

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

MEETING 3

Office of the Attorney General
San Francisco State Building
10:00 A.M., February 10, 1960

Proposed Agenda for the meeting attached - Exhibit 1.

The meeting was convened at 10:10 A.M. by Chairman John R. Ficklin. A quorum of the following Commissioners present:

JOHN R. FICKLIN, Chairman
GENE S. MUEHLEISEN, Vice Chairman
ALLEN B. COTTAR
JAMES V. HICKS
DAN KELSAY
MARTIN C. McDONNELL

Commissioner Leask arrived during the candidate interviews due to his air flight being delayed on account of weather conditions.

MINUTES - PRIOR MEETINGS

Vice Chairman Gene Muehleisen moved and Commissioner James Hicks seconded, approval of the Minutes of the meeting of October 21. Motion approved unanimously.

By order of the Chairman the Minutes of the meeting of the Subcommittee - Executive Secretary application review of December 17, 1959 were approved.

Moved by Commissioner Hicks, seconded by Commissioner Cottar, Minutes of meeting of January 21, 1960, unanimously approved.

MINUTES - STYLE

The Commission found that the pattern for the Minutes (as submitted) would be followed in general form with the exception that the subsequent preparations would have Captions or Subject Titles prior to the paragraph of recordation; that these Titles or Subjects should follow the topics of the agenda. This was the unanimous agreement of the Commissioners present.

CANDIDATE INTERVIEW - EXECUTIVE SECRETARY

The Commission discussed at length the manner in which the interviews would be conducted and the various factors they felt would be the most prominent in their consideration of the candidate.

CANDIDATE INTERVIEW - EXECUTIVE SECRETARY, Continued

Candidate William Kummer had withdrawn from further consideration.

Chairman Ficklin informed the Commission of the conduct of the Screening Committee and the basis upon which that committee agreed upon the names submitted for the Commission review.

The Commission agreed that any misgivings concerning a candidate would be revealed during the interview that the candidate might have the benefit of explaining anything that might appear contrary to his candidacy and it was further agreed that each Commissioner would have ample opportunity for his individual interrogation. While it was felt the interview should be confined to a thirty (30) minute period, there was no definite time limitation established. As a consequence of this discussion it was:

Moved by Commissioner Kelsay, seconded by Commissioner Hicks, and unanimously carried, that the Commissioners be informed of any information the individual Commissioner might have of the candidate prior to the interview and that the applicant be informed of this condition during the interrogation.

The Commission agreed to interview the candidates in the following order: (1) Charles E. Grant; (2) Walter Koenig; (3) John Holstrom.

The Commission agreed that the interviews be recorded. This was accomplished by Secretary Florence Crozier and Acting Secretary Eugene Huston was to be the custodian of the transcript.

The interviews commenced at approximately 10:30 A.M. and were not concluded until approximately 1:15 P.M.

Following the interviews a ballot was taken and Chief of Police John Holstrom was unanimously selected as the Executive Secretary to the Commission on Peace Officer Standards and Training by motion duly made by Commissioner Hicks and seconded by Commissioner Cottar.

OPERATING BUDGET

(Exhibit 2 attached)

After a short discussion of the proposed budget and with the knowledge that it was of a tentative format (subject to change by experience and the forthcoming policies of the Commission) the proposed budget for the Commission for the fiscal year 1960-61 was approved.

Moved by Commissioner Hicks, seconded by Vice Chairman Muehleisen, the tentative budget was adopted unanimously.

FINANCIAL STATEMENT

(Exhibit 3 attached)

Acting Secretary Eugene Huston presented to the Commission the latest information from the State Controller and the State Treasurer on the revenues to the Police Officers' Training Fund.

LETTERHEAD

(Exhibit 4 attached)

The Commission unanimously approved the letterhead sample submitted by Acting Secretary Huston who was instructed to purchase a minimum supply.

EXECUTIVE OFFICER

The Commission discussed the use of the title Executive Secretary for their administrative officer and it was decided that the reference Secretary had connotations unsatisfactory to a principal officer of the Commission.

Moved by Commissioner Hicks and seconded by Commissioner Leask that the title for the position remain in its formal status as Executive Secretary but that the operating or working title be referred to as Executive Officer. The motion was unanimously approved.

OFFICE SPACE

(Exhibit 5 attached)

A diagram was supplied the Commission for the minimum space requirements for the Commission and its staff.

It was moved by Commissioner Kelsay and seconded by Commissioner McDonnell that the office plan as submitted by Acting Secretary Huston be accepted and that the Acting Secretary pursue the acquisition of such space. The motion was unanimously carried.

SUBVENTION

SONOMA

A letter of inquiry was received from James F. Baker, City Administrator, City of Sonoma, Sonoma, California, inquiring of the forms and procedures re application of aid from the Commission.

The matter was referred to the Executive Officer.

CORRESPONDENCE (Copies not attached to this preparation because samples submitted to the Commissioners with the agenda for the 2/10/60 meeting).

DR. MARCEL FRYM
Matter was taken under consideration for further discussion at the first meeting arranged for Southern California.

ALEXANDER POPE
Communication was received by the Commission and placed in file.

MELVIN HAWLEY
This communication was regarding "Preemployment Peace Officers Psychological Testing". The Commission referred the matter to the Executive Officer.

MELVIN HAWLEY
Re printing of the Penal Code. The Commission referred the matter to Acting Secretary Huston since it appeared that the solution to this problem would be found within the operation of the Department of Justice.

SYLLABUS
This item represented a transmittal from Charles Grant regarding the curricula and program of training for the Northern California Peace Officers' school.

The matter was referred to the Executive Officer.

REMARKS

Since this concluded the major portion of the agenda the Reporter was excused.

TRAVEL EXPENSES

The Commissioners conferred with the Acting Secretary, for considerable time, regarding the various aspects of travel expense rules and regulations and those present completed the necessary forms for Power of Attorney required by the Accounting Office and (received in return) a Revolving Fund travel advance check in the amount of \$150.00. It was agreed that the Accounting Office of the Department of Justice would thereafter prepare the travel expense vouchers for the Commissioners in accordance with receipts, and, information regarding time, that the Commissioners would submit to Mr. Huston in accordance with the letter on travel expense that the Accounting Office had issued to each of the Commissioners prior to this meeting.

MEETING DATE

April 1, 1960, Sacramento, California, concordant with the Executive Officer assuming his duties with the Commission.

ADJOURNMENT

Moved by Commissioner Kelsay, seconded by Commissioner Hicks, and motion unanimously carried, at 2:40 P.M., February 10.

ATTEST:

Eugene Huston (Acting Secretary)

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

AGENDA

Meeting - February 10, 1960 10:00 A.M.
San Francisco State Building

1. Consideration, Minutes prior meetings
 - a. October 21, 1959
 - b. Executive Secretary Subcommittee December 17, 1959
 - c. January 21, 1960

Consider style and format of Minutes

2. Candidate Interview - Executive Secretary
 - Charles E. Grant
 - John D. Holstrom
 - Walter R. Koenig
3. Operating Budget Proposal
4. Financial Statement
5. Commissioners' Travel Expenses
6. Commission Letterhead
7. Office Space
8. Soncma, inquiry re Application of Aid
9. Miscellaneous Correspondence
 - a. Frym
 - b. Governor's Office - Pope
 - c. Hawley - re Psychological Testing
 - d. re Penal Code
 - e. Kummer
 - f. Syllabus - Northern California Peace Officers' School,
Charles E. Grant
10. Commissioners' Subjects
11. Peper Application
12. Meeting Publicity
13. Adjournment Motion.

EUGENE HUSTON
 CHIEF ADMINISTRATIVE OFFICER
 Department of Justice

The attached estimate appears in
 Governor's printed budget now before
 the Legislature.

AND TRAINING

	<u>1959-60</u>	<u>1960-61</u>
	-	-
	3,960	10,344
	2,148	4,404
	<u>1,770</u>	<u>3,720</u>
	7,878	18,468
Operating Expense	<u>1959-60</u>	<u>1960-61</u>
General Expense	1,000	2,500
Printing	-	3,000
Communications	400	1,000
Travel	10,000	17,500
Building Space	<u>800</u>	<u>2,400</u>
Total Operating Expense	12,200	26,400
Equipment	<u>1959-60</u>	<u>1960-61</u>
Desk, standard	170	
Desk, typist - 2	320	
Chair, swivel	115	
Chair, typist - 2	104	
Table	90	
Typewriter, electric	400	
Typewriter, standard	220	
Conference table	250	
Conference recording setup	750	
Files - 2	300	
Chairs, side - 15	1,200	
Miscellaneous	500	
Projector		500
Miscellaneous		<u>1,500</u>
Total Equipment	4,419	2,000
TOTAL BUDGET	<u>24,497</u>	<u>46,868</u>

PEACE OFFICERS' TRAINING FUND

FINANCIAL STATEMENT

Revenue
as of February 9, 1960

\$45,775.04

Expenditures
as of February 9, 1960

\$ 390.14

Department of Justice



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
104 LIBRARY AND COURTS BUILDING
SACRAMENTO 14, CALIFORNIA

CHAIRMAN

LOHN R. FICKLEN
CITY MANAGER
VALLEJO

VICE CHAIRMAN

GENE S. MUEBLEISEN
CAPTAIN, POLICE DEPARTMENT
SAN DIEGO

COMMISSIONERS

ROBERT T. ANDERSEN
ADMINISTRATIVE OFFICER
RIVERSIDE COUNTY

HOWARD W. CAMPEN
COUNTY EXECUTIVE
SANTA CLARA COUNTY

ALLEN B. COTTAR
SHERIFF
SISKIYOU COUNTY

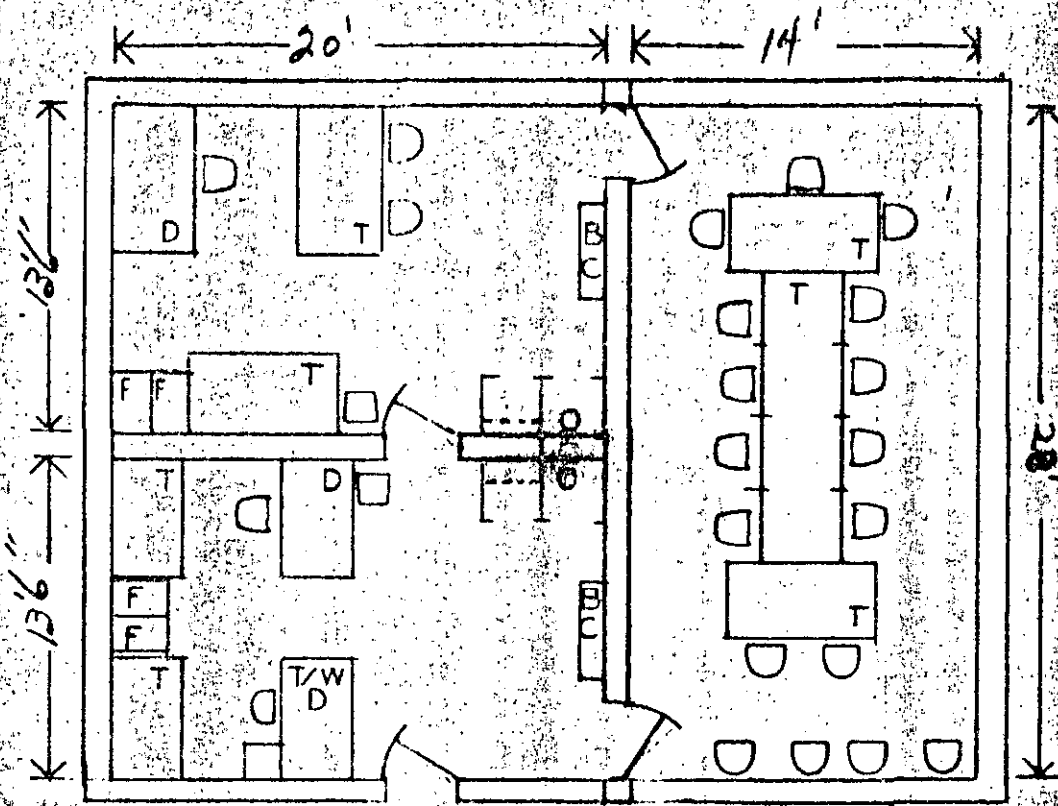
JAMES V. HICKS
CHIEF OF POLICE
SACRAMENTO

DAN KELSAY
SHERIFF
STANISLAUS COUNTY

SAMUEL LEASK, JR.
CITY ADMINISTRATIVE OFFICER
LOS ANGELES, CITY

MARTIN C. McDONNELL
CHIEF OF POLICE
SAN MATEO

EXECUTIVE OFFICER



COMMISSION
ON PEACE OFFICERS'
STANDARDS AND TRAINING

OFFICES SACTO
LA

MIN. NEED

SCALE 1/8" = 1'

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

MEETING of January 21 19 60

APPROVED

February 10 19 60

Unanimous X : as Amended : as Corrected : By Order of the Chair :

<u>COMMISSIONER</u>	<u>MOVED</u>	<u>SECOND</u>	<u>PRESENT</u>	<u>ABSENT</u>
ANDERSEN _____	---	---	<u>X</u>	---
CAMPEN _____	---	---	<u>X</u>	---
COTTAR _____	---	<u>X</u>	<u>X</u>	---
FICKLIN _____	---	---	<u>X</u>	---
HICKS _____	<u>X</u>	---	<u>X</u>	---
KELSAY _____	---	---	<u>X</u>	---
LEASK _____	---	---	<u>X</u>	---
McDONNELL _____	---	---	<u>X</u>	---
MUEHLEISEN _____	---	---	---	<u>X</u>