

# Florida Highway Patrol

## Site Visit Report

### Description of Training Organization

#### *Florida Department of Highway Safety and Motor Vehicles*

The Florida Highway Patrol ("the FHP") is a division of the Florida Department of Highway Safety and Motor Vehicles ("the Department"). The Department is headed by an Executive Director, who reports directly to the Governor of the State of Florida. The FHP is headed by a Director, who reports to the Executive Director of the Department of Highway Safety and Motor Vehicles.

The Department's total work force, including commissioned personnel, technical, clerical, supervisory, and administrative positions, is 4,809. The FHP employs 2,278 people, including 1,777 in sworn positions. The FHP is funded by appropriations of the Florida State Legislature, with a total budget of \$186,952,326.

#### *Florida Highway Patrol Bureau of Training*

The mission of the Bureau of Training is to train current and new sworn members as required by the Criminal Justice Standards and Training Commission (CJSTC), Florida Highway Patrol (FHP) policy, and Chapter 943, Florida Statutes. The FHP Bureau of Training identifies and provides advanced and in-service training to ensure proper and professional application of law enforcement and citizen services.

Goals of the Bureau of Training are:

1. To provide CJSTC mandated basic recruit training to all newly employed law enforcement officers.
2. To provide CJSTC mandated retraining for sworn law enforcement officers a minimum of every four years.
3. To identify and develop advanced and specialized training for sworn and non-sworn members of the Florida Highway Patrol.
4. To develop and administer quality training aids in the form of video production, slides, and photographs.

The Chief of the Florida Highway Patrol Training Academy directly oversees four individuals: a Staff Assistant, a Law Enforcement Captain, the Radio-Television Producer Director, and the Manager of the Office of Operations. The Law Enforcement Captain oversees a staff that includes three Law Enforcement Lieutenants, four Law Enforcement Sergeants, two Senior Clerks, a Records Technician, and an Armorer. The Manager of the Office of Operations oversees a staff that includes a Senior Clerk, a Maintenance Supervisor, and two Custodial Workers.

The Bureau of Training total work force, including commissioned personnel, technical, clerical, supervisory, and administrative positions, is twenty. The Bureau of Training is funded by appropriations of the Florida State Legislature with a total budget of \$10,876,500 (\$8 million of which has been provided for construction of a new academy).

### 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 at the Florida Highway Patrol Bureau of Training may obtain such records of this training by contacting:

Office of the Chief of Training  
FHP Training Academy  
2908 Ridgeway Street  
Tallahassee, FL 32310

### Description of Training Program

**Location:** Florida Highway Patrol Academy: Tallahassee, FL

**Length:** 26 weeks (723 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 Florida.

**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 Florida.

**Instructional Methods:** A combination of lecture, discussion, practical exercise, and scenario.

**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.

Sutham Cheurprakobkit, PhD  
Associate Professor of Criminal Justice  
Department of Sociology, Geography, and Anthropology  
Kennesaw State University  
Kennesaw, Georgia

George Eichenberg, PhD  
Associate Professor of Criminal Justice  
Department of Social Work, Sociology & Criminal Justice  
Tarleton State University  
Killeen, Texas

Philip Kramer, EdD  
Assistant Professor of Education  
College of Education  
Department of Educational Leadership and Foundations  
University of Texas at El Paso  
Retired California Highway Patrol Officer  
El Paso, Texas

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

### Description of Visit

From November 12 to 14, 2003, three of the above four representatives of Excelsior College# conducted a site visit to the Florida Highway Patrol Academy to assess the educational programs offered by the Basic Academy.

On the first morning (Wednesday, November 12, 2003), the team assembled at the Florida Highway Patrol Academy. Following a brief organizational meeting and introductions to the academy staff (including Captain George Crotta), 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.

Associate Professor Cheurprakobkit reviewed material for the following courses: Criminal Investigations I, Criminal Investigations II, Introduction to Criminal Justice, Patrol Procedures I, Patrol Procedures II, and Responding to Special Incidents.

Assistant Professor Kramer reviewed material for the following courses: Firearms, First Responder, Law Enforcement in a Diverse Society, Investigation of Traffic Accidents, Police Report Writing, Self-Defense, Special Populations, and Vehicle Procedures.

The above list of courses was developed from a list of subjects mandated by the Florida Criminal Justice Standards and Training Commission and from the supplemental subject areas included in the recruit training program by the FHP.

The team began November 13 by continuing to review the Florida Highway Patrol Basic Academy materials. On the morning of November 14, the team completed its review of program materials and discussed the credit recommendations with Chief Sylvester Dawson and Captain George Crotta.

Note: Associate Professor Eichenberg did not take part in the site visit. He conducted additional review of the materials and recommendations off-site.

### Credit Recommendations

#### **Summary of Credit Recommendations**

<i>Program:</i> CMS Law Enforcement Application-Based Recruit Training Program	
Criminal Investigations I	3 credits
Criminal Investigations II	3 credits
Firearms	3 credits
First Responder	3 credits
Introduction to Criminal Justice	3 credits
Investigation of Traffic Accidents	2 credits
Law Enforcement in a Diverse Society	3 credits
Patrol Procedures I	3 credits
Patrol Procedures II	3 credits
Police Report Writing	3 credits
Responding to Special Incidents	3 credits
Self Defense	3 credits
Special Populations	3 credits
Vehicle Procedures	1 credit
<b>TOTAL</b>	<b>39 credits</b>

### Course Descriptions

#### **Criminal Investigations I (3 credits, lower division)**

*Program:* CMS Law Enforcement Application-Based Recruit Training Program

*Location:* Florida Highway Patrol Academy, Tallahassee, FL

*Length:* 46 hours

*Dates:* July 2003 through June 2009

*Objectives:* Respond to the scene of an incident in a manner as to protect him/herself, other officers, and the public and initiate a preliminary investigation. Secure and process the crime scene (which includes protecting, surveying, and photographing/sketching the crime scene; collecting latent fingerprints; and handling, documenting, and transporting evidence). Conduct a follow-up investigation through reviewing initial information, establishing suspect's identity, using informants, obtaining medical evidence, report writing and obtaining and executing search and arrest warrants.

*Instruction:* Students must complete no fewer than five hours of "Responding to the Scene," fourteen hours of "Processing the Crime Scene," twenty-two hours of "Follow-Up Investigations," and five hours of "Death Investigations." Instructional methods include instructor-led class discussion, oral and written briefings, simulation, role-play activity, and small group assignment (supplemented by video, overhead transparencies, and flipchart). Evaluation methods include written examination.

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

#### **Criminal Investigations II (3 credits, lower division)**

*Program:* CMS Law Enforcement Application-Based Recruit Training Program

*Location:* Florida Highway Patrol Academy, Tallahassee, FL

*Length:* 48 hours

*Dates:* July 2003 through June 2009

*Objectives:* Recognize the process of investigating specific offenses including domestic violence, child abuse, the abuse of the elderly and disabled, missing/endangered persons investigations, death investigations, fugitives, and emotionally disturbed persons cases. Apply this process to investigate and document all cases of the types listed. Recognize the statutory definition of each of the involved crimes and related charges and follow interview techniques, arrest policies, and procedures for safety when responding to these cases.

*Instruction:* Students must complete no fewer than twelve hours of "Investigating Domestic Violence," nine hours of "Investigating Child Abuse," eight hours of "Investigating the Abuse of the Elderly/Disabled," ten hours of "Missing/Endangered Persons Investigations," five hours of "Death Investigations," and four hours of "Investigating Fugitives and Emotionally Disturbed Persons." Instructional methods include instructor-led class discussion, oral and written briefings, simulation, role-play activities, and small group assignment (supplemented by video, transparency, and flipchart). Evaluation methods include written examination.

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

**Firearms** (3 credits, lower division)

*Program:* CMS Law Enforcement Application-Based Recruit Training Program

*Location:* Florida Highway Patrol Academy, Tallahassee, FL

*Length:* 80 hours

*Dates:* July 2003 through June 2009

*Objectives:* Operate revolvers, semiautomatic handguns and rifles, shotguns, and other firearms. Apply rules of firearms safety. Identify and maintain ammunition. Practice and refine marksmanship skills. Practice and become highly proficient in drawing and holstering handguns, loading and unloading weapons, weapons cleaning, use of protective cover, and live fire exercises. Analyze and solve weapon malfunctions. Develop skill in survival shooting situations. Understand lawful possession and use of firearms by law enforcement personnel and the legal aspects of deadly force.

*Instruction:* Students must complete no fewer than eighty hours of "Firearms" in the Basic Academy. Instructional methods for this course include lecture (supplemented by multimedia aids), directed questioning, instructor-led class discussion, oral and written briefings, and small group assignments. Evaluation methods include oral and written examination and range qualifications.

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

**First Responder** (3 credits, lower division)

*Program:* CMS Law Enforcement Application-Based Recruit Training Program

*Location:* Florida Highway Patrol Academy, Tallahassee, FL

*Length:* 53 hours

*Dates:* July 2003 through June 2009

*Objectives:* Recognize theory, organization, and application of Emergency Medical System in the state. Demonstrate basic medical procedures required for first responders. Competently perform basic first responder procedures including patient assessment, first aid, CPR, use of emergency equipment, lifting and moving the patient, communication, and scene management. Identify federal requirements related to hazardous materials identification. Discuss local and state plans for hazardous scene management and command. Identify characteristic signs of hazardous materials. Identify individual and classes of hazardous materials. Assess immediate dangers to people and the environment. Operate and control scene, coordinate operations, and gather vital information. Define operations and responsibilities of land and marine rescues.

*Instruction:* Students must complete no fewer than forty hours of "Medical First Responder," eight hours of "Hazardous Materials," and five hours of "Rescue" in the Basic Academy. Instructional methods for this course include lecture (supplemented by Multi-media and study handouts), directed questioning, instructor-led class discussion, oral and written briefings, and small group assignments. Evaluation methods include oral and written examination.

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

**Introduction to Criminal Justice** (3 credits, lower division)

*Program:* CMS Law Enforcement Application-Based Recruit Training Program

*Location:* Florida Highway Patrol Academy, Tallahassee, FL

*Length:* 39 hours

*Dates:* July 2003 through June 2009

*Objectives:* Describe the components, structure, and functions of the criminal justice system (i.e., law enforcement, the court system, and corrections). Memorize the roles and responsibilities of Florida state law enforcement agencies. Identify the different levels, as well as the roles of each of the criminal justice components and explain how these various organizations interact. Discuss the basics of organizational structure, communication, and the chain of command within an organization. Explain how the U.S. Constitution guides police officers to uphold the law while protecting citizens' rights. Demonstrate the ability to perform legal research. Classify acts as criminal or non-criminal and identify the elements of those acts classified as criminal. Determine a suspect's type of involvement. Identify issues related to liability and the results of acts that can raise civil or criminal liability. Recognize case law and agency policy regarding the use of force. Explain the court process, court procedures, and steps to take in preparing to give testimony. Define criminal street gangs and extremist groups and identify its characteristics. Identify issues affecting an officer's ability to protect and enforce the law when dealing with criminal street gangs and extremist groups; recognize resources available to assist the officers to deal with the problems.

*Instruction:* Students must complete no fewer than three hours of "Criminal Justice System in Florida," seventeen hours of "Constitutional Law and Introduction," fourteen hours of "Court Process," and five hours of "Criminal Street Gangs and Extremist Groups." Instructional methods include instructor led class discussion, directed questioning, oral and written briefings, and small group facilitation (supplemented by the Multi-media presentation, video, overhead transparencies, flipchart, chalkboard, and whiteboard). Evaluation methods include written examination.

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

**Investigation of Traffic Accidents** (2 credits, lower division)

*Program:* CMS Law Enforcement Application-Based Recruit Training Program

*Location:* Florida Highway Patrol Academy, Tallahassee, FL

*Length:* 32 hours

*Dates:* July 2003 through June 2009

*Objectives:* Assess and secure traffic accident scene, interview witnesses and involved parties, interview and obtain statements of witnesses and involved parties. Investigate the traffic crash scene, including the documentation of markings and measurements. Analyze evidence and statements--through the use of logic, mathematics and other means--to determine the point of occurrence and the cause of the traffic accident. Document the traffic accident using appropriate report forms and format. Apply motor vehicle law to collision investigations.

*Instruction:* Students must complete no fewer than thirty-two hours of "Traffic Crash Investigations" in the Basic Academy. Instructional methods for this course include lecture (supplemented by multimedia aids), directed questioning, instructor-led class discussion, oral and written briefings, and small group assignments. Evaluation methods include oral and written examination.

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

**Law Enforcement in a Diverse Society** (3 credits, lower division)

*Program:* CMS Law Enforcement Application-Based Recruit Training Program

*Location:* Florida Highway Patrol Academy, Tallahassee, FL

*Length:* 40 hours

*Dates:* July 2003 through June 2009

*Objectives:* Examine the nature of human communication, including verbal and nonverbal forms of communication. Explore the purposes, barriers, roles of communication in interpersonal conversation, and key elements of effective communication, including problem solving techniques. Identify various methods used to assess and categorize human behavior through observation and interpretation of individuals and groups. Examine diversity and multiculturalism, differences of culture,

values, ethnicity, race, gender, and power. Explore barriers and conflict related to multicultural differences. Examine ways to increase tolerance, appreciate diversity, and deal with issues of conflict related to diversity. Define values, ethics, the law enforcement code of ethics, and professionalism. Recognize ethical dilemmas and make ethical decisions. Identify ethical and unethical conduct within the context of policing in a diverse society. Demonstrate ethical behavior based upon an understanding of the Law Enforcement Code of Ethics and the Canons of Police Ethics.

**Instruction:** Students must complete no fewer than eight hours of "Communication and Interpersonal Skills," eight hours of "Ethics and Values," and twenty-four hours of "Human Diversity," in the Basic Academy. Instructional methods for this course include lecture (supplemented by Multi-media and study handouts), directed questioning, instructor-led class discussion, oral and written briefings, role play, and small group assignments. Evaluation methods include oral and written examination.

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

#### **Patrol Procedures I** (3 credits, lower division)

**Program:** CMS Law Enforcement Application-Based Recruit Training Program

**Location:** Florida Highway Patrol Academy, Tallahassee, FL

**Length:** 80 hours

**Dates:** July 2003 through June 2009

**Objectives:** Describe the process of law enforcement tasks involved in arrest and custody which includes (1) identifying, approaching, and contacting a suspect; (2) arresting, transporting, and processing a prisoner; and (3) completing the paperwork. Describe the initial steps of responding to an alarm call and discuss assessing the situation and the processes of searching the grounds and outside a building. Identify ways of securing the location and conducting interior searches (including determining probable cause for conducting a warrantless search or obtaining consent). Apply the learned knowledge and skills (e.g., observation and interview techniques, interpersonal communication, officer safety techniques, defensive tactics, documenting incidents and writing reports, and the SECURE problem-solving model) when responding to an active alarm call. Describe the basic rules for conducting safe effective traffic stops (including unknown risk and high risk traffic stops, unattended vehicles, and DUI traffic stops). Finally, explain the most efficient and effective use of FCIC (Florida Crime Information Center) capabilities and perform law enforcement communications (police radio) in an effective and professional manner. Apply the laws of arrest and search to situations commonly encountered during patrol.

**Instruction:** Students must complete no fewer than twenty-three hours of "Arrest and Custody," eight hours of "Responding to Alarms," forty-seven hours of "Traffic Stops," and two hours of "Use of Telecommunications." Instructional Methods include lecture, role plays/simulations, performance checklist, directed questioning, individual task, practical exercises, oral and written briefings, and small group discussion (supplemented by the multi-media presentation, video, overhead transparency, flipchart, chalkboard, and whiteboard). Evaluation methods include written examination.

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

#### **Patrol Procedures II** (3 credits, lower division)

**Program:** CMS Law Enforcement Application-Based Recruit Training Program

**Location:** Florida Highway Patrol Academy, Tallahassee, FL

**Length:** 41 hours

**Dates:** July 2003 through June 2009

**Objectives:** Define the philosophy of community-oriented policing, including its components, problem-solving strategies, guiding values, and benefits. Define the problem-solving mode SECURE and apply it to a law enforcement response. Employ the information resources for patrol deployment; understand the concept of the BOLO (Be On the Look Out) and apply it to patrol work; recognize the geographical boundaries; identify and know how to use both emergency and non-emergency equipment. Discuss various patrol types and techniques and the importance of seeking information to familiarize the officer with given patrol areas. Understand the police role in citizen interaction and the benefits it gains and be able to identify and gather information from useful sources. Direct traffic and put the safety techniques into practice while doing so. Initiate and complete traffic enforcement activities. Plan and carry out escort activities. Explain the steps in preparing and presenting in public. Accurately record activities during the time on patrol. Identify the safety and survival skills that will reduce the threat of injury and death. Identify the types and levels of stress and how to deal with it.

**Instruction:** Students must complete no fewer than four hours of "Community-Oriented Policing," two hours of the "Safety, Ethics, Community, Understanding, Response, and Evaluation (SECURE) Model in Law Enforcement," twenty-four hours of "Patrolling the Assigned Area," and eleven hours of "Officer Safety and Survival Skills." Instructional Methods including directed questioning, oral and written briefings, and small group facilitation (supplemented by the Multi-media presentation, video, overhead transparencies, flipchart, chalkboard, and whiteboard). Evaluation methods include written examination.

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

#### **Police Report Writing** (3 credits, lower division)

**Program:** CMS Law Enforcement Application-Based Recruit Training Program

**Location:** Florida Highway Patrol Academy, Tallahassee, FL

**Length:** 43 hours

**Dates:** July 2003 through June 2009

**Objectives:** Apply basic principles and steps of effective interviewing and note taking techniques, including the impact relevant court cases may have on interviewing, note taking, and report writing. Illustrate proper note taking composition, including concerns of grammar, spelling, and abbreviations. Employ the purposes, principles, and methods of composition, including sentence and paragraph structure, appropriate grammar and spelling, overall organization, audience, editing and proofreading, and the misuse of jargon and slang.

**Instruction:** Students must complete no fewer than five hours of "Note Taking," twenty-four hours of "Report Writing," ten hours of "Interviewing," and four hours of "Taking Statements" in the Basic Academy. Instructional methods for this course include lecture (supplemented by Multi-media, overhead, video and study handout), directed discussion and questioning, instructor-led class discussion, oral and written briefings, and small group assignment. Evaluation methods include oral and written examination.

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

#### **Responding to Special Incidents** (3 credits, lower division)

**Program:** CMS Law Enforcement Application-Based Recruit Training Program

**Location:** Florida Highway Patrol Academy, Tallahassee, FL

**Length:** 40 hours

**Dates:** July 2003 through June 2009

**Objectives:** Recognize and identify certain special incidents that include a citizen in crisis, a bomb/explosive/weapon of mass destruction related case, preparation for a large scale event, and a riot/demonstration. Explain the role of law enforcement officers in dealing with each of these incidents. Prepare to utilize the necessary skills and knowledge to respond to the incident (e.g., communication, observation, and information gathering techniques, assessment skills, safety, security, and crowd control procedures, providing medical assistance; locating resource agencies, and documenting the incident).

**Instruction:** Students must complete no fewer than eight hours of “Crisis Intervention,” sixteen hours of “Bombs and Explosives,” four hours of “Weapons of Mass Destruction,” and twelve hours of “Demonstrators, Riots, and Crowds.” Instructional methods include individualized study, oral and written briefings, small group assignment, instructor-led class discussion, simulation, role-play activities, and (supplemented by video, overhead transparencies, and flipchart). Evaluation methods include written examination.

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

**Self Defense** (3 credits, lower division)

**Program:** CMS Law Enforcement Application-Based Recruit Training Program

**Location:** Florida Highway Patrol Academy, Tallahassee, FL

**Length:** 91 hours

**Dates:** July 2003 through June 2009

**Objectives:** Physically control and protect oneself from others. Respond to physical resistance. Communicate with adversaries. Use restraining devices. Learn falling techniques, physical frisk and search techniques, how to transport prisoners, take downs, pressure points, counter moves, escape techniques, and ground control and defense.

**Instruction:** Students must complete no fewer than ninety-one hours of “Defensive Tactics” in the Basic Academy. Instructional methods for this course include lecture (supplemented by multimedia aids), directed questioning, instructor-led class discussion, oral and written briefings, and small group assignments. Evaluation methods include oral and written examination and range qualification.

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

**Special Populations** (3 credits, lower division)

**Program:** CMS Law Enforcement Application-Based Recruit Training Program

**Location:** Florida Highway Patrol Academy, Tallahassee, FL

**Length:** 45 hours

**Dates:** July 2003 through June 2009

**Objectives:** Examine the challenges, concerns, and issues related to five special populations—individuals with mental retardation, mental illness, alcohol and substance abuse, physical disabilities, and the elderly. Increase students’ understanding and appreciation of these special populations and issues that may be unique to each special population. Discuss statutes related to these populations and the rights, if any, afforded to these populations. Identify specific symptoms and characteristics of mental retardation, mental illness, alcohol and substance abuse, physical disability and guidelines for interacting with these populations. Recognize when referral for additional support and services is appropriate.

**Instruction:** Students must complete no fewer than four hours of “Mental Retardation,” twelve hours of “Mental Illness,” ten hours of “Alcohol and Substance Abuse,” thirteen hours of “Physical Disabilities,” and six hours of “Responding to the Elderly” in the Basic Academy. Instructional methods for this course include lecture (supplemented by Multi-media, overhead, video and study handout), directed discussion and questioning, instructor-led class discussion, oral and written briefings, pairs exercise, role playing, and small group assignments. Evaluation methods include oral and written examination.

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

**Vehicle Procedures** (1 credit, lower division)

**Program:** CMS Law Enforcement Application-Based Recruit Training Program

**Location:** Florida Highway Patrol Academy, Tallahassee, FL

**Length:** 40 hours

**Dates:** July 2003 through June 2009

**Objectives:** Discuss case law, criminal law, and motor vehicle law related to motor vehicle operations. Apply relevant laws of physics to operating motor vehicles. Perform proactive motor vehicle driving skills and participate in practical exercises

**Instruction:** Students must complete no fewer than forty hours of “Vehicle Operations” in the Basic Academy. Instructional methods for this course include lecture (supplemented by multimedia aids), directed questioning, instructor-led class discussion, oral and written briefings, small group assignments, and driving range instruction and practice. Evaluation methods include oral and written examination and driving range qualifications.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit.