

Donald J. Lee, Jr.

Chief of Police



Key West

**POLICE DEPARTMENT**

**TO:** Jim Scholl, City Manager  
**FROM:** Chief Donald Lee  
**DATE:** December 4, 2015  
**RE:** SPI-Command Officers Development Course

**Action:** Authorize the use of Law Enforcement Trust Funds to send Lt. Areaka Jewell and Lt. Joe Tripp to the Southern Police Institute – 75<sup>th</sup> Command Officers Development Course (CODC) held at the Institute of Public Safety at Broward Community College, Fort Lauderdale, Florida, March 14<sup>th</sup> – July 22<sup>nd</sup>, 2016. The use of forfeiture funds for specialized training is authorized under Florida Statute 932.7055.

**Background:** The Command Officers Development Course is SPI's 400-hour flagship educational program for law enforcement mid to upper-level managers which provides a solid foundation for practical law enforcement administration and a comprehensive overview of management practices. This training is offered in five (5) two-week sessions over a period of five months.

The CODC has continuously evolved with changing social, economic, and political environments associated with local, state and federal units of government. Students fully participate in the course which is interactively facilitated by a large cadre of instructional staff. Students prepare and present staff studies and receive feedback from instructors and peers.

In 2006, I attended and graduated from SPI-CODC. Most recently, in 2013, we sent both Captain Torres and Brandenburg, who graduated from the 67<sup>th</sup> 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



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

**Financial Impact:** Law Enforcement Trust Funds will be used to pay for all expenses.

Tuition: (2) Officers @ \$3,595.00 = \$7,190.00

Hotel cost: (2) Officers = \$16,970.00

Per Diem: (2) Officers for 10 weeks = \$4,680

Fuel: Approximately \$600.00

**TOTAL APPROX. COST: \$29,440.00**

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



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