

Commission on Peace Officer Standards and Training

Commission Meeting
AGENDA

October 31 - November 1, 1974
Royal Inn - Monterey/Carmel Room
Monterey

October 31: 10 a. m. to 5 p. m.

November 1: 9 a. m. to 3 p. m.

A. CONVENE

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes: July 18-19 Quarterly Meeting Action
August 28 Public Hearing and
Special Meeting

B. COMMISSION ISSUES

1. Administrative Counseling Service Action

Analysis of Administrative Counseling costs
and staff recommendations.
2. Certification of Courses Action

Course Certification Subcommittee will make
recommendations for Commission approval.
3. Training Course Requirements, P. C. 832.3 Action

A staff recommendation regarding the POST-
approved course of training required by P. C. 832.3
and a POST-approved field training program.
4. Policy for Direct and Indirect Costs for Course
Certification Action

Staff recommendation regarding allowable direct and
indirect costs for POST-certified tuition courses.
5. Community-Police Relations Leadership Training
Program - UCLA, Audit Report Action

Staff recommendation for payment of audited
billing for preparation of an unrepresented course.

C. STATUS REPORTS

1. POST Reorganization (See tab C.1.)
2. Advisory Committee Report
3. Administration Division
 - a. Budget
 - b. Quarterly Activity Report (See tab C.3.)
4. Technical Services Division
5. Standards and Training Division
 - a. Status of Projects
 - b. Staff Expense to Maintain Certification - Bahn Fair (See tab C.5.)
 - c. Up-Front Controls on Course Expenditures
6. Project S. T. A. R. Corporation

D. LEGISLATIVE REPORT

E. ELECTION OF OFFICERS FOR 1975

F. OLD/NEW BUSINESS

G. FUTURE COMMISSION MEETINGS

1. Proposed Meeting Calendar 1975 (See tab G.1.)
2. Future Meeting Sites
3. Other Meetings (SPB Validation Study - Nov. 7, Host Airport Hotel)

H. ADJOURNMENT

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

October 31-November 1, 1974
Royal Inn
Monterey, California

The meeting was called to order at 10:00 a.m. by Chairman Grogan. A quorum was present.

Commissioners Present:

Robert F. Grogan	- Chairman
Wesley R. Barrett	- Commissioner
Floyd O. Barton	- Commissioner
Jack G. Collins	- Commissioner
Loren W. Enoch	- Commissioner
Edwin R. McCauley	- Commissioner
Donald F. McIntyre	- Commissioner
Robert S. Seares	- Commissioner
Jack R. Winkler	- Representative of the Attorney General

Absent:

Dan Kelsay (Excused)

Advisory Committee Representative:

Robert Cress	- Peace Officers' Research Association of California Representative
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Staff Present:

Gene S. Muehleisen	- Executive Director
David Y. Allan	- Chief, Standards and Training
Ronald T. Allen	- Chief, Standards and Training
Bradley W. Koch	- Director, Technical Services
Jewell L. Ross	- Assistant to the Executive Director
Otto H. Saltenberger	- Director, Administrative Counseling Division
Austin W. Smith	- Special Assistant to the Executive Director
Edward M. Toothman	- Director, Administration
Imogene Kauffman	- Recording Secretary

Gerald E. Townsend	- Director, Standards and Training Division
George W. Williams	- Chief, Administrative Counseling Division
Brooks W. Wilson	- Chief, Standards and Training Division

Visitors:

Frederick G. Allen	- NCCJTES - Butte Center
Dale Anderson	- Tulare Police Department
Stan Anderson	- Santa Rosa Junior College
Hal Becker	- Center for Criminal Justice, CSU Long Beach
Harold Benadom	- Chief, Monterey Police Department
Dorothy H. Berry	- CSU Long Beach
Marc Bradshaw	- Modesto Regional Criminal Justice Training Center
Donald P. Burke	- Chief, Walnut Creek Police Department
Donald V. Chaney	- Sheriff, Orange County
Ben Cooper	- Chief, Seaside Police Department
Gene M. Depuy	- Captain, Southern Pacific Transportation PD
Richard Grace	- CSU Los Angeles
Joel Greenfield	- NCCJTES - Sacramento
Arleigh S. Jiminez	- CSU Foundation, Long Beach
Carl Krosch	- San Diego Police Department
Peter Madsen	- CSU Los Angeles
John McKee	- McKee Management Center
Joseph McKeown	- Los Medanos College
Richard Rhodes	- Modesto Regional Criminal Justice Training Center
Dale Rickford	- Antioch Police Department
Van H. Tanner	- Redwoods Center, College of the Redwoods
Bruce Thayer	- Sacramento Police Department
Frank Zabrowski	- Chief, Del Ray Oaks Police Department
Frank E. Walsh	- Budget Analyst, Department of Justice

APPROVAL OF MINUTES

Two typographical corrections were requested in the minutes of July 18-19, 1972 Commission meeting:

Page 5, Plan 7 -- change 60% mandatory salaries to 58%;

Page 6, line 5 -- correct 1005 out-of-pocket reimbursement to 100% out-of-pocket.

MOTION by Commissioner Collins, seconded by Barton, motion carried that the minutes of the meetings of July 18-19, 1974 and August 28, 1974 be approved as corrected.

SPECIAL ANNOUNCEMENTS

Commissioner Kelsay Retires

The Executive Director announced that Commissioner Dan Kelsay, Sheriff of Stanislaus County for 20 years, who has served as a Commissioner to POST since its inception in 1959, will retire this year. During his 15 years as a Commissioner, he was Vice-Chairman in 1963 and 1974, and Chairman in 1964. He also served as a member of the POST Budget Review Committee. The appreciation of the Commission and POST staff for Commissioner Kelsay's many years of guidance and dedication was expressed.

William "Tony" Anthony Appointed

It was announced that word had been received of the appointment to the Commission of William "Tony" Anthony, Assistant Sheriff, County of Los Angeles, to fill the vacancy resulting from the retirement of Dan Kelsay. Sheriff Anthony's career in law enforcement started in 1946. Since that time he has served in many functions in the Los Angeles Sheriff's Department and was appointed Assistant Sheriff in 1972. Commissioner Anthony's first meeting with the Commission will be in January 1975.

COMMISSION ISSUES

Administrative Counseling Service

As a result of the direction given to the staff of the Administrative Counseling Division at the August 28, 1974 Commission meeting, a report was prepared to provide the Commission with information on specific survey costs and development of a method to account for divisional activity including possible charges to local government for such services.

The Executive Director read into the record a letter received from California Association of Administration of Justice Educators' representative and POST Advisory Committee member, Bob Blanchard. CAAJE was concerned with what appears to be inappropriate staffing levels for the Administrative Counseling Division as compared with Standards and Training Division, and a request that the Commission review the percentage of survey recommendations that have been implemented -- particularly those implementations that would require financial outlay by the agency surveyed.

Mr. Winkler presented an Attorney General's Opinion which responded to a request made October 14, 1974, regarding this subject:

"Does the Commission have the authority to charge a fee for Administrative Counseling services provided for in Penal Code Section 13513?"

The Opinion stated, in substance, that the section in question, P. C. 13513, imposes upon the Commission the mandatory duty of providing a counseling service to requesting local jurisdictions for the purpose of improving the administration, management or operations of a police agency, and it may aid such jurisdictions in implementing improved practices and techniques. Even though the section contains both mandatory and discretionary language, it is clear that when such services are rendered it is done so as an official duty.

The Opinion referred to Section 6103 of the Government Code which provides in part that:

"Neither the state nor any county, city, district, or other political subdivision, nor any public officer or body, acting in his official capacity . . . shall pay or deposit any fee . . . for the performance of any official service . . . This section does not apply . . . where it is specifically provided otherwise."

The Opinion further stated that Section 6103 has been deemed controlling unless there is a specific statutory exception or the services rendered were incidental to, but distinguishable from the performance of an official duty or service. Further, that for the above reasons, it was concluded that administrative counseling services rendered under the authority of Penal Code Section 13510 would be an official service and that Government Code Section 6103 prohibits any charges being imposed for such services.

Bob Cress stated the Advisory Committee, at the October 3, 1974 meeting, expressed similar concern.

Mr. Saltenberger presented an analysis of general management surveys conducted by size of police and sheriffs' agencies which showed over 50% of the 61 surveys were agencies with total personnel in the 26 to 75 group. See Attachment "A".

The analysis further established that there is an overall implementation of 77.7% of the total recommendations and 6.4% of the recommendations are in partial stages of completion. It was stressed that this is a very high percentage of implementation for management surveys.

Discussion followed which addressed all areas of concern, and the following action was taken:

MOTION by Commissioner McCauley, seconded by Seares, motion carried that the Commission budget shall be presented to the Department of Finance to reflect the general overhead of administrative costs separately from administrative counseling services which shall be shown as "Aid to Local Government".

MOTION by Commissioner Enoch, seconded by McCauley, motion carried that the Commission endorse and seek an appropriate amendment to P.C. Section 13513 to allow that fees may be charged for counseling services.

MOTION by Commissioner Seares, seconded by Winkler, motion carried for approval of the following recommendations:

1. Continue to provide Administrative Counseling services on a non-fee basis.
2. Adopt grant-in-aid concept for provision of services where applicable.
3. Develop and implement a procedure to more precisely account for, record and reflect divisional costs by jurisdictions receiving services.
4. Reflect appropriate costs as Aid to Local Government.
5. Develop and implement a feasibility study procedure to be undertaken prior to the provision of survey services.
6. Continue to offer the full range of Administrative Counseling services ranging from the comprehensive survey to limited, short-term field management counseling.
7. Continue the evaluation of the vehicles used in providing Administrative Counseling Services to maximize program effectiveness. Evaluation would include, but not be limited to, additional inquiries into survey recommendation implementation, implementation assistance methodology and the possibility of personnel resource diversion to accelerate the preparation of standardized management counseling materials.
8. That there be a written statement of conditions under which the survey will be conducted, to be ratified by way of a resolution by the legislative body of the jurisdiction to receive counseling services.

CERTIFICATION OF COURSES

Prior to addressing the course certification agenda, Commissioner Seares, as Chairman of the Certification Committee, presented a request on behalf of the

committee which was later put in the form of a motion, as follows:

MOTION by Commissioner Seares, seconded by Barton, carried unanimously that by the January 1975 Commission meeting staff review all currently certified courses to determine possible category changes, and that the following guidelines be applied for the review process:

1. All Technical Courses be reimbursed under Plan IV (travel, meals and lodging only) except
2. Plan III (meals, lodging, travel, and tuition) may be used to reimburse Technical Courses that address the priorities identified by staff to further the Commission's concept of training by assignment, and
3. When deemed necessary, tuition may be charged by the presenter of a course certified under Plan IV by direct charge to the agencies participating in the specific course. The amount of the tuition shall be determined by the presenter of the course.

Supervisory Course

Gene M. Depuy, Captain of the Southern Pacific Transportation Company, made a personal appeal that the Commission certify a separate Railroad Police Supervisory Course.

Southern Pacific Transportation Company

MOTION by Commissioner Seares, seconded by Barton, motion carried for approval of the staff recommendation that this course not be certified.

It was recommended that railroad police supervisors continue to attend the regular POST Supervisory Course and that if additional specialized training is needed that it be presented as supplementary in-service training by the railroads.

Seminars

CSU, Los Angeles Institute on Planning for Police Chiefs, Sheriffs and Their Top Planning Administrators

MOTION by Commissioner Seares, seconded by Collins, motion carried to disapprove staff recommendation for certification.

John McKee - Middle Management Seminars: Cost Analysis, Fiscal Management, Graphic Presentations, Planned Program Budgeting System, Statistics for Non-Mathematical Managers, and Systems Analysis.

MOTION by Commissioner Seares, seconded by McCauley, motion carried (Barrett, nay) to approve staff recommendation that these courses not be certified.

Statistics for Non-Mathematical Managers and Systems Analysis

MOTION by Commissioner Collins, seconded by Enoch, motion carried (Barrett, nay) to disapprove staff recommendation for certification.

Technical Courses

Academy of Justice/ Riverside	Field Evidence Technician	80 hrs.	Plan IV
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FBI	Instructor Development	40 hrs.	Plan IV
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MOTION by Commissioner Seares, seconded by Barrett, motion carried for approval of staff recommendation for certification.

University of San Francisco	Labor/Management Relations
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MOTION by Commissioner Seares, seconded by Barton, motion defeated for approval of staff recommendation for certification.

Nays: Barrett, Collins, Enoch, Grogan, Winkler, McIntyre

It was pointed out by the Chairman that many appropriate Labor/Management Courses are readily available to local agencies.

Transfer of Certification

Staff recommended transfer of the following POST certified courses to Northern California Criminal Justice Training and Education System from the four area centers (Butte, Redwoods, Sacramento & Santa Rosa).

- a. Basic Course
- b. Advanced Officer Course
- c. Supervisory Course
- d. P.C. 832
- e. Jail Operations
- f. Patrol (Unusual Incident Tactics)

It was also requested that the following recommendation be approved:

1. That course presentations of the Sacramento Center of NCCJTES be reviewed for approval or disapproval by POST staff after conference with the affected agencies on the basis of potential duplication or conflict with other certified courses in the Sacramento area.
2. That the California State Police Basic Specialized Investigators Course be transferred to NCCJTES, retroactive to 10/21/74.

MOTION by Commissioner Seares, seconded by Barton, motion carried for approval of the requests for Transfer of Certification.

<u>Modifications</u>		Action Recommended
Santa Barbara City College	Advanced Officer	Approve variable 25 to 40-hour format
USC	EDS - Change Agent	Increase fm 18 to 24 hrs Tuition fm \$100 to \$115 Plan III
USC	EDS - Organizational Dev.	Increase fm 18 to 24 hrs. Tuition remains \$115
USC	EDS - Personal Growth	Plan III
CSU, Los Angeles	MMS - Drug Control Management Seminar to Technical - Drug Control	Plan IV
CSU, Long Beach	MMS - Collective Negotiations	Certification to 1-23-75 Tuition fm \$120 to \$116 Plan III
CSU, Long Beach	MMS - Crime Specific	Certification to 1-23-75 Tuition fm \$120 to \$116 Plan III
CSU, Long Beach	MMS - Grantsmanship	Certification to 1-23-75 Tuition fm \$120 to \$116 Plan III
CSU, Long Beach	MMS - Internal Affairs	Certification to 1-23-75 Tuition fm \$120 to \$116 Plan III

CSU, Long Beach	MMS - Program Evaluation and Review Techniques	Certification to 1-23-75 Tuition fm \$120 to \$116 Plan III
CSU, Long Beach	MMS - Regionalization	Certification to 1-23-75 Tuition fm \$120 to \$116 Plan III
CSU, Long Beach	MMS - Research Design	Certification to 1-23-75 Tuition fm \$120 to \$116 Plan III
Academy of Justice/ Riverside	School Resource Officer Institute	Certification to 1-23-75 Tuition fm \$230 to \$275 Plan III
California Military Department	Civil Disorder Management Course to Civil Emergency Management Course	Name change; increase meal charges fm \$23 to \$25 per presentation

MOTION by Commissioner Seares, seconded by Barton, motion carried unanimously for approval of the staff modification requests providing the extension of certification dates coincide with the next Commission meeting, at which time all Middle Management Seminars will be reviewed. All affected institutions shall be advised that the Commission will consider action as to whether or not the Seminars will be continued with Reimbursement Plan III or IV, or will be decertified at the January meeting.

Decertification

The following 33 courses were presented for decertification, due to transfer of certification, lack of demand, non-use for reimbursement, or similar reasons.

Butte Center	Basic Course
Redwoods Center	Basic Course
Santa Rosa Center	Basic Course
Compton College	Advanced Officer
Butte Center	Advanced Officer
Redwoods Center	Advanced Officer
Santa Rosa Center	Advanced Officer
South Lake Tahoe	Advanced Officer
Butte Center	Supervisory Course
Mt. San Antonio College	Supervisory
Redwoods Center	Supervisory
Santa Rosa Center	Supervisory

UC Santa Cruz
San Jose State University
Chabot College
Compton College
Department of Justice
Calif. Youth Authority

L.A.P.D.
Redwoods Center
Riverside City College
San Diego-Miramar College
San Francisco P. D.
Santa Monica College
Santa Rosa Center
Santa Rosa Center
Butte Center
Calif. Dept. of Corrections
Compton College
Redwoods Center
Sacramento Center
San Jose State University
Santa Rosa Center

Executive Development
Middle Management Seminar
Community Police Relations
Community Police Relations
Advanced Narcotics
Juvenile Program Management
Institute
Civilian Security School
Jail Operations
Disorder and Riot Training
Community Police Relations
Family Crisis Intervention
Community Police Relations
Jail Operations
Patrol
P. C. 832
P. C. 832
P. C. 832
P. C. 832
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Commissioner Winkler stated that he would like to have the Commission reexamine the whole concept of controlling expenditures through the device of certification. He expressed a desire to see that certification be divorced entirely from control of expenditures. The Executive Director stated this concept had been addressed in the matter of "Up-Front Controls" and that the report will be presented to the Commission Budget Committee at their convenience.

The Commission voiced concern (Enoch and McCauley, primarily) that some courses with merit could feasibly be certified in a fifth category with no funds from POST, thereby enabling participants to acquire education credits. The Executive Director spoke of the term "approved" which is used for this need. Commissioner Barrett questioned if the Southern Pacific Transportation Course could have been "approved" and if this would have aided their need. The Executive Director felt it would have to be checked as POST staff is not acquainted with that course to that degree.

As the representative of the Advisory Committee, Bob Cress presented a request from that body that the designated delegate of the Advisory Committee be included as a member of the Commission Certification Committee. Commissioner Seare's opinion was that there would be no objection to an Advisory Committee member being present as a resource person and a non-voting member if it would be the same representative all the time. Mr. Townsend stated staff would request that those meetings be with staff and the Commissioners only. Chairman Grogan stated the matter would be taken under advisement.

832.3 PENAL CODE TRAINING REQUIREMENTS

Mr. Townsend reported that A. B. 2135 added Section 832.3 to the Penal Code. It is quoted as follows:

Any sheriff, undersheriff, or deputy sheriff of a county, any policeman of a city, and any policeman of a district authorized by statute to maintain a police department, who is first employed after January 1, 1975, for the purposes of the prevention and detection of crime and the general enforcement of the criminal laws of this state, shall successfully complete a course of training approved by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer, except while participating as a trainee in a supervised field training program approved by the Commission on POST.

Staff recommended the following be adopted to fulfill the training requirements of 832.3 P. C.

1. Elected sheriffs and elected chiefs of police who do not possess a POST professional certificate, the 50-hour contract course approved in July 1974 shall be the standard approved.
2. Elected sheriffs and elected chiefs of police who possess a POST professional certificate shall be deemed to have completed the course of instruction by qualifying for such certificate.
3. For all other enumerated peace officers, the Basic Course shall be the standard approved. Additionally, all agencies may utilize newly hired sworn personnel as peace officers for a period not to exceed 90 days from date of hire, without being enrolled in the Basic Course, if the Commission has approved a field training plan submitted by the agency.

Approval of the field training plan is not designed to terminate with enrollment in the Basic Course but rather to extend throughout basic training and may include the entire probationary period.

4. For agencies of ten or less personnel, the Commission adopts the same standards above with the exception noted that A. B. 4487 amends 832.3 P. C. by allowing six months for completion rather than 90 days for enrollment, until January 1976.
5. Upon approval of a local agency's justification of unusual

circumstances, the Commission may waive the time limitations as provided under Section 1006 of the Regulations.

Mr. Townsend advised that the above staff recommendations had received support from the following:

- Tulare-Kings County Basic Academy Advisory Board
(Chief of Police Dale Anderson, Tulare Police Department, presented oral approval testimony.)
- California Chiefs' of Police Association
- Anaheim Police Department
- Kern County Criminal Justice Administrators Association.
- California Association of Police Training Officers' Board of Directors
- California Association of Administration of Justice Educators' Board of Directors
- Rio Hondo College Basic Recruit School
- Sonoma County Chiefs' Association
- California Highway Patrol Academy
- Pasadena Police Department
- Peace Officers Research Association of California
- POST Advisory Committee representing: CAAJE, CHP, PORAC, Sheriffs' Association, CAPTO, CPOA, COP Association, Community Colleges, Specialized Law Enforcement, 4-Year Educators, the student and public representatives.

The San Bernardino Sheriff's Department and the Contra Costa County Police Chiefs Association opposed the Basic Course requirement as being too restrictive for small departments. Chief Burke of Walnut Creek Police Department spoke on behalf of the Contra Costa County Police Chiefs. He stated, in substance, that completion of the Basic Course alone, without some leeway for small departments, would be severely restrictive. He urged that some alternative be permitted.

MOTION by Commissioner Winkler, seconded by Seares, motion carried unanimously for approval of the staff recommendations for the purpose of complying with Penal Code Section 832.3 training requirements.

POLICY FOR DIRECT/INDIRECT COSTS IN CERTIFIED COURSES

In order to maintain uniformity in dealing with colleges, private enterprise, nonprofit organizations, and profit-oriented vendors, the Commission took the following action:

Policy for Direct/Indirect Costs - continued

MOTION by Commissioner McIntyre, seconded by Collins, motion carried unanimously for adoption of the following guidelines:

1. Instruction: \$25 per hour maximum for each certified hour of instruction per instructor. It is expected that fringe benefits and instructor preparation will be included in this amount.

Normally, only one instructor per certified hour will be approved; however, team teaching may be approved by staff if deemed necessary.

In instances of special need for particular expertise in an instructional area requiring, for example, a Doctor of Medicine, a \$50 per hour maximum may be approved by staff.

2. Development Costs: For new courses the cost of necessary research and other attendant developmental activities will be included in the first presentation only using this formula:

\$15 per hour maximum for each of the first 40 certified course hours; \$7.50 per hour maximum for the remainder of the certified course hours to a maximum of 100 hours (certified course of 100 hours = 40 hours at \$15 per hour and 60 hours at \$7.50 per hour).

3. Coordination: For a certified course of 24 hours or less a rate of \$100 is allowed. For courses in excess of 24 hours to 40 hours, a rate of \$150 is allowed. For courses exceeding 40 hours, a rate of \$3 per hour to a maximum of 100 hours is allowed.

The coordinator has responsibility for the presentation of the course including scheduling, instructor selection, avoidance of duplicative instruction, provision of alternate instruction if necessary, and administrative reporting requirements.

4. Clerical Support: For a certified course of 24 hours or less, a maximum of 40 hours of support is allowed. For courses in excess of 24 hours to 40 hours, a maximum of 50 hours of support is allowed. For courses exceeding 40 hours, a maximum of 100 hours is allowed on the basis of an hour of support to a certified hour.

Policy for Direct/Indirect Costs - continued

Clerical hourly rates may not exceed \$4 per hour.

5. Printing/Reproduction: Actual costs of brochure and handout printing or reproduction are allowed. These figures should include a per sheet cost breakdown.
6. Books/Films/Instructional Materials: Actual costs are allowed provided each cost is identified. Textbooks may be purchased and the cost allowed on a one-time basis for use in all future presentations. Should the course be decertified or the texts no longer be necessary in this course, they shall be delivered to the Commission for disposition. Expendables such as programmed texts are allowed in the same manner.

Films and other expensive instructional aids should normally be rented or obtained without charge from the various sources available. Should a purchase be necessary, and authorized by the Commission, such materials shall remain the property of the Commission.

7. Paper/Office Supplies/Mailing: Actual costs are allowed provided each cost is identified.
8. Instructor/Coordinator Travel: Limited to actual costs necessary and approved in advance in the budget in an amount not to be exceeded.

Expenses for local area travel are not normally allowed. If a course presentation is authorized out of the immediate vicinity of the presenter's normal area, travel expenses may be allowed in accordance with existing State regulations covering travel and per diem.
9. Miscellaneous: Any other item that can be identified and justified may be allowed.
10. Fee or Indirect Costs: A maximum of 15% of the total of all the above items will be allowed.

This amount will include such items as research, maintenance, general administration or use allowances.

COMMUNITY-POLICE RELATIONS LEADERSHIP TRAINING PROGRAM
UCLA, AUDIT REPORT

The Executive Director requested this agenda item be tabled. He stated that after having received the Controller's audit report that stated payment of the outstanding billing would be in order, UCLA was contacted for a deliverable product. It was found that some unusual circumstances existed that required further investigation.

Chairman Grogan ordered the item to be set forward for Commission action at a future date.

STATUS REPORTS

POST Reorganization

The POST Reorganization Chart, dated October 1, 1974, was presented, Attachment "B".

Advisory Committee Report

Jewell Ross, newly appointed Executive Secretary to the Advisory Committee, reported that the Advisory Committee met October 3 in Sacramento. Specific items assigned to the Committee that were addressed included:

- Penal Code 832.3 training requirement.

The Advisory Committee moved to support the Basic Course as the recommended training requirement.

- Review of the Administrative Counseling Division activities.

Considerable discussion disclosed an obvious lack of understanding in the field, as indicated by the Advisory Committee members, as to the fact that there is a legal provision with legal authorization in the sections of law relating to administrative counseling. It was suggested that their concern about priorities be brought to the attention of the Commission as a general observation. It was also requested that information be disseminated to the field that would more clearly indicate the obligation of POST to provide the service as required by the law.

- Selection Validation Study

A current status report was presented which indicated that of the six components, the first to be drafted would be the

Selection Standards Study. Subsequently, on October 24 the subcommittee of the Advisory Committee on Selection Standards met in an all-day meeting in Inglewood; reviewed the rough draft report; provided a considerable amount of in-put to the staff of the Consulting Center who have done the developmental work; observations were reduced to minutes, and they have been conveyed to the Center. These minutes will be sent to the Commission, representing the in-put from the Advisory Committee for the meeting with the Commission at a future date.

Further discussions during the Advisory Committee meeting addressed the good of the order; the need for the development of a one-year advance meeting schedule, and to reduce the time-lag between assignments generated by Commission action to the Advisory Committee, coordinating time-effectiveness of meetings.

New officers were elected for 1975 as follows:

Chairman - Lieutenant Jerome Lance, Long Beach Police Department,
representative of the California Assoc. of Police Training
Officers

Vice-Chairman - J. Winston Silva, Supervisor, Criminal Justice
Education and Training, California Community Colleges

The next meeting date of the Advisory Committee will be set by the Chairman during the early part of January 1975.

Technical Services Division

Mr. Koch reported on the following divisional activities:

- New assignments

Ken Sherrill has been assigned Bureau Chief of Internal Support Services Bureau.

Glen Fine has been assigned Bureau Chief of the Center for Police Management.

Assignments to the division include the Selection Validation Study and minority recruitment research; a publication on minority recruitment techniques which will be available to local law enforcement as soon as the procedure has been field-tested in San Mateo County.

- Present projects being conducted in the Support Services Bureau include:

1. A publication on hearing and vision standards for police.

2. Development of a revised format for Commission agenda material.
3. Development of a procedure on evaluation of grants.
4. Development of a hiring procedure for POST personnel.
5. A memorandum of compensation for overtime. This concerns federal and state regulations regarding the Fair Labor Standards Act.

The bureau presently has a backlog of 45 requested internal research studies. The current publication of Employment Opportunities in California, for which there has been a tremendous demand, is scheduled to be mailed to the field in approximately three weeks.

The Center for Police Management continues to serve local law enforcement by providing thorough research solutions to key management problems and to function as a major resource for law enforcement managers and planning and research personnel. The research studies that are developed will be field-tested in local agencies and then published for dissemination.

In this regard, the National Criminal Justice Reference Service of NILE/LEAA has requested that POST publications be made available for inclusion in their national distribution program.

The Crime Prevention Training Program is proceeding on schedule. Two 80-hour Crime Prevention Institutes are planned for presentation during the first grant year, and these will be presented in February and March 1975, at the Kellogg West Campus in Pomona.

The Selection Consulting Center Study has presented the draft form of Component A, the validation study of selection "tests".

The purpose of the Component A was four-fold:

1. To determine how POST standards and other non-test selection procedures are used in the State of California.
2. To determine whether these non-test selection procedures are job related.
3. To determine the necessity of having a minimum standard for each selection procedure investigated, and if so, what minimum standards should be applied.
4. To determine whether a weighted composite of predictors can be developed such that they afford maximum prediction of job success.

After a review of the draft, it was staff consensus that the document failed to comply with the contract. On October 21, 1974, staff met with the Selection Consulting Center staff and expressed their concerns. It was agreed that portions of the study would be rewritten and additional information included.

The study was reviewed by the POST Advisory Committee on October 24, 1974; participating law enforcement agencies on October 25; and the POST staff on October 28, 1974. After this review, it was indicated that Component A would be rewritten, and the Commission-Advisory Committee review scheduled for November 7 would be cancelled until the rewritten document is prepared.

Administration Division

Budget

Mr. Toothman reported the Fiscal Year 1975/76 POST Budget Proposal has been submitted to the Department of Finance. A summary of the POST administrative costs for F. Y. 1973/74, the budget requested for F. Y. 1975/76, and the Budget Change Proposals, by categories, is set forth as Attachment "C" and "D". It reflects a proposed increase of \$278,204. It is proposed that \$73,676 of that amount come from the General Fund of California.

The Executive Director reported that there remains a series of reviews of the budget by Department of Finance and various legislative committees prior to action by Governor Brown.

To provide a better in-depth understanding of the POST budget, Frank Walsh, Budget Analyst for the Department of Justice, discussed several key sections of the 1975/76 proposed budget. Four categories discussed included POST Administrative Costs; Reconciliation with Appropriations (Peace Officer Training Fund and Federal Appropriations); Local Assistance Appropriations; and total revenues and expenditures. Documents which serve as a basis for Mr. Walsh's discussion are Attachment "E" pages 1 through 4.

Mr. Toothman reviewed the fiscal 73/74 first quarter report which indicated the following:

- There was a reduction for total reimbursements of 42.7% for the current quarter below that of the first quarter in the previous year.
- Reimbursement in the current quarter was claimed for 975 trainees. This is 29.7% less than in the first quarter of the previous year.

- In line with reduction on salary reimbursement, the cost per trainee dropped from \$605.79 last year to \$493.43 this year, a reduction of 22.7%.
- Although the number of course presentations increased by almost 11%, the total training hours were down by 26%.

Commission action in the reduction of salary reimbursement is reflected in the lower reimbursements.

Reimbursement Categories

Reimbursement for salary for the first quarter of the current year declined to 59%, compared to 77% for the 1973/74 fiscal year.

The quarterly training summary chart showing a breakdown of reimbursements by course, number of trainees, cost per trainee, man-hours of training and course presentations was provided to each Commissioner.

Certificates

Professional certificates declined 7% in the first quarter of the year compared with the previous year. The number of Basic Certificates dropped 30% and Advanced Certificates 19%. There was a comparable decline in Specialized Certificates.

Standards and Training Division

Status of Projects

Mr. Townsend reported on the status of the following Standards and Training projects:

- The Sheriffs' Orientation Course, developed under contract with Alan Ellis, to meet the 832.3 Penal Code requirements, will be presented December 8 - 15 at Los Gatos Lodge.
- The Training Program Managers Course, presented by Golden Gate University, has received excellent reviews.
- The Executive Development Course Revision is proceeding well. Staff is presently engaged in an extensive search for a contractee to present the course. It is anticipated the course will be presented by July 1975.
- The Basic Course Revision is receiving excellent response in the consensus meetings. The major problem will be the implementation procedures.

Staff Expense to Maintain Certification of Bahn-Fair, Inc.

At the July Commission Meeting staff was requested to estimate staff expenses involved in resolving issues with Bahn-Fair, Inc., to permit recertification of their course entitled, "Crime Scene Investigation and Physical Evidence Presentation." Commissioners were provided with itemized costs which totaled \$816.10.

Up-Front Controls on Course Expenditures

Mr. Townsend reported that some basic recommendations had been drafted with regard to up-front controls on course expenditures, and that a meeting with the Commission Budget Committee will be arranged. An operating procedure will be presented, if possible, at the January Commission meeting.

Department of Labor Law Enforcement Request

Mr. Townsend reported that a request had been received from the Division of Labor Law Enforcement asking that they be removed from the Specialized Certification Program as they are unable to comply with the requirements due to budget constraints. No action was required of the Commission.

Reserve Officer Training

Mr. Cress, Advisory Committee representative, stated that as a result of discussion at the last POST Advisory Committee meeting relating to the issue of reserve training qualifying to meet the 832.3 P.C. requirement, it was requested by the Chairman that the issue of developing standards and course certification for reserve officers should be put before the Commission. Sheriff Geary was quoted as reporting that the issue repeatedly has arisen but that the Commission has not taken supportive action.

The Executive Director indicated that the area of reserves has been discussed for many years, and that a recent Attorney General's Opinion stated that since they are not full-time employees, they do not come under the jurisdiction of POST (nor are they included in 832.3 P.C.). Further, there is a need for research of the reserve program, and it is suggested that some group be encouraged, with funding help, to undertake this project. POST does not have the staff to do the research necessary.

Mr. Ross reported that O.C.J.P. is in the process of conducting an inventory on reserves -- number and training levels.

Chairman Grogan instructed that the item be placed on a future meeting agenda, possibly for the January meeting, if sufficient information is available by that time.

Project STAR Corporation

Mr. Allan reported that the Project STAR Corporation is now incorporated in California. The 10-member Board of Directors is chaired by Ben Clark, Sheriff of Riverside County. Executive Director Muehleisen is serving as a Board member.

A grant application will be submitted by the Corporation in the near future for program validation and implementation. The implementation is anticipated initially in the Project STAR states of California, Michigan, New Jersey, and Texas with subsequent activities in all 50 states. Technical Assistance funds, with no match requirements, will be requested.

LEAA has agreed to accept the responsibility for the publication of two research documents, "The Impact on Social Trends on Crime and Criminal Justice" and "Criminal Justice Roles, Tasks, and Performance Objectives." The production versions of the Role Training Packages for Police, Courts, and Corrections will be delivered in early November.

CCCJ and LEAA have extended Project STAR to December 31, 1974 within existing fund allocations. POST has allocated \$55,267 to the funding of the fourth year within the budget for Administration-Contractual Services.

LEGISLATIVE REPORT

Mr. Townsend presented a brief report on the following legislative bills that have been chaptered:

- | | |
|---|---|
| <p><u>A. B. 1183</u>
Chapter 892</p> | <p>Private Patrol Employees
Initially called for POST 832 P.C. training. Final version relates only to regulation of uniforms and vehicles.
No POST involvement.</p> |
| <p>* <u>A. B. 1670</u></p> | <p>English/Spanish Guidebook requires draft be submitted to Legislature by July 1975 if funds other than General Fund or POTF are provided.</p> |
| <p><u>A. B. 3180</u>
Chapter 1022</p> | <p>Allows judge, referee, or hearing officer to waive traffic fine penalty assessments for minors if fine is less than \$10.</p> |
| <p>A. B. 3225</p> | <p>Fish and Game Wardens moved to 830.3 P.C.; given general rather than limited peace officer powers; requires completion of POST Basic Course prior to exercising powers; requires completion of POST Advanced Officer Course at least every four years.</p> |

- A. B. 3797
Chapter 1119 Adds 830.12 to Penal Code giving security officers of municipal utility districts peace officer powers. Requires that districts and individual officers must adhere to recruitment and training standards of POST. Prohibits carrying of firearms except during "public emergency" (undefined).
- *A. B. 4487
Chapter 1397 Extends 832.3 P. C. time requirements for agencies with 10 or less sworn personnel, upon individual approval of POST.
- S. B. 1418
Chapter 722 State subvention for community college courses, including police academies, based on positive attendance accounting.
- *S. B. 1740
Chapter 1214 Initially same content as A. B. 1183. In final form, states private security officers may carry batons only after completion of course approved by POST.
- S. B. 1758
Chapter 1540 Adds officer with rank of sergeant or less to Commission. Revises membership requirements.
- *S. B. 2232
Chapter 794 Allows "Reasonable Cause" traffic citations to be issued by officers that have completed at least 80 hours of instruction in accident investigation in course(s) approved by POST.
- S. B. 2296
Chapter 1265 Adds additional 50 cents to penalty assessment if appearance is in night court.
- *A. C. R. 217
& 218 Resolution Chapter 219 and 220 relative to rape training and rape investigation units.

*Will require non-budgeted expenditure of staff resources or budget augmentation to comply.

ELECTION OF OFFICERS FOR 1975

Upon a call for nominations for the position of Chairman of the POST Commission for 1975, Commissioner Seares nominated Commissioner Wesley R. Barrett, Chief of Police of Oroville Police Department, stating this would be consistent historically by alternating chairmanships between law enforcement and city and county representation. There being no further nominations, a unanimous vote was cast and Commissioner Barrett was declared elected.

Commissioner Seares nominated Loren W. Enoch, Alameda County Administrator, for the position of Vice-Chairman. Nominations were closed, and the vote was unanimous.

On behalf of the Commission and POST staff, the Executive Director expressed

appreciation to Commissioner Robert F. Grogan, City Administrator of Santa Maria, for the effective direction he has given the Commission as Chairman for the past year.

OLD/NEW BUSINESS

There was no old/new business to come before the Commission.

FUTURE COMMISSION MEETINGS

Proposed Meeting Calendar - 1975

The calendar for the meeting dates for 1975 was presented and approved. Attachment "F".

Future Meeting Sites

In selecting meeting sites for future Commission meetings, considerations requested by Commissioners were made as follows:

- Final decision of the selected site should be made by the Chairman.
- Substantial savings could be realized by holding meetings in Sacramento. Alternatives suggested were to hold two meetings a year in Sacramento with the remaining two rotated among Southern California locations.
- Meeting sites in Southern California would be more convenient for at least six of the Commissioners now serving as well as participants from the higher level of population in Southern California.

Other Meetings

The review of Component A of the State Personnel Board Validation Study, scheduled for November 7 in Sacramento, was postponed. It is undergoing major revision by the Selection Center staff.

DATES AND PLACE OF NEXT MEETING

Chairman Grogan set January 23-24 as the date for the next regular Commission meeting; the location will be announced at a later date.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Gene S. Muehleisen

GENE S. MUEHLEISEN
Executive Director

TABLE I

ANALYSIS OF GENERAL MANAGEMENT SURVEYS CONDUCTED BY SIZE OF
POLICE AND SHERIFFS' AGENCIES*

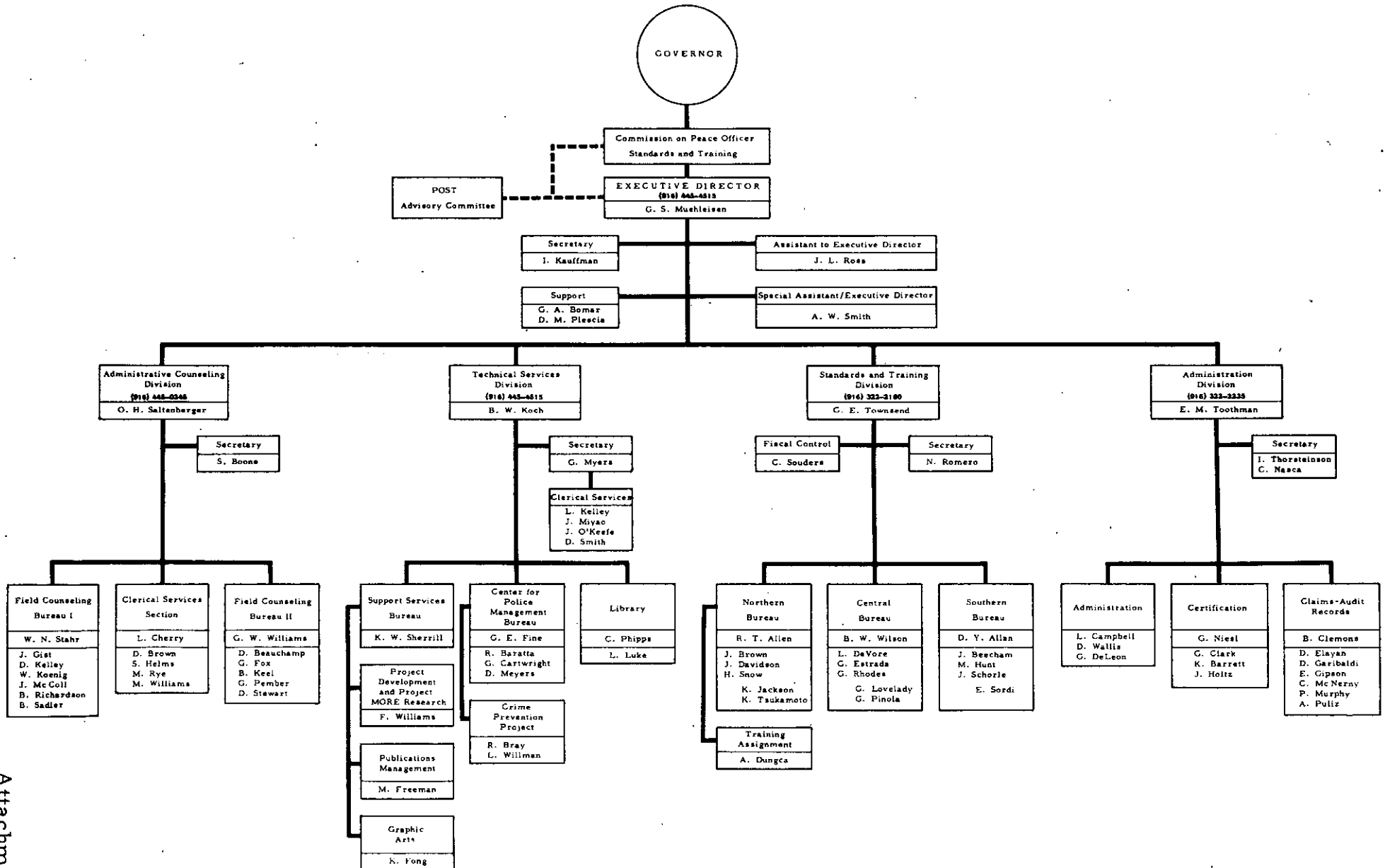
Agency Grouping by Personnel	Number of Agencies	Percentage of Total Number of Agencies	Number of Surveys	Percentage of Total Number of Survey
<u>Group I - 1 to 10</u>	92	23.00	5	8.2%
A 1 - 3	24	5.7		
B 4 - 6	29	7.25		
C 7 - 10	39	10.00		
<u>Group II - 11 to 25</u>	91	22.25	12	19.7
A 11 - 15	41	10.25		
B 16 - 20	27	6.25		
C 21 - 25	23	5.75		
<u>Group III - 26 to 75</u>	121	30.50	34	55.7
A 26 - 42	71	18.00		
B 43 - 59	32	8.00		
C 60 - 75	18	4.50		
<u>Group IV - 76 to 200</u>	62	15.50	7	11.5
A 76 - 117	38	9.50		
B 118 - 159	15	3.75		
C 160 - 200	9	2.25		
<u>Group V - 201 to 500</u>	21	5.50	1	1.6
A 201 - 300	13	3.50		
B 301 - 400	5	1.25		
C 401 - 500	3	.75		
<u>Group VI - 501 and up</u>	13	3.25	2	3.3
A 501 - 1000	9	2.25		
B 1001 - 1500	1	.25		
C 1501 - up	3	.75		
<u>TOTAL</u>	400	100%	61	100%

*Contract Cities, Park Districts, University Police, etc., are not included (1971).

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ORGANIZATION CHART

OCTOBER 1, 1974



State of California
Department of Justice

Commission on Peace Officer Standards and Training

EXPENDITURES FOR ADMINISTRATION

	<u>Actual 1973-74</u>	<u>Allotments 1974-75</u>	<u>Baseline 1975-76</u>	<u>Budget Requested 1975-76</u>	<u>Budget Change Proposal</u>
<u>Personal Services</u>	\$1,198,341	\$1,268,360	\$1,268,838	\$1,456,927	\$ 188,089
<u>Operating Expense and Equipment</u>					
General Expenses	\$ 77,369	\$ 50,514	\$ 56,071	\$ 59,271	\$ 3,200
Specialized Training	-	-	-	25,910	25,910
Printing Publications	5,943	10,860	12,055	24,255	12,200
Communications	47,137	41,604	46,180	47,920	1,740
Travel In-State	117,538	80,196	89,018	100,118	11,100
Pro-Rata Expense	91,475	85,600	95,015	95,015	-
Travel Out-of-State	7,815	12,340	13,200	13,200	-
Facilities Expense	89,062	87,950	97,625	102,680	5,055
Contractual Services	70,914	129,050	109,373	134,373	25,000
Equipment	<u>32,245</u>	<u>14,283</u>	<u>12,819</u>	<u>18,729</u>	<u>5,910</u>
 Total Operating Expense and Equipment	 \$ 539,768	 \$ 512,397	 \$ 531,356	 \$ 621,471	 \$ 90,115
 Total Administration	 \$1,738,110	 \$1,780,757	 \$1,800,197	 \$2,078,398	 \$ 278,204

State of California
Department of Justice
Commission on Peace Officer Standards and Training

BUDGET CHANGE PROPOSALS - 1975-76 Fiscal Year

P1	Administration Division		
	E. D. P. Study		\$ 25,000
P2	Administration Division		
	Additional personnel, clerk/typist		9,993
P3	Standards & Training Division		
	(1) One L. E. C. II and one stenographer from P. O. T. F.	\$ 42,912	
	(2) Two L. E. C. II and one stenographer from General Funds	<u>73,676</u>	116,588
P4	Technical Services		
	(1) Two L. E. C. II and one clerk/typist transferred from P. M. C. Grant to P. O. T. F.		
	(2) One L. E. C. II for publications	88,513	
	(3) Printing Publications	<u>12,200</u>	100,713
P5	Specialized Training Program		<u>25,910</u>
		TOTAL	\$278,204

(TITLE OF SCHEDULE) (1)	NUMBER OF POSITIONS			ACTUAL PAST YEAR (5)	ESTIMATED CURRENT YEAR (6)	ESTIMATED BUDGET YEAR (7)	CHANGE FROM CURRENT YEAR (DECREASE—) (8)
	F.Y. (2)	C.Y. (3)	S.Y. (4)				
←-----DOLLARS ONLY-----→							
SUMMARY BY OBJECT							
STATE OPERATIONS							
PERSONAL SERVICES	73-74	74-75	75-76		1973-74	1974-75	1975-76
Authorized positions	82.2	82	74		\$1,104,640	\$1,218,128	\$1,175,636
Merit salary adjustments					(28,772)	(34,640)	(31,582)
Workload and Administrative adjustments	-	2	-1		-	35,194	-20,088
Proposed new positions	-	-	-				
Totals, Salaries and Wages	82.2	84	73		\$1,104,640	\$1,253,322	\$1,155,548
Estimated salary savings		-1	-2		-	-23,029	-34,666
Net Totals, Salaries and Wages	82.2	83	71		\$1,104,640	\$1,230,293	\$1,120,882
Staff Benefits					140,250	163,792	147,956
Totals, Personal Services	82.2	83	71		\$1,244,890	\$1,394,085	\$1,268,838
OPERATING EXPENSES AND EQUIPMENT							
General expense					\$ 83,307	\$ 54,194	\$ 56,071
Printing					9,068	13,160	12,055
Communications					49,405	43,954	46,180
Travel in State					132,038	104,343	89,018
Pro-rated expenses					91,476	87,198	95,015
Travel-Out-of-State					9,419	13,770	13,200
Facilities Expense					91,438	87,950	97,625
Contractual Services					550,360	219,669	109,373
Equipment					33,968	14,283	12,819
Totals, Operating Expenses and Equipment					\$1,050,479	\$ 638,521	\$ 531,356
Totals, Expenditures					\$2,295,369	\$2,032,606	\$1,800,194
Reimbursements - other					-219,123	-223,528	-
Net Expenditures					\$2,076,246	\$1,809,078	\$1,800,194
Peace Officer's Training Fund					1,844,028	1,780,757	1,800,194
Federal Funds					232,218	28,321	-

(TITLE OF SCHEDULE) (1)	NUMB' R OF POSITIONS			ACTUAL PAST YEAR (5)	ESTIMATED CURRENT YEAR (6)	ESTIMATED BUDGET YEAR (7)	CHANGE FROM CURRENT YEAR (DECREASE—) (8)
	P.V. (2)	C.V. (3)	S.V. (4)				
RECONCILIATION WITH APPROPRIATIONS							
STATE OPERATIONS							
PEACE OFFICER'S TRAINING FUND							
APPROPRIATIONS				1973-74	1974-75	1975-76	
Budget Act appropriation				\$1,821,944	\$1,657,510	\$1,800,194	
Allocation for salary increase				131,628	123,247		
Totals Available				\$1,953,572	\$1,780,757	\$1,800,194	
Unexpended Balance, estimated savings				-109,544			
TOTALS, EXPENDITURES				\$1,844,028	\$1,780,757	\$1,800,194	
FEDERAL FUNDS							
APPROPRIATIONS							
Project STAR				\$ 229,004	\$ 28,321	\$ -	
Prior year adjustment				3,214			
TOTALS, EXPENDITURES (Federal Funds)				\$ 232,218	\$ 28,321	\$ -	
TOTALS, EXPENDITURES, ALL FUNDS				\$2,076,246	\$1,809,078	\$1,800,194	

(TITLE OF SCHEDULE) (1)	NUMBER OF POSITIONS			ACTUAL PAST YEAR (5)	ESTIMATED CURRENT YEAR (6)	ESTIMATED BUDGET YEAR (7)	CHANGE FROM CURRENT YEAR (DECREASE—) (8)
	P.V. (2)	C.T. (3)	S.V. (4)				
← DOLLARS ONLY →							
SUMMARY BY OBJECT							
LOCAL ASSISTANCE				1973-74	1974-75	1975-76	
Assistance to Cities and Counties				\$10,031,326	\$7,749,849	\$9,152,392	
RECONCILIATION WITH APPROPRIATIONS							
LOCAL ASSISTANCE							
APPROPRIATIONS				1973-74	1974-75	1975-76	
Budget Act appropriation				\$12,650,000	\$8,956,054	\$9,152,392	
Totals available				\$12,650,000	\$8,956,054	\$9,152,392	
Unexpended balance, estimated savings				-2,618,674	-1,206,205	-	
TOTAL EXPENDITURES				\$10,031,326	\$7,749,849	\$9,152,392	
SUMMARY - STATE OPERATIONS							
and LOCAL ASSISTANCE				1973-74	1974-75	1975-76	
State Operations (Peace Officer's Training Fund)				\$ 1,844,028	\$1,780,757	\$1,800,194	
State Operations (Federal Funds)				232,218	28,321	-	
Totals, State Operations				\$ 2,076,246	\$1,809,078	\$1,800,194	
Local Assistance (Peace Officer's Training Fund)				10,031,326	7,749,849	9,152,392	
TOTALS, EXPENDITURES				\$11,875,354	\$9,558,927	\$10,952,586	
Peace Officer's Training Fund				\$11,643,136	9,530,606	10,952,586	
Federal Funds				232,218	28,321		
REVENUES							
Peace Officer's Training Fund				\$8,955,093	\$10,275,000	\$10,995,000	

Commission on POST Meeting Calendar - 1975

DVI

- January 23-24 - Southern California (San Diego)
- April 24-25 - Northern California (Sacramento)
- July 31-August 1 - Southern California
- September 25-26 - Possible Special Meeting
- October 16-17 - Northern California (Sacramento)