APPLYING 2018 TRAINING OBJECTIVES DATABASE UPDATE

INTRO

To make your transition from the 2017 version of the Training Objectives database to the 2018 version easier there are some tools and tricks that you may not be aware of. We will outline those so that you can get through this with a minimum of time and energy (not to mention pain and anguish).

As you may already know, the manuals are being revised by DCJS and the numbering format has changed. There will no longer be alpha characters in the numbers so numbers that WERE like:

1.3.1.a Reasons for attendance at briefings or roll calls: Communication exchange between shifts as preparations for patrol

Will now be like:

1.3.1.1 Reasons for attendance at briefings or roll calls: Communication exchange between shifts as preparations for patrol

THE GOOD NEWS

During the update to the database new objectives were added and a complete review of the entire database was done, and Outcomes, Objectives, and Criteria were standardized to more closely meet the format of the manual.

You can view the ACE database version of the manuals here:
http://www.sfbaz.com/training-objectives.html

THE BAD NEWS

While it will now be easier to cross-check the database against the manuals, some internal numbers of the database have been changed and you will need to review your questions and practicals to ensure that they are still referencing the proper training criteria.

SOME OK NEWS

Fortunately, ACE already has several ways you can let the computer do a lot of this work for you and we will outline all that below. (Skip to the section.)

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BUT FIRST – THE INSTALLATION

This sounds a lot more complicated than it really is. We'll try to keep it simple. What you will be doing is copying the new Training Objectives database file over your old one. But first you need to find out how to GET the new database file.
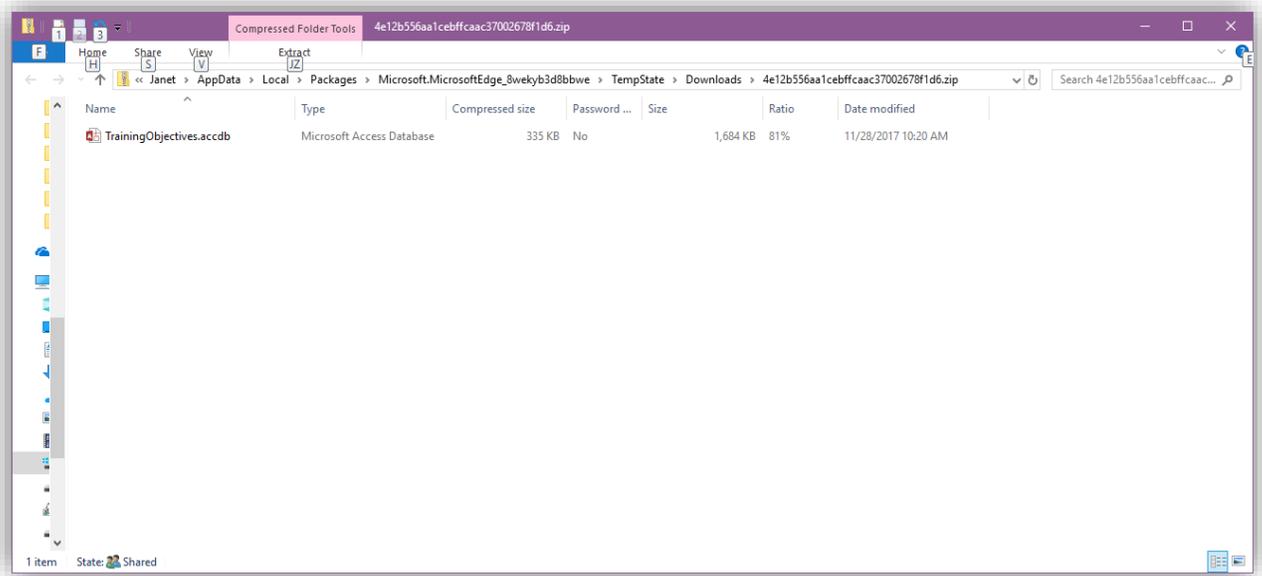
Here's how you get the new database file.

1. Go to www.sfbaz.com
2. You will see a BIG RED BOX. (See image below). Click on that to go to the Training Objectives page.
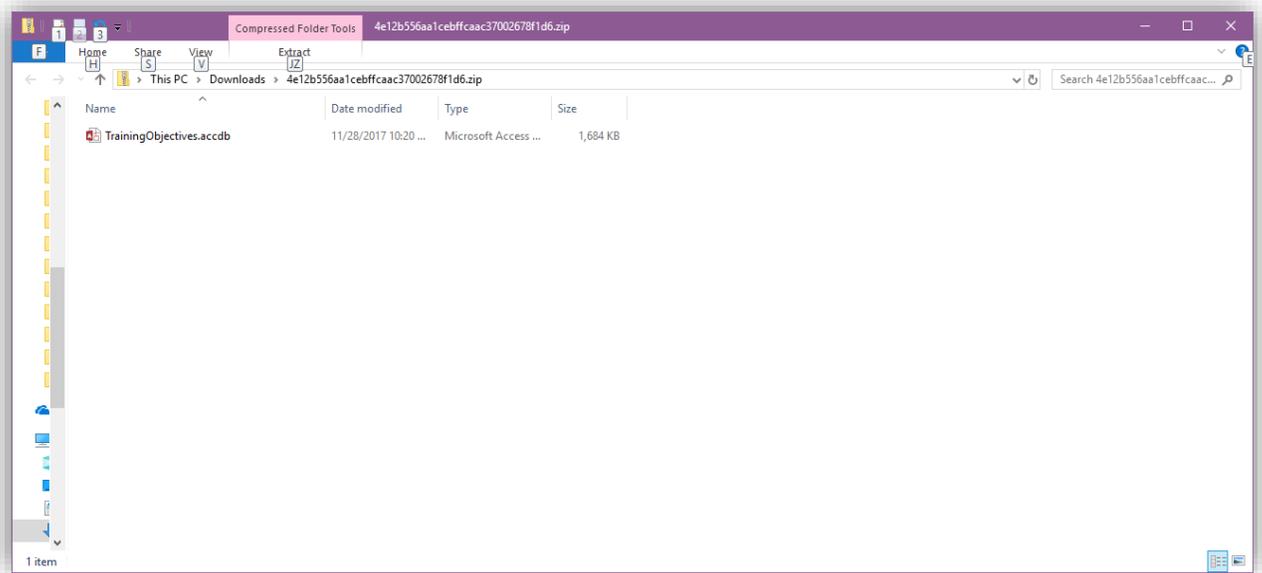

3. To download the updated file, click on the BIG RED BOX on this page.
4. Now check your browser for the downloaded ZIP folder. If you are using Microsoft Edge (or Explorer) you will see this:
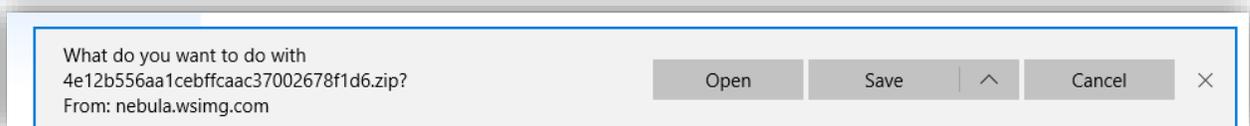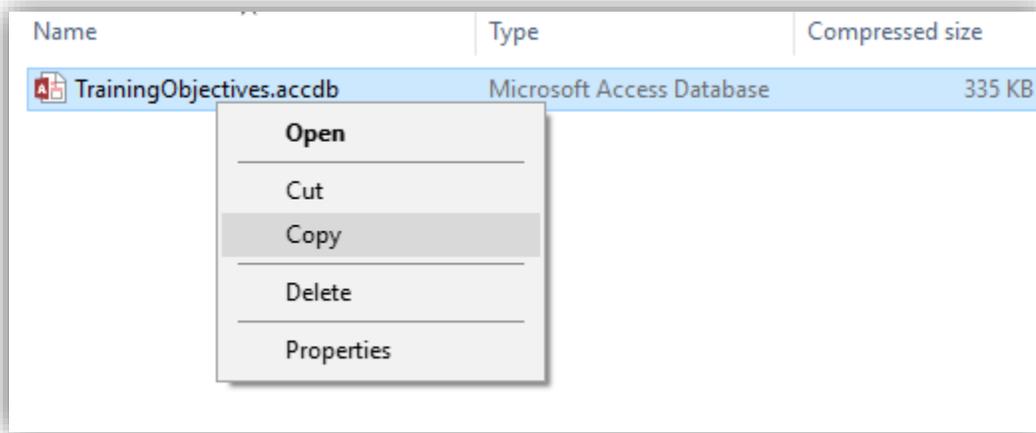
a. Click "Open"

b. You should see this:


5. If you are using Chrome you will see this:

6. Select the TrainingObjectives.accdb file (you may not see the ".accdb" part) by right clicking it.
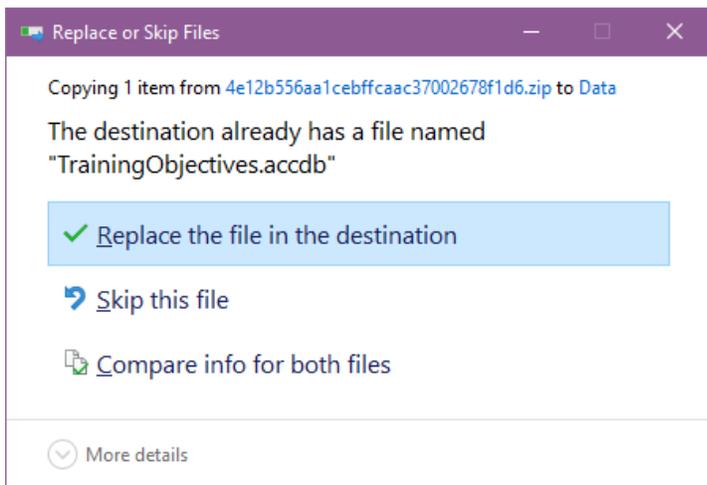   a. Select "Copy"

7. Locate the folder where your ACE Data files are stored. You may need some help with this. If you don't know where it is, then call Janet Schaefer at 1-866-217-8938 to ask for assistance or check with your IT professional.
8. Your ACE data folder will look something like this:
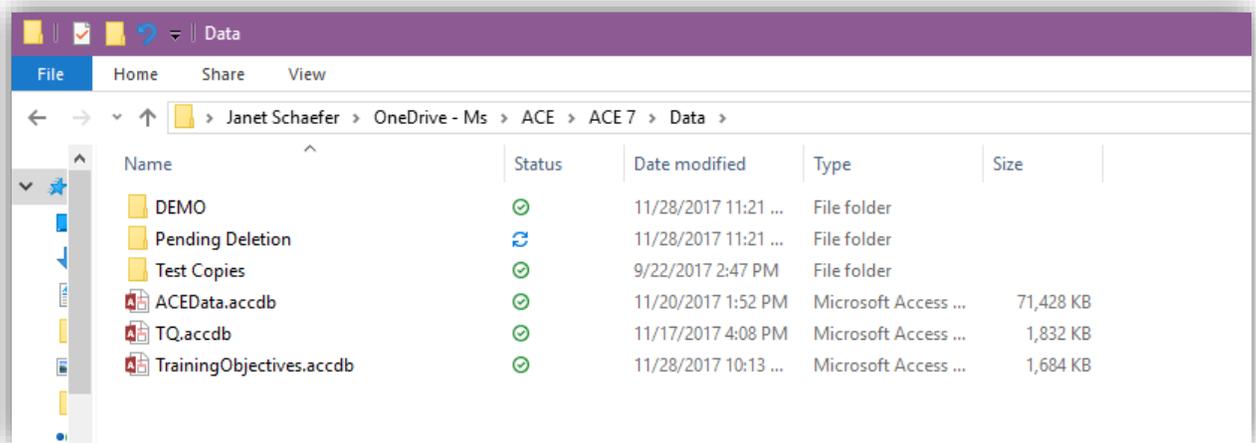
9. Right click anywhere in the folder and select "Paste".
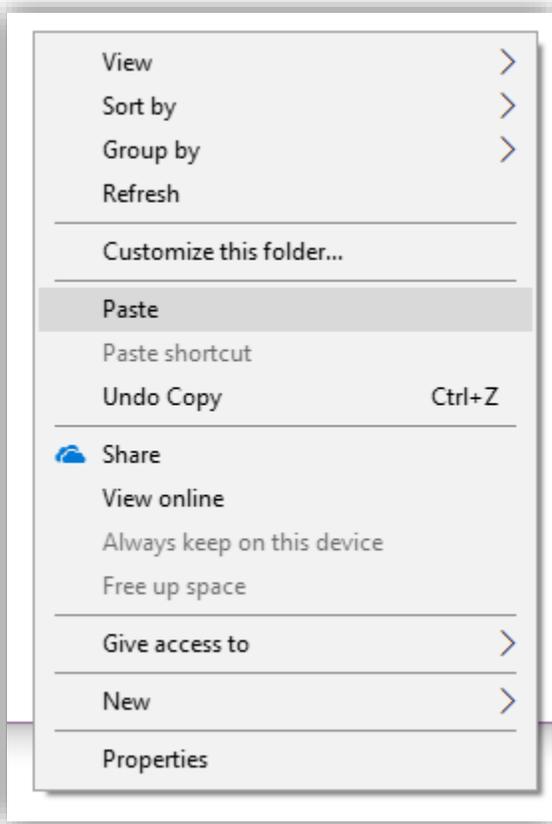
10. You will be prompted to :

Press Enter to replace the file.

11. THAT'S IT!!!!! It's really just a simple copy and paste but we thought it might be nice to give you every step.
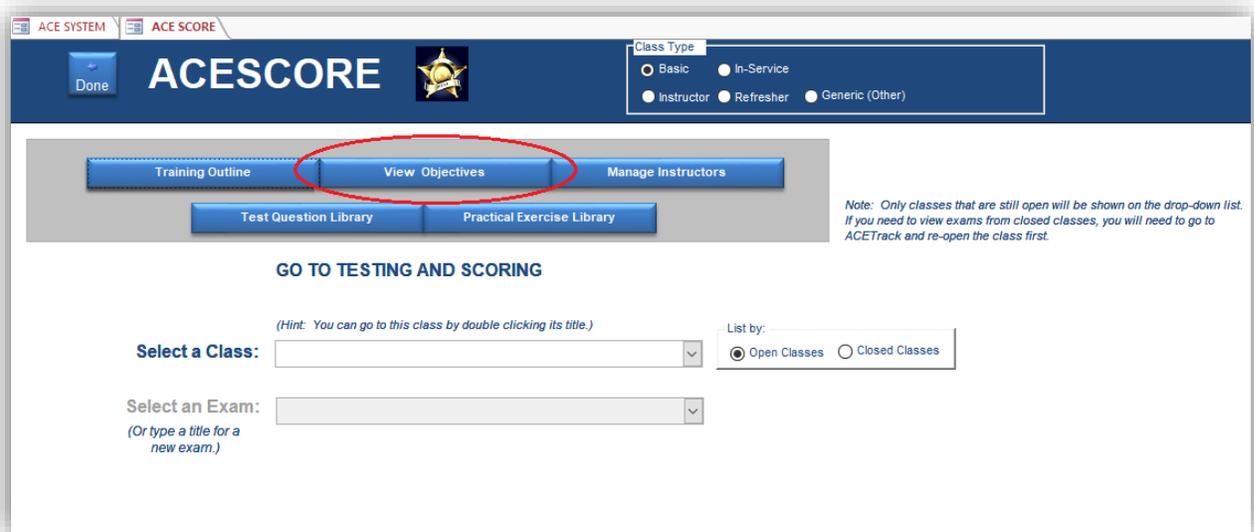
TOOLS TO USE

ACE has a few tools you can use to find out which questions and practicals will need some updating and to show you which objective criteria do not have practicals or objectives attached to them.

Use these tools and your job will be a lot easier.

VIEW OBJECTIVES

1. Head on over to ACEScore and click on the "View Objectives" button.

2. The Training Objective Filter form allows you view the objectives several ways. Note that you will not be able to edit or delete any training objectives. The first step that you must take is to select a set from the drop-down list shown below.
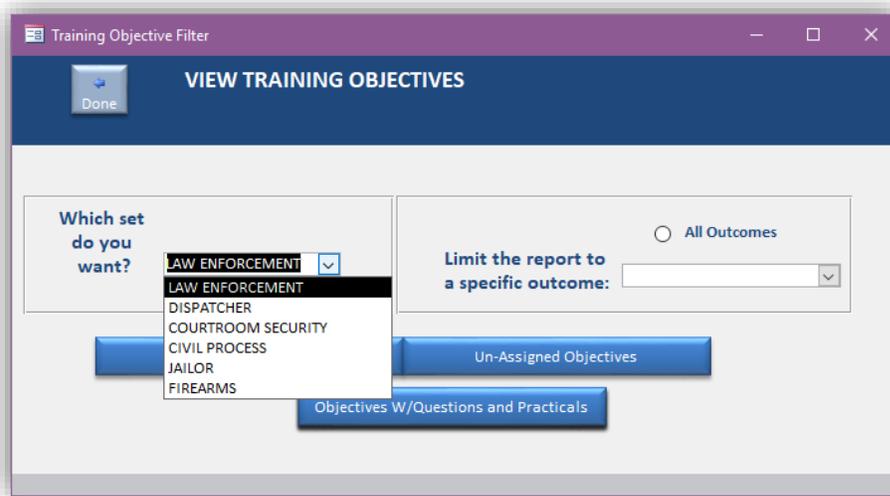
3. Clicking on the "Objectives" button will open the report in print-preview mode without any filters except for the set you selected. Example:

TRAINING OBJECTIVES

LAW ENFORCEMENT

| 1.1 | Maintain knowledge of law enforcement work. |

1.1   Given a written exercise, identify reasons why a law enforcement officer should maintain knowledge of law enforcement work, and resources available to assist with this.

    1.1.1   Three reasons to maintain knowledge of law enforcement work.
    1.1.2   Three resources and materials which a law enforcement officer could utilize to maintain knowledge of law enforcement work.

| 1.2 | Maintain a professional appearance with respect to clothing, grooming, and equipment |

1.2   Given a practical exercise, the trainee will be inspected to meet academy standards for clothing, grooming, and equipment.

    1.2.1   Professional appearance for law enforcement officer regarding clothing and grooming.
    1.2.2   Professional appearance for law enforcement officer regarding personal equipment.

| 1.3 | Attend briefings or roll calls. |

1.3   Given a written exercise, identify the purpose for conducting briefings or roll calls.

    1.3.1.1   Communication exchange between shifts as preparations for patrol.
    1.3.1.2   Duty assignments and/or changes
    1.3.1.3   Current information covered
    1.3.1.4   Opportunity for questions/clarification
    1.3.1.5   Others as may be defined

| 1.4 | Maintain a courteous relationship with the public to foster a positive community relationship. |

1.4   Given a written exercise, identify the impact that common courtesy may have regarding the relationship between law enforcement and the community.

    1.4.1   Reasons to foster a positive relationship between law enforcement and the public.

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Note that with the Law Enforcement set selected, you will have 78 pages to the report. You can print this report from ACE or you can send the report to a PDF file for later review.

4. If you know that you only want to look at a specific Outcome such as the new LE 4.57 Outcome and criteria, then use the second drop-down list to filter the report. (Note: You do NOT need to scroll all the way down to the Outcome you are looking for – you can start typing the number to go directly to it.)
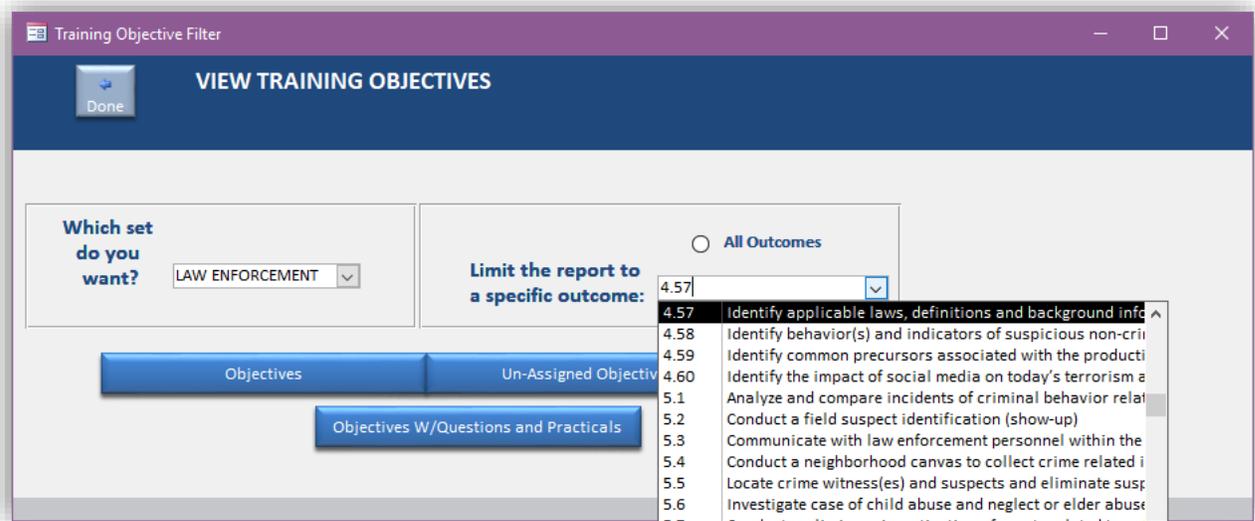
Make your selection and click the "Objectives" button. The report will open in pre-view mode showing only the selected Outcome. In the example below, we now only have 1 page. (See image below.) To switch back to the full set of objectives, click on the "All Outcomes" option.

TRAINING OBJECTIVES

LAW ENFORCEMENT

4.57 Identify applicable laws, definitions and background information related to terrorism.

4.57		See manual for 1, 2, 3 descriptions.
	4.57.1	Define terrorism according to Title 18 U.S.C and applicable laws in the Code of Virginia.
	4.57.2	Identify the difference between extremist beliefs, terrorist activity, and acts/speech protected by the First Amendment
	4.57.3	Identify the distinctions between and individual acting alone, domestic and international terrorist organizations and their supporters
	4.57.3.1	Extreme political groups (Sovereign Citizens)
	4.57.3.2	Race-based hate groups (White Supremacist, Black Separatists)
	4.57.3.3	Religious-based hate groups (Christian Identity, Westboro Baptist Church)
	4.57.3.4	4Special interest groups (anti-abortion, animal rights)
	4.57.3.5	Foreign Terrorist Organizations (al Qaeda, ISIS, Boko Haram)
	4.57.3.6	Identify the primary objectives of terrorists
	4.57.3.6.1	Recognition
	4.57.3.6.2	Coercion
	4.57.3.6.3	Intimidation
	4.57.3.6.4	Provocation
	4.57.3.6.5	Insurgency Support
	4.57.3.7	Potential targets

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UN-ASSIGNED OBJECTIVES

This will undoubtedly be your most useful report. When you click the "Un-Assigned Objectives" button you can see which training criteria still need to be assigned to an exam question or a practical exercise.

Use this report to ensure that you will be covering all training criteria. (Note: This list cannot be filtered.)

Print the list for reference and check off each criteria as you assign it to a question or practical exercise.

Training Criteria Not Assigned

These Criteria have not been assigned to a question or a practical exam.

LAW ENFORCEMENT

1.5.5	The role of ethics in law enforcement
2.3.3	Mental Health Involuntary Commitment Orders
2.6.1	Define child in need of services and child in need of supervision with Code citations (§16.1-228)
2.6.2	Identify the only instances when a juvenile may be taken into immediate custody according to Code.
2.6.3	Identify the two instances in which a warrant may be issued for a juvenile by a magistrate.
2.6.4	Identify the procedures to be taken after a juvenile has been placed in custody
2.6.5	Identify the requirements for the separation of juveniles from other prisoners
2.6.6	Identify the requirement of advising a juvenile of his/her constitutional rights when conducting a custodial interrogation
2.8.1	Define various types of crimes related to death with elements of the crime and Code citations
2.9.1	Define various types of sexual assault investigations and crime classifications of the offenses with Code citations.
2.18.1	Define weapons/firearms offenses and elements of the crimes.
2.19.1	Define sex offenses and elements of the crimes.
2.26.1	Identify possible crimes associated with firearms with Code citations
2.28.1	Define the various types of criminal violations related to abduction
2.29.1	Define the following
2.29.2	Identify the elements of the statutes that provide relevant law
2.30.2	Identify the relevant cases regarding suspect interrogation
2.31.3	Identify the proper authorities from which a search warrant may be obtained

OBJECTIVES WITH QUESTIONS AND PRACTICALS

This report DOES allow filtering by a specific Outcome. Use this to review the criteria so that you can find the question or practical exercise associated with each one. If there are no questions or practical exercises listed under a criterion that means you will want to locate a question or practical to associate it with.

You may want to look at the criteria above any un-associated ones and see if any of the questions there also pertain to the un-associated criterion.

FINALLY

This document assumes that you already know how to assign criteria to questions and practicals but if you need further help, you can call Janet Schaefer at 1-866-217-8938.

Continue checking these reports until you are sure that all the criteria are covered either in one or more questions or practical exercises. You may need to run the reports several times until you have everything fixed.