

**Sean T. Brandenburg**

**Chief of Police**



**Key West**

**POLICE DEPARTMENT**

**TO:** Patti McLauchlin, City Manager

**FROM:** Chief Sean T. Brandenburg

A handwritten signature in green ink, appearing to be "STB", is written over the name "Chief Sean T. Brandenburg".

**DATE:** July 21, 2022

**RE:** Southern Police Institute – Command Officers Development Course

**Action:** Send Lieutenant Hollis Wood to the Southern Police Institute (SPI) – 91<sup>st</sup> Command Officers Development Course (CODC) held in Clermont, Florida, October 3, 2022 – Feb. 17, 2023.

**Background:** The SPI-CODC 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 SPI-CODC is conveniently divided into 5 two-week sessions to facilitate senior command staff attending the course with minimum disruption of assigned duties related to their current assignments. In 2013, Captain JR Torres and I attended and graduated from the 67<sup>th</sup> SPI-CODC. In 2016, Lieutenant Joseph Tripp and Lieutenant Areaka Jewell (Retired) attended and graduated from the 75<sup>th</sup> SPI-CODC. In 2019, Lieutenant Mathew Haley attended and graduated from the 84<sup>th</sup> SPI-CODC. In 2021, Lieutenant Jason Castillo attended and graduated from the 89<sup>th</sup> SPI-CODC. In 2022, Lt. Bradley Lariz attended and graduated from the 90<sup>th</sup> SPI-CODC.

Participants who successfully complete 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 the 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 and comply with the law and accreditation standards.



**RESPECT - INTEGRITY - FAIRNESS - SERVICE**

Key West Police Department 1604 N. Roosevelt Blvd. Key West, FL 33040 (305) 809-1111  
[cityofkeywest-fl.gov](http://cityofkeywest-fl.gov)



**Sean T. Brandenburg**

**Chief of Police**



**Key West**

**POLICE DEPARTMENT**

- 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 organizations effectiveness and the efficiency of police operations.
- Identify cost centers and assign unit costs to enhance organization productivity.
- 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 Florida Statute 932.7055.

Tuition = \$3,800.00

Hotel Cost = \$8,600.93

Per Diem = \$2,300.00

Fuel/SunPass = \$700.00

**Total Cost = \$15,400.93**

**Recommendation:** I recommend sending Lieutenant Hollis Wood to SPI-CODC. The skills, knowledge and networking which is gained through this class is invaluable.



**RESPECT - INTEGRITY - FAIRNESS - SERVICE**

Key West Police Department 1604 N. Roosevelt Blvd. Key West, FL 33040 (305) 809-1111  
cityofkeywest-fl.gov

