



The National Prevention Toolkit on Officer-Involved Domestic Violence

How to use the National Prevention Toolkit on Officer-Involved Domestic Violence – SINGLE POINT OF CONTACT Login Instructions

The National Prevention Toolkit on Officer-Involved Domestic Violence is a free, online training resource for all criminal justice officers. <http://nationaltoolkit.csw.fsu.edu>

The following modules are available beginning April 2013:

Module One specifically addresses the dynamics and consequences of officer-involved domestic violence.

Module Two provides valuable risk-management information to *administrators and supervisors*.

You have been designated as the **SINGLE POINT OF CONTACT** within your agency to communicate with Florida State University. The Single Point of Contact will be given the codes to use the Toolkit as well as posters and multimedia material.

How to Engage Officers in Your Agency

Step One: Complete the training yourself, using the attached instructions (Individual User login instructions) prior to having any other officers take it.

Step Two: Contact Zachary Summerlin (850-644-1715 or zsummerlin@fsu.edu) with any questions you have or problems you encountered while completing each training module.

Step Three: Determine the best method of distributing the attached Individual User login instructions to officers within your agency.

Step Four: Ensure that each officer has access to the general username and password in the attached Individual User login instructions so he or she can complete the training.

This is a password-protected training. These passwords are for your agency's criminal justice personnel only. Do NOT give the username or password to any non-personnel. (Additional login information is available for *family members* and *spouses/intimate partners* of criminal justice officers. Contact the FSU Institute for Family Violence Studies for these logins).

After logging on for the first time, each officer will be directed to create a Unique User ID and password. It is suggested that an officer use something familiar since **we cannot retrieve the Unique User ID**. Therefore each officer must remember his

or her Unique User ID. This Unique User ID notes the completion of a module so an officer can simply log in to access his or her certificates of completion.

Step Five: Please allow your officers 60 minutes to complete each training module. After each officer completes the online training, he or she should print a copy of the Certificate of Completion and return this to you or your agency's Human Resources representative to be placed in the corresponding officer's personnel file.

NOTE: Certificates of Completion **WILL NOT** include the officer's name or Unique User ID on it. This is to assure the user that the training is anonymous. The Certificates **WILL** have a unique completion code on them in order to prevent duplication within the agency (No two officers will have the same unique complete code). Each officer will need to write his or her name on the Certificate of Completion.

NOTE: These are prevention tools and should not be used after an officer has committed domestic violence.

Research Surveys: There are voluntary, confidential research pre and post surveys that are included in the training. These cannot be linked back to any user or agency. Data is collected in the aggregate form to help us to evaluate the effectiveness of the training, add to the knowledge base, and improve services for officers. Your agency *will not be able to link any responses to any user.*

If you have any questions, please have your agency designee contact:

Zachary Summerlin
Program Coordinator
National Prevention Toolkit
850-644-1715
zsummerlin@fsu.edu

brought to you by

