**I. Introductions:**

Police Academy Director Michael G. Andrews called the Advisory Board Committee meeting to order at 1030 hours. Andrews introduced the academy staff and briefly went over his background and training, emphasizing the need for support from advisory boards and local agencies.

**II. Program Updates:**

Academy Coordinator Juliette Barnes discussed the status of the current class at the academy. The academy changed to a modular training program in 2015. Modules are completed in a descending order: Module III, Module II, and Module I. The academy is one year in duration and runs from January through December starting with Module III. Module III is a total of 9 weeks, Module II is 15 weeks long, and Module I is 24 weeks total. The modules do not need to be completed consecutively in one year; and the format provides training to become a full-time sworn peace officer in California, or Levels III, II, or I Reserve Peace Officers.

The current academy class finished Module III on March 5, 2019. Module II began the following day on March 6, 2019, and Module I starts in late June 2019. The current class has 20 recruits and more are expected to join in Module I. The next academy class starts in January 2020, and applications will be accepted beginning in June 2019. The academy has a competitive acceptance process. Applicants are required to complete testing including written and physical tests, and an interview which includes completing a Pre-Investigative Questionnaire (PIQ). The application process mimics agency hiring, and provides additional information for background investigators.

Barnes spoke about the need for additional academy staff and instructors. The timeline for instructors to be hired on can be lengthy, so the academy would like to build a backup pool of instructors for courses, especially those which require special certification such as Emergency Management, Arrest and Control, and Firearms. If interested personnel have an AICC certificate, they are encouraged to contact Coordinator Barnes for more information. The academy also needs additional Recruit Training Officers (RTOs). Andrews added that the quality of recruits is dependent on training and that staff can greatly affect training.

Other updates to the program include the creation of the Wells Fargo Veteran First Responders Grant. This grant is for veterans in Palomar College’s first responder programs, including Emergency Medical Education, Fire Academy and Police Academy programs. Eligible police academy recruits can receive a grant for $2555 towards covering academy expenses. This is in addition to any G.I. Bill benefits they may receive.

**III. Equipment and Resources:**

The academy asked agencies to consider donating used vests to the program for training purposes. Revisions in new technology (computer systems) are also an essential item needed to meet the requirements for POST testing and remain current with industry standards.

**IV. Program Development:**

Andrews discussed the importance of collaboration with agencies and expressed that he has similar viewpoints to the previous Police Academy Director, Mark DiMaggio. He asked what agencies required in a recruit and encouraged feedback regarding the program and if any deficiencies were identified in our training. He also shared that Advanced Officer Training courses are going to be offered in late spring or early summer of this year. Handouts were provided to agency personnel with information on the launch of courses such as Crisis Intervention and Behavioral Health Training (SBII), Interview and Interrogation, Report Writing Update, Report Writing – Basic Skills, and Report Writing – Intermediate Skills. Additionally, the MILO Range Force Option Simulator will be installed at the academy in the next 30 days, and North County agencies may use it for training.

Barnes advised that recruiters are welcomed and encouraged to come in and speak to the current class for both full time and reserve officer opportunities. She went over the recruit evaluation forms used in the Academy and provided copies for review. Recruits are evaluated at the end of every module; the evaluation process includes a self-assessment, peer evaluations, and academy staff evaluations which covers key job attributes and the POST Job Dimensions. The academy created the evaluation form geared towards what background investigators and agencies look for in an applicant.

Coordinator Barnes sought feedback from agencies regarding what deficiencies are seen in field training programs. In previous Advisory Board meetings, personnel brought up that many trainees lack strong communication skills or initiative when entering FTO training. The academy has implemented more communication training and other training during its administrative time to address these areas that are not directly covered in POST course content or where additional training would be beneficial.

Barnes encouraged agencies to refer their “non-select” applicants to the police academy program. These include applicants that are not selected for agency positions due to lack of life experience or some other factor that would not bar employment in the future. Many are encouraged to reapply in a year, but by encouraging applicants to self-sponsor through an academy, the agency would be able to further evaluate the candidate in their performance in the law enforcement training. The academy training also develops important multi-tasking and time management skills since recruits learn to manage the responsibilities of employment and family with the demands of the academy training. The police academy would also like permission to attend agency entry level testing to share information with applicants about the academy in case the entry level hiring does not result in employment.

**VI. Future Advisory Board Meetings:**

The police academy plans to hold Advisory Board meetings biannually. Andrews discussed creating a formal board with designated members in the coming months; the public will still be invited and encouraged to attend.

**VII. Open Forum / Q&A:**

The meeting opened up to Q&A and all agency personnel present introduced themselves.

Agency personnel asked questions about the academy acceptance process and types of applicants being accepted. The academy selection process depends on the number of applicants; if a lower number of applicants are applying, fewer applicants are excluded due to less competition for available seats. The goal is to accept the most suitable recruits who have the greatest change of being hired, while balancing the Education Code regulations against POST hiring standards. The academy is honest with recruits that do not meet employment standards consistent with agency hiring as to the challenges they may face with obtaining employment. Goals for the academy include recruiting for more military personnel and veterans to apply, and to have a larger number of applicants overall for the next class.

San Diego Police Department was asked if they require Palomar graduates to attend the Regional Academy if hired. Captain Leos clarified that the need for an applicant to attend the Regional Academy also is determined on a case-by-case basis. Some applicants go straight into field training and others go through the Regional Academy first to further develop or strengthen skills and command presence. The goal of sending a new hire through a 2nd academy is to ensure trainees will not fail out of field training and are well prepared prior to starting training.

The academy was asked if it is seeking to train active duty military completing their enlistments. The academy confirmed it is recruiting for both veteran and active duty applicants and has had many active duty military personnel attend close to the end of their enlistments, which assists them to transition out of the military directly into a law enforcement career. Active duty recruits are able to apply to agencies when finishing their service enlistment or begin working as Reserve Officers while still active duty.

The academy was asked how many recruits are being hired on or after graduation. The number of graduates being hired depends on where recruits are applying to, as well as their background information. The academy encourages recruits to apply to agencies that they are well suited for in personality as well as based upon their background. The academy includes an Employment Prep course which trains recruits on the hiring process, interviewing skills, and how to properly complete background investigation materials. Two recruits were sworn in at graduation from the past class, and three more graduates were recently hired by Indio Police Department. Indio recruited and tested at the academy, which helped facilitate the hiring process. Agencies are welcomed to recruit for their department at the academy. Recruiters may schedule a time to come prior to class on a weeknight to share information and speak to interested recruits.

The meeting was adjourned at approximately 1107 hours by Director Andrews.

**Attendees:**

Michael G. Andrews, Police Academy Director, Palomar College  
Juliette Barnes, Police Academy Coordinator, Palomar College  
Yolande Reilly, Academic Department Assistant – Public Safety Programs, Palomar College  
Ashley Richardson, Administrative Specialist, Palomar College  
Chris Moore, Chief, Palomar College Police Department  
Brad Ducat, Lieutenant, Camp Pendleton Police Department – Patrol Operations  
Phil Brust, Lieutenant, California State University San Marcos Police Department – Operations  
Eric Skaja, Captain, Escondido Police Department – Investigations  
John Russo, Sergeant, Escondido Police Department – Training/ Backgrounds  
Justin Murphy, Captain, Escondido Police Department – Uniform Bureau  
Kathy Sentz, Academy Assistant Coordinator, Grossmont College – Police Academy  
Roberto Lemus, Academy Coordinator, Grossmont College – Police Academy  
Benny Perez, Sergeant, MiraCosta Police Department – Patrol  
Ignacio Lopez, Lieutenant, Oceanside Police Department – Support Operations  
Nate Brazelton, Sergeant, Oceanside Police Department – Support Operations  
Lokeni Porter, Detective, SDCCD Police Department – Investigations & Backgrounds Unit  
Al Leos, Captain, San Diego Police Department – Training Division  
David Bautista, Lieutenant, San Diego Police Department – Training Division  
Dave Brown, Captain, San Diego County Sheriff's Department – San Marcos Station  
Mark Moreno, Lieutenant, San Diego County Sheriff's Department