**Meeting Minutes**

1. **Introductions**

The Advisory Board Committee meeting was called to order at 9:00 a.m. by Mark DiMaggio, Palomar College Police Academy Director. All personnel present introduced themselves.

1. **Academy Suspension**

Dr. Joi Blake, Palomar College President, began the meeting by speaking about the Police Academy’s current suspension. Blake stated the suspension did not align with Palomar College’s mission of providing education to the workforce. Following the suspension, Palomar College reassessed the program and the feedback from POST to make changes needed for the growth of the Police Academy. Some immediate action included changes to the academy administration. Retiring Palomar Police Chief Mark DiMaggio accepted the Interim Director position and the permanent Coordinator position is currently in the hiring process. In addition, the North Center campus of Palomar College located in Fallbrook is planning toward building a Public Safety Training Center that would be operational in 2019 or 2020. Temporary modular classrooms are currently being installed to allow for general education courses to be held at that site starting in Summer 2018. Dr. Blake emphasized the importance of the College’s commitment to students, the community, and becoming a major “hub” for public safety in North County.

1. **Program Changes**

The need for additional Advanced Officer Training (AOT) programs in North County was discussed. These programs are desired in the region due to challenges in finding available spaces with existing local courses and the added cost and time for officers to travel outside of the county for required trainings on mandated timelines. Palomar College recognizes the need for additional agency-based training and shared that the input from allied agencies is critical to identifying the training needed most.

To further find out the needs of local agencies, Mark DiMaggio and Juliette Barnes, Acting Academy Coordinator, will be sending out an electronic survey to assess department training needs. The survey will ask about training needs for new hires in field training programs, as well as the desired AOT courses that agencies wish to see offered locally. Margie Fritch, Dean of Career, Technical and Extended (CTE) Education, discussed the effectiveness of customized training for agency needs. By offering non-credit or contract education courses, the Palomar College Police Academy can provide local training at a reasonable rate. The cost for non-credit courses wouldn’t affect state budget funding and is customizable to fit an agency’s needs. Responses to the electronic survey will be important to better determine what is needed most and first when courses are being developed.

Coordinator Barnes discussed how two years ago the Palomar College Police Academy switched from an extended format to a modular format (with the extended schedule). The program is approximately one year long and is broken into three modules:

1. Module III: (9 Weeks) – certifies a graduate to be a Level III Reserve Officer
2. Module II: (15 Weeks) – certifies a graduate to be a Level II Reserve Officer
3. Module I: (24 Weeks) – certifies a graduate to be a Level I Reserve Officer or full time Peace Officer

By having a modular program, the Police Academy more effectively meets recruitment needs because students may complete training either in one year or over time. Barnes acknowledged that the previous Public Safety Advisory Board Committee Meeting on April 18th, 2017 discussed agency needs for additional Module III programs, which will be explored in the new year.

1. **Program Growth**

To meet the requested training growth at the academy, additional staff will be needed. Coordinator Barnes discussed creating a staffing pool of role players, which would include both sworn peace officers and non-sworn personnel. This would allow for instructors to schedule role players to assist with training throughout the year, but especially during scenario testing. Sworn officers are the most desired as they have the field experience to give realistic role playing for scenario-based training. The academy will also be recruiting for more scenario evaluators, who would need to have five or more years of patrol experience or FTO certification, as well as attend the Scenario Evaluator course. The academy hopes to grow a qualified staffing pool in order to better train students and to have more instructors already on staff to assist with the AOT courses that will be developed. Recruitment of academy staff will be sought from the allied agencies in the area. The academy also wants to establish a pool of qualified academy instructors that may be drawn from for both academy training and the future AOT courses to be developed.

Coordinator Barnes reiterated the need for feedback from local agencies. Based upon input from the previous Advisory Board meeting and meetings with individual agencies, departments have reported that trainees in Field Training Programs have struggled with a lack of engagement and poor communication skills. The academy has revised some training hours to incorporate more communication-based exercises and situational awareness training into all Police Academy modules. Additional feedback is encouraged by agencies to further understand how academy training can adjust or improve for recruits, agencies and the community.

Coordinator Barnes shared that the academy is evaluating the option to reduce the amount of units and hours for the academy course to provide a faster, less costly option. The academy currently offers additional courses that are not POST-mandated, such as an interview preparation course, officer safety tactics and Spanish for law enforcement. Since these courses are not required by POST they may instead be offered as a supplemental non-credit course for those who wish to use it, which would allow the overall academy course to be shortened to align closer to the hours of the regional academy. These potential changes would be considered for the 2019 training year.

Dr. Jack Kahn, Vice President of Instruction, and Dr. Blake mentioned recent discussions about partnering with the City of Carlsbad to utilize their Safety Training Center for public safety training. Dr. Kahn emphasized the importance of training law enforcement more efficiently, with high quality facilities and through offering convenient locations as a part of the College’s commitment to providing the best resources.

Director DiMaggio opened the meeting to gather input from attendees on how the Academy can better serve their individual needs. The North Center campus in Fallbrook was mentioned as a desired location to offer AOT courses. Captain Maxin from the San Diego County Sheriff’s Department voiced his agency’s desire to explore use of that site for a North County training office for their department. When asked what agencies needed, agency personnel discussed:

* Having a catalog of courses readily available (FTEs, non-credit, contract education)
* PC 832 course
* Requalification course
* Perishable skills training offered in blocks (to allow for officers to take specific sections that may have been missed during in-house training but do not need an entire course)
* FTO course and FTO updates
* Report writing refreshers/re-training
* CPT/AOT mandated trainings
* School Resource Officer course
* Investigations courses (Interview & Interrogation, Sex Crimes/Child Abuse, etc) that are mandated to be completed within 1 year of appointment
* DUI/Drug Influence Courses
* Online based trainings that could be offered through the POST Learning Portal

Dean Fritch discussed meeting the needs of an AOT block schedule or short courses through customized training. AOT training in a non-credit or contract education capacity will not require the standard approval process for curriculum like a traditional college course, which will help with efficiency, cost, ease of pay (paying online) and access.

Dean Fritch asked about the need for simulators and what the cost would be. It was emphasized that if there was a need for a simulator, Palomar College should be able to fund it. A simulator featuring VirTra technology was mentioned (VirTra is an interactive scenario based training simulator). Although some agencies in the county have this simulator, there is a need for more of them and to also have a driving simulator to offer mandated Perishable Skills Driving and Force Option Courses on a regular basis.

Dr. Kahn reiterated the importance of feedback from local agencies on an ongoing basis. Local agencies agreed it would be helpful to have more communication about the resources available at the Palomar College Police Academy. Academy staff advised that the electronic survey would be coming soon to attendees via e-mail and the responses will guide the development of new courses and help shape the growth of the North Center campus.

1. **Reserve Program Opportunities**

During the discussion about program growth, Coordinator Barnes discussed how recruits attending the academy may be recruited for Level II Reserve Officer positions with agencies while they finish their training. Agencies are welcome to recruit from the program at any time and are encouraged to explore recruitment for Reserve Officers before the recruits are able to apply as full time candidates.

1. **Future Advisory Board Meetings**

The importance of participation in future Advisory Board Meetings and the support of local agencies was discussed. POST Consultants Mike Barnes and Jeff Nelson from the Basic Training Bureau shared the academy’s regulatory requirements for these meetings and their purpose. Mike Barnes commended the academy and college for the recent steps taken on providing the best service possible, but mentioned the importance of continuum of care through working with local agencies. Jeff Nelson emphasized the necessity of local agency support to the academy training environment through resources, staff and direct involvement. The investment by agencies in assisting with the Palomar College Police Academy training will benefit them long term as the recruits graduate and become peace officers in the region.

Director DiMaggio stated that the academy will hold quarterly Advisory Board Meetings over the next year on the following dates:

11/14/17, 02/13/18, 05/15/18, 08/14/18

1. **Open Forum/ Q&A**

There were no further issues or questions raised at the end of the meeting. The meeting was adjourned at approximately 9:50 am.

**Attendees:**

Dr. Joi Blake, President/Superintendent, Palomar College
Dr. Jack Kahn, Vice President of Instructional Services, Palomar College

Margie Fritch, Dean of Career, Technical and Extended Education, Palomar College
Mark DiMaggio, Interim Police Academy Director, Palomar College Police Academy
Juliette Barnes, Acting Police Academy Coordinator, Palomar College Police Academy
Glenda Gardner, Academic Department Assistant, Public Safety Programs, Palomar College
Ashley Richardson, Administrative Specialist, Palomar College Police Academy

R.C. Smith, Bureau Chief, POST – Basic Training Bureau
Jeff Nelson, Senior Consultant, POST – Basic Training Bureau

Mike Barnes, Senior Consultant, POST – Basic Training Bureau
Chris Moore, Chief, Palomar College Police Department
Deputy Aaron Grant, Recruit Training Officer, Palomar College Police Academy
Jeff Maxin, Captain, San Diego County Sheriff’s Department – Training Division
Scott Amos, Lieutenant, San Diego County Sheriff’s Department – Lemon Grove Station
Glenn Giannantonio, Lieutenant, San Diego County Sheriff’s Department- Vista Station
Michael McClain, Captain, San Diego County Sheriff’s Department – San Marcos Station
Russ Shimmin, Lieutenant, San Diego County Sheriff’s Department – North Coastal Station
Nanette McMasters, Sergeant, San Diego County Sheriff’s Department – Personnel Division

Nancy Blanco, Sergeant, San Diego County Sheriff’s Department - Reserve Coordinator
Curt Goldberg, Detective, San Diego County Sheriff’s Department – Personnel Division
Todd Murphy, Corporal, San Diego County Sheriff’s Department – In-Service Training Unit
Ed Bennett, Sergeant, Escondido Police Department
Chris Lick, Lieutenant, Escondido Police Department

Bernie Colon, Captain, San Diego Police Department – Training Division

Nathanael Brazelton, Sergeant, Oceanside Police Department
Philip Brust, Lieutenant, CSUSM Police Department
Ray Derouin, Sergeant, CSUSM Police Department
John English, Sergeant, Chula Vista Police Department
David Espiritu, Captain, National City Police Department
Greg Seward, Lieutenant, National City Police Department

Matt Nicholas, Captain, La Mesa Police Department

Katy Lynch, Sergeant, La Mesa Police Department & Training Managers Association
Benny Perez, Sergeant, MiraCosta Police Department
Rob Ransweiler, Lieutenant, El Cajon Police Department
Pete Pascual, Lieutenant, Carlsbad Police Department
Steve Thomas, Sergeant, Carlsbad Police Department

Chris Ellis, Interim Academy Coordinator, Grossmont College