

## Police Academy delivers contract training

What do the Japanese Consulate in Vancouver and the SPCA have in common? Both are recipients of Police Academy contract training. The Japanese Consulate and the SPCA are just two of 26 organizations and agencies Police Academy has served over the past two years in addition to its regular client group, the municipal police. In the case of the Japanese Consulate, the Academy provided special training in the techniques of advanced tactical driving for chauffeurs; SPCA staff required firearms training to handle .22 calibre rifles and shotguns in order to put sick and injured animals out of their misery.

Academy instructors quite frequently travel to Alberta to provide contract training for native police forces in the Hobbema area in such subjects as telecommunication operators' training and officer survival.

Most recently, the Prince George district office of the Ministry of Forests was Police Academy's extension classroom for 28 forestry enforcement officers. As part of their role in enforcing provisions of the Forest Act, the enforcement officers received training in basic investigating skills, including note taking, report writing, crime

scene preservation and evidence preparation.

On March 21, 50 social workers from the Fraser Valley region of the Ministry of Social Services and Housing received instruction in presentation of evidence and court room procedures. As part of a day-long, in-service program for these

workers, staff from Police Academy travelled to Surrey to present lectures on the role of the professional witness in Family and Child Services Act prosecutions.

During the past 12 months, these special contract initiatives have generated over \$40,000 in revenue. □

## Justice Institute's integrated dangerous goods training

Dangerous goods, also known as hazardous materials, are all around us. From gasoline tanker trucks and trains laden with toxic chemicals, to industrial processing firms and barns loaded with pesticides and herbicides, dangerous goods present potentially lethal threats to the public as well as to fire fighters and other responders to incidents involving these substances.

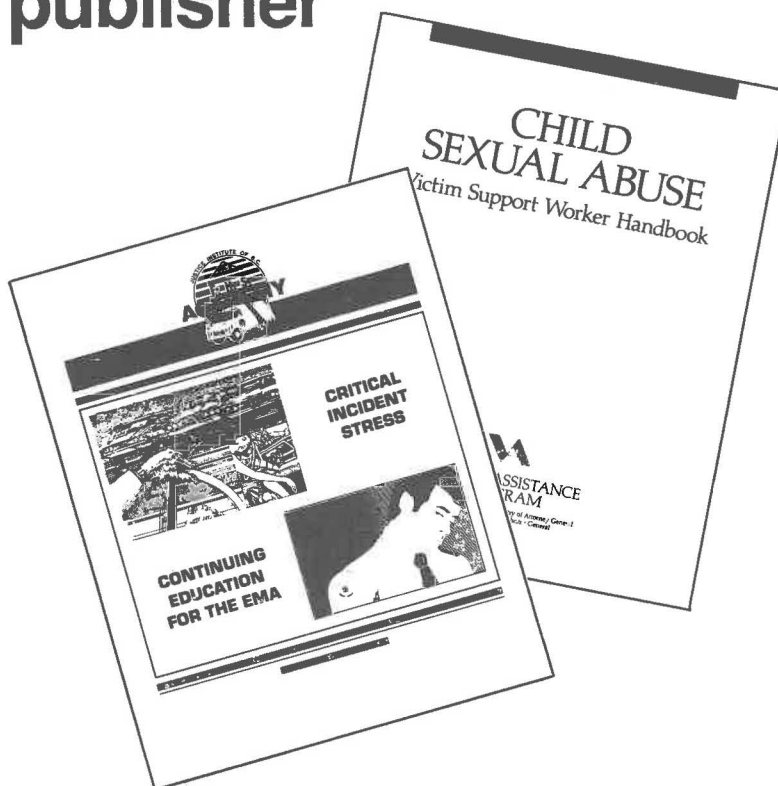
In order to improve understanding of and training in dangerous goods response, Fire Academy held a two-day curriculum design (DACUM) workshop which identified skill and knowledge areas required for

first responders to a dangerous goods incident. First responders include fire, police, emergency health services and provincial emergency preparedness personnel, environmental officials, transport and rail workers, highways workers, and so forth. Workshop participants conducted a British Columbia needs analysis and then related these needs to NFPA 472, an international standard that has been developed to identify required competencies.

Two special consultants attended the workshop: Chief John Eversole, Co-ordinator of the

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# The JI as publisher



In its quest for educational excellence, the JI is constantly on the look-out for innovative trainers and training methods. We bring in big-name speakers, stage simulation exercises that are sometimes too realistic for comfort, and have, on occasion, even resorted to playing games to reinforce a learning objective. But the backbone of our training is often old-fashioned written material. Over the years, the JI's academies and divisions have produced a wide variety of publications for classroom use and public distribution. The following is a list of some of the more recent publications. If we've missed some of your most popular works, or if you have new ones coming out, let us know and we'll update the list from time to time.

## Fire Academy

The Fire Academy Edukit is a training module developed to enable the Fire Service of British Columbia to standardize and upgrade fire fighting knowledge and ability. The content and procedures are based on training materials adopted by the B.C. Fire Service. Each module focuses on a particular subject or skill area and consists of printed material and a training video with guidelines for using the pack-

age as a training aid. In B.C., each edukit costs \$60, plus provincial tax. Edukits can be ordered from the Fire Academy and will be shipped by mail. Thirteen titles are currently available: Apparatus Familiarization, Electrical Safety, Extinguishers, Fire Behaviour, Fire Hose, Fire Streams, Ground Ladders, Orientation and Safety, Ropes and Knots, SCBA, Small Tools, Ventilation, and Water Supplies.

Jim Bond, Fire Academy, has just completed an interactive workbook for first responders to dangerous goods incidents. The book will go to print in April and is the second workbook of its type that Jim has produced. The first one in print is for fire fighters responding to emergencies other than dangerous goods incidents. Both books are based on the Incident Command System, a decision-making process used by the officer in charge of an emergency scene. These versatile workbooks can be used for self-study or in classrooms, and they are both educational and enjoyable to use.

Len Garis is co-ordinating production of five Edukits which are in various stages of production. *Ground Ladders* is being reviewed before a second printing, and two edukits for fire investigation are in draft form, one for fire

fighters, and the second for local assistants to the fire commissioner. The remaining two edukits will deal with dangerous goods. Preparation of these edukits commenced with a curriculum design workshop on March 19 and 20. See separate story, page 1.

## PEP Academy

The PEP *Search and Rescue Manual* has been produced and 700 copies have been distributed to PEP search and rescue groups and volunteers throughout B.C.

A *Search and Rescue Instructors' Manual* is near completion and will be distributed to PEP search and rescue groups (SAR), as soon as it is printed. The *Search and Rescue Manual Resource Book* referred to in the SAR Manual is also nearing completion.

Other publications projects include revision of the *Search Management Manual* for use in Search Management courses, and a review of all search and rescue

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## On staff

### Changes...

**Monica Clayton** has replaced **Lori Owens** in the switchboard reception position. This change became effective on March 19.

**Eleanor Jeffrey** will join Fire Academy staff on April 2 to start a one-year assignment in a Clerk Steno 3 position. Eleanor has been working with Indian and Northern Affairs Canada. At Fire Academy, Eleanor will be involved with the programs the Academy has been contracted to do on fire safety for Indian bands in the province. During the latter part of March, **Carole Anne Bertenshaw** and **Carol Bosch** have been working part-time in Fire Academy assembling, packaging and mailing the 800 *Electrical Fire Safety Edukits* B.C. Hydro purchased for fire, police and ambulance stations throughout B.C.

In Educational Services Division, **Kate Walker** resumed her position as Divisional Secretary for Educational Services on March 19. This change took place in the nick of time (no pun intended): **Bev Karak-ochuk**, who had substituted while Kate was on maternity leave, had her baby, a healthy boy named Nicholas Alexander, on March 22. **Suzanne Walker** has just begun a part-time student assistant position in the library. She is working on her master's degree in library science at UBC. **Alison Campbell**, another part-time student assistant in the library, will be leaving the JI at the end of April to take a three-month vacation in Europe. She will receive her master's degree in library science from UBC in April.

**Cora Austria** has resigned as Clerk Steno 3 for EHS Academy to join the staff at the Cancer Control Clinic. Cora will use her excellent word processing and

medical terminology skills in her position as a medical transcriptionist. All the staff at EHS wish Cora every success in her new job.

**Brenda Adam** has joined the Registration Office staff in a new, part-time OA2 position which was created to respond to the growing demand for registration office services.

### Recognition ...

*The Given Year*, a radio play about nuclear war by **Lydia Stewart**, audiovisual booking clerk, will be produced by the UBC radio station, CITR. Lydia will also read a part for the production which will be broadcast this spring or summer. We'll let you know the broadcast date as soon as it's announced.

On March 15, JI Librarian **April Haddad** gave a talk about the Justice Institute and its library to 50 law librarians at the monthly meeting of the Vancouver Association of Law Libraries.

### Conferences ...

**Paul Smith**, Director of Fire Academy, was a guest speaker at the February 24 B.C. Fire Chiefs' Executive Meeting in Richmond. He updated the Chiefs on Academy programs and the development of material.

Police Academy Director, **Phil Crosby-Jones**, attended a two-day retreat on February 19 and 20 with members of the police commission to participate in a series of team building exercises facilitated by Lee Drummond, Police Chief of Oceanside, California. Chief Drummond has successfully incorporated this process throughout his department in conjunction with organizational goal and objective setting.

Following the retreat on February 20, the Director attended a three-day Senior Execu-

tive Needs Analysis conference at the Canadian Police College in Ottawa. The purpose of the conference was to assist in the development of training initiatives for police chiefs and their deputies, and senior executive staff.

## Former staff

**Elizabeth Davies**, the library's Interlibrary Loan Clerk from 1985 to 1987, received her library degree last year and is now a children's librarian at Burnaby Public Library.

## Visitors

Celebrated criminologist Dr. Andre Normandeau, has received a contract from the federal Solicitor General's Ministry to prepare a discussion paper on *A Vision of the Future of Policing in Canada*. In connection with this, Dr. Normandeau visited Police Academy on March 15 and met with the Director, Phil Crosby-Jones, and two

*continued on page 7*

**Next  
deadline  
for  
submissions  
to the  
JI News  
is  
April 15**



# The Zen of Lotto-649

by Paul Harris

Ho hum ... another Thursday morning, and another humdrum day at the Justice Institute. Don't get me wrong. The JI's a great place to work; nice people, I love them, good working conditions, **fabulous** view, but - gee - there's gotta be more to life than this!

I finish the morning mail, grab a coffee from Joan's place, and retire to my desk in the nether regions of the basement. I've got a little job to do during my coffee break. As the newly delegated bookkeeper of the **INCREDIBLY LUCKY ELEVEN RETIREMENT FUND LOTTERY GROUP**, I have to check our numbers against the previous night's 649 draw. Boring. I hate it. I don't like running this thing and -- only two weeks into it -- I'm considering dropping the whole thing. I've never really believed in lotteries anyway, mostly considering them to be the last resort of the desperate. My attitude has always been: "Don't predicate your future happiness on winning a lottery; just get on with your life, do what you have to do, and the

riches of the world will be at your feet." Or some Zen-like sentiment to that effect.

The coffee's good, I take a sip, and dial "Lotto Central." I jot the numbers down and start checking them. Another sip of java, and I notice that we have three. Great - ten bucks back into the pot! Holy moly, four numbers here, a big \$75 or \$100 win, maybe enough to plan a party on. Now I see five in a row -- wow! We've got five, and I look for the sixth, but it's not to be. Still, FIVE of SIX has got to be worth a bundle. Not being a serious player, I have no idea how much, but my head is swimming with the notion that we might be into BIG BUCKS here. I'm thinking hundreds of thousands. My hands are a little shaky, my heart palpitating, and any previous Buddha-like notion of being superior to such crass desire flies right out the window. I hope we've won cash, and the more of it the better.

Tricia Kobayashi can tell you the rest of this story, of how I stumbled upstairs, ran into her first in the hallway, and enquired, in a quavering voice: "Do

you have any idea what five out of six numbers is worth, Trish?"

It turned out to be worth \$1500, as all must know by now. A nice little win, but -- split 11 ways -- not enough to have produced any letters of resignation. And what did \$136.36 buy for each of us? It was too much to throw back into the buying pool, but not really enough to get totally decadent with. Just the wrong amount to win. Rumours abound, and stories range from new contact lenses to skiing weekends. Personally, I bought some new records, a few new parts for my bicycle, and the remainder was well-invested in a couple of jugs of beer at the Yale Hotel during one of their Saturday afternoon blues jam sessions.

Trouble is, I'm hooked now. I've seen five numbers, and I'm looking for six. If not this Wednesday, then next Saturday, and if not then, well.....

*Besides being a budding author, Paul Harris (alias Guido the Enforcer), is a Stockworker in Finance and Administration Division. □*

The Justice Institute  
of B.C.  
is dedicated to  
improving the quality  
of justice  
and public safety  
by developing  
and delivering  
training programs  
and offering  
educational services  
to  
professionals  
and  
the public.

## Open Learning Agency/Justice Institute work on curriculum for fire services diploma

Irwin DeVries of Fire Academy and Susan Haglund of Open Learning Agency, Open College, co-chaired the first meeting of the Curriculum Advisory Committee to establish a diploma program leading to a degree in Fire Services Administration. The committee hopes to have the program in place by late fall.

The meeting was held on Saturday and Sunday, March 17 and 18, at the Justice Institute. Attending the meeting were representatives from University

of Victoria's School of Public Administration; BCIT; Dalhousie University, Halifax; Greater Vancouver Fire Chiefs; and two fire service graduates of the Western Oregon State College degree program in Fire Science.

The meeting was very productive in identifying courses and course credits that will be required in the program. Discussions at meetings to be held early in the fall will focus on a detailed structure of courses. □

related manuals (Cliff/Mountain Rescue, Search Dog and Handler, Search Team Leader, etc.).

## **Emergency Health Services Academy**

EHSA produces four continuing education packages each year for ambulance personnel. Each package contains a video, a module, and an interactive television show. Participants in each of the continuing education topics can receive credit for the topic by successfully completing a short assignment which accompanies each package.

EHSA has produced approximately 30 of these continuing education packages on topics ranging from documenting an ambulance call, and an anatomy of an air evacuation call, to a variety of medical subjects such as trauma and hypothermia.

## **Police Academy**

Doug Farenholtz recently completed a protocol for the Peace Offices' Physical Abilities Test (POPAT). The booklet provides detailed instructions covering all aspects of the test, including equipment and a step-by-step guide for conducting the test. This minimum entry level test, developed by Doug at the JI, has generated wide interest and use across Canada and is the subject of numerous enquiries from across the United States. This interest stems largely from concern regarding various tests currently used that do not have job-related validity, which is the basis of POPAT.

## **Educational Services Division**

**Casino Volunteer Training Booklet:** In support of a training initiative by the Public Gaming Branch, Program Services developed a booklet which combines training notes and exercises for charitable organizations' fund-raising volunteers. The features of the booklet include: a) training



notes that are consistent with the Branch's approved procedures, but which are organized from the point of view of the volunteer; b) reproduction of all instructional material which is presented during the training session by way of overhead transparencies; c) exercises which help prepare the volunteers for the roles and responsibilities required of them as part of the license granted by the Public Gaming Branch.

**Office of the Public Trustee Employee Orientation Booklet:** The Office of the Public Trustee is a large and complex operation, responsible for protecting the assets and legal claims of persons who cannot protect themselves. To assist the office in interpreting its mission, goals and

philosophies to staff, and to assist the staff in knowing one another and the respective duties of the various sections, the office asked program services to develop an employee orientation handbook. Features of the booklet include: a) organizational charts for each section, along with photographs of senior management; b) an overview of the statutory functions of the Office of the Public Trustee; c) information pertinent to working within the office, such as an office floor plan, emergency procedures, and security arrangements.

**Criminal Case Processing Manual - Court Services Branch:** Processing a criminal case through the Court Registry involves a considerable amount of attention to detail and legal

*continued next page*

## **• • • NOTES & NOTICES • • •**

### **Historical note**

Former JI Principal Gerry Kilcup phoned the other day to wish Police Academy "Happy Anniversary."

On March 17, it was 15 years ago that the newly constituted

B.C. Police College, as it was known then, opened its doors to the first recruit class. That training institute was the embryo from which the JI grew three years later. □

requirements. To assist court registry staff throughout the province in this demanding work, program services, working with personnel from court service's methods procedures and productivity section, designed a unique manual to meet the various workplace requirements. The result is a manual that has received acclaim (unusual for any procedures manual!) from users. Features of the manual include:

a) flow charts that outline the numerous processing steps; b) reproduction of forms with commentary on how they are to be completed; c) cross-referencing of several processing elements so as to present the overall processing "picture."

Extension programs has recently produced two volumes of conference proceedings and has prepared content material for a third. Proceedings from the *Children in the Justice System* conference, which was held in June 1988, are available from Extension Programs at a cost of \$10 each for government and non-profit agencies and libraries; \$15 each for others. Proceedings from the *HIV-AIDS Counselling Project* conference held in October 1989, have just been printed and are being distributed to conference participants. Proceedings from the *Adolescent Sex Offender* conference, which were prepared at the JI, will also soon be ready for distribution to conference participants.

Extension programs also produces a newsletter for the Victim Assistance Program entitled *Victim Services News*, and is producing a series of victim support worker handbooks for this same program. Handbooks on *Wife Assault*, *Child Sexual Abuse* and *Sexual Assault* have been distributed to Victim Assistance Programs in B.C. and are available free of charge to individuals or groups working in those areas of concern. Other titles in the series will be *Victims of Crime* and *Volunteer Management*. □

## First responder program rushing ahead

Development of the first responder program is rushing ahead at a frantic pace. On January 31, the steering committee gave course developers Derek White and Jim Bond the OK to proceed with a full draft of the student manual, and on March 22 the completed draft of the manual was mailed to the steering committee and the external validation committee. This was a phenomenal accomplishment; most other institutions take six months to achieve what Derek and Jim did in just seven weeks.

The steering committee also endorsed a title for the course which it thinks distinguishes graduates of the new first responder program from other types of first responders. The title *First Medical Responder* will be recommended to the Justice Institute's policy advisory committee (senior officials from all three services who give guidance on JI activities) on April 24.

Fire fighters, police officers and emergency medical assis-

ants have wrestled for years with the question of who should be doing what at the scene of an emergency. This course should help answer some of those questions. The course tags skills and knowledge as "Prime" and "Non-Prime." If a fire fighter or police officer is "prime" on a skill it means that he or she is expected to do it in the absence of any more highly trained medical person. A person who is "non-prime" on a skill has been taught how to do it but will only use the skill under the supervision of a more highly trained medical person. Now, members of the three services should have a clearer understanding of what to expect from one another. The course will also help introduce new and more sophisticated procedures to fire fighters and police officers under controlled conditions.

The hectic schedule for the remainder of the course development will continue with the following deadlines:

### **March 22 -**

Mail out a draft of the student manual to internal and external validators

### **March 26 -**

Police, Fire, and EHS Academy directors meet to discuss pilot programs

### **April 9 -**

Review comments from external validators

### **April 11 -**

Steering committee meets to make changes based on comments from external validators

### **April 24 -**

Present package of recommendations to the JI Policy Advisory Committee

### **May 1 -**

First pilot course scheduled for the JI

### **May 8 - June 30 -**

Pilot courses run in locations around the province

### **July 1 -**

Begin training selected graduates to become *First Medical Responders* for their departments

### **September 15 -**

Courses begin in departments around the province. □



## Spotlight ... con't from page 3

representatives of the municipal police, Kim Rossmo and Mark Johnstone (Human Relations Instructor). They discussed current social, economic and technological trends and demographics, and potential future developments.

Paulette Doyle, Co-ordinator, Family Violence Initiatives, Law Enforcement Division of Alberta Solicitor General's Ministry, visited Police Academy for the week of March 12-16 to monitor the Crisis Intervention training program for Block III recruits. Ms. Doyle is planning a standard training course on this topic for police in Alberta and she indi-

cated that the JI program is more extensive and comprehensive than any other she has been able to identify.

RCMP Assistant Commissioner, Pat Banning, accompanied by Superintendent Dave Maxwell from the Audit Directorate, Ottawa, visited Police Academy to discuss the current state of RCMP liaison with the JI. Police Academy Director Phil Crosby-Jones was happy to report that the level of co-operation continues to be excellent, especially with the Fairmont Academy, RCMP training facility in Vancouver. □

## Dangerous goods ... con't from pg. 1

Chicago Fire Department HazMat Team, and Mr. Gene Carlson, Associate Director of Fire Protection Publications at Oklahoma State University. The remaining 19 participants included representatives from the Pacific Marine Training Institute; a number of paid, volunteer and industrial fire departments; the Justice Institute's PEP and Police Academies; and manufacturers. Irwin DeVries, Deputy Director of Fire Academy, facilitated the workshop.

The skill chart developed in the workshop will be used to develop a special training package for use by all first responders. □

# Room booking policy approved

by Irwin DeVries, Chair, Room Booking Committee

The Justice Institute room booking committee, consisting of a representative from each academy and division, is charged with the task of developing and proposing classroom space allocation policy and procedures, and managing the overall process of classroom allocation. In addition, it is working with the bursar's office and a team of advanced computer students from BCIT to computerize the room booking system. The committee does not deal with office or storage space.

Room allocation is not an easy job at the best of times, and when a large number of courses are held at the same time, it can get downright tough. To simplify things, at the request of the executive committee the room booking committee was assigned to develop a room booking policy. After a great deal of discussion and revision, a set of policies and procedures was approved.

In brief, the policy formalizes the classroom booking process. It

assigns different priorities to different types of activities, specifies "preferred rooms" to which each academy and division has special access, establishes required lead times for bookings on the basis of preferred or free rooms and activity priority, and to add a little action to an otherwise dull day, allows certain limited "bumping" rights. The policy will be distributed soon, and each room booking representative is asked to make sure academy/divisional staff are conversant with it.

The policies will be written into the computer program. As the academies and divisions become networked, they will be able to tap directly into the system, although bookings will still be entered by the room booking clerk.

The room booking committee is a good example of communication and co-operation among academies and divisions, which are part of what makes the Justice Institute a special place. □

*The JI News is produced nine times a year to keep staff up-to-date with what's going on at the JI. If you have suggestions or comments, please contact Patricia McNeill in Extension Programs.*

*Deadline for submissions is the 15th of every month - except July, August and December when the newsletter is not published.*

*Design and desktop publishing by Betsy Gordon.*

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