

Memorandum

: All Commissioners

Date : August 28, 1972

Executive Director

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

Subject: Hearing and Commission Meeting

Hearing:

10 a. m., September 14, 1972
Kona Kai Club - Sportscasters Lounge
1551 Shelter Island Drive
San Diego, California

Meeting:

Will follow hearing September 14
Continued 9 a. m., September 15
Sportscasters Lounge
Kona Kai Club

AGENDA

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes
4. Approval of Proposed Regulations Changes
5. FBI Advisory Committee Report
6. Santa Clara County - Eligibility for Certificates
7. San Francisco County Sheriff Certificates
8. Education and Training Division
Certification of Courses
9. Police Standards Division
 - a. Surveys - Status Report
 - b. Sacramento Police Department Implementation Study
10. Technical Services Division - Status Report
11. Administration Division - Status Report
 - a. P. O. S. T. Reorganization Plan
 - (1) Executive Directors Salary
 - b. Consultants Examination
 - c. Organization Chart

12. Project and Committee Reports
 - a. Advisory Committee
 - b. Minority Recruitment
 - c. Project S. T. A. R.
13. Financial and Budget Report
 - a. Annual Report - Peace Officer Training Fund
 - b. P. O. S. T. Headquarters Budget Augmentation
 - c. Fiscal Year 1973/74 Budget
14. Legislative Report
15. Firearms Use Policy
16. Executive Certificate Eligibility
17. Department of Fish and Game Request
18. Old/New Business

19. Date of Next Meeting
20. Adjournment


GENE S. MUEHLEISEN

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

September 14-15, 1972
San Diego, California

The meeting was called to order at 10:55 a.m. following a public hearing.
A quorum was present.

Present:

JOHN FABBRI	- Chairman
JACK G. COLLINS	- Vice-Chairman
LYELL C. CASH	- Commissioner
BEN CLARK	- Commissioner
CHARLES T. FLYNN	- Commissioner
DAN KELSAY	- Commissioner
FRED J. MOREY	- Commissioner
ROBERT S. SEARES	- Commissioner
ERIC E. YOUNGER	- Representative of the Attorney General

Also Present:

GENE S. MUEHLEISEN	- Executive Director
CARL R. BALL	- Assist. Director, Education & Training Division
F. S. BROWN	- Administrative Services Officer
BRADLEY W. KOCH	- Assist. Director, Police Standards Division
JEWELL L. ROSS	- Assistant to the Executive Director
E. M. TOOTHMAN	- Assist. Director, Technical Services Division
G. E. TOWNSEND	- Assist. Director, Administrative Services Division
G. W. WILLIAMS	- Bureau Chief, Education & Training Division
BROOKS WILSON	- Bureau Chief, Education & Training Division
MIKE HUNT	- Project Coordinator, Minority Recruitment Project
O. H. SALTENBERGER	- Project Coordinator, Project S. T. A. R.
IMOGENE KAUFFMAN	- Recording Secretary

Absent:

E. R. STRATHMAN	- Commissioner
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Staff Training:

Mike Freeman	- Consultant, Bureau of Administrative Counseling
Al Stuckey	- Consultant, Bureau of Administrative Counseling
Dave Allan	- Consultant, Division of Education and Training

Visitors:

Glen McLaughlin	- Chairman, Texas Commission on Law Enforcement Officer Standards and Education
Carole Foster	- Executive Secretary, C. P. O. A.
Bob Blanchard	- P. O. S. T. Advisory Committee Representative
Sheriff James Geary	- Chairman, P. O. S. T. Advisory Committee
Ken Carter	- Legislative Analyst
Neil Burraston	- Legislative Analyst
John Robbins	- Department of Finance
Carl Carmichael	- Department of Finance
Pat Rusch	- Santa Clara County Deputy Sheriffs' Ass'n.
Chris Burdick	- Counsel, Santa Clara County Deputy Sheriffs' Ass'n.
Richard Hongisto	- Sheriff, San Francisco County Sheriff's Dept.
Reuben Greenberg	- Undersheriff, San Francisco County Sheriff's Dept.
John Courtney	- Training Sergeant, San Francisco County Sheriff
Ernie Sable	- Inspector, San Diego Sheriff's Department
Russel Rhodes	- U. C. L. A, Community-Police Relations Leadership Training Program
Dr. John McKee	- LaVerne College
Don Matthews	- San Jose State University, Community-Police Relations Leadership Training Program
Bill Davenport	- President, California Sheriffs' Association
Ray C. Davis	- President, California Police Chiefs' Association

APPROVAL OF MINUTES

MOTION by Commissioner Clark, seconded by Commissioner Cash, motion carried that the minutes of the July 27, 1972 commission meeting be approved.

APPROVAL OF PROPOSED REGULATION CHANGES

MOTION by Commissioner Kelsay, seconded by Commissioner Clark, motion carried that the temporary regulation changes affecting Sections 1001, 1005 and 1014 and Specification 11 of the P. O. S. T. Regulations, in effect since July 1, 1972 by authority of the emergency clause of the State Administrative Code, be approved.

AMENDMENT to the motion by Commissioner Younger, seconded by Commissioner Seares, motion carried that Section 1014 (b) 9. be amended to read:

Administrative Positions

See Attachment "A", Minutes of July 27, 1972 Commission Meeting, Proposed Regulation Changes.

FBI ADVISORY COMMITTEE REPORT

The Executive Director gave a brief report on the first meeting, August 16, 17 and 18, of the newly formed FBI Law Enforcement Training Advisory Committee appointed by L. Patrick Gray III, Acting Director of the FBI. The Executive Director is one of twelve persons appointed to the Committee. The Committee's assignment is to take an objective look at the role of the FBI in the field of law enforcement training, to evaluate the education and training programs available at the FBI Academy as well as FBI field police training programs, and make suggestions and recommendations for improvement. The Committee was complimented by Director Gray on the concise, informative debriefing at the first meeting. The influence Project S. T. A. R. might have on the future FBI curriculum was also discussed. On behalf of Project S. T. A. R., a briefing in October on the project modules was offered to the FBI training staff. This invitation was accepted and subsequently approved for a two-day meeting of a S. T. A. R. staff member, the Executive Director and the FBI staff at Quantico, Virginia.

SANTA CLARA COUNTY - ELIGIBILITY FOR CERTIFICATES

As a result of communications protesting the action taken at the June 15-16, 1972 commission meeting which discontinued the issuance of professional certificates to employees classified as female deputy sheriff/matrons, the Executive Director reported that job assignments and training requirements of this classification had been re-examined. Mr. Townsend reported it was found that Santa Clara County female deputy sheriff/matrons do receive the basic training required by P. O. S. T., and although normally assigned to custodial function, they are subject to general assignment. A career development plan being proposed in Santa Clara County will soon change existent conditions and enable them to rotate to various assignments throughout the department. The issue that the Basic Certificate requires some street experience was found to be valid. After re-evaluation, the staff recommended that the Police Certification Program include all county deputy sheriff/matron classifications and that general certificates be issued.

Inspector Sable of the San Diego County Sheriff's Department asked if there would be a requirement that female deputy sheriff/matrons be assigned street duties for any specific length of time to qualify for a certificate. The Executive Director stated the staff recommendation did not include a street duty assignment, but that on a long-range basis the entire certification program should be reviewed to determine if rotation and experience requirements are needed.

MOTION by Commissioner Seares, seconded by Commissioner Morey, motion carried that the Police Certification Program include all county deputy sheriff/matron classifications and that general certificates continue to be issued. All pending certifications that have been held in abeyance will be issued with appropriate retro-active dates.

SAN FRANCISCO COUNTY SHERIFF CERTIFICATES

As directed by the Commission at the meeting of June 15-16, 1972, the San Francisco County Sheriff's Office training requirements and needs had been investigated. Several meetings had been held with representatives of the sheriff's department. The Executive Director reported the meetings had produced a greater in-depth understanding of the problems as they relate to procedures and practices that are of general police nature. It was concluded that the previous staff recommendation that this department not be included in the regular certification program was based upon incomplete information and, though it was felt previously that the Basic Course did not meet the training needs of the department, it was determined that because numerous kinds of crimes are investigated, completion of the Basic Course is needed, and Basic Certificates should be issued. P.O.S.T. staff will work closely with that department to develop correctional training programs beginning with the 40-hour Jail Operations and Jail Management Courses.

MOTION by Commissioner Flynn, seconded by Commissioner Cash, motion carried that the following staff recommendation be approved:

1. The San Francisco County Sheriff's Department will continue to participate in the Police Certification Program.
2. Additional programs to meet specific needs for correctional training shall be developed in concert with the San Francisco Sheriff's Department and the P.O.S.T. staff.

EDUCATION AND TRAINING DIVISION

Certification of Courses

Chairman Fabbri announced that due to the volume of Education and Training items to be reviewed and certified, a Course Certification Screening Committee was appointed composed of Commissioners Seares, Flynn and Cash with Commissioner Seares to serve as Chairman. The Committee had met and Chairman Seares reported that the Committee recommended approval of all staff recommendations with the exception of several specific courses which he requested be considered individually. He added that the Committee supported all the staff recommendations, but thought some courses required explanation to the full Commission.

Other Commissioners made similar requests on other specific courses. Following discussion of specific areas of concern there was a

MOTION by Commissioner Seares, seconded by Commissioner Flynn, motion carried for approval of staff recommendations for certification of courses as follows:

Basic CourseReim. Plan

San Jose City College	Basic Training Academy for Peace Officers	400 hrs.	D
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Advanced Officer Courses

Berkeley Police Dept.		40 hrs. Retro. 8-1-72	D
Cabrillo College		20 hrs. Retro. 9-13-72	D
Cuesta College		40 hrs.	D
Desert, College of the FBI		40 hrs. Effec. 9-1-72	D
San Mateo, College of		20 hrs. Retro. 9-10-72	D
South Lake Tahoe Police Dept.		20 hrs.	D

Technical or Special Courses

Alameda Cnty. Sheriff's Dept., Calif. State Polytechnic University, Pomona	Jail Operations	40 hrs.	A
Calif. State University, Long Beach	Jail Management School Resource Officers Course	44 hrs. 24 hrs.	B B

Stipulation: MOTION by Commissioner Morey, seconded by Commissioner Flynn, motion carried that staff present a thorough evaluation of the School Resource Officers Course, Cal. State University, Long Beach, as soon as practical after it is first presented.

Citrus College	Criminal Investigation	40 hrs.	A
FBI	Advanced Latent Fingerprint	35-40 hrs.	A
FBI	Basic Police Photography	20-40 hrs.	A
FBI	Bombing Matters	18-20 hrs.	A
FBI	Firearms Instructors	35-40 hrs.	A
FBI	Law of Search and Seizure	15-21 hrs.	A
FBI	Practical Invest- igative Case	30 hrs.	A
FBI	Sex Crime Investigation	16-24 hrs.	A
Grossmont College	Special Problems in Accident Investigation and Detection of Drunk Drivers	54 hrs., Eff. 9-1-72	A
Long Beach Police Academy	Complaint-Dispatcher	160 hrs., 1 yr. only	A
L. A. Cnty. Sheriff Dept.	Advanced Narcotics Investigation	40 hrs.	A
" " " "	Basic Narcotics Investigation	80 hrs.	A

Technical or Special Courses (Continued)Reim. Plan

L. A. Cnty. Sheriff Dept.	Training & Education Officer Development Program	144 hrs.	A
" " " "	General Criminal Investigation	40 hrs.	A
" " " "	Jail Operations	48 hrs.	A
" " " "	Juvenile Officers	40 hrs.	A
L. A. Police Dept.	Civilian Security Officer School	80 hrs.	A

Stipulation: MOTION by Commissioner Clark, seconded by Commissioner Kelsay, motion carried that participants in the Civilian Security Officer School, Los Angeles Police Department, be employees of and supervised by a law enforcement agency.

Commissioner Cash asked if it was a policy that, if applications are made, up to 25% of the total students would be allowed to be outside personnel. The Executive Director stated it was a policy that was continually emphasized. Commissioner Seares requested that this be spelled out in each recommendation, and if it had never been established as formal policy, a recommended policy statement be presented for action at the next commission meeting.

MOTION by Commissioner Cash, seconded by Commissioner Kelsay, motion carried that the staff research the charges to outside agencies imposed by departments presenting certified courses. A policy recommendation is to be presented at the next commission meeting.

A request was made by Commissioners Collins and Younger that if a staff recommendation for course certification is negative or questionable, a course syllabus, list of instructors and other pertinent information should be included in the staff report mailed for advance review. Courses for new categories of non-sworn personnel should also be accompanied with job descriptions.

Technical or Special Courses (Continued)Reim. Plan

L. A. Police Dept.	Juvenile Officers Course	40 hrs.	A
L. A. Police Dept.	Traffic Control	60 hrs.	A
		(+20 hr. module not certified)	
Monterey Peninsula College	Crowd Control	30 hr.	A
Richmond Police Dept.	Juvenile Crisis Intervention	40 hrs., Retro. 8-11-72	A
San Bernardino Sheriff Dept.	Jail Operations	40 hrs.	A
Santa Ana College	Advanced Driver Training Pgm.	24 hrs.	B

Technical or Special Courses (Continued)Reim. Plan

Santa Rosa Jr. College	Jail Operations	40 hrs.	A
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Technical Seminars

Department of Justice:			
Organized Crime and Criminal Intelligence Br.	Intelligence Analyst Follow-up Workshop	20 hrs.	B
Organized Crime and Criminal Intelligence Br.	Intelligence Collectors Follow-up Workshop	20 hrs.	B

Middle Management Seminar

University of California, Berkeley		50 hrs. Retro. 8-21-72	B
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Certification and Reimbursement Changes

CHP Academy	Allied Agency Driver Training	24 hrs.	
Reimbursement change from Plan A to Plan B.			

CHP Academy	Motorcycle Training	80 hrs.	
Reimbursement change from Plan A to Plan B.			

San Bernardino Cnty. Sheriff Dept. USC USC	Supervisory Course Delinquency Institute Title change from Human Development Clinic to Team Building Workshop.	Increase 90 to 120 hrs. Decrease 480 to 400 hrs.	
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Course Decertification

San Diego Police Dept. San José City College Santa Clara Cnty. Sheriff Dept. USC	Violent Crime Seminar Peace Officer Training Academy Peace Officer Training Academy Police Community Concern Seminar		
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Penal Code 832 - Arrest and Firearms Course

CHP Academy	Arrest and Firearms Training	40 hrs.	None
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MOTION by Commissioner Seares, seconded by Commissioner Collins, motion carried that the P. C. 832 Arrest and Firearms Course, CHP Academy request for retroactive certification to 1-1-48, be deferred until an Attorney General Opinion is received regarding the intent of P. C. 832. To be resolved: May the Commission determine if training fulfills the requirements

of P. C. 832 when such training occurred prior to the existence of P. O. S. T. or prior to a department's entry into the P. O. S. T. Program.

L. A. Cnty. Sheriff Dept.	Arrest and Firearms	40 hrs.	Plan D
Modesto Regional Criminal Justice Training Center	" "	"	"
Orange Cnty. Sheriff Dept.	" "	" Eff. 9-1-72	"
Rio Hondo College	" "	"	"

Course Certification and Reimbursement Changes Denied

Technical or Special Courses:

Cal. State University, Long Beach	Police Correctional Management and Supervision Program
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MOTION by Commissioner Collins, seconded by Commissioner Flynn, motion carried that certification be denied as the course did not meet the adopted Jail Management Course curriculum.

Commissioner Kelsay requested it become policy that if course certification is denied but is presented a second time for certification, this fact be brought to the attention of the Commission with a statement of what changes had been made in the certification stipulation.

Cal. State University, Long Beach	Workshop on the Mentally Ill
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MOTION by Commissioner Morey, seconded by Commissioner Collins, motion carried that certification be denied on the Workshop on the Mentally Ill pending staff presentation of information regarding the following:

1. With whom are they working in developing this course?
2. For whom is this course intended? Every officer on patrol needs this information, and the Commission should be stressing that all policemen be trained in dealing with the mentally ill.
3. Is the tuition being charged for this course necessary and proper?

Golden West College	Self Programmed Control Techniques for Police Personnel
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Staff recommendation not to certify was approved by the Commission as there was no commitment for participation by department heads nor was it a priority course.

Course Certification and Reimbursement Changes Denied (continued)

Pepperdine University, Supervisory Seminar

Staff recommendation not to certify was approved by the Commission.

Cal. State University, Los Angeles - Middle Management Course

Staff recommendation not to approve an increase in tuition from \$300 to \$400 was approved by the Commission.

Cal. State University, Los Angeles - Police Weaponless Defense Baton Instructors Course

Staff recommendation not to approve an increase in tuition from \$175 to \$290 was approved by the Commission.

Policy Recommendation

MOTION by Commissioner Flynn, seconded by Commissioner Collins, motion carried to accept the following interim guidelines to examine budget requests:

Instruction costs: \$25 per hour maximum for each certified hour of instruction which includes preparation and travel time for the instructors (i. e., certified course of 40 hours = \$1,000 maximum instructional cost).

Coordination costs: \$15 per hour maximum based on a ratio of one hour of coordination for each hour of instruction for the first 40 hours; $\frac{1}{2}$ hour of coordination for each hour of instruction for the remaining hours (i. e., certified course of 24 hours = 24 hours at \$15 per hour and remaining 60 hours at \$7.50 per hour).

Requests for budgets exceeding these guidelines will be examined based upon documentation.

COMMUNITY-POLICE RELATIONS LEADERSHIP TRAINING PROGRAM

Mr. Ball presented the background on the Community-Police Relations Leadership Training Programs presented on a contractual basis by U. C. L. A., Cal State University at San Jose, and San Diego State University in 1971. Much difficulty in filling these classes had been experienced. Thus, the question had arisen as to the need for future presentation of more than one course. Although U. C. L. A. had also presented a contract proposal, on August 31, 1972, the P. O. S. T. Advisory Committee recommended that only one course be continued, to be presented at Cal State University at San Jose. The staff concurred as

there did not appear to be a demonstrated need for more than one course; and secondly, both budgets had been analyzed and it appeared the San Jose course could accomplish the training at less expense. The Advisory Committee and P. O. S. T. staff also recommended that an augmentation to the program's budget be made to permit bringing city managers, chiefs of police and sheriffs together for three or four days during the first week to plan implementation of programs after training is completed.

Commissioner Clark stated that the dollar amount is not the main factor, but whether or not something is being accomplished in terms of education and training in this area. If there will be a long-range effect in the police field, the program should continue. The consideration should be that the costs presented by the two schools are justified.

Sheriff Geary, Chairman of the Advisory Committee, reported that after much study and review of both programs, the Committee had recommended the San Jose program because of the lesser cost factor and the shorter length of time of the program. The Committee felt that both programs were excellent.

Mr. Rhodes, representing the program at U. C. L. A., described additional considerations in support of that program, such as the quality of resource people involved in the program; the advantageous environment of Los Angeles' multi-racial, multi-ethnic community; and the fact that the model for the current concept of the program was developed at U. C. L. A. This class has also been accepted on the campus by the student body.

Commissioner Collins stated he would have to have a list of the instructors and the courses in front of him before he could take any action on either program.

The Executive Director stated that the principal project of the Advisory Committee was to evaluate this program, including the subject matter and the instructors.

It was the consensus of the Commission that a "better selling job" with wider distribution of information on these courses was needed if the classes are to be filled.

The Executive Director stated it was difficult to show effectiveness by the evaluations that have been done inasmuch as community relations can only be evaluated on a long-range basis. The general reaction from the graduates of these classes has been that it is an "outstanding" program. Sheriff Geary stated that in the $2\frac{1}{2}$ years they have been studying these programs there has been no criticism of the courses, but there has been criticism of the candidates. Mr. Ball stated it was felt the recruiting of officers/trainees was the major problem experienced with previous presentations. Although bulletins and many telephone calls were made, the courses were not filled and some of the candidates that did attend were not slated for P. C. R. assignments, and screening of applicants by P. O. S. T. staff would present a very difficult situation. Mr. Rhodes suggested that there is a need for a formula to attract officers who are more interested in community-police relations activity.

Mr. Matthews, representing the San Jose course, stated that the original feeling regarding that course was they were getting the wrong types of people to attend. This feeling has since been dispelled as most of the students have become involved in community-police relations programs. Evaluation of the program has been difficult because it was made too soon after completion of the class. Successful implementation takes a year to 18 months. He further stated that if implementation is part of the evaluation process, it would appear that the program is successful, but surveys should not be made sooner than the second or third year after course presentation.

Commissioner Clark stated the courses won't be successful unless there are competent people attending, and it is the responsibility of P.O.S.T. to get them there. Commissioner Seares asked if only six people enrolled, would the course still be presented. Mr. Townsend stated that, under the contract, the course would still be given. Commissioner Kelsay asked about the attendance of out-of-state students and the arrangement for payment. It was stated that outside students could attend at their own expense.

MOTION by Commissioner Clark seconded by Commissioner Cash, motion carried that both the U. C. L. A. and California State University, San Jose, programs be approved and that P. O. S. T. involve itself in making certain that both programs are filled with qualified people. (20 is considered to be a full class.)

It was stated that the presentations would be scheduled approximately November 6 or 12, 1972.

Commissioner Younger stated he would be very interested in having the staff take a further look into the economics of fewer courses per school and allowing both programs, and felt it should be presented in both southern and northern California even if the cost is more. If there is any way to cut down the number of courses to increase the size, it should be done. He further stated he felt the immersion and exposure of law enforcement people to different ideas and the university environment is as important as the subject matter. If any university with which P.O.S.T. were considering granting a contract couldn't handle the student problems inherent in letting law enforcement personnel stay where the program management people thought they should be staying, in terms of the greatest amount of education, he would not only not vote for the contract, he would use all possible skills available to negate any such existing contracts. He stated he felt strongly enough about this that he would like to see staff put something in these contracts with respect to that kind of issue.

MOTION by Commissioner Younger, seconded by Commissioner Collins, motion carried that a budget augmentation be made to the initial contract that would provide for additional funds to be utilized for departmental administration orientation and training, department heads and city and county administrators, concurrent with their departmental enrollees' initial training.

Commissioner Clark asked the Commissioners representing city and county administration if they felt more interest in this type of seminar could be created to make this orientation seminar successful. Commissioner Cash was of the opinion that interest had been shown among city managers in community-police relations courses, and there would be more participation.

Chairman Fabbri stated that the feedback the chiefs had received on this type of seminar is that insufficient notice was given to permit adequate scheduling. They requested advance notice of from four to six weeks.

Commissioner Morey said the suggested three-day seminar was too long, and he believed one or one-and-a-half days would be more acceptable and successful. Also, getting the managers together at one time and place was too difficult, and he suggested having them at two or three locations at two or three different times. He suggested that it is very important that everyone receive an agenda to inform individuals of the purpose and importance of the seminar, i. e., the training, various program possibilities and what it all means. An opportunity should be provided to discuss frustrations that law enforcement may be having with management and vice versa.

POLICE STANDARDS DIVISION - Status Report

Mr. Koch reported there has been progress in filling authorized staff positions since January 1972. Eleven consultants, full-time or temporary, are now employed in the Division. The Administrative Counseling Bureau completed eight management surveys this year. Seven are in progress, including the Lodi Police Department's experimental implementation survey and a special project concerning the feasibility of regionalized law enforcement in the Modesto area. Twenty-eight departments are awaiting surveys. Special studies completed this year include an evaluation of the Sacramento Police Department's Community Relations Program; a review of the extent of implementation of past management surveys; and an evaluation of the Sacramento Police Department's progress in implementing its survey recommendations.

The Evaluation Report of the Sacramento Police Department Management Study had been mailed to the Commissioners in advance of the commission meeting. The study indicated that the average implementation rate of 22 other agencies was 49.9%. The Sacramento implementation rate was 71.6%. This success may have some correlation with the fact that the P. O. S. T. staff was closer to the agency and available to provide more assistance; full advantage was taken of the field management training provided through P. O. S. T.; and, a 1.3 million dollar grant from C. C. C. J. was used for implementation. Eighty-eight recommendations were not implemented. Of those, 20 are under study for possible implementation; 30 are obsolete; and 38 have not been implemented. It is anticipated that the 71.6% will rise in the next year.

Progress has been made in revising the consultants Field Manual in Survey

Methodology. For course evaluation and training, consultants have attended four middle management training courses, one executive development course, and one middle management course evaluation is in progress. The bureau chief attended a four-day I. A. C. P. Labor Relations Workshop. Implementation assistance has been provided for 15 agencies this year.

Staff of the Personnel Standards Bureau has made 217 agency visits this year -- 189 inspectional and 28 follow-up or requestes special activities. The Personnel Investigator's Manual is currently being updated.

The first of the P. O. S. T. Police Management Procedures series, "The One-Write System", has been completed and was presented to the Commission. The One-Write System was reviewed by the Administrative Counseling Committee, Commissioners Fabbri, Cash, Seares and Kelsay. The Committee recommended that the One-Write System Report be approved and that it be disseminated to the field, upon request, as a uniform procedures guideline.

Chairman Fabbri complimented the staff on the excellence of the document. He also recommended that future documents be reviewed in this same manner by the Administrative Counseling Committee prior to commission meetings.

TECHNICAL SERVICES DIVISION

A Center for Police Management

At the commission meeting in Monterey, June 1970, the Commission authorized staff to submit a grant request to establish a Center for Police Management. Because of other P. O. S. T. priorities, the grant was not submitted. With the establishment of the Technical Services Division, the development of the Center is now feasible. The Executive Director reported that California law enforcement has been recommending the need for such a resource center for over 30 years. The Center would compile commonly needed data and respond to inquiries received from agencies served by P. O. S. T.

The Executive Director further reported that if P. O. S. T. is to remain viable, it must be aware of the latest and most successful programs in police education, training, and management. This requires a more systematic monitoring of selected programs on a state and nation-wide basis. In proportion to the size of the staff, the Center would collect and analyze various programs being funded by L. E. A. A. ; systematically read appropriate police and other criminal justice literature; identify programs which appear to be successful and effective in the prevention and control of crime. Such programs will be presented to the appropriate P. O. S. T. division for further evaluation. When deemed appropriate such programs could be included in future police management surveys and called to the attention of those agencies which have been surveyed previously.

The Center would also accumulate base-line data not now available yet vital to the P. O. S. T. operation. For example, information relating to the number of supervisory and various management positions in the State of California; the number of civilians likely to be eligible for training by P. O. S. T. ; and the types of training needed to fulfill the implementation of minimum training programs for police investigators, full-time traffic enforcement officers, juvenile officers and others.

The draft of an application for a C. C. C. J. grant for this purpose was presented to the Commission.

MOTION by Commissioner Kelsay, seconded by Commissioner Clark, motion carried that an application be made to C. C. C. J. for funds to implement the Center for Police Management Project.

Mr. Toothman also reported on the following activities of the Technical Services Division:

The move to new P. O. S. T. headquarters at 7100 Bowling Drive, Sacramento, is expected to take place in October.

A P. O. S. T. internal system study is under way to determine data processing needs.

A survey has been completed on all personnel in California police and sheriff departments which identifies job titles and various other base-line data vital to the P. O. S. T. operation. The response was 100%.

In data gathering, P. O. S. T. will not duplicate the efforts of other law enforcement agencies.

The P. O. S. T. Field Manual and Internal Procedures Manual will be completed in the near future unless other priority items develop.

Chairman Fabbri suggested that a notation in POST Scripts permitting departments to reproduce the document might be helpful in reaching more members of police agencies.

ADMINISTRATION DIVISION

P. O. S. T. Reorganization Plan

Mr. Townsend reviewed the P. O. S. T. personnel reorganization plan. He stated that the following has been achieved through the cooperation of the State Personnel Board:

The four-divisional organization previously described to the Commission and set forth as an attachment to the June 15-16, 1972, commission minutes, has been accepted.

At this time it appears the Personnel Board will accept the staff recommendation of two classes of consultants, as well as the assistant director concept.

The salary of the Executive Director still remains a problem, and the Attorney General's representative, Eric Younger, will assist.

Consultant Examination

Mr. Brown reported that approximately 3,000 consultant examination announcements have been mailed. The examination will consist of an interview plus the submission of a resume and a sample copy of a recently written staff report. It is anticipated the orals will commence by the first week in December.

Personnel Assignments

The organization chart showing assignments, as requested previously by Commissioner Seares, was presented and is set forth as Attachment "A". Two changes not shown on the chart were reported: George Williams promoted to Senior Consultant and assigned as Chief, Northern Bureau, Division of Education and Training; Jewell L. Ross assigned from Administrative Counseling Bureau to Assistant to the Executive Director.

PROJECT AND COMMITTEE REPORTS

Advisory Committee

Mr. Townsend reported that the Advisory Committee is now re-formed, and new officers have been elected. A roster of the Advisory Committee is set forth as Attachment "B". He further stated that the Committee is taking an active part in P. O. S. T. operations and provides in-put as well as reports back to the organizations they represent. Members have been assigned to attend each commission meeting for liaison and in-put.

Minority Recruitment Project

A package covering the activities to date of the Minority Recruitment program was presented to each Commissioner. (A copy has been retained in file for reference.) Mr. Michael A. Hunt, Minority Recruitment Project Coordinator, reported that the Project development has been underway for approximately 10 weeks. Recruitment, selection and testing processes throughout the State have been examined. A special consultant, Jesus (Bob) Camarillo, had been employed for two months to develop a data base on minorities in California. Contractual consultants with expertise in the areas of testing, recruiting and

selection techniques will be hired for periods of two weeks to six months to provide future guidance to the Project's staff.

Feedback received is that hiring and agency interest is nominal. It appears that most interest will be the development of the para-professional level as police interns.

A list of individuals, recommended by the Advisory Committee for the Project subcommittee, was presented. Six members of various backgrounds will be appointed.

Project S. T. A. R.

Mr. Saltenberger reported that the annual and quarterly S. T. A. R. reports covering the Project's progress to date had recently been mailed to all Commissioners. The preliminary "Perceived Police Roles for California" document had been taken into the field where role performance analyses have been conducted. The "Perceived Role for Correctional Officers" report was adopted on a preliminary basis by the National Advisory Council on September 13, 1972.

Staff is currently firming up the second year's contracts which call for \$15,000 each from the three participating states of Michigan, New Jersey and Texas. The \$250,000 discretionary fund grant from L. E. A. A. had been received as well as the \$170,000 grant from C. C. C. J. Mr. Saltenberger pointed out that nine specific stipulations were received as part of the L. E. A. A. grant for Project S. T. A. R., eight of which are relatively easy to deal with. The ninth is a stipulation which states, "Neither the contractor nor the grantee-subgrantee shall release, or submit for public release, information or material resulting from this study without prior approval from L. E. A. A." Since dissemination of information to the public has been built into the master plan, this stipulation could modify this plan.

MOTION by Commissioner Clark, seconded by Commissioner Flynn, motion carried that staff take action to clarify the meaning of the L. E. A. A. stipulation, and if it means what is implied by "any publication", that the Chairman then be authorized to institute contact with L. E. A. A. to eliminate this stipulation.

FINANCIAL AND BUDGET REPORT

Annual Report - Peace Officer Training Fund

Mr. Townsend presented the following reports to the Commission:

The Quarterly Activity Report and 1971/72 Fiscal Year Summary - Attachment "C"

Peace Officers Training Fund - Financial Report
 Estimated Fund Condition, F. Y. 1972/73, F. Y. 1973/74
 Proposed Budget, Aid To Local Government, F. Y. 1973/74] - Attachment "D"

Highlights reflected by Mr. Townsend were that 2,920 officers had been trained in basic academies, 537 supervisory officers and 4,000 in advanced officer courses. It is projected that 6,000 will be trained this fiscal year and 8,000 next fiscal year. Almost 1,000 officers completed community-police relations courses other than the Community-Police Relations Leadership Training Programs at U. C. L. A. and San Jose State University. Three hundred fifty officers were trained in team building organization development programs: The Human Development Clinic and the Organizational Development for Police Agencies courses. Mr. Townsend stated that many requests were being received for this type of training from police chiefs, city managers and staff.

A second report, Jurisdictional Reimbursement Breakdown, was presented. It was pointed out that 355 jurisdictions had received reimbursement amounting to \$8,413,940 for 154,000 man days of training of 21,341 officers in some type of reimbursable training. An additional \$333,000 was reimbursed under special contract courses. Total reimbursement for F. Y. 1971/72 totaled \$8,747,557.

Commissioner Flynn suggested these kinds of statistics should be published in P. O. S. T. Scripts as there are many jurisdictions who are unaware of the scope of the reimbursement for training programs. The Executive Director stated that with the addition of personnel in Technical Services, it is hoped these kinds of figures can be made much more meaningful. Commissioner Flynn further suggested that a police department budget total compared with training costs would be significant. This kind of data would aid in computing the budget request for training in a department and indicate a basis that can be used for budgeting training costs.

P. O. S. T. Headquarters Budget Augmentation

Mr. Townsend presented an itemized budget augmentation, which totaled \$67,919 for additional expenses incidental to the new P. O. S. T. Headquarters move. It was reported that the Department of Finance had indicated approval of \$40,000 and approval of the balance of the augmentation request is pending.

Fiscal Year 1973/74 Budget

Due to the large, complicated and detailed P. O. S. T. Budget, the Executive Director suggested that a budget screening committee be appointed to review it with the staff prior to the commission meeting.

MOTION by Commissioner Clark, seconded by Commissioner Seares, motion carried that a budget screening committee be appointed.

Chairman Fabbri announced appointment of the budget screening committee to be Commissioners Clark, Collins, Flynn and Morey, with Commissioner Clark serving as Chairman.

Mr. Townsend reviewed the budget narrative of the P. O. S. T. Budget for F. Y. 1973/74 which set forth the following:

1. Due to the reserve level of the Peace Officer Training Fund and the continuing need of local agencies, the present reimbursement level should be continued through F. Y. 1973/74.
2. The Commission had previously approved programs and positions that were in the budget except the five new positions requested as planned growth and the six to be obtained as temporary staff as part of the federal grant for the Center for Police Management.

Of the five new positions requested, two are to be assigned to the Education and Training Division, one consultant and one clerical. The remaining three positions are projected for assignment to the Administration Division and will include two professional and one support staff position.

3. The Center for Police Management proposal outlines the need and justification for the six federally funded positions.
4. In accordance with prior concurrence with an Attorney General's Opinion and direction from the Commission, the support costs for operation of the Bureau of Administrative Counseling was re-allocated to the Aid to Local Government Budget as a reimbursable service rather than an administrative operating expense.

It was further explained that this budget included the 10 positions previously approved as an augmentation to meet the requirements of P. C. 832. The positions were not approved by the Department of Finance as it had been stated that a P. O. S. T. representative, at the time of the initial analysis of this legislation, indicated that additional state costs would not be required. Since the passage of this legislation, it had been stated by the author, Assemblyman Priolo, it was intended that the Commission maintain quality control inspection of this training and that it not only be a course approved by P. O. S. T. but that the training shall meet the minimum standards of a P. O. S. T. certified course.

Mr. Robbins, Department of Finance, stated it had become obvious that there had been a misunderstanding concerning the need for the budget augmentation for the ten additional personnel and suggested a meeting be arranged with P. O. S. T. and Department of Finance staff to study the bill and the P. O. S. T. proposal. He also requested that in the future it be made a matter of routine that on all bills that affect the Commission, an analysis be written and a copy be sent to the Department of Finance.

Following review of the P. O. S. T. Budget Report for F. Y. 1968/69 through F. Y. 1973/74 and the P. O. S. T. Position Allocations Chart, set forth as Attachment "E", the following action was taken:

MOTION by Commissioner Morey, seconded by Commissioner Younger, motion carried that the F. Y. 1973/74 Budget be approved as presented.

LEGISLATIVE REPORT

Mr. Williams presented a report on 10 legislative bills which relate to law enforcement and P. O. S. T. A summary of his report is set forth as Attachment "F".

FIREARMS USE POLICY

At a prior commission meeting, concern was expressed regarding firearms use policies, and subsequently a letter was received from Commissioner Collins requesting this subject be placed on the agenda. The primary concern was the two examples of firearms use policies retained in P. O. S. T. files for possible use in responding to requests from local units of government.

The Executive Director explained that one policy was a document prepared by the National Crime Commission and the other was prepared by I. A. C. P. These policies had not been distributed, and in response to inquiries, it has been stated that the Commission does not have a firearms use policy. The Executive Director felt there was a need for direction in responding to requests from jurisdictions for sample policies that might be available to them through P. O. S. T.

Commissioner Collins felt that in responding to such requests, although it be stated that P. O. S. T. does not have a firearms use policy, such action could be construed as a tacit approval of any sample policies distributed. He was also of the opinion that the Commission should be very cautious and aware of implications of involvement in establishing policies of such a sensitive nature. He felt these requests should be referred to various police departments for direct response or to the Federal Government.

The Executive Director requested guidance as to which jurisdictions these requests should be referred, i.e., Los Angeles Police Department, Oakland, Berkeley, etc. Commissioner Collins felt specifics should not be named. Many law enforcement agencies have adopted shooting policies. He stated that this is a commission on training only, therefore requests should be referred to other jurisdictions directly. The Executive Director stated that in our P.O.S.T. instructor schools as well as in basic academy courses, trainees frequently question when and under what circumstances they should shoot. The policy is to refer them to their own departments, but many departments do not have a firearms use policy.

Commissioner Younger suggested complying with such requests by designating on the documents released "Not Endorsed by P.O.S.T." or "For Information Only." Commissioner Kelsay was of the opinion that it should be made known to the public that P.O.S.T. is not in the field of setting policy for police departments. Commissioner Seares expressed concern that by approval, under agenda item 10, of the grant application for the Center of Police Management, which would be a source of information for law enforcement, a conflict of interest was developing. He questioned if it was not in the scope of the Commission's responsibility to supply, upon request, a selection of "for information only" material to law enforcement jurisdictions. Commissioners Younger and Kelsay were of the opinion that dissemination of any material should consist of a selection of choice rather than one document only thus avoiding a possibility of suggestions that P.O.S.T. was establishing policies for law enforcement.

Commissioner Clark stated that because this subject was very controversial, and because it is consistently a subject of much debate, he would like to see the Commission get a number of representatives from California law enforcement agencies to discuss establishing a firearms policy. This was brought up at the California Peace Officers' Association several years ago but had been set aside, and it keeps coming up. Now a concerted effort should be made to identify, in a constructive way, what law enforcement feels needs to be done; should the existing laws be changed, strengthened, etc.

Commissioner Collins felt that action was outside the responsibility of the Commission on P.O.S.T. The Commission should urge such law enforcement associations as C.P.O.A. and the California Sheriffs' Association to get people together and work on this policy. Commissioner Clark disagreed as the Commission's responsibility is to upgrade law enforcement.

Following further discussion, this action was taken:

MOTION by Commission Clark, seconded by Commissioner Flynn, motion carried that there be no further distribution by P.O.S.T. staff of sample firearms use policies.

MOTION by Commissioner Clark, seconded by Commissioner Collins, motion carried that prior to March 1973, P.O.S.T. take the initiative and arrange a meeting of various law enforcement groups for the purpose of discussing a possible change in firearms law or the possibility of adopting a somewhat uniform firearms use policy for law enforcement.

EXECUTIVE CERTIFICATE ELIGIBILITY

The Executive Director explained that one of the many problems the Commission, as well as all the committees that worked on the Executive Certificate including the Police Chiefs' Association and the Standards and Ethics Committee of C.P.O.A., has been faced with since the issuance of Executive Certificates was the eligibility of only the head of agencies. Many complaints have been received from officers in larger departments who express the need to have the eligibility for this certificate re-evaluated. The most recent request was from the new Commissioner of the California Highway Patrol, Walter Pudinsky, who requested that Executive Certificates be issued to the Deputy Commissioner of the C.H.P. and to other top executives in large departments. He expressed concern that with all the executive experience he has had he still must wait two years, as head of the agency, before he can qualify for an Executive Certificate.

The staff suggested that the qualifications for the Executive Certificate be re-evaluated in coordination with the California Police Chiefs' Association, the C.P.O.A. and the California Sheriffs' Association, to determine if there is a solution to this problem. If re-evaluated, it was suggested that the equivalent training clause should also be re-assessed as it related to the Executive Development Course, as there has been much pressure by police executives who say that 15 years' experience as chief or sheriff is equivalent to the executive course.

MOTION by Commissioner Collins, seconded by Commissioner Kelsay, motion carried that the Commission Regulations as regards requirements for the Executive Certificate not be modified at this time.

Following further discussion of the equivalency clause, this action was rescinded.

MOTION by Commissioner Seares, seconded by Commissioner Younger, motion carried that the previous action be rescinded and the issue of modification of the requirements for eligibility of the Executive Certificate be tabled to be placed on the agenda for the December 14-15, 1972, commission meeting.

'Also to be discussed at that time will be the deletion of the equivalent training clause for the Executive Development Course and, in fact, require that the course be completed in order to qualify for the Executive Certificate.

It was suggested by Mr. Townsend that staff should coordinate with the California Police Chiefs' Association, California Peace Officers' Association and the California Sheriffs' Association to determine the desirability of including other positions among those presently eligible. Additionally, the problem of defining "other top executives" and "large departments" should be addressed.

REQUEST OF DEPARTMENT OF FISH AND GAME

The Executive Director announced that correspondence had been received from the Department of Fish and Game requesting the Commission consider the possibility of opening a "grandfather clause" for the Fish and Game wardens to qualify for the Basic Certificate on the basis of years of experience and training.

MOTION by Commissioner Seares, seconded by Commissioner Younger, motion carried to decline the request of the Department of Fish and Game, on behalf of the Fish and Game Wardens' Protective Association, to open a grandfather clause to enable the Fish and Game wardens to qualify for the Basic Certificate.

Chairman Fabbri pointed out that the Equivalency Examination was available to aid these categories in qualifying for the Basic Certificate.

DATE AND PLACE OF NEXT MEETING

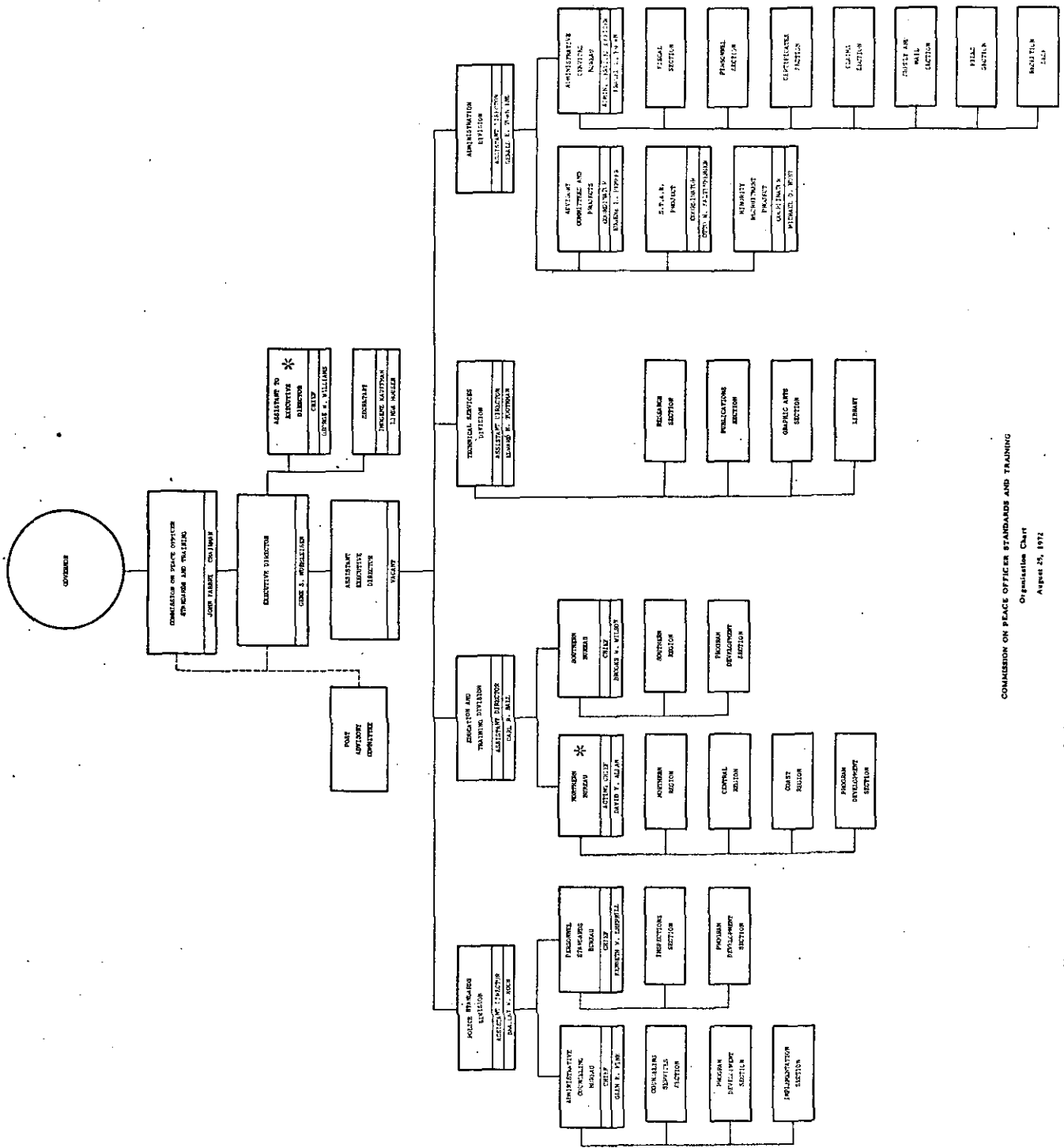
The Commission set the date of the next commission meeting to be December 14-15, 1972, the exact location to be at the selection of the Chairman.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2 p. m.

Respectfully submitted,

Gene S. Muehleisen
 GENE S. MUEHLEISEN
 Executive Director



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
Organizational Chart
August 25, 1972

*Changed; See Minutes, p. 15



COMMISSION ON PEACE OFFICER
STANDARDS AND TRAINING

ADVISORY COMMITTEE

JAMES GEARY, Sheriff (Chairman)
Santa Clara County Sheriff's Office
Representative, California Sheriffs' Association

JAY STROH, Chief of Police (Vice-Chairman)
Inglewood Police Department
Representative, California Police Chiefs Association

ROBERT BLANCHARD, Police Science Instructor
Riverside City College
Representative, California Association of Administration of Justice Educators

ROBERT CRESS
Stockton Police Department
Representative, Peace Officers Research Association of California

CHARLES GAIN, Chief of Police
Oakland Police Department
Representative, California Peace Officers Association

MATTHEW HOGAN
University of California, Davis
Student Representative

JEROME E. LANCE, Sergeant
Long Beach Police Department
Representative, California Association of Police Training Officers

*AUBREY D. MAJORS, Inspector
Sacramento Headquarters
Representative, California Highway Patrol

DR. HARRY MORE, Chairman, Administration of Justice Department
San Jose State University
Representative, four-year colleges

*Now in process of selecting replacement.

W. BERT RITCHEY, Attorney at Law
San Diego
Lay Representative

JAY RODRIGUEZ, Manager, Community Relations, KNBC-4-Los Angeles
National Broadcasting Company, Burbank
Lay Representative

J. WINSTON SILVA, Supervisor, Criminal Justice Education & Training
Sacramento
Representative, California Community Colleges

Memorandum

To : Mr. Fravel S. Brown
Administrative Services Officer

Date : September 7, 1972

Claims-Audit Unit

From : Commission on Peace Officer Standards and Training

Subject: QUARTERLY ACTIVITY REPORT AND 1971/72 FISCAL YEAR SUMMARY
April 1, - June 30, 1972

The following activities occurred in the Claims-Audit Unit for the fourth quarter:

COURSE	AMOUNT OF REIMBURSEMENT			NUMBER OF MEN			MAN DAYS		
	Prev. Qtrs. Totals	Fourth Quarter	Total F.Y. Amount	Prev. Qtrs. Totals	Fourth Quarter	F.Y. Total	Prev. Qtrs. Totals	Fourth Qtr.	F.Y. Total
Basic	\$3,403,415.85	*\$2,108,195.52	\$5,511,611.37	1,825	1,095	2,920	96,725	58,035	154,760
Supervisory	188,621.91	*147,778.71	336,400.62	308	229	537	3,696	2,748	6,444
Advanced Officer	415,176.99	*378,300.72	793,477.71	2,165	1,820	3,985	10,825	9,100	19,925
Middle Management Course	81,787.67	78,914.92	160,702.59	162	172	334	1,782	1,892	3,674
Middle Management Seminar	59,415.91	53,025.71	112,441.62	269	237	506	807	711	1,518
Executive Development Course	25,697.93	9,676.91	35,374.84	42	16	58	504	192	696
Executive Development Seminar	<u>7,032.23</u>	<u>19,551.11</u>	<u>26,583.34</u>	<u>27</u>	<u>78</u>	<u>105</u>	<u>81</u>	<u>234</u>	<u>315</u>
Subtotal	\$4,181,148.49	\$2,795,443.60	\$6,976,592.09	4,798	3,647	8,445	114,420	72,912	187,552

*For explanation see page 5.

AMOUNT OF REIMBURSEMENTNUMBER OF MENMAN DAYS

<u>COURSE</u>	<u>AMOUNT OF REIMBURSEMENT</u>			<u>NUMBER OF MEN</u>			<u>MAN DAYS</u>		
	<u>Prev. Qtrs. Totals</u>	<u>Fourth Quarter</u>	<u>Total F.Y. Amount</u>	<u>Prev. Qtrs. Totals</u>	<u>Fourth Ctr.</u>	<u>F.Y. Total</u>	<u>Prev. Qtrs. Totals</u>	<u>Fourth Qtr.</u>	<u>F.Y. Total</u>
Administrative Analysis for Police Personnel	\$ 7,877.50	\$ 8,129.00	\$ 16,006.50	14	14	28	168	168	336
Advanced Accident Investigation	8,996.88	14,775.36	23,772.24	124	163	287	372	489	861
Advanced Auto Theft Investigation	368.60	317.20	685.80	3	2	5	9	6	15
Advanced Community Police Relations	15,898.80	17,738.40	33,637.20	69	80	149	483	560	1,043
Advanced Criminal Investigation	406.00	*(-)156.40	249.60	2	-0-	2	14	-0-	14
Advanced Narcotic Enforcement	-0-	404.25	404.25	-0-	8	8	-0-	36	36
Arson and Fire Investigation	-0-	4,813.59	4,813.59	-0-	30	30	-0-	120	120
Auto Theft Investigation	2,421.04	716.18	3,137.22	16	4	20	64	16	80
Basic Narcotic Enforcement	244.60	764.35	1,008.95	4	11	15	40	110	150
Breathalyzer Course	940.55	204.44	1,144.99	38	8	46	38	8	46
Community Police Relations	76,970.32	81,676.99	158,647.31	453	391	844	2,718	2,346	5,064
Crime Scene Investigation (A)	3,104.40	-0-	3,104.40	54	-0-	54	540	-0-	540
Crime Scene Investigation (B)	152,530.93	86,301.58	238,832.51	203	115	318	2,937	1,265	4,202
Criminal Justice Information Systems	12,632.88	25,102.14	37,735.02	62	124	186	186	372	558
Delinquency Control Institute	30,509.25	39,517.71	70,026.96	22	26	48	1,320	1,560	2,880
Detective School	8,457.00	7,121.00	15,578.00	63	50	113	315	250	565

*For explanation see page 5.

COURSE	AMOUNT OF REIMBURSEMENT			NUMBER OF MEN			MAN DAYS		
	Prev. Qtrs. Totals	Fourth Quarter	Total F.Y. Amount	Prev. Qtrs. Totals	Fourth Qtr.	F.Y. Total	Prev. Qtrs. Totals	Fourth Qtr.	F.Y. Total
Driver Training	\$29,531.92	\$12,243.42	\$41,775.34	606	259	865	1,212	518	1,730
Field Evidence Technician	32,138.80	45,888.99	78,027.79	49	57	106	735	855	1,590
Field Management Training	2,945.76	2,298.90	5,244.66	20	19	39	60	57	117
Field Training Officer	28,842.80	-0-	28,842.80	233	-0-	233	1,165	-0-	1,165
Firearms Instructors Course	-0-	2,794.17	2,794.17	-0-	17	17	-0-	102	102
Homicide Investigation	5,634.64	-0-	5,634.64	24	-0-	24	216	-0-	216
Human Development Clinic	13,500.00	18,000.00	31,500.00	110	159	269	330	477	807
Juvenile Law Enforcement Officers Training	6,552.43	5,551.73	12,104.16	34	30	64	204	180	384
Juvenile Program Management Institute	2,703.22	1,876.70	4,579.92	15	10	25	45	30	75
Law Enforcement Legal Education	34,350.40	12,707.35	47,057.75	167	53	220	835	265	1,100
Motorcycle Training	18,733.29	15,389.98	34,123.27	65	49	114	780	588	1,368
Narcotics and Dangerous Drugs	11,647.05	4,379.45	16,026.50	37	14	51	407	154	561
Organized Crime Intelligence Analysts Course	114.75	788.22	902.97	3	16	19	30	160	190
Organized Crime Intelligence Collectors Course	236.25	1,705.30	1,941.55	5	29	34	50	290	340
Organizational Development for Police Agencies (B)	10,716.40	8,559.90	19,276.30	45	34	79	135	102	237

COURSE	AMOUNT OF REIMBURSEMENT			NUMBER OF MEN			MAN DAYS		
	Prev. Qtrs. Totals	Fourth Quarter	Total F.Y. Amount	Prev. Qtrs. Totals	Fourth Qtr.	F.Y. Total	Prev. Qtrs. Totals	Fourth Qtr.	F.Y. Total
Organizational Development for Police Agencies (C)	\$ -0-	\$ 3,000.00	\$ 3,000.00	-0-	34	34	-0-	102	102
Police Training Officers Course	15,882.79	*12,333.78	28,216.57	31	25	56	310	250	560
Protective Services Training	652.80	954.44	1,607.24	24	24	48	48	48	96
Riot and Civil Disturbance (A)	130,209.14	41,188.23	171,397.37	1,168	321	1,489	4,672	1,284	5,956
Riot and Civil Disturbance (B)	31,878.04	23,706.50	55,584.54	210	153	363	840	612	1,452
Spanish for Peace Officers	9,440.92	-0-	9,440.92	14	-0-	14	308	-0-	308
Teaching Law to the Police Officer	3,257.35	-0-	3,257.35	17	-0-	17	102	-0-	102
Tear Gas	36,972.84	*135,483.76	172,456.60	1,596	4,822	6,418	1,596	4,822	6,418
Television Instruction	12,000.00	9,000.00	21,000.00	12	9	21	168	126	294
Total Immersion Spanish	14,000.00	4,000.00	18,000.00	14	4	18	308	88	396
Vice School	9,681.65	3,736.60	13,418.25	72	27	99	360	135	495
Weaponless Defense and Baton Instructors Institute	1,693.13	-0-	1,693.13	7	-0-	7	70	-0-	70
Subtotal Tech./Spec.	\$ 784,675.12	\$ 653,013.21	\$1,437,688.33	5,705	7,191	12,896	24,190	18,551	42,741
Subtotal Other Courses	4,181,148.49	2,795,443.60	6,976,592.09	4,798	3,647	8,445	114,420	72,912	187,332
Subtotal All Courses	4,965,823.61	3,448,456.81	8,414,280.42	10,503	10,838	21,341	138,610	91,463	230,073
Audit Report Adjustments Sacramento Co.	(-) 143.90	-0-	(-) 143.90	-0-	-0-	-0-	-0-	-0-	-0-
Contra Costa Co.	-0-	(-) 196.08	(-) 196.08	-0-	-0-	-0-	-0-	-0-	-0-
TOTAL ALL COURSES	\$4,965,679.71	\$ 3,448,260.73	\$8,413,940.44	10,503	10,838	21,341	138,610	91,463	230,073

*The totals for the following courses showed adjustments to the processed claims for the fourth quarter:

	<u>Total Processed</u>	<u>Adjustment</u>	<u>Adjusted Total</u>
BASIC COURSE	\$2,118,232.26		
Compton		(-) 622.30	
Los Angeles		(-) 2,203.94	
Los Angeles County		(-) 882.00	
Oakland		(-) 561.00	
Riverside		(-) 989.50	
San Diego		(-) 840.00	
San Francisco		(-) 1,061.00	
Santa Ana		(-) 2,877.00	
			\$2,108,195.52
SUPERVISORY	149,017.08		
Bakersfield		(-) 473.60	
San Diego		(-) 175.77	
Santa Monica		(-) 589.00	
			147,778.71
ADVANCED OFFICER	378,331.11		
El Centro		(-) 30.39	
			378,300.72
ADVANCED CRIMINAL INVESTIGATION	-0-		
Fortuna		(-) 156.40	
			(-) 156.40
TEAR GAS	135,614.11		
Arcadia		(-) 19.24	
Buena Park		(-) 21.39	
Los Angeles County		(-) 25.84	
San Diego		(-) 17.64	
Santa Ana		(-) 46.24	
			135,483.76
POLICE TRAINING OFFICER COURSE	12,444.53		
Menlo Park		(-) 110.75	
			12,333.78

In the fourth quarter a total of 1,633 claims were processed. The total number of claims processed for the 1971/72 Fiscal Year were 3,824.

This activity report will be followed by a supplement. For the 1971/72 Fiscal Year there are additional claims to be processed which are not included in this report. They were not included in this report because of late submittal by the agency or incompleteness of the claim forms.

There was a three cent error on the total fiscal year amount paid in the last activity report. This error has been corrected.

Anna Puliz

Anna Puliz
Claims-Audit Unit

1971-72
PEACE OFFICERS TRAINING FUND
FINANCIAL REPORT

Accumulated Surplus July 1, 1971		\$10,049,297.48
Prior Year Adjustments		- 316,217.07
(Revenue and expenditure accrual)		
Adjusted Fund Balance, July 1, 1971		9,733,080.41
Revenue - July 1, 1971 - June 30, 1972		
Criminal	\$3,621,527.35	
Traffic	5,625,026.26	
		9,246,553.61
Total Resources		18,979,634.02
Expenditures		
Commission on P.O.S.T.	734,036.38	
Local Assistance	7,813,341.99	
		8,547,378.37
Accumulated Surplus <u>June 30, 1972</u>		\$10,432,255.65

1972-73; 1973-74

ESTIMATED FUND CONDITION

	<u>1972/73</u>	<u>1973/74</u>
Estimated Fund Balance July 1	\$10,432,256	\$ 6,687,256
Revenues	9,900,000	10,700,000
Total Resources	20,332,256	17,387,256
Expenditures:		
Commission on Peace Officers Standards and Training	1,493,000	1,300,000
Local Assistance (Claims)	12,170,000	12,650,000
Local Assistance (Admin. Counseling)	-	450,000
Reimbursements	-18,000	-
Accumulated Surplus, June 30	6,687,256	2,987,256

PROPOSED BUDGET

(1973-74)

AID TO LOCAL GOVERNMENT (REIMBURSEMENTS)

	<u>No. of Men</u>	<u>Cost (each)</u>	<u>Total</u>
Basic Course	3,000	\$2,000	\$ 6,000,000
Supervisory	800	655	524,000
Advanced Officer	8,000	225	1,800,000
Middle Management	600	1,426	856,000
Executive Development	250	1,184	296,000
Special or Technical	7,000	314	2,200,000
Non-Sworn	750	650	<u>488,000</u>
TOTAL			\$12,164,000
+ 4% GRAND TOTAL			<u><u>\$12,650,000</u></u>



P.O.S. BUDGET

68-69

69-70

70-71

71-72

72-73

73-74

ADMINISTRATION COSTS

1. Police Stds. Div.						
a. Admin. Counseling	\$ 82,223	\$ 116,290	\$ 173,124	\$ 222,272	\$ 343,104	\$ -
b. Personnel Stds.	51,200	72,928	36,383	46,199	130,843	80,208
2. Education & Trng. Div.	52,102	96,580	122,795	128,788	233,649	548,000
3. Administration & Special Projects	-	94,091	140,987	318,459	308,416	264,515
a. Law Enforcement Recruitment	27,128	11,112	-	-	-	-
b. Riot & Community Relations	-	1,691	18,313	-	-	-
c. Traffic Program Management Inst.	-	62,962	126,859	49,025	-	-
d. Project S.T.A.R.	-	-	44,435	682,493	594,390	580,000
e. Minority Recruitment	-	-	-	-	85,000	150,000
4. Technical Services Div.	-	-	-	-	-	85,277
a. Management Center	-	-	-	-	-	123,770
TOTALS	\$ 216,653	\$ 455,659	\$ 662,896	\$1,447,226	\$ 1,695,402	\$ 1,831,770

LOCAL ASSISTANCE

1. Reimbursements	\$2,717,266	\$3,700,000	\$5,170,369	\$7,813,342	\$12,170,000	\$12,650,000
2. Administrative Couns.	-	-	-	-	-	427,122
TOTALS, All Programs	2,929,919	4,155,659	5,833,265	9,260,568	13,865,402	14,908,892
- Adjustments	6,718	490	1,524	64,962	15,000	-
TOTALS, Net	2,923,201	4,155,169	5,831,741	9,195,606	13,850,402	14,908,892
P.O.T.F.	2,896,073	4,079,714	5,629,999	8,547,378	13,357,734	14,385,122
Federal Funds	27,128	75,455	201,742	648,228	492,668	523,770
TOTAL POSITIONS	(11.9)	(23.2)	(29.7)	(61.0)	(66.5)	(88.5)

Attachment "E"

P.O.S.T. POSITION ALLOCATIONS

	1971-72	1972-73	(Proposed) 1973-74
<u>1. POLICE STANDARDS DIVISION</u>			
A. Administrative Counseling			
Authorized	20 (6 Fed. Grant)	23 (4 Fed. Grant)	23
Actually Assigned	20	22*	22
*(One position is on loan to Administration Division).			
B. Personnel Standards			
Authorized	8	8	8
Actually Assigned	3	3*	3*
*(5 positions are loaned to Technical Services Division).			
<u>2. EDUCATION AND TRAINING DIVISION</u>			
Authorized	14	10	22
Actually Assigned	14	10	22**
**(10 positions are augmentation for 832 P.C. - 2 are normal growth).			
<u>ADMINISTRATION & SPECIAL PROJECTS</u>			
A. Executive Director's Office			
Authorized	3	4	4
Actually Assigned	4	4	4
B. Project S.T.A.R.			
Authorized	3	3	3
Actually Assigned	3	3	3
C. Minority Recruitment			
Authorized	-	3	4
Actually Assigned	-	3	4
D. Other Administration - Certificates, Reimbursements, etc.			
Authorized	13	15.5	18.5
Actually Assigned	11	14.5	17.5
<u>4. TECHNICAL SERVICES DIVISION</u>			
Authorized	-	-	-
Actually Assigned	6*	7*	7*
*(Positions borrowed from other divisions).			
A. Police Management Center			
Authorized	-	-	6 (Fed. Grant)
Actually Assigned	-	-	6 (Fed. Grant)
	<u>61.0</u>	<u>66.5</u>	<u>88.5</u>

PROPOSED BUDGET

	<u>1972-73 (Estimated)</u>	<u>1973-74 (Proposed)</u>
I. ADMINISTRATION COSTS		
<u>PERSONAL SERVICES</u>		
Salaries and Wages	\$ 903,607	\$ 723,929
Minus Salary Savings	25,383	16,232
Staff Benefits	109,241	85,044
TOTALS, Personal Services	987,465	792,751
<u>OPERATING EXPENSES</u>		
General Expense	60,234	32,578
Printing	14,250	10,200
Communication	42,404	28,540
Travel In-State	119,325	60,650
Travel Out-State	4,664	4,500
Contract Services	584,746	630,481
Facilities Expense	76,602	59,000
Pro-Rata	61,000	76,000
Equipment	30,870	13,300
TOTALS, Operating Expenses	994,095	915,249
Police Management Center Grant		123,770
TOTAL EXPENDITURES	1,981,560	1,831,770
P.O.T.F.	1,470,197	1,308,000
Federal Funds	492,668	523,770
Adjustments	18,695	-

PROPOSED BUDGET Cont. (2)

1972-73 (Estimated) 1973-74 (Proposed)

II. AID TO LOCAL GOVERNMENT

A. ADMINISTRATIVE COUNSELING

PERSONAL SERVICES

Salaries and Wages	\$ -	\$ 296,388
Minus Salary Savings	-	11,855
Staff Benefits	-	36,989
TOTALS, Personal Services	-	321,522

OPERATING EXPENSES

General Expense	-	18,000
Printing	-	2,600
Communication	-	12,000
Travel In-State	-	30,000
Travel Out-State	-	2,000
Contract Services	-	2,000
Facilities Expense	-	23,000
Pro-Rata	-	15,000
Equipment	-	1,000
TOTALS, Operating Expenses	-	105,600
TOTALS, Administrative Counseling		427,122

B. APPORTIONMENT CLAIMS \$12,170,000 \$12,650,000

TOTALS, Aid to Local Govt. \$12,170,000 \$13,077,122

P.O.T.F. 12,170,000 13,077,122

No Federal Funds or Adjustments

LEGISLATIVE REPORT

SB 491 - Schrade (Chapter 534)

Provides for distribution of assessments on fines, and forfeitures by sampling procedure approved by Board of Supervisors and majority of cities within a county. The reasonableness of such distribution shall be verified during annual audit.

SB 789 - Dills

Provides that salaries for local law enforcement officers be determined by type of P. O. S. T. certificate held by officers, with subvention from the State General Fund. Assigned to Industrial Relations Committee - no date set.

SB 1088 - Carpenter (Bill dropped by author.)

Provides for lateral transfer to fill a budgeted position in another agency by "certified peace officers" and upon employment retain all rights of retirement, vacation and sick leave benefits. Costs borne by both new and old employers as determined by P. O. S. T.

AB 80 - Crown

Provides for appropriation of $1\frac{1}{2}$ million dollars from State General Fund to finance purchase of equipment by local law enforcement agencies. Allocation of funds by P. O. S. T.

Assigned to Committee on Finance. No date assigned.

AB 683 - Crown (Companion AB 80) (Chapter 931)

Provides that Commission on P. O. S. T. administer allocation of funds to local law enforcement agencies to provide specified equipment to each newly hired local peace officer. The Commission shall adopt rules regarding the implementation of the law and manner of application for allocation of funds.

AB 596 - Barnes (Chapter 560)

Provides clarification of definition of "local policeman" and "county peace officer" for purposes of P. E. R. S. Excludes from local safety status persons performing identification or communication duties but does not apply to persons employed and qualified as patrolmen or equal or higher rank. Excludes other functions which do not clearly come within the scope of active law enforcement service even when such employee is subject to occasional call or is occasionally called upon to perform duties within the scope of active law enforcement service.

AB 775 - Biddle

Provides incentive pay to state employed peace officers who have received P. O. S. T. certificates and who perform work on projects or engage in education and training approved by their hiring authority, which is performed apart from their regular duties.

Assigned to Governmental Organizations Committee. No hearing date set.

AB 2256 - Z'berg (Bill dropped by author)

Provides for amending the Vehicle Code penalty assessment provisions to enact an Environmental Education Fund and increase traffic fine assessments from \$4 to \$5, and provides that the additional dollar of assessment be deposited to the Environmental Education Fund.

AB 2361 - Priolo
(Chapter 1062)

Provides that peace officers employed prior to the effective date of the amendment of Government Codes Section 1031 (3) by the 1971 Session of the Legislature are not affected by that change. Thus officers are not affected who were hired in compliance with the educational provisions of 1031 Government Code prior to the recent change in the law.

AB 2372 - Beverly

Provides that the training for marshals may be reimbursed from the Peace Officers Training Fund if their employing jurisdiction is in compliance with the Commission's Regulations and related laws.

Not heard when previously set for hearing before the Senate Judiciary Committee. Expected to be reset for hearing in November.