

**Administration of Justice  
District Wide Advisory Meeting – October 5, 2018**

**Advisory Minutes  
Audio Transcription with Typed Corrections for Better Understanding**

**Attendees/Introductions:** Stacy Adam-Metz (Riverside Probation), Ludwig Torres (Riverside DA's Office), Dan Dunnigan (Corona PD), Art Turnier (MVC – CTE Dean), Rick Young (Riverside County Sheriff's Department), Oliver Thompson (RCC), Kristy Paine (MVC/BCTC), Kelly Carpenter (Brea PD), Valmont Graham, Melissa Matuszak (RCC), Sigrid Williams (NC), Debra Mustain (NC-Dean Outreach), Kristy Woods (RCC – CTE Dean).

Sigrid welcomed everyone to Norco College and reviewed the content of the agenda packet, including the agenda, letter of welcome, and multiple curricula packets as well as announcements of public events and labor market information.

**Moreno Valley College update-** Kristy Paine spoke about the 3 new AS degrees, 8 certificates (5 revised, 3 new) approximately 50 classes, offering college credit again, homeland security switched to distance learning- considered more of an add-on to the degree. MVC is doing dual enrollment sending instructors to HS campuses, trying to attract officer candidates starting at age 14-15 to get them to age 18 without making poor choices. Excited-partnering with post-graduate program in Monterey. Talking to JR ROTC classes. Forensic area, 300 x 350-foot area will include anthropology and archaeology staff, good place for new ID techs to do photography training; "Dexter's playground"- fenced, really excited about it!

**Riverside Community College update-** Dr. Melissa Matuszak is focusing on curriculum and course mapping to allow students to graduate as quickly as possible and working with counseling for student success. Not uncommon in counseling field, students come in wanting to be CSIs, but being directed in other areas. Program maps help students make course selections to get out as quickly as possible. Resume and hiring workshops are being held. Students can get feedback on their resume or create one. Some students think they don't need a resume if they are going into the academy. Workshops are specific to students who want to get in the field. A background investigator gives students information, background information and polygraph- if they don't have anyone that works there, they think they can graduate and be employed in two weeks. We are working on a criminal justice student organization and are going to start in spring 2019- using same bylaws at each campus for uniformity. This organization will do things that we are not doing in the classroom. RCC- 3 certificates. We are looking to make changes- programs are only locally approved. Students at RCC aren't eligible to walk at graduation without state certification. We need to change that so that students can participate in graduation ceremonies. We are looking at launching two new certificate programs- shoring up curriculum, updating to reflect current best practices in the field so students get current information from the field.

**Norco College Update-** Dr. Sigrid Williams is NC's first full-time professor for ADJ. Was hired in August 2017- Norco College went from teaching 1-2 to 5 ADJ classes, students can now earn an associate degree for transfer (ADT). A dual enrollment Administration of Justice (ADJ) pathway is offered at Centennial, La Sierra & Eleanor Roosevelt. It is a 2-year program- can earn credits toward ADJ degree incl. ADJ 1, ADJ 2, ADJ-8 Juvenile Justice or ADJ-6/19 Policing plus a sociology class in criminology. A prison partnership with CDCR has also been developed with professors going to the prison. The college is also looking at developing a program to support corrections officer with professional development and/or corrections certificate. Zero cost textbooks have been introduced for two courses- ADJ 13 & 14- students don't have to purchase (loaned for the semester). Sigrid is attempting to get three more classes to zero cost textbooks through grants. Generally, the textbooks are \$380+ for semester that they can now get at zero cost. Stacy asked about the possibility of e-books. Sigrid shared that the grant will not pay for e-books. 6 students finished CJ club last year- we now have 30+ students involved.

### **Overview of degrees: AA, AS, ADT**

All 3 college's ADTs are in the advisory packets for feedback on courses listed. Melissa (RCC) – mentioned that our ADTs show our students that they can get an associate's degree and transfer the units towards a bachelors if they take their classes at RCCD institutions.

Sigrid (NC) - Norco College falls short- ADJ 12, Introduction to Criminalistics, is not currently offered at Norco College - Posed the question should we offer at all 3 campuses and keep our ADT's consistent?

Kristy P. (MVC) - ADJ 200 (work experience) is important at MVC. Frequently MVC get officers who would like to take this course because it helps them out. Taken by all ADJ & Homeland Security people to supervise. Question posed whether we should also include ADJ-200 at Norco.

Oliver (RCC)- Make sure there is consistency and objective evaluation criteria for all 3 colleges.

Kristy (MVC) said she would take the lead on that and bring it back to the committee at the next meeting.

Stacy- Probation classes are not currently offered as part of the ADT. Questioned why. Stated that she would be happy to support/help with input on course revisions to include a probation/parole component back into our programs. Stacy mentioned that probation has totally changed, would love to help. Big changes over last 10-20 years. Mentioned that corrections is way different than other areas of law enforcement and needs to be included in our programs.

Melissa (RCC) - Bringing back ADJ 9 (Law and Society) which transfers to the UC, and bringing back ADJ-25 which is Probation and Parole in conjunction with a proposed corrections certificate. ADJ 8 (Juvenile Justice) was brought back this year and is doing well.

Kristy P. (MVC) stated that their ADJ 8 class includes a possible internship for students.

Art (MVC/BCTC) - Mentioned that advanced officer training courses were discontinued during the economic downturn. When we were looking at bringing courses back them back it didn't make sense.

Melissa (RCC) - We could use help with looking at the curriculum. We are looking for every opportunity to help students get certificates, skills-based certifications, anything to help them so that they have hands on whenever possible. Please look at any CORs and give input.

A questioned was asked by Dan Dunnigan – Are all 3 colleges are separate?

Sigrid (NC) - Yes. All three colleges are separate under the umbrella of the Riverside Community College District. Melissa, Kristy and I came together last year and said we wanted to make sure we put out the best students possible so that we have a good reputation with employers. We are competing with other colleges in the region outside of our district. We (RCC, MVC, NC) think alike in the sense that we want all of our students in the region to have access to programs needed to be successful in the criminal justice field and are collaborating to strengthen all of our efforts.

Melissa (RCC)- We are the only discipline in the district that are collaborating like this in order for students to get the best quality classes possible. Quality is the same, but we all have different programs and areas of focus.

Kristy W. (RCC) - In a multi-discipline college, there are requirements to meet. My role as an academic dean is to ensure the quality and giving due attention to those students getting transfer degrees and transferring out. We are under very real pressure to meet certain enrollment targets. As we look at it, if we roll out new sections and they are frequently unenrolled, we may need to look at cutting them.

Art (MVC/BCTC)- The bottom line is that we just want to produce a quality student that you want to hire. We want them to complete whatever program they are in and show up at your doorstep ready to work. We want them to be successful. Even if we don't fill at MVC, if Norco or RCC offers a course, we will just send them there. Students are allowed to take classes at each other's campuses. The Chancellor wants to be sure that RCCD is two-year college focused.

Melissa (RCC) - That's what we look at with students as well. The longer it takes for a student to get through the program, the less likely they are to finish. If they don't get in with me in the spring, Norco College has it to take in the fall. How do we do this strategically?

Kristy P. - The sheriff's department had been asking for advanced officer training- if you want to use Dexter's playhouse, let us know. We are there as a resource there for you as well.

## Certificates

Sigrid (NC) - We have a CSI certificate, offered at RCC and NC. We have questions about our CSI certificate – Currently the CSI certificate requires the completion of 15 units which up through a few months ago did not meet state certification (only local program). Because of school policies, RCC students are not allowed to walk at graduation, however Norco College students are allowed to walk at graduation (regardless of state vs. local). We would like to change the certificate to be a state certificate.

Melissa (RCC) - Unhappy with the course listing, specifically the Anthropology 10 course. I feel that a more appropriate class would be ADJ 12. Students are learning proper procedures, get hands-on experience in fingerprinting, go into DNA. Class is light-years ahead of where it was even 5 years ago. Would rather have CSI certificate with ADJ-12 than Anthropology.

Discussion ensued.

Rick- Is it as simple as swapping out the courses?

Melissa- Yes, but there is some work to be done on our end.

Kristy P. - Nothing is wrong with the anthropology course, but if they only offer it every-other year it makes it harder to finish. This will give students opportunities to choose.

Melissa- every fall, students collect evidence, @ Norco, Dr. Gray is a forensic anthropologist.

Sigrid- Stated that according to Norco's Anthropology Department, ANT-10 is only offered every two years. Also mentioned that ADJ 1 is not included in the certificate and feels an introduction class may be a good option. Intro. to Criminal Justice could become an elective that they could take. Requested that students be given an option to take ADJ-1, ADJ-12 or ANT-10 as an option for the certificate.

Dr. Thompson- Get it state-approved. I've been here since 1968 teaching. The thing I'd like to see is really some hands-on experience doing it. We used to go to crime lab. Attorney up north filed lawsuit and we got kicked out. The other thing is- are people being hired? Students get a certificate, but are they really getting hired?

Kristy W. - If an applicant comes and they have this certificate, is it going to get them a job or a closer look because they have it? Is the certificate enough?

Sigrid asked - if the transcript doesn't say that actual word "certificate", would it keep them from getting hired?

Rick- No. If an applicant shows their transcript. They are going to be accepting of the certificate. I think that Forensic Science would apply better down the road. In terms of hiring and

employment opportunities. Currently we only require HS education. Any additional education makes them more hireable.

Melissa- RCC is trying to find students who graduated with the certificate. Local form could be their proof until it gets approved by the state. Working with our guidance department. Telling students that this should be a supplement to an associate degree. Get degree, use CSI as a supplemental certificate.

Dr. Thompson- Reminded those present that the certificate is there as a stepping stone into a career path, not a job.

Melissa- Everything they learn is legal, not what is on CSI. Big focus is the legality, amendments, civil rights as hard as we can. They know the fourth amendment.

Valmont- Riverside- we have 6 CSI people, will not hire without hands-on. This would be helpful.

Sigrid - described Saturday class (12 & 14) both have lab component. Have hands-on in both of those classes.

Melissa- If you have an accident reproduction scene, the students will learn with equipment hopefully from grants so that they walk into the station ready to work.

Kristy P.- Perkins is available, but we need our advisory committee to guide us in terms of expenditures. It is very important to have your input to be sure we have the best industry advisement on equipment.

Melissa- If there's an agency that doesn't have the equipment, we can loan/share. Our students would love to see a PD here training on this equipment. Anything that we can do to help...

Rick - We are a better police academy because of the college, and the grants that we are talking about make us a stronger academy.

Sigrid - Do we add a few extra courses or keep us at 15 knowing that the state changed it to 8 units for a state approved certificate. We can move Anthro 10 to an elective position with ADJ-12 and ADJ-1 to be sure that students can get through in 9 months (2 semesters).

Melissa- Is there anyone opposed to adding ADJ-12 as an elective with ANT-10 for the CSI certificate?

Dan- I think it's a better fit than Anthropology 10.

Dr. Thompson- if you have the certificate laid out with the hours, it makes sense.

Melissa- Students in that course (with Dr. Gray) have a quality course in anthropology.

Wood- If Ant-10 isn't offered then they can take ADJ-12 and get out on time.

***Motion to keep 2, 3, 13 & 14 with electives of ANT-10 or ADJ-12 and making it a state certificate. Rick motioned, Art second. Unanimously Approved.***

Melissa- Certificate for investigative assistant, jobs don't necessarily exist anymore. Should we keep this certificate? All courses that students have to take anyway, but in trying to be as transparent as possible, do you see us offering them and are they of value? The same with the victim advocate certificate- will it really benefit our students? Might we be better off pursuing other options.

DelGiudice- Investigative assistants are still around. There's been a little bit of a disconnect between this school and the DA's office, passed on to Clay Hodson, haven't had an intern in years. There was a relationship that was a natural fit in years past that gave the student a leg up because they had intern experience. As the Chief I have no opposition to reestablishing that relationship. Investigative Assistants are compensated well. I would say it would be worthwhile to make an overture to see if there is any wiggle room on this requirement, I don't know if she continues to subscribe to that philosophy. Ours is very competitive- IT position has 500 applicants. I don't think there's anything intentional on our end, I'd be interested as Chief to reestablish that partnership.

Melissa-I think the ball was dropped naturally as the people left and I came in from Wisconsin, so I would like to reestablish and

Del-I'd like to bring in the expert but at first blush it looks like it is still aligned. Not a bachelors' degree. We can set up an offline meeting with folks from the bureau (I've got 50 Its and 70 advocates), generally a high-interest subject. Reestablish relationships and review minimum requirements.

Melissa-I'll email you.

Sigrid - Certificate in Corrections. We have been thinking about what kinds of certificates we could offer that would lead students to a guided pathway. After reviewing our course sequence, we are concerned about report-writing. We've been told at our last advisory meeting that students do not know how to write. A suggestion was made to rename it to Legal Aspects of Writing to incorporate correctional writing, report writing, filed notes, etc.

Dr. Thompson- Starting this fall the state has mandated that there are no more remedial courses, must be placed in English 1A no matter what.

Melissa- We haven't offered 23 in years, can't fill a class. The best I've done is that in every other class I teach they write reports.

Art- Not sure if a specific report-writing class would be beneficial. Everybody has nuances in the classes, where an English composition class would cover students with what they need.

Melissa- In the future we might change the course. English 1A is not preparing our students to write reports. I need students to address different elements and would like to have a class that hits that. Students prepared in 1A are not prepared to write reports.

Option 1-credit course that exists on report writing.

Kristy W. - I would think you don't want to get too specialized. In English they use MLA but in other departments they don't. Students need basic research skills, work with library. I wouldn't create a new class. Revamp or gear differently classes that already exist.

Rick- We don't need report writers to come to our academies. We would recommend that they take an English composition class. Sometimes it's easier if they have basic writing skills and then we teach them to write the report.

Art- likened to shooting. Can you string several words together to create a thought in a sentence? Because then you can teach them a style. The elements of the style who, what, why, where, and when. Difficult part if they can't express thought on paper. You can teach them different styles of writing.

Ludwig- Applicants have to write a 5-page autobiography.

Kelly- Candidates are struggling with basic sentence structure, basic grammar -even with master's degrees.

Melissa- Can we vote to just get rid of our report writing class? I was expecting a different response. If we can delete it and just start directing everyone toward Journalism or English 1A?

Art- 1A is a general ed. requirement

Melissa-***I'd like a motion to delete class entirely from the catalog***

***Rick moved, Art seconded. Motion approved.***

Sigrid- Criminal Justice Certificate proposal- Norco College shows four required courses -1,2,3,4 being required with electives (below on form). Will remove ADJ 23 since we voted to remove. Students that may not want to go to 60 units to get a degree can get an 18-unit certificate, agencies are hiring candidates at 18. Need feedback if this is a viable certificate to offer and if it brings value?

Stacy- If it was this alone, no.

DelGiudice- I'd rather see them push toward the actual degree. Dan agreed.

While some college puts their foot in the door and gives them some academics, we prefer at least an AA degree.

Williams- I will set this aside then for the time being- takes it off my plate!

DelGiudice- in my mind certificates are for specializations.

Melissa- Digital Forensic Investigations- 6 total courses, 3 courses in computers including hands-on computer forensics courses plus criminal law, criminalistics, and evidence logs. Just got the labor market information and 22% increase in this area. Meant to give students the ability to work a digital forensics investigation. Looking into grant. We are writing the certificate up right now. Would it be valuable for us to offer? On completion, students are able to sit for 3 certifications. Students have to pay for certifications. DOJ in most cases are asking for that certification.

Rick- All education holds value. Basic academy is very basic. That is beyond what we would expect someone to enter with.

Kelly- In Orange County, every investigator has to be sworn. Not helpful for entry-level.

Dan- Maybe FBI hires civilian investigators. We hire sworn officers.

Valmont – Riverside PD expects 5 years' experience. A certificate is not helpful.

DelGiudice- Non-sworn- it would be difficult for an entry-level person to land that job

Kristy W. - Be cautious about developing the program around the skills of one faculty member.

Melissa- Looks like it would be for CIS students, not our students

DelGiudice- It looks like there's a large market for corporate positions in this area

Certificate tabled for the time being.

### **Internship Programs**

What types of cadet, internship programs are in the area?

Riverside PD – 10- paid cadets (18-22), most start as Explorers, some go from cadet to officer, don't ever advertise. At least 10% become officers.

Williams - Could departments look at our college students for future cadet positions?

Kelly - Currently have 10 cadets, we had over 500 applicants for the last recruitment.



Stacy- Part-time employment opportunities if there's something we can work out. Have to have core during their first year of employment. We could work out a schedule.

DeGiudice (DA's Office) - We have Forensics (interns), Computer forensics interns, paralegals, pre-law interns (interest in prosecutors), a number of opportunities for at least internships

Melissa- Amy McKenzie- 3 students from RCC went through it and loved it. All of us would like to sit down and hear about these.

Dan – Corona PD Cadet Program will be opening up for hiring, don't do internships per se, but we do have a volunteer program. Have to take the POST written for Cadets.

RSO- Internship started last year, we have interns going to Jurupa Valley Forensic Station and Coroners, 3-month program. Added 3 positions- 6 total positions. Had 55 students interested. Need to open up to other colleges.

Ludwig- Wouldn't be opposed to adding.

Melissa- Wouldn't see us expanding to more than 10-12.

Williams- Then it becomes competitive,

Ludwig- We considered corrections, but access is so limited that it would probably turn them off. Limited to booking desk. If inmate movement, they would have to go into the business office.

### **ADJ Workshop Series**

Sigrid- All three colleges have agreed to participate in an ADJ Workshop series with each college hosting a multitude of symposiums throughout the year. In September we had a Sheriff's canine demonstration at RCC which had 108 students participate. In October, Norco College will host a human trafficking presentation, and in November Kristy from MVC/BCTC will host a SWAT presentation.

We are interested in departments bringing their recruiters to these events. We get a lot of first-generation students that are unsure of their career paths. It's really great when we can do these types of events so students can become aware of careers in criminal justice. We are going to do 6-8 per year. This will give students the ability to meet professionals in the field and work on their soft skills. Encouraging them to go meet people, look them in the eye, get them to see things they don't normally see.

Announcement is in your packet.

Stacy would love for you to keep probation in mind.

## **Suggestions:**

Observation made by recruiter – Unknown who shared this - I've had a lot of internal training over my career, some things I've noticed as an instructor. Students don't have any oral/speaking skills to go for any time of interview. People come in with cue cards, can we address the ability to talk to people?

Dr. Thompson- Incorporate the phone, laptop & tablet into the classroom. Attention span is 3-5 minutes. Student communication skills are nil. It's rough now because of the technology. This is the tether.

Wood- They do need interpersonal skills

Kristy- MVC/BCTC has a clothing closet- we teach them how to dress and do the mock oral interviews. We need to be hard on them. They need to find out if they suck at this. It's important. The fact that you just show up- the kids don't realize that you care.

Valmont- They don't have the basics for interviews, they really don't know. I'd offer help in any capacity in this area.

Rick- Important to understand that law enforcement training is evolving. De-escalation techniques, communication skills, recognizing that is very important, community relations, interpersonal communications, communication, is very key. We need communicators.

Melissa- We have two classes going through - Interview and interrogation. A huge part of it is communication. Bring in officers so that they can hear you talk. Students are not seeing that on social media, professionals come in to talk about how to de-escalate.

Stacy - We teach non-violent crisis intervention skills

Dr. Thompson- Demographics have changed. RCC is an HSI. LatinX- they evolve more when they see a person who looks like them doing the job, 70-80%+ are undocumented (or family are), on parole/probation, show them that you want them, and they are employable.

DelGiudice- Recently did a promotional seminar. Ability to speak publicly encouraging folks to find ways to expand those opportunities, some of the people that shine the most are teachers in the academy or classroom. Many of my investigators have master's degrees. As we are talking here, I would love to see if you give me a list of topics, I can float that to my department and maybe others are interested. I employ the case agent for the Golden State Killer, Samantha Runnion. If they don't have a master's, they can still come in and talk. Little more challenging when faculty are in to debate.

Sigrid - Thank you for coming. Everything has been a benefit to the students in some way.

Dr. Thompson - Congratulations to the three of you because this advisory hasn't really met in 30+ years.

Sigrid - Spring meeting at Ben Clark Training Center. (Changed to RCC after the meeting by all three colleges).

Final Word by Unknown- - Reminder about marijuana (it is still illegal) because students/candidates will need to disclose. We will find out. Don't lie about it. Life choice and honesty are two conversations. Looking for honest people that are accountable for the decisions they made. Once they lie about it they aren't able to be hired.

Minutes taken by Debra Mustain  
Meeting adjourned at 3:45 PM