

MEMORANDUM

Department of Justice

LSA

TO: All Commissioners
FROM: Executive Officer
SUBJECT: Proposed Agenda
Commission Meeting of February 7, 1961

AT Sacramento
DATE January 4, 1961

1. Approval of Minutes of December 7, 1960.
2. Approval of Expense Claims.
3. Financial Report.
4. Certification of Schools.
5. Status report on the program.
6. Pending from last meeting:
 - (a) Report on use of private vehicle.
 - (b) Assistant to the Executive Officer
 - (c) Terms of Chairman and Vice-Chairman
 - (d) Training and/or work in excess of an eight-hour day
7. Report of Sub-Committee on Legislation.
8. Date, place and suggested agenda items for next meeting.
9. Adjourn.

Gene
GENE S. MUEHLEISEN

*Thermon C. sent to Dr. A. C. Hermann, Head
2/2/61 dept. of Police Services adm.
Long Beach State College
Long Beach 4, Cal.*

10th
State of California
Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

February 7, 1961
San Francisco

The meeting was called to order by Chairman Ficklin at 10:25 A.M. A quorum was present:

LOHN R. FICKLIN, Chairman
MARTIN C. MC DONNELL, Vice Chairman
HOWARD CAMPEN
JAMES V. HICKS
DAN KELSAY
ALLEN B. COTTAR
ROBERT S. SEARES
SAMUEL LEASK, JR.
GEORGE H. BRERETON, ex-officio, representing
the Attorney General

Absent: ROBERT T. ANDERSEN

Also Present: GENE S. MUEHLEISEN, Executive Officer
T. L. OLSON, State Dep't. of Personnel, Sacramento
BEN FOWLKES, Personnel Officer, Dep't. of Justice, S.F.

APPROVAL OF MINUTES

Motion was made by Kelsay, seconded by Hicks, and hearing no objections, the Chairman ordered that the minutes of December 7, 1960, be approved.

ASSISTANT TO THE EXECUTIVE OFFICER

This item was taken out of agenda sequence at the pleasure of the Commission to enable Messrs. Olson and Fowlkes to discuss the topic.

Mr. Olson pointed out that he recommended certain changes in the qualifications. (For copy of California State Personnel Board Specification for the position of Assistant to Executive Officer, see Attachment "A") The education requirements originally called for "A minimum of 60 college credits"; it now states, "Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)"

Mr. Olson also stated that the State Personnel Board would undoubtedly disapprove the recommended weight of 70% oral and 30% written. Motion was made by Leask that the Commission accept the recommendation of relative weights of 50% written and 50% oral in the examination for this position. Seconded by Hicks and unanimously carried.

The oral examination will be conducted by a three-man Board comprised of one person from the State Personnel Board, one outside person who has an appropriate background in law enforcement, and one or more representatives of the Commission. Mr. Olson confirmed the fact that it was possible for an applicant to be disqualified on the basis of the oral examination, regardless of a high achievement in the written examination.

A State Personnel Board hearing will be held on March 2 in Sacramento for establishment of the class of this position. The Executive Officer will attend.

APPROVAL OF EXPENSE CLAIMS

The following travel expense claims of the Executive Officer were declared approved by the Chairman after calling for discussion and hearing no objections:

| | | |
|-------------------|---|---------|
| December 15, 1960 | Bakersfield | \$ 6.93 |
| December 15, 1960 | Visalia & Bakersfield | 16.05 |
| December 30, 1960 | Los Angeles/Riverside/ San Diego/Oakland | 118.89 |

FINANCIAL REPORT

Revenue

| | |
|---------------------------|------------------|
| Balance November 30, 1960 | \$272,562.33 |
| Revenue December | <u>30,404.11</u> |

TOTAL REVENUE

\$302,966.44

Expenditures

| | |
|---------------------------|-------------------|
| Salaries | \$ 1,795.51 |
| Commissioner Expenses | 203.24 |
| *Other Operating Expenses | <u> </u> |

TOTAL EXPENDITURES

\$ 1,998.75

BALANCE DECEMBER 31, 1960

\$300,967.69

* None reported paid this month.

Motion that the financial report be approved made by Kelsay, seconded by Hicks and unanimously carried.

CERTIFICATION OF SCHOOLS

The following schools were discussed and declared certified by the Commission upon motion by Seares, seconded by Hicks.

| <u>School</u> | <u>Address</u> |
|---|--|
| Alhambra Police School | c/o Police Department 220 W. Woodward Ave. Alhambra, California |
| College of San Mateo | San Mateo, California |
| Berkeley Police Department Basic Training School | 2171 McKinley Ave. Berkeley, California |
| Central Valley Peace Officers Training School | Stanislaus Co. Sheriff's Department 805 - 12th Street Modesto, California |
| *Orange County F.B.I. Zone School | Orange Co. Peace Officers Ass'n. Range 14682 Struck Avenue Orange, California |
| Sacramento Police Academy | 3301 H Street Sacramento, California |
| San Jose City College | 2100 Moorpark Ave. San Jose, California |
| Pasadena City College | 2783 New York Drive Pasadena, California |
| Kern County Sheriffs Training School | Bakersfield, California |
| Fresno Police Academy | Fresno, California |
| Northeastern California Peace Officers School | c/o Shasta College Redding, California |

* Certified on condition that the deficiency in the present Practical Pistol Course range be corrected.

STATUS REPORT ON THE PROGRAM BY EXECUTIVE OFFICEROrdinances

44 cities and counties have notified the Commission that they enacted ordinances. The Rules and Regulations state the ordinance shall accompany the application for reimbursement, and there are jurisdictions who have not notified us of ordinances passed. It was suggested we attempt to obtain this information by

placing notices in various publications of the Peace Officer Association, League of California Cities, County Supervisors Association, and others.

Application for Reimbursement

Attachment "B", a copy of a log showing the applications received to date and the amounts, was distributed to each person present. Cumulative amount encumbered to date is \$30,104, or about 10% of the money in the fund.

Commissioner Seares questioned the Los Angeles police figure. Muehleisen stated the amounts would be rechecked.

Claim for Reimbursement

The first claims for reimbursement are anticipated on March 18, 1961, from Manhattan Beach and Los Angeles County.

Tests under Section 1002(a)(6) of the Rules and Regulations

The Los Angeles County exam is presently being evaluated by the State Personnel Board. The Los Angeles County School system has completed their evaluation of the test and are preparing their report to the Commission.

Stationery for Commission

Will be printed as soon as cut is made.

Certificate

Proposed design was displayed. It was suggested that the term "Basic Certificate" be reconsidered and an alternate proposal be presented in the future.

Publicity

Several publicity items were mentioned, including an excellent article by Chairman Ficklin which appeared in the January issue of Western City Magazine.

PENDING FROM LAST MEETING

Report on Use of Private Vehicle

Muehleisen recommended that the Commission not purchase a vehicle at this time. He further recommended continued use of the State car pool. The recommendation was accepted by the Commission.

Terms of Chairman and Vice-Chairman

After discussion by the group, Kelsay moved that term be for one calendar year, beginning January 1, 1961, seconded by Brereton, unanimously carried.

Training and/or work in excess of an eight-hour day

After discussion of this subject, the Chairman entertained the following motion:

"The policy shall be that the employing jurisdiction shall be entitled to reimbursement in an amount not to exceed 50% of a trainee's earnings at straight time during 160 working hours, when said trainee has completed the prescribed course of training."

Leask so moved, adding that the statement be presented to the Attorney General to determine whether it meets the legal requirements and is a proper interpretation of Section 13523 of the Act, seconded by Kelsay, six "yes" votes, one not voting, motion carried.

REPORT OF SUB-COMMITTEE ON LEGISLATION

Sub-Committee Chairman Campen reported on:

Assemblyman Brown's letter of December 8, 1960, to Executive Officer. He quoted the letter as follows:

"Once again I am considering legislation amending pertinent code sections governing departments, boards, commissions and committees which will eliminate any suspicion of secrecy in government. The amendments proposed will consist of the following language:

"All meetings of the department (board, commission or committee) shall be open and public and all persons shall be permitted to attend any meetings of the department.

"All records of the department (board, commission or committee) shall be open to inspection by the public during regular office hours.

"You are invited to submit your comments and suggestions. I would appreciate hearing from you at your earliest convenience."

Campen recommended that we do not become involved and do not officially express any opinions. Motion that we take no action was made by Kelsay, seconded by Leask and carried unanimously.

Senate Bill 123

Campen summarized the bill, authored by Sen. Virgil O'Sullivan, stating that it proposed to repeal provisions in the Training Act which presently require a 5% penalty in addition to fines, forfeitures and bails - instead, the 5% would be taken from the fines, forfeitures and bails, thereby reducing the revenue to cities and counties, causing them to indirectly pay for the program.

The Executive Officer reported that a number of organizations contacted were strongly opposed to this bill, including the County Supervisors Association, League of California Cities, California Taxpayers Association and State Department of Education.

Ficklin pointed out that the success of our program depends upon our continued good relationship and support by the local jurisdictions and S.B. 123 would undermine this support.

Campen moved that the Commission oppose S.B. 123, seconded by Kelsay, unanimously carried.

The Executive Officer was directed to personally make the views of the Commission known to the sponsor of the bill and represent the Commission before any hearings on the bill.

Brereton suggested the Commission determine whether it would be advisable to introduce a bill to increase the revenue to 10% for our fund. He commented that, if some other group decides to finance a program in a similar manner, it might prevent the Commission from obtaining the increase in the future. Motion by Leask that the Executive Officer develop all available facts and information as to the advisability of action during this session of the Legislature and refer findings to the Sub-Committee on Legislation for evaluation. Motion was seconded by Hicks and unanimously carried.

DATE AND PLACE FOR NEXT MEETING

Motion by Seares, duly seconded and unanimously approved, that the next Commission meeting be held on Friday, March 3, at 10:00 A.M. in the Biltmore Hotel, Los Angeles.

ADJOURNMENT

The meeting was adjourned at 3:00 P.M.

CALIFORNIA STATE PERSONNEL BOARD
Specification for the class of

ASSISTANT TO EXECUTIVE OFFICER
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Definition:

Under direction, to assist the Executive Officer in administration of the programs of the Commission on Peace Officer Standards and Training and to do other work as required.

Typical Tasks:

Provides information and material to law enforcement agencies and enlists support for the Commission programs; assists local officials in developing and administering law enforcement training programs; makes examinations and inspections to verify compliance with recruitment and training standards on the part of local law enforcement agencies; processes claims for reimbursements from the Peace Officers Training Fund; conducts inspections of training schools to determine conformity with standards of the Commission; maintains liaison for the Commission and Executive Officer with governmental agencies; conducts research and prepares reports on projects; attends meetings and conferences and fills speaking and panel assignments as the representative of the Commission and Executive Officer; prepares reports and correspondence; supervises the Commission Office and acts for the Executive Officer in his absence.

Minimum Qualifications:

Experience: Five years full-time paid experience in police work with a police department or sheriff's office including or supplemented by two years of organizing or conducting training courses in an organized training program.

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

Knowledge and abilities: Wide knowledge of the provisions of the Penal Code and Administrative Code concerning peace officer training and standards; wide knowledge of training principles and methods as applied to peace officer training; wide knowledge of modern police methods and procedures; general knowledge of the principles of personnel management, selection, and supervision as applied in police work; ability to speak and write effectively; demonstrated ability to teach law enforcement subjects; ability to plan and organize a statewide program, to establish and maintain cooperative relations with the public and with law enforcement, governmental, and educational agencies; ability to analyze situations accurately and take effective action.

Monthly Compensation: \$710 745 782 821 862

Work Week Group: 4C

ATTACHMENT "A"

APPLICATION FOR REIMBURSEMENT LOG

| <u>City or County</u> | <u>Ord. No.</u> | <u>Date of Application</u> | <u>Inspection Date</u> | <u>No. of Officers</u> | <u>Amount</u> | <u>Cumulative Amount</u> |
|-----------------------|-----------------|----------------------------|------------------------|------------------------|---------------|--------------------------|
| 1. Manhattan Beach | 872 | 11-22-60 | | 5 | \$1,012.00 | \$ 1,012.00 |
| 2. Los Angeles Co. | 7901 | 11-25-60 | | 40 | 8,992.00 | 10,004.00 |
| 3. Arcadia | 1106 | 12- 6-60 | | 4 | 793.60 | 10,797.60 |
| 4. Gardena | 547 | 12-12-60 | | 1 | 216.80 | 11,014.40 |
| 5. Huntington Park | 1466 | 1-16-61 | | 2 | 441.60 | 11,456.00 |
| 6. Hawthorne | 658 | 1-18-61 | | 1 | 219.20 | 11,675.20 |
| 7. Anaheim | 1522 | 1-17-61 | | 1 | 206.40 | 11,881.60 |
| 8. Arcadia | 1106 | 1-23-61 | | 1 | 198.40 | 12,080.00 |
| 9. Long Beach | C-4103 | 1-25-61 | | 17 | 4,610.40 | 16,690.40 |
| 10. Nevada City | 294 | 1-16-61 | | 1 | 166.40 | 16,856.80 |
| 11. San Gabriel | 832 | 1-26-61 | | 1 | 204.80 | 17,061.60 |
| 12. Manhattan Beach | 872 | 1-24-61 | | 2 | 404.80 | 17,466.40 |
| 13. Gardena | 547 | 2- 2-61 | | 1 | 216.80 | 17,683.20 |
| 14. Montebello | 924 | 2- 3-61 | | 3 | 200.00 | 17,883.20 |
| 15. Los Angeles | 118,074 | 2- 3-61 | | 76 | 12,220.80 | 30,104.00 |

ATTACHMENT "B"