

Donald J. Lee, Jr.

Chief of Police



Key West

POLICE DEPARTMENT

TO: Bob Vitas, City Manger
FROM: Chief Donald Lee
DATE: January 16, 2013
RE: SPI-Command Officers Development Course

Action: Send Capt. Torres and Lt. Brandenburg to the Southern Police Institute – 67th Command Officers Development Course (CODC) held at the Institute of Public Safety @ Broward Community College, Ft. Lauderdale, Florida, March 11th – July 19th, 2013.

Background: The Command Officers Development Course is a comprehensive course of study for those law enforcement individuals desiring to advance their management careers. This would include any personnel an agency desires to develop into quality senior managers. Personnel already serving in senior management positions as well as first level supervisors who the agency foresees advancing to the next managerial level would benefit most from the course content offered. The Command Officers Development Course is divided conveniently into 5 two-week sessions to facilitate senior command staff attending the course with minimum disruption of assigned duties related to their current law enforcement assignments. In 2004, we sent and graduated four supervisors to SPI-CODC. In 2006, I attended and graduated from SPI-CODC. Most cities across the country seek police chiefs who have graduated from SPI-CODC or the FBI National Academy.

Participants successfully completing this course of study will be able to:

- Assist in developing the strategic direction of an organization, including the mission, values and goals
- Enhance internal communications within an organization
- Develop alternative solutions to specific problems
- Prepare a formal staff study
- Plan, implement, and evaluate focused policing strategies
- Develop rules, regulations, policies and procedures to meet needs, comply with law, and meet CALEA standards
- Demonstrate an understanding of the primary federal requirements associated with personnel issues (including recruitment, selection, promotion, retention, discipline, termination, family leave, sick time, overtime, and compensation)
- Define, evaluate and develop risk management strategies
- Determine an organization's effectiveness and the efficiency of police operations
- Identify cost centers and assign unit costs to enhance organization productivity



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- Demonstrate an understanding of internal affairs and the need to establish high ethical standards for police personnel

Financial Impact: State forfeiture funds will be used to pay for all expenses. The use of forfeiture funds for specialized training is authorized under Fla. Statue 932.7055.

Tuition: (2) Officers @ \$3,395.00 = \$6,790.00

Hotel cost for Officers -\$89.00(night) @ 60 nights = \$10,680.00

Per Diem: 10 weeks @ \$3,200.00

Gas: Approx. \$500.00

TOTAL COST: \$21,170.00

Recommendation: I recommend sending both officers to SPI-CODC.



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