



**Region XII Criminal Justice Training Council
Criminal Justice Institute
Palm Springs Village Hall**

February 25, 2016

February 25, 2016 Meeting Minutes

Chief Kitzerow called meeting to order at 8:45 am. Roll call by Chief Kitzerow, quorum was met.

Members Present:

<i>Chief Frank Kitzerow</i>	<i>Chairman, Jupiter Police Department</i>
<i>Chief Robert Mangold</i>	<i>Atlantis Police Department</i>
<i>Director Larry Schroeder</i>	<i>Palm Beach State College</i>
<i>Chief Stephen Stepp</i>	<i>Palm Beach Gardens Police Department</i>
<i>Chief Rick Jenkins</i>	<i>North Palm Beach Police Department</i>

Members Absent:

<i>Captain Tammy Bussey</i>	<i>Palm Beach County Sheriff's Office</i>
<i>Chief Craig Hartmann</i>	<i>Highland Beach Police Department</i>
<i>Sheriff Ric Bradshaw</i>	<i>Palm Beach County Sheriff's Office</i>

Approval of Region XII Criminal Justice Training Council Meeting Minutes – November 13, 2015

Chief Mangold asked Council for approval of the November 13, 2015 minutes. Motion for approval by Chief Jenkins seconded by Chief Mangold Minutes were approved.

Legislative Updates and CJSTC Rule Changes – Joni Livingston

CJSTC Meeting Updates:

- *BAT issue discussed at the Chiefs breakfast meeting, the BAT is not to be used for hiring purposes, a Tech Memo was sent to all training centers.*
- *The next CJSTC Meeting will on May 3-5, 2016 in Jupiter.*
 - *Full Commission Meeting on Thursday, May 5th at 8:30am*
 - *Legislators looking into adding (1) civilian in Commission*
 - *Discipline training opportunity during Commission week, Monday thru Thursday*

Criminal Justice Institute Update – Director Larry Schroeder

- BLE #181 graduated on February 18, 2016
- COT #159 graduated on February 23, 2016
- Academies in progress: BLE # 182, 183, 184 and 185
- Next Corrections Academy – date to be determined
- LE Auxiliary Academy starting March 1 through June 30, 2016
- 911 Telecommunicator Class in progress
- Offering a 911 Telecommunicator OnLine Course May 16 through August 9, 2016
- One staff member on medical leave
- One full-time instructor position open, we have one applicant
- Discussion on college lockdown procedures
- Discussion on active shooter situation and students (police officers) attending Advanced/Specialized classes.
 - Safety issues:
 - Should students be in uniform
 - If students not properly dressed to show they are an officer carrying a gun, they can appear to be the shooter
 - Suggestions:
 - Students wear Training Shirt
 - Protect group instead of aggressively going after the shooter.
 - Discussion at the next Chiefs Association Meeting

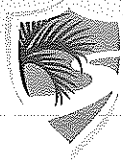
- **Region XII Trust Fund Report – Director Larry Schroeder**
- Distributed packed with (3) items
 - 2016/2017 Budget
 - Semi-Annual Report
 - Budget Amendment – moved \$37,205.10 from capital to training.

- **Advanced/Specialized Training – Director Larry Schroeder**
 - Moved capital funds to training

- **Selection Center Updates – Director Larry Schroeder**
 - The new point systems is working well, seeing an improvement on academy scores.

Meeting was adjourned at 9:30am

***The next Criminal Justice Standards and Training Commission Meeting is scheduled
May 3-5, 2016
Jupiter, FL***



**Region XII Criminal Justice Training Council
Criminal Justice Institute
Palm Springs Village Hall**

May 25, 2016

May 25, 2016 Meeting Minutes

Chief Kitzerow called meeting to order at 8:45 am. Roll call by Chief Kitzerow, quorum was met.

Members Present:

<i>Chief Frank Kitzerow</i>	<i>Chairman, Jupiter Police Department</i>
<i>Chief Robert Mangold</i>	<i>Atlantis Police Department</i>
<i>Director Larry Schroeder</i>	<i>Palm Beach State College</i>
<i>Chief Rick Jenkins</i>	<i>North Palm Beach Police Department</i>
<i>Captain Tammy Bussey</i>	<i>Palm Beach County Sheriff's Office</i>

Members Absent:

<i>Chief Craig Hartmann</i>	<i>Highland Beach Police Department</i>
<i>Sheriff Ric Bradshaw</i>	<i>Palm Beach County Sheriff's Office</i>
<i>Chief Stephen Stepp</i>	<i>Palm Beach Gardens Police Department</i>

Approval of Region XII Criminal Justice Training Council Meeting Minutes – February 25, 2016

Chief Kitzerow asked Council for approval of the February 25, 2016 minutes. Motion for approval by Chief Jenkins seconded by Captain Bussey. Minutes were approved.

Legislative Updates and CJSTC Rule Changes – Joni Livingston

CJSTC Meeting Updates:

- *No rules changes*
- *New rules coming in July or August, possibly new medical forms.*
- *Reminder:*
 - *Firearms qualification due June 30th.*
 - *Mandatory Retraining review*
 - *Instruction recertification expires March 30, 2017*

Criminal Justice Institute Update – Director Larry Schroeder

- Working on putting a Vehicle Operations course in the fall for March certification.
- BLE #184, 185 and 186 in progress.
- Corrections Academy scheduled for July 11, 2016
- Started on-line 911 Telecommunicator Course May 16, 2016
- Change in staff: We've hired a new full-time Instructor, Johnny Hyde, he will be starting June 1, 2016 and effective August 11, 2016 Coordinator Gene Hall will be retiring, we will not be filling his position.

- **Region XII Trust Fund Report – Deepika Dias**
- No reports due

- **Advanced/Specialized Training – Director Larry Schroeder**
- As of July 1, 2016 will be \$67.00 per officer
- Will be hosting a meeting late in June for training officers to discuss what courses would like us to offer for the new fiscal year.
- We've offered nearly 70 classes this fiscal year.

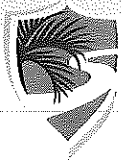
- **Selection Center Updates – Director Larry Schroeder**
- We have scheduled academies for August, September and October
- We are using a point system in the assessment process, applications for academies will be accepted for a 5 day period.
- Now we are dropping the number of self-sponsors to accommodate the agencies

Captain Bussey informed Council that Lt. Timothy Temperato will be her alternate.

Chief Kitzerow informed council the Chief's Association support the recommendation that officers attending Advanced/Specialized Classes at Palm Beach State College are attired properly to be identified as a police officer.

Meeting was adjourned at 9:10am

**The next Criminal Justice Standards and Training Commission Meeting is scheduled
August 2-4, 2016
Ponte Vedra Beach, FL**



**PALM BEACH STATE
COLLEGE**

**CRIMINAL JUSTICE
INSTITUTE**

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**Region XII Criminal Justice Training Council
Criminal Justice Institute
Palm Springs Village Hall**

November 10, 2016

August 25, 2016 Meeting Minutes

Chief Kitzerow called meeting to order at 8:45 am. Roll call by Chief Kitzerow, quorum was met.

Members Present:

<i>Chief Frank Kitzerow</i>	<i>Chairman, Jupiter Police Department</i>
<i>Chief Robert Mangold</i>	<i>Atlantis Police Department</i>
<i>Director Larry Schroeder</i>	<i>Palm Beach State College</i>
<i>Chief Rick Jenkins</i>	<i>North Palm Beach Police Department</i>
<i>Captain Tammy Bussey</i>	<i>Palm Beach County Sheriff's Office</i>
<i>Chief Craig Hartmann</i>	<i>Highland Beach Police Department</i>
<i>Chief Stephen Stepp</i>	<i>Palm Beach Gardens Police Department</i>

Members Absent:

<i>Sheriff Ric Bradshaw</i>	<i>Palm Beach County Sheriff's Office</i>
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Approval of Region XII Criminal Justice Training Council Meeting Minutes – August 25, 2016

Chief Kitzerow asked Council for approval of the August 25, 2016 minutes. Motion for approval by Chief Mangold seconded by Chief Jenkins. Minutes were approved.

Legislative Updates and CJSTC Rule Changes – Joni Livingston

- *No Legislative updates*
 - *There is a Tech Memo on rule changes and forms*
 - *New rule packet will be out in the next few weeks.*
- CJSTC Meeting Updates:**
- ***Reminder:***
 - *Annual Instructor Training Seminar – October 9-14, 2016
Florida Public Safety Institute, Tallahassee, FL*
 - *Registration fee: \$150.00*

Criminal Justice Institute Update – Director Larry Schroeder

Academy Updates:

- BLE #187 – Starting August 29, 2016
- BLE #188 P/T scheduled September 6, 2016
- BLE #189 – F/T scheduled October 31, 2016
- BLE #185 – Graduating September 29, 2016
- COT #160 – Graduating September 28, 2016
- 911 Telecommunicator Classroom Course and the on-line course scheduled for August were cancelled due to low enrollment.
- Change in staff: Two of our Class coordinators, Gene Hall and Kevin Wood, retired in June, we currently have only two Academy Coordinators and they have taken the additional academies.
- We will be posting the position for a Corrections Coordinator.
- We had a meeting with Agency representatives regarding Advanced/Specialized classes, and discussed which classes Agencies would be interested for us to offer; there was also a discussion on rifle vs shotgun training.

Region XII Trust Fund Report – Deepika Dias

- Submitted 2015-2016 reports
- Refunding FDLE approximately \$3,000

Advanced/Specialized Training – Director Larry Schroeder

- After our meeting yesterday with agency representatives we are looking into offering different classes.

Selection Center Updates – Director Larry Schroeder

- We had a CJ Audit for fingerprinting. FDLE had never done an audit before, we were the first training center to have an audit. Change to be made, when we receive a response on a candidates' criminal history we must keep that information in a locked filing cabinet. We passed the audit.
- BLE # 189 which scheduled to start on October 31, 2016 is the first academy that candidates have taken the Integrity Inventory Test.

Director Schroeder informed council of 1 appeal.

Meeting was adjourned at 9:15am

**The next Criminal Justice Standards and Training Commission Meeting is scheduled
October 31 – November 3, 2016
Sarasota, FL**