

**LAW ENFORCEMENT TRAINING SUBCOMMITTEE  
West Virginia State Police Academy  
Professional Development Center  
Dunbar, West Virginia  
January 29, 2009**

MEMBERS PRESENT: Colonel David Murphy  
Sheriff Mike Rutherford  
Retired Lieutenant Steve Walker

MEMBERS REPRESENTED: Colonel T Pack by  
Sergeant Curt Tilley  
Chief Kevin Gessler by  
Chief Steve Stephens  
Retired Lieutenant Terry Miller  
Retired Deputy Dave Gentry

MEMBERS ABSENT: Retired Chief Ivin Lee  
Ms. Patty Hamilton  
Ms. Suzan Singleton  
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  
Ms. Leslie Boggess

The January 29, 2009 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, Sergeant Curt Tilley, at 10:06 a.m. with six (6) members either present or represented at the meeting.

The minutes of the December 11, 2008 meeting of the LET Subcommittee had been mailed to the members prior to the meeting. Sergeant Tilley asked the members present if there were any questions or corrections concerning these minutes. Hearing none he asked if there was a motion to be made concerning the acceptance of these minutes.

A motion was made by Retired Lieutenant Walker, seconded by Retired Deputy Gentry, that the minutes of the December 11, 2008 meeting of the LET Subcommittee be accepted as presented to the subcommittee members. There being no discussion on the motion Sergeant Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Sergeant Tilley asked for the presentation of the financial report by Retired Captain Sadler. Retired Captain Sadler had provided the members present with a copy the LET Fund Balance Report dated January 26, 2009. A copy of this report is provided under Attachment 1 of these minutes.

He advised the members that as reflected on this LET Fund account balance sheet that there was a balance of \$264,475 in the LET Fund. Sergeant Tilley noted to the members present that the 137<sup>th</sup> Basic Class was running at this time and asked Retired Captain Sadler what the projected revenue from tuitions for that class would be. With the tuitions paid to date Retired Captain Sadler noted that there was approximately \$65,000 in additional tuitions to be paid as the billings for those tuitions had only recently been mailed.

Sergeant Tilley noted that the LET Fund continues to be increasing as a result of the provision of the funds from the Purdue Pharma forfeiture. He noted that during the February 2009 LET Subcommittee that there would be a grant request in the range of \$135,000 for the operation of the 138<sup>th</sup> Basic Class that would be operating March 16, 2009 to July 2, 2009. With the fund balance increasing as discussed that request would be no problem to address. He did note that there would be a discussion during the Other Business segment of this meeting's agenda as to costs that would be incurred concerning needed modifications to the Officer Training Information System (OTIS).

Sergeant Tilley asked if there were any questions concerning the LET Fund report or the items discussed during its presentation. Hearing none he noted that there was consensus agreement as to the acceptance of the LET Training Fund report as presented.

Sergeant 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:

Deputy Gary D Baldwin  
Jackson County Sheriff's Office

Police Firearms Instructor – Handgun  
Police Firearms Instructor – Patrol Rifle

Officer Randall Howell  
Public Service Commission

Radar/Lidar Instructor

Deputy Brian D Humphreys  
Kanawha County Sheriff's Office

Defensive Tactics  
Taser Operation

Corporal D G Painter  
Division of Natural Resources

Police Firearms Instructor – Handgun  
Police Firearms Instructor – Shotgun  
Police Firearms Instructor – Patrol Rifle

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

Sergeant 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 David Byers  
New Martinsville Police Department

Incident Command System

Patrolman First Class R Goodrich  
Bridgeport Police Department

Police Firearms Instructor – Handgun  
Police Firearms Instructor – Shotgun  
Police Firearms Instructor – Patrol Rifle

Lieutenant Don Peal  
Charleston Police Department

Report Beam – Electronic Crash Report  
Forms

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

Sergeant 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:

**BECKLEY POLICE DEPARTMENT**

Eight (8) hours                      18 Mar 09

Drug Investigation for Patrol Officers

Instructor: Adjunct Staff Old Dominion Tactics Narcotics Training Inc.  
Beckley, WV

Four (4) hours                      23, 24 and 27 Feb 09

Cultural Diversity

Instructor: Pastor W. Lang  
Beckley, WV

**BERKELEY COUNTY SHERIFF'S OFFICE**

Eight (8) hours                      26, 27, 28, 29 and 30 Jan 09

Taser X26 Re-Certification Training

Instructor: Captain D Streets  
Martinsburg, WV

**CABELL COUNTY SHERIFF'S OFFICE**

Twenty-One (21) hours      20-24 Apr 09

WVPCA Annual K-9 Conference

Instructor: Sergeant J Corey, Corporal L Livingston and Deputy S Ellison  
Ona, WV

**CHARLESTON POLICE DEPARTMENT**

Seven (7) hours                      30 Dec 08

SWAT Sniper Team Recon Photography and Videography

Instructor: Corporal C Snodgrass  
Charleston, WV

Eight (8) hours                      6 Jan 09

SWAT Low Light Operations

Instructor: Lieutenant M Shannon, Sergeant H Hickman and  
                         Corporals C Snodgrass and M McConihay  
Charleston, WV

Forty (40) hours                      26-30 Jan 09

Basic Crash and Crime Scene Diagramming Class

Instructor: Mr. S El-Said of Visual Statement Inc.  
Charleston, WV

Eight (8) hours                      2, 3, 4, 5, 6, 9, 10, 11, 12, and 13 Feb 09

Civil Disturbance Training

Instructor: Sergeants H Hickman, C St Clair, M Abbott and Corporals P Perdue  
                         C Johnson and B Bennett  
Charleston, WV

Ten (10) hours                      27 Jan 09

K-9 Training

Instructor: Corporal T Hawley  
Charleston, WV

Seven (7) hours                      27 Jan 09

Target Acquisition Training

Instructor: Sergeant Hickman and Corporal Snodgrass  
Putnam County, WV

**CLARKSBURG POLICE DEPARTMENT**

Forty (40) hours                      13-17 Apr 09

Field Training Officer Program

Instructor: Adjunct Staff Institute of Police Technology and Management (IPTM)  
Clarksburg, WV

**HUNTINGTON POLICE DEPARTMENT**

Forty (40) hours                      23-27 Feb 09

Interview and Interrogation

Instructor: Adjunct Staff Institute of Police Technology and Management (IPTM)  
Huntington, WV

**HURRICANE POLICE DEPARTMENT**

Sixteen (16) hours                      13-14 Apr 09

Criminal Patrol Drug Interdiction

Instructor: Sergeant J Moore  
Hurricane, WV

Sixteen (16) hours                      15-16 Apr 09

K-9 Narcotics Detection

Instructor: Sergeant J Moore  
Hurricane, WV

**MARSHALL COUNTY SHERIFF'S OFFICE**

Eight (8) hours                      29 Jan 09

Tactical Operations Planning

Instructor: Sergeant R Lockhart and Deputy R Sleeth  
Moundsville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training.

**MORGANTOWN POLICE DEPARTMENT**

Four (4) hours                      27 Jan 09 and other dates to be set Feb 09

CPR/AED Instruction

Instructor: RESA Certified CPR/AED Instructor  
Morgantown, WV

**PUTNAM COPUNTY SHERIFF'S OFFICE**

Two (2) hours 19, 25 and 28 Feb 09

Basic Introduction to Patrol Rifle

Instructor: Deputies X Rahmati, E Hayzlett and B Best  
Winfield, WV

Eight (8) hours 16 Feb 09, 20 Feb 09 and 6 Mar 09

Response to Aggressive Assaults Against Law Enforcement Officers

Instructor: Lieutenant J P Agee and Deputy S Lowther  
Hurricane, WV

**SISSONVILLE VOLUNTEER FIRE DEPARTMENT**

Sissonville Fire and Rescue School

Four (4) hours 6 Mar 09

Swiftwater Rescue

Instructor: Mr T Miller  
Sissonville, WV

Eight (8) hours 8 Mar 09

GPS and Mapping

Instructor: Adjunct RESA Instructor  
Sissonville, WV

Sixteen (16) hours 7-8 Mar 09

Arson I

Instructor: Assistant State Fire Marshall P Gill  
Sissonville, WV

Sixteen (16) hours 7-8 Mar 09

Flood Fight Operations

Instructor: Adjunct RESA Instructor  
Sissonville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Sixteen (16) hours 7-8 Mar 09

Emergency Vehicle Operations Course (EVOC)

Instructor: Mr. T Miller  
Sissonville, WV

Sixteen (16) hours 7-8 Mar 09

Wilderness Search and Rescue Awareness Operations

Instructor: Mr. C Cox  
Sissonville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Sixteen (16) hours                      7-8 Mar 09  
NIMS/ICS 300 Intermediate Incident Command System

Instructor: Mr. J Smoot  
Sissonville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Four (4) hours                              13 Mar 09  
Hazardous Materials Awareness

Instructor: Mr. D Taaffe  
Sissonville, WV

Four (4) hours                              13 Mar 09  
VFIS Intersection Safety and Rollover Prevention

Instructor: Mr T Miller  
Sissonville, WV

Eight (8) hours                            14 Mar 09  
Bomb Technician Technician Assistant

Instructor: Sergeant K Vititoe  
Sissonville, WV

Eight (8) hours                            14 Mar 09  
Responding to Propane Emergencies

Instructor: Mr. D Peal  
Sissonville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Eight (8) hours                            15 Mar 09  
Clandestine Meth Laboratory Awareness

Instructor: Lieutenant K Oakley  
Sissonville, WV

Sixteen (16) hours                        14-15 Mar 09  
Arson II

Instructor: Assistant State Fire Marshall M Lambert  
Sissonville, WV

Sixteen (16) hours                        14-15 Mar 09  
Hazardous Materials Operations

Instructor: Mr. D Taaffe  
Sissonville, WV

Sixteen (16) hours            14-15 Mar 09  
CPR/AED/First Aid Instructor Program  
Instructor: Paramedic K Morgan  
Sissonville, WV

Sixteen (16) hours            14-15 Mar 09  
NIMS/ICS 400 – Expanding Incident Command  
Instructor: Mr. J Smoot  
Sissonville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

**STORM MOUNTAIN TRAINING CENTER**

Eight (8) hours                3 Apr 09  
Drug Enforcement Tactics for the Patrol Officer  
Instructor: Detectives R Armagost and M Janney  
Elk Garden, WV

**UNITED STATES ATTORNEYS OFFICE – NORTHERN DISTRICT**

Six (6) hours                  30 Jan 09  
Fraudulent Document Recognition and Identification  
Instructor: Adjunct Staff – Project Sentry Program  
Martinsburg, WV

**WEST VIRGINIA CHIEFS OF POLICE ASSOCIATION**

Eight (8) hours                29 Apr 09  
Marketing the Law Enforcement Brand and Proactive Media Strategies  
Instructor: Retired Lieutenant Colonel J Vance  
Jacksons Mill, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

**WEST VIRGINIA DEPARTMENT OF AGRICULTURE**

Twelve (12) hours            31 Mar 09 to 1 Apr 09  
Agriculture and Food Vulnerability Assessment Training  
Instructor: Adjunct Instructors University of Tennessee  
Charleston, WV

Eight (8) hours                3 Mar 09  
Avian Influenza Emergency Response AWR-179  
Instructor: Adjunct Instructors University of Tennessee  
Charleston, WV

**WEST VIRGINIA DEPARTMENT OF HOMELAND SECURITY**

Eight (8) hours                      3 Apr 09  
Jail Evacuation, Planning and Implementation  
Instructor: Adjunct Staff National Sheriff's Association  
Beckley, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

**WEST VIRGINIA DIVISION OF NATURAL RESOURCES –  
LAW ENFORCEMENT SECTION**

Twenty-four (24) hours                      17-20 Feb 09  
Interactive Training Instructor  
Instructor: Colonel D Murphy  
Twin Falls State Park, WV

**WEST VIRGINIA PREVENTION RESOURCE CENTER**

Four (4) hours                      8 Jan 09  
3<sup>rd</sup> Annual Cabell Drug Prevention Summit  
Instructor: Ms. Fran Harding and Mr. M O'Niel  
Huntington, WV

Six (6) hours                      29 Jan 09  
Discussion of Child Sexual Abuse  
Instructor: Ms. M Runyon, Dr J Phillips, Ms R Dash and Ms. M Hoover  
Hamlin, WV

Four (4) hours                      23 Jan 09  
West Virginia Regional Drug Court Training  
Instructor: Attorney L Artimez, Judge W Sadler, Mr. J Swanson and Ms M McCoy  
Chief Logan State Park, WV

**WEST VIRGINIA PUBLIC SERVICE COMMISSION**

In-Service training program for their officers, to include currently certified West Virginia law enforcement officers employed there.  
Total of eighteen (18) hours consisting of the following classes within the sessions listed:

Eight (8) hours                      Dates listed below  
West Virginia State Code Chapter 17 – Traffic Enforcement  
Instructor: Adjunct staff Public Service Commission  
Charleston, WV

Four (4) hours                      Dates listed below  
Driver Safety Training/Crash Avoidance  
Instructor: Adjunct staff Public Service Commission and the Board of Risk and Insurance Management  
Charleston, WV

Six (6) hours                      Dates listed below  
Officer Safety Approaching a Commercial Motor Vehicle  
Instructor: Adjunct staff Public Service Commission  
Charleston, WV

Dates of this training:  
Session 1    3-6 Feb 09  
Session 2    17-20 Feb 09  
Session 3    24-27 Feb 09  
Session 4    3-6 Mar 09

**WEST VIRGINIA REGIONAL COMMUNITY POLICING INSTITUTE**

Eight (8) hours                      14 Jan 09  
Homicide Prevention Training for Law Enforcement Officers  
Instructor: Mr. D Marchman  
Morgantown, WV

**WEST VIRGINIA STATE POLICE**

2009 In-Service Training Schedule  
Total of seventeen (17) hours annual or dual in-service training consisting of following classes:

One (1) hour                      Dates to be set during on Tuesdays, Feb 09 to Jun 09  
Special Operations Aviation Overview  
Instructor: Sergeants S Colbert and S Coleman  
Dunbar, WV

Two (2) hours                      Dates to be set during on Tuesdays, Feb 09 to Jun 09  
Flying While Armed  
Instructor: Sergeant G Martin  
Dunbar, WV

Two (2) hours                      Dates to be set during on Tuesdays, Feb 09 to Jun 09  
Department of Homeland Security  
Instructor: First Sergeant B Kersher  
Dunbar, WV

Four (4) hours                      Dates to be set during on Thursdays, Feb 09 - Jun 09  
Live Scan Training and Traffic Update  
Instructor: Captain C Zerkle, Sergeant J Powers and Corporal T Weese  
Dunbar, WV

Two (2) hours                      Dates to be set during on Wednesdays, Feb - Jun 09  
Evidence Security  
Instructor: Captain Ingold and Professional Standards Section Adjunct Staff  
Dunbar, WV

Two (2) hours                      Dates to be set during on Wednesdays, Feb - Jun 09  
Immigration and Customs  
Instructor: Special Agent R Chesney  
Dunbar, WV  
NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Two (2) hours                      Dates to be set during on Wednesdays, Feb - Jun 09  
United States Attorneys Office ATAC  
Instructor: Retired Major J Cole  
Dunbar, WV  
NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Two (2) hours                      Dates to be set during on Thursdays, Feb 09 - Jun 09  
Critical Infrastructure  
Instructor: Retired Major D Williams and First Lieutenant Stonestreet  
Dunbar, WV  
NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Dates of this in-service training are:

- Session 1    17-19 Feb 09
- Session 2    24-26 Feb 09
- Session 3    3-5 Mar 09
- Session 4    10-12 Mar 09
- Session 5    17-19 Mar 09
- Session 6    24-26 Mar 09
- Session 7    31 Mar 09 to 2 Apr 09
- Session 8    7-9 Apr 09
- Session 9    14-16 Apr 09
- Session 10   21-23 Apr 09
- Session 11   28-30 Apr 09
- Session 12   5-7 May 09
- Session 13   12-14 May 09
- Session 14   19-21 May 09
- Session 15   26-28 May 09

Forty (40) hours                      16-20 Feb 09  
Rapid Response to Active Shooter Instructor Training  
Instructor: Adjunct Staff ALERRT  
Dunbar, WV

**WETZEL COUNTY SHERIFF'S OFFICE**

Hours

Patrol Rifle Course

Instructor: Corporal R Spragg

New Martinsville, WV

Sergeant 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.

Sergeant Tilley asked if there were any questions concerning them. Colonel Murphy noted that on page eight of the agenda packet materials that concerning the listing for Reactive Shooter training to be put on by his agency that Major DeBord, West Virginia State Police, was also going to be an instructor. Retired Captain Sadler noted that Major DeBord would also be instructing.

Retired Lieutenant Walker had a question about the instructor, T Miller, listed for the Emergency Vehicle Operations Course (EVOC) being put on during the Sissonville Volunteer Fire Department's Fire School as to who he was. Retired Captain Sadler advised that he was a member of the Sissonville Volunteer Fire Department and was trained in this subject area.

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

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

**MARSHALL COUNTY SHERIFF'S OFFICE**

Eight (8) hours                      29 Jan 09

Tactical Operations Planning

Instructor: Sergeant R Lockhart and Deputy R Sleeth

Moundsville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training.

**PARKERSBURG POLICE DEPARTMENT**

Forty (40) hours                      2-6 Feb 09

The Art of Empowering and Developing People

Instructor: Lieutenant McEwuen

Parkersburg, WV

## **SISSONVILLE VOLUNTEER FIRE DEPARTMENT**

Sissonville Fire and Rescue School

Sixteen (16) hours                      7-8 Mar 09

### Flood Fight Operations

Instructor: Adjunct RESA Instructor

Sissonville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Sixteen (16) hours                      7-8 Mar 09

### Wilderness Search and Rescue Awareness Operations

Instructor: Mr. C Cox

Sissonville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Sixteen (16) hours                      7-8 Mar 09

### NIMS/ICS 300 Intermediate Incident Command System

Instructor: Mr. J Smoot

Sissonville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Eight (8) hours                          14 Mar 09

### Responding to Propane Emergencies

Instructor: Mr. D Peal

Sissonville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Sixteen (16) hours                      14-15 Mar 09

### NIMS/ICS 400 – Expanding Incident Command

Instructor: Mr. J Smoot

Sissonville, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

**WEST VIRGINIA CHIEFS OF POLICE ASSOCIATION**

Eight (8) hours

29 Apr 09

Marketing the Law Enforcement Brand and Proactive Media Strategies

Instructor: Retired Lieutenant Colonel J Vance

Jacksons Mill, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

**WEST VIRGINIA DEPARTMENT OF HOMELAND SECURITY**

Eight (8) hours

3 Apr 09

Jail Evacuation, Planning and Implementation

Instructor: Adjunct Staff National Sheriff's Association

Beckley, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

**WEST VIRGINIA STATE POLICE**

2009 In-Service Training Schedule

Total of eight (8) hours supervisory or dual in-service training consisting of following classes:

Two (2) hours

Dates to be set during on Wednesdays, Feb - Jun 09

Supervisor's Role in Evidence Security

Instructor: Captain Ingold and Professional Standards Section Adjunct Staff

Dunbar, WV

Two (2) hours

Dates to be set during on Wednesdays, Feb - Jun 09

Immigration and Customs

Instructor: Special Agent R Chesney

Dunbar, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Two (2) hours

Dates to be set during on Wednesdays, Feb - Jun 09

United States Attorneys Office ATAC

Instructor: Retired Major J Cole

Dunbar, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Two (2) hours                      Dates to be set during on Thursdays, Feb 09 - Jun 09

Critical Infrastructure

Instructor: Retired Major D Williams and First Lieutenant Stonestreet  
Dunbar, WV

NOTE: Due to management related concepts and materials being relayed, in conjunction with the need for this training for officers of all ranks, this training is being recommended for approval as annual and supervisory in-service training

Dates of this in-service training are:

- Session 1    17-19 Feb 09
- Session 2    24-26 Feb 09
- Session 3    3-5 Mar 09
- Session 4    10-12 Mar 09
- Session 5    17-19 Mar 09
- Session 6    24-26 Mar 09
- Session 7    31 Mar 09 to 2 Apr 09
- Session 8    7-9 Apr 09
- Session 9    14-16 Apr 09
- Session 10   21-23 Apr 09
- Session 11   28-30 Apr 09
- Session 12   5-7 May 09
- Session 13   12-14 May 09
- Session 14   19-21 May 09
- Session 15   26-28 May 09

**WEST VIRGINIA UNIVERSITY DEPARTMENT OF PUBLIC SAFETY**

Eight (8) hours                      16 Mar 09

Effective Leadership

Instructor: Chief B Roberts  
Morgantown, WV

Sergeant 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. Sergeant Tilley asked if there were any questions concerning the classes.

Colonel Murphy had a question as to the reason that the training entitled "Responding to Propane Emergencies" that was being presented during the Sissonville Volunteer Fire Department's Fire School was being recommended for supervisory level in-service. Retired Captain Sadler responded that the training encompassed materials that would be relevant to police supervisors responding to, taking charge and addressing such propane related emergencies as to the role of law enforcement in such matters. He noted that the incident which had previously happened in Ghent highlighted the fact that such emergencies do occur.

Sheriff Rutherford had a question as to the reason that the training entitled "Flood Fight Operations" that was being presented during the Sissonville Volunteer Fire Department's Fire School was being recommended for supervisory level in-service. Retired Captain Sadler responded that the training encompassed

materials that would be relevant to police supervisors responding to, taking charge and addressing emergencies concerning floods as to the role of law enforcement in such matters. He noted that the floods such as those which routinely occur in the Sissonville area highlighted the fact that such emergencies do occur and that law enforcement agencies are directly involved in them and that this training would better prepared police supervisors to handle them.

Chief Stephens had a question of Retired Captain Sadler as to the number of law enforcement officers who attended such fire training schools and their related classes. Retired Captain Sadler responded that the numbers were minimal depending on the class from prior such schools, but that he felt that it was important to make such training available to any officer that would be interested and as to the fact that the subject areas were relevant to the duties of law enforcement officers in the state.

Sergeant Tilley asked if there were any other questions concerning the listing of these supervisory related classes and their recommended approval. Hearing none he asked if there was a motion for their approval.

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

Sergeant 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  
Detective J Blume  
Forty (40) hours                      16-20 Feb 09  
New Detective and Criminal Investigator Training  
Public Agency Training Council  
Myrtle Beach, SC

**BOONE COUNTY SHERIFF'S OFFICE**

Annual In-Service  
Deputy E Arthur  
Forty (40) hours                      16-20 Feb 09  
Clandestine Laboratory Certification  
Multijurisdictional Counterdrug Task Force Training Program  
Tampa, FL

**CERTIFICATION RETENTION PROGRAM**

Annual In-Service  
Deputy P J Davis  
Twenty-one (21) hours 2-3 Mar 09  
Florida POST Law Enforcement Training  
Florida DCJS  
Florida

**JACKSON COUNTY SHERIFF'S OFFICE**

Annual In-Service  
Deputy E Cullen  
Twenty-four (24) hours 2-& Feb 09  
Conducting Death and Homicide Investigations  
Warren County, OH, Sheriff's Office  
Lebanon, OH

**LOGAN COUNTY SHERIFF'S OFFICE**

Annual In-Service  
Corporal F Ferrell II  
Three Hundred Twenty (320) hours 12 Jan 09 to 6 Mar 09  
Basic Polygraph School  
Maryland Institute of Criminal Justice

Annual In-Service  
Corporal F Ferrell II  
Forty (40) hours 9-13 Mar 09  
Polygraph School for Sexual Offenders  
Maryland Institute of Criminal Justice

Annual In-Service  
Lieutenant C Walls  
Corporal B Ferrell  
Forty (40) hours 16-20 Feb 09  
Clandestine Laboratory Certification Course  
St Petersburg College  
St Petersburg, FL

**MARTINSBURG POLICE DEPARTMENT**

Annual In-Service  
Patrolman Garcia  
Patrolman Good  
Patrolman Gibbons  
Patrolman North  
Twenty-one (21) hours 27-29 Apr 09  
Street Crimes Seminar  
John E Reid and Associates  
Lynchburg, VA

**RANSON POLICE DEPARTMENT**

Annual In-Service  
Captain M Ballenger  
Sixteen (16) hours            26-27 Feb 09  
Hotel/Motel Parcel Interdiction  
The Training Force  
Ft Indiantown Gap, PA

**RIPLEY POLICE DEPARTMENT**

Annual In-Service  
Corporal C Kenny  
Sixty (60) hours            2-7 Feb 09  
Voice Stress Analyzer Training  
National Institute for Truth Verification  
Cincinnati, OH

**WEIRTON POLICE DEPARTMENT**

Annual In-Service  
Sergeant Alexander  
Sergeant Redish  
Patrolman Apesos  
Patrolman Cook  
Patrolman Tate  
Forty (40) hours            5-9 Jan 9  
Advanced Diagramming and Animation Training Course  
Visual Statement  
Morgantown, WV

Annual In-Service  
Patrolman S Haines  
Patrolman R Kuzma  
Twenty-four (24) hours    23-25 Mar 09  
Field Training Officer (FTO) Class  
Penn State Justice and Safety Institute  
Allegheny County, PA

Annual In-Service  
Patrolman S Cook  
Patrolman R Scott  
Forty (40) hours            2-6 Feb 09  
Defensive Tactics Instructor  
Ohio Peace Officers Training Academy  
New London, OH

## **WEST VIRGINIA DIVISION OF NATURAL RESOURCES**

Annual In-Service

Conservation Officer C Rains

Conservation Officer J Hudson

Conservation Officer M Lindale

Conservation Officer A Kuykendall

Eighty (80) hours                      25 Jan 09 to 6 Feb 09

Marine Patrol Officer Course (MPOC)

United States Coast Guard

Charleston, SC

Sergeant 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. Sergeant Tilley asked if there were any questions concerning the classes.

Retired Lieutenant Walker had a question concerning the listing under the department title of Certification Retention Program. Retired Captain Sadler advised that these were officers who were no longer working as officers in West Virginia, but had met the legislative rules requirements to participate in the certification retention program. As such officers had to complete in-service training requirements annually there would be requests, such as this one from Deputy Davis, now a Florida employed Deputy, who was maintaining his certification as a West Virginia officer.

Sergeant Tilley had a question about the recommended training for Martinsburg Police Department as to the fact that there was no listing as to which officers would be attending and as to what type training it was being recommended as, annual or supervisory. Retired Captain Sadler checked the request from Martinsburg Police Department and advised that it had been an oversight on his part as to not listing the officers to be sent. He advised that Officers Garcia, Good, Gibbons and North would be attending. He further advised that the training was being recommended for approval as annual in-service.

Sergeant Tilley asked if there were any other questions concerning the recommended personal in-service classes. Hearing none he asked if there was a motion for their approval.

Retired Deputy Gentry made a motion, seconded by Colonel Murphy, that the classes presented and recommended be approved for personal in-service credit. There being no discussion on the motion Sergeant Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Sergeant Tilley then initiated discussion on agenda item 6 by reviewing that curriculum for the 137<sup>th</sup> Basic Class had been provided for approval. As previously discussed by the members during their 11 Dec 09 LET Subcommittee meeting there were no major changes in the make up of the training classes comprising this entry level training class from the 136<sup>th</sup> Basic Class previously approved by the

members. He asked if there were any questions concerning the class schedule as presented. Hearing none he asked if there was a motion for the approval of the class schedule for the 137<sup>th</sup> Basic Class.

Retired Lieutenant Walker made a motion, seconded by Chief Stephens, that the schedule for the 137<sup>th</sup> Basic Class be approved as presented. There being no discussion on the motion Sergeant Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Sergeant Tilley then moved to discuss Agenda item 7, advising the members present that it addressed a request by Former Trooper Aaron Channel to attend the 137<sup>th</sup> Basic Class as a private citizen. He noted that the 137<sup>th</sup> was operating at this time, since January 5, 2009, and that as a result of prior discussions with Retired Captain Sadler and town officials with the City of Elkins that Mr Channel had been allowed to participate in the program pending a review and decision by the subcommittee members concerning the matter involving Mr. Channel and the Elkins Police Department.

Mr Channel had been hired as an officer by the Elkins Police Department during the later part of 2008. The police department was aware that he had formerly worked as a Cadet Trooper with the West Virginia State Police, but that he had left the 56<sup>th</sup> Cadet Class prior to completing that entry level training program. When no one from the Academy advised them that this individual could not be hired and attend the Basic Class as a sworn officer town and police department officials were unaware of the requirement that such individuals can only attend the Academy as a private citizen and can not be employed as a sworn officer until the entry level training class is completed as such a private citizen.

When it was recognized that Mr Channel was attending the Academy as a sworn officer by Retired Captain Sadler and should not be doing so Sergeant Tilley immediately contacted Elkins officials. They immediately took action to place Mr. Channel in a non sworn position with the Elkins Police Department. In that the situation involving Mr Channel should have been recognized prior to the start of the 137<sup>th</sup> Basic Class by the Academy and the LET Program it had been arranged for him to remain in the program pending approval by the LET Subcommittee members at this meeting.

Major DeBord, Sergeant Tilley and Retired Captain Sadler advised the subcommittee members that the oversight which had occurred to not originally flag Mr Channel had been addressed and corrected It was their recommendation to the subcommittee members that Mr. Channel, who to this date had been meeting all course and program requirements of the 137<sup>th</sup> Basic Class, be allowed to continue in the program as a private citizen. Sergeant Tilley advised that Mr Channel was available to speak with the subcommittee members if they desired.

Sergeant Tilley asked if there were any questions concerning the request by Former Trooper Aaron Channel to attend the Academy as a private citizen or if they wished to speak with him. Hearing none and there being no indication by the

members present that they needed to speak with Mr Channel he asked if there was motion to be made concerning agenda item 7.

Retired Lieutenant Walker made a motion, seconded by Sheriff Rutherford, that Former Cadet Trooper Aaron M Channel be allowed to participate in the 137<sup>th</sup> Basic Class as a private citizen. There being no discussion on the motion Sergeant Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Sergeant Tilley then asked the members present for their approval to address a request pertaining to Mr. Channel, agenda item 7, that had not been listed as part of the agenda item. He advised that the matter to be discussed addressed the tuition fee to be paid concerning Mr. Channel's participation in the 137<sup>th</sup> Basic Class. The members present expressed their consensus agreement for Sergeant Tilley to discuss this item at this point of the meeting.

Sergeant Tilley indicated that the Chief of Police for the Elkins Police Department had requested that the tuition fee for Mr Channel to attend the 137<sup>th</sup> Basic Class be the same as for a sworn officer to attend, that being \$1,500. This is what the town had budgeted for when they had considered and approved the hiring of then Officer Channel. Hearing no questions, or comments, concerning the request by Elkins Police Department officials to keep the tuition fee for Mr. Channel at \$1,500 Sergeant Tilley asked if there was motion to be made concerning this request.

Retired Lieutenant Walker made a motion, seconded by Chief Stephens, that the tuition for Mr Channel to attend the 137<sup>th</sup> Basic Class remain at \$1,500. There being no discussion on the motion Sergeant Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Sergeant Tilley then asked the members present if the discussion of agenda item 8 could be delayed until after the discussion of agenda items 9-11 as these matters involved personnel related matters that would have to be addresses in executive session and in that the individuals concerning item 11 were present at the meeting he did not want to cause them to have to remain for an extended period. There was consensus agreement by the members present to move the discussion of agenda item 8 until after the discussion of agenda items 9-11.

Sergeant 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 9-11. Colonel Murphy made a motion, seconded by Sheriff Rutherford, that the LET Subcommittee to go into executive session to discuss the personnel related items pertaining to agenda items 9-11. There being no discussion on the motion Sergeant 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 10:39 am. It came out of executive session at 12:24 pm.

Sergeant Tilley advised the members present that there was no need for a motion concerning agenda item 9 in that it had addressed an update as to agenda items 9 and 10 from the December 11, 2008 LET Subcommittee meeting for which no action or decision had been required by the subcommittee members.

Sergeant Tilley asked if there were motions or action to be taken concerning agenda items 10 and 11.

Retired Lieutenant Walker made a motion, seconded by Retired Deputy Gentry, that as to agenda item 10 that Officer C Carpenter of the Montgomery Police Department have the additional area of instructor expertise of "Subtle breaching Techniques" be added to his areas of expertise as an instructor and that a class that he was wanting to present on that subject area during the 2009 Training Year be approved for annual in-service credit. There being no discussion on the motion Sergeant Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Colonel Murphy made a motion, seconded by Retired Lieutenant Walker, that as to agenda item 11 concerning the participation of Deputy R Reed, Ritchie County Sheriff's Office, in the entry level training program that action by the LET Subcommittee be tabled until the April 30, 2009 LET Subcommittee meeting. During that time Deputy Reed was to secure a final decision as to whether he will be able to attend and fully participate in the 139<sup>th</sup> Basic Class which will begin May 4, 2009. If he is able to attend and participate in the 139<sup>th</sup> no further action will be required to be taken concerning Deputy Reed. If he is unable to attend the 139<sup>th</sup> Basic then he will no longer be able to work as a sworn officer in this state until a time that he can so participate.

There being no discussion on the motion Sergeant Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Sergeant Tilley then initiated discussion on agenda item 8, which by the prior consensus agreement of the members present had been moved to following the discussion of agenda items 9-11, by discussing the Academy staff's recommendation concerning consideration of support to those agencies that provide officers to serve as part of the entry level training program's Fellowship Officer Program. He reviewed that through this program departments assign a certified, experienced officer to serve as a member of the Academy staff during the course of an Academy class.

It is the recommendation of Major DeBord, Director of Training – West Virginia State Police Academy and Sergeant Tilley, Assistant Director of Training, that reduced, or no, tuition be required of agencies that provide officers to participate in the Fellowship Officer Program. They also discussed that they are looking at ways to develop in-service training program for these officers as a result of the training that they are involved in and the nature of their assignments while participating in this program.

It was the consensus agreement of the individuals present that the tuition should be waived for such agencies and that these officers should receive in-service credit based on a program to be developed by the Academy staff. Sergeant Tilley asked if there was any motion to be made concerning this program and the tuition waivers.

Sheriff Rutherford made a motion, seconded by Retired Lieutenant Walker, that agencies who provide an officer to participate in the Fellowship Officer Program receive a full tuition waiver of the \$1,500 fee required per officer for two officers participating in the entry level training program for one year following the assignment of the fellowship officer in the program. Sergeant Tilley asked if there were any questions concerning the motion.

Retired Lieutenant Walker clarified that the fellowship officer has to be actually assigned, participating in the program for the two tuition waivers to be granted. Retired Captain Sadler stated that he would work with the Academy staff to identify when the waivers were applicable.

Sergeant Tilley asked if there were any other comments or questions concerning the motion. There being none further on the motion Sergeant Tilley called for questions. All present voted in favor of, with no negative votes cast, for the motion as made.

Sergeant Tilley advised the subcommittee members that agenda item 12 addressed the provision of correspondence to subcommittee members as to actions taken by Retired Captain Sadler in his capacity of LET Coordinator since the December 11, 2008 meeting. He asked if there were any questions concerning the information provided. Hearing none Sergeant Tilley asked if there was any other business to be discussed by the subcommittee members.

Retired Captain Sadler spoke with the members present as to the fact that the Officer Training Information System (OTIS) was based on a software program designed specifically for the LET Program during the mid 1990's, with OTIS being placed in operation in 1996. Since that time while there had been modifications to the base software as to the capabilities and operation of OTIS the program still functioned/operated on the base software. This software was no longer routinely used by vendors and any major problem/technical difficulty that OTIS would experience would not be easy to correct.

It was the recommendation of Retired Captain Sadler and the DCJS Information Services staff that OTIS be replaced by either a current training records management system or one designed on current software programs. That replacement would include the transfer of the existing data contained within OTIS to the replacement system. He did not have a projected cost at this time as such replacement, but advised if action were not initiated to start such a replacement process that the LET Program risked the loss of data currently in OTIS as well as delays in its ability to serve its officer/department base while an emergency transfer was made.

Sergeant Tilley asked the members present if they had any questions concerning the situation involving OTIS. Hearing none he asked if it was the consensus position of the members present that Retired Captain Sadler move forward on identifying a replacement system for OTIS and upon so doing that action could be taken on approving such replacement. The members present indicted such consensus agreement. Retired Captain Sadler advised that he would keep them informed on actions he took concerning OTIS.

Sergeant Tilley asked if there was any other business to discuss. Sheriff Rutherford asked the subcommittee's previously expressed position that individuals appearing before them not be armed. Sergeant Tilley advised that through correspondence sent by Retiree Captain Sadler this firearms prohibition was made know to individuals appearing before the subcommittee. If individuals forgot about it or attended on behalf of someone and had not been made aware of this prohibition then Sergeant Tilley had made it his regular practice to inform them of the prohibition prior to the meeting and the individuals always complied with it. Sergeant Tilley did note that the prohibition did not apply to the sworn members of the LET Subcommittee.

Sergeant Tilley asked if there was any other business that the members wished to discuss. Hearing none he asked for a motion to bring this meeting of the LET Subcommittee to a close. Colonel Murphy made a motion, seconded by Retired Deputy Gentry, that the January 29, 2009 meeting of the LET Subcommittee be brought to a close. Hearing no discussion on the motion Sergeant Tilley called for questions. All present voted in favor of the motion as made with no negative votes cast.

The January 29, 2009 meeting of the LET Subcommittee was brought to a close 12.37 p.m.

# **Attachment One**

## **Law Enforcement Training (LET) Fund Balance Report**

**26 Jan 09**