

## **Criminal Justice, LEMIT (2007 - 2008)**

Filter by:

# 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.

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

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## 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

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## 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.

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.

**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.

**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 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: 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.

*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.

## 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.

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

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## 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: 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.

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

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## 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.

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.

**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.

**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 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: 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.

## 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: 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.

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

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## 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 process 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.

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

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#### 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.

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.

**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.

**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 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.

*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.

## 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.