms Instructors School. The only exceptions will be for military personnel, who will be looked at on an individual basis. TC Williams presented 2 people who have expired. Each will have to attend week 2 of the instructor course. The current system will be revisited in Jan. 2013 when the new standards are developed. Lt. Stebbins suggested that if a candidate cannot attend weeks 1 or 2 then they should be able to go before the UOF committee and they will look at their case individually. One option is that they could go to the basic class which is taught by certified instructors. That way an instructor/trainer could work with them and



certify them; thus not having them attend the week long course.

Lt. Stebbins proposed extending the current 2 year expiration for Firearms Instructors to 3 years. The committee would also like to get all instructors on the same recertification schedule with all expiring at the end of a calendar year. TC Williams will bring this proposal to the Executive Director and to the Council.

Chief Tuomey seconded the motion.

• **Motion passed**

ISSUE 2: Fire Arms Instructor Course

• A lengthy discussion ensued regarding this course.

• All agreed that the last class did not go well and that changes are warranted.

Center Mass conducted a training at the Academy in June of this year which was very well received. Course evaluations revealed that this was one of the best trainings VCJTC has offered.

• Director Gauthier stated that the Council is currently looking at ways in which to raise the bar for instructors. He would like to see this committee come up with some standards for instructors. Director Gauthier stated that the group would have approximately 6 months to develop these standards and 6 months to implement them. Committee members stated that they had done this previously and it had not been accepted by the Council. Director Gauthier stated that there is new administration and Council membership so this should not be an issue. He advised the Committee to come up with the standards and he would review it and make recommendations. He suggested that the Committee Chair present it to the Council. Director Gauthier recommended that the group develop a sub-committee to look at completing this task.

The committee will develop instructor criteria possibly with 2-3 levels of instructor criteria. Chief Tuomey stated that she has the model the Committee had presented to the Council in the past. She will email it to TC Williams and he can get it to the Sub-Committee members for discussion.

The Sub-Committee will consist of the following people: Lt. Robert Stebbins; Chairman; Chief Tuomey; Sgt. John Young, Capt. Drew Bloom; Randy Lopez. Lt. Stebbins requested that TC Williams and Director Gauthier be on the committee. Director Gauthier stated that they can sit in on the committee but can't be members.

The group will submit a draft of developed standards to the group by Sept. 1, 2012. The final criteria will be completed and presented to the Council at the December 2012 meeting.

ISSUE 3: Range Master

Lt. Stebbins inquired as to whether Officer Sullivan is the official Range Master. The group wanted to know if he is the person in charge of the instructors' course. Officer Sullivan stated that there should be 2 or 3 people in charge of instructors' school. This way the group could work on getting the curriculum and instruction set and they would present a uniform front. Officer Sullivan is currently working on developing a curriculum and he will get input from other members when it is complete. The group stated that

they think more than 1 person should be working on curriculum development. Officer Sullivan stated that he is seeking input from other agencies but is moving along because there is a short time period on which to complete this work.

Suggestion to TC Williams was to pick the team of instructors that are best qualified and invite them; through their agency head; to come and teach for the entire class. The remainder will be notified that they are not needed this time.

ISSUE 4: UOF Committee Membership

The committee discussed a process regarding members who do not regularly attend the meetings. It was decided that members who are chronically absent from meetings or those who miss 3 consecutive meetings would be removed from the committee. Although the group understands that other things come up such as court etc. they really need to have members present a majority of the time.

Capt. Bloom would like to recommend someone for the committee. He will speak to the person to see if he has any interest and let the committee know.

Other business:

- TC Williams would like updated email addresses from the Committee members. A sheet was passed around and all members updated their addresses.

- Committee accepted the following members:
 - Officer Matthew Murano-Willmington Police Dept.
 - Officer George Randy Crowe-Bristol Police Dept.

- Meeting adjourned at 12:21.

Respectfully Submitted,

Deborah A. Tyminski
Program Services Clerk

Waiver Committee – AGENDA

August 21st, 2012

Members: Donald Isabelle, James Krakowiecki (Vice-Chair), Don Patch (Chair), Mike Chamberlain, William Humphries, and Trevor Whipple

Members Absent: none

Staff: John Gonyea, Richard Gauthier

Meeting called to order at: 1008 hrs.

The Chair approved amending the agenda to allow for E.D. Gauthier to update the members on the Council decision at their last meeting to require that “fresh training” be required in order for an officer to request that Rule 13 training from the current calendar year be considered to apply to a previous years missing training requirements. Once the E.D. was finished updating the members on this topic the remaining items under new and old business were discussed.

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

No requests this quarter.

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

No requests this quarter.

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

Scott Alkinburgh, Castleton Police Department. Chief Sherwin of Castleton PD requests a waiver to allow Alkinburgh to transfer his full-time certification in New York to VT. Alkinburgh attended the Municipal Police Academy in Schenectady NY and graduated on 12/15/2006. Between basic training, continuing education and experience during his time as a police officer Alkinburgh has approximately 900 hours of training and five years of experience. In addition to the standard prescription, identified deficiencies between Alkinburgh’s basic and in-service training as compared to the VT full-time basic program are; Report Writing, Crash Investigation and Sexual Assault Investigation.

Action: Motion made by Whipple to APPROVE as presented, 2nd by Chamberlain. No further



discussion. MOTION – PASSED, 6-0.

Colton LeBoeuf, Caledonia County SD. Sheriff Shatney requests a waiver to allow LeBoeuf to transfer his certification in Maine to VT. LeBoeuf attended the Maine Academy in Vassalboro, ME and graduated in May 2012. LeBoeuf completed the VT part-time basic training process in May 2011 before leaving to work in ME. Between basic training, continuing education and experience during his time as a police officer LeBoeuf has approximately 854 hours of training and one year of experience. During his part-time certification in VT LeBoeuf completed the following training courses: RADAR on 6/3/2011, DV on 12/14/2010, Fingerprint/VIN on 12/8/2010 and DUI on 4/15/2011. In addition to the standard prescription, identified deficiencies between LeBoeuf's basic and in-service training as compared to the VT full-time basic program are; Interview & Interrogation, Mental Health, Evidence Collection, Report Writing, Sexual Assault Investigation and OC/Impact weapon.

Action: Motion made by Humphries to APPROVE, removing requirements that have already been completed and identified deficiencies, 2nd by Isabell. Brief discussion by members to clarify that LeBoeuf would still need to complete any remaining components of the standard prescription not previously completed. Gonyea affirmed this was the case. MOTION – PASSED, 6-0.

Mario Checchi, Bellows Falls Police Department. Chief Lake requests a waiver to allow Checchi to transfer his certification in NH to VT. Checchi attended the NH Academy in Concord, NH and graduated in 12/2/2011. Checchi completed the VT part-time basic training (phase 1) process on 7/29/2011. Between basic training, continuing education and experience during his time as a police officer Checchi has approximately 682 hours of training and one year of experience. During his part-time certification in VT Checchi completed the following training courses: DV on 6/29/2012. In addition to the standard prescription, identified deficiencies between Checchi's basic and in-service training as compared to the VT full-time basic program are; Report Writing, Crash Investigation and Sexual Assault Investigation.

Action: Motion made by Humphries to APPROVE, removing requirements that have already been completed and identified deficiencies, 2nd by Chamberlain. No further discussion. MOTION – PASSED, 6-0.

Eugene Taylor, UVM Police Services. CPT Bilodeau requests a waiver to allow Taylor to transfer his certification in NJ to VT. Taylor originally attended the Northern Virginia Criminal Justice Academy and graduated on 8/10/1984. Taylor transferred his certification in VA to NJ, completing that process on 12/6/1991. Taylor has not completed any police training in VT. Between basic training, continuing education and experience during his time as a police officer Taylor has well in excess of 2,500 hours of training and 27 years of experience. This does not include the time he spent instructing police topics or his attendance at the FBINA. In addition to the standard prescription, identified deficiencies between Taylor's basic and in-service training as compared to the VT full-time basic program are; Mental Health Crisis.

Action: Motion made by Isabell to APPROVE as presented, 2nd by Whipple. No further discussion. MOTION – PASSED, 6-0.

Michael Moses, Bennington Police Department. Chief Doucette requests a waiver to allow Moses to transfer his certification in NY to VT. Moses attended the NY Academy for the Fort Edwards PD in NY and graduated on 5/14/2005. Moses has not completed any police training in VT. Between basic training, continuing education and experience during his time as a police officer Moses has approximately 650 hours of training and seven years of experience (part-time employment). In addition to the standard prescription, identified deficiencies between Moses basic and in-service training as compared to the VT full-time basic program are; Report Writing, Crash Investigation, Driving and Sexual Assault Investigation.

Action: Motion made by Chamberlain to APPROVE as presented, 2nd by Krakowiecki. No further discussion. MOTION – PASSED, 6-0.

David Hammack, Windham County SD. Sheriff Clark requests a waiver to allow Hammack to transfer his certification in NY to VT. Hammack attended the Gwinnett County Police Academy in Buford, GA and graduated on 11/2/2006. Hammack has not completed any police training in VT. Between basic training, continuing education and experience during his time as a police officer Hammack has approximately 2,254 hours of training and six years of experience. In addition to the standard prescription, identified deficiencies between Hammack's basic and in-service training as compared to the VT full-time basic program are; Sexual Assault Investigation.

Action: Motion made by Isabelle to APPROVE as presented, 2nd by Humphries. No further discussion. MOTION – PASSED, 6-0.

Christopher St. Cyr, Essex County SD. Sheriff Colby requests a waiver to allow St. Cyr to transfer his certification in NH to VT. St. Cyr attended the NH Police Academy in Concord, NH and graduated on 6/6/1986. St. Cyr has not completed any police training in VT. Between basic training, continuing education and experience during his time as a police officer St. Cyr has approximately 1,000 hours of training and 26 years of experience. In addition to the standard prescription, identified deficiencies between St. Cyr's basic and in-service training as compared to the VT full-time basic program are; Crash Investigation, Mental Health Crisis and Sexual Assault Investigation.

Action: Motion made by Whipple to APPROVE as presented, 2nd by Isabell. No discussion. MOTION – PASSED, 6-0.

Note: St. Cyr discussion/vote was conducted by e-mail as the remaining paperwork had not arrived from the NH Academy prior to the meeting on 8/21.

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

James Bennick, Rutland County SD. Sheriff Benard requests a waiver to apply 6.5 hours of training in 2012 to make up for a missing hour of training in 2011. Sheriff Benard indicates that Bennick was on medical leave for a significant time in 2011 and was unable to complete his required training prior to the end of the calendar year. Sheriff Benard indicated in his waiver request that the missing hours were completed prior to 5/1/2012 – and included 1st aid and firearms requalification. Sheriff Benard recognizes that if approved, Bennick will still need to meet his training requirements for 2012 above and beyond the hours applied to 2011.

Action: Motion made by Isabell to APPROVE as presented, 2nd by Chamberlain. Question by Krakowiecki to clarify that the Council's recent decision on "fresh training" did not apply for this meeting. Gauthier affirmed that was the case. MOTION – PASSED, 6-0.

George Hinkley, Rutland County SD. Sheriff Benard requests a waiver to apply training hours completed in 2012 to 2011 to bring Hinkley into compliance. Sheriff Benard explained that Hinkley remained on his roster, however he took a leave of absence in December 2010 to attend to a significant medical issue involving his father-in-law. Sheriff Benard outlined that since returning to duty in 2012 Hinkley has completed a total of 30 hours of training – which includes 1st aid, firearms requalification and the mandatory DV training. Sheriff Benard recognizes that if approved, Hinkley will still need to meet his training requirements for 2012 above and beyond the hours applied to 2011.

Action: Motion made by Isabell to APPROVE as presented, 2nd by Humphries. No further discussion. MOTION – PASSED, 6-0.

5. Rule 14 (Re-certification of LEOs)

Michael McCarthy, Franklin County SD. CPT Sweeney is requesting McCarthy's re-certification as a full-time officer. McCarthy retired as the Chief in Swanton on 11/1/2008. McCarthy did not have training hours reported to the Academy for 2008, his last year of employment. Since retiring as Chief, McCarthy has been working as the Site Manager in the Fusion Center in Williston where he supervises approximately 62 staff. CPT Sweeney is requesting a waiver to allow McCarthy to maintain his full-time certification and be employed by their agency. Since retiring McCarthy has not attended the mandatory DV training which would need to be completed in addition to phase 1 of the part-time certification process.

Prior to the vote Gauthier and Gonyea shared with the members a philosophical discussion they have been engaging in around waiver requests such as this, i.e. should a VT certified officer with extensive training and experience be required to attend all of the components of the part-time training program as part of the recertification process? For example, taking criminal, motor vehicle and firearms components makes sense to ensure they are current with best practices, case law updates, etc. However, does it make sense to require an officer with this much experience and training to take topics such as History of Police and Report Writing – that are designed to give the basics to entry level officers?

Action: Motion made by Humphries to APPROVE, granting E.D. ability to waive selected components of re-certification process as deemed appropriate, 2nd by Chamberlain. No further discussion. MOTION – PASSED, 6-0.

6. Rule 19 (Other waivers)

No requests this quarter.

7. Old Business:

a) update on discussion around strategic plan: Council revisiting overall plan after the Sep 4 Council meeting concludes, part of the current plan includes creating an "Academy Ops"

reference manual for agencies to use

b) update from E.D. Gauthier on issues at LEAB pertaining to certification/licensing: E.D. updated members on work done this far, types of input provided and timetable to report back to LEAB and ultimately legislature in Jan 2013

c) update on entrance testing review process: Gonyea updated status of ongoing process, long-term goals, plans to print new testing booklet for Jan 2013

8. New Business:

- Update on compliance checks at agencies: first visit scheduled for next Wednesday at Castleton PD, Constables also attending, importance of two pronged approach which includes the compliance piece but equally the education piece
- Updates on processes to clean up training records: Gauthier and Gonyea provided challenges ahead as the records are cleaned up, processes being used, ultimate goal of putting in place "bullet proof" written procedures such that regardless of who fills the position the process is intact, efficient, user friendly and holds everyone accountable
- Update on process to standardize matrix for waiver requests: Gonyea provided updates on process to standardize how all waivers are reviewed, ensure everyone applies the same standards when reviewing them, ultimate goal of putting in place "bullet proof" written procedures such that regardless of who fills the position the process is intact, efficient, user friendly and holds everyone accountable
- Updates on decertification process: Gauthier provided information on need to update rules to allow for strengthen of decert process as well as allowing more options than either no action or permanent decertification, spoke to how this directly ties to both the work the LEAB is doing as well as the Rules Subcommittee of the Council

9. Adjournment - Meeting adjourned at: 1136 hrs.

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 6/31/2013. (conclusion of the 95th Basic Class)

VCJTC Quarterly Report September, 2012

On Monday, August 6, VPA staff and Training Assistants welcomed 25 new recruits into the 94th Basic Full-Time Basic Class. Despite the typical stressful beginning, the 94th has reached week 4 with the loss of only one recruit. Most "major block" classes have started to include criminal law, motor vehicle law, use of force, crash, and patrol procedures. Physical activity has included plyo-metric circuits, short and long distance runs, as well as team-building exercises. The class created their motto: "Surrounded by challenge, together we rise!"

Monthly Spillman dispatch courses and bi-monthly Spillman officer courses continue to be offered. E911, Basic Dispatch and NCIC schools have been hosted this summer, and Ken will teach the four-day Police In-Service Driving class again in September.

The Use of Force (UOF) Committee has assembled some sub-committees to explore the possibility of enacting entrance standards for the firearms instructor course. Discussion has also been had regarding keeping the firearms instructor course in-state and modifying it to a tiered system similar to the UOF instructor certification process, or outsourcing it to a private company. A two-day patrol rifle familiarization course has been added to the post-basic schedule, and the committee elected to have a core group of instructors assigned to teach the full-time basic class for the purpose of continuity of training. The committee would also like to see firearms instructors certifications extended to three years. We are working with Capt. Drew Bloom to offer a UOF Instructor course in January, 2013.

Sara has been busy getting our in-service calendar filled up. Laser and Radar certification, Sobriety Checkpoint Supervisor training, Gang Awareness and other courses are in the works here and at various locations around the state. She is developing a survey in regards to training needs for Preliminary Breath Test equipment. The goal of the survey is to understand what PBT models are being utilized, so we can provide more relevant training.

Cindy is working with the Vermont Department of Mental Health on the development of interdisciplinary training for mental health crisis screeners and law enforcement. A team has been pulled together to create a curriculum and Train-the-Trainer program.

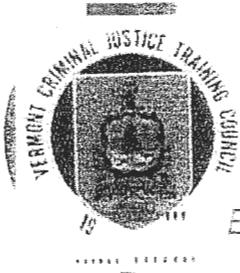
We will be doing a good deal of data collection over the next several weeks for the Job Task Analysis. A database has been created that will enable us to begin dividing full-time certified officers into patrol and supervisory groups. We will then push out the appropriate on-line survey to individuals based on that status. Officers will have about six weeks to complete it. Much more to follow!

Sincerely,

Cindy Taylor-Patch, Director of Training
TC Sara Couture
TC Ken Hawkins
TC Jason Williams

Subject	Location	Start	End	Duration	students	total
93rd Basic Class - We	Classroom 3 /	Mon 4/2/2012 1	Sat 4/7/2012 12	5 days	37	185
Innocence Project To	Classroom 2	Mon 4/2/2012 1	Tue 4/3/2012 1	1 day	23	23
93rd Basic Class - We	Classroom 3	Mon 4/9/2012 1	Sat 4/14/2012 1	5 days	37	185
DV Response	Classroom 1	Mon 4/9/2012 1	Tue 4/10/2012 1	1 day	11	11
DOC Firearms	Range	Mon 4/9/2012 1	Tue 4/10/2012 1	1 day	32	32
UOF In-Service	Classroom 2 /	Mon 4/9/2012 1	Fri 4/13/2012 1	3 days	15	45
MEB	Classroom 2	Fri 4/13/12	Fri 4/13/2012 1	1/2 day	11	11
OC	Classroom 2	Fri 4/13/12	Fri 4/13/2012 1	1/2 day	10	10
Entrance Testing	Classroom 1 /	Tue 4/10/2012 1	Tue 4/10/2012 2	6 hours	37	37
Senior Luncheon	Cafeteria	Thu 4/12/2012	Thu 4/12/2012	2.5 hours	47	47
VT Constable Associa	Classroom 1	Fri 4/13/2012 1	Sat 4/14/2012 1	1 day	47	47
VSP Testing	Classroom 3 /	Sat 4/14/2012 8	Sat 4/14/2012 2	6 hours	45	45
93rd Basic Class - We	Classroom 3	Mon 4/16/2012	Sat 4/21/2012 1	5 days	37	185
At Scene Crash Invest	Classroom 1	Mon 4/16/2012	Sat 4/21/2012 1	5 days	21	105
VSP LPO 5 - Week 1	Meals & Lodgi	Mon 4/16/2012	Sat 4/21/2012 1	5 days	40	40
Spillman Dispatch	Computer Lab	Tue 4/17/2012	Thu 4/19/2012 1	2 days	7	14
Police Driving In-Serv	Classroom 2 /	Tue 4/17/2012	Sat 4/21/2012 1	4 days	4	16
93rd Basic Class - We	Classroom 3	Mon 4/23/2012	Sat 4/28/2012 1	5 days	37	185
At Scene Crash Invest	Classroom 1	Mon 4/23/2012	Sat 4/28/2012 1	5 days	21	105
Spillman Officer	Computer Lab	Tue 4/24/2012	Thu 4/26/2012 1	2 days	7	14
IADLEST Regional Me	Classroom 2	Wed 4/25/2012	Sat 4/28/2012 1	3 days	9	27
Pittford Rec Teen Dar	GYM	Fri 4/27/2012 7	Fri 4/27/2012 1	3 hours	125	125
VSP Auxillary	Classroom 1	Sat 4/28/2012 1	Mon 4/30/2012 2	2 days	28	56
93rd Basic Class - We	Classroom 3	Mon 4/30/2012	Sat 5/5/2012 12	5 days	37	185
Statewide Basic Disp	Classroom 2	Mon 4/30/2012	Sat 5/5/2012 12	5 days	7	35
ANR In-Service Traini	Classroom 1/C	Mon 4/30/2012	Fri 5/4/2012 12	4 days	8	32
K-9		Sun 4/1/12	Mon 4/30/12	30 days	26	26
Entrance Testing	Classroom 1 /	Tue 5/1/2012 8	Tue 5/1/2012 2	6 hours	32	32
DMV Rider Education	Classroom 2 /	Fri 5/4/2012 12	Mon 5/7/2012 1	3 days	9	27
DLC NLUOF	Classroom 1/C	Fri 5/4/2012 9:0	Fri 5/4/2012 3:3	6.5 hours	12	12
Constable Firearms Q	Range	Sat 5/5/2012 12	Sun 5/6/2012 1	1 day	16	16
93rd Basic Class - We	Classroom 3	Mon 5/7/2012 1	Sat 5/12/2012 1	5 days	37	185
Communications Unit	Classroom 1	Mon 5/7/2012 1	Fri 5/11/2012 1	4 days	13	52
Firearms Instructor S	Classroom 2/F	Mon 5/7/2012 1	Sat 5/12/2012 1	5 days	21	105
Rutland Constables	Classroom 2	Thur 5/10/12	Thu 5/10/12	2 hours	17	17
VSP Testing	Classroom 3 /	Sat 5/12/2012 8	Sat 5/12/2012 2	6 hours	77	77
93rd Basic Class - We	Classroom 3	Mon 5/14/2012	Sat 5/19/2012 1	5 days	37	185
VSP LPO 5 - Week 2	Meals & Lodgi	Mon 5/14/2012	Sat 5/19/2012 1	5 days	4	16
Forensic Interviewing	Classroom 1	Mon 5/14/2012	Thu 5/17/2012 1	3 days	9	27
DLC Firearms	Range	Tue 5/15/2012	Tue 5/15/2012	5 hours	11	11
Use of Force Meeting	Council Room	Tue 5/15/2012	Tue 5/15/2012	3.5 hours	7	7
VT F&W fitness testin	Gym	Wed 5/16/2012	Thu 5/17/2012	1 day	17	17
Senior Luncheon	Cafeteria	Thu 5/17/2012	Thu 5/17/2012	2.5 hours	50	50
DMV Rider Education	Classroom 2 /	Fri 5/18/2012 1	Mon 5/21/2012	3 days	9	27
VSP Firearms	Range	Fri 5/18/2012 1	Sat 5/19/2012 1	1 day	8	8
VSP fitness test	Gym	Fri 5/18/2012 1	Fri 5/18/2012 3	4 hours	4	4

93rd Basic Class - We	Classroom 3 /	Mon 5/21/2012	Fri 5/25/2012	1:4 days	37	185
VSP PT Testing	Gym	Mon 5/21/2012	Mon 5/21/2012	7 hours	3	3
Waiver Committee M	Council Room	Tue 5/22/2012	Tue 5/22/2012	12 hours	5	5
93rd First Aid & CPR -	Classroom 3	Tue 5/29/2012	Sat 6/2/2012	12 1 day	28	28
93rd Fingerprint post	Classroom 3	Thu 5/31/12	Thu 5/31/12	1/2 day	32	32
93rd VIN post-basic	Classroom 3	Thu 5/31/12	Thu 5/31/12	1/2 day	31	31
Currier Memorial Sch	ROPES course	Tue 5/29/12	Tue 5/29/12	4 hours	23	23
VSP Post Basic NLUOF	Gym	Wed 5/30/2012	Thu 5/31/2012	11 day	12	12
Drug Task Force	Scenario Build	Thu 5/31/2012	Fri 6/1/2012	12: 1 day	8	8
K-9		Tue 5/1/12	Thu 5/31/12	31 days	86	86
93rd Radar post-basic	classroom 3	Fri 6/1/12	Fri 6/1/12	1 day	28	28
DMV Rider Education	Classroom 2 /	Fri 6/1/2012 12:	Mon 6/4/2012	13 days	9	27
VSP Firearms	Range	Fri 6/1/2012 12:	Sat 6/2/2012	12 1 day	7	7
DUI - Post Basic	Classroom 3	Mon 6/4/2012 1	Sat 6/9/2012	12 5 days	35	175
K9 Urban Tracking Pr	Green House	Mon 6/4/2012 1	Sat 6/9/2012	12 5 days	3	15
Part-Time Academy	Classroom 1	Mon 6/4/2012 7	Fri 6/8/2012 9:0	110 hours	24	120
Rutland City PD - PT	Gym	Tue 6/5/2012 1:	Wed 6/6/2012	11 day	6	6
Entrance Testing	Gym - DO NOT	Tue 6/5/2012 8:	Tue 6/5/2012 2:	6 hours	45	45
Firearms Instructor S	Classroom 2/F	Wed 6/6/2012 1	Sat 6/9/2012	12 3 days	22	66
DMV Rider Education	Classroom 2 /	Fri 6/8/2012 12:	Mon 6/11/2012	3 days	9	27
Spillman Officer muni	Classroom 3	Mon 6/11/2012	Sat 6/16/2012 1 1-	1/2 day	12	24
UOF & Tactics Instruc	Classroom 1 /	Mon 6/11/2012	Sat 6/16/2012	1 5 days	6	30
VT Corrections PT Te	GYM	Mon 6/11/2012	Mon 6/11/2012	3 hours	6	6
Police Driving In-Serv	Classroom 2 /	Tue 6/12/2012	Sat 6/16/2012	1 4 days	6	24
VSP Post Basic Spillm	Computer Lab	Wed 6/13/2012	Fri 6/15/2012	1:2 days	12	24
Fish & Wildlife trainin	CR	Wed 6/13/2012	Thu 6/14/2012	11 day	18	18
Shotgun post-basic	Classroom 3/F	Wed 6/13/12	Wed 6/13/12	1 day	6	60
Rutland Constables	Classroom 2	Thu 6/14/12	Thu 6/14/12	2 hours	14	14
VT Rider Education M	Classroom 2 /	Sat 6/16/2012 1	Mon 6/25/2012	9 days	9	27
VSP New Recruit Ori	Classroom 3	Sat 6/16/2012 9	Sat 6/16/2012 2	5 hours	12	12
computer & Internet	Classroom 3	Mon 6/18/12	Mon 6/18/12	1 day	23	23
Spillman Dispatch	Computer Lab	Tue 6/19/2012	Thu 6/21/2012	12 days	8	16
VSP Post Basic - Sting	Driving Pad	Tue 6/19/2012	Tue 6/19/2012	14 hours	12	12
VSP NLUOF	GYM	Tue 6/19/2012	Tue 6/19/2012	4.5 hours	12	0
Finance/Admin Unit I	Classroom 1	Wed 6/20/2012	Sat 6/23/2012	1 3 days	23	69
VSP Post Basic Firearr	Classroom 3/F	Wed 6/20/2012	Sat 6/23/2012	1 3 days	12	36
Rutland County SD Fii	Range	Sat 6/23/2012 8	Sat 6/23/2012 5	9 hours	27	27
American Legion Carr	VT Fire Acade	Sun 6/24/2012	Sat 6/30/2012	1 6 days	27	162
Waiver School (Tenat	Classroom 2	Mon 6/25/2012	Fri 6/29/2012	1:4 days	3	12
Brandon PD Range	Range	Tue 6/26/2012	Tue 6/26/2012	7 hours	11	11
DOC Cert	Scenario Build	Wed 6/27/2012	Sat 6/30/2012	1 3 days	17	51
Basic CSI	Classroom 1	Thu 6/28/2012	Fri 6/29/2012	1:1 day	26	26
Senior Luncheon	Cafeteria	Thu 6/28/2012	Thu 6/28/2012	2.5 hours	45	45
DV Response	Classroom 1	Fri 6/29/2012 1:	Sat 6/30/2012 1	1 day	30	30
K-9		Fri 6/1/12	Sat 6/30/12	30 days	13	13



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STRATEGIC PLANNING SESSION

May 2-3, 2011
Montpelier, Vermont

Introduction

A select group of Vermont Criminal Justice Training Council (VCJTC) members and external stakeholders attended a two day strategic planning session on May 2nd and 3rd in Montpelier, Vermont. The purpose of the meeting was to revise the VCJTC mission statement, develop a vision statement, develop overarching goals, strategies, and performance measures. The meeting began with an overview of the strategic planning process and developed into robust discussions centered on what the VCJTC does (mission), where the VCJTC is going (vision), and how the VCJTC is going to get there (strategic plan with goals, strategies, and performance measures). There was also discussion centered on the core values, although it was determined that the existing core values will remain in place and did not require revision at this time.

Mission Statement

The working group developed and recommends the following paragraph to serve as the VCJTC mission statement:

The mission of the Vermont Criminal Justice Training Council is to enhance public safety and promote law enforcement excellence by establishing policies, certification standards, training, and resources that embrace best practices in criminal justice to meet the needs of the communities we serve.

Vision Statement

The working group developed and recommends the following paragraph to serve as the VCJTC vision statement:

The vision of the Vermont Criminal Justice Training Council is to define standards of excellence and be the primary resource in the development of every law enforcement professional.

SWOT Analysis

As a way to foster communication and begin discussions related to the strategic planning process, the workgroup completed an accelerated SWOT analysis on the VCJTC. The SWOT analysis examined the VCJTC's strengths, weaknesses, opportunities, and threats. In addition to creating open and honest dialogue, these comments solidified the need to complete a strategic planning process. The results, in bullet format, are found below.

Strengths

- Diversity of VCJTC membership.
- Inclusive nature of the training academy model provides consistency.
- Current training staff expertise.
- Initiative to embark on a strategic planning process.
- The desire of VCJTC and stakeholders to improve upon the current situation.
- Ongoing political support, including funding.
- VCJTC structure and accountability.
- Structure as an autonomous organization.

Weaknesses

- Lack of commitment from original VCJTC members. **Much improved, need to continue work with subcommittees.**
- Inclusive nature of the the current VCJTC structure is difficult to maintain.
- Lack of facility space as well as physical location of the facility.
- Turnover of VCJTC members creates a lack of continuity.
- Lack of distance learning outreach.
- Lack of resources for technology to be integrated into training. **Will be addressed to very large degree when IT grant provisions are implemented.**
- Lack of staff and resources. **Now fully staffed, have two temp positions intended to assist staff in operations/support, will attempt to integrate these positions into permanent staff beginning FY15.**
- Political challenges including unfunded training mandates.
- Quasi-stand alone structure creates an independent and autonomous organization. **Partnerships with other state agencies (HR, BGS, DII) provide oversight without sacrificing autonomy.**
- Current training facility presents challenges related to providing 16 week basic training vs. general in service training and mandatory training.
- Authority to decertify officers, but no clear procedures in place to do so.
- Lack of communication from the VCJTC and training academy to allied agencies, stakeholders, and the public.
- Lack of a marketing plan.
- Lack of continuity in knowledge regarding what the VCJTC should accomplish.

- Class size restrictions including limitations of the current facility.
- Lack of a robust integrated training model including crossover between skills.

Opportunities

- Recent ability to get the VCJTC re-committed to the purpose of the organization.
- The desire to increase education and outreach to stakeholders, on the value of the VCJTC and training academy.
- The desire to educate the legislature on the VCJTC and the value of the organization.
- Examination of VCJTC structure and authority.
- Current model allows for Integration with multiple agencies.
- The desire to create an outreach plan.
- Potential future facility expansion.
- The desire to implement a marketing plan.
- Consistent statewide training standards and accreditation allows for professionalism.
- General sense of buy-in and interest from stakeholders.
- Potential future partnerships with Vermont colleges to offer wide variety of training and delivery methods.

Threats

- Political challenges.
- Recent negative publicity.
- General increase in the complexity of the criminal justice system.
- Civil litigation.
- Potential hostile takeovers. **Appears to no longer be an issue**
- Legislative perceptions of the VCJTC and training academy.
- Special interest groups focusing on the VCJTC and training academy. **Bad precedent set with mandatory DV training; other groups (mental health) want same accommodations.**
- Diminished resources.
- Staff turn over.

Goals

The workgroup discussed and refined four over-arching goals designed to provide direction for the VCJTC, training academy staff, and external stakeholders. Strategies to attain each goal were solidified, as well as performance measures to accurately and transparently chart progress were also developed. The results are shown below.

OVERARCHING GOAL #1

Improve law enforcement as a profession.

Strategies

- Establish clearly defined training tracks and/or a matrix.
- Develop a law enforcement leadership program, including the continued implementation of the IACP Leadership in Police Organizations (LPO) program.
Extremely difficult to get participation
- Develop a method to insure agencies can participate in leadership training, regardless of budget size.
- " Improve recruitment efforts.
- o Institute statutory and legislative reviews related to certification/decertification, as well as authority and makeup of the VCJTC. **LEAB completing work on this issue.**
- Develop a plan to leverage technology in all that we do.
- o Identify training programs eligible for movement to online delivery or to Vermont Interactive Television. **VIT proved to be impractical, Academy will still host JPMA on website, but cost will be transferred to those agencies wishing to participate in 09/13. Currently exploring electronic pre-basic for all recruits, to free up classroom time for more substantive training.**
- o Provide guidance to agencies, with the goal of bolstering attendance at training.

Performance Measures

- * Facilitate meetings with chiefs and sheriffs regarding development of training tracks and/or a matrix.
- * Develop a plan to implement IACP LPO training on a statewide basis and review needs on an annual basis.
- * Complete a best practices guide on recruiting.
- * Establish a VCJTC sub-committee to review and make recommendations to the council on the certification/decertification process.
- * Establish a VCJTC sub-committee to monitor and review emerging technology as it pertains to the council and training academy.
- * Evaluate the effectiveness and participation related to current online training offerings.
- * Increase participation in academy training programs by 10%.

Note: Some of the strategies and performance measures here will be significantly affected by the outcome of the job task analysis, so work on them is being delayed pending the outcome of the JTA

OVERARCHING GOAL #2

Maximize outreach and awareness to allied agencies.

Strategies

- Increase access to statewide training for all agencies.
- Develop and implement a newsletter to foster communication with stakeholders.
- Implement the use of social media as a tool for communication, education, and marketing.
- Leverage technology in all that we do.
- Develop an operations manual for agency heads, detailing processes relevant to the administration of law enforcement agencies.
- Educate stakeholders on the structure and purpose of the VCJTC.
- Explore partnerships with Vermont colleges.

Performance Measures

- * Evaluate the effectiveness and participation related to current online training offerings.
- * Establish consistent regional training.
- * Implement communication and marketing strategies (newsletter, email, social media, etc.).
- * Complete an operations manual for agency heads, detailing processes relevant to the administration of law enforcement agencies and how their role is governed by VCJTC related state statutes.
- * Establish a sub-committee of the VCJTC to research partnerships with Vermont colleges, and prepare recommendations.

Note: This is the overarching goal that received the least amount of attention since the plan was first devised. We'll be able to do a better job now that positions have been filled and we are at full staff.

OVERARCHING GOAL #3

Enhance academy staff development.

Strategies

- Create and implement a plan aimed at developing current and future academy staff members. **The last three TC's hired were those who had either trained and/or TA'd for us; retention was improved when the reclassification increased salaries and more accurately described staff duties.**
- Implement a plan for ongoing professional and career development of academy staff members. **When possible, cross-training staff members to develop multiple areas of SME and instructor capabilities. Also encouraging staff to become part of committees to lend their expertise as well as ensure the Council has a presence.**
- Develop a succession plan to insure future stability of the VCJTC and training academy.

Reclassification created the positions of Director of Training and Director of Administration, both filled by current staff members. Both have been or will be receiving advanced leadership/supervision training

- Recruit quality and diverse staff members. **"Quality" is a given and has been achieved in hirings to date; "diversity" is dependent on applicant pool and/or willingness of individuals to be recruited. Discovering that portability of pensions is an issue.**

Performance Measures

- * Develop and articulate a career path for employees. **Needs work**
- * Require participation of staff in the Vermont Public Managers program and the LPO program. **In place now**
- * Develop a succession plan.
- * Institute a formal hiring process and background investigation for all academy staff.
- * **Done.**

Establish an evaluation system to insure staff performance is measured as it relates to VCJTC core values.

*Will have to merge
with mandatory state form, can
only be performance-based.*

OVERARCHING GOAL #4
Establish budget stability.

Strategies

- Develop and institute a capital construction project plan including the following initiatives.
 - New facility.
 - Improved driver training facility.
 - Leveraging current and emerging technology.
 - Utilize a holistic approach to the betterment of the academy facility.
- Establish a VCJTC sub-committee tasked with increasing communication and understanding of the academy budget, while engaging stakeholders in the process.
- Actively market the value of the VCJTC.

Performance Measures

- * Establish an active committee to control the capital construction project plan to insure implementation in a manner consistent with strategies listed above.
- * Creation of a sub-committee to deal with the academy budget and engage stakeholders in the budget process.
- * Implement communication and marketing strategies (newsletter, email, social media, etc.).

Note: We are currently engaged in a five-year facility planning process to address the above facility issues, and to attempt to bring DOC back to the VPA for their basic classes.

Core Values

The workgroup decided not to revise the current core values and definitions.

Adaptability	The ability to adjust to new or changed information.
Courage	The ability to face and cope with fear, danger or adversity.
Discipline	Controlling one's emotions and actions.
Integrity	Doing the right thing, honestly, when no one is watching.
Loyalty	Faithfulness to self, family, profession, government, and the public.
Leadership	Positively influencing and motivating others.
Professionalism	Conduct both on and off duty that maintains the public's respect for the police profession.
Respect	Showing consideration, honor, or esteem for others.
Responsibility	Able to act without guidance or supervision and being accountable for one's actions.
Teamwork	Working as one piece of a larger puzzle. To subordinate one's individual interests to those of the group.

Suggested Next Steps

The strategic planning process is only as good as the implementation following its publication. The following steps are recommended to insure implementation and further success:

- Additional discussion, refinement, and approval of the mission, vision, goals, strategies, and performance measures by the VCJTC board.
Create and assign due dates for performance measures, including attaching individual names to monitor progress and insure completion.
Engagement of the current and future training staff to create buy in. Staff members must feel a sense of involvement in the process and involvement in the mission, vision, goals, and strategies for maximum success.
- The strategic plan is a living document. It is recommended that future VCJTC meetings begin with a review of the strategic plan. Decisions should be made based on the directions set forth in the plan.
External stakeholders must be engaged with this strategic plan. It is recommended that chiefs, sheriffs, political leaders, and others are made aware of the strategic planning process and the outcome of this document.

The goal is to create collective buy in and a sense of direction for the VCJTC and training academy.

Evaluate all current processes and programs to insure they are consistent with the direction set forth in this document.

- Create performance review systems for training academy staff that are consistent with the direction set forth in this document, and the core values. Schedule a date for an internal review of this document. It will be incumbent upon the VCJTC to monitor progress, engage external stakeholders, and revise the strategic plan as necessary.

VERMONT CRIMINAL JUSTICE TRAINING COUNCIL

MEETING AGENDA

MARCH 13, 2012

MONTPELIER POLICE DEPARTMENT

MONTPELIER, VT.

10:00AM

1. Call to Order
2. Approval of Prior Minutes
3. Committee Reports
 - Canine
 - Domestic Violence
 - Homeland Security
 - TAC Committee
 - November 2011
 - February 2012
 - Use of Force
 - Youth Services
 - Waiver
4. VCJTC Training Report
5. Executive Director's Report
6. New Business
7. Old Business
8. Executive Session (Personnel Issues/Contract)
9. Adjournment