

**LAW ENFORCEMENT TRAINING SUBCOMMITTEE  
West Virginia State Police Academy  
Professional Development Center  
Dunbar, West Virginia  
December 11, 2008**

MEMBERS PRESENT: Colonel David Murphy  
Retired Chief Ivin Lee  
Ms. Suzan Singleton

MEMBERS REPRESENTED: Colonel D. Lemmon by  
Captain Curt Tilley  
Sheriff Rodney Miller  
By Ms. Melissa Garretson  
Chief Kevin Gessler by  
Chief Steve Stevens  
Retired Lieutenant Steve Walker by  
Chief Joe Crawford  
Retired Lieutenant Terry Miller  
Retired Deputy Dave Gentry

MEMBERS ABSENT: Ms. Patty Hamilton  
The position occupied by Dr. Ervin V. Griffin Sr.  
is vacant due to his resignation from the  
LET Subcommittee and the vacancy as  
yet not being filled.

STAFF: Retired Captain Chuck Sadler

The December 11, 2008 meeting of the Law Enforcement Training (LET) Subcommittee, conducted at the Professional Development Center of the West Virginia State Police Academy, located in Institute, West Virginia, was called to order by the Chair, Captain Curt Tilley, at 10:08 a.m. with eight (8) members either present or represented at the meeting.

The minutes of the September 25, 2008 and October 30, 2008 meetings of LET Subcommittee had been mailed to the members prior to the meeting and were available for review at this meeting. Captain Tilley asked the members present if there were any questions or corrections concerning these sets of minutes. Hearing none he asked if there was a motion to be made concerning the acceptance of these minutes.

A motion was made by Ms. Singleton, seconded by Retired Chief Lee, that the minutes of the September 25, 2008 and October 30, 2008 meetings of LET Subcommittee be accepted as presented to the subcommittee members. There being no discussion on the motion Captain Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Captain Tilley asked for the presentation of the financial report by Retired Captain Sadler. He advised the members that as reflected on the account balance sheet that there was a balance of \$360,432 in the LET Fund. Captain Tilley noted that there was consensus agreement as to the acceptance of the LET Training Fund report as presented. Ms Singleton did advise the subcommittee members that with 2009 state tax refunds that the State Tax Department was going to be allowing municipalities to report unpaid fines and fees due by individuals. If the individual was due a refund on state taxes the amount of those fees/fines due would be deducted from that amount. There were no questions concerning that program.

Captain Tilley then initiated discussion on agenda item three. The applications of the below named individuals seeking to be certified as law enforcement training instructors were presented for consideration:

Corporal T Everson Regional Jail and Correctional Facility Authority	Standard First Aid CPR Instructor AED Instructor
Corporal E Croasmun Regional Jail and Correctional Facility Authority	Defensive Tactics Instructor Spontaneous Knife Defense Instructor
Sergeant R Kalalau Regional Jail and Correctional Facility Authority	Defensive Tactics Instructor Spontaneous Knife Defense Instructor
Sergeant D Miller Wheeling Police Department	Conflict Resolution D.A.R.E. Program

Deputy X Rahmati  
Putnam County Sheriff's Office

Police Firearms Instructor – Handgun  
Police Firearms Instructor – Shotgun  
Police Firearms Instructor – Patrol Rifle  
Clandestine Lab Investigations  
Narcotic Drugs Investigations  
Advanced Drug Law Investigations  
Advanced Undercover Techniques &  
Survival Training

Captain Tilley asked Retired Captain Sadler if these individuals met the standards to become certified law enforcement instructors. Retired Captain Sadler indicated that they did and recommended their approval as such.

A motion was made by Retired Chief Lee, seconded by Chief Stevens, that these individuals be certified as law enforcement instructors in the areas listed. There being no discussion on the motion Captain Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Captain Tilley then initiated discussion on agenda item four. The applications of the below named individuals, previously certified as law enforcement instructors, seeking to be certified in the additional areas of expertise listed were presented for consideration:

Sergeant M Abbott  
Charleston Police Department

Civil Disturbance Tactics

Corporal B Bennett  
Charleston Police Department

Civil Disturbance Tactics

Sergeant H Hickman  
Charleston Police Department

Civil Disturbance Tactics

Conservation Officer C Johnson  
Division of Natural Resources

Police Firearms Instructor – Patrol Rifle

Corporal M McConihay  
Charleston Police Department

Civil Disturbance Tactics

Ms. Carla McBee  
Public Information Officer  
Wetzel County Emergency Services

Public Information Officer Awareness

Corporal P Perdue  
Charleston Police Department

Civil Disturbance Tactics

Captain Tilley asked Retired Captain Sadler if these previously certified law enforcement instructors met the standards to become certified in the additional areas listed. Retired Captain Sadler indicated that they did and recommended their approval as such.

A motion was made by Ms Singleton, seconded by Chief Crawford, that these individuals be certified as law enforcement instructors in the additional areas of expertise listed. There being no discussion on the motion Captain Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Captain Tilley then initiated discussion on agenda item number five A. The following annual level in-service training programs to be conducted during the 2009 Training Year were presented for consideration and approval:

**APPALACHIA HIDTA TRAINING PROGRAM**

Thirty-six (36) hours            26-30 Jan 09  
Advanced Undercover Techniques and Survival Level II Training  
Instructor: Retired BATF Special Agent C Fuller  
Lexington, KY

**BRIDGEPORT POLICE DEPARTMENT**

Four (4) hours                    Dates to be set  
Handgun Proficiency Course  
Instructor: Officers Lemley, Norman and Goodrich  
Bridgeport, WV

**CEDAR GROVE POLICE DEPARTMENT**

Eight (8) hours                 1 Nov 08  
Safe and Effective Handgun Use for Law Enforcement  
Instructor: Sergeant D Adams  
Cedar Grove, WV

**CHARLESTON POLICE DEPARTMENT**

Eight (8) hours                 4 Dec 08  
Taser X-26 User Course  
Instructor: Corporals Sampson and Welch and Patrolman Edwards  
Charleston, WV

Eight (8) hours                 20 Nov 08  
SWAT – Night Time Sniper Operations  
Instructor: Sergeant H Hickman and Corporal C Snodgrass  
Charleston, WV

Eight (8) hours                 2 Dec 08  
SWAT Entry Techniques  
Instructor: Lieutenant M Shannon, Sergeant H Hickman and  
                 Corporals M McConihay and C Snodgrass  
Charleston, WV

Sixteen (16) hours            12-13 Jan 09 and 14-15 Jan 09  
Radar Operator Certification Course  
Instructor: Corporal G Daniels and Patrolman B Lightner  
Charleston, WV

**JACKSON COUNTY SHERIFF'S OFFICE**

Sixteen (16) hours            12-13 Jan 09  
Highway Drug Interdiction  
Instructor: Highway Patrol Officer S Smart  
Ripley, WV

**KANAWHA COUNTY SHERIFF'S OFFICE**

Eight (8) hours                14 Nov 08  
Patrol Carbine Training  
Instructor: Lieutenant R Rose and Sergeant K Vititoe  
Camp Virgil Tate, WV

**KEYSER POLICE DEPARTMENT**

Eight (8) hours                Date to be set  
Basic Drug Operations Training  
Instructor: Captain F Ellifritz  
Keyser, WV

**NATIONAL WHITE COLLAR CRIME CENTER - NW3C**

Fourteen (14) hours        18-19 Nov 08  
Cyber Investigation 105 – Basic Cell Phone Investigations - BCPI  
Instructor: Adjunct Staff NW3C Center  
Fairmont, WV

**NICHOLAS COUNTY SHERIFF'S OFFICE**

Six (6) hours                  12 Dec 08  
Taser X26 Certification Training  
Instructor: Corporal B Holdren  
Summersville, WV

**NITRO POLICE DEPARTMENT**

Four (4) hours                20 and 21 Nov 08  
Use of Force Applications and Policy Review  
Instructor: Lieutenant D Scurlock  
Nitro, WV

NOTE: Due to subject materials to be presented addressing management concepts and general law enforcement techniques this training is being recommended for dual track approval.

**UNITED STATES ATTORNEYS OFFICE – NORTHERN DISTRICT**

Four (4) hours                10 Dec 08  
Understanding the Islamic Extremist Mindset  
Instructor: Dr. Russell Palarea  
Charleston, WV

**WEST VIRGINIA OFFICE OF HOMELAND SECURITY**

Twenty-four (24) hours      14-16 Jan 09  
Incident Management/Unified Command for CBRNE and Terrorism Incidents  
Instructor: Adjunct Staff of The Texan Engineering Extension Service (TEEX)  
Bridgeport, WV

NOTE: Due to subject materials to be presented addressing management concepts and general law enforcement techniques this training is being recommended for dual track approval.

Twenty-four (24) hours      11-13 Feb 09  
WMD/EMS Operations and Planning  
Instructor: Adjunct Staff of The Texan Engineering Extension Service (TEEX)  
Bridgeport, WV

NOTE: Due to subject materials to be presented addressing management concepts and general law enforcement techniques this training is being recommended for dual track approval.

**WEST VIRGINIA PREVENTION RESOURCE CENTER**

Twelve (12) hours              18-19 Nov 08  
Share the Vision Substance Abuse Prevention Conference  
Instructor: Drs. A Whisman, T Smith, P McKenzie, R Childress and Mr. T Klaus,  
                 Mr D Reed and Ms. L Schroeder, D Trent and C Dixon  
Charleston, WV

Three (3) hours                  12 Nov 08  
Responding to Child Sexual Abuse  
Instructor: Ms. A Whitley  
Wayne, WV

**WEST VIRGINIA PROSECUTOR’S INSTITUTE**

Twenty-two (22) hours      8-10 Dec 08  
Advanced Forensic Interview Training  
Instructor: Adjunct Staff – West Virginia Prosecutor’s Institute  
Charleston, WV

**WEST VIRGINIA REGIONAL COMMUNITY POLICING INSTITUTE**

Eight (8) hours                  24 Nov 08  
Violence Against Women Awareness and Education on College Campuses  
Instructor: Retired Lieutenant L Nelson, Ms K Grant, Ms M Wilcox-Eddy and  
                 Ms. M Anderson  
Institute, WV

Captain Tilley asked Retired Captain Sadler if these classes met the criteria to be approved as annual in-service classes. Retired Captain Sadler indicated that they did and recommended they be approved.

Captain Tilley asked if there were any questions concerning them. Hearing none he asked if there was a motion concerning the classes. Chief Stevens made a motion, seconded by Ms Singleton, that the classes presented and recommended be approved for annual in-service credit. There being no discussion on the motion Captain Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Captain Tilley then initiated discussion on agenda item five B by presenting the following classes for approval as supervisory in-service:

**NITRO POLICE DEPARTMENT**

Four (4) hours                      20 and 21 Nov 08  
Use of Force Applications and Policy Review for Managers  
Instructor: Lieutenant D Scurlock  
Nitro, WV

NOTE: Due to subject materials to be presented addressing management concepts and general law enforcement techniques this training is being recommended for dual track approval.

**WEST VIRGINIA OFFICE OF HOMELAND SECURITY**

Twenty-four (24) hours      14-16 Jan 09  
Incident Management/Unified Command for CBRNE and Terrorism Incidents  
Instructor: Adjunct Staff of The Texan Engineering Extension Service (TEEX)  
Bridgeport, WV

NOTE: Due to subject materials to be presented addressing management concepts and general law enforcement techniques this training is being recommended for dual track approval.

Twenty-four (24) hours      11-13 Feb 09  
WMD/EMS Operations and Planning  
Instructor: Adjunct Staff of The Texan Engineering Extension Service (TEEX)  
Bridgeport, WV

NOTE: Due to subject materials to be presented addressing management concepts and general law enforcement techniques this training is being recommended for dual track approval.

**WEST VIRGINIA SHERIFF'S ASSOCIATION**

Fifteen (15) hours              11-13 Jan 09  
2009 New Sheriff's School and Professional Development Session  
Instructor: Sheriffs W Laird, M Rutherford, V Miller, M White and R Ferguson  
South Charleston, WV

Captain Tilley asked if these classes met the criteria to be approved as supervisory in-service classes. Retired Captain Sadler indicated that they did and recommended their approval as such. Captain Tilley asked if there were any

questions concerning the classes. Hearing none he asked if there was a motion for their approval.

Ms Singleton made a motion, seconded by Retired Chief Lee, that the classes presented and recommended be approved for supervisory in-service credit. There being no discussion on the motion Captain Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Captain Tilley then initiated discussion on agenda item 5C by presenting the following classes for approval as personal in-service:

**BECKLEY POLICE DEPARTMENT**

Annual In-Service  
Officers to be named  
Six (6) hours                      8 Nov 08  
Grant Writing Seminar  
New River Community and Technical College  
Fayette County, WV

**BROOKE COUNTY SHERIFF'S OFFICE**

Annual In-Service  
Corporal Rich Arthurs  
Thirty-six (36) hours              8-12 Dec 08  
Internet Crimes Against Children Investigative Techniques  
Office of Juvenile Justice and Delinquency Prevention  
Fox Valley Technical College  
Atlanta, GA

**JACKSON COUNTY SHERIFF'S OFFICE**

Annual In-Service  
Deputy G Baldwin  
Eight (8) hours                      Date to be set  
Sig Sauer Armorer Course  
Sig Sauer Arms Inc.  
Virginia

**MARSHALL COUNTY SHERIFF'S OFFICE**

Annual In-Service  
Sergeant R Sleeth  
Deputy First Class M Dougherty  
Twenty-four (24) hours      27-29 Jan 09  
M-16/AR-15 Armorer's School  
Colt Law Enforcement  
Cookeville, TN

**MORGANTOWN POLICE DEPARTMENT**

Annual In-Service  
Patrolman First Class M Beavers  
Patrolman J Blosser  
Forty (40) hours                    27-31 Oct 08  
Less Lethal Projectiles, Flash Sound Diversionary Devices and  
Chemical Agent Instructor Course  
National Tactical Officers Association  
DeKalb County, GA

Annual In-Service  
Patrolman First Class E Powell  
Sixteen (16) hours                    11-12 Nov 08  
Sexually Violent Crime – “The Body as Evidence”  
George Mason University  
Washington, DC

**NITRO POLICE DEPARTMENT**

Annual In-Service  
Corporal R Foster  
Patrolman D Richardson  
Eight (8) hours                    14 Nov 08  
Benelli M1/M2 Shotgun Armorer Course  
Benelli Arms Inc. with the National Rifle Association  
Fairfax, VA

Annual In-Service  
Corporal R Foster  
Patrolman D Richardson  
Eight (8) hours                    13 Nov 08  
Glock Pistol Armorer Course  
Glock Inc. with the National Rifle Association  
Fairfax, VA

**TRI-STATE AIRPORT POLICE DEPARTMENT**

Annual In-Service  
Officer C Napier  
Forty (40) hours                    15-19 Dec 08  
PR-24/OC/Defensive Tactics Instructor Course  
Veterans Affairs Law Enforcement Training Center  
Little Rock Arkansas

**WHEELING POLICE DEPARTMENT**

Annual In-Service  
Sergeant W Goldbaugh  
Eight (8) hours                    18 Nov 08  
Nighttime Visibility in Crash Investigations  
Allegheny County Police Training Academy  
Allegheny County, PA

Captain Tilley asked if these classes met the criteria to be approved as personal in-service classes as annual or supervisory as reflected. Retired Captain Sadler indicated that they did and recommended their approval as such. Captain Tilley asked if there were any questions concerning the classes. Hearing none he asked if there was a motion for their approval.

Ms Singleton made a motion, seconded by Chief Stevens, that the classes presented and recommended be approved for personal in-service credit. There being no discussion on the motion Captain Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Captain Tilley then initiated discussion on agenda item 6 by advising that Retired Captain Sadler was providing them with a listing of the dates for the 2009 meetings of the LET Subcommittee. He advised that there was no change in the standard time/day of month when the meetings were to be held and asked that the members present make an appropriate note within their system of appointments as to the dates of these meetings. He asked if there were any questions concerning the schedule as presented. Hearing none he moved to agenda item 7.

Agenda item 7, Captain Tilley advised the members present, was a request by the West Virginia State Police in the amount of \$132,355 from the LET Fund for the operation of the 137<sup>th</sup> Basic Class, to run January 5, 2009 through April 24, 2009. He noted to the members present that there were some one time costs present in the application, for example on page seventeen where new criminal law manuals were being ordered, as they were annually, to allow the student officers to have current text and resource materials. Captain Tilley asked if there were any questions concerning the application. Hearing none he asked if there was motion to be made concerning agenda item 7.

Colonel Murphy made a motion, seconded by Ms Singleton, that the request by the West Virginia State Police in the amount of \$132,355 from the LET Fund for the operation of the 137<sup>th</sup> Basic Class, to run January 5, 2009 through April 24, 2009, be approved. There being no discussion on the motion Captain Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Captain Tilley then began discussion of agenda item 8 by advising the members present that the schedule of training for the 137<sup>th</sup> Basic Class was in the final stages of being prepared and formally approved by the staff of the West Virginia State Police Academy. He did advise that the standard courses approved for presentation during the 136<sup>th</sup> Basic Class, currently running at the Academy, were to be presented for the 137<sup>th</sup> Basic Class, that scheduling changes were being addressed due to holidays, instructor schedules, etc for the upcoming 137<sup>th</sup>. He advised the members that a copy of the course schedule would be presented to them at the January 29, 2009 meeting. The members present indicated their recognition that the training to be presented was what the entry level training officers needed and expressed their appreciation of the time and efforts put forth

by the Academy staff in the development, review and presentation of these classes.

Retired Chief Lee stated that as scheduling was looked at for the 137<sup>th</sup> Basic Class and upcoming classes that there needed to be an examination of the type and length of cultural diversity training that the entry level officers were receiving. Based on the complaints that her agency had been receiving and investigating she was concerned that the student officers were not getting sufficient training on this subject area. Captain Tilley responded that he understood her concerns and that this was something that could definitely be looked at and discussed with her. He stated that he would be getting in touch with her on this issue.

Chief Crawford asked if time could be made available for a representative of the Fraternal Order of Police (FOP) to speak with the student officers as to the FOP and its program on the local, state and national level. Captain Tilley responded that he would have no problem in making non-classroom time available for an FOP representative to speak with the officers. He continued that such time could also be made available to other state law enforcement organizations as they were interested in speaking with the officers, for example the West Virginia Deputy Sheriff's Association.

Chief Stevens commented on the desire of the West Virginia Chiefs of Police Association to see that Report Beam, the electronic crash report training program, was made part of the training. Captain Tilley advised that as this program was now fully implemented and in use by officers around the state that Report Beam training would be a part of the crash investigation training. Previously, in that there had still been a number of agencies using the other form it had not been a part of the program. The officers in the 137<sup>th</sup> would be receiving some amount of training on the system and the officers in the 138<sup>th</sup> and later classes would definitely receive the full training on the system.

Chief Stevens continued with the interests of the Chiefs of Police Association as to the incorporation of radar training within the entry level training program. Captain Tilley advised that to make that part of the training that it would be necessary to increase the length of the training program by one week. The current recommendation by NHTSA (National Highway Traffic Safety Administration) was for a forty hour training program. If that were the desire of the subcommittee members he stated that it certainly could be made part of the training program, but did indicate that he regularly received comments about the length of the existing overall program and the strong desire of a number of agency heads to get their officers back and certified as quickly as possible. While there would be an increased cost to the overall program the LET Fund could address that.

He did indicate that by the makeup of the officers attending, as to size of agencies they represented, in particular the Class 4 and 5 municipalities, that there remained the question of whether they could use the training in speed measurement. At this time it was his recommendation that this training remain one

that the employing agencies needed to address and provide once the officer returned from the Academy. There was no consensus desire indicated by the members present that radar/lidar training be made part of the entry level training program at this time.

Captain Tilley asked if there were any other questions or comments concerning the makeup of the entry level training classes. Hearing none he moved to address agenda item 13, indicating to the members present that agenda items 9-12 addressed personnel related items and would require the LET Subcommittee to go into executive session. He asked the members if he could review agenda item 13 at this point. There was no indication that they did not wish him to.

Captain Tilley discussed agenda item 13 by indicating the Retired Captain Sadler and he had been looking at ways to insure that the members received information pertaining to the LET Subcommittee in the most efficient and practical way while minimizing, when applicable, the amount of materials that needed to be forwarded to them. He did ask that the members present complete a card providing their contact information so that he could insure that we had the most current information on them. He further asked that those individuals who were okay with receiving an electronic version of the meeting agenda and support materials to let Retired Captain Sadler know.

There being no questions or further items to address on agenda item 13 Captain Tilley asked the members present if there was a motion for the LET Subcommittee to go into executive session to discuss the personnel related items pertaining to agenda items 9-12.

Retired Deputy Gentry made a motion, seconded by Chief Crawford, that the LET Subcommittee to go into executive session to discuss the personnel related items pertaining to agenda items 9-12. There being no discussion on the motion Captain Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

The LET Subcommittee went into executive session at 10:37 am. It came out of executive session at 12:55 pm. Captain Tilley asked if there were motions or action to be taken concerning agenda items 9-12.

Ms Singleton made a motion, seconded by Retired Chief Lee, that as to agenda items 9 and 10 as to the certification review of Officer J White, Marmet Police Department and Smithers Police Department and Officer C Conrad, Montgomery Police Department that the LET Subcommittee table any further action on their certification to allow that the officers attend and complete the Division of Natural Resources class that is part of the entry level training program and a West Virginia Hunter Safety Education Program. On completion of these classes they are to report such completion to Retired Captain Sadler. If these classes are completed within six months of this meeting there will be no further review of their certification as to the matters that caused them to be present at this meeting. There being no discussion on the motion Captain Tilley called for

questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Chief Crawford made a motion, seconded by Ms Singleton, that as to agenda item 11 that the certification of the officer reported by the City of Cameron who had not met the qualification requirements of that municipality be suspended until he provided documentation from a West Virginia certified police firearms instructor – handguns that he had qualified with his duty weapon for the Cameron Police Department. There being no discussion on the motion Captain Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Ms. Singleton made a motion concerning agenda item 12, seconded by Chief Crawford, that Officer S Daniels, Mullens Police Department, be allowed to participate in the entry level training program. There being no discussion on the motion Captain Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Captain Tilley advised the subcommittee members that agenda item 14 addressed the provision of correspondence to subcommittee members as to actions taken by Retired Captain Sadler in his capacity of LET Coordinator since the October 30, 2008 meeting. He asked if there were any questions concerning the information provided.

Hearing none Captain Tilley asked if there was any other business to be discussed by the subcommittee members. Hearing none he asked for a motion to bring this meeting of the LET Subcommittee to a close. Chief Stevens made a motion, seconded by Retired Deputy Gentry, that the December 11, 2008 meeting of the LET Subcommittee be brought to a close. Hearing no discussion on the motion Captain Tilley called for questions. All present voted in favor of the motion as made with no negative votes cast.

The December 11, 2008 meeting of the LET Subcommittee was brought to a close 1:02 pm.