

Vermont Criminal Justice Training Council

Site Visit Report

Description of Training Organization

The Vermont Criminal Justice Training Council (the "Council") is the State of Vermont's commission on law enforcement training. The Council includes twelve members, including:

- The Commissioner of Public Safety
- The Commissioner of Corrections
- The Commissioner of Motor Vehicles
- The Commissioner of Fish and Wildlife
- The Attorney General
- A member of the Vermont Trooper's Association (elected by that association)
- A member of the Vermont Police Association (elected by that association)
- Five members to represent law enforcement and the public, appointed by the Governor solicited from the Vermont State's Attorneys', Sheriffs', and Police Chiefs' Associations for three-year terms

The Executive Director reports to the Council. The Executive Director oversees a full-time staff of eight, including:

- An Assistant Director
- Two Training and Curriculum Development Coordinators
- One Training Coordinator
- An In-Service Training Specialist
- A Youth Services Coordinator
- An Administrative Secretary
- A Program Services Clerk

The mission of the Vermont Criminal Justice Training Council is to establish rules, policies, regulations and standards for certification and training of criminal justice personnel and to serve as a resource to municipalities, counties, and the state to improve the quality of citizen protection. The Council accomplishes this mission by developing a comprehensive program to provide high quality criminal justice training in a cooperative, efficient and effective manner through proper utilization of modern technology and coordination of our facility.

Source of Official Student Records

In order to award credit, colleges and universities require proof of completion of coursework issued by the training organization. A student who has completed training provided by the Vermont Police Academy may obtain such records of this training by contacting:

Vermont Criminal Justice Training Council
317 Sanitorium Road
Pittsford, VT 05763
(802) 483-6228

Description of Training Programs

The Vermont Police Academy (the "Academy") conducts two full time basic training classes a year. The sixteen week course is conducted in a paramilitary environment designed to prepare an individual for a career in policing. The curriculum includes Criminal Law, Defensive Tactics, Conflict Management/Crisis Intervention Training, Community Policing, Investigative Procedures, Motor Vehicle Law and Patrol Procedures. Students must maintain acceptable academic standards to remain in the program (minimum 70% average and maximum of three failures on graded assignments/practical exams or competencies). Athletics and physical training are mandatory and are as much a part of the training program as academics. Classes run from Monday through Friday. During the week students are required to remain at the Academy and adhere to Academy rules and regulations. Upon satisfactory completion of the program students will be certified or certifiable by the Vermont Criminal Justice Training Council.

The mission of the Vermont Police Academy:

- We believe that to create the most professional, highly trained Vermont police officer we must create an environment that challenges, empowers, and promotes discipline, respect, team work, and fitness. Fitness is a term that reflects both the mind and body. It is our mission to provide academic challenges that sharpen the intellect while reconditioning the body for a lifetime of health.
- Through quality instruction and curriculum, we will provide the resources for officers to gain technical proficiency in foundational police subjects. To establish and earn the public's trust, officers must live by the highest ethical standards and therefore it is our mission to provide an environment that stresses integrity and strong morals.
- In that police officers are community leaders it is part of our mission to provide the training and skills necessary to facilitate community growth, develop leadership/followership abilities, and reinforce positive values.
- We will create an atmosphere that seeks to develop a degree of humility and an optimistic attitude toward the potential in each of us. In creating this environment, the goal of the Vermont Police Academy is to produce a highly dedicated and professional Vermont police officer.

The courses listed below comprise the Basic Academy. This is a 852-hour, eighteen-week basic training program that includes and/or exceeds all requirements of the Vermont Criminal Justice Training Council. The Academy provides comprehensive information to all state police jurisdictions on the content and duration of basic police training.

Location: Vermont Police Academy: Pittsford, VT

Length: 16 weeks (852 hours)

Program Objective: To provide participants with the knowledge, skills and abilities necessary to serve effectively at the entry level as a law enforcement officer in the State of Vermont.

Learning Objective: Upon successful completion of this program, the graduate will be able to perform all routine duties of an entry level peace officer in the State of Vermont.

Instructional Methods: A combination of lecture (supplemented by PowerPoint and study handouts), classroom discussion, case studies and practical exercises.

Learning Assessments: Written and practical examinations are used.

Description of Team

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College have full curriculum vitae on file for each.

Daniel LeClair, PhD
 Professor and Chair, Graduate Programs
 Criminal Justice, Urban Affairs, and City Planning
 Metropolitan College
 Boston University
 Boston, Massachusetts

Richard Sauer, MPA
 Investigator
 New York State Police
 Adjunct Instructor
 Marist College
 Liberty, New York

Michael J. Bolton, PhD
 Associate Professor and Chair
 Sociology/Criminal Justice Department
 Marymount University
 Arlington, Virginia

Timothy Birch, MS
 Assessment Coordinator
 Criminal Justice Training Assessment
 Albany, New York

Description of Visit

From December 3 to 5, 2003, the above four representatives of Excelsior College conducted a site visit to the Vermont Criminal Justice Training Council to assess an educational program offered by the Vermont Police Academy.

On the first morning (Wednesday, December 3, 2003), the team assembled at the Vermont Police Academy. Following a brief organizational meeting and introductions to the academy staff (including the Executive Director, Assistant Director, and Training and Curriculum Development Coordinator for the Basic Academy), the assessment team was shown to its conference room headquarters to begin the assessment process.

The team determined that the remainder of the day would be spent organizing the various subject modules of the recruit training program into familiar college course content areas. Before finishing for the day, the course areas were discussed and then assigned to a specific faculty member for review to begin the next day.

Professor LeClair reviewed material for the following courses: Criminal Procedure and Victimology. Associate Professor Bolton reviewed material for the following courses: Fitness and Wellness, Introduction to Law Enforcement, and Physical Education. Investigator Sauer reviewed material for the following courses: Criminal Investigation and Traffic Administration.

The above list of courses was developed from a list of subjects mandated by the Vermont Criminal Justice Training Council and the Vermont Police Academy.

The team began December 4 by continuing to review the Vermont Police Academy materials. On the morning of December 5, the team completed its review of program materials and discussed the credit recommendations with academy staff.

Credit Recommendations

Summary of Credit Recommendations

<i>Program:</i> Basic Academy	
Applied Traffic Administration	2 credits
Criminal Investigation	2 credits
Fitness and Wellness	2 credits
Introduction to Law Enforcement	3 credits
Procedural Criminal Law	3 credits
Traffic Administration	4 credits
<u>Victimology</u>	<u>3 credits</u>
TOTAL	19 credits

Course Descriptions

Applied Traffic Administration (2 credits, lower division)

Program: Basic Academy

Location: Vermont Police Academy, Pittsford, VT

Length: 48 hours

Dates: January 2003 through June 2009

Objectives: Discuss the tasks and decisions of Driving Under the Influence (DUI) detection, the magnitude and scope of DUI-related crashes, deaths, injuries and property loss, social aspects of the DUI problem, and legal issues in DUI enforcement. Recognize typical vehicle maneuvers and human indicators symptomatic of DUI, and typical sensory and behavioral clues of alcohol and/or drug influence. Employ psychophysical exercises in pre-arrest screening of DUI suspects. Discuss the elements of DUI prosecution, and the physiology and psychology of alcohol related to DUI enforcement. Identify proper and altered vehicle identification numbers (VIN) and proper location for VINs. Discuss importance of speed enforcement and relationship to motor vehicle collisions, and the basic principles and operation of Doppler Radar.

Instruction: Students must complete no fewer than: Thirty-two hours of "DWI Enforcement," four hours of "VIN Verification," eight hours of "Radar Operation," and four hours of "Occupant Protection Usage" in the Basic Academy. Instructional methods for this course include lecture (supplemented by PowerPoint and study handouts), classroom discussion, case studies and practical exercises. Evaluation methods include written examinations and practical exercises.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two semester credits.

Criminal Investigation (2 credits, lower division)

Program: Basic Academy

Location: Vermont Police Academy, Pittsford, VT

Length: 28 hours

Dates: January 2003 through June 2009

Objectives: Demonstrate the implementation of problems in using search and seizure, collection and preservation of evidence, interviews and interrogation and investigative techniques in case preparation, along with providing testimony in court. Understand the issues related to non criminal death scene investigation as a first

responder. Topics include; learning how to make a death notification properly, understanding frequent emotional reactions in the grieving process, practice making a death notification, to familiarize the candidate with the unique situations presented to police personnel when responding to untimely "crib death," and familiarize the candidate with the special problems in dealing with unexpected death and special responsibility placed on law enforcement officers in handling this type of investigation. Demonstrate proficiency in special skills required to present evidence in a courtroom setting. Demonstrate ability to take classifiable fingerprints from an individual. Familiarize the candidate with the equipment used in obtaining fingerprints. Insure that candidates can determine whether a fingerprint is classifiable.

Instruction: Students must complete no fewer than: sixteen hours of "Case Problems and Preparation," four hours of "Death Investigation," four hours of "Courtroom Demeanor," and four hours of "Basic Fingerprint" in the Basic Academy. Instructional methods for this course include lecture (supplemented by PowerPoint and study handout), classroom discussion and case studies. Evaluation methods include written examination.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two semester credits.

Fitness and Wellness for Law Enforcement Personnel (2 credits, lower division)

Program: Basic Academy

Location: Vermont Police Academy, Pittsford, VT

Length: 30 hours

Dates: January 2003 through June 2009

Objectives: Identify factors contributing to or detracting from the physical and emotional health of law enforcement personnel. Discuss the role of physical exercise in preventing medical and mental diseases. Explain the value of medical screening in preventing and treating disease and illnesses. Describe factors having direct influence on the overall conditioning and fitness levels of individuals. Explain how diet and proper nutrition affect health and fitness. Specifically describe the functions of cardio-vascular endurance, dynamic strength, flexibility, and absolute strength in preventing disease and injuries. List examples of typical causes of stress that impact law enforcement officers in their personal lives and professional roles. Discuss outcomes of continual exposure to stress. Describe indirect or "secondary" outcomes of continual exposure to stress. Discuss helpful strategies for coping with stress. Explain how maladaptive ways of coping with stress lead to "burnout" and other harmful outcomes. Discuss safety and social/professional concerns in dealing with bloodborne pathogens. Describe how bloodborne pathogens are transmitted. Describe steps to be taken by law enforcement officers in preventing the transmission of bloodborne pathogens.

Instruction: Students must complete no fewer than: four hours of "Nutrition Information," two hours of "Bloodborne Pathogens," eight hours of "Stress Management," twelve hours of "CPR," and four hours of "First Aid." Instructional methods for this course include lecture, classroom discussion, use of charts and PowerPoint presentations. Evaluation methods include written examinations and practical exercises.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two semester credits.

Introduction to Law Enforcement (3 credits, lower division)

Program: Basic Academy

Location: Vermont Police Academy, Pittsford, VT

Length: 102 hours

Dates: January 2003 through June 2009

Objectives: Identify basic practices and procedures in American law enforcement. Describe the role of law enforcement in the criminal system, with special emphasis on typical problems faced by law enforcement officers in protecting life and property while safeguarding the rights of individuals. Describe the role law enforcement has played in American history. Discuss major problems facing American policing. Explain how the enforcement of law is intricately related to freedom. List ways to encourage voluntary compliance with laws. Describe successful methods used in reducing the opportunity for criminal activity. Relate models of community and problem-based policing to police patrol and interactions with individuals. Contrast Traditional with Community Policing. Discuss special needs of diverse populations. Describe ethical issues which may affect the conduct of law enforcement officers. Define selective enforcement. Explain the role the judicious use of discretion plays in contemporary law enforcement.

Instruction: Students must complete no fewer than: six hours of "History and Principles of Policing" eight hours of "Community Policing," ten hours of "Community Policing Project," two hours of "Crime Prevention," eight hours of "Police Ethics," eight hours of "Interpersonal Communication," eight hours of "Conflict Resolution," two hours of "Media/Police Relations," four hours of "NCIC/VCIC," two hours of "Court Diversion," eight hours of "Juvenile Law and Procedure," four hours of "Police Liability," and thirty-two hours of "Report Writing." Instructional methods for this course include lecture (supplemented by PowerPoint and study handout), classroom and group discussion, video and case study. Evaluation methods include written examinations and practical exercises.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Procedural Criminal Law (3 credits, lower division)

Program: Basic Academy

Location: Vermont Police Academy

Length: 48 Hours

Dates: January 2003 through June 2009

Objectives: To provide the candidate with knowledge of the U.S. Constitution and Civil Rights Amendments applicable to the rights of citizens to be protected from arbitrary government actions, review of court decisions affecting criminal justice procedures, application of Vermont Statutes to practical problems, and the definition of legal terms applicable to criminal law.

Instruction: Students must complete no fewer than forty-eight lecture hours of procedural criminal law. Instructional methods include lectures supplemented by PowerPoint, study handouts, and case studies. Evaluation methods include written examinations.

Credit Recommendation: In the undergraduate associate/baccalaureate degree category, three semester credits.

Traffic Administration (4 credits, lower division)

Program: Basic Academy

Location: Vermont Police Academy, Pittsford, VT

Length: 88 hours

Dates: January 2003 through June 2009

Objectives: Define terms used in accident investigation, the magnitude and scope of traffic crashes, the legal responsibility of the police accident investigation, selective enforcement and highway safety programs. Discuss major steps in accident scene management, policies concerning accident scene procedures, and basic investigation equipment. Identify human conditions that may contribute to possible accident causation. Discuss effective interview techniques, human injury in relation to occupant and vehicle position, and vehicle damage in relationship to accident causation. Identify and document accident scene evidence. Identify motor vehicle law definitions and violations. Identify basic safety guidelines, precautions, priorities and responsibilities for hazardous materials involved in transportation incidents. Identify hazardous conditions with the use of labels, placards, shipping papers, Material Safety Data Sheets and the North American Emergency Response Guidebook.

Instruction: Students must complete no fewer than: forty hours of "Accident Investigation," forty hours of "Motor Vehicle Law," and eight hours of "Hazardous Materials" in the Basic Academy. Instructional methods for this course include lecture (supplemented by PowerPoint and study handout), classroom discussion, case study and practical exercise. Evaluation methods include written examination and practical exercise.

Credit Recommendation: In the lower division associate/baccalaureate degree category, four semester credits.

Victimology (3 credits, lower division)

Program: Basic Academy

Location: Vermont Police Academy, Pittsford, VT

Length: 45 hours

Dates: January 2003 through June 2009

Objectives: Discuss the most recent information on nature, laws and investigative procedures dealing with specific cases of victimology so as to enable appropriate responses to family disturbance and domestic violence. Discriminate among emotional, investigative and legal aspects of sexual assault both for the responding officer and the needs of the victim. Identify various types of child abuse. Illustrate major considerations and aspects of investigation of abuse. Develop a proper strategy for an investigative interview. Identify the nature of hate crimes. Formulate information and strategies to identify and investigate hate crimes. Develop perspectives and strategies that will enable officers to work more effectively with their departments, other agencies and broader communities. Inform law enforcement officials and their agencies of strategies to prevent civil and personal liabilities.

Instruction: Students must complete no fewer than: eleven hours of "Domestic Violence Response Training," twelve hours of "Sexual Assault Investigation," twelve hours of "Sexual/Physical Abuse of Children," four hours of "Healing the Emotionally Disturbed," eight hours of "Hate Criminal Investigation," and two hours of "Victim Assistance Programs." Instructional methods include lecture (supplemented by PowerPoint and study handout), classroom and group discussion, and case study. Evaluation methods include written examination and practical exercise.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.