Criminal Justice, LEMIT (2007 - 2008)

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**GOAL: 1. Center Of Excellence**

**Objective**

1. Meet And Exceed The Needs

Meet and exceed the training, professional development and service needs of the constituency and staff.


**Indicator**

1.1 Evaluations

Program evaluations to be conducted and assessed in order to enhance/improve course delivery, develop requested training, and utilize success in marketing efforts.

**Criteria**

1.1(a) 80+% Participant Satisfaction

Maintain or exceed an 80% standard on participant satisfaction with program/course curriculum; to be collected and measured at the conclusion of each training session.

**Finding**

1.1(a)(i) 80+% Participant Satisfaction Achieved

All programs achieved an 80+% satisfaction rating. Instructors are provided with a summary of their evaluations. The Executive Director receives a summary of the evaluations/ratings for each course for commentary purposes and action proposals as necessary. As needed and where possible, changes are made in instructors, curriculum and/or content and layout.

**Criteria**

1.1(b) Institute Growth

Utilize program evaluations to assist in the development and implementation of new training initiatives, thereby contributing to the growth and success of the Institute.

**Finding**

1.1(b)(i) Agency Specific ICS Training

In 2008, InCoSiT to develop and deliver an Intermediate ICS training session, in collaboration with MD Anderson Medical Center, for purposes of providing joint training to MD Anderson employees and Texas law enforcement, specifically a MD Anderson facility-based scenario.

**Finding**

1.1(b)(ii) Public Information Officer Training

InCoSiT to develop and deliver a thirty (30) hour course for existing, new and potential PIOs in addition to administrative executives involved in public information collection, dissemination and oversight on behalf of their agency. The course aims to address the growing need for training related to NIMS (National Incident Management System) and Public Information Systems for primary spokespersons of agencies during crisis. The training was developed by February 2008 with three (3) sessions scheduled for delivery through August 2008: February 27th-29th, 2008; March 17th-19th, 2008; and, May 14th-16th, 2008.

**Finding**

1.1(b)(iii) ICAMEO & UCAMEO

InCoSiT, in collaboration with Louisiana State University National Center for Biomedical Research and Training (NCBRT)/Academy of Counter Terrorist Education (ACE), organized and hosted a two-part training program to the CAMEO (Computer-Aided Management of Emergency Operations) Suite. CAMEO is a public domain collection of software applications developed by the EPA, NOAA, the US Bureau of Census and the USGS to assist first responders and emergency planners. The first part of the training was an Introduction to CAMEO Suite (ICAMEO) held March 25th-27th, 2008, followed by UCAMEO (using CAMEO Suite), in Weapons of Mass Destruction incidents held April 29th-May 1st, 2008.

**Finding**

1.1(b)(iv) ICS Documentation Training

InCoSiT to develop and deliver a technical half-day training on ICS documentation by August 2008.

**Criteria**

1.1(c) Contribution to marketing efforts

Utilize program success to contribute to the marketing efforts of the Institute.

**Finding**

1.1(c)(i) Website

Institute and program success in the process of being incorporated into the website design.
Finding 1.1(c)(ii) Brochures
Institute and program success in the process of being incorporated into brochure designs.

**Indicator** 1.2 Organizational Review
Periodically review the Institute’s structure and processes so as to ensure functionality and success.

**Criteria** 1.2(a) Staff Retreat
Hold staff retreat.

Finding 1.2(a)(i) Staff Retreat Held
Staff retreat held December 13th & 14th, 2007 to discuss the Institute’s structure, processes, programs’ goals and objectives in addition to addressing areas of improvement and growth throughout.

**Criteria** 1.2(b) Strategic Plan
Construct the Institute’s Strategic Plan for the 2007-2010 time period.

Finding 1.2(b)(i) Staff Retreat Held
Staff retreat held December 13th & 14th, 2007 to discuss, in part, the Strategic Plan and to modify its parts through discussion.

**Indicator** 1.3 Training/Working Environment
Provide and maintain a positive and thriving training and working environment.

**Criteria** 1.3(a) 80+% Participant Satisfaction
Maintain or exceed an 80+% standard on participant satisfaction with Institute training; to be collected and measured at the conclusion of each training session.

Finding 1.3(a)(i) 80+% Participant Satisfaction Achieved
All programs achieved an 80+% satisfaction rating. Instructors are provided with a summary of their evaluations. The Executive Director receives a summary of the evaluations/ratings for each course for commentary purposes and action proposals as necessary. As needed and where possible, changes are made in instructors, curriculum and/or content and layout.

**Criteria** 1.3(b) 80+% Staff Satisfaction
Maintain or exceed an 80% standard on staff satisfaction with working environment; to be collected and measured annually.

Finding 1.3(b)(i) Staff Survey Pending
Survey in development stages.

**Actions for Objective:**

**Action** 1.1(a)(i)(1) Continue with 80+% Satisfaction level
Continue to maintain/improve on satisfaction ratings.

**Action** 1.1(b)(i)(1) Agency specific training in progress
Agency specific ICS training is in progress.

**Action** 1.1(b)(ii)1 PIO training completed successfully
Public Information Officer (PIO) training was completed successfully.

**Action** 1.1(b)(iii)(1) ICAMEO/UCAMEO training completed
ICAMEO & UCAMEO training initiatives completed successfully.

**Action** 1.1(b)(iv)(1) ICS Doc training in progress
ICS Documentation training is currently in progress.

**Action** 1.1(c)(i)1 Website design in progress
Incorporation of Institute and program success into new website design is currently in progress.

**Action** 1.1(c)(ii)1 Brochures in progress
Incorporation of Institute and program success into new brochures is currently in progress.
Action 1.2(a)(i)1 Program review complete
Staff Retreat was held. Program curricula, instruction, delivery and processes reviewed, committees created. No further action required.

Action 1.2(b)(i)1 Strategic Plan complete
Staff Retreat & meetings complete. Mission, Vision and Value Statements have been revised. No further action required.

Action 1.3(a)(i)1 Continue with 80% Satisfaction level
Continue to maintain/improve on satisfaction ratings.

Action 1.3(b)(i)1 Staff Satisfaction in progress
Staff Satisfaction survey in design phase.
**GOAL: 1. Center Of Excellence**

**Objective**  
2. Growth  
Continually seek and develop partnership opportunities and collaborative efforts in order to introduce new training initiatives, services and professional development to the constituency and staff.  

**Associated Goals:** 1. Center Of Excellence, 2. Exemplary Training And Service, 3. Advance Academic Excellence

| Indicator | 2.1 E-Learning Website | 2.1(a) August 2008  
Expected delivery date of August 2008 for design completion and delivery.  
Finding | 2.1(a)(i) E-Learning Website Pending  
E-Learning website is currently in development with an expected delivery date of August 2008.  

| Indicator | 2.2 Ethics For Law Enforcement Leaders | 2.2(a) August 2008  
Expected delivery date of August 2008 for design completion and delivery.  
Finding | 2.2(a)(i) Course Pending  
Ethics for Law Enforcement Leaders is currently in development with an expected delivery date of August 2008.  

| Indicator | 2.3 Building Effective Communication Skills For Law Enforcement | 2.3(a) August 2008  
Expected delivery date of August 2008 for design completion and delivery.  
Finding | 2.3(a)(i) Course Pending  
Building Effective Communication Skills for Law Enforcement is currently in development with an expected delivery date of August 2008.  

| Indicator | 2.4 Online Survey Engine | 2.4(a) August 2008  
Expected delivery date of August 2008 for design completion and delivery.  
Finding | 2.4(a)(i) Online Survey Engine Pending  
Online Survey Engine is currently in development with an expected delivery date of August 2008.  

| Indicator | 2.5 Agency Specific ICS Training | 2.5(a) 2008  
This training will be completed and delivered in 2008.  
Finding |  
InCoSiT to develop and deliver an Intermediate ICS training session, in collaboration with MD Anderson Medical Center, for purposes of providing joint training to MD Anderson employees and Texas law enforcement, specifically a MD Anderson facility-based scenario.  

[Online Assessment Tracking Database | Sam Houston State University](http://ww2.shsu.edu/soat01w/index.php?pid=19&lid=708&page=level_hierarchy&level=708)  
7/20/2008
Finding 2.5(a)(i) Training Pending
Agency Specific ICS Training is currently in development and is scheduled to be completed and delivered in 2008.

Indicator 2.6 Public Information Officer (PIO) Training
InCoSiT to develop and deliver a thirty (30) hour course for existing, new and potential PIOs in addition to administrative executives involved in public information collection, dissemination and oversight on behalf of their agency. The course aims to address the growing need for training related to NIMS (National Incident Management System) and Public Information Systems for primary spokespersons of agencies during crisis. (http://www.incosit.org/course%20schedule.htm)

Criteria 2.6(a) February 2008
This training will be developed by February 2008 with three (3) sessions delivered through August 2008.

Finding 2.6(a)(i) PIO Training Constructed & Delivered
The PIO Training course was successfully constructed in February 2008 with three (3) courses held: February 27th-29th, 2008; March 17th-19th, 2008; and, May 14th-16th, 2008.

Finding 2.6(a)(i) PIO Training Constructed & Delivered
The PIO Training course was successfully constructed in February 2008 with three (3) courses held: February 27th-29th, 2008; March 17th-19th, 2008; and, May 14th-16th, 2008.

Indicator 2.7 ICAMEO & UCAMEO
InCoSiT, in collaboration with Louisiana State University National Center for Biomedical Research and Training (NCBRT)/Academy of Counter Terrorist Education (ACE), will organize and host a two-part training program to the CAMEO (Computer-Aided Management of Emergency Operations) Suite. CAMEO is a public domain collection of software applications developed by the EPA, NOAA, the US Bureau of Census and the USGS to assist first responders and emergency planners. The first part of the training will be an Introduction to CAMEO Suite (ICAMEO), followed by UCAMEO (using CAMEO Suite), in Weapons of Mass Destruction incidents. (http://www.incosit.org/trainings.htm)

Criteria 2.7(a) Spring 2008
This training will be organized and delivered by the Spring of 2008.

Finding 2.7(a)(i) ICAMEO Organized & Delivered
The ICAMEO training was successfully organized and delivered March 25th-27th, 2008.

Finding 2.7(a)(i) ICAMEO Organized & Delivered
The ICAMEO training was successfully organized and delivered March 25th-27th, 2008.

Finding 2.7(a)(ii) UCAMEO Organized & Delivered
The UCAMEO training was successfully organized and delivered April 29th-May 1st, 2008.

Indicator 2.8 ICS Documentation Training
InCoSiT to develop and deliver a technical half-day training on ICS documentation.

Criteria 2.8(a) August 2008
This training will be completed with three (3) sessions delivered by August 2008.

Finding 2.8(a)(i) ICS Documentation Training Pending
The ICS Documentation Training is scheduled to be developed and delivered by August 2008.

Finding 2.8(a)(i) ICS Documentation Training Pending
The ICS Documentation Training is scheduled to be developed and delivered by August 2008.

Indicator 2.9 Research Department
The establishment of an appropriately staffed and funded research program.

Criteria 2.9(a) August 2008
To have commenced with the establishment of the program by August 31, 2008.

Finding 2.9(a)(i) Research Program pending
The establishment of the research program is scheduled to be operational by August 31, 2008.

Finding 2.9(a)(i) Research Program pending
The establishment of the research program is scheduled to be operational by August 31, 2008.

Actions for Objective:

Action 2.1(a)(i)1 E-Learning Website Pending
With the E-Learning website currently in development with an expected delivery date of August 2008,

Action 2.2(a)(i)1 Course pending
With the Ethics for Law Enforcement Leaders course having an expected delivery date of August 2008, action is pending.

Action 2.3(a)(i)1 Course Pending
With the Building Effective Communication Skills for Law Enforcement course having an expected delivery date of August 2008, action is pending.

Action 2.4(a)(i)1 Online Survey Engine Pending
With the Online Survey Engine having an expected delivery date of August 2008, action is pending.

Action 2.5(a)(i)1 Training Pending
With the Agency specific ICS training pending delivery, action is pending.

Action 2.6(a)(i)1 PIO Training Delivered
The Public Information Officer (PIO) training was constructed and delivered with success. No further action required.

Action 2.7(a)(i)1 ICAMEO training delivered
The ICAMEO training was successfully organized and delivered March 25th-27th, 2008. No further action required.

Action 2.7(a)(ii)1 UCAMEO training delivered
The UCAMEO training was successfully organized and delivered April 29th-May 1st, 2008. No further action required.

Action 2.8(a)(i)1 ICS Doc training pending
With the ICS Doc training pending delivery, action is pending.

Action 2.9(a)(i)1 Research Program pending
With the Research Program pending delivery, action is pending.
GOAL: 1. Center Of Excellence

Objective 3. Image And Visibility
To actively promote the Institute, its programs, services and success in training and service both domestically and internationally.


Indicator 3.1 Website
Enhance the Institute’s website so as to become an efficient and successful marketing tool.

Criteria 3.1(a) Committee
Establish a committee to address the enhancement of the Institute’s website layout to appeal to both domestic and international audiences.

Finding 3.1(a)(i) Committee Formed
During the Staff Retreat held December 13th-14th, 2007, a committee was formed for the purpose of enhancing the Institute’s website layout.

Indicator 3.2 Brochures
Enhance Institute and program brochures so as to become an efficient and successful marketing tool.

Criteria 3.2(a) Committee
Establish a committee to address the enhancement of the Institute’s website layout to appeal to both domestic and international audiences.

Finding 3.2(a)(i) Committee Pending
Committee pending formation.

Indicator 3.3 Constituencies
Utilize success ratings with established constituency relationships to assist in the promotion of the Institute’s image and visibility.

Criteria 3.3(a) 80+% Participant Satisfaction
Maintain or exceed an 80% standard on participant satisfaction with program/course curriculum; to be collected and measured at the conclusion of each training session.

Finding 3.3(a)(i) 80+% Participant Satisfaction Achieved
All programs achieved an 80+% satisfaction rating. Instructors are provided with a summary of their evaluations. The Executive Director receives a summary of the evaluations/ratings for each course for commentary purposes and action proposals as necessary. As needed and where possible, changes are made in instructors, curriculum and/or content and layout.

Actions for Objective:

Action 3.1(a)(i)1 Committee formed
The committee met on January 24th, 2008 and May 23rd, 2008 to view and discuss preliminary website changes inclusive of multi-lingual delivery. At this time, the launching of the new website is pending completion of content design. Therefore, the action is pending.

Action 3.2(a)(i)1 Committee formation pending
As the formation of the committee is pending, the action is pending as well.

Action 3.3(a)(i)1 Continue with 80+% Satisfaction level
Continue to maintain/improve on satisfaction ratings.
GOAL: 2. Exemplary Training And Service

Objective 1. Meet And Exceed The Needs
Meet and exceed the training, professional development and service needs of the constituency and staff.

Indicator 1.1 Evaluations
Program evaluations to be conducted and assessed in order to enhance/improve course delivery, develop requested training, and utilize success in marketing efforts.

Criteria 1.1(a) 80+% Participant Satisfaction
Maintain or exceed an 80% standard on participant satisfaction with program/course curriculum; to be collected and measured at the conclusion of each training session.

Finding 1.1(a)(i) 80+% Participant Satisfaction Achieved
All programs achieved an 80+% satisfaction rating. Instructors are provided with a summary of their evaluations. The Executive Director receives a summary of the evaluations/ratings for each course for commentary purposes and action proposals as necessary. As needed and where possible, changes are made in instructors, curriculum and/or content and layout.

Criteria 1.1(b) Institute Growth
Utilize program evaluations to assist in the development and implementation of new training initiatives, thereby contributing to the growth and success of the Institute.

Finding 1.1(b)(i) Agency Specific ICS Training
In 2008, InCoSiT to develop and deliver an Intermediate ICS training session, in collaboration with MD Anderson Medical Center, for purposes of providing joint training to MD Anderson employees and Texas law enforcement, specifically a MD Anderson facility-based scenario.

Finding 1.1(b)(ii) Public Information Officer Training
InCoSiT to develop and deliver a thirty (30) hour course for existing, new and potential PIOs in addition to administrative executives involved in public information collection, dissemination and oversight on behalf of their agency. The course aims to address the growing need for training related to NIMS (National Incident Management System) and Public Information Systems for primary spokespersons of agencies during crisis. The training was developed by February 2008 with three (3) sessions scheduled for delivery through August 2008: February 27th-29th, 2008; March 17th-19th, 2008; and, May 14th-16th, 2008.

Finding 1.1(b)(iii) ICAMEO & UCAMEO
InCoSiT, in collaboration with Louisiana State University National Center for Biomedical Research and Training (NCBRT)/Academy of Counter Terrorist Education (ACE), organized and hosted a two-part training program to the CAMEO (Computer-Aided Management of Emergency Operations) Suite. CAMEO is a public domain collection of software applications developed by the EPA, NOAA, the US Bureau of Census and the USGS to assist first responders and emergency planners. The first part of the training was an Introduction to CAMEO Suite (ICAMEO) held March 25th-27th, 2008, followed by UCAMEO (using CAMEO Suite), in Weapons of Mass Destruction incidents held April 29th-May 1st, 2008.

Finding 1.1(b)(iv) ICS Documentation Training
InCoSiT to develop and deliver a technical half-day training on ICS documentation by August 2008.

Criteria 1.1(c) Contribution to marketing efforts
Utilize program success to contribute to the marketing efforts of the Institute.

Finding 1.1(c)(i) Website
Institute and program success in the process of being incorporated into the website design.
Actions for Objective:

Finding 1.1(c)(ii) Brochures
Incorporation of Institute and program success into brochure designs.

Indicator 1.2 Organizational Review
Periodically review the Institute’s structure and processes so as to ensure functionality and success.

Criteria 1.2(a) Staff Retreat
Hold staff retreat.

Finding 1.2(a)(i) Staff Retreat Held
Staff retreat held December 13th & 14th, 2007 to discuss the Institute’s structure, processes, programs’ goals and objectives in addition to addressing areas of improvement and growth throughout.

Criteria 1.2(b) Strategic Plan
Construct the Institute’s Strategic Plan for the 2007-2010 time period.

Finding 1.2(b)(i) Staff Retreat Held
Staff retreat held December 13th & 14th, 2007 to discuss, in part, the Strategic Plan and to modify its parts through discussion.

Indicator 1.3 Training/Working Environment
Provide and maintain a positive and thriving training and working environment.

Criteria 1.3(a) 80+% Participant Satisfaction
Maintain or exceed an 80% standard on participant satisfaction with Institute training; to be collected and measured at the conclusion of each training session.

Finding 1.3(a)(i) 80+% Participant Satisfaction Achieved
All programs achieved an 80+% satisfaction rating. Instructors are provided with a summary of their evaluations. The Executive Director receives a summary of the evaluations/ratings for each course for commentary purposes and action proposals as necessary. As needed and where possible, changes are made in instructors, curriculum and/or content and layout.

Criteria 1.3(b) 80+% Staff Satisfaction
Maintain or exceed an 80% standard on staff satisfaction with working environment; to be collected and measured annually.

Finding 1.3(b)(i) Staff Survey Pending
Survey in development stages.

Action 1.1(a)(i)(1) Continue with 80+% Satisfaction level
Continue to maintain/improve on satisfaction ratings.

Action 1.1(b)(i)(1) Agency specific training in progress
Agency specific ICS training is in progress.

Action 1.1(b)(ii)1 PIO training completed successfully
Public Information Officer (PIO) training was completed successfully.

Action 1.1(b)(iii)(1) ICAMEO/UCAMEO training completed
ICAMEO & UCAMEO training iniitiaves completed successfully.

Action 1.1(b)(iv)(1) ICS Doc training in progress
ICS Documentation training is currently in progress.

Action 1.1(c)(i)1 Website design in progress
Incorporation of Institute and program sucess into new website design is currently in progress.

Action 1.1(c)(ii)1 Brochures in progress
Incorporation of Institute and program success into new brochures is currently in progress.
Action 1.2(a)(i)1 Program review complete
Staff Retreat was held. Program curricula, instruction, delivery and processes reviewed, committees created. No further action required.

Action 1.2(b)(i)1 Strategic Plan complete
Staff Retreat & meetings complete. Mission, Vision and Value Statements have been revised. No further action required.

Action 1.3(a)(i)1 Continue with 80% Satisfaction level
Continue to maintain/improve on satisfaction ratings.

Action 1.3(b)(i)1 Staff Satisfaction in progress
Staff Satisfaction survey in design phase.
GOAL: 2. Exemplary Training And Service

Objective

2. Growth
Continually seek and develop partnership opportunities and collaborative efforts in order to introduce new training initiatives, services and professional development to the constituency and staff.


Indicator

2.1 E-Learning Website
Digital Technology Programs to develop and deliver a website to provide e-learning courses involving rich media (audio, video, text, interactivity, etc.), and learning management services at no charge to Law Enforcement leaders in Texas.

Criteria

2.1(a) August 2008
Expected delivery date of August 2008 for design completion and delivery.

Finding

2.1(a)(i) E-Learning Website Pending
E-Learning website is currently in development with an expected delivery date of August 2008.

Indicator

2.2 Ethics For Law Enforcement Leaders
Digital Technology Programs to develop and deliver a four (4) hour e-learning course that combines basic concepts of ethics with authentic scenarios for practical application.

Criteria

2.2(a) August 2008
Expected delivery date of August 2008 for design completion and delivery.

Finding

2.2(a)(i) Course Pending
Ethics for Law Enforcement Leaders is currently in development with an expected delivery date of August 2008.

Indicator

2.3 Building Effective Communication Skills For Law Enforcement
Digital Technology Programs to develop and deliver a four (4) hour e-learning course in practical communications within a police organization and with the general public.

Criteria

2.3(a) August 2008
Expected delivery date of August 2008 for design completion and delivery.

Finding

2.3(a)(i) Course Pending
Building Effective Communication Skills for Law Enforcement is currently in development with an expected delivery date of August 2008.

Indicator

2.4 Online Survey Engine
Digital Technology Programs to develop and deliver an online survey engine is a rich Internet application written in Adobe Flash. The application is easily configured to collect public opinion data, course evaluation information, and even serve as an online examination application.

Criteria

2.4(a) August 2008
Expected delivery date of August 2008 for design completion and delivery.

Finding

2.4(a)(i) Online Survey Engine Pending
Online Survey Engine is currently in development with an expected delivery date of August 2008.

Indicator

2.5 Agency Specific ICS Training
InCoSiT to develop and deliver an Intermediate ICS training session, in collaboration with MD Anderson Medical Center, for purposes of providing joint training to MD Anderson employees and Texas law enforcement, specifically a MD Anderson facility-based scenario.

Criteria

2.5(a) 2008
This training will be completed and delivered in 2008.
Actions for Objective:

2.1(a)(i) E-Learning Website Pending
With the E-Learning website currently in development with an expected delivery date of August 2008,

2.5(a)(i) Training Pending
Agency Specific ICS Training is currently in development and is scheduled to be completed and delivered in 2008.

2.6 Public Information Officer (PIO) Training
InCoSiT to develop and deliver a thirty (30) hour course for existing, new and potential PIOs in addition to administrative executives involved in public information collection, dissemination and oversight on behalf of their agency. The course aims to address the growing need for training related to NIMS (National Incident Management System) and Public Information Systems for primary spokespersons of agencies during crisis. (http://www.incosit.org/course%20schedule.htm)

Finding 2.6(a)(i) PIO Training Constructed & Delivered
The PIO Training course was successfully constructed in February 2008 with three (3) courses held: February 27th-29th, 2008; March 17th-19th, 2008; and, May 14th-16th, 2008.

Indicators

2.7 ICAMEO & UCAMEO
InCoSiT, in collaboration with Louisiana State University National Center for Biomedical Research and Training (NCBRT)/Academy of Counter Terrorist Education (ACE), will organize and host a two-part training program to the CAMEO (Computer-Aided Management of Emergency Operations) Suite. CAMEO is a public domain collection of software applications developed by the EPA, NOAA, the US Bureau of Census and the USGS to assist first responders and emergency planners. The first part of the training will be an Introduction to CAMEO Suite (ICAMEO), followed by UCAMEO (using CAMEO Suite), in Weapons of Mass Destruction incidents. (http://www.incosit.org/trainings.htm)

Finding 2.7(a)(i) ICAMEO Organized & Delivered
The ICAMEO training was successfully organized and delivered March 25th-27th, 2008.

Finding 2.7(a)(ii) UCAMEO Organized & Delivered
The UCAMEO training was successfully organized and delivered April 29th-May 1st, 2008.

Indicators

2.8 ICS Documentation Training
InCoSiT to develop and deliver a technical half-day training on ICS documentation.

Criteria 2.8(a) August 2008
This training will be completed with three (3) sessions delivered by August 2008.

Finding 2.8(a)(i) ICS Documentation Training Pending
The ICS Documentation Training is scheduled to be developed and delivered by August 2008.

Indicators

2.9 Research Department
The establishment of an appropriately staffed and funded research program.

Criteria 2.9(a) August 2008
To have commenced with the establishment of the program by August 31, 2008.

Finding 2.9(a)(i) Research Program pending
The establishment of the research program is scheduled to be operational by August 31, 2008.
Action 2.2(a)(i)1 Course pending
With the Ethics for Law Enforcement Leaders course having an expected delivery date of August 2008, action is pending.

Action 2.3(a)(i)1 Course Pending
With the Building Effective Communication Skills for Law Enforcement course having an expected delivery date of August 2008, action is pending.

Action 2.4(a)(i)1 Online Survey Engine Pending
With the Online Survey Engine having an expected delivery date of August 2008, action is pending.

Action 2.5(a)(i)1 Training Pending
With the Agency specific ICS training pending delivery, action is pending.

Action 2.6(a)(i)1 PIO Training Delivered
The Public Information Officer (PIO) training was constructed and delivered with success. No further action required.

Action 2.7(a)(i)1 ICAMEO training delivered
The ICAMEO training was successfully organized and delivered March 25th-27th, 2008. No further action required.

Action 2.7(a)(ii)1 UCAMEO training delivered
The UCAMEO training was successfully organized and delivered April 29th-May 1st, 2008. No further action required.

Action 2.8(a)(i)1 ICS Doc training pending
With the ICS Doc training pending delivery, action is pending.

Action 2.9(a)(i)1 Research Program pending
With the Research Program pending delivery, action is pending.
**GOAL: 2. Exemplary Training And Service**

**Objective**

3. Image And Visibility
To actively promote the Institute, its programs, services and success in training and service both domestically and internationally.

**Associated Goals:** 1. Center Of Excellence, 2. Exemplary Training And Service, 3. Advance Academic Excellence

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**Indicator**

3.1 Website
Enhance the Institute’s website so as to become an efficient and successful marketing tool.

**Criteria**

3.1(a) Committee
Establish a committee to address the enhancement of the Institute’s website layout to appeal to both domestic and international audiences.

**Finding**

3.1(a)(i) Committee Formed
During the Staff Retreat held December 13th-14th, 2007, a committee was formed for the purpose of enhancing the Institute’s website layout.

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**Indicator**

3.2 Brochures
Enhance Institute and program brochures so as to become an efficient and successful marketing tool.

**Criteria**

3.2(a) Committee
Establish a committee to address the enhancement of the Institute’s website layout to appeal to both domestic and international audiences.

**Finding**

3.2(a)(i) Committee Pending
Committee pending formation.

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**Indicator**

3.3 Constituencies
Utilize success ratings with established constituency relationships to assist in the promotion of the Institute’s image and visibility.

**Criteria**

3.3(a) 80+% Participant Satisfaction
Maintain or exceed an 80% standard on participant satisfaction with program/course curriculum; to be collected and measured at the conclusion of each training session.

**Finding**

3.3(a)(i) 80+% Participant Satisfaction Achieved
All programs achieved an 80+% satisfaction rating. Instructors are provided with a summary of their evaluations. The Executive Director receives a summary of the evaluations/ratings for each course for commentary purposes and action proposals as necessary. As needed and where possible, changes are made in instructors, curriculum and/or content and layout.

**Actions for Objective:**

**Action**

3.1(a)(i)1 Committee formed
The committee met on January 24th, 2008 and May 23rd, 2008 to view and discuss preliminary website changes inclusive of multi-lingual delivery. At this time, the launching of the new website is pending completion of content design. Therefore, the action is pending.

**Action**

3.2(a)(i)1 Committee formation pending
As the formation of the committee is pending, the action is pending as well.

**Action**

3.3(a)(i)1 Continue with 80+% Satisfaction level
Continue to maintain/improve on satisfaction ratings.
GOAL: 3. Advance Academic Excellence

Objective
1. Meet And Exceed The Needs
Meet and exceed the training, professional development and service needs of the constituency and staff.

Indicator
1.1 Evaluations
Program evaluations to be conducted and assessed in order to enhance/improve course delivery, develop requested training, and utilize success in marketing efforts.

Criteria
1.1(a) 80+% Participant Satisfaction
Maintain or exceed an 80% standard on participant satisfaction with program/course curriculum; to be collected and measured at the conclusion of each training session.

Finding
1.1(a)(i) 80+% Participant Satisfaction Achieved
All programs achieved an 80+% satisfaction rating. Instructors are provided with a summary of their evaluations. The Executive Director receives a summary of the evaluations/ratings for each course for commentary purposes and action proposals as necessary. As needed and where possible, changes are made in instructors, curriculum and/or content and layout.

Criteria
1.1(b) Institute Growth
Utilize program evaluations to assist in the development and implementation of new training initiatives, thereby contributing to the growth and success of the Institute.

Finding
1.1(b)(i) Agency Specific ICS Training
In 2008, InCoSiT to develop and deliver an Intermediate ICS training session, in collaboration with MD Anderson Medical Center, for purposes of providing joint training to MD Anderson employees and Texas law enforcement, specifically a MD Anderson facility-based scenario.

Finding
1.1(b)(ii) Public Information Officer Training
InCoSiT to develop and deliver a thirty (30) hour course for existing, new and potential PIOs in addition to administrative executives involved in public information collection, dissemination and oversight on behalf of their agency. The course aims to address the growing need for training related to NIMS (National Incident Management System) and Public Information Systems for primary spokespersons of agencies during crisis. The training was developed by February 2008 with three (3) sessions scheduled for delivery through August 2008: February 27th-29th, 2008; March 17th-19th, 2008; and, May 14th-16th, 2008.

Finding
1.1(b)(iii) ICAMEO & UCAMEO
InCoSiT, in collaboration with Louisiana State University National Center for Biomedical Research and Training (NCBRT)/Academy of Counter Terrorist Education (ACE), organized and hosted a two-part training program to the CAMEO (Computer-Aided Management of Emergency Operations) Suite. CAMEO is a public domain collection of software applications developed by the EPA, NOAA, the US Bureau of Census and the USGS to assist first responders and emergency planners. The first part of the training was an Introduction to CAMEO Suite (ICAMEO) held March 25th-27th, 2008, followed by UCAMEO (using CAMEO Suite), in Weapons of Mass Destruction incidents held April 29th-May 1st, 2008.

Finding
1.1(b)(iv) ICS Documentation Training
InCoSiT to develop and deliver a technical half-day training on ICS documentation by August 2008.

Criteria
1.1(c) Contribution to marketing efforts
Utilize program success to contribute to the marketing efforts of the Institute.

Finding
1.1(c)(i) Website
Institute and program success in the process of being incorporated into the website design.
Finding 1.1(c)(ii) Brochures
Institute and program success in the process of being incorporated into brochure designs.

**Indicator** 1.2 Organizational Review
Periodically review the Institute’s structure and processes so as to ensure functionality and success.

**Criteria** 1.2(a) Staff Retreat
Hold staff retreat.

**Finding** 1.2(a)(i) Staff Retreat Held
Staff retreat held December 13th & 14th, 2007 to discuss the Institute’s structure, processes, programs’ goals and objectives in addition to addressing areas of improvement and growth throughout.

**Criteria** 1.2(b) Strategic Plan
Construct the Institute’s Strategic Plan for the 2007-2010 time period.

**Finding** 1.2(b)(i) Staff Retreat Held
Staff retreat held December 13th & 14th, 2007 to discuss, in part, the Strategic Plan and to modify its parts through discussion.

**Indicator** 1.3 Training/Working Environment
Provide and maintain a positive and thriving training and working environment.

**Criteria** 1.3(a) 80+% Participant Satisfaction
Maintain or exceed an 80% standard on participant satisfaction with Institute training; to be collected and measured at the conclusion of each training session.

**Finding** 1.3(a)(i) 80+% Participant Satisfaction Achieved
All programs achieved an 80+% satisfaction rating. Instructors are provided with a summary of their evaluations. The Executive Director receives a summary of the evaluations/ratings for each course for commentary purposes and action proposals as necessary. As needed and where possible, changes are made in instructors, curriculum and/or content and layout.

**Criteria** 1.3(b) 80+% Staff Satisfaction
Maintain or exceed an 80% standard on staff satisfaction with working environment; to be collected and measured annually.

**Finding** 1.3(b)(i) Staff Survey Pending
Survey in development stages.

**Actions for Objective:**

**Action** 1.1(a)(i)(1) Continue with 80+% Satisfaction level
Continue to maintain/improve on satisfaction ratings.

**Action** 1.1(b)(i)(1) Agency specific training in progress
Agency specific ICS training is in progress.

**Action** 1.1(b)(ii)1 PIO training completed successfully
Public Information Officer (PIO) training was completed successfully.

**Action** 1.1(b)(iii)1 ICAMEO/UCAMEO training completed
ICAMEO & UCAMEO training initiatives completed successfully.

**Action** 1.1(b)(iv)1 ICS Doc training in progress
ICS Documentation training is currently in progress.

**Action** 1.1(c)(i)1 Website design in progress
Incorporation of Institute and program success into new website design is currently in progress.

**Action** 1.1(c)(ii)1 Brochures in progress
Incorporation of Institute and program success into new brochures is currently in progress.
Action 1.2(a)(i)1 Program review complete
Staff Retreat was held. Program curricula, instruction, delivery and processes reviewed, committees created. No further action required.

Action 1.2(b)(i)1 Strategic Plan complete
Staff Retreat & meetings complete. Mission, Vision and Value Statements have been revised. No further action required.

Action 1.3(a)(i)1 Continue with 80% Satisfaction level
Continue to maintain/improve on satisfaction ratings.

Action 1.3(b)(i)1 Staff Satisfaction in progress
Staff Satisfaction survey in design phase.
GOAL: 3. Advance Academic Excellence

Objective
2. Growth
Continually seek and develop partnership opportunities and collaborative efforts in order to introduce new training initiatives, services and professional development to the constituency and staff.


Indicator
2.1 E-Learning Website
Digital Technology Programs to develop and deliver a website to provide e-learning courses involving rich media (audio, video, text, interactivity, etc.), and learning management services at no charge to Law Enforcement leaders in Texas.

Criteria
2.1(a) August 2008
Expected delivery date of August 2008 for design completion and delivery.

Finding
2.1(a)(i) E-Learning Website Pending
E-Learning website is currently in development with an expected delivery date of August 2008.

Indicator
2.2 Ethics For Law Enforcement Leaders
Digital Technology Programs to develop and deliver a four (4) hour e-learning course that combines basic concepts of ethics with authentic scenarios for practical application.

Criteria
2.2(a) August 2008
Expected delivery date of August 2008 for design completion and delivery.

Finding
2.2(a)(i) Course Pending
Ethics for Law Enforcement Leaders is currently in development with an expected delivery date of August 2008.

Indicator
2.3 Building Effective Communication Skills For Law Enforcement
Digital Technology Programs to develop and deliver a four (4) hour e-learning course in practical communications within a police organization and with the general public.

Criteria
2.3(a) August 2008
Expected delivery date of August 2008 for design completion and delivery.

Finding
2.3(a)(i) Course Pending
Building Effective Communication Skills for Law Enforcement is currently in development with an expected delivery date of August 2008.

Indicator
2.4 Online Survey Engine
Digital Technology Programs to develop and deliver an online survey engine is a rich Internet application written in Adobe Flash. The application is easily configured to collect public opinion data, course evaluation information, and even serve as an online examination application.

Criteria
2.4(a) August 2008
Expected delivery date of August 2008 for design completion and delivery.

Finding
2.4(a)(i) Online Survey Engine Pending
Online Survey Engine is currently in development with an expected delivery date of August 2008.

Indicator
2.5 Agency Specific ICS Training
InCoSiT to develop and deliver an Intermediate ICS training session, in collaboration with MD Anderson Medical Center, for purposes of providing joint training to MD Anderson employees and Texas law enforcement, specifically a MD Anderson facility-based scenario.

Criteria
2.5(a) 2008
This training will be completed and delivered in 2008.
Actions for Objective:

2.5(a)(i) Training Pending
Agency Specific ICS Training is currently in development and is scheduled to be completed and delivered in 2008.

Indicator 2.6 Public Information Officer (PIO) Training
InCoSiT to develop and deliver a thirty (30) hour course for existing, new and potential PIOs in addition to administrative executives involved in public information collection, dissemination and oversight on behalf of their agency. The course aims to address the growing need for training related to NIMS (National Incident Management System) and Public Information Systems for primary spokespersons of agencies during crisis.
(http://www.incosit.org/course%20schedule.htm)

Criteria 2.6(a) February 2008
This training will be developed by February 2008 with three (3) sessions delivered through August 2008.

Finding 2.6(a)(i) PIO Training Constructed & Delivered
The PIO Training course was successfully constructed in February 2008 with three (3) courses held: February 27th-29th, 2008; March 17th-19th, 2008; and, May 14th-16th, 2008.

Indicator 2.6(a) February 2008
This training will be developed by February 2008 with three (3) sessions delivered through August 2008.

Finding 2.6(a)(i) PIO Training Constructed & Delivered
The PIO Training course was successfully constructed in February 2008 with three (3) courses held: February 27th-29th, 2008; March 17th-19th, 2008; and, May 14th-16th, 2008.

Indicator 2.7 ICAMEO & UCAMEO
InCoSiT, in collaboration with Louisiana State University National Center for Biomedical Research and Training (NCBRT)/Academy of Counter Terrorist Education (ACE), will organize and host a two-part training program to the CAMEO (Computer-Aided Management of Emergency Operations) Suite. CAMEO is a public domain collection of software applications developed by the EPA, NOAA, the US Bureau of Census and the USGS to assist first responders and emergency planners. The first part of the training will be an Introduction to CAMEO Suite (ICAMEO), followed by UCAMEO (using CAMEO Suite), in Weapons of Mass Destruction incidents.
(http://www.incosit.org/trainings.htm)

Criteria 2.7(a) Spring 2008
This training will be organized and delivered by the Spring of 2008.

Finding 2.7(a)(i) ICAMEO Organized & Delivered
The ICAMEO training was successfully organized and delivered March 25th-27th, 2008.

Finding 2.7(a)(ii) UCAMEO Organized & Delivered
The UCAMEO training was successfully organized and delivered April 29th-May 1st, 2008.

Indicator 2.8 ICS Documentation Training
InCoSiT to develop and deliver a technical half-day training on ICS documentation.

Criteria 2.8(a) August 2008
This training will be completed with three (3) sessions delivered by August 2008.

Finding 2.8(a)(i) ICS Documentation Training Pending
The ICS Documentation Training is scheduled to be developed and delivered by August 2008.

Indicator 2.9 Research Department
The establishment of an appropriately staffed and funded research program.

Criteria 2.9(a) August 2008
To have commenced with the establishment of the program by August 31, 2008.

Finding 2.9(a)(i) Research Program pending
The establishment of the research program is scheduled to be operational by August 31, 2008.

Action 2.1(a)(i)1 E-Learning Website Pending
With the E-Learning website currently in development with an expected delivery date of August 2008,
action is pending.

**Action 2.2(a)(i)1** Course pending
With the Ethics for Law Enforcement Leaders course having an expected delivery date of August 2008, action is pending.

**Action 2.3(a)(i)1** Course Pending
With the Building Effective Communication Skills for Law Enforcement course having an expected delivery date of August 2008, action is pending.

**Action 2.4(a)(i)1** Online Survey Engine Pending
With the Online Survey Engine having an expected delivery date of August 2008, action is pending.

**Action 2.5(a)(i)1** Training Pending
With the Agency specific ICS training pending delivery, action is pending.

**Action 2.6(a)(i)1** PIO Training Delivered
The Public Information Officer (PIO) training was constructed and delivered with success. No further action required.

**Action 2.7(a)(i)1** ICAMEO training delivered
The ICAMEO training was successfully organized and delivered March 25th-27th, 2008. No further action required.

**Action 2.7(a)(ii)1** UCAMEO training delivered
The UCAMEO training was successfully organized and delivered April 29th-May 1st, 2008. No further action required.

**Action 2.8(a)(i)1** ICS Doc training pending
With the ICS Doc training pending delivery, action is pending.

**Action 2.9(a)(i)1** Research Program pending
With the Research Program pending delivery, action is pending.
GOAL: 3. Advance Academic Excellence

Objective 3. Image And Visibility
To actively promote the Institute, its programs, services and success in training and service both domestically and internationally.


Indicator 3.1 Website
Enhance the Institute’s website so as to become an efficient and successful marketing tool.

Criteria 3.1(a) Committee
Establish a committee to address the enhancement of the Institute’s website layout to appeal to both domestic and international audiences.

Finding 3.1(a)(i) Committee Formed
During the Staff Retreat held December 13th-14th, 2007, a committee was formed for the purpose of enhancing the Institute’s website layout.

Indicator 3.2 Brochures
Enhance Institute and program brochures so as to become an efficient and successful marketing tool.

Criteria 3.2(a) Committee
Establish a committee to address the enhancement of the Institute’s website layout to appeal to both domestic and international audiences.

Finding 3.2(a)(i) Committee Pending
Committee pending formation.

Indicator 3.3 Constituencies
Utilize success ratings with established constituency relationships to assist in the promotion of the Institute’s image and visibility.

Criteria 3.3(a) 80+% Participant Satisfaction
Maintain or exceed an 80% standard on participant satisfaction with program/course curriculum; to be collected and measured at the conclusion of each training session.

Finding 3.3(a)(i) 80+% Participant Satisfaction Achieved
All programs achieved an 80+% satisfaction rating. Instructors are provided with a summary of their evaluations. The Executive Director receives a summary of the evaluations/ratings for each course for commentary purposes and action proposals as necessary. As needed and where possible, changes are made in instructors, curriculum and/or content and layout.

Actions for Objective:

Action 3.1(a)(i)1 Committee formed
The committee met on January 24th, 2008 and May 23rd, 2008 to view and discuss preliminary website changes inclusive of multi-lingual delivery. At this time, the launching of the new website is pending completion of content design. Therefore, the action is pending.

Action 3.2(a)(i)1 Committee formation pending
As the formation of the committee is pending, the action is pending as well.

Action 3.3(a)(i)1 Continue with 80+% Satisfaction level
Continue to maintain/improve on satisfaction ratings.