

Memorandum

: All Commissioners

Date : December 1, 1970

Executive Officer
 From : **Commission on Peace Officer Standards and Training**

Subject: COMMISSION MEETING

Date: December 10, 1970, Thursday	December 11, 1970, Friday
Time: Following 12 Noon Luncheon	Following Public Hearing
Place: Airport Dining Room, Luncheon Camellia Room, Commission Meeting Metropolitan Airport, Sacramento	Penthouse Conference Room No. 1840 State Office Building No. 9 744 P Street, Sacramento

AGENDA

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes
4. Assemblyman William Ketchum - City of Paso Robles
5. Reports
 - a. Financial
 - b. Legislative
 - c. Administrative Counseling
 - d. Education and Training - Certification of Courses
 - e. Personnel Standards
 - (1) San Diego Police Department - Background Investigation
 - (2) Revocation of Certificates of Adherence - Folsom, ~~Calipatria~~ & Williams
 - f. Grants Pending
 - (1) Project S.T.A.R. - C.C.C.J./L.E.A.A.
 - (2) Administrative Counseling - C.C.C.J.
 - (3) POST-PAR - L.E.A.A.
 - (4) Western Center for Police Management - L.E.A.A.

Adjourned to Reconvene on December 11, 1970,
 Following: Public Hearing
 December 11, 1970
 10 a.m., Lobby Auditorium
 State Office Building No. 8
 714 P Street, Sacramento

December 1, 1970

Reconvened Commission Meeting
December 11, 1970
Following Public Hearing
Penthouse Conference Room No. 1840
State Office Building No. 9
744 P Street, Sacramento

AGENDA - Continued

6. Commission Action on Hearing Items
7. Old/New Business
 - a. Resolution - National Commission on Professional Law Enforcement Standards
 - b. Council on Higher Education Proposals - Myren Report
 - c. Commission on Criminal Justice Standards
 - d. New P.O.S.T. Quarters
 - e. Advisory Committee Report
 - f. Miscellaneous
8. Election of Officers
9. Next Meeting
10. Adjourn


GENE S. MUEHLEISEN

RONALD REAGAN
GOVERNOR

STATE OF CALIFORNIA

Department of Justice

THOMAS C. LYNCH
ATTORNEY GENERAL



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

714 P STREET, ROOM 1506
SACRAMENTO, CALIFORNIA 95814

November 9, 1970

NOTICE OF HEARING

At the request of many jurisdictions and other interested organizations, the Commission is recommending an amendment to the Regulations which would stipulate that reimbursements to cities and counties be made quarterly instead of annually, the addition of a new Specification - "Seminars", and an amendment to Specification 2 to lower the visual acuity requirement. To effect these changes in the Regulations and Specifications, it is necessary to conduct an open hearing as required by Section 13523 of the Penal Code.

HEARING WILL BE HELD ON
FRIDAY, DECEMBER 11, 1970
10 A.M., LOBBY AUDITORIUM
OFFICE BUILDING NO. 8
714 P STREET, SACRAMENTO

All interested persons are cordially invited to attend the hearing. The proposed changes are generally considered noncontroversial and are designed to more equitably defray the cost of participation in some of the Commission's reimbursable courses. The proposed changes have also been submitted to the following organizations who often speak on behalf of agencies and individuals making up their membership:

League of California Cities
County Supervisors Association of California
California Peace Officers Association
California Police Chiefs Association
California State Sheriffs Association
Peace Officers Research Association of California
Police Educators Association of California
and others.

Letters may be sent to the Commission headquarters in lieu of personal presentation at the hearing. All written communications will be entered in the record and will be carefully considered by the Commission. A statement may be presented orally at the hearing. If possible, the oral statement given should be reduced to writing and given to the recording secretary to insure accuracy.

BEN CLARK
Chairman

PROPOSED CHANGES IN REGULATIONS

To Become Effective January 1, 1971

(Underscored are new or revised)

1005 MINIMUM STANDARDS FOR TRAINING

Added

(h) SEMINARS

Seminars are designed to study and solve current and future problems encountered by middle managers and executives. Seminar techniques shall take into consideration the size, location and needs of cities and counties.

Seminars are optional and are reimbursable as specified in Specification 11 B. No seminar shall be certified that is of less than 18 hours duration.

1015 REIMBURSEMENTS

(a) Proportionate Reimbursement

Reimbursements to cities, counties, ~~and cities and counties~~, and districts shall be granted by the Commission in accordance with Section 13523 Penal Code, which is quoted as follows:

Amended

"The Commission shall annually allocate and the State Treasurer shall periodically pay from the Peace Officers' Training Fund, at intervals specified by the Commission, to each city, county, ~~and city and county,~~ and district which has applied and qualified for aid pursuant to this chapter an amount determined by the Commission pursuant to standards set forth in its regulations. The Commission shall grant aid only on a basis that is equally proportionate among cities, counties, ~~and cities and counties~~, and districts."

"In no event shall any allocation be made to any city, county, ~~or city and county~~, or district which is not adhering to the standards established by the Commission as applicable to such city, county, ~~or city and county~~, or district."

PROPOSED REVISED SPECIFICATION 2

To Become Effective January 1, 1971

Subject: PHYSICAL EXAMINATION

This requirement supplements Section 1002 (a) (7) of the Regulations. It is in keeping with the concept that in order to render proper service to his community, a California peace officer must be mentally alert, physically sound and free from any physical defect or mental or emotional instability which might adversely affect his performance of duty. His personal safety and the safety and lives of others may be endangered if he lacks these qualifications.

REQUIREMENTS:

1. Medical Examination

The medical examination shall be given by a licensed physician and surgeon.

2. Medical History

Each applicant must supply to the examining physician a statement of the applicant's medical history of past and present diseases, injuries or operations.

3. Vision and Hearing

The applicant shall possess normal hearing, normal color vision and visual functions as determined by the appointing authority. Each eye must be free of any abnormal condition or disease which in the opinion of the appointing authority might adversely affect performance of duty. He must possess visual acuity of not less than ~~20/70~~ 20/100 vision in each eye without correction and corrected to no less than 20/30 in each eye.

Amended

4. Physician's Findings and Record

The physician shall record his findings on appropriate forms and shall note thereon, for evaluation by the appointing authority, any past or present physical defects, diseases, injuries, operations, or any evidence or indications of mental disease or emotional instability. The completed form shall be retained by the local jurisdiction.

PROPOSED SPECIFICATION 13

To Become Effective January 1, 1971

New Subject: SEMINARS

This specification supplements Section 1005 (h) of the Regulations.

New MIDDLE MANAGEMENT SEMINARS

Middle Management Seminars are designed to study and solve current and future anticipated problems which are encountered at the middle management level, and which are of concern to local jurisdictions. Problem solving techniques shall take into consideration the size, location, and needs of the various cities and counties. Each Middle Management Seminar shall be no less than 18 hours in duration.

Added
(Formerly
included in
Spec. 6)

EXECUTIVE DEVELOPMENT SEMINARS

Executive Development Seminars are designed to study and solve current and future anticipated problems of concern to local jurisdictions. Problem solving methods and techniques shall take into consideration the size, location, and needs of the various cities and counties. Each Executive Development Seminar shall be no less than 18 hours in duration.

New LIST OF GRADUATES

Course administrators shall submit to the Commission a list of names of the peace officers who have successfully completed any seminar.

Memorandum

: All Commissioners

Date : October 29, 1970

Executive Officer

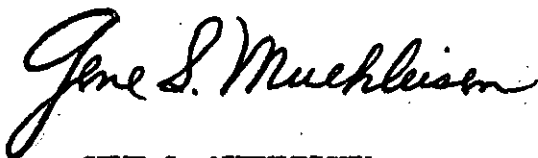
From : **Commission on Peace Officer Standards and Training**

Subject: COMMISSION MEETING
12 noon, December 10, 1970
Host of Sacramento Airport Hotel
Metropolitan Airport
Sacramento

Because of a long agenda and the hearing scheduled for the morning of December 11th, the Chairman has suggested that the next commission meeting be convened at noon on December 10th beginning with a luncheon at the Sacramento Metropolitan Airport. Following the luncheon, the formal meeting will be held in one of the conference rooms of the Airport Hotel at the Sacramento Metropolitan Airport. This portion of the meeting will adjourn at approximately 5 p.m. on Thursday. A hearing on regulation changes will be held the following day, December 11th, at the P.O.S.T. headquarters building, 714 P Street, Sacramento, beginning at 10 a.m. Following the hearing, the Commission will continue its general meeting. It is planned to adjourn by 4 p.m., or sooner, on Friday.

Hotel accommodations will be made for all Commissioners at the Sacramento Airport Hotel for the night of December 10th, unless contrary advice is given prior to December 1st. Rates of \$13 (single) and \$15 (double) have been quoted. Transportation for the hearing to the headquarters building in Sacramento and back to the airport will be provided by the staff.

A final meeting announcement and agenda will be mailed prior to the meeting.



GENE S. MUEHLEISEN

Memorandum

To : All Commissioners

Date : December 1, 1970

From : Executive Officer
Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING

Date: December 10, 1970, Thursday

Time: Following 12 Noon Luncheon

Place: Airport Dining Room, Luncheon
Camellia Room, Commission Meeting
Metropolitan Airport, Sacramento

December 11, 1970, Friday

Following Public Hearing

Penthouse Conference Room No. 1840
State Office Building No. 9
744 P Street, Sacramento

AGENDA

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes
4. Assemblyman William Ketchum - City of Paso Robles
5. Reports
 - a. Financial
 - b. Legislative
 - c. Administrative Counseling
 - d. Education and Training - Certification of Courses
 - e. Personnel Standards
 - (1) San Diego Police Department - Background Investigation
 - (2) Revocation of Certificates of Adherence - Folsom, Galipatria & Williams
 - f. Grants Pending
 - (1) Project S.T.A.R. - C.C.C.J./L.E.A.A.
 - (2) Administrative Counseling - C.C.C.J.
 - (3) POST-PAR - L.E.A.A.
 - (4) Western Center for Police Management - L.E.A.A.

Adjourned to Reconvene on December 11, 1970,
Following: Public Hearing
December 11, 1970
10 a.m., Lobby Auditorium
State Office Building No. 8
714 P Street, Sacramento

Reconvened Commission Meeting
December 11, 1970
Following Public Hearing
Penthouse Conference Room No. 1840
State Office Building No. 9
744 P Street, Sacramento

AGENDA - Continued

6. Commission Action on Hearing Items
7. Old/New Business
 - a. Resolution - National Commission on Professional Law Enforcement Standards
 - b. Council on Higher Education Proposals
 - c. New P.O.S.T. Quarters
 - d. Advisory Committee Meeting Report
 - e. San Francisco Police Department
8. Election of Officers
9. Next Meeting
10. Adjourn

Gene S. Muehleisen
GENE S. MUEHLEISEN

ROUGH - Agenda

SERRILLI

Commission Meeting
12 o'clock Noon, December 10, 1970
Host of Sacramento Airport Hotel
Metropolitan Airport, Sacramento

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes
4. Assemblyman Wm. Ketchum -- City of Paso Robles
5. Reports
 - a. Financial
 - b. Legislative
 - c. Administrative Counseling
 - d. E & T - Certification of Courses
 - e. Personnel Standards
 - (1) San Diego P.D. Background Investigation
 - (2) A. G.'s Opinion -- Citizenship
 - (3) Decertifications -- Folsom & Williams
 - f. Grants Pending
 - (1) Project S. T. A. R.
 - (2) Administrative Counseling
 - (3) POST-PAR
 - (4) Western Center for Police Management

10 a.m. - December 11

Hearing
Lobby Auditorium
Office Building No. 8
714 P Street, Sacramento

6. Commission action on Hearing Items
7. Old/New Business
 - a. Resolution - National Commission on L. E. Standards
 - b. Council on Higher Education Proposal
 - c. New POST Quarters
 - d. *Advisory Committee Student Member Selection*
8. Election of Officers
9. Adjourn

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

December 10 - 11, 1970
Sacramento, California

The meeting was called to order at 1 p. m. by Chairman Ben Clark.
A quorum was present.

Present:

BEN CLARK	- Chairman
LYELL C. CASH	- Vice-Chairman
JOHN FABBRI	- Commissioner
R. A. HOUGHTON	- Commissioner
DAN KELSAY	- Commissioner
A. R. MC KENZIE	- Commissioner
FRED J. MOREY	- Commissioner
R. A. SEARES	- Commissioner

Also Present:

GENE S. MUEHLEISEN	- Executive Officer
GEORGE H. PUDDY	- Assistant Executive Officer
CARL R. BALL	- Senior Consultant, Education and Training
C. A. PANTALEONI	- Senior Consultant, Community Relations
KENNETH SHERRILL	- Senior Consultant, Personnel Standards
GENE PEMBER	- Consultant
GERALD TOWNSEND	- Consultant
BROOKS WILSON	- Consultant
IMOGENE KAUFFMAN	- Recording Secretary

Absent:

E. R. STRATHMAN	- Commissioner
O. J. HAWKINS	- Representative of the Attorney General

Visitors:

Gerhard Bahnsen	- President, Bahn Fair Institute
Dave Farbayne	- Bahn Fair Institute
Larry Hoffart	- Budget Analyst, Department of Justice
Commander Vern Hoy	- L. A. P. D., Personnel and Training
Colonel Robert Johnson	- California Department of the Military
Major Frank Salcedo	- California Department of the Military
William Ketchum	- Assemblyman, 63rd Assembly District

Visitors (continued):

- | | |
|--------------------|--|
| Don Reiersen | - Director of Training, San Diego Police Department; Co-coordinator, Community-Police Relations Leadership Training Program, San Diego State College |
| Dr. Paul Whisenand | - Director, Institute for Police Studies, California State College, Long Beach |

P. O. S. T. Staff

- | | |
|------------------|-----------------------------|
| Patricia Cassidy | - Claims Department |
| Kathleen Folkman | - Certificates |
| Dorothy Paulsen | - Administrative Counseling |
| Jennifer Petty | - Supervisor, Records Unit |
| Karen Siebel | - Certificates |
| Sherry Weahunt | - Claims Records Clerk |

APPROVAL OF MINUTES

MOTION by Commissioner Houghton, seconded by Commissioner Cash, carried unanimously that the minutes of September 2 - 3, 1970 be approved as mailed.

CITY OF PASO ROBLES - Assemblyman William Ketchum

Following a brief review of the case of the city of Paso Robles and its police department on which the Commission had taken action at the June 12, 1970 meeting, Assemblyman Ketchum requested the opportunity of presenting his views to the Commission. He stated that the officer in question had the right to request that his record be sealed. If he is separated from his department, he can apply to have his record sealed then re-apply to Paso Robles, and, in Assemblyman Ketchum's opinion, under the circumstances of executive clemency, the P.O.S.T. Regulations would not be applicable. It was requested that an Attorney General's Opinion be requested in this regard. A detailed record of the discussion is on file in the Commission Office.

Following the review given by Assemblyman Ketchum, a motion was made by Commissioner Seares, seconded by Commissioner Kelsay that the Paso Robles case be re-opened for review. The motion was defeated: Aye - 1, Nay - 5, Abstention - 1.

MOTION by Commissioner Houghton, seconded by Commissioner Seares, carried, that the matter be tabled subject to executive session review.

FINANCIAL REPORT

Mr. Puddy reported on the financial status of the Commission. Available cash resources as of December 1, 1970 are \$8,013,862. See Attachment "A" for details. A Reimbursement Progress Report showing the breakdown of reimbursements by Plan A and Plan B and the number of men training in various courses was presented to the Commission. Commissioners advised this type of information is helpful for guidance in certifying courses. The report is set forth as Attachment "B".

LEGISLATION

Senate Concurrent Resolution 47

This Resolution, sponsored by Senator Harmer, requested the Commission to cooperate with the Joint Legislative Committee on Retirement to conduct hearings for the purpose of determining the best procedures to establish uniform retirement systems for peace officers throughout the State. In addition to assisting the Committee to publicize the hearings, the Commission's role in the hearings is that of advisor to provide technical data regarding the problems of recruitment and lateral transfer of personnel. Mr. Puddy and Commissioner Kelsay will present testimony on behalf of the Commission regarding this resolution. After a discussion, the following points were agreed upon:

1. P.O.S.T. is in favor of the philosophy of lateral transfer.
2. There is a necessity for a minimum standard as it provides interchangeability of retirement systems.
3. P.O.S.T. will make no recommendation as to the funding, but will strongly recommend the source not be the Peace Officer Training Fund.

Assembly Concurrent Resolution 55

This Resolution requested the Commission to conduct a study of all peace officers listed in Section 830 of the Penal Code with the view of establishing standards for categories not now covered in the P.O.S.T. program. In a proposal sent to and approved by the author of the resolution, Assemblyman Paul Priolo, it was stated that the proposed study would be limited to:

- a. Those peace officers in agencies that do not participate in the P.O.S.T. program.
- b. The critical public welfare issues of the power of arrest and use of force, recommending the minimum levels of selection and training necessary to exercise this authority.

- c. The alternatives which may be available to implement and maintain minimum standards of selection and training for all classes of peace officers not included in the P. O. S. T. program.

The final report is to include:

- a. A list and numbers of the 31 or more categories of peace officers not included in the P. O. S. T. program.
- b. A list and numbers of the 5 categories of peace officers now covered under the P. O. S. T. program.
- c. Recommendations for selection criteria for each of the categories not covered.
- d. Recommendations for training criteria for each category not covered.
- e. Recommendations for maintaining standards of selection and training and possible alternatives.

Since the requested date of completion of the study was no later than the 60th day of the 1971 Legislative Session (March 1, 1971), it was necessary for the Commission to approve an expenditure of the sum necessary to accomplish this study.

Commissioner Houghton stated that there will be a problem of who will be responsible for the standards and training recommendations of this study. Those who are conducting the study should identify this responsibility and make it a part of the study. He also requested that before any recommendations to this effect be made the Commission have an opportunity to discuss the delegation of this responsibility.

Mr. Puddy stated that the Specialized Certification program covers about 3,500 personnel in about 15 separate categories that are listed in Section 830 of the Penal Code to whom P. O. S. T. now has an obligation to determine that they are meeting standards in both selection and training. This coverage will be mentioned in the report. The problem of police reserves will also be mentioned.

Commissioner Houghton stated that Assemblyman Priolo's initial concern was that there is no statewide standard or required training in the use of firearms or those persons authorized to carry a weapon whether they be public or private as long as they had some State authority to exercise some peace officer authority. He felt the study should go into depth to the extent of satisfying this concern. It was pointed out that the matter of private officers is not covered in Section 830 of the Penal Code, and separate legislation has placed this responsibility with Professional and Vocational Standards.

The Executive Officer stated that until all facets of the problems of concern are researched and presented, it would be very difficult to come up with recommendations for implementation.

Mr. Jack Van Vaulkenburgh, a representative of the Arthur Young & Company, a private firm with an office in Sacramento, presented a proposal to research this subject under contract with the Commission. The chairman referred the proposal and the problem to a committee consisting of Commissioners Cash, Fabbri and Clark.

Assembly Bill 317

This bill originally provided that the Commission participate in a program to provide monies to local governments for the purchase of essential equipment for peace officers. The bill was amended replacing the Commission with the California Council on Criminal Justice. The Council would make sums available from federal sources to match state sums appropriated by the Legislature. No sums were appropriated in 1970, and as of this date, the Council has taken no action in implementing this legislation.

Assembly Bill 1589

Commission hearings are scheduled for December 11, 1970 to implement the change that was enacted in Section 13523 which will permit the Commission to make reimbursements more often than annually. Our written agreement with the Governor's Office is not to implement this change before July 1, 1971.

ADMINISTRATIVE COUNSELING SURVEYS REPORT

The Executive Officer presented the following status report on Administrative Counseling surveys:

1969: 11 surveys were completed.

1970: 9 city and county surveys completed, and 14 surveys in C. C. C. J. Regions VI and IX - in progress.

Most of the surveys are comprehensive surveys; however, a few have been limited surveys on such things as training, records and forms. Staff assistance through one-day counseling sessions confronting a specific problem have also been provided. The total recapitulation of surveys to date shows:

53 surveys requested
20 surveys completed
19 surveys in progress
14 surveys backlogged

In compliance with the Commission's directive, the Administrative Counseling Section has been checking periodically with departments that have been surveyed regarding progress on implementation of survey recommendations. All departments report progress and several have stated in correspondence that implementation is in the final stages of completion.

The P. O. S. T. agreement with each agency is that the local jurisdiction retain control of survey releases, and authorization for distribution of many of the surveys (on a loan basis) has been received. The Executive Officer invited Commissioner Houghton as chairman of the Administrative Counseling Committee or any members of the committee to inspect what this section is doing or to work out any type of an arrangement to receive copies of reports at any time.

CERTIFICATION OF COURSES

The following courses were certified. A detailed resume covering each course description, hours, tuition and reimbursement plans has been retained in the P. O. S. T. files.

Pre-Service Course

Glendale College

Middle Management Seminar

Cal-State Long Beach
University of Southern California

Advanced Officer Course

Ventura College

Technical or Special Courses

California Military
Department

Civil Disturbance School

This course was certified with the stipulation it would have no connection with the proposed statewide task force program (Fabbri).

Because of a wide disparity of salaries of attendees, the requested Plan A reimbursement was rejected. Plan B was approved.

Cal-State Long Beach

Criminal Justice Information Systems

East Los Angeles College

Advanced Community-Police Relations

Glendale College	Community-Police Relations
Los Angeles County Sheriff's Academy	Disaster and Riot Control
Los Angeles Police Department	Advanced Accident Investigation
Los Angeles Police Department	Civil Disturbance School
Los Angeles Police Department	Desk Management School
Los Angeles Police Department	Field Training Officer
Los Angeles Police Department	Senior Officers Conference Leadership School
P. O. S. T.	Administrators Seminars (C. P. R. L. T. P.) Follow-Up Seminars (C. P. R. L. T. P.)
Southwestern College	Spanish for Peace Officers
U. C. at Davis	Crime Scene Investigation and Physical Evidence Presentation
University of Southern California	Developing and Managing the Human Development Process in Law Enforcement Agencies
Yuba College	Homicide Investigation
Los Angeles Police Department	Policeman In-Service Driver Training

The staff recommendation was to defer this course pending development of their five-day course. Following considerable discussion:

MOTION by Commissioner Kelsay, seconded by Commissioner Seares, carried unanimously that the course be certified as submitted by the Los Angeles Police Department.

CERTIFICATION OF COURSES (continued)Continue Certification

Cal-State Long Beach	Executive Development Seminar
Cal-State Long Beach	Law Enforcement Legal Education Program

Decertification

Chapman College	Management Orientation
Sixth Army	Explosive Ordnance Disposal Control

Reimbursement ChangeReimbursement Approved

Cal Tech/L. A. P. D. Middle Management Course	\$375 tuition
Cal-State Long Beach Field Evidence Technician Course	Plan C \$450/officer-commuter \$750/officer-resident
Cal-State Long Beach Police Training Officers Course	Plan B
Indiana University Breathalyzer Course	Plan C \$400/officer
Middle Management Course	\$350 Tuition

Special Items

The University of Southern California requested a course name change from "Hot Summer Seminar" to "Police Community Relations Seminar." There being no objections from the Commission, upon the call of the Chair it was so ordered.

Moratorium on Course Certification

To enable the staff to examine and evaluate the nearly 300 courses now certified and offered at 127 institutions, to develop a new and more detailed statewide master plan for police training in California, and to permit the Training and Education Section to inspect, evaluate and upgrade existing training programs, a nine-month suspension of certification was requested.

Moratorium (continued)

It was recommended that the proposed moratorium not apply to courses currently under development by this section, nor to courses for which an urgent need is demonstrated.

MOTION by Commissioner McKenzie, seconded by Commissioner Houghton, carried unanimously that there be a nine-month moratorium on the certification of new courses, this moratorium to remain in effect through September 1971.

COURSE CERTIFICATION DENIEDCal-State Long Beach

Community-Police Relations

There is another certified Community-Police Relations course being presented close by at Long Beach Junior College; it was felt it would be more advantageous to improve the quality of courses now in existence in specific service areas rather than to fractionalize the offerings.

Los Angeles Police DepartmentLateral Entry Policeman
In-Service School

It was felt by the Commission that this course did not meet a statewide need and was applicable only to L. A. P. D. 's policies and procedures. The following formal action was taken:

MOTION by Commissioner Fabbri, seconded by Commissioner Houghton, carried unanimously that the L. A. P. D. Lateral Entry Policeman In-Service School course be referred back to the staff and, working with Commander Verne Hoy of L. A. P. D. ,

1. Further develop this program, retitle it appropriately and present it at a future date.
2. Evaluate the financial problem with reference to budgeting the whole program.
3. Develop a minimum standard for some type of lateral transfer training that would apply to all agencies to serve lateral entry, of which this could be the model.

A record of the discussion concerning this course is on file.

BACKGROUND INVESTIGATION - San Diego Police Department

In response to a letter from Chief Roed of the San Diego Police Department in which he requested that his department be given the opportunity to

S.D.P.D. Background Investigation - (continued)

present an alternative to the detailed background investigation now required in the P.O.S.T. Regulations. The Commission allowed Captain Don Reiersen to give a presentation.

Captain Reiersen reviewed the position of the San Diego Police Department by describing a study made in which methods used in background investigation of different major cities were compared. Two conclusions were reached:

1. There is no such thing as standardization, largely due to the police departments' relationship with their unit of government's personnel practices.
2. Every department has a differing attitude about how the P.O.S.T. Specification 1 should be handled.

There was a concern because the Background Investigator's Manual recently published by P.O.S.T. does not require nor recommend any contact of the background investigator with the candidate, nor does it mention a polygraph examination. Reiersen stated that, although their research was an unscientific investigation, it did seriously suggest that the polygraph or in-depth interrogative interview with a threat of a polygraph should be an essential part of pre-hiring personnel practices in the State.

The remainder of Reiersen's report dealt with the superiority of the Personnel Background Investigation System employed by the San Diego Police Department as compared with the P.O.S.T. requirements in Specification 1. He concluded by stating that Chief Roed would shortly request that the Commission declare a moratorium on enforcement of Specification 1 pending its investigation to determine the validity of methods now being required by P.O.S.T.

Chairman Clark directed the staff to work up a response or seek further information on the Specification 1 moratorium request and present it for a full discussion by the Commission at a future date.

INELIGIBILITY FOR REIMBURSEMENT

The Executive Officer reported that after many visits by Ken Sherrill, Personnel Standards consultant, it was determined that the cities of Folsom and Williams were not adhering to the P.O.S.T. program. Letters have been sent to the city managers and the chiefs stating that P.O.S.T. offers to assist them in a program of compliance; however, the response has been negative. Therefore, in accordance with previous commission direction, the plaques of adherence have been recalled.

GRANTS PENDINGProject S.T.A.R.

Mr. Puddy reported that since the September meeting a conference was attended in Washington in early October by Commission Chairman Clark, the Executive Officer and Assistant Executive Officer with administrators and directors of L.E.A.A. for the purpose of obtaining a grant of discretionary funds. Approval was given for a grant of \$250,000 for the first year's financing from the L.E.A.A. discretionary fund. It was recommended by L.E.A.A. that action be taken to obtain a block grant award from the California Council on Criminal Justice for the remainder of the necessary \$585,000 for the first year's operations. Accordingly, an application was made to C.C.C.J. with subsequent approval of an award of \$285,000. L.E.A.A. officials recommended that the three participating states, Texas, Michigan and New Jersey contribute \$15,000 each, bringing the first year's operation grant awards to approximately \$585,000.

Negotiations are presently under way to complete the transfer of the funds from L.E.A.A. and C.C.C.J. to the fiscal office so that, hopefully, the study can begin by the middle of January 1971.

Administrative Counseling Service Proposal - C.C.C.J.

The Executive Officer reported that the Police Services Task Force asked that P.O.S.T. assist in the implementation of their number one priority item of conducting departmental administrative surveys. To accomplish this, \$100,000 was allocated to hire four additional consultants and two clerical staff to accommodate the backlog of administrative counseling requests. After consulting with the Chairman, the proposal was prepared. The unanimous consent of the Commission was given to move forward with this proposal.

POST-PAR - L.E.A.A.

Due to lack of staff time, P.O.S.T. has been unable to move forward with the L.E.A.A. request that P.O.S.T. forward a proposal to develop a Western Center for Police Management as an adjunct of the P.O.S.T. operation. This project was previously approved by the Commission, and staff will develop the proposal when time permits.

Meeting was recessed at 5 p.m. to reconvene December 11 at approximately 10 a.m. following the public hearing in the lobby auditorium of State Office Building No. 8.

The meeting was reconvened December 11 at approximately 11 a. m. following the public hearing.

COMMISSION ACTION ON HEARING ITEMS

Following a detailed discussion, paragraph by paragraph, the proposed amendments to the Regulations and Specifications were adopted as set forth in Attachment "C".

The regulation changes and additions provided that reimbursements to cities and counties be made quarterly instead of annually; that new Specification 13 entitled "Seminars" be added to the Regulations, and that Specification 2 be amended to lower the visual acuity requirement.

MOTION by Commissioner Houghton, seconded by Commissioner Seares, carried unanimously that the Regulations and Specifications be adopted as revised, to become effective February 1, 1971.

(A detailed transcript of each motion is on file in the commission office.)

NATIONAL COMMISSION ON LAW ENFORCEMENT STANDARDS - Resolution

The Executive Officer reported that a "National Commission on Police Standards" has been created by a profit-making combine known as the American Federation of Police. They operate under seven different corporate names in the State of Florida. The "national commission" operation was discussed at some length at the October 1970 I.A.C.P. Conference when the National Association of State Directors of Law Enforcement (NASDLET) met. They enacted a resolution opposing the concept and its certificates. NASDLET has suggested that each State Commission on Peace Officer Standards and Training examine the operation and consider enacting their own resolution. The proposed resolution is set forth as Attachment "D".

MOTION by Commissioner Seares, seconded by Commissioner Kelsay, carried unanimously that the California Commission on P.O.S.T. adopt the resolution proposed by the staff.

COUNCIL ON HIGHER EDUCATION PROPOSALS (Myren Report)

The background of the Myren Report was reviewed briefly by the Executive Officer. Some time ago the Coordinating Council for Higher Education appointed an advisory committee, of which the Executive Officer was a member, to work with a consultant, Dr. Richard Myren of New York,

to explore the possibility of merging separate police science and corrections courses in various colleges and universities into a criminal justice concept. The general thrust of this report has already been recognized by the Police Educators' Association of California, and the Police Science Course as redesigned to take on the flavor of a criminal justice oriented course in lower division with specialization in upper division. The Myren Report goes into specific detail and has caused much controversy, particularly in the area relating to community colleges. The one recommendation which specifically mentions P.O.S.T. appears to be noncontroversial.

The P.O.S.T. staff has reacted to several of the Community College recommendations and is in general agreement with the critique of the same sections prepared by the Board of Governors of the Community Colleges.

It was the consensus of the Commission that if P.O.S.T. was to take a position on the Myren Report, there was a definite necessity that the complete report be reviewed by each Commissioner.

MOTION by Commissioner Fabbri, seconded by Commissioner Houghton, carried unanimously that each Commissioner review the full Myren Report and at the next commission meeting comment on the report as a whole and the philosophy expressed therein, and comment on each of the recommendations contained in the report.

At the direction of Chairman Clark, the staff is to notify the California Council on Higher Education that the Commission is unable, at this time, to give them adequate views on the Myren Report. The report will be reviewed before the next commission meeting in March at which time comment on the document and its philosophies as a whole, and comment on each of the recommendations will be forthcoming.

The Chairman requested that copies of the report and the P.O.S.T. staff recommendations be forwarded to each Commissioner for their review.

COMMISSION ON CRIMINAL JUSTICE STANDARDS

The Executive Officer briefly discussed the Correctional System Study directed by Bob Keldgord being conducted under a \$261,000 CCCJ grant and a simultaneous study in the same area funded at about the same level under the Ways and Means Committee. These two studies are being coordinated. In discussions, Mr. Keldgord has suggested that the Commission on P.O.S.T. consider changing its name and functions to

Commission on Criminal Justice Standards - (continued)

the Commission on Criminal Justice Standards. This opinion has also been supported by Ray Procnier, Director of Corrections, and possibly by Allen Breed, Director of the Youth Authority. A response from P.O.S.T. was suggested by the Executive Officer. Two plans under this concept were presented to the Commission for discussion and consideration. These plans, Plan A and Plan B, are submitted as Attachment "E". Following an explanation and discussion of the two plans:

MOTION by Commissioner Morey, seconded by Commissioner Seares, carried unanimously that the Commission indicate, as a matter of general policy or statement of general attitude, that it feels, because of the ramification of the criminal justice system, the proposal attempting to completely centralize the criminal justice system would be unwieldy and ineffective (Plan B). Therefore, the Commission feels that if there is a change, it would be more inclined to support the proposal as described in Plan A.

NEW P.O.S.T. QUARTERS

Mr. Puddy reported that because of the additional temporary staff to be required by the \$100,000 C.C.C.J. grant request to expand the Administrative Counseling Section and the need for additional space for other operations within the Commission, efforts were underway to obtain space. Temporary space to be sought would accommodate the staff for this calendar year. It was requested that the Commission approve a request to General Services and the Department of Architecture to remodel a vacant portion of the Department of Justice complex at 33rd & C Streets in Sacramento whereby 10,000 to 12,000 square feet of space will be converted into modern offices to accommodate the anticipated growth of the staff for at least the next five years. The current rent at 714 P Street is 40¢ per square foot per month. With the remodeling required at the Department of Justice building, rent would be only 17¢ per square foot per month. To expedite the construction project, an allocation from the Peace Officer Training Fund of the estimated remodeling costs of \$120,000 was requested.

MOTION by Commissioner Seares, seconded by Commissioner Fabbri, motion carried (Houghton abstaining) that the authority be given to proceed with the planning for remodeling of the designated area for future P.O.S.T. headquarters.

Commissioner Morey requested that at the next commission meeting more specific and detailed information be presented.

ADVISORY COMMITTEE REPORT

Mr. Puddy reported that two positions are presently vacant on the P.O.S.T. Advisory Committee, and an additional position will become vacant on January 1, 1971, with the retirement of the Chairman, Sheriff Joseph O'Connor of San Diego County. Efforts are underway to select a qualified student body officer, a sheriff and a training officer from the northern part of the State. Appointments are made by the Chairman.

ADMINISTRATIVE CERTIFICATE - California Police Chiefs Association

As directed by the Commission at a previous meeting, liaison has continued with the Chiefs Association regarding an administrative certificate. The Executive Officer reported that he has been in touch with Chief Merrill Duncan, who is the new chairman of that committee. Duncan reported that there is still a strong feeling among some members of their Executive Board that they should issue their own certificate. There will be a meeting with Chief Duncan in mid January and on February 10 at the Chiefs Association meeting in Fresno. A report will be made at the next commission meeting.

DEFENSE INVESTIGATORS ASSOCIATION

The Defense Investigators Association had requested that the Commission aid them in identifying what their training and technical problems were with regard to joining the P.O.S.T. program. This was done, and it was established that their relationship with P.O.S.T. could not extend beyond that of an advisory capacity. They merely want the assistance of P.O.S.T. in establishing an independent program to be patterned after the P.O.S.T. program.

KAPLAN SUIT - Penalty Assessment

A news item in the Los Angeles Times indicated that the system of bail posting of the penalty assessment was under attack as had occurred in 1969. The 1969 case became moot when no court would hear it. Attorney John Kaplan of Stanford Law School is now being heard on this subject by a three judge federal panel. The Commission has contacted the Attorney General requesting that a carefully selected, highly competent Deputy or Assistant Attorney General be assigned to represent and counsel the Commission in this matter. The League of California Cities and the C.P.O.A. have also been advised. The Executive Officer suggested an alternative to be considered is a possible change in the law to permit a judge to waive the bail assessment on criminal fines. A response from the Attorney General is pending.

ELECTION OF OFFICERS FOR 1971

MOTION by Commissioner Seares, seconded by Commissioner McKenzie, carried unanimously that Lyell Cash be elected Chairman of the Commission effective January 1, 1971.

MOTION by Commissioner Kelsay, seconded by Commissioner McKenzie, carried unanimously that John Fabbri be elected Vice-Chairman of the Commission effective January 1, 1971.

DATE AND PLACE OF NEXT MEETING

The Commission set the date of the next meeting to be March 11 and 12 in Southern California. A non-structured meeting is to be scheduled in the near future, at the call of the Chairman, for the formalization of general philosophies and objectives of the P.O.S.T. program.

ADJOURNMENT

The meeting was adjourned at 1:30 p.m..

Respectfully submitted,



GENE S. MUEHLEISEN
Executive Officer



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

714 P Street, Room 1508
Sacramento, California 95814

December 1, 1970

REVENUE

Balance P.O.T.F. 6-30-70	\$7,905,544
Revenue in Fiscal Year 1970 to 12-1-70	<u>2,028,808</u>
Total	\$9,934,352

EXPENDITURES

Less 70-71 Entire Fiscal Year Administrative Expenditures and Encumbrances	480,250
Late Claims Received and Paid 1969-70 F.Y.	158,759
Claims Received in Fiscal Year 1970-71 to 12-1-70	846,481
Community-Police Relations Program Contracts with Colleges and Agencies (estimated)	<u>435,000</u>
Total	<u>\$1,920,490</u>
Available Total Cash Resources as of 12-1-70	<u>\$8,013,862</u>

1970-71 F.Y.
REIMBURSEMENT
PROGRESS REPORT
December 1, 1970

<u>PLAN A COURSES</u>	<u>AMOUNT</u>	<u>NO. OF MEN</u>
Basic	\$619,865.54	660
Supervisory	18,119.25	141
Advanced Officer	28,170.01	255
Community Police Relations	53,389.08	375
Detective School	11,547.98	102
Evidence Technician	1,306.02	4
Helicopter Training	1,381.93	16
Juvenile Program Management Institute	127.65	1
Law Enforcement Legal Education Program	2,510.08	32
Motorcycle Training	1,203.02	5
Teaching Law to the Police Officer	1,404.46	8
Tear Gas	86,435.38	3,787
Vice School	5,772.36	52
Weaponless Defense & Baton I.I.	1,493.19	10
 <u>PLAN B COURSES</u>		
Middle Management	5,781.50	16
Executive Development	6,894.40	11
Police Training Officer's Seminar	<u>1,079.00</u>	<u>2</u>
TOTAL TO DECEMBER 1, 1970	\$846,480.85	5,477

State of California
Department of Justice

THE COMMISSION ON
PEACE OFFICER STANDARDS AND TRAINING

REGULATIONS AND SPECIFICATIONS

February 1, 1971

Attachment "C"

(MAILED 1-27-71)

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

RESOLUTION

WHEREAS, The "National Commission on Professional Law Enforcement Standards", a creation of the American Federation of Police, doing business in the State of Florida, advertises the issuance of a Professional Certificate in Law Enforcement Science for a fee; and

WHEREAS, The "National Commission on Professional Law Enforcement Standards" is a venture whose official or professional standing has not been accepted by any of the legally constituted State Commissions on Police Standards; and

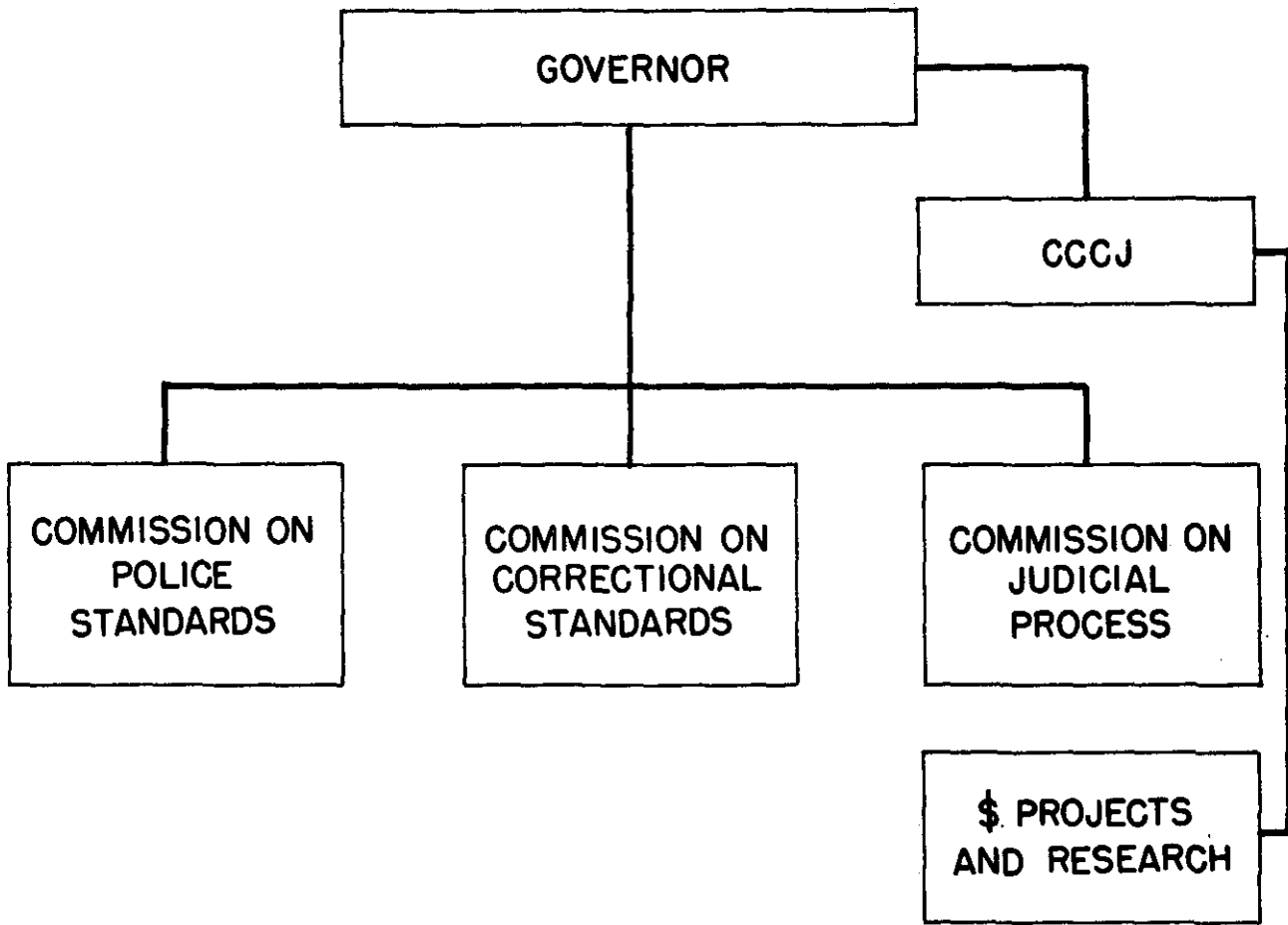
WHEREAS, The "National Commission on Professional Law Enforcement Standards" is not subject to professional scrutiny or control; and

WHEREAS, Its certificates are awarded on the basis of payment of a fee and very low standards unacceptable to the California Commission on Peace Officer Standards and Training; now, therefore, be it

RESOLVED, That the California Commission on Peace Officer Standards and Training meeting at Sacramento, California, on December 11, 1970, does hereby refuse to recognize under the sense and meaning of the State Statutes and Regulations any certificates awarded by the "National Commission on Professional Law Enforcement Standards", a creation of the American Federation of Police; and

RESOLVED further, That copies of this resolution be furnished to the California Peace Officers' Association, the California Sheriffs' Association, the Police Educators' Association of California, the California Chiefs of Police Association, the Peace Officers Research Associations, the California State Employees' Association and such other groups or agencies as may be deemed appropriate.

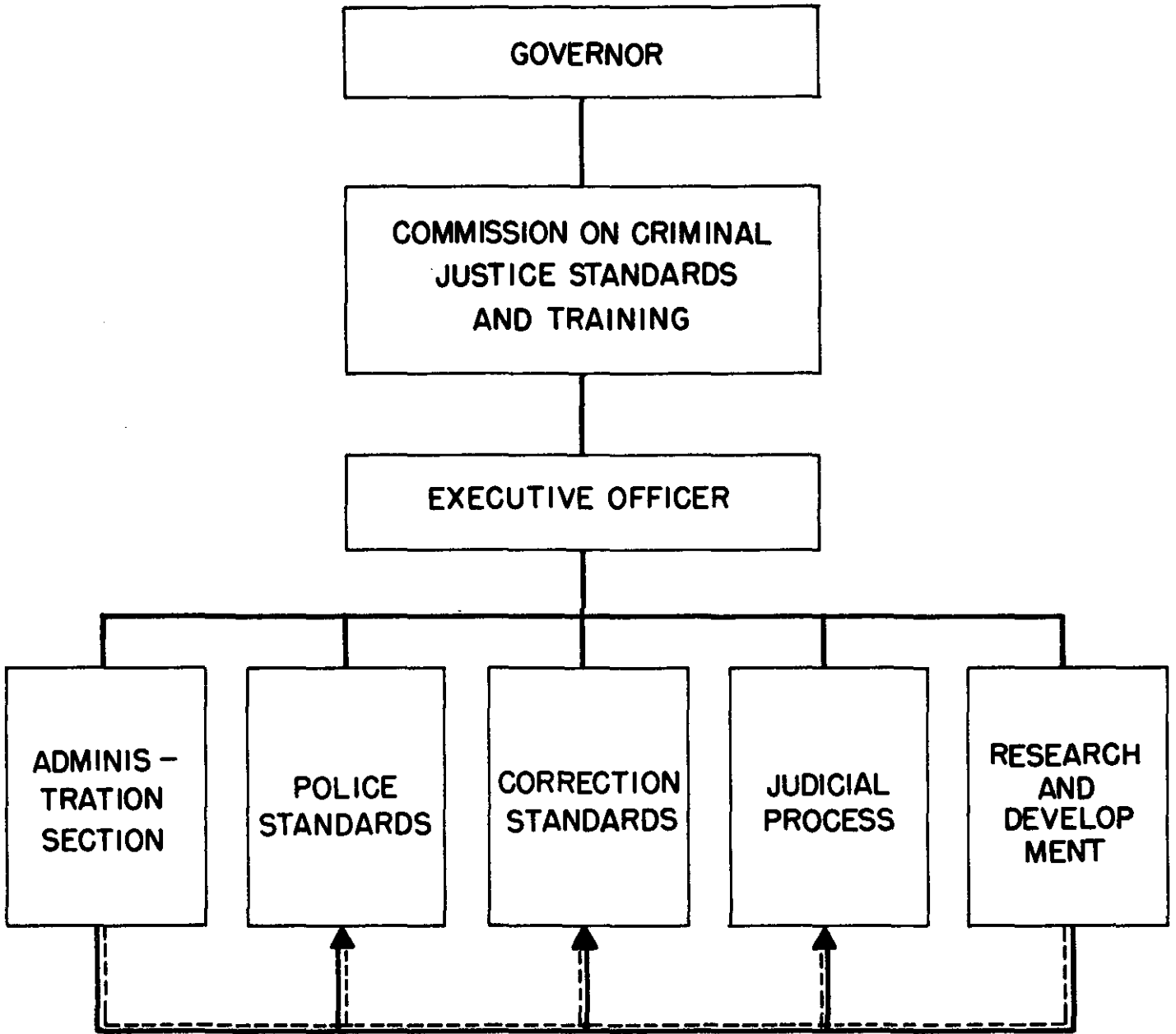
PLAN A



CCCJ:

2-EACH COMMISSION	6
A.G.	1
4-LAY MEMBERS	4
2-LEGISLATORS	2
	<hr/>
	13

PLAN B





COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

714 P Street, Room 1508
Sacramento, California 95814

February 1, 1971

REGULATIONS.

The Regulations of the Commission on Peace Officer Standards and Training are established and adopted in compliance with Sections 13506 and 13510 of the Penal Code of California.

The Regulations have been codified in Title 11, Chapter 2 of the Administrative Code of California, originally effective October 23, 1960, and revised effective February 1, 1971.

1000. OBJECTIVES

The objectives of the Commission on Peace Officer Standards and Training are:

- (1) To raise the level of competence of local law enforcement officers:
 - (a) By establishing minimum standards relating to physical, mental, and moral fitness which shall govern the selection of city police officers and peace officer members of county sheriffs' departments, and;
 - (b) By establishing minimum standards for training such officers.
- (2) To provide such services to local law enforcement as are authorized by law.

1001. DEFINITIONS

- (a) "Commission" is the Commission on Peace Officer Standards and Training.
- (b) "Executive Officer" is the Executive Secretary of the Commission.
- (c) "Department Head" is a chief of police or a sheriff.
- (d) "Assistant Department Head" is an officer occupying the first position(s) subordinate to a department head, and for which commensurate pay is authorized.
- (e) "Middle Management Positions" are those positions with supervisory and command responsibilities which are between first level supervisory positions and assistant department head positions as defined in this section, and for which commensurate pay is authorized.
- (f) "First Level Supervisory Position" is a position occupied by a police officer or deputy sheriff which in the upward chain of command directly supervises employees of police or sheriffs' departments and most commonly is the rank of sergeant, and for which commensurate pay is authorized.
- (g) "Officer" is a city police officer or peace officer member of a county sheriff's office.
- (h) "Department" is a police department or a sheriff's department.
- (i) "School" is any school, college, university, academy or local training program which offers law enforcement training and includes within its meaning the combination of course curriculum, instructors, and facilities.
- (j) "High School" is a school accredited as a high school by the Department of Education of the state in which the high school is located, or a school accredited as

1001. Definitions (continued)

a high school by the recognized regional accrediting body, or a school accredited as a high school by the state university of the state in which the high school is located.

- (k) "The Act" refers to Part 4, Title 4 of the Penal Code of California, commencing at Section 13500 and entitled, "Standards and Training of Local Law Enforcement Officers."
- (l) "Reimbursement" is the money allocated from the Peace Officer Training Fund, as provided in Section 13523 of the Act.
- (m) "Specification" is a description of a requirement supplementing a section of the Regulations.
- (n) "Accredited College"

For the purpose of awarding education and training credit acquired in educational institutions, the Commission shall recognize only those units awarded in a course from a junior college, college or university accredited as such by:

- (1) The Department of Education of the state in which the junior college, college or university is located, OR
- (2) The recognized national accrediting body, OR
- (3) The state university in the state in which the junior college, college or university is located, OR
- (4) The Commission.

1002. MINIMUM STANDARDS FOR EMPLOYMENT

- (a) Every officer employed by a department shall:
 - (1) Be a citizen of the United States.

1002. Minimum Standards for Employment (continued)

- (2) Be at least 21 years of age.
- (3) Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.
- (4) Not have been convicted by any state or by the Federal Government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.
- (5) Be of good moral character as determined by a thorough background investigation as prescribed in the Specification 1 entitled, "The Personal History Investigation."
- (6) Be a high school graduate or have passed the General Education Development test indicating high school graduation level, or have attained a score on a written test of mental ability approved by the Commission, and equivalent to that attained by the average high school student.
- (7) Be examined by a licensed physician and surgeon and must meet the requirements prescribed in Specification 2 entitled, "Physical Examination."
- (8) Be interviewed personally prior to employment by the department head or his representative, or representatives, to determine his suitability for the police service including such things as the recruit's appearance, personality, temperament, background, and ability to communicate.
- (9) At the date of hire or within 24 months have been awarded by an accredited college no less than 6 college semester units or 9 quarter units.

1002. Minimum Standards for Employment (continued)

- (b) It is emphasized that these are minimum entrance standards. Higher standards are recommended whenever the availability of qualified applicants meets the demand.

1003. MINIMUM STANDARDS FOR LATERAL ENTRY OR TRANSFER

- (a) The vision requirement set forth in Specification 2 entitled "Physical Examination" of these Regulations may be waived for persons who are employed at any peace officer rank by a department and who possess a Basic, Intermediate, or Advanced Certificate awarded by the Commission.

In all other cases of lateral entry or transfer, the Commission may waive the vision requirement upon written application for such waiver from the employing jurisdiction.

- (b) All other requirements of Section 1002 of the Regulations shall apply in each and every case of lateral entry or transfer, regardless of the rank to which the subject is appointed.
- (c) Whenever an officer enters a department laterally, the department shall forward to the Commission within 30 days of the date of his appointment, his full name, date of birth, date of appointment, and a summary of the subject's past experience, training, and education.

1004. PROBATIONARY PERIOD

- (a) Every officer employed by a department shall satisfactorily complete a probationary period of not less than 12 months. This requirement shall apply also to officers who enter a department laterally.

1004. Probationary Period (continued)

- (b) Every officer who is promoted or appointed to a supervisory, middle management, or assistant department head position shall satisfactorily complete a probationary period of not less than 6 months.
- (c) If the laws or charter provisions of a jurisdiction specify a probationary period of less than 12 months, paragraph (a) above shall not become effective in that jurisdiction before the legislative body or electorate has effected changes to conform with paragraph (a).

1005. MINIMUM STANDARDS FOR TRAINING

(a) Pre-service College Training

- (1) Credit for pre-service college training may be accepted in lieu of the Basic Course described in Section 1005 (b) (2) provided said pre-service training meets the following requirements:
 - (A) The training must have been completed at a junior college, college, or university certified by the Commission, and;
 - (B) The course of study shall meet the requirements of the Basic Course as set forth in Section 1005 (b) (2) of the Regulations, and;
 - (C) One of the following must be accomplished:
 - 1. The award of an associate degree or a bachelor degree with a major in Police Science, Police Administration, Law Enforcement, or Criminology.
 - 2. Completion of no less than 60 semester units in a course presented at a junior college, college or

1005. Minimum Standards for Training (continued)

university leading to an associate degree or a bachelor degree in Police Science, Police Administration, Law Enforcement, or Criminology.

- (2) Within 60 days after the date of appointment, the employing jurisdiction shall forward to the Commission the name, date of birth, date of appointment, and a copy of the college transcript for each officer whose training is claimed to have been accomplished under the provisions of Section 1005 (a) of the Regulations.
- (3) An officer appointed pursuant to this section is deemed to have completed the Basic Course requirement for the award of the Basic Certificate as provided in the specification entitled, "Requirements for the Basic, Intermediate, and Advanced Certificates."
- (4) Jurisdictions which elect to send officers meeting the training requirements of this section through the Basic Course in accordance with the Regulations are eligible for reimbursement.

(b) Basic Course

- (1) Requirements for the Basic Course are set forth in Specification 3 entitled, "The Basic Course."
- (2) Each and every trainee must satisfactorily complete the prescribed Basic Course within 18 months from the date of his appointment as a regularly employed officer.

(c) Supervisory Course

- (1) Requirements for the Supervisory Course are set forth in Specification 4 entitled, "The Supervisory Course."

1005. Minimum Standards for Training (continued)

- (2) Each and every officer promoted, appointed or transferred to a first level supervisory position shall have satisfactorily completed the prescribed Supervisory Course before or within 18 months after his initial promotion, appointment or transfer to such position. This section applies to officers promoted or transferred to a first level supervisory position within a department, and to officers employed from outside a department and appointed to a first level supervisory position without having completed the prescribed Supervisory Course.
 - (3) Reimbursement may be granted only for officers who have been awarded or are eligible for the award of the Basic Certificate.
 - (4) When a department requires an officer to complete the prescribed Supervisory Course prior to his promotion, appointment, or transfer to the first level supervisory position, that jurisdiction is not eligible for reimbursement until the officer is in fact promoted, appointed, or transferred to such a position within that department.
- (d) Middle Management Course
- (1) The Middle Management Course shall be optional until July 1, 1971, at which time each and every officer promoted, appointed or transferred to a middle management position shall have satisfactorily completed the prescribed Middle Management Course within 18 months after his initial promotion, appointment or transfer. This section applies to officers promoted or transferred to a middle management position within a department and to officers employed from outside a department and appointed to a middle management position without having completed the prescribed course.

1005. Minimum Standards for Training (continued)

- (2) The course is designed for officers newly promoted from the first level supervisory position, as defined in Section 1001 (f). However, the course is available to all other ranks above the first level supervisor at the discretion of the department head, and reimbursement may be granted upon satisfactory completion of the course. The requirements for the Middle Management Course are set forth in Specification 5 entitled, "The Middle Management Course."
- (3) When a department requires an officer to complete the Middle Management Course prior to his promotion, appointment or transfer to a middle management position, that jurisdiction shall not become eligible for reimbursement until the officer is in fact promoted, appointed, or transferred to such a position within that department.

(e) Executive Development Courses

Executive Development Courses are designed for department heads and assistant department heads and are optional. The requirements are set forth in Specification 6 entitled, "Executive Development Courses."

(f) Advanced Officer Course

The Advanced Officer Course shall be optional. The requirements for the Advanced Officer Course are set forth in Specification 7 entitled, "The Advanced Officer Course."

(g) Technical and Special Courses

- (1) Technical and Special Courses shall be optional courses for which reimbursement may be granted.

1005. Minimum Standards for Training (continued)

(2) The requirements for the Technical and Special Courses are set forth in Specification 8 entitled, "Technical and Special Course."

(h) Seminars

Seminars are designed to study and solve current and future problems encountered by middle managers and executives. Seminar techniques shall take into consideration the size, location and needs of cities and counties.

Seminars are optional and are reimbursable as specified in Specification 11 B. No seminar shall be certified that is of less than 18 hours duration.

1006. EXTENSION OF TIME LIMIT FOR COURSE COMPLETION

The Commission may grant an extension of a time limit for completion of any course required by Section 1005 of the Regulations upon presentation of evidence by a department that an officer is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction.

1007. EXAMINATIONS

Written examinations shall be required of each officer in each course certified by the Commission.

1008. WAIVER FOR EQUIVALENT TRAINING

The Commission may waive the requirement for the completion of any course required by Section 1005 of the Regulations upon presentation of documentary evidence by a department that an officer has satisfactorily completed equivalent training.

1009. PRIORITY FOR REIMBURSEMENT

Reimbursement for completion of courses shall be paid in the following priorities, depending upon funds available:

- (1) Basic and Supervisory Courses
- (2) Middle Management and Executive Development Courses
- (3) Advanced Officer Course
- (4) Technical and Special Courses

1010. ELIGIBILITY FOR REIMBURSEMENT

- (a) To be eligible for reimbursement, a jurisdiction must adhere to the minimum standards as defined in these Regulations for each and every officer employed. A jurisdiction shall be ineligible to receive reimbursement for any training if it:
 - (1) Employs one or more officers who do not meet the minimum standards for employment, OR
 - (2) Does not require that each and every officer satisfactorily complete the required training as prescribed in these Regulations, OR
 - (3) Has in its employ any officer hired after January 1, 1971, who does not acquire a P. O. S. T. Basic Certificate upon fulfilling the requirements.
- (b) If, in the judgment of the Commission, a jurisdiction has failed to adhere to the minimum standards for recruitment and training, the Commission shall notify the jurisdiction of said judgment and of its probable ineligibility for reimbursement. The Commission shall also request compliance. In the event that the jurisdiction fails to comply, the Commission may afford the concerned jurisdiction's official representatives the opportunity to appear before it and present whatever arguments the jurisdiction may deem appropriate in support of the claim. If the Commission finds that the standards have not been adhered to, it must reject all claims for reimbursement. A jurisdiction may be reinstated in the program and again become eligible for

1010. Eligibility for Reimbursement (continued)

reimbursement when, in the opinion of the Commission, it has demonstrated that it intends to adhere to the prescribed standards. The period during which the jurisdiction shall remain ineligible for reimbursement shall be at the discretion of the Commission.

- (c) Section 1010 of the Regulations shall not apply to temporary appointments.

1011. CERTIFICATES AND AWARDS

- (a) Certificates and awards may be presented by the Commission for the purpose of raising the level of competence of law enforcement and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (b) Certificates and awards remain the property of the Commission and the Commission shall have the power to cancel or recall any certificate or award upon due cause as determined by the Commission.
- (c) Basic, Intermediate, and Advanced Certificates are established for the purpose of fostering professionalization, education and experience necessary to perform adequately the general police service duties accomplished by peace officer members of city police departments, county sheriffs' offices or by the California Highway Patrol. Requirements for the Basic, Intermediate, or Advanced Certificates are as prescribed in Specification 9 entitled "Police Certification Program."
- (d) Specialized Law Enforcement Certificates are established for the purpose of fostering professionalization, education, and experience necessary to perform adequately the duties of specialized public law enforcement services such as those performed by special investigators, campus police, police officers of the California State Police Division, marshals and constables, and such others as may be deemed appropriate by the Commission. Requirements for Specialized Law Enforcement Certificates are set forth in Specification 12 entitled "Specialized Law Enforcement Certification Program."

1012. CERTIFICATION OF SCHOOLS

- (a) The Commission shall certify those schools deemed adequate to effectively teach one or more of the prescribed courses. The identity of each school so certified shall be periodically published and distributed by the Commission.
- (b) Certification may be revoked by action of the Commission whenever a school is deemed inadequate or no longer presents certified courses. In such event, the sponsoring agency of said school and the head of each department whose trainees participate in the school shall be notified by the Commission. The school may be recertified by the Commission when it deems the deficiencies have been corrected.

1013. CODE OF ETHICS

The Law Enforcement Code of Ethics, as prescribed in Specification 10 entitled "The Law Enforcement Code of Ethics," shall be administered as an oath to all trainees during the Basic Course.

1015. REIMBURSEMENTS

- (a) Proportionate Reimbursement

Reimbursements to cities, counties, and districts shall be granted by the Commission in accordance with Section 13523 Penal Code, which is quoted as follows:

"The Commission shall annually allocate and the State Treasurer shall periodically pay from the Peace Officers' Training Fund, at intervals specified by the Commission, to each city, county, and district which has applied and qualified for aid pursuant to this chapter an amount determined by the Commission pursuant to standards set forth in its regulations. The Commission shall grant aid only on a basis that is equally proportionate among cities, counties, and districts."

1015. Reimbursements (continued)

"In no event shall any allocation be made to any city, county, or district which is not adhering to the standards established by the Commission as applicable to such city, county, or district."

(b) Claim for Reimbursement

The employing jurisdiction shall complete and forward the "Claim for Reimbursement", P. O. S. T. Form 1.3, and accompanying forms to the Commission no later than fourteen days after the completion of the course.

(c) Trainees May Be Claimed Only Once

An officer who has successfully completed a course certified by the Commission and for whom reimbursement has been legally claimed or paid may not again be claimed for reimbursement for repetition of the same course regardless of transfer or re-employment by another department, unless the course is designed to be repeated periodically, such as Advanced Officer Courses or Executive Development Seminars.

(d) Reimbursement Limited to Actual Expenses

Reimbursement is limited to actual expenses or any portion thereof actually incurred by a jurisdiction and approved by the Commission. Reimbursement for salary may be provided for training acquired in an on-duty status or when compensation in lieu of salary is provided through overtime pay, compensatory time off, education and training or career development incentive pay, or other programs approved by the Commission.

(e) A schedule setting forth reimbursements allowed for each course or program certified by the Commission is set forth in Specification 11 entitled "Reimbursement Schedule."

1016. SERVICES PROVIDED BY THE COMMISSION

- (a) In accordance with Section 13513 Penal Code, upon the request of a local jurisdiction, the Commission shall provide a counseling service to such local jurisdictions for the purpose of improving the administration, management, or operations of a police agency and may aid such jurisdiction in implementing improved practices and techniques in accordance with Commission policy and guidelines for the counseling service.
- (b) In accordance with Section 13503 (e) Penal Code, the Commission may develop and implement programs to increase the effectiveness of law enforcement and when such programs involve training and education courses to cooperate with and secure the cooperation of state-level officers, agencies, and bodies having jurisdiction over systems of public higher education in continuing the development of college-level training and education programs.
- (c) The Commission may periodically publish or recommend that other governmental agencies publish curricula, manuals, lesson plans and other material to aid local departments in achieving the objectives of the Act.



SPECIFICATION 1

February 1, 1971

Subject: THE PERSONAL HISTORY INVESTIGATION

This requirement supplements Section 1002 (a) (5) of the Commission Regulations. A personal history investigation covering the following procedures must be conducted of each recruit employed pursuant to Chapter 1 of Title 4, Part 4 of the California Penal Code.

The purpose of the personal history investigation is to find examples of any character traits in the applicant's life which might prevent his becoming a successful peace officer. The investigation should be conducted by an experienced investigator, and the results should be evaluated by the department head and hiring authority to determine whether the applicant is suitable.

Requirements

A personal history investigation covering the following procedures shall be followed in the investigation of each recruit employed.

1. The department head shall require the applicant to complete the P. O. S. T. Personal History Statement, Form 2.5 (attached), or its equivalent prior to conducting the background investigation.
2. The background investigation shall be conducted by an experienced investigator.
3. The results of the investigation must be reduced to writing and made available to the department head for the purpose of evaluation to determine whether the applicant is suitable. The results shall be retained by the jurisdiction as a source of authenticated information on personnel for present and successive administrators.
4. The investigation shall include an inquiry into the following sources of information for the purpose indicated:
 - a. The State Department of Motor Vehicles, Division of Drivers' Licenses - to determine the applicant's driving record.

Specification 1

Personal History Investigation

- b. High school and all higher educational institutions that the applicant attended - to determine the educational achievements, character and career potential of the applicant.
- c. State bureaus of vital statistics or county records - to verify birth and age records. In the case of foreign born, appropriate federal or local records.
- d. All police files in jurisdictions where the applicant has lived or worked - to determine if any record exists.
- e. Criminal records of the California Bureau of Investigation and Identification. A copy of the return shall be retained in the applicant's personnel record.
- f. The Federal Bureau of Investigation records. A copy of the return shall be retained in the applicant's personnel records.
- g. All previous employers - to determine the quality of the applicant's work record.
- h. Within practical limits, references supplied by the applicant, and other references supplied by them, if any - to determine the applicant's character and career potential.
- i. The applicant's present neighborhood and where practicable, neighborhoods where the applicant may have previously resided - to determine his reputation as a good neighbor and citizen.
- j. The applicant's credit records - to determine his credit standing with banks, department stores and other commercial establishments that would tend to give a clear record of the applicant's reliability.
- k. When appropriate, military records, including medical, in the service of the United States, jurisdictions therein, or foreign government - to determine the quality of the applicant's service.
- l. Hospitals, clinics, or physicians having medical records of the applicant - to determine the past health of the applicant.

Month	Day	Year
-------	-----	------

To be typewritten, printed or
handwritten legibly with ink.

PERSONAL HISTORY STATEMENT

INSTRUCTIONS

Fill out this questionnaire completely and accurately. All statements in your questionnaire are subject to verification. Incorrect statements may bar or remove you from employment. If space provided is inadequate, add another page and identify additional information by item number.

PERSONAL

1. Your Name? (Print)

First

Middle

Last

Give any other names you have used
or been known by, and attach a state-
ment giving reasons (if none, so state)

2. Your Weight? _____ lbs.

Your Height? _____ ft. _____ in.

3. Your Address? (Print)

Number

Street

City

State

Your Phone Number?

Home

Business

4. With whom do you reside?

5. When were you born?

Month

Day

Year

6. Where were you born?

City

State

County

7. Are you a citizen of the United States? _____ Yes _____ No

Natural Born: _____ Naturalized: _____

8. List all organizations, clubs and associations of which you are or have been a member, or with which you are or have been associated.

9. What are your hobbies and special skills and abilities, including speaking foreign languages?

MARITAL

10. Are you single, married, separated or divorced? _____
11. If married, are you living with your wife? _____ Yes _____ No
If not, state reasons _____

12. Give following information regarding marriage or marriages:

WHEN	WHERE	BY WHOM	WIFE'S MAIDEN NAME

13. If a marriage to which you were a part was dissolved, fill out the following:

	HOW	WHO INITIATED ACTION	TITLE, LOCATION OF COURT
SEPARATED			
DIVORCED			
ANNULLED			

14. Give following information concerning your parents and your spouse's parents:

	Name	Address	Living?	Where Born
Father				
Mother's Maiden				
Father-in-Law				
Mother-in-Law				

15. List below every child born to you:

NAME	DATE OF BIRTH	PLACE OF BIRTH	WITH WHOM AND WHERE RESIDES?

16. Are you now supporting all children born to you, adopted by you and stepchildren?
_____ Yes _____ No
If not, give details _____

17. Have you ever been involved as defendant in a paternity proceeding?

_____ Yes _____ No. If yes, state full details _____

REFERENCES

18. Fill in below the names of five persons not related to you, and not former employers, who have known you intimately for at least 5 years. All persons to whom you refer may be asked to appraise your character, ability, experience, personality and other qualities.

Name _____ Address _____
Business, Occupation or Profession _____ Years Known _____
Business Address _____ Bus. Phone _____ Res. Phone _____
.....

Name _____ Address _____
Business, Occupation or Profession _____ Years Known _____
Business Address _____ Bus. Phone _____ Res. Phone _____
.....

Name _____ Address _____
Business, Occupation or Profession _____ Years Known _____
Business Address _____ Bus. Phone _____ Res. Phone _____
.....

Name _____ Address _____
Business, Occupation or Profession _____ Years Known _____
Business Address _____ Bus. Phone _____ Res. Phone _____
.....

Name _____ Address _____
Business, Occupation or Profession _____ Years Known _____
Business Address _____ Bus. Phone _____ Res. Phone _____
.....

ACQUAINTANCES

19. Fill in below the names of four persons not related to you, and not former employers or references, who are friends, fellow students, or fellow workers. Names listed should be those of persons who have seen you frequently during the past year.

Name _____
Address _____ Residence Phone _____
Business Address _____ Business Phone _____
Business, Occupation or Profession _____
In what capacity is the above known to you _____

Name _____
Address _____ Residence Phone _____
Business Address _____ Business Phone _____
Business, Occupation or Profession _____
In what capacity is the above known to you _____
.....

Name _____
Address _____ Residence Phone _____
Business Address _____ Business Phone _____
Business, Occupation or Profession _____
In what capacity is the above known to you _____
.....

Name _____
Address _____ Residence Phone _____
Business Address _____ Business Phone _____
Business, Occupation or Profession _____
In what capacity is the above known to you _____
.....

20. Girl Friend ("Steady"): Name _____
Address _____

FAMILY HISTORY

21. Give the names of every member of your immediate family who is still living:
Include father, mother, sisters, brothers.

NAME	RELATIONSHIP	ADDRESS	TELEPHONE	OCCUPATION

22. Has any member of your immediate family ever been arrested for or convicted of a felony offense? Yes No. If yes, give particulars below:

NAME	RELATIONSHIP	OFFENSE	WHERE ARRESTED

23. Has any member of your immediate family ever been treated for a nervous or mental disorder? Yes No. If yes, give particulars below:

NAME	RELATIONSHIP	NATURE OF ILLNESS	WHERE & BY WHOM TRT'D

FINANCIAL

24. Is your life insured? Yes No.
 Value or amount _____ Company _____ City & State _____

25. Have you a savings account? Yes No.
 Amount _____ Bank _____ City & State _____

26. Have you a checking account? Yes No.
 Amount _____ Bank _____ City & State _____

27. Do you have any investments? Yes No.
 (stocks, bonds, etc.)
 Amount _____ Company _____ City & State _____

28. Do you own or are you buying your own home? Yes No.
 Amount invested _____ Bank or Company _____
 City & State _____

29. Do you own or are you buying other real estate? Yes No.
 Amount invested _____ Bank or Company _____
 City & State _____

30. Do you own or are you buying an automobile? Yes No.
 Amount Invested _____ Amount Owing _____ Make _____ Year _____ License _____

31. What income other than salary do you have at present? Include wife's salary.

32. How many persons are dependent upon you for support? _____

CREDIT

33. List firms with which you have, or have had, charge accounts. List firms from whom you have borrowed money for any purpose.

.....
Type of Business: _____

Name of Firm Amount:

Street Address City & State Date Opened Date Closed

Purpose: _____

.....
Type of Business: _____

Name of Firm Amount:

Street Address City & State Date Opened Date Closed

Purpose: _____

.....
Type of Business: _____

Name of Firm Amount:

Street Address City & State Date Opened Date Closed

Purpose: _____

.....
Type of Business: _____

Name of Firm Amount:

Street Address City & State Date Opened Date Closed

Purpose: _____

.....
Type of Business: _____

Name of Firm Amount:

Street Address City & State Date Opened Date Closed

Purpose: _____

34. What is your total indebtedness at present? _____
 What does this cover? _____
35. Have your creditors treated you fairly? _____. If not, explain: _____

36. Have you ever been sued? ____ Yes ____ No. If yes, give details: _____

RESIDENCES

37. List addresses since your tenth birthday or last 15 years (whichever is the least) starting with present address at top:

FROM MO. YR.	TO MO. YR.	ADDRESS OF RESIDENCE	CITY AND STATE	FROM WHOM RENTED INCLUDE ADDRESS

WORK HISTORY

38. What is your occupation or calling? _____
39. Are you now or have you ever been engaged in any business as an owner, partner, or corporate member? ____ Yes ____ No. If yes, give details below:

40. What is your social security number? _____
41. Were you ever discharged or forced to resign because of misconduct or unsatisfactory service? ____ Yes ____ No. If yes, give details below:

42. Have your employers always treated you fairly? ____ Yes ____ No. If not, explain: _____

43. Do you object to wearing a uniform? _____ Yes _____ No.

44. Do you object to working nights? _____ Yes _____ No.

45. Have you had experience with shift work? _____ Yes _____ No.

46. List all jobs you have held in the last ten years. Put your present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper time sequence and temporary part-time jobs.

.....
From _____ To _____ Exact Title of Position _____
Month and Year Month and Year
Name and Address of Employer Your Duties are:
Name and Title of Your Supervisor
Reason for Leaving Number Supervised Salary per
Month:

.....
From _____ To _____ Exact Title of Position _____
Month and Year Month and Year
Name and Address of Employer Your Duties are:
Name and Title of Your Supervisor
Reason for Leaving Number Supervised Salary per
Month:

.....
From _____ To _____ Exact Title of Position _____
Month and Year Month and Year
Name and Address of Employer Your Duties are:
Name and Title of Your Supervisor
Reason for Leaving Number Supervised Salary per
Month:

.....
From _____ To _____ Exact Title of Position _____
Month and Year Month and Year
Name and Address of Employer Your Duties are:
Name and Title of Your Supervisor
Reason for Leaving Number Supervised Salary per
Month:

.....
From _____ To _____ Exact Title of Position _____
Month and Year Month and Year
Name and Address of Employer Your Duties are:
Name and Title of Your Supervisor
Reason for Leaving Number Supervised Salary per
Month:

46. Continued.....

.....
From _____ To _____ Exact Title of Position _____
Month and Year Month and Year
Name and Address of Employer Your Duties are:
Name and Title of Your Supervisor
Reason for Leaving Number Supervised Salary per
Month:

.....
From _____ To _____ Exact Title of Position _____
Month and Year Month and Year
Name and Address of Employer Your Duties are:
Name and Title of Your Supervisor
Reason for Leaving Number Supervised Salary per
Month:

.....
From _____ To _____ Exact Title of Position _____
Month and Year Month and Year
Name and Address of Employer Your Duties are:
Name and Title of Your Supervisor
Reason for Leaving Number Supervised Salary per
Month:

.....
From _____ To _____ Exact Title of Position _____
Month and Year Month and Year
Name and Address of Employer Your Duties are:
Name and Title of Your Supervisor
Reason for Leaving Number Supervised Salary per
Month:

.....
From _____ To _____ Exact Title of Position _____
Month and Year Month and Year
Name and Address of Employer Your Duties are:
Name and Title of Your Supervisor
Reason for Leaving Number Supervised Salary per
Month:

47. Have you ever filed a claim for workman's compensation? Yes No.
If yes, give details below:

48. Do you have any physical disabilities at this time or have you ever had any?
 Yes No. If yes, give details below:

49. List below any extended absences from work you have had because of personal illness and describe the causes: _____

50. List below every civil service competitive examination you have taken. If none, so state.

AGENCY	APPROXIMATE DATE OF EXAM.	POSITION ON LIST	STATUS

51. Are you now on any eligibility list? Yes No. If yes, list below:

52. If you were ever placed on an eligibility list and were not hired, state why:

53. Were you ever rejected for any civil service position? Yes No. If yes, why? _____

54. Have you previously submitted an application for employment with the _____
_____ Police Department? _____ Yes _____ No. Approximate Date:
_____.

55. Have you ever received unemployment insurance or other federal, state or local
benefits or assistance? _____ Yes _____ No.

KIND	LOCAL OFFICE	ADDRESS	FOR HOW LONG?

56. In the space provided below, list your reasons for applying for this position:

MILITARY

57. Have you ever served in a military or naval organization of the United States?
_____ Yes _____ No.

58. Give Branch of Service _____ Company _____
Regiment _____ Division _____ Ship _____

59. What is your Service Number? _____

60. Highest rank held: _____

61. How many periods of active military service have you had? _____

62. List all medals and decorations awarded you as a member of the armed forces:

63. What is the type of your discharge? Honorable, dishonorable, medical, honorable
conditions, etc.? Be exact: _____

64. Give date and location of entrance of active duty: _____

65. Give date and location of discharge: _____

66. If you have had no military service, give reasons _____

67. Give period or periods of active military service:

From _____ To _____ From _____ To _____
 From _____ To _____ From _____ To _____
 From _____ To _____ From _____ To _____

68. Are you now or were you ever an active or inactive member of any branch of the United States Reserve Forces? ____ Yes ____ No. State which: Active or Inactive _____

Branch _____ Unit _____ Rank _____
 Address _____ From _____ To _____

69. Are you now or were you ever a member of the National Guard? ____ Yes ____ No.

State _____ Regiment _____ Unit _____ Rank _____
 From _____ To _____ Type of Discharge _____

70. What is your present draft classification? _____

Date of Expiration: _____
 Draft board number and location: _____

EDUCATION

71. Indicate below, the schools you have attended and courses completed. If you cannot remember, say so. Do not trouble to write the school for information.

Name Address (City and State)	No. Full Yrs. Work Completed	When Attended	Graduate	Principal Or Dean
Grammar Schools _____				

Junior High _____				
Schools _____				

High _____				
Schools _____				

University _____				
or _____				
Colleges _____				

Extension, Graduate, Correspondence Courses				

72. Were you ever expelled or suspended from any school or were you ever disciplined by any school official? _____ Yes _____ No. If yes, give particulars below:

MEDICAL

73.

SECTION A HAVE YOU EVER OR DO YOU NOW HAVE ANY OF THE FOLLOWING? FOR "YES" ANSWERS, SUPPLY FULL DETAILS IN SECTION B ON THE REVERSE SIDE. IF THE CONDITION REQUIRED HOSPITALIZATION, CHECK THE CORRESPONDING BOX.									
CONDITION	NO	YES	HOSP	CONDITION	NO	YES	HOSP		
1. HEAD INJURY				24. SENSITIVITY TO DUST					
2. BACK TROUBLE OR BACK PAIN				25. OTHER ALLERGIES					
3. ANY DEFECT OF BONES OR JOINTS INCLUDING AMPUTATIONS, DISLOCATIONS, BROKEN BONES				26. FREQUENT COLDS					
4. LAMENESS				27. CANCER OR MALIGNANCY					
5. RHEUMATISM OR ARTHRITIS				28. TUMOR, GROWTH, OR CYST					
6. TRICK OR LOCKED KNEE/KNEE INJURY				29. ANY COMPLICATIONS FROM CHILDHOOD DISEASES					
7. FOOT TROUBLE				30. POLIO					
8. EYE INJURY, SURGERY, DISEASE				31. RHEUMATIC FEVER					
9. HAVE YOU EVER WORN GLASSES/CONTACT LENSES				32. HEART TROUBLE, INCLUDING CIRCULATORY					
10. HARD OF HEARING OR HEARING PROBLEMS				33. HIGH OR LOW BLOOD PRESSURE					
11. WORN A HEARING AID				34. VARICOSE VEINS					
12. HEADACHES				35. PERNICIOUS ANEMIA, LEUKEMIA, OR OTHER BLOOD DISORDER OR AILMENT					
13. MENTAL ILLNESS OR NERVOUS BREAKDOWN				36. HEPATITIS, JAUNDICE, OR OTHER LIVER AILMENT					
14. ADDICTION TO DRUGS OR ALCOHOL				37. DIABETES OR SUGAR IN URINE					
15. FAINTING OR DIZZY SPELLS				38. ULCERS OR OTHER STOMACH TROUBLE					
16. EPILEPSY OR FITS				39. COLITIS					
17. ANY DISORDER OF THE NERVOUS SYSTEM				40. GALL BLADDER TROUBLE					
18. TUBERCULOSIS OR OTHER LUNG TROUBLE				41. KIDNEY OR BLADDER TROUBLE					
19. SHORTNESS OF BREATH				42. PILES OR HEMORRHOIDS					
20. ASTHMA				43. RUPTURE OR HERNIA					
21. BRONCHITIS				44. MONONUCLEOSIS					
22. POISON OAK OR POISON IVY				45.					
23. SKIN TROUBLE									
								NO	YES
46. HAVE YOU EVER HAD OR BEEN ADVISED TO HAVE AN OPERATION? IF "YES," GIVE THE NATURE AND DATE(S) OF OPERATION(S):									
47. HAVE YOU EVER BEEN A PATIENT (COMMITTED OR VOLUNTARY) IN A MENTAL HOSPITAL? IF "YES," GIVE REASONS, DATE(S), AND PLACE(S):									
48. HAVE YOU HAD ANY OTHER ILLNESS, INJURY, OR PHYSICAL CONDITION NOT NAMED ABOVE, OTHER THAN CHILDHOOD DISEASES OR MINOR ILLNESSES? IF "YES," EXPLAIN:									
49. HAVE YOU HAD AN INJURY WITHIN THE LAST 5 YEARS WHICH CAUSED YOU TO LOSE TIME FROM WORK?									
50. HAVE YOU EVER BEEN DENIED EMPLOYMENT OR INSURANCE FOR MEDICAL REASONS?									
51. HAVE YOU EVER BEEN DEFERRED FROM MILITARY SERVICE FOR MEDICAL, EMOTIONAL, OR HEALTH REASONS?									

73. Continued.....

52. HAVE YOU EVER BEEN DISCHARGED OR RELEASED FROM EMPLOYMENT OR FROM THE ARMED FORCES FOR MEDICAL, EMOTIONAL, OR HEALTH REASONS?		
53. HAVE YOU EVER RECEIVED OR APPLIED FOR PENSION OR COMPENSATION FOR DISABILITY OR INJURY?		
54. ARE YOU PRESENTLY UNDER THE DOCTOR'S CARE FOR ANY CONDITION?		
55. HAVE YOU EVER TAKEN MEDICATION THE LAST 12 MONTHS FOR ANY REASON? IF "YES," EXPLAIN:		
56. DO YOU OR HAVE YOU EVER HAD ANY PHYSICAL OR EMOTIONAL LIMITATIONS? IF "YES," EXPLAIN:		

PHYSICIANS CONSULTED (For above items checked "Yes," identify item No.)

Item	Physician's Name	Address (no., st., city, state)

SECTION B WRITE YOUR OWN ACCOUNT AND EXPLAIN ALL ITEMS ANSWERED "YES" IN THIS QUESTIONNAIRE; IDENTIFY ITEM NUMBER. INCLUDE DIAGNOSIS, DATE OF ONSET, AND YOUR PRESENT CONDITION. CONTINUE ON 8½ x 11 SHEETS OF PAPER AND ATTACH.

ITEM	

74. Do you drink alcoholic beverages? Yes No. If yes, to what degree?

75. Have you ever used marijuana? Yes No. If yes, what were the circumstances?

76. Have you ever used any other illegal drugs, opiates, pills, etc.? Yes No.
If yes, what were the circumstances? _____

ARREST AND MILITARY DISCIPLINARY

Answer all of the following questions completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. (Exclude Traffic Citations)

77. Have you ever been arrested or detained by police? Yes No. If yes, give details below:

Crime Charged _____ Police Agency _____

Date _____ Disposition of Case _____
.....

Crime Charged _____ Police Agency _____

Date _____ Disposition of Case _____
.....

Crime Charged _____ Police Agency _____

Date _____ Disposition of Case _____
.....

78. Have you ever been placed on probation? Yes No. If yes, give details below:

79. Have you ever been required to pay a fine in excess of \$25.00? Yes No.
If answer is yes, give details below:

80. Have you ever been reported as a missing person or as a runaway? Yes No.
If answer is yes, give complete details, including jurisdiction, dates and outcome.

81. Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, captain's mast or company punishment, or any other disciplinary action while a member of the armed forces? Yes No. If yes, explain below:

82. List any disciplinary action taken against you in the National Guard or other reserve unit. _____

83. If you have ever been fingerprinted by a police agency other than for an arrest, give details below. Your answers will be checked with the F.B.I. and other agencies.

Agency _____ Date _____ Purpose _____

Agency _____ Date _____ Purpose _____

Agency _____ Date _____ Purpose _____

84. Can you operate a motor vehicle? _____ Yes _____ No.

85. Do you possess a valid operator's license from State of California? _____ Yes
_____ No. Operator's license number _____ Year issued _____

86. Did you ever possess an operator's license issued by any state other than California? _____ Yes _____ No. If yes, give state and number _____

87. Was your license ever suspended or revoked? _____ Yes _____ No. If yes, state which and give reasons: _____

88. Was your license ever restored? _____ Yes _____ No. When? _____

89. Have you ever been refused an operator's license by any state? _____ Yes _____ No. If yes, give details: _____

90. Has your license ever been placed on negligent operator's probation? _____ Yes _____ No. If yes, give details: _____

91. Have you ever been involved in a motor vehicle accident? _____ Yes _____ No. If answer is yes, give complete details for each accident whether collision or non-collision:

Date _____ Police Investigation? _____ Yes _____ No.

Location _____ Cause of Accident _____

Injury or Non-Injury _____ Who Legally at Fault? _____
.....

Date _____ Police Investigation? _____ Yes _____ No.

Location _____ Cause of Accident _____

Injury or Non-Injury _____ Who Legally at Fault? _____
.....

Date _____ Police Investigation? _____ Yes _____ No.

Location _____ Cause of Accident _____

Injury or Non-Injury _____ Who Legally at Fault? _____
.....

92. List below all traffic citations you have received: (Except for parking)

LOCATION (CITY)	APPROX. DATE	NATURE OF VIOLATION	PENALTY OR DISPOSITION

93. Do you type? Yes No. How many words per minute? _____

94. If it became necessary in the course of police duties to take a human life, would you have any reluctance to do so because of religious or other beliefs? Yes No. If yes, explain: _____

I hereby certify that all statements made in this questionnaire are true and complete, and understand that any misstatements of material facts will subject me to disqualification or dismissal.

 (Signature in Full)

 (Date Completed)

SPECIFICATION 2

February 1, 1971

Subject: PHYSICAL EXAMINATION

This requirement supplements Section 1002 (a) (7) of the Regulations. It is in keeping with the concept that in order to render proper service to his community, a California peace officer must be mentally alert, physically sound and free from any physical defect or mental or emotional instability which might adversely affect his performance of duty. His personal safety and the safety and lives of others may be endangered if he lacks these qualifications.

REQUIREMENTS:

1. Medical Examination

The medical examination shall be given by a licensed physician and surgeon.

2. Medical History

Each applicant must supply to the examining physician a statement of the applicant's medical history of past and present diseases, injuries or operations.

3. Vision and Hearing

The applicant shall possess normal hearing, normal color vision and visual functions as determined by the appointing authority. Each eye must be free of any abnormal condition or disease which in the opinion of the appointing authority might adversely affect performance of duty. He must possess visual acuity of not less than 20/100 vision in each eye without correction and corrected to no less than 20/30 in each eye.

4. Physician's Findings and Record

The physician shall record his findings on appropriate forms and shall note thereon, for evaluation by the appointing authority, any past or present physical defects, diseases, injuries, operations, or any evidence or indications of mental disease or emotional instability. The completed form shall be retained by the local jurisdiction.

SPECIFICATION 3

February 1, 1971

Subject: THE BASIC COURSE

This requirement supplements Section 1005 (b) (1) of the Regulations. The Basic Course consists of a minimum of 200 hours of instruction in the following subjects:

	HOURS
A. INTRODUCTION TO LAW ENFORCEMENT	10
1. Criminal Justice System	
2. Ethics and Professionalization	
3. Orientation	
B. CRIMINAL LAW	16
1. Criminal Law (Penal Code)	
2. Laws of Arrest	
C. CRIMINAL EVIDENCE	8
1. Rules of Evidence (Evidence Code)	
2. Search and Seizure	
D. ADMINISTRATION OF JUSTICE	4
1. Court System	
2. Courtroom Demeanor and Testifying	
E. CRIMINAL INVESTIGATION	34
1. Assault Cases	
2. Auto Theft Cases	
3. Burglary Cases	
4. Collection, Identification and Preservation of Evidence	
5. Crime Scene Recording	
6. Injury and Death Cases	
7. Interviews and Interrogations	
8. Narcotics and Dangerous Drugs	

Specification 3

Basic Course

	HOURS
E. CRIMINAL INVESTIGATION (continued)	
9. Preliminary Investigation	
10. Robbery Cases	
11. Sex Crimes	
12. Theft Cases	
F. COMMUNITY-POLICE RELATIONS	20
1. Discretionary Decision Making	
2. General Public Relations	
3. Human Relations	
4. Local Programs	
5. News Media Relations	
6. Race and Ethnic Group Relations	
7. Role of Police in Society	
8. Role Playing Demonstration	
G. PATROL PROCEDURES	40
1. Alcoholic Beverage Control Laws	
2. Crowd Control	
3. Disaster Training	
4. Disorderly Conduct and Disturbance Cases	
5. Domestic and Civil Disputes	
6. Field Notetaking	
7. Intoxication Cases	
8. Mental Illness Cases	
9. Missing Persons	
10. Patrol and Observation	
11. Report Writing	
12. Tactics for Crimes in Progress	
13. Telecommunications	
H. TRAFFIC CONTROL	20
1. Citations: Mechanics and Psychology	
2. Driver Training	
3. Drunk Driving Cases	
4. Traffic Accident Investigation	

Specification 3

Basic Course

		HOURS
H.	TRAFFIC CONTROL (continued)	
	5. Traffic Directing	
	6. Traffic Laws (Vehicle Code)	
	7. Vehicle Pullovers	
I.	JUVENILE PROCEDURES	8
	1. Juvenile Laws	
	2. Juvenile Procedures	
J.	DEFENSIVE TACTICS	14
	1. Arrest and Control Techniques	
	2. Defensive Tactics	
	3. Transportation of Prisoners and the Mentally Ill	
K.	FIREARMS	12
	1. Legal Aspects and Policy	
	2. Range	
	3. Special Weapons	
L.	FIRST AID	10
M.	EXAMINATIONS	<u>4</u>
N.	TOTAL REQUIRED HOURS	200

LIST OF GRADUATES

Course administrators shall submit to the Commission a list of the names of peace officer students who have completed successfully the Basic Course.

SPECIFICATION 4

February 1, 1971

Subject: THE SUPERVISORY COURSE

This requirement supplements Section 1005 (c) of the Regulations. The Supervisory Course consists of a minimum of 80 classroom hours and shall include the subjects set forth as follows:

A. SUBJECT OUTLINE

1. Introduction and Scope of the Course
2. Duties and Responsibilities of the Police Supervisor
3. The Supervisor's Relationship to Police Management
4. Communication Principles
5. Handling and Preventing Complaints
6. Motivating Employees to Work
7. Leadership
8. Psychological Aspects of Supervision
9. Morale and Discipline
10. Performance Appraisal and Rating Procedures
11. Supervisory Decision Making
12. Making Duty Assignments
13. The Supervisory Training Function
14. How People Learn
15. Job Analysis
16. The Four Steps of Teaching
17. Lesson Plans
18. Instructional Aids
19. Roll Call Training
20. Practical Application
21. Evaluation of Instruction
22. Written Examinations

B. COURSE SCHEDULES

The time lapse for completion of the course shall be no longer than 18 months from the date a trainee begins the course until it is completed.

Specification 4 Supervisory Course

C. COURSE CHANGES

The Commission may approve changes from the course content listed in paragraph A upon written application by a jurisdiction presenting evidence that such change is compatible with the public interest.

LIST OF GRADUATES

The course administrators shall submit to the Commission a list of the names of peace officer students who have completed successfully the Supervisory Course.

SPECIFICATION 5

February 1, 1971

Subject: THE MIDDLE MANAGEMENT COURSE

This requirement supplements Section 1005 (d) (1) of the Regulations. The Middle Management Course shall consist of no less than 100 classroom hours and shall include the subjects set forth as follows:

A. INTRODUCTION

1. Course Orientation
2. Role of Police in Society

B. ORGANIZATION AND MANAGEMENT

1. Principles of Administration
2. Modern Police Organization
 - a. Line Functions
 - b. Administrative Functions
 - c. Auxiliary Functions
3. Role of Middle Manager

C. MOTIVATION

1. Human Relations in Management
2. Techniques of Supervision
3. Psychology of Leadership
4. Effective Communication
5. Conference Leadership

D. IMPLEMENTATION

1. Research, Planning and Analysis
2. Deployment and Utilization of Personnel
3. Financial Planning, Execution and Control
4. Community Relations Program Management
5. Information Management
6. Training Program Management
7. Personnel Management
8. Planning for the Future

Specification 5

Middle Management Course

E. EXAMINATIONS

Written examinations covering the subject matter of the course are required by Section 1007 of the Commission Regulations.

F. INDIVIDUAL PROJECTS

Course administrators may require each trainee to complete a study project related to one or more of the subjects in the Middle Management Course including a written report of the project, including findings and conclusions.

LIST OF GRADUATES

Course administrators shall submit to the Commission a list of names of peace officer students who have completed successfully the Middle Management Course.

SPECIFICATION 6

February 1, 1971

Subject: EXECUTIVE DEVELOPMENT COURSES

This specification supplements Section 1005 (e) of the Regulations.

Executive Development Courses are optional and are designed for department heads and assistant department heads. The courses include the "Executive Development Course" and the "Executive Development Seminars."

EXECUTIVE DEVELOPMENT COURSE

The Executive Development Course shall consist of no less than 100 hours and is designed for department heads and assistant department heads who have not completed the course or its equivalency and shall include the subjects set forth below:

A. INTRODUCTION

1. Introduction and Overview of the Course
2. Challenge of Crime in Society
3. Role of Police in Society
 - a. Police Role in Crime Prevention
 - b. Total Community Commitment

B. INTERNAL MANAGEMENT

1. Personnel Administration
 - a. Management by Objectives
 - b. Police Manager Development
 - c. Motivation Techniques
 - d. Delegation of Responsibility
 - e. Training
 - f. Counseling and Interviews
 - g. Performance Review and Evaluation
 - h. Grievance Procedures
 - i. Morale and Discipline
 - j. Improving Supervision
 - k. Improving Middle Management

Specification 6

Executive Development Course

2. Management Techniques and Aids
 - a. Planning and Research
 - b. Information Management and Automatic Data Processing
 - c. Police Legal Advisor
 - d. Use and Impact of New Technology in Police Management
 - e. Decision Making
 3. Operations Management
 - a. Formulation and Implementation of Policy
 - b. Staff Inspections
 - c. Internal Investigation - Maintaining Integrity
 - d. Application of Science and Technology
 - e. Planning for Civil Disorders and Major Emergencies
 4. Fiscal Management
 - a. Sources of Revenue
 - b. Budget Process, Preparation and Presentation
 - c. Wage and Salary Administration
 - d. Inventory and Control of Equipment and Facility
- C. ENVIRONMENTAL RELATIONSHIPS
1. Inter- and Intra-Governmental Relationships
 2. Urban Planning and the Police
- D. COMMUNITY RELATIONS
1. Importance of Adequate Policy and Procedures
 2. Community Relations Program Management
 3. Processing Citizen Complaints
 4. Group Information Media
 5. Groups Within the Community
 6. Community's Role in Crime Prevention and Control
 7. Evaluating and Maintaining Effectiveness
- E. COMMUNICATIONS
1. Conference Leadership
 2. Oral and Written Reports

Specification 6 Executive Development Course

E. COMMUNICATIONS (continued)

3. Inter-Agency Communication
4. Intra-Departmental Communication
 - a. Formal
 - b. Informal
5. Effective Speaking and Writing

F. INDIVIDUAL PROJECTS

Course administrators may require each trainee to complete a study project related to one or more of the subjects in the Executive Development Course, including a written report of the project, with findings and conclusions.

LIST OF GRADUATES

Course administrators shall submit to the Commission a list of names of the peace officers who have completed successfully Executive Development Courses.

SPECIFICATION 7
February 1, 1971

Subject: THE ADVANCED OFFICER COURSE

- A. This specification supplements Section 1005 (f) of the Regulations. The Advanced Officer Course is optional and is designed to keep officers informed of new laws, new court decisions, changes in law enforcement policy, new concepts of police technology, advanced techniques, police-community relations, law enforcement ethics in maintaining police integrity and such other refresher training as may be necessary.
- B. The manner in which the course is presented and the proposed curriculum may be developed by the advisory committee of each certified academy or college and approved by the Commission.
- C. For certification, an Advanced Officer Course shall consist of a minimum of 20 hours.
- D. Course administrators shall submit to the Commission a list of names of the peace officers who have completed successfully an advanced officer course.

SPECIFICATION 8

February 1, 1971

Subject: TECHNICAL AND SPECIAL COURSES

- A. This specification supplements Section 1005(g) of the Regulations. Technical and Special Courses are optional. The courses may vary in length and subject matter and may be certified for reimbursement by the Commission.
- B. Technical and Special Courses certified by the Commission are designed to satisfy local needs in specialized subjects requiring unusual expertise. Subjects may include, but are not limited to, evidence technician courses, juvenile delinquency control, automatic data processing and information systems, deployment of personnel, training for riot control commanders and trainers, jail supervision and management, advanced traffic accident investigation, advanced criminal investigation, how to establish specialized programs within departments such as community crime prevention units, community relations leadership training, and others.
- C. The amount of training for which reimbursement may be granted shall be determined by the Commission for each certified technical or special course.
- D. Course administrators shall submit to the Commission a list of names of the peace officers who have completed successfully Technical or Special Courses.

SPECIFICATION 9

February 1, 1971

Subject: POLICE CERTIFICATION PROGRAM

This specification supplements Section 1011(c) of the Regulations.

A. GENERAL PROVISIONS

1. To be eligible for the award of a certificate, an applicant must be:
 - a. A full-time, paid peace officer member of a California city police department, a California county sheriff's department, or the California Highway Patrol, OR
 - b. A former full-time, paid peace officer member of a California city police department, a California county sheriff's department, or the California Highway Patrol, who, at the time of application is serving as a full-time, paid peace officer as defined by California law.
2. All applications for an award of the Basic, Intermediate, or Advanced Certificate shall be completed on the prescribed Commission form entitled "Application for Award of Certificate."
3. Each applicant shall attest that he subscribes to the Law Enforcement Code of Ethics.
4. The application for a certificate shall provide for the following recommendation of the department head:

"It is recommended that the certificate be awarded. I certify that the applicant has complied with the minimum standards set forth in Section 1002(a) (3), (4), and (6) of the Commission's Regulations, is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry, and the personnel records of this jurisdiction substantiate this recommendation."

B. EDUCATION AND TRAINING POINTS

1. Education Points:

One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point.

2. Training Points:

Twenty classroom hours of police training approved by the Commission shall equal one training point.

3. When college credit is awarded for police training, it may be counted for either training points or education points, whichever is to the advantage of the applicant.

C. LAW ENFORCEMENT EXPERIENCE

The acceptability of the required experience shall be determined by the Commission.

1. Law enforcement experience in California as a full-time, paid peace officer member of a city police department, a county sheriff's department, or the California Highway Patrol may be acceptable for the full period of experience in these agencies.

2. In other law enforcement categories designated by the Commission, the acceptability of the required experience shall be determined by the Commission, not to exceed a maximum total of 5 years.

D. THE BASIC CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Basic Certificate:

1. Shall have completed the probationary period prescribed by the employing jurisdiction, but in no case of less than one year.
2. Shall have satisfactorily completed the P.O.S.T. Basic Course or its equivalent as determined by the Commission.

Specification 9

Certificates

E. THE INTERMEDIATE CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, all of the following are required for the award of the Intermediate Certificate:

1. Shall possess or be eligible to possess a Basic Certificate.
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience.

Minimum Training Points Including P. O. S. T. Basic Course	15	30	45	P. O. S. T. Basic Course	P. O. S. T. Basic Course
Minimum Education Points	15	30	45	Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience	8	6	4	4	2

F. THE ADVANCED CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Advanced Certificate:

1. Shall possess or be eligible to possess the Intermediate Certificate.
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience.

Minimum Training Points Including P. O. S. T. Basic Course	30	45	P. O. S. T. Basic Course	P. O. S. T. Basic Course	P. O. S. T. Basic Course
Minimum Education Points	30	45	Associate Degree	Baccalaureate Degree	Master Degree
Years of Law Enforcement Experience	12	9	9	6	4

SPECIFICATION 10

February 1, 1971

Subject: LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession. law enforcement.

SPECIFICATION 11

February 1, 1971

Subject: REIMBURSEMENT SCHEDULE

This specification supplements Sections 1005 and 1015 of the Regulations.

A. BASIC, SUPERVISORY, and ADVANCED OFFICER COURSES

Reimbursement shall be granted for cost of 50% of salary, lodging and meals for the following courses:

Basic Course
Supervisory Course
Advanced Officer Course

1. Salary:

- a. Reimbursement for satisfactory completion of any of the above certified courses shall not exceed 50% of the trainee's salary at straight hourly working time for the total maximum hours for which reimbursement is allowed.
- b. Salary is that pay rate actually received by the trainee on the starting date of the course.

2. Lodging and Meals:

Reimbursement for lodging and meals shall not exceed 50% of the costs of said lodging and meals incurred by a trainee which are necessitated by training requiring that he be away from his residence overnight and are subject to the following restrictions:

- a. Where lodging and meals are provided at the school, the allowed costs shall be based upon 50% of the charge of lodging and meals made by the school.

Specification 11

Reimbursements

- b. The claim shall not exceed 50% of the maximum legal living cost allowance permitted by the jurisdiction submitting the claim.
- c. In cases which do not fall into categories a. or b. above, the maximum reimbursement for lodging and meals shall be based upon 50% of the current rate for lodging and meals granted state employees under the regulations of the California State Board of Control.

3. Salary Reimbursement:

Reimbursement for salary shall be based upon the following hours of training:

- a. Basic Course: Minimum hours required for certification = 200; maximum hours for reimbursement = 400, in 2-hour increments in excess of 200.
- b. Supervisory Course: Minimum hours required for certification = 80; maximum hours for reimbursement = 100, in 2-hour increments in excess of 80.
- c. Advanced Officer Course: Minimum hours required for certification = 20; maximum hours annually for reimbursement = 40, in 2-hour increments in excess of 20.

B. MIDDLE MANAGEMENT, EXECUTIVE DEVELOPMENT COURSES AND SEMINARS

Reimbursements for the Middle Management and Executive Development Courses and Seminars shall be granted for travel, per diem, and tuition. Only department heads and assistant department heads, as defined in Sections 1001 (c) and (d) of the Regulations, are eligible for the Executive Development Courses and Seminars.

Specification 11

Reimbursements

Department heads, assistant department heads and middle managers, as defined in Section 1001 (e), are eligible for the Middle Management Course and Seminars.

1. Travel Allowance

For attendance at courses necessitating overnight stay:

- a. For privately owned vehicle travel, 10 cents per mile is allowed for one round trip for the mileage from the trainee's headquarters to the course site and return to his headquarters. No additional mileage will be allowed.
- b. When air travel is used, the actual cost, including tax, of one round-trip coach-class flight is allowed.
- c. For out-of-state travel by privately owned vehicle, the mileage allowance shall not exceed the total cost, including tax, of one round-trip coach-class flight.

2. Per Diem Subsistence Allowance

For attendance at courses necessitating overnight stay:

- a. A maximum per diem subsistence allowance, calculated at the rate of \$1 per hour, or fraction thereof, up to \$24 is authorized for the full course length.
- b. When traveling from headquarters to course site, the per diem subsistence allowance for the period of travel shall not exceed 12 hours each way.
- c. Where tuition and fees charged by the educational institution for the course include lodging and meals at the course site, per diem expenses shall be allowed only for those incurred during the period of travel not to exceed \$12 each way.

Specification 11

Reimbursements

3. Daily Travel and Subsistence Expenses:

Reimbursement for trainees who commute daily from their homes to the course site shall be limited to actual travel and subsistence expenses at the rate of \$1 per hour up to but not exceeding \$12 per day.

4. Tuition:

The amount allowed for tuition shall be determined by the Commission for each course or seminar. It is the intent of the Commission to reimburse for the full tuition cost when the tuition is deemed reasonable and when adequate funds are available to cover such costs.

C. TECHNICAL AND SPECIAL COURSES

Because of the varying nature of technical and special courses, the amount and type of reimbursement allowed for each course will be determined and announced separately by the Commission.

D. PRIORITY FOR REIMBURSEMENT

Section 1009 of the Regulations provides that:

"Reimbursement for completion of courses shall be paid in the following priorities, depending upon funds available:

1. Basic and Supervisory Courses
2. Middle Management and Executive Development Courses
3. Advanced Officer Course
4. Technical and Special Courses. "

SPECIFICATION 12

February 1, 1971

Subject: SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM

This specification supplements Section 1011 (d) of the Regulations.

A. GENERAL PROVISIONS

1. Eligibility for the award of the Specialized Law Enforcement Certificate shall be determined by the Commission and may include full-time, paid peace officer members of state, county, city, and special district law enforcement agencies including peace officers designated in Penal Code Sections 830.1 (except sheriffs, deputy sheriffs, and city policemen), 830.2 (except members of the California Highway Patrol), and 830.3 and members of a state college police department.
2. Specialized certificates may be issued in the categories of Specialized Police, Investigator, Marshal and Constable. A list of the positions included in each of the categories shall be maintained by the Commission.
3. All applications for an award of a Specialized Law Enforcement Certificate shall be completed on the prescribed commission form entitled "Application for Award of Certificate."
4. Each applicant shall attest that he subscribes to the Law Enforcement Code of Ethics.
5. The application for a certificate shall provide for the following recommendation of the department head:
"It is recommended that the certificate be awarded. I certify that the applicant has complied with the minimum standards set forth in Section S-102 (a) (3), (4) and (6) of the Specialized Regulations, is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry, and the personnel records of this jurisdiction substantiate this recommendation."

Specification 12

Certificates

6. Agencies which desire to participate in the Specialized Law Enforcement Certification Program must certify in writing to the Commission that the agency will:
 - a. Adhere to the Regulations and Specifications for the Specialized Law Enforcement Certification Program, and
 - b. That the agency will permit the Commission to make such inquiries and inspection of records as may be necessary to determine whether the agency is, in fact, adhering to the standards established pursuant to the Specialized Regulations and Specifications. In the case of local government agencies, the certification shall be in the form of a resolution or ordinance; and in the case of state personnel, in the form of a written communication from the agency head or governing body.
 - c. If, in the judgment of the Commission, an agency has failed to adhere to the minimum standards for recruitment and training, the Commission shall notify the agency of said judgment. The Commission shall also request compliance. In the event the agency fails to do so, the Commission may afford the concerned agency's representatives the opportunity to appear and present whatever arguments the agency may deem appropriate in support of the claim. If the Commission finds that the standards have not been adhered to, it must declare the agency and all of its personnel ineligible to participate in the Specialized Law Enforcement Certification Program beginning with a date and time determined by the Commission. An agency may be reinstated subject to the conditions imposed by the Commission.

B. EDUCATION, TRAINING AND EXPERIENCE

1. Each applicant shall have completed the education, training, and law enforcement experience prescribed by the Commission for his category.
2. The acceptability of the required law enforcement experience shall be determined by the Commission.

Specification 12

Certificates

3. Education points:

One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point.

4. Training points:

Twenty classroom hours of law enforcement training approved by the Commission shall equal one training point.

5. When college credit is awarded for law enforcement training, it may be counted for either training points or education points, whichever is to the advantage of the applicant.

C. THE SPECIALIZED LAW ENFORCEMENT BASIC CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Specialized Law Enforcement Basic Certificate:

- 1. Shall have completed the probationary period prescribed by the employing agency, but in no case of less than one year.
- 2. Shall have satisfactorily completed the training prescribed for his category.

D. THE SPECIALIZED LAW ENFORCEMENT INTERMEDIATE CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Specialized Law Enforcement Intermediate Certificate:

- 1. Shall possess or be eligible to possess a Specialized Law Enforcement Basic Certificate.

2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience.

Minimum Training Points Including Prescribed Basic Course	15	30	45	Prescribed Basic Course	Prescribed Basic Course
Minimum Education Points	15	30	45	Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience	8	6	4	4	2

E. THE SPECIALIZED LAW ENFORCEMENT ADVANCED CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Specialized Law Enforcement Advanced Certificate:

1. Shall possess or be eligible to possess the Intermediate Certificate.
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience.

Minimum Training Points Including Prescribed Basic Course	30	45	Prescribed Basic Course	Prescribed Basic Course	Prescribed Basic Course
Minimum Education Points	30	45	Associate Degree	Baccalaureate Degree	Master Degree
Years of Law Enforcement Experience	12	9	9	6	4

SPECIFICATION 13

February 1, 1971

Subject: SEMINARS

This specification supplements Section 1005 (h) of the Regulations.

MIDDLE MANAGEMENT SEMINARS

Middle Management Seminars are designed to study and solve current and future anticipated problems which are encountered at the middle management level, and which are of concern to local jurisdictions. Problem solving techniques shall take into consideration the size, location, and needs of the various cities and counties. Each Middle Management Seminar shall be no less than 18 hours in duration.

EXECUTIVE DEVELOPMENT SEMINARS

Executive Development Seminars are designed to study and solve current and future anticipated problems of concern to local jurisdictions. Problem solving methods and techniques shall take into consideration the size, location, and needs of the various cities and counties. Each Executive Development Seminar shall be no less than 18 hours in duration.

LIST OF GRADUATES

Course administrators shall submit to the Commission a list of names of the peace officers who have successfully completed any seminar.

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

RESOLUTION

WHEREAS, The "National Commission on Professional Law Enforcement Standards", a creation of the American Federation of Police, doing business in the State of Florida, advertises the issuance of a Professional Certificate in Law Enforcement Science for a fee; and

WHEREAS, The "National Commission on Professional Law Enforcement Standards" is a venture whose official or professional standing has not been accepted by any of the legally constituted State Commissions on Police Standards; and

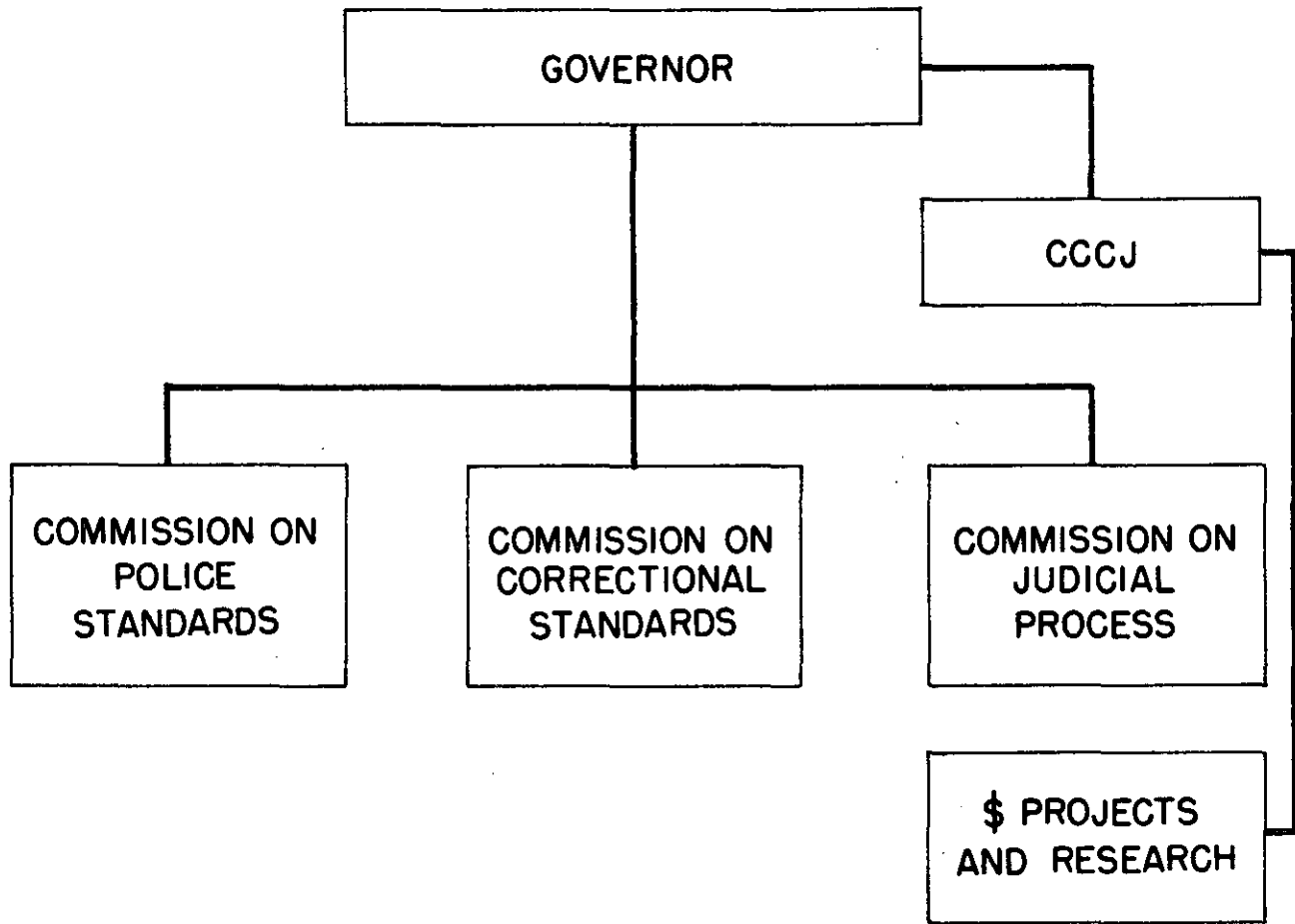
WHEREAS, The "National Commission on Professional Law Enforcement Standards" is not subject to professional scrutiny or control; and

WHEREAS, Its certificates are awarded on the basis of payment of a fee and very low standards unacceptable to the California Commission on Peace Officer Standards and Training; now, therefore, be it

RESOLVED, That the California Commission on Peace Officer Standards and Training meeting at Sacramento, California, on December 11, 1970, does hereby refuse to recognize under the sense and meaning of the State Statutes and Regulations any certificates awarded by the "National Commission on Professional Law Enforcement Standards", a creation of the American Federation of Police; and

RESOLVED further, That copies of this resolution be furnished to the California Peace Officers' Association, the California Sheriffs' Association, the Police Educators' Association of California, the California Chiefs of Police Association, the Peace Officers Research Associations, the California State Employees' Association and such other groups or agencies as may be deemed appropriate.

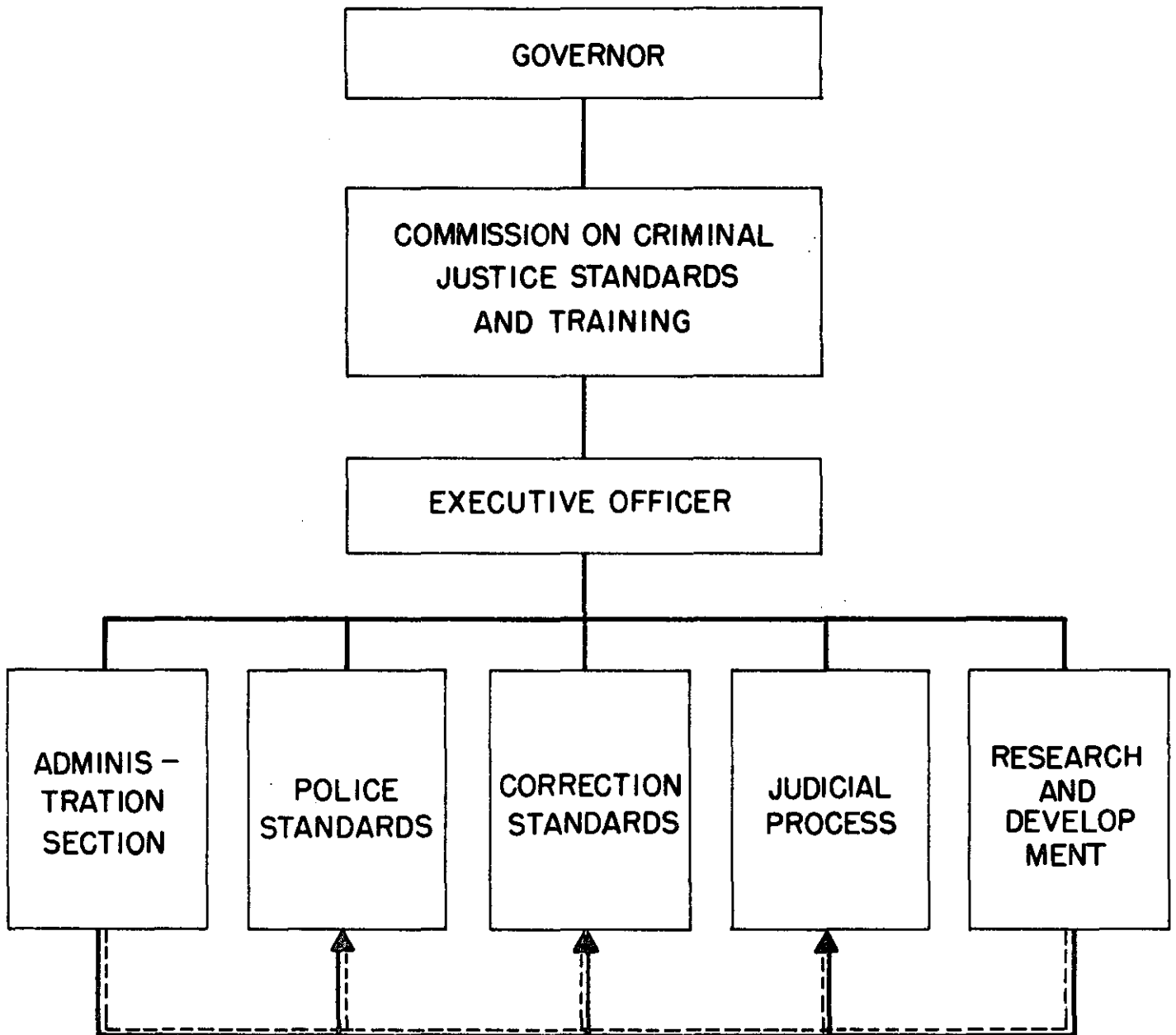
PLAN A



CCCJ:

2-EACH COMMISSION	6
A.G.	1
4-LAY MEMBERS	4
2-LEGISLATORS	2
	<hr/>
	13

PLAN B



Memorandum

To : All Commissioners

Date : December 1, 1970

From : Executive Officer
Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING

Date: December 10, 1970, Thursday

December 11, 1970, Friday

Time: Following 12 Noon Luncheon

Following Public Hearing

Place: Airport Dining Room, Luncheon
Camellia Room, Commission Meeting
Metropolitan Airport, SacramentoPenthouse Conference Room No. 1840
State Office Building No. 9
744 P Street, Sacramento

AGENDA

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes
4. Assemblyman William Ketchum - City of Paso Robles
5. Reports
 - a. Financial
 - b. Legislative
 - c. Administrative Counseling
 - d. Education and Training - Certification of Courses
 - e. Personnel Standards
 - (1) San Diego Police Department - Background Investigation
 - (2) Revocation of Certificates of Adherence - Folsom, Calipatria & Williams
 - f. Grants Pending
 - (1) Project S.T.A.R. - C.C.C.J./L.E.A.A.
 - (2) Administrative Counseling - C.C.C.J.
 - (3) POST-PAR - L.E.A.A.
 - (4) Western Center for Police Management - L.E.A.A.

Adjourned to Reconvene on December 11, 1970,
Following: Public Hearing
December 11, 1970
10 a.m., Lobby Auditorium
State Office Building No. 8
714 P Street, Sacramento

Reconvened Commission Meeting
December 11, 1970
Following Public Hearing
Penthouse Conference Room No. 1840
State Office Building No. 9
744 P Street, Sacramento

AGENDA - Continued

6. Commission Action on Hearing Items
7. Old/New Business
 - a. Resolution - National Commission on Professional Law Enforcement Standards
 - b. Council on Higher Education Proposals
 - c. New P.O.S.T. Quarters
 - d. Advisory Committee Meeting Report
 - e. San Francisco Police Department
8. Election of Officers
9. Next Meeting
10. Adjourn

Gene S. Muehleisen
GENE S. MUEHLEISEN

Memorandum

TO : ALL COMMISSIONERS

GEORGE WILLIAMS

Date : February 10, 1971

Executive Officer

From : **Commission on Peace Officer Standards and Training**

Subject: COMMISSION MEETING

9 a.m., March 11 and 12, 1971

Riviera Hotel

1600 North Indian Avenue

Palm Springs, California 92262

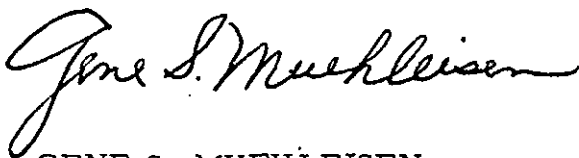
Phone: (714) 327-8311

Arrangements have been completed for the next commission meeting to be held in Palm Springs. The formal commission meeting will convene on March 11 at 9 a.m., and the informal or non-structured meeting will begin following the close of regular business on the 11th, or beginning the morning of March 12. An agenda will be mailed the first week in March.

Hotel accommodations have been made in accordance with your individual requests. If you wish to change the date and hour of arrival, please contact Imogene Kauffman as reservations have been guaranteed. Our special rates are \$16 single and \$22 double.

A no-host cocktail party and group dinner for the Commissioners, their wives and the commission staff has been planned for the evening of March 11 at 6 p.m. in the Date Grove Room. If we can assist you in any way, please let us know.

We anticipate this will be a very productive session.



GENE S. MUEHLEISEN