

## **California Association of Police Training Officers CAPTO Yahoo Group Member Handbook**

This group is the private forum of CAPTO members. The purpose of the CAPTO Yahoo Group is to facilitate networking and the exchange of information between training managers. CAPTO is dedicated to:

- Providing its members with a forum that promotes the highest standards of professionalism, education, and service;
- Providing its members with a network for peer-to-peer support, mutual assistance, and the exchange of knowledge, information, ideas, techniques and other areas of mutual concern or interest in the police training community;
- Providing assistance to our junior members to help them succeed in their new assignment;
- Fostering a positive image, and better understanding of the training manager's role;
- Providing coordination in development of police training programs which may qualify for state, federal or private financial support, sponsorship or other means of implementation; and
- To practice and encourage cooperation between law enforcement agencies, member associations, and other member entities which provide (or benefit from) effective law enforcement training.

### **History**

CAPTO, a statewide organization, evolved from an informal group of training officers who began meeting in 1959 to share instructional ideas, knowledge and materials of common interest and concern.

The physical size of the State of California made a single group/single meeting place approach unworkable, so the state was divided into three primary CAPTO regions: Northern, Central and Southern. Each region annually elects a Board of Directors and holds meetings. In certain areas, geographical conditions dictate further subdivision as in Central (Coast) and Central (Valley) districts, with the possibility of more districts to follow.

An Executive Director coordinates inter-regional CAPTO business, assists the regional directors as needed and keeps general membership records. The Newsletter Editor and Webmaster assembles news of regional training events and schedules into one publication for quarterly statewide distribution.

This group is designed to bringing members even closer.

## CAPTO Yahoo Group Member Guidelines

This document contains a description of the group's features and instructions for using them. Except for posting and receiving messages via email, all other features are accessed from the CAPTO Yahoo Group's home page. The CAPTO Yahoo Group is a private group restricted to CAPTO members and can be accessed through a link on the CAPTO website.

The group home page is <http://groups.yahoo.com/group/capto>. The group email is [capto@yahoogroups.com](mailto:capto@yahoogroups.com). The administrator for the CAPTO Yahoo Group is Rosanna McKinney, newsletter editor and webmaster. Any need to contact the administrator can be accomplished by sending an email to [rosannamckinney@yahoo.com](mailto:rosannamckinney@yahoo.com).

When members join CAPTO, the Fiscal Officer will notify the CAPTO Yahoo Group administrator. The administrator will send an email to the CAPTO member inviting them to join the group. It is highly recommended, but not required, that members get a free Yahoo account so you can make the most of the CAPTO Yahoo group. **Due to the nature of our work, it is highly recommended members do not make their profile public.** When dues expire, the member will be given a 30-day grace period before automatically being removed from the Group.

In the event of any questions or issues, the administrator will consult with CAPTO's Executive Director. The administrator will be required to provide regular reports at State Board meetings regarding the progress and/or use of the Group.

### Messages

Members should respect the confidentiality of the CAPTO Yahoo Group and not distribute information in other forums. When posting messages, members should remember nothing is completely confidential. Content could be copied by a member for another, more public forum and members will have access to the message archives.

**Posting messages:** Messages must be on a topic consistent with the group's purpose. Excessive off-topic posts, complaints from other members or violation of the guidelines may result in the member being moderated. Being moderated means all messages from that member will be approved by the administrator before they are posted. Continued abuse could result in the loss of CAPTO Yahoo Group privileges.

CAPTO Yahoo Group members can post and read messages through their email or from the Group home page. To post a message, send an email to [capto@yahoogroups.com](mailto:capto@yahoogroups.com) or post it using the option on the CAPTO Yahoo Group's message area.

Spirited debate is encouraged, however, messages that are rude, deliberately inflammatory, or are a personal attack on any member will not be tolerated. If continued, after being warned by the administrator, the member will be removed from the CAPTO Yahoo Group.

It is recognized discussions may sometimes wander off-topic or become inappropriate to the CAPTO Yahoo Group purpose. Holiday well wishes and similar group emails should be directed to individual members' personal email and not the group. Using discretion, the administrator may declare a thread closed. Once closed, no further posts on that topic are allowed.

**Replaying to messages:** When replying to a message, it is best to trim quotes from previous messages. Leave only enough text so the context of your reply is understood. This is especially important to prevent members who opted to get messages in a digest from receiving excessively large emails. Imbedded HTML is not allowed and is automatically removed.

**Attachments:** Use of space for the CAPTO Yahoo Group is limited. Therefore, email attachments are prohibited. Documents, photos and files to be shared with CAPTO Yahoo Group members will be submitted directly to the administrator. These items will be stored on the CAPTO website and linked on the CAPTO Yahoo Group page. Attachments are subject to the following rules:

- Graphics must be in GIF or JPG format. (The administrator can export a graphic to these formats if needed.)
- The administrator may elect to convert a document or image for the purpose of reducing the size of large files. Converting will not change the content or intent of the item.

### **Special Rules for Vendors**

As a feature of having a free Yahoo Group, Yahoo may include sponsored links to on the perimeter of the Yahoo Group page.

CAPTO does not endorse vendors. However, many vendors sponsor CAPTO Conferences and may join as CAPTO corporate associate members. As a CAPTO member, they are invited to join the CAPTO Yahoo Group. These members may exchange information with other CAPTO Yahoo Group members in compliance with "Commercial Messages."

### **Commercial Messages:**

1. Direct posting of advertisements to the group is prohibited.
2. Vendors may not solicit opinions about a competitor's products or services.
3. Vendors may not solicit business.
4. Vendors may have studies, white papers, technical documents, and other resources useful to the group placed in the library. The vendor will be given acknowledgement and credit for their contributions.
5. Vendors may post requests for information. Replies and subsequent discussions should be off-list unless it has a very clear value to the membership as a whole.
6. Members may post a request for a vendor to contact them, but all further discussion must be off-list, including any acknowledgement of the request by the vendor.

## **Special Rules for Posting News Articles:**

News articles that apply to law enforcement training may be posted as discussion threads. Members posting a news article as a thread will include:

- Put *News* at the beginning of the subject.
- Always identify the source. If the article is copyrighted, you must include the copyright information in the post.
- Include the URL to the original story if known. Place the URL at the end of the story

## **Special Note Regarding Copyrights:**

We believe that posting articles to the forum falls within the “fair use” provisions of the U.S. Copyright Law providing that the following is strictly understood and followed: “This site contains copyrighted material, the use of which has not always been specifically authorized by the copyright owner. We are making such material available in the public safety interest to advance the understanding of important issues consistent with the purposes of this forum. We believe this constitutes a ‘fair use’ of any such copyrighted material as provided for in section 107 of the US Copyright Law. In accordance with Title 17 U.S.C. Section 107, the material on this site is distributed without profit to those who have expressed a prior interest in receiving the included information for research and educational law enforcement training purposes (reference: <http://www.law.cornell.edu/uscode/17/107.shtml>). If you wish to use copyrighted material from this site for your own purposes, it is solely your responsibility to insure compliance with the copyright statute, and to obtain, if necessary, copyright clearance from the copyright holder, including the payment of any applicable fees”.

## **Library**

The Library is a valuable resource offered by the group. It is found in the Links area. The Library may contain, but is not limited to, shared forms, course information, book recommendations, announcements, group documents (such as this handbook), tapes, manuals, and studies. Some of the resources in the library may be restricted. See the following note for information about restricted access.

The administrator is always open to suggestions for adding to or improving the library. Suggestions may be made by posting them to the CAPTO Yahoo Group or sending an email directly to the administrator.

**To Have a File Uploaded:** To have a file uploaded, send it as an attachment in an email to the administrator. Include a description of the file, and indicate if it is open access or restricted. The file will be added to the library, entered into the library catalog, and a notification of the new file will be sent to the group.

**Special Note about Restricted Files:** Certain files may be restricted because of the sensitive nature of their content, to prevent accidental release of personal or confidential information, to safeguard documents not intended for general release, or for any reason if the person supplying the document requested restriction. The file or link description will indicate if restricted access applies.

Restriction will mean the file is password protected. Passwords will be given to CAPTO members upon request by sending an email to the administrator. Make sure you include the name of the document or link you want to access, the reason for the request. **Members should not share passwords or restricted files in order to protect the confidentiality of such files.**

### **Calendar**

All members may access the calendar. To have an event placed on the calendar, send an email to the administrator. After being entered into the calendar, a message consistent with the group's rules will be posted. The calendar will automatically send a reminder to the group two weeks and one week before the first day of the event.

Event announcements may be posted directly to the group. Events may be national, regional, or local, but must be relevant to the law enforcement training community. Valid events include, but are not limited to, conferences, meetings, and classes. In the email to the administrator, include:

- A description of the event.
- Dates and times of the event.
- URL of the event's website, if available.
- Complete contact and registration information.

### **Database, Links and Photos**

The CAPTO Yahoo Groups may be expanded to include a database of materials and photos if needed.

### **Help**

If you have any questions, comments, concerns about the group, or need further assistance, email the administrator or use the Yahoo Help Feature