



2012

## West Virginia Law Enforcement Training



## Annual Report

§30-29-3, sub-part (j) of the West Virginia State Code stipulates:

*...Upon recommendation of the subcommittee, the governor's committee shall...submit, on or before the thirtieth day of September of each year, to the governor, and upon request to individual members of the Legislature, a report on its activities during the previous year and an accounting of funds paid into and disbursed from the special revenue account establish[ed] pursuant to section four of this article.*

In furtherance of this directive, the West Virginia Division of Justice and Community Services (DJCS) is submitting the following information concerning the **3,500** plus individuals who are working as sworn law enforcement officers within the State of West Virginia as certified by the Law Enforcement Professional Standards (LEPS) Subcommittee of the Governor's Committee on Crime, Delinquency and Correction (GCCDC).

During the 2012 Training Year reporting period of July 10, 2011, through July 9, 2012 the LEPS Subcommittee met eleven (11) times as per its regular annual schedule for monthly meetings, with no meeting held during the month of November. Each meeting was conducted as prescribed by the West Virginia Secretary of State Office guidelines concerning public meetings.

Lieutenant Curt Tilley, West Virginia State Police, Director of Training at the West Virginia State Police Professional Development Center, served as the Chair for the LEPS Subcommittee during this reporting period. By a statutory change effective June 10, 2011, with the addition of the West Virginia Troopers Association as a member of LEPS Subcommittee, there are now eleven (11) members on the Subcommittee. There are no vacancies on the subcommittee.

A summary of the actions of the LEPS Subcommittee during this reporting period is provided on the following pages. Questions concerning the LEPS Program should be directed to Retired Captain Chuck Sadler, LEPS Coordinator at (304) 558-8814, ext 53315 or [Charles.A.Sadler@wv.gov](mailto:Charles.A.Sadler@wv.gov). Questions concerning the LEPS Subcommittee may be directed to Retired Captain Sadler as well or to Lieutenant Tilley, (304) 766-5800 or [ctilley@wvsp.state.wv.us](mailto:ctilley@wvsp.state.wv.us). General information, to include copies of minutes of LEPS Subcommittee meetings, related to the LEPS Program may be found at the website of the West Virginia Division of Justice and Community Services at [www.djcs.wv.gov](http://www.djcs.wv.gov) on the Law Enforcement Program page of that website.

1.	Number of law enforcement officers granted law enforcement certification by the LEPS Subcommittee:		<b>292</b>
	A. City, County, Public University and WV DNR	<b>199</b>	
	1. Completed full Basic Program	<b>196</b>	
	2. Completed Equivalent Certification Program	<b>3</b>	
	B. State Police	<b>93</b>	
2.	Number of officers who completed training requirements for recertification as West Virginia law enforcement officers.		<b>5</b>
3.	Number of officers who completed training requirements for equivalent certification as West Virginia law enforcement officers.		<b>3</b>
4.	Number of law enforcement certifications suspended, or that officers were required to complete certain actions in relation to their certification, by the LEPS Subcommittee:		<b>8</b>
5.	Number of law enforcement certifications reviewed by the LEPS Subcommittee:		<b>12</b>
	A. Certification revoked	<b>3</b>	
	B. Certification surrender accepted	<b>8</b>	
	C. No action taken	<b>1</b>	
6.	Number of requests for training/certification as a private citizen reviewed by the LEPS Subcommittee:		<b>4</b>
	A. Approved	<b>3</b>	
	B. Denied	<b>1</b>	
7.	Number of appeal requests for equivalent certification as a law enforcement officer considered by the LEPS Subcommittee.		<b>2</b>
	A. Requests approved	<b>2</b>	
	B. Requests denied	<b>0</b>	
8.	Number of appeals from individuals aggrieved by a decision of the LEPS Subcommittee:		<b>3</b>
9.	Number of applicants for admission to a basic entry level training program reviewed by the LEPS Subcommittee due to prior arrest.		<b>7</b>
	A. Reviewed and approved	<b>5</b>	
	B. Reviewed and denied	<b>2</b>	
10.	Number of accommodations for the physical ability test made by the LEPS Subcommittee:		<b>0</b>
11.	Number of requests for accommodation for the medical entry standards:		<b>0</b>
12.	Number of requests for accommodation of physical fitness training standards during academy training:		<b>1</b>
	A. Request Approved	<b>0</b>	
	B. Request Denied	<b>1</b>	
13.	Number of requests for waiver of tuition fees for the entry level training program.		
	A. Granted in full	<b>2</b>	<b>3</b>
	B. Modified tuition	<b>0</b>	
	C. Denied	<b>1</b>	

14. Number of reviews of officers who had been separated for more than sixty (60) months as a law enforcement officer in West Virginia to determine required training to complete to bring certification current.		<b>5</b>
A. Required to complete 3 week training	<b>3</b>	
B. Required to complete full entry level training	<b>2</b>	
16. Number of officer certification reactivation reviews completed as a result of officer employed at another agency		
A. Standard review and approved	<b>40</b>	
B. Review required due to how separated	<b>6</b>	<b>46</b>
All officers under these reviews allowed to have certification as West Virginia law enforcement officers reactivated		
17. Number of current and active law enforcement instructors in the State:		<b>500</b>
18. Number of individuals who were either granted law enforcement instructor certification or approved in additional areas of expertise by the LEPS Subcommittee.		<b>105</b>
A. Approved as new instructors	<b>65</b>	
B. Approved with additional areas	<b>40</b>	
19. Number of reviews of instructor certifications		
A. Revoked, due to officer decertification	<b>1</b>	
B. Suspended	<b>0</b>	<b>1</b>
C. No action taken	<b>0</b>	

**Supervisory In-Service Training Summary:**

20. Number of Supervisory In-Service Training Programs approved by the LEPS Subcommittee:		<b>53</b>
21. Number of Supervisory In-Service Training Programs scheduled:		<b>95</b>
22. Number of individuals attending Supervisory In-Service Training Programs:		<b>950</b>

**Annual In-Service Training Summary:**

23. Number of Annual In-Service Training Programs approved by the LEPS Subcommittee:		<b>386</b>
24. Number of Annual In-Service Training Programs scheduled:		<b>950</b>
25. Number of individuals attending Annual In-Service Training Programs:		<b>8550</b>

**Personal In-Service Training Summary:  
(Formerly referred to as Out-Of-State Training)**

- |  |            |
|--|------------|
| 26. Number of Personal Training Programs approved by the LEPS Subcommittee.                | <b>104</b> |
| A. Annual level in-service   | <b>70</b>  |
| B. Supervisory level in-service  | <b>34</b>  |
| 27. Number of law enforcement officers who completed personal in-service training classes. | <b>405</b> |

**Additionally:**

28. Five (5) grant awards were recommended for approval to the Governor's Committee on Crime, Delinquency and Correction totaling **\$697,891**. The following awards were recommended in support of the law enforcement training effort.
- A. **\$118,505** for the operation of the 148<sup>th</sup> Basic Academy Class.
  - B. **\$130,687** for the operation of the 149<sup>th</sup> Basic Academy Class.
  - C. **\$122,721** for the operation of the 150<sup>th</sup> Basic Academy Class.
  - D. **\$126,260** for the operation of the 151<sup>st</sup> Basic Academy Class.
  - E. **\$199,718** for salaries for civilian support staff at the Academy for 2012 Training Year.
29. Continued to address funding levels within the LEPS Fund by seeking to identify new funding sources. The fund levels continue to require that only requests for funding relating to the entry level training programs receive priority for approval. The Purdue Pharma asset forfeiture funds allotted to the LEPS Fund during this period have allowed the fund to recover to a point where such requests can be met while also allowing the fund to rebuild itself to levels that will allow for the continued operation of the entry level training program over the next three to four training years. The availability of these Purdue Pharma funds will ended during the 2012 Training Year.
30. As a result of statutory changes passed during the 2011 Session of the West Virginia Legislature that took effect June 10, 2011 the Law Enforcement Training (LET) Subcommittee became the Law Enforcement Professional Standards (LEPS) Subcommittee with enhanced responsibilities and authority concerning the certification and training of officers within the state. The Subcommittee moved to carry to out this expanded role during the 2012 Training Year period.
31. Welcomed and fully supported, as a result of statutory changes during the 2011 Session of the Legislature, the addition of a permanent eleventh member of the Subcommittee, the West Virginia Troopers Association effective June 10, 2011. Their designated members regularly participated in the scheduled meetings.
32. Approved the graduates of the 146<sup>th</sup> , 147<sup>th</sup> , 148<sup>th</sup> and 149<sup>th</sup> Basic Classes, the 61<sup>st</sup> and 62<sup>nd</sup> Cadet classes and the 2<sup>nd</sup> Equivalent Certification three week training program for certification as West Virginia law enforcement officers.
33. Scheduled and held one make-up training program for eighty-nine (89) officers who did not complete their 2011 Training Year in-service requirements.

34. Received and acted upon three appeals of individuals as a result of decisions made by the members of the LEPS Subcommittee.
35. Subcommittee members, representing their associations and organizations, worked with members of the West Virginia Legislature during their 2012 Session concerning the revision , development and passage of changes to West Virginia State Code 30-29 addressing officer certification relating to behavior and conduct issues and as to legislative rule changes concerning CSR 149-2, Officer Certification and Training and CSR 149-6m Consent to Search Motor Vehicles.
36. Completed a rules review of Legislative Rules Series 149, Title 2 by identifying proposed changes to rules to best continue the training and certification of officers. Proposed changes put out for public comment. Applicable steps to be completed to have these proposed changes addressed during the 2013 Session of the West Virginia Legislature.
37. Received reports from committees working with DJCS on development of new rules, CSR-149-7, Stalking and CSR 149-8, Child Abuse. Approved the actions of these committees so that they move forward with consideration of these rules during the 2013 session of the legislature.
38. Worked with associations, organizations, training entities and individuals to ensure that West Virginia law enforcement officers received instruction and training in subject areas to allow them to continue to perform the job skills/tasks of a law enforcement officer in this state.
39. Worked with the staff of the West Virginia State Police Academy concerning program and schedule changes for the entry level training program relating to the Basic Class Program.
40. A committee of the LEPS Subcommittee reviewed and addressed issues relating to the firearms qualification requirements of West Virginia law enforcement officers. This committee reported its recommendations to the full LEPS Subcommittee. These recommendations, concerning target approval and retiree qualification requirements were approved by the full Subcommittee.
41. Response to the request for Proposal (RFP) for replacement of the Officer Training Information System (OTIS) OTIS, the electronic tracking system for officer training and certification matters which has been in operation since 1996 and was in need of replacement, was evaluated. Envisage Technologies was selected to transition the OTIS program to its Acadis System. LEPS Unit staff are working to have that transition completed. Projected completion date is fall 2012.

**Report Attachments:**

42. **Attachment 1:** Law Enforcement Training Financial Summary
43. **Attachment 2:** Law Enforcement Training Subcommittee Membership

**Attachment 1**  
**Law Enforcement Training Fund**  
**Financial Summary**

**LAW ENFORCEMENT PROFESSIONAL STANDARDS FUND  
BALANCE REPORT FY2012**

**Special Revenue  
FY 2012 LEPS Account #6801**

**27 Jun 11 Report  
Cash Flow Analysis**

Cash Balance Beginning Fiscal Year 2012	\$898,771.96
ADD: Cash Receipts Fiscal Year 2012	<u>\$533,509.71</u>
<b>TOTAL RECEIPTS</b>	<b>\$1,432,281.67</b>
LESS: Cash Disbursements Fiscal Year 2012	\$388,657.47
CASH BALANCE (COH) AS OF 27 Jun 12	\$1,043,624.20

**FY2012 LEPS ACCOUNT #6801  
CASH FUND STATEMENTS FOR PERIOD ENDED**

**27 JUN 11**

Unawarded Balance as of 1 Jul 11		\$981,361.22
ADD:		
Fees Collected	\$274,283.13	
Tuition Deposits	\$231,730.00	
Grant Receipts	\$ 27,496.58	
Gross Receipts		<u>\$533,509.71</u>
Total Unawarded Balance before FY2012 awards		\$1,514,870.93
PLUS Deobligations		+\$252,309.64
LESS Grant awards and Supplements		-\$824,084.81
Grant Awards for Fiscal Year 2011 (1 Jul 11 through 30 Jun 12)		
West Virginia State Police	10-LET-106 \$ 14,752.67	
West Virginia State Police	11-LET-103 \$196,120.00	
West Virginia State Police	11-LET-104 \$ 118,504.71	
West Virginia State Police	11-LET-106 \$ 95,726.92	
West Virginia State Police	12-LET-101 \$122,720.83	
West Virginia State Police	12-LET-102 \$126,259.68	
OTIS/Acadis Maintenance Fund	<u>\$150,000.00</u>	
Total Awards/Commitments	<u>\$824,084.81</u>	
Supplemental Awards for Fiscal Year 2012		
None	\$ 0.00	
Total Grant Awards and Supplemental Awards	\$483,264.75	
LESS Credits on Accounts		-\$ 0.00
<b>UNAWARDED BALANCE AS OF June 27, 2012</b>		<b><u>\$943,095.76</u></b>

**Attachment 2**

**Law Enforcement Professional Standards Subcommittee**

**Membership**

**Governor's Committee on Crime, Delinquency and Correction**  
**Law Enforcement Professional Standards Subcommittee**

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