



Administration of Justice/POST
Advisory Committee Meeting
Minutes
February 9, 2022 10:00am
Zoom Meeting



Called to Order: 10.00am

Present:

Mike Bollinger, Captain, Susanville Police Department
Jennifer Branning, Chief, Lassen County Probation
Jolea Capp, Alliance for Workforce Development
Derek Didisse, Correctional Sergeant, Lassen County Jail
Tom Downing, LCC, AJ/POST Director
Amy Foster, Correctional Lieutenant, Lassen County Jail
Dean Growdon, Sheriff, Lassen County Sheriff
Brian Kibler, Warden, High Desert State Prison HDSP
Chad Lewis, LCC, CTE Division Chair
Fran Oberg, LCC, Executive Assistant, Academic Services
Suzanne Peery, Warden, California Correctional Center CCC
Marty Picone, POST, Law Enforcement Consultant
Adam Runyan, LCC, Counselor
Michell Williams, LCC, Interim Dean of Instruction

I. Introductions:

Tom Downing welcomed all in attendance and thanked them for their time and participation. All present introduced themselves.

II. Review of Previous Meeting Minutes:

ACTION: Motion made by Jennifer Branning to approve the minutes from the previous meeting. Second by Dean Growdon. All in favor, the motion passed.

III. Committee Membership and Function:

Lassen College AP4102 regarding membership role, makeup and function of advisory committees was reviewed. There were no questions.

IV. Facilities/Equipment Update

a. Firearms

Agencies are no longer using Sig .40 firearms. LCC is trading in 20 Sig P2229 .40 firearms and is using grant funds to purchase 20 new Glock 17, Gen3 firearms, holsters, mag pouches and extra magazines. We've started training probation officers. The newest of the Glocks, Gen5, are considered "off-roster" weapons by the California Department of Justice and only peace officer can possess them. Some Probations Departments will not allow their officers to bring them to training, Therefore, they cannot attend our training without us providing a firearms to them. These new Glock pistols will allow more agencies, and citizens, to attend our firearms courses.

We're looking at opening up training to the public with DOJ clearance.



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b. Portable Toilet Unit

LCC purchased a portable toilet trailer for use at the range for about \$31,000. CDCR doesn't allow citizens on CDCR grounds so more training will be held at the Sierra Sportsmen's range. The unit is self-contained, with 2 stalls, air conditioning and heat. It can also be used for local emergencies.

c. New Dedicated Space

Building M on campus has been remodeled and is dedicated space for the AJ and POST programs. It has 2 classrooms, storage and office space. The inside is nice but the outside still looks rough. Members commented that the update looked good. Michell Williams stated she's working hard to get the outside painted by June. Tom commented that inmate labor may be used for this project.

V. Administration of Justice Program Update: Tom Downing

Headcount is up and the program is growing. Tom credited the dedication of the college to having a full-time program director for the positive growth.

a. Program Change Recommendations

Tom proposed changes to degrees and certificates to streamline the program, maximize cost efficiency, and reduce class cancellations because of low enrollment.

1. Reduce frequency of AJ8 and AJ9 offerings

AJ8 – Criminal Court Process and AJ9 – Introduction to Correctional Science are traditionally under-enrolled classes. The proposal is to reduce the number of times these classes are offered. AJ8 would be offered every other year instead of once a year. AJ9 would be offered once a year instead of each semester. Adam Runyan stated this change is good and will work for students.

ACTION: Jennifer Branning made a motion to approve the proposed changes. Second by Martin Picone. All in favor, the motion passed.

2. Inactivated Certificate of Accomplishment

When this certificate was created, it was hoped that it would be used by students and agencies as a benefit for employment. In the 2-year period the certificate has been offered, there have been no completions and no certificates awarded. Deactivating the unused certificate would streamline the program.

ACTION: Martin Picone made a motion to deactivate the Certificate of Accomplishment. Second by Dean Growdon. All in favor, the motion passed.

3. Add newly created courses to degree path as electives

The proposal is to add the new in-service classes AJ53, AJ60, AJ61 and AJ62 as electives to the degree and certificate. This will allow students to take advantage of the Credit for Prior Learning credits. These type of electives were taken off the degrees and certificates in the past because not all community students are able to take them. There are enough alternate elective choices so community students don't need to take these electives to complete the degree or certificate. Adding them back in would be a benefit to agency students.

ACTION: Jennifer Branning made a motion to add the courses as electives. Second by Martin Picone. All in favor, the motion passed.

b. Credit for Prior Learning Initiative

We've offered this for a while but we're expanding so we can give credit for the CDCR Academy as well as STC Correctional Officer (County Level) and POST Basic Peace Officer academies. It's a one page form and students submit a copy of the Academy transcripts. It is free/no charge to students and they can use 10-12 credits towards an LCC degree. There are transferability issues – not all 4-year



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schools accept credit for prior learning. Tom is pushing this at the Galt CDCR Correctional Academy. It will be added to the training intranet and as a message to graduates. They need to be a current or former LCC student but can apply for enrollment if they are not currently an LCC student. There have been several students interested in the opportunity. We will look into offering Credit for Prior Learning for Military training in the future.

VI. LCC POST/STC Update: Tom Downing

a. Continued Course Offerings

1. **AJ52A – PC 832 Arrest Methods**
2. **AJ52B – PC 832 Firearms**
3. **AJ53 – Basic Force and Weaponry**
4. **AJ57 – Firearms/Tactical Rifle**
5. **AJ58 – Perishable Skills for Peace Officers**
6. **AJ59 – First Aid/CPR/AED Refresher for Peace Officers**
7. **AJ60 – Adult Correctional Office Core Academy**

AJ57 will continue to be relevant, as it has not been added to the Basic Law Enforcement Academy yet. The new-to-us AJ58 was well-attended. It will be offered more 2 times in the next calendar year. AJ60 is STC certified and was offered in May & June. It went well.

b. Community Service Offerings

1. **Driver Awareness (PSP) – 4 hours**
2. **Use of Force (PSP) – 4 hours with new 5th PSP requirement**
3. **Potentially others in the future**

Community Service classes are more agile and can run with lower student counts. The fees are higher and there is no college credit. We can bring in big names, like Gordon Graham, to teach. Sierra County is sending 7 to the Driver Awareness class. Use of Force will be offered 3 times this year. Dean Growdon stated that he is sending employees to the class and other non-peace officer county employees could benefit from the classes. These additional classes to non-peace officers would not have to be POST certified.

c. New Course Offerings

1. **AJ56 – Firearm Instructor – Committee approved last meeting**

The curriculum has been written and it's in the process of getting Curriculum Committee approval. After that, it goes to the Chancellor's office and to POST for certification. It will be offered in possibly August/September. This 40-hour Pistol and Rifle POST certified course takes the shotgun out. Dean Growdon suggested looking into creating a Less-Lethal course as well. Could citizens be allowed to attend? There are limitations with offering this course at the CDCR range. This course would be for peace officers and offered at Sierra Sportsmen's Club range.

ACTION: The activation of this course was reaffirmed by consensus.

2. **AJ61 – Juvenile Corrections Officer Core Academy**

This course would be for the region. STC certified. 176-hour course taught in the 4 10-hour days format. We're hoping to offer it in June. It takes 10-12 instructors.

ACTION: It was the consensus of the committee to move forward with this class.

3. **AJ62 – Probation Officer Core Course**

This is STC certified. 195-hours course. Tom received 12 affirming responses from north-state county Probation Departments to have this offered at LCC. It will be a 5-week course. Tom is working on curriculum. It's meeting an unmet need in our region. Jennifer Branning stated that she's heard from several chiefs and they are eagerly awaiting this offering. There is grant money to write and review



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curriculum. An advantage of having it at LCC is that we don't require vaccinations that other training facilities require. We can get our foot in the door and build the LCC reputation. Six agencies are interested in an August offering. We need more adjunct instructors and certified professional experts to teach the classes and meet mandated student/instructor ratios.

ACTION: It was the consensus of the committee to move forward with this class.

d. 2022 Annual Training Schedule

Tom shared the 2022 Training Schedule:

January – PC832- Arrest (AJ52A)

March – Use of Force PSP and Driver's Awareness PSP (Community Services classes)

April – Firearms/Tactical rifle (AJ57), Correctional Core Academy (AJ60), Basic Force & Weaponry (AJ53)

May – Perishable Skills for Peace Officers (AJ58), First Aid/CPR/AED Refresher for Peace Officers (AJ59), Use of Force PSP (Community Service)

August – Perishable Skills of Peace Officer (AJ58), First Aid/CPR/AED Refresher for Peace Officers (AJ59), Probation Officer Core Academy (AJ62)

September – Basic Force and Weaponry (AJ53), Use of Force PSP (Community Service)

October – Perishable Skills of Peace Officers (AJ58), First Aid/CPR/AED Refresher for Peace Officers (AJ59)

*AJ52B – PC832 Firearms (Citizens classes) Pending

June & July were left open to teach public classes and have time for vacation.

We'd love to grow the program. Tom asked members for their needs. Martin Picone stated that this is the second year of the 2-year cycle for Perishables, so possibly add another class in September. Not many offer it as a group like LCC does.

The suggestion was made to offer both regular college-based and community service classes for Perishable Skills.

VII. CA POST Program Update: Martin Picone

A Tactical Rifle Omnibus bill is in the works. Funding has been cut for reimbursement. A POST Wellness program has been added. A reminder of the Annual Course Recertification process. Take note of AB490 prohibiting positional asphyxia techniques. Background investigators take note of Senate Bill 2, Government Bill 1029. It includes additional background requirements when considering new peace officer hires. AB48, Penal Code 13652 updates and reporting requirements updates—use of force/kinetic projectiles/chemical agents. More information is available on the POST bulletin. There are links on the POST website.

VIII. Unmet Needs/Assessments

1. Potential for support staff needed in the future

2. Additional qualified Adjunct Instructors needed

We are limited by the number of adjunct instructors we have. Please encourage employees to apply for the adjunct instructor positions. Minimum requirements are an AA degree and 6 years of experience or a BS and 2 years of experience.

3. Committee member needs?



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Martin Picone stated there's a legislative training mandate for a 2-hour Domestic Violence Update below the rank of supervisor. POST usually has a course but is not offering it now. There may be a "course in a box". Tom is looking into it. All agreed this would be a good class for LCC to offer.

Amy Foster stated there's an unmet ongoing need for the Supervisory 80-hour course. Fresno offers it for STC & POST front line supervisory positions. Tom will check feasibility. POST would be open to it. All agreed this would be a good class for LCC to offer.

Derek Didisse stated the local classes are helping out with training needs and staffing.

Mike Bollinger stated we're on a good rotation. Doesn't have any additional needs at this time.

There may be an opportunity to have LCC offer an impact weapons course and he offered the use of their POST certified instructors for these courses.

Dean Growdon stated they're really ratcheting up Less Lethal. They're teaching it in house now, but the more classes LCC can offer, the better for the Sheriff's Department. The hardship is getting equipment.

Alliance for Workforce Development and the Prisons have no new training needs.

IX. Open Discussion

Jennifer Branning is excited to have the Probation Office Course here locally.

X. Adjournment

Tom thanked everyone for attending and encouraged all to send their staff to classes.

ACTION: Martin Picone made a motion to adjourn the meeting. Second by Dean Growdon. All in favor, the motion passed.

Meeting adjourned at 11:23am



Administration of Justice/POST
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- I. Introductions:
- II. Review of Previous Meeting Minutes:
- III. Review Committee Membership and Function:
- IV. Facilities/Equipment Update
 - a. Firearms
 - b. Portable Toilet Unit
 - c. Dedicated Program Space
- V. Administration of Justice Program Update: Tom Downing
 - a. Program Change Recommendations
 1. Reduce frequency of AJ8 and AJ9 course offerings
 2. Inactivate Certificate of Accomplishment
 3. Add newly created courses to degree path as electives
 - b. Credit for Prior Learning Initiative
- VI. LCC POST/STC Update: Tom Downing
 - a. Continued Course Offerings
 1. AJ52A – PC832 Arrest Methods
 2. AJ52B – PC832 Firearms
 3. AJ53 – Basic Force and Weaponry
 4. AJ57 – Firearms/Tactical Rifle
 5. AJ58 – Perishable Skills for Peace Officers
 6. AJ59 – First Aid/CPR/AED Refresher for Peace Officers
 7. AJ60 – Adult Correctional Officer Core Academy
 - b. Community Service Offerings
 1. Driver Awareness (PSP)
 2. Use of Force (PSP)
 3. Potentially others in the future
 - c. New Course Offerings
 1. AJ56 – Firearm Instructor – Committee approved last meeting
 2. AJ61 – Juvenile Corrections Officer Core Academy
 3. AJ62 – Probation Officer Core Course
 - d. 2022 Annual Training Schedule



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- VII. CA POST Program Update: Martin Picone
- VIII. Unmet Needs/Assessments
 - a. Potential for support staff needed in the future
 - b. Additional qualified Adjunct Instructors Needed
 - c. Committee member needs?
- IX. Open Discussion:
- X. Adjournment:



**POST/AJ Program
Advisory Committee Meeting
February 9, 2022**

WELCOME!

Meeting Agenda

- I. Introductions
- II. Review Minutes from Last Meeting
- III. Committee Membership and Function
- IV. Facilities/Equipment Update
- V. Admin. of Justice Program Update
- VI. LCC POST/STC Program Update
- VII. CA POST Program Update – [Marty Picone](#)
- VIII. Unmet Needs/Assessments
- IX. Open Discussion
- X. Adjournment



I. Introductions



Please Share Your:

1. Name
2. Agency/Employer
3. Position and/or Rank



II. Review of Previous Minutes

**Review
Meeting Minutes of
February 24, 2021**



III. Committee Membership and Function

Lassen Community College District Procedure – AP 4102

CCR, Title 5, Sections 55600 et. Seq.

Advisory Committees shall be established and maintained for career/technical programs...

Committees shall not be vested with any administrative authority.

Meetings:

Advisory Committees shall meet a minimum of once each academic year.

Minutes shall be recorded for all meetings and submitted to Academic Services.



III. Committee Membership and Function

Lassen Community College District Procedure – AP 4102

Membership

- Program faculty nominate voting and non-voting advisory committee candidates;
- Chief Instructional Officer forwards candidates to Superintendent/President for consideration;
- The Board of Trustees makes appointments



III. Committee Membership and Function

Lassen Community College District Procedure – AP 4102

Voting Member Qualifications

1. A minimum of five professionals, or their designee, that are actively engaged in the industry and/or other individuals who would hire graduates of the program.
 - Additional qualified professionals may be added above the minimum.
2. Three or fewer (not to exceed 34%) adjunct Lassen Community College instructors who are also actively engaged in the industry.
3. A minimum of one member from the public sector such as an employee from a local workforce development agency.
4. Other individuals as might be required by affiliated or licensing agencies.



III. Committee Membership and Function

Lassen Community College District Procedure – AP 4102

Non-Voting Member Qualifications

1. Full or adjunct program instructors.
2. Full or adjunct instructors from associated programs not to exceed a total of four individuals.
3. Lassen Community College careers or other counselors.
4. Lassen Community College administrators.
5. Other individuals deemed appropriate by the program faculty and the Chief Instructional Officer.



III. Committee Membership and Function

Lassen Community College District Procedure – AP 4102

Functions

An advisory committee will:

1. Serve as an informational body
2. Expected to provide professional expertise
3. Offer recommendations for creating an environment of continuous quality improvement in program curricula and student success.

Specific functions may include, but are not limited to, the following:

- A. Explain industry or professional functions and requirements.
- B. Provide industry trends and projections for employment opportunities and wage structures.



III. Committee Membership and Function

Lassen Community College District Procedure – AP 4102

Functions – Continued:

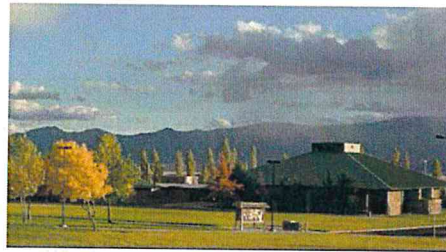
4. Review existing or proposed curricula and offer recommendations with respect to current or projected technology and competency requirements.
5. Recommend faculty and staff development opportunities.
6. Participate in the development of student scholarships, job shadowing, cooperative work experience and internship opportunities, and other approaches to student success.
7. Participate in the development of additional funding opportunities for new equipment and equipment replacement for the program.
8. Assist program faculty with feasibility studies and need assessments as requested.



Any Questions Committee Membership and Function?



IV. Facilities/Equipment Update



- LCC Owned Firearms Upgrade
- New Portable Toilet Unit
- Dedicated Program Space



Updating Firearms



- Trading in 20 Sig P229 .40 firearms
- Purchasing 20 new Glock 17, Gen3 firearms
- New holsters, mag pouches, extra magazines
- Grant funds used to pay for the exchange



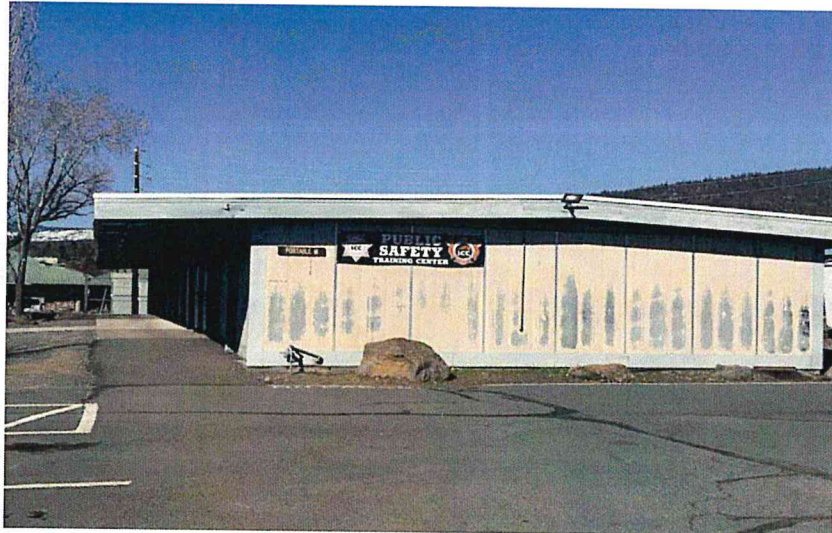
Portable Restroom



Classroom/Training Space



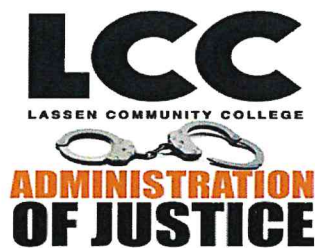
Classroom/Training Space



Any Questions Facilities/Equipment Update?



V. Admin. of Justice Program Update

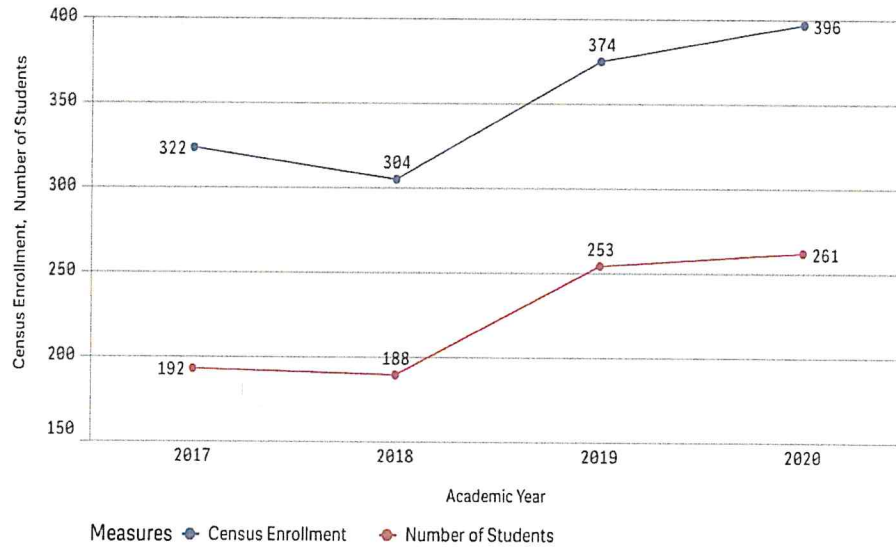


- **Program Change Recommendations**
 - Reduce the frequency of AJ8 and AJ9
 - Inactivate the Certificate of Accomplishment
 - Add newly created courses to degree elective options
- **Credit for Prior Learning Initiative**



V. Admin. of Justice Program Update

Headcount and Enrollment by Academic Year



V. Admin. of Justice Program Update

Enrollment by Course (2017-2020)

AJ-5	19
AJ-8	17
AJ-9	73
AJ-10	83
AJ-11	32
AJ-12	160
AJ-13	14
AJ-14	43
AJ-16	14
AJ-20	203
AJ-23	89
AJ-24	63
AJ-35	68
AJ-37	7
AJ-49	41
AJ-52A	59
AJ-52B	12
AJ-53	36
AJ-57	43
AJ-58	14
AJ-59	17
AJ-60	7



V. Admin. of Justice Program Update

Required Core Courses: 18 units

Total Required Units: 27 units
Total Units: 60 units

Course Number	Course Title	Fall	Spring
AJ 9	Introduction to Correctional Science	3	3
AJ 12	Introduction to Criminal Justice	3	3
AJ 14	Juvenile Procedures	3(odd)	
AJ 20	Criminal Law	3	3
AJ 23	Criminal Evidence	3(even)	
AJ 24	Community Relations	3	

Required Electives: 9 units

Course Number	Course Title	Fall	Spring
AJ 5	Introduction to Forensics		3 (even)
AJ 8	Criminal Court Process	3 (even)	3
AJ 10	Criminology		3
AJ 11	Youth Gangs in America	3 (odd)	
AJ 16	Supervision in Law Enforcement	As	Needed
AJ 35	Investigative Techniques		3 (odd)
AJ 49	Admin. of Justice Work Experience	1-8	1-8
AJ 52A	PC832 Arrest Methods and Procedures	2.5 As	Needed
AJ 52B	PC 832 Firearms	1.0 As	Needed
AJ 53	Basic Force and Weaponry	2.0 As	Needed
AJ 60	Adult Correctional Officer Core	9.5 As	Needed
AJ 61	Juvenile Corrections Officer Core	9.0 As	Needed
AJ 62	Probation Officer Core Course	10.0 As	Needed



V. Admin. of Justice Program Update

ADMINISTRATION OF JUSTICE

Certificate of Accomplishment Administration of Justice

Required Core Courses: 15 units

Total Core Units: 15 units

Course Number	Course Title	Fall	Spring
AJ 8	Criminal Court Process		3
AJ 9	Introduction to Correctional Science	3	3
AJ 12	Introduction to Criminal Justice	3	3
AJ 20	Criminal Law	3	3
AJ 24	Community Relations	3	
AJ 49	Work Experience	3	3

See a counselor to prepare your educational plan with the latest scheduling information.



V. Admin. of Justice Program Update

Credit for Prior Learning Initiative

LCC Credit Available For:

- CDCR Basic Correctional Officer Academy
- STC Correctional Officer Academy (County Level)
- POST Basic Peace Officer Academy

Simple Application Process

Must be Current or Previous LCC Student

Credit at LCC and transferability is subject to UC/CSU guidelines

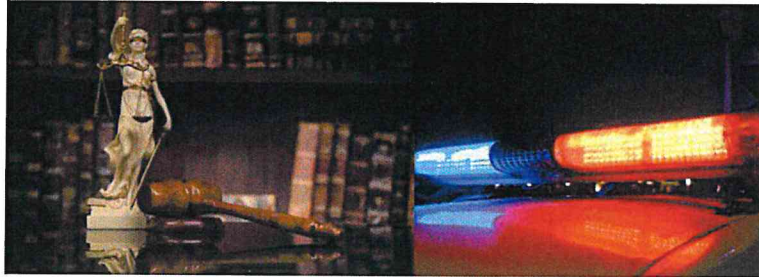
FREE – No Cost for the LCC Credit



Any Questions AJ Program Update?



VI. LCC POST/STC Program Update



- Continued Course Offerings
- Community Service Options
- New Course Offerings
- 2022 Training Schedule



VI. LCC POST/STC Program Update

Continued Course Offerings

- AJ52A PC832 Arrest Methods
- AJ52B PC832 Firearms
- AJ53 Basic Force and Weaponry
- AJ57 Firearms/Tactical Rifle
- AJ58 Perishable Skills for Peace Officers
(Strategic Communications, Driver Awareness, Firearms, Arrest and Control)
- AJ59 First Aid/CPR/AED Refresher for Peace Officers
- AJ60 Adult Correctional Officer Core Academy



VI. LCC POST/STC Program Update

Community Service Offerings

- Driver Awareness (PSP) – 4 hours
- Use of Force (PSP) – 4 Hours
 - New 5th PSP Requirement
- Others in the Future?



VI. LCC POST/STC Program Update

Proposed New Offerings

AJ56 Firearms Instructor

- Pistol and Rifle
- 40 hour course

AJ61 Juvenile Corrections Officer Core Course

- STC Certified
- 176 hour course

AJ62 Probation Officer Core Course

- STC Certified
- 195 hours course



2022 POST/STC Training Schedule

January

1/10 – 1/14 PC832 – Arrest (AJ52a)

March

3/31 Use of Force PSP (Community Service)

3/30 Driver's Awareness PSP (Community Service)

April

4/4 – 4/5 Firearms/Tactical Rifle (AJ57)

4/18 – 5/18 Correctional Core Academy (AJ60)

4/25 – 4/29 Basic Force and Weaponry (AJ53)

May

5/10-11 Perishable Skills for Peace Officers (AJ58)

5/12 First Aid/CPR/AED Refresher for Peace Officers (AJ59)

5/19 Use of Force PSP (Community Service)



2022 POST/STC Training Schedule continued

August

8/16-17 Perishable Skills for Peace Officers (AJ58)

8/18 First Aid/CPR/AED Refresher for Peace Officers (AJ59)

8/22 – 9/16 Probation Officer Core Academy (AJ62)

September

8/29-9/2 Basic Force and Weaponry (AJ53)

9/15 Use of Force PSP (Community Service)

October

10/4-5 Perishable Skills for Peace Officers (AJ58)

10/6 First Aid/CPR/AED Refresher for Peace Officers (AJ59)

* AJ52B – PC832 Firearms (Citizen's Classes) Pending



Any Questions LCC POST/STC Program Update?



VII. CA POST UPDATE Martin Picone



VIII. Unmet Needs/Assessments



- Need for Support Staff in the Future (ISS)
- Additional Qualified Adjunct Instructors
- New Course Offerings?
- Committee Member's Needs?



IX. Open Discussion



X. Adjournment

Thank You