

Commission on Peace Officer Standards and Training

Commission Meeting
AGENDA

Erawan Garden Hotel
(12 miles from Palm Springs Airport)
76-477 Highway 111
Indian Wells, California
Phone: (714) 346-8021

Commission Meeting, Oct. 28, 10 to 5 p. m.
Commission Meeting, Oct. 29, 9 to 3 p. m.

Call to Order and Introduction of Guests

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| A. | Approval of Minutes of Commission Meeting, July 29-30, 1976 | Action |
| B. | Quarterly Financial Report | Information |
| C. | Budget Report: Approval of F. Y. 1977/78 Budget | Action |
| | 1. Minutes of Budget Review Committee, August 25, 1976 | |
| | 2. POST Reorganization | |
| D. | Reimbursement Alternatives Report | Action |
| E. | New Per Diem Rate - Trainees at Basic Academies | Action |
| F. | Course Certification Agenda | Action |
| G. | Standards and Training Projects | |
| | 1. Training Needs Assessment Study | Action |
| | 2. Revision of Courses - Status Report | Information |
| | 3. Role Training Instructors Course Contract - Riverside | Action |
| | 4. Tuition Guidelines Report | Information |
| H. | Community College Open Enrollment | Action |
| | 1. Chancellor's Office Proposed Regulation Changes | |
| I. | Proposed Regulation/PAM Procedure Change | Action |
| | Section 1006 (a) - Extension of Time Limit for Course Completion.
Adds new subsection (b): Mandatory training waiver. | |
| J. | POST Commission Policy Issues | |
| | 1. Draft Manual of POST Commission Policy | Action |
| | 2. Special: | |
| | a. Reimbursement for Partial Completion of
Basic Course -- B. C. E. E. | Action |

J. Special Policy Issues - continued

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| b. | Reimbursement of Non-Sworn Employees for Basic Course Attendance | Action |
| c. | Advanced Officer Training Course Format | Action |
| d. | Policy Developed at Last Commission Meeting | Information |

- Recess -

Reconvene, Friday, October 29, 9 a. m.

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| K. | Administrative Counseling Service Report | Information |
| L. | Employment Validation Studies Program | |
| 1. | Minutes of Affirmative Action Committee, 9/3/76 | |
| 2. | L. E. A. A. Proposal - Concept Paper | Action |
| 3. | Validation Studies Program - Status Report | Information |
| 4. | POST Regulation 1002 (a) (8): Reading Level Requirement, effective January 1, 1977. | Action |
| M. | Reports to the Commission | |
| 1. | Specialized Certification Program | Action |
| a. | Los Angeles Housing Authority Request | Action |
| 2. | CORO Report Recommendations | Action |
| 3. | Reimbursement Eligibility Criteria | Action |
| 4. | POST Mission, Goals and Objectives | Information |
| 5. | C. S. T. I. Officer Survival Course | Information |
| N. | Legislation | |
| 1. | Legislative Review Committee Report | Information |
| a. | Minutes of Legislative Review Committee, 9/3/76 | |
| b. | Legislative Policy | Action |
| c. | Proposed Legislation | Action |
| 2. | Executive Session Law | Information |
| 3. | Legislation of Special Interest | Information |
| O. | Advisory Committee | |
| 1. | Minutes of Joint Ad Hoc Committee to Study the Role of the Advisory Committee, 9/2/76 | |
| 2. | Ad Hoc Committee Report and Recommendation of Role | Action |
| 3. | Composition | Action |
| 4. | Appointments of New Members | Action |
| 5. | Advisory Committee Chairman's Report | Information |

P. Old/New Business

1. POST Commission Proposed 1977 Meeting Calendar
2. Proposal for POST Headquarters
- 3.

Action
Information

Q. Election of Officers for 1977

Action

R. Next Commission Meeting/Hearing, January 20-21, 1977,
Northern California

Action

S. Executive Session

T. Adjournment

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

July 29-30, 1976
Sacramento

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

Commissioners present:

William J. Anthony	- Chairman
Loren W. Enoch	- Commissioner
Brad Gates	- Commissioner
Robert F. Grogan	- Commissioner
Luella K. Holloway	- Commissioner
Jacob J. Jackson	- Commissioner
William B. Kolender	- Commissioner
Edwin R. McCauley	- Commissioner
Donald F. McIntyre	- Vice-Chairman
Louis L. Sporrer	- Commissioner
Herbert E. Ellingwood	- Representative of the Attorney General

Advisory Committee present:

Robert Cress (Chairman)	- PORAC
Robert E. Blanchard	- CAAJE
Wayne C. Caldwell	- Specialized Law Enforcement
William A. Fradenburg	- CHP
William J. Kinney	- CPOA
Jerome E. Lance	- CAPTO
W. Bert Ritchey	- Public
Jay Rodriguez	- Public
J. Winston Silva	- Community Colleges
George P. Tielsch	- CPCA

Staff present:

Edward Toothman	- Acting Executive Director
Dave Allan	- Bureau Chief, Standards and Training
Ron Allen	- Bureau Chief, Standards and Training
Jack Beecham	- Consultant, Standards and Training

Glen Fine

Bradley Koch
Otto Saltenberger
Harold Snow

Gerald Townsend
Brooks Wilson
Imogene Kauffman

- Assistant to the Executive Director and Executive Secretary to the Advisory Committee
- Director, Technical Services
- Director, Administrative Counseling
- Legislative Liaison and Special Assistant, Executive Director's Office
- Director, Standards and Training
- Bureau Chief, Standards and Training
- Recording Secretary

Visitors:

Dorothy Baggett
Richard Batt
Ben Clark
James W. Daly
Gene W. Depuy

Gerald G. Doane
Joyce DeVore

Jim Garbe

Milton Geiger
Colonel L. O. Giuffrida
Peter Hagberg
Dave Hall
Dennis M. Hendrickson
Jim Henry
Jim Hobert

Frank Kessler
R. D. Klapp
Ben M. Laughl
George Lotz
Richard Lucero
Clinton G. Malloy
Gerald S. Martin
L. E. Mattice
Peter A. Meredith
Alex Pantaleoni
A. A. Pierce
Diane Schroerluke
Michael Scott
P. K. Scuyler
Larry C. Shatto
Charles Wiggenton

- California State University - Long Beach
- City of Rocklin
- Riverside Sheriff
- U. S. School of Law Enforcement
- Southern Pacific Transportation Company - San Francisco
- San Francisco Police Department
- California Youth Authority - Local Justice System Training
- Southern Pacific Transportation Company - Sacramento
- Los Angeles Housing Authority
- California Specialized Training Institute
- Berkeley Police Review Commission
- San Diego Police Department
- U. C. Police - Berkeley
- Ventura District Attorney
- Northern California Criminal Justice Training & Education System (NCCJTES)
- Garden Grove Police Department
- San Francisco Police Department
- San Diego Sheriff's Department
- Sacramento Sheriff's Department
- Sacramento Police Department
- City of Rocklin
- California Specialized Training Institute
- U. S. School of Law Enforcement
- Berkeley Police Department
- Rio Hondo College
- Department of Justice, ATC
- Berkeley Police Review Commission
- League of California Cities
- San Bernardino Sheriff's Department
- Los Angeles Housing Authority
- San Digeo Sheriff's Department

A. Public Hearing

In accordance with the provisions of the Administrative Procedure Act, a public hearing was held on the proposed amendment of Regulation Sections 1002, 1004, 1005, 1010, and 1011.

After all testimony was heard, the Commission took the following action:

MOTION by Commissioner Kolender, seconded by Jackson, motion carried (Sporrer - No, on the proposed change of Section 1002, Background Investigation) for adoption of the proposed regulation changes, to become effective September 15, 1976, as set forth in Bulletin 76-3, Notice of Public Hearing.

Further, the Commission will provide assistance in whatever way possible to counsel and assist those jurisdictions that are caused hardships with compliance to regulation Section 1002 which states, "The background investigation shall be completed on or prior to the appointment date."

The added provision was due to testimony presented by Sheriff H. D. Ramsay, Contra Costa County, which stated that background investigations in that department are normally completed during the first 3-4 months of employment, and the regulations of their Civil Service Commission preclude any possibility of obtaining names from eligibility lists until vacancies actually occur. This regulation change would delay hiring 3-4 months while backgrounds were completed.

As required by the Political Reform Act of 1974, a proposed Conflict of Interest Code was developed and presented for adoption to be included in the POST Internal Procedures Manual. The Code provides that persons holding the following positions or appointments within or on the Commission are designated employees and must file financial disclosure statements: Commissioners, Executive Director, and Assistant Directors.

The Conflict of Interest Statement was taken as an item of business on the second day of proceedings and approved, with minor modifications as was recommended by POST staff.

B. Approval of Minutes

MOTION by Commissioner Grogan, seconded by Kolender, motion carried for approval of the minutes of the April 22-23, 1976, quarterly Commission meeting.

C. Appointment of Executive Director

For the purpose of confirming in public session what had occurred in

executive session by the Commission on June 10, 1976, the following action was taken:

MOTION by Commissioner McIntyre, seconded by Kolender, carried unanimously that William R. Garlington, former Chief of Police of Vallejo, be appointed future Executive Director of the Commission on POST. The appointment is effective August 2, 1976.

C. ii. Affirmative Action Program Proposal

Mr. Doug Cunningham, Executive Director of O.C.J.P., addressed the Commission to propose consideration of a program on the affirmative action principle. It was stated that F.E.P.C. and E.E.O.C. recognize there is a need for the development of affirmative-action-based standards such as employment standards and test validation. It was suggested that the POST Commission respond with a program of its own development and design, as it is the only agency in the State and possibly the Nation with both law enforcement rank-and-file and city and county executive leadership. L.E.A.A. and F.E.P.C. have expressed a willingness to support and participate in whatever evolves in the findings. Mr. Mike Scott, representing the League of California Cities, stated the League would like to offer its resources. They presently have a three-member research team working on affirmative action for local government (the League's Public Safety Committee). Mr. Cunningham stated L.E.A.A. is willing to contribute funds to support the project.

MOTION by Commissioner Gates, seconded by McIntyre, carried unanimously that a committee be formed, to work with the staff, to prepare a proposed format of action for Commission consideration. The proposal will consider the use of federal money for an affirmative action program and the review and utilization of studies that have already been done on affirmative action considerations. The plan of action will be presented to the Commission at the November 4 Commission meeting.

Chairman Anthony appointed the following members as an ad hoc committee to study this proposal:

Robert Grogan, Chairman
 Kay Holloway, Member
 Loren Enoch, Member
 Bill Kolender, Member
 Louis Sporrer, Member

D. Appeal of City of Rocklin

Two claims for reimbursement of training costs were submitted to POST by the Rocklin Police Department. Both exceeded the 180 day time frame, as provided by Commission Regulation 1015(b). Payment of the claims was rejected by POST.

Appeal of City of Rocklin - continued

Mr. C. G. Malloy, Rocklin City Manager, and Chief of Police, R. O. Batt, appeared before the Commission to appeal the decision to deny the claim.

MOTION by Commissioner Grogan, seconded by Holloway, carried unanimously that the appeal of the City of Rocklin to be reimbursed for the claims which exceeded the 180-day time frame, as provided by Commission Regulation 1015(b), be denied.

E. Financial Reports

Mr. Toothman presented the Financial Reports for Fiscal Year 1976/77. The Agenda Item Summary Sheets of these reports have been made attachments as shown:

Attachment A	1976-77 Budget Final Report
Attachment B	Take-Over of Accounting Services
Attachment C	Financial Report for 1975-76 Fiscal Year
Attachment D	Summary of Contracts - 1975/76 Fiscal Year

A complete package of the Financial Report, including the fold-out sheet showing all activities for F. Y. 1975-76, will be distributed to all personnel.

Due to a number of budget items needing consideration prior to the November Commission meeting, it was felt advisable to re-activate the Budget Review Committee. Chairman Anthony appointed the following members:

- William J. Anthony, Chairman
- Brad Gates, Member
- Jake Jackson, Member
- Ed McCauley, Member
- Donald McIntyre, Member

The Budget Review Committee will meet August 25, 10 a. m., at POST headquarters in Sacramento. At that time, the proposed 1977-78 POST budget will be reviewed with staff.

E. 1. Request of Orange County Chiefs' of Police and Sheriffs' Association

Commissioner Gates read correspondence received from the Orange County Chiefs' of Police and Sheriffs' Association which requested Commissioner Gates to advocate their position to the POST Commission on the following two recommendations:

- "1. We recommend that POST hearings and policy changes be more timely. (POST has taken action that affects financing after budgets are submitted to the legislative bodies, resulting in negative impact on available resources and ability to comply with training requirements.)

Orange County - continued

2. We recommend that POST funds be restricted for training of peace officers. When more and more demands are being placed on law enforcement agencies, it is not the time to reduce our capabilities to fulfill our obligation."

The correspondence has been duly received into the record.

F. Certificates - A Summary Report for 1975/76 Fiscal Year

Mr. Toothman reported as follows on the certificates issued during the 1975/76 F. Y.

There were 9,438 Professional Certificates issued, a 23% increase over the previous year. Of that number, 3,727 Basic Certificates were issued, an increase of 22%; 3,491 Intermediate Certificates were issued, an increase of 34%. The other Professional Certificates had moderate increases. Specialized Certificates showed a 21% overall decline.

G. Contracts Proposed for Commission Approval

1. State Controller - Interagency Agreement

MOTION by Commissioner Grogan, seconded by Jackson, motion carried, (Gates abstaining), for approval of the staff recommendation to renew the F. Y. 1976/77 Interagency Agreement with the State Controller for conducting 50 field audits for the sum of \$38,000.

2. Executive Development Course

MOTION by Commissioner McCauley, seconded by McIntyre, carried unanimously for approval of the staff recommendation to continue a contractual relationship with Thomas H. Anderson to present an additional four offerings of the Executive Development Course during F. Y. 1976/77 in an amount not to exceed \$34,000. The contract includes all costs of services, supplies, instructor and coordinator travel, and miscellaneous expense and full time, on-site coordination. The costs of meals, lodging, and travel of participants will be paid through normal reimbursement procedures under Plan IV.

3. Management Course

MOTION by Commissioner Grogan, seconded by Holloway, carried unanimously for approval of the following staff recommendation:

1. Authorize one additional pilot presentation at a total cost not

to exceed \$10,000 for instruction and all developmental costs to insure the delivery to POST of teaching materials, methodologies, and exercises.

2. Upon completion of the third presentation and staff analysis thereof, hold public hearings to review content, objectives, and method.
3. Adopt the revised Management Course at the November Commission meeting after above inputs have been considered.

4. Evaluation of the POST Training Program

MOTION by Commissioner Gates, seconded by Jackson, carried unanimously for denial of the staff request for approximately \$500,000 for a selected vendor to evaluate and validate the POST training program, to include a base-line job performance evaluation procedure.

Commissioner Sporrer requested the following statement be recorded:

"With the current state of the economy, in most local jurisdictions if they did not think that the training was worthwhile, you would not be getting so much voluntary commitment. I think that should be considered when control agencies are looking at a piece of paper and asking how can this cost be justified. There is a lot of evaluation of programs not done in coordinated single paper approach by contractors. I would recommend that staff continue to review well-established courses and continue to evaluate internally."

Commissioner Holloway requested the staff to address itself to a six-month delayed followup as a critiquing technique. Critiquing at the end of a class should not be the final evaluation.

Inspector Fradenburg suggested an evaluation instrument might be -- what do the administrators, managers and supervisors of the students think of the performance following the instruction.

Chairman Anthony directed staff to address these suggestions and give an update at the November Commission meeting.

5. Role Training Instructors Course

Chairman Jackson stated he was of the opinion that the type of disbursement of funds was illegal, i. e., "The contract includes all tuition and provides for direct reimbursement to the student by the County of Riverside for the costs of meals, lodging and travel." It was stated that if there was any doubt, a written Attorney General's Opinion on the

legality of this method of reimbursement would be in order.

MOTION by Commissioner Gates, seconded by Kolender, carried unanimously that any action on this contract request be delayed until such time as a written opinion can be obtained from the Attorney General as to the legality of third party contracts.

Mr. Townsend requested this contract be negotiated upon receipt of the opinion if it states this is a legal activity.

The Chairman directed, and there was Commission consensus, this contract will be addressed at the November meeting if the opinion has been received; also staff is to be prepared to respond to the other questions that had been asked, as follows:

- Where the money goes and who gets it.
- What the overhead costs are.
- Present some proof of training need.

Commissioner Gates requested that the Commission be accommodated with "some kind of an audit" on where the money has gone.

H. Certification of Courses and Policy Determinations

Commissioner Enoch, Chairman of the Course Certification Committee, announced that the following members of the Committee had met on July 28:

Loren Enoch	Chairman
Kay Holloway	Member
Robert Grogan	Member
Jacob Jackson	Member

Certification requests, numbers 1 through 5, had been reviewed and the Committee recommended approval of the certification with an amendment that the courses have a flexible format of up to 16 hours and that the certification of Golden West College be retroactive to July 15, 1976. Additionally, all Baton Courses certified at the last meeting also be modified to have a flexible format up to 16 hours. This will be uniform for all these Performance Objective based courses.

Commissioner Jackson requested the following statement be recorded: "If we have the expertise, according to Consumer Affairs, of establishing what is necessary for Baton Training, Consumer Affairs should reimburse POST for POST's staff time that is required for establishing an acceptable program of baton training for private security."

MOTION by Commissioner Gates, seconded by Kolender, motion carried for approval of the Committee's recommendation for

certification of the following five courses:

<u>Certification Requests</u>	<u>Course Category and Title</u>	<u>Reimbursement Plan</u>	<u>Hours</u>	<u>Comments</u>
1. Golden West College	Special Course, "Security Guard Baton Training"	N/A	Up to 16	Retroactive to 7/15/76
2. Modesto Regional Criminal Justice Training Center	" " "	"	"	7/15/76
3. College of the Siskiyous	" " "	"	"	
4. Tulare-Kings County	" " "	"	"	
5. Ventura College	" " "	"	"	

Committee Chairman Enoch stated the Committee recommendation on the NCCJTES Role Training Course was for approval of staff recommendation for certification. In view of the Commission action on the Role Training Instructors Course Contract at Riverside, he moved that this course also be held in abeyance until the Attorney General's opinion was received. Commissioner Jackson seconded the motion. There was no call for the question.

Following discussion and clarification that the two situations held no similarity, the following substitute motion was made:

MOTION by Commissioner Ellingwood, seconded by Kolender, motion carried (Noes: Enoch, Jackson) for approval of the Certification Committee and staff recommendation that the following course be certified under Reimbursement Plan III at a tuition cost of \$70 with a maximum enrollemnt of 25 students per presentation.

6. Northern California Criminal Justice Training and Education System	Technical Course, "Techniques of Teaching Criminal Justice Role Training Programs"	III	80	Tuition \$70
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Recertification

Committee Chairman Enoch stated the Committee requested Commission discussion on the recertification of the following course. Commissioner Jackson queried if the course could be delivered more economically. Following discussion, the following action was taken:

MOTION by Commissioner Kolender, seconded by Grogan, motion carried (Ellingwood abstaining) for approval of recertification of the following course:

7. Calif. Specialized Trng. Institute	Technical Course, "School Security Course"	IV	47	Intensive format
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<u>Certification Modifications</u>	<u>Course Title</u>	<u>Reimburse- ment Plan</u>	<u>Hours</u>	<u>Comments</u>
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MOTION by Commissioner Enoch, seconded by Grogan, carried unanimously for approval of the following course certification modifications:

8. U. C - Santa Cruz	Middle Management Course	I	100	Reduce hrs. fm 120 to 100; reduce tuition fm. \$333 to \$304.
9. Calif. Youth Authority	Tech. Course, "Juvenile Law Enforcement Officers Training Course"	III	40	Reduce hrs. fm 51 to 40; increase tuition fm \$94 to \$122.
10. Calif. State Police	Tech. Course, "Protective Services Operations Briefing"	IV	40	Change title to "Protection of Public Officials"
11. Dept. of Justice	Tech. Course, "Protective Services Techniques"	IV	35	Increase hrs. fm. 28 to 35.

Decertifications

MOTION by Commissioner Enoch, seconded by Ellingwood, carried unanimously for decertification of the following four courses:

12. Calif. Peace Officers' Association	Tech. Course, "Upgrading Instructors Training Program"			
13. Long Beach Police Department	Tech. Course, "Complaint Dispatcher Course"			
14. Oakland Police Department	Tech. Course, "Complaint/Dispatcher Course"			
15. Inglewood Police Department	Tech. Course, "Motorcycle Training Course"			

Policy Considerations

Committee Chairman Enoch reported the Committee recommended approval of the staff recommendations on policy considerations 16, 17, 18 and 19, and the following motion was made:

MOTION by Commissioner Ellingwood, seconded by Holloway, carried unanimously for approval of the following four staff recommendations:

16. Requirements Relating to Course Announcement Form

1. The Course Announcement Form POST 2-110, be submitted to POST at least 30 days prior to the offering of the course described, if the training institution has master calendared POST certified courses.
2. The Course Announcement Form POST 2-110, be submitted to POST at least 90 days prior to the offering of the course described if courses are not master calendared.

17. Revision of Tuition Guidelines

1. Amend Guidelines Category 3, Coordination, to include a maximum of \$9 per hour for on-site coordination.
2. Review totally the guidelines at the November 1976 meeting to determine any adjustments necessary, to be effective January 1, 1977.
3. Review all tuition courses at the November 1976 meeting for any changes appropriate as a result of tuition guideline changes or increased costs of operation. Such tuition adjustments will also be effective January 1, 1977.

18. Advanced Officer Courses

Grant all currently certified Advanced Officer Courses a blanket change to allow variable format presentations of from 20 hours to 40 hours.

19. Policy Consideration - Advanced Officer Course Format

Reaffirm the following as a policy statement:

- The intensive format has been required.
- The course be required to extend no longer than five weeks, one day per week, eight hours per day.

20. Advanced Officer Course - Alternative Methods of Compliance

Committee Chairman Enoch stated the Committee requested Commission discussion on this item. Following discussion, the following action was taken:

MOTION by Commissioner Enoch, seconded by Ellingwood, carried unanimously for approval of the following staff recommendation:

For purposes of compliance with the Advanced Officer training

requirements allow:

1. Any course presented "in-house" totaling 20 or more hours, approved in advance by the department head of the local jurisdiction and POST, provided it is presented in the intensive training day concept and is not an accumulation of "roll-call training" sessions.
2. Any course presented by an academic institution approved in advance by the department head of the local jurisdiction and POST.
3. Any other non-certified course approved in advance by the department head of the local jurisdiction and POST.
4. There is no reimbursement for the above non-certified courses. They are deemed to be equivalent training only.

Committee Chairman Enoch reported the Committee recommended approval of staff recommendations on policy considerations numbers 21, 22, 23 and 24.

MOTION by Commissioner Ellingwood, seconded by Holloway, for approval of staff recommendations on items 21, 22, 23, and 24.

During discussion, Commissioner Sporrer expressed reluctance to establish quotas in a policy statement as was set forth in item 22.

SUBSTITUTE MOTION by Commissioner Ellingwood, second approving, for the deletion of approval of staff recommendation on item 22. Motion carried for approval of staff recommendations on items 21, 23 and 24, as follows:

21. Driver Training Quotas

Authorize the California Highway Patrol to present the Driver Training Course to 300 trainees, and authorize the Academy of Defensive Driving to present the course to 700 trainees for reimbursement from the Peace Officer Training Fund.

POST staff, in conjunction with agencies in the 12 training zones, will establish percentage quotas for each of the 12 training zones to insure equal opportunity for access to the training among all jurisdictions.

Allow other presenters to continue without quota restriction due to the negligible fiscal impact.

22. Outside Enrollment in Certified Courses

MOTION by Commissioner Gates, seconded by Ellingwood, carried unanimously that the following staff recommendation be held in abeyance until the November Commission meeting to allow for appropriate policy formulation:

Staff Recommendation to adopt as policy:

1. That, as a condition of certification, any course must be open to attendees from other law enforcement jurisdictions upon request from those jurisdictions in an amount not to exceed 25% of the available trainee spaces in any given presentation.

In the event the presenting jurisdiction wishes to increase the 25% figure, they may do so but are not required to do so.

23. Los Angeles County Fee Schedule for Certified Courses (following recommendations approved)

1. Examine the extent of such fees throughout the State and report recommendations as part of the tuition guidelines revision due at the November meeting.
2. Amend the course catalog to show additional charges for these Los Angeles County courses.
3. Examine and make recommendations relative to reimbursement programs based on the results of the study.
4. Examine and make recommendations relative to the impact on regionalization based on the results of the study.

24. Private Security Baton Training (Following recommendations approved)

1. Continue to seek legislative amendment to Penal Code Section 12002.
2. Advise graduates of private security baton courses to obtain verification of their satisfactory completion of the course from the course presentors.

25. Private Security Guards - Tear Gas Training

Committee Chairman Enoch reported the Committee recommended approval of the staff recommendations with addition of the following wording to recommendation number 2: "at the discretion of the agency or organization presenting that particular course."

MOTION by Commissioner McCauley, seconded by Enoch, carried unanimously for adoption of the following staff recommendations, including the underlined wording in recommendation number 2:

1. Do not re-establish chemical agents training as a separate course, solely for private security guards.
2. Allow private security guards to attend the chemical agents portion of currently certified courses at the discretion of the agency or organization presenting that particular course.

26. Request for City of Los Angeles Housing Authority to Participate in the Specialized Program

Committee Chairman Enoch stated the Committee had voiced the following concerns regarding the Specialized Certification Program:

- What amount of staff time is consumed for the justification of the Specialized Program
- There is a need to define what future request for inclusion in program would have to be considered by the Commission.
- What is the total impact on staff time for the Specialized Program and is there justification for the Specialized Program.
- Are we required by law to continue the Specialized Program.

Following discussion, it was the consensus of the Commission that it would be very helpful for the Specialized Certification Program to be re-evaluated. The following action was taken:

MOTION by Commissioner Gates, seconded by Kolender, carried unanimously that the Certification Committee will work with the POST staff to re-evaluate all of the agencies in the Specialized Certification Program and present a progress report at the November Commission meeting. Further, the request of the Los Angeles Housing Authority to participate in the Specialized Program will be held in abeyance until the evaluation is completed.

27. Basic Course Equivalency Examination - Section 1008 Equivalency

Committee Chairman Enoch reported the Committee recommended approval of the staff recommendation, and the following action was taken:

MOTION by Commissioner Gates, seconded by Grogan, carried unanimously for approval of the following staff recommendation:

Continue Section 1008 Equivalency evaluations of written documentation supplemented by the administration of the existent BCEE and completion of the P. C. 832 Course.

I. U. S. School of Law Enforcement Certification Request

Mr. L. E. Mattice, District Manager of the United States School of Law Enforcement, supported by Mr. Jim Daly, Vice-President, addressed the Commission for the purpose of asking for a revision of the Commission's policy for approval of Security Officers' Baton Training Courses. Mr. Townsend stated the policy was established at the April 1976 meeting to certify private security baton training courses only to schools with existing certified courses. This policy was established as a result of the need to minimize staff time in quality control and to minimize costs to the users. Inasmuch as this course was proposed to be affiliated with LaVerne College, which is not certified, the school did not meet the requirements for certification.

MOTION by Commissioner Jackson, seconded by Holloway, carried unanimously that the Commission policy to certify private security baton training courses only to schools with existing certified courses not be changed. Further, that the U. S. School of Law Enforcement certification request be denied.

J. Operational Plan - Status Report

Mr. Townsend reported that, as a result of Commission action July 31, 1975, a moratorium on course certifications was declared until such time as an operational plan - training needs assessment study could be completed. The study has been conducted, and the following major staff recommendations resulted:

- Priorities established for each zone be used as a planning tool by POST staff, local training agencies and the Commission in the development and certification of training programs.
- POST Standards and Training staff resources be directed toward the development of training according to the priorities identified for each zone and that the need for training which is not consistent with or identified in these priorities be substantiated by the requesting agency.
- Training zones identified be formally recognized and used as a guide in the certification of courses and the allocation of the Peace Officer Training Fund.
- Advanced officer training requirement remain as presently constituted, pending further study at the conclusion of the Basic, Supervisory and Middle Management Revision Projects.
- Commission support the use of training advisory committees to develop performance objectives for courses designed to provide training for specific assignments.

- POST Problem-Solving Seminar be utilized for allocating training resources within each training zone.
- A modified Training Needs Assessment Survey be conducted on an annual basis.

The study also resulted in the following findings, conclusions, summary statements, and other recommendations:

- It is recommended that POST Standards and Training staff resources, for the purposes of management training, be directed primarily toward the development of training in accordance with the following priorities:
 1. Police Training Management
 2. Crime Prevention Management
 3. Personnel Management
 4. Cost Analysis and Budgeting
 5. Problem Solving and Decision Making
 6. Management by Objectives
 7. Jail Management
 8. Civil Emergency Management

It is also recommended that any training need which is not consistent with or identified in these priorities be substantiated by the requesting agency.

- The study indicated that the Advanced Officer training requirement is overwhelmingly acceptable to the California law enforcement community. However, due consideration should be made for the type of training and flexibility in meeting present or future requirements the Commission may initiate. It is recommended that the Advanced Officer training requirement remain as presently constituted, pending further study at the conclusion of the Basic Course, Supervisory and Management Revision Projects.
- Constituency opinion on use of the Peace Officer Training Fund (POTF) resulted in the following conclusions:
 1. Salary reimbursement, particularly if the money is received back into an agency training fund, is an acceptable way (as far as law enforcement is concerned) in which to return POTF monies back to local government.
 2. The present Commission policy of reimbursing 100% for travel, per diem, and tuition when applicable for all certified training, and reimbursing salary on a percentage basis only for POST required training, is the most favored alternative for returning the money.

3. The concept of using the POTF for subventing the training cost for other members of the criminal justice system, in addition to law enforcement, was totally rejected.

- The survey indicates that regionalized training for law enforcement is a viable and acceptable concept, as long as there are provisions for appropriate and adequate local input and control.

Jack Beecham, Standards and Training consultant assigned to the study, presented an overview of the methodology used which resulted in the recommendations.

It was the consensus of the Commission that due to the volume and complexity of the issues, final decision on the proposed recommendations could better be discussed at the November 4, 1976, meeting.

There was discussion on the date the moratorium on course certification could be lifted, and the following action was taken:

MOTION by Commissioner Gates not to lift the moratorium on new certifications but allow staff to prepare a list of those courses they feel are needed and required to be certified.

Motion died for lack of a second.

During discussion it was expressed that it would be more constructive to approve the Operational Plan and then proceed with new certifications, and the following action was taken:

MOTION by Commissioner Grogan, seconded by McIntyre, motion carried (Kolender - No) to continue the moratorium as it exists until the Operational Plan - Training Needs Assessment is approved in November.

K. Final Report on Revision of the Supervisory and Management Courses

Mr. Townsend reported that in response to Commission direction, the staff of the Standards and Training Division, beginning in August 1975, undertook an intensive review and revision effort of POST's existing Supervisory and Management Courses. Formulated recommendations are as follows:

Supervisory Course: That staff test and evaluate the revised curriculum requirements resulting from the identified behavioral objectives in existing certified institutions. Further, that the Commission approve the established behavioral objectives and deem all successful graduates during the test and evaluation phase to have met the requirements of the specifications of the Supervisory Course contained in Commission Procedure D-3 of the POST

Administrative Manual. Further, that following public hearings, Commission Procedure D-3 be amended in accordance with the findings.

Management Course: That staff test and evaluate the revised curriculum requirements resulting from the identified behavioral objectives through implementation at the currently certified California State University at Northridge. Further, that the Commission approve the established behavioral objectives and deem all successful graduates during the test and evaluation phase to have met the requirements of the specification for the Middle Management Course contained in Commission Procedure D-4 of the POST Administrative Manual. Further, that, following public hearings, Commission Procedure D-4 be amended in accordance with the findings.

Following discussion, this action was taken:

MOTION by Commissioner Kolender, seconded by McIntyre, carried unanimously that the Commission authorize staff to proceed with the adoption of the Supervisory and Management Courses and present it to the Commission at the next Commission meeting in November for final adoption.

L. Status Report of the Basic Course Revision Project

Mr. Townsend reported that the contract portion of the Basic Course Revision Project is scheduled to end July 31, 1976. It is anticipated that approximately 90% of the instructional units will be ready for production typing by August 1, 1976, and a one-month extension to August 31 is required.

The performance objectives from which the instructional materials were derived have been revised to include proficiency levels and is being reprinted in a new document. That document will be available in November for Commission review and public hearings. At that time, plans for implementation will be submitted.

MOTION by Commissioner Enoch, seconded by Gates, carried unanimously for approval of the following staff recommendations:

- Extend the contract until August 31, 1976, without an increase in funds.
- That the Performance Objectives, adopted at a prior meeting, go to public hearing in November prior to changing POST Regulations and the Administrative Manual relative to content.

M. Community College Financial Support of POST Certified Courses

Mr. Hal Snow, Special Assistant - Executive Director's Office, addressed the Commission relative to the continued financial support of POST certified courses through community college ADA (Average Daily Attendance) and of past concern to the Commission. By Commission direction, staff has continued to seek solutions to problems associated with ADA for the purpose of preserving this funding source. These ADA problems include:

- Costs to local taxpayers for out-of-district trainees.
- Additional program costs for in-service training courses.
- Community College growth limitations.
- Open enrollment interpretations and audits.

Dr. Kenneth Griffin, President of the Modesto Junior College, addressed the Commission regarding S. B. 1641 which affects the level of ADA support.

Ben Clark, Sheriff of Riverside County, spoke on behalf of the California Peace Officers' Association, and stated that because community colleges provide vocational education, a review of these programs has been undertaken in an effort to determine the manner in which state funds are spent by the colleges. C. P. O. A. had formulated the following eight statements:

1. Some police training in California has been conducted by community colleges or colleges or by police agencies in conjunction with community colleges.
2. The colleges have paid for some or all of the program by using available funds, local taxes and state apportionment (ADA).
3. The community colleges have not had guidelines which clearly define the use or indicate the misuse of ADA funds.
4. The Chancellor of Community Colleges, a new office, is proposing guidelines after being shown the problem caused by the lack of guides to the Department of Finance in auditing community colleges for the use of the State ADA funds.
5. The Chancellor has the authority to promote guidelines under the Education Code, and is going to do so in the Administrative Code.
6. If a community college proposes to use State ADA to defray the cost of all or part of the police training program, that course will meet the Chancellor's Guidelines.
7. If ADA funds are not used, the college is free to do as they see fit.
8. Since guidelines will be developed which will affect police training, CPOA and State Sheriffs should make their desires known.

Sheriff Clark presented a copy of the recommended guidelines which are on file at POST headquarters.

Mr. Alex Pantaleoni, Course Coordinator, Administration of Justice, Rio Hondo College, stated, in part, that they are most vitally and directly concerned with the Chancellor's Guidelines, as had been indicated.

Mr. Win Silva, Advisory Committee Member, stated, "Open enrollment is a money-saver, not only to police agencies but to the POST fund."

Discussion concluded, and the following action was taken:

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously for approval of the following staff recommendations:

1. It is recommended the Commission reaffirm previous direction to staff to continue activities to resolve ADA problems.
2. It is recommended the Commission make appropriate communications to the Chancellor of the California Community Colleges expressing its position on specific provisions of the proposed open enrollment guidelines. (Suggested guidelines are made Attachment "E" of these minutes)

Mr. Snow requested that staff be directed to attempt to get what is deemed appropriate from CPOA and POST incorporated into the guidelines. If unsuccessful, staff will come back to the Commission for authorization to go to the Legislature.

Chairman Anthony directed it be understood that recommendation two of the motion means that staff positions should come back to the Commission before there is any communication with the Governor and other appropriate state officials. If it is of an urgency nature, the Commissioners should be canvassed by telephone.

N. CORO Report - "Criminal Justice Training in California"

Mr. Toothman reported that in February 1976 the Office of Criminal Justice Planning, at the direction of Doug Cunningham, Executive Director of O. C. J. P., contracted with the CORO Foundation, based in Los Angeles, a non-profit educational foundation which places college graduate interns into governmental and other organizations for the purpose of learning and performing assigned studies. The CORO Report makes substantial findings and recommendations. Since many of the findings and recommendations relate

to POST, the report was presented to the Commission for consideration.

Inasmuch as the copy of the final report was received just a few days prior to the Commission meeting, the following decision was made:

MOTION by Commissioner Gates, seconded by McIntyre, carried unanimously that staff analyze the final CORO Report and return at the November meeting with a completed analysis and recommendations.

O. Legislation

Legislative Report: Mr. Snow presented a summary of the status of current legislation of interest to the Commission.

A.B. 1127 - Peace Officers: Specific Assignments (Suitt)

Would provide specific qualifications and training requirements for reserves.

Status: Passed by Assembly 6/12/75; passed out of the Senate Judiciary Committee 3/16/76; still in Senate third reading.

Previous Commission position: Support in concept.

A.B. 1384 - Marshals of the Municipal Court (Tucker)

Would include peace officer members of the Marshal's Department of the Municipal Court under P.C. Section 13510 for the purpose of receiving state aid.

Status: Passed Assembly, scheduled for hearing in Senate Finance Committee on 8/12/76.

Previous Commission position: Oppose

A.B. 2866 - Abolition of State Regulatory Agencies (Campbell)

Requires abolition of all regulatory agencies on 1/1/1982, unless Legislature conducts special inquiry into such agencies and adopts a concurrent resolution disapproving abolition. Further, requires such inquiry and resolution every five years thereafter.

Status: Considered dead for this session.

S.B. 189 - Vehicle Offenses: Mailed Bail Deposits (Roberti)

Proposes a system of posting traffic offense bail by mail.

Status: Signed by Governor 5/4/76.

Previous Commission position: Neutral

S.B. 575 - Training for Sex Crime Investigation (Robbins)

Requires POST to develop guidelines for sex crime investigation and develop a special course of instruction relating to the investigation of sexual assault cases. Legislation currently carries no increase for POST staff to undertake the required activities.

Status: Passed Senate; denied concurrence on June 30, to Senate Conference Committee in August.

Previous Commission position: Neutral. Request legislative support to augment budget to permit sufficient staff to implement and maintain the program.

S.B. 1232 - Bay Area Rapid Transit District (Nejedly)

Proposes that the Bay Area Rapid Transit District employ a "police department" rather than a "security force" thereby making it a "District" as defined in P. C. Section 13507 and eligible for reimbursement of training costs from the P. O. T. F.

Status: Signed by Governor on 7/9/76; Chapter No. 420

Previous Commission position: Neutral.

A.B. 3124 - Fair Employment Practices (Dixon)

Makes it unlawful for employers and various organizations, including licensing agencies which have authority to grant licenses or certificates, to require any examination which has adverse effect unless the examination is demonstrated to be job-related. Makes it unlawful for a licensing board to discriminate in carrying out its duties. Renames Division of Fair Employment Practices, and the State FEPC and empowers them to prevent unlawful employment practices. Specifically permits persons alleging discrimination to bring civil action against licensing boards. The bill would make POST more vulnerable to civil actions and require greater emphasis on validation of standards.

Status: Hearing scheduled in Senate Industrial Relations Committee on 8/4/76.

Legislative Action Items

Mr. Snow presented the following for legislative policy consideration by the Commission:

A. B. 2977 - District Attorney Investigators and Inspectors (Lockyer)

Would include peace officer members of a District Attorney's office under P. C. Section 13510 to receive State aid.

Status: Passed Assembly, to be heard in Senate Judiciary Committee on 8/3/76.

Previous Commission position: Neutral. At that time funding was to be appropriated from the State General Fund and transferred to POST for reimbursement. The Assembly Ways and Means deleted that provision, requiring the funding to come from the P. O. T. F.

Mr. Snow stated POST staff feels there may be merit for entering D. A. Investigators into the POST reimbursement program. D. A. criminal investigators perform similar duties to investigators of police agencies. Authority in terms of scope of activities and geographical area is similar. Former employment as detectives in local agencies would make the costs for entry-level training negligible for POST. There have been continuous attempts from various specialized law enforcement agencies to be legislatively entered into the POST reimbursement program. Section 13507 of the Penal Code defines a "district" but provides no criteria for determining which agencies should be included.

Further, a need exists for the Legislature with the research assistance of POST and input from other affected organizations to study and develop specific eligibility criteria which can be incorporated into Section 13507 or related legislation. The Legislature should be requested to refer A. B. 2977 to interim study with an offer of POST research assistance.

Mr. Jim Henry, Ventura District Attorney's Office and Chairman of the Statewide Training Committee, and Mr. Seth Easley of the Los Angeles District Attorney's Office addressed the Commission in support of the bill.

Commissioner Sporrer stated, in part, that if special units continue to come into the reimbursement program, there will not be adequate funds to train the peace officers already in the field. But to add a group that is growing and would presently cost the fund approximately \$67,000 in reimbursements per year makes it difficult for the Commission, responsible for the Fund, to maybe have to cut back more on reimbursement for the officers presently in the program.

Mr. Mike Scott, Staff Assistant, League of California Cities, stated that the League has a policy of opposition to POST funds going to other groups than was originally intended. He was in support of the staff recommendation that eligibility criteria be established, but stated that the League opposes this

bill and recommends that the Commission take a position of opposition.

Commissioner McCauley felt the D. A. Investigators are truly peace officers and should be in the reimbursement program and moved for support of the legislation. The motion died for lack of a second.

Commissioner Ellingwood made a motion, seconded by Kolender, for approval of the staff recommendation.

Commissioner Gates was of the opinion that the Commission should oppose the bill, stating that the Legislature should provide funds to POST for this additional training. The present funds should go to support the line officer and on the initial entry level training.

SUBSTITUTE MOTION by Commissioner Gates, seconded by Grogan, motion carried (Noes McCauley, Ellingwood, Kolender) that the Commission oppose A. B. 2977 but approve the staff recommendation to request the Legislature to refer the matter to interim study for the purpose of developing specific eligibility criteria which can be incorporated into law. An offer of POST research assistance should be made with this request. Further, staff be directed to initiate a study to identify the eligibility criteria.

A. B. 4249 - Mandatory Certification (McVittie)

Requires certification of peace officer by POST of peace officers specified in P. C. Section 830.1 which includes undersheriffs, deputy sheriffs, policemen and any policeman of a district authorized by law to maintain a police department.

Status: Passed Assembly, set for hearing in Senate Judiciary on August 10, 1976.

Staff recommended position: Approve only if modifications are made.

Mr. Snow reported that staff had done a careful study of the bill and found that many amendments would be required before staff could recommend a support position to the Commission. References to the advantages and disadvantages of the bill were stated, in part, as follows:

Advantages

1. Enhances the professionalization of law enforcement.
2. Major step toward improving the standarization of requirements by requiring specified peace officers to pass an examination. The successful Basic Course completion has not been an effective standard to measure knowledge and skills.

3. Provides the POST Commission considerable flexibility to modify standards or adopt necessary regulations.

Disadvantages

1. Will require increased staff and administrative costs for POST above current levels. It is estimated the first year will require developmental costs of at least \$130,000.
2. Subjects POST to a potentially greater number of civil suits involving the job relatedness of standards. Denial of employment on the basis of effective standards may bring about more litigation.
3. Alter POST's traditional role by becoming more of a regulatory agency with regard to individual peace officers affected.

Mr. Walter Colfer of PORAC addressed the Commission in support of the bill and responded to questions.

Mr. Mike Scott, League of California Cities representative, stated the League opposes the bill. It was felt it would cause a "closed shop" situation; it would take the voluntary participation away from local government; a state agency is superseded by civil service rules and regulations or a city charter; and there would be a substantial cost to POST even though fees were charged in the licensing process and administering of tests, and the testing procedure has not been validated.

Following lengthy discussion, action was taken as follows:

MOTION by Commissioner Jackson, seconded by Ellingwood motion failed (Ayes: Kolender, Jackson, Gates, Ellingwood; Noes: McCauley, Grogan, Sporrer, Anthony, McIntyre, Enoch and Holloway) for approval of the staff recommendation to support the bill only if modifications are made.

MOTION by Commissioner Enoch, seconded McIntyre, motion carried (Ayes: Enoch, McIntyre, Anthony, Holloway, Sporrer, Grogan, McCauley and Gates; Noes: Jackson, Kolender and Ellingwood) that the Commission position on A. B. 4249 should be one of opposition.

The fundamentals stated by the Commission for opposition were:

- Too costly.
- POST is already providing administratively the Certification Program, and can, additionally, administratively adopt regulations to carry out the program.

- Threatened loss of local control.
- The bill was too complex and lacked clarity.

P. Validation Studies - Progress Report

Mr. Koch reported that the products of the Validation Project are being developed internally with the use of contract personnel. This is giving staff direct supervision and control. Both the Medical Examination and Background Investigation Projects are on schedule and will be concluded in September.

The final products of the Medical Examination Project are being reviewed and are in rough draft form. They include:

1. Medical History Statement
2. Medical Examiner Report
3. Medical Screening Manual

Seminars will be conducted in September to present the concept and products to California law enforcement.

Revised and in final draft form are the following products from the Background Investigation Projects:

1. Personal History Statement
2. Background Investigators Manual
3. Personal History Statement

A final report on the Background Investigation Project will be completed at the end of August. A pilot Background Investigators Course will be presented in August. A detailed critique will be made by the participants. The course, modified as necessary, will be presented to the Commission for certification.

When the present Medical and Background Projects are completed, full staff time will be devoted to the development of the Recruitment and Selection Manual.

Mr. Koch made the following recommendation for the completion of the manual: That all entry-level positions be studied; included would be the development of a procedure to update the job analysis every five years. It is anticipated that the complete analysis would take one year and require a research psychologist, one staff analyst and a clerk typist. The budget for such a project would be approximately \$75,000. Funding has been requested from O. C. J. P. O. C. J. P. Executive Director, Doug Cunningham, had indicated the request was being reviewed in a broader context involving affirmative action aspects, and that the request for funding would be considered "somewhere down the road." Mr. Koch was of the opinion that the Validation Studies Program is an affirmative action program. The job analysis study should be done as soon as possible rather than wait for O. C. J. P. to take action and requested that the Commission

consider funding the project out of contract funds for a maximum of \$75,000 to complete the Job Analysis Study to go along with the Selection and Recruitment Manual. Mike Freeman, Project Coordinator of the Validation Studies Project, spoke in support of the need for a job analysis study due to possible court challenges.

Chairman Anthony suggested that a funding decision would be a hasty move at this time if there is a possibility that L. E. A. A. funding may be available. Mr. Koch stated that it may be more advantageous to fund now so that the proposed project could be integrated with the Recruitment and Selection Project beginning in September. Commissioner Sporrer stated his approach would be for integrating the job analysis into the Validation Study as it is very necessary. Commissioner Ellingwood felt it would be well to wait for the response from O. C. J. P. The following action was taken:

MOTION by Commissioner McIntyre, seconded by Kolender, carried unanimously that a decision on the funding of approximately \$75,000 for the Job Analysis Study be held until the November Commission meeting.

Q. Advisory Committee Report

Advisory Committee Chairman Bob Cress gave the following report:

The Advisory Committee held its regular meeting on June 10-11, 1976, in San Diego. The Committee principally devoted its time to a review of POST revenue and expenditure considerations, and to reimbursement policy. The Committee formulated no specific conclusions or recommendations in this area because, in part, the members believe direction will be forthcoming in the near future from the Commission regarding the Advisory Committee's role. This direction is believed necessary before the Committee engages in new study areas.

The Committee reviewed action taken by the Commission on Advisory Committee recommendations presented at the April meeting, and disappointment was expressed that the requested on-site evaluation of the C. S. T. I. Officer Survival Course was not directed. Committee members believed that the Commission was perhaps not made fully aware of the concerns expressed about this course. The concern that the course unduly heightens fears of officers and brings about an over-reaction on the part of officer/trainees remains. The Committee believes that the course should be fully audited by a staff member or other person who can view the training presented from a management perspective. Mr. Cress stated a motion was passed by the Committee for the Commission's reconsideration which stated that POST staff conduct a full on-site audit from a management perspective of the C. S. T. I. 's Officer Survival Course.

Mr. Townsend reported that in response to the Advisory Committee's request, a member of the POST staff had reviewed the Course and reported to the Commission regarding the Committee's concerns, as had Colonel Giuffrida, Director of the Institute. It was felt that the action taken by the Commission in April, 1976, was appropriate.

Advisory Committee Member, Chief George Tielsch, Santa Monica Police Department, stated his colleagues from the Police Chiefs' Association had expressed concerns which he also shares. Considering the sizable amount of funds C. S. T. I. is receiving from the P. O. T. F., it was felt the course should be reviewed in-depth.

Following discussion, the following action was taken:

MOTION by Commissioner Gates, seconded by McCauley, motion carried (Noes: Ellingwood and Kolender) that the POST Executive Director review the Officer Survival Course at the California Specialized Training Institute. Opinions and suggestions for improvement in the Course will be presented at the next Commission meeting in November.

It was advised that staff could be utilized to check critiques and collect information by contacting management-level people for personal reactions to the training they had received at the Institute.

R. Appointment to the Advisory Committee

Chairman Anthony reported that the Executive Committee of the California State Sheriffs' Association had recommended that the Commission appoint Sheriff James H. Grant, Jr., of Yuba County, as a member of the the POST Advisory Committee. to replace Sheriff Brad Gates as the State Sheriffs' Association representative. Sheriff Grant has been Sheriff of Yuba County since 1974. He previously was the Campus Police Chief at Yuba College and an Administration of Justice Instructor.

Hearing no objection, the Chairman stated Sheriff Grant will be appointed.

Chairman Anthony stated the approval of appointments to the Advisory Committee being brought before the Commission was a new procedure, at his suggestion. Previously this had been handled by the Executive Director and the Chairman.

S. Ad Hoc Committee Appointments - Advisory Committee Role Study

The appointment of an Advisory Committee Role Study Committee was a result of action taken by the Commission at the April 1976 meeting.

Chairman Anthony reported the following appointments had been made to the Committee:

Joint Ad Hoc Committee - Advisory Committee Role Study

Commissioners:

Donald F. McIntyre	Chairman
William B. Kolender	Member
Herbert Ellingwood	Member
William J. Anthony	Member

Advisory Committee Members:

William J. Kinney	Member
J. Winston Silva	Member
Wm. A. Fradenburg	Member
Robert Cress	Ex Officio

Committee Chairman McIntyre reported the most agreeable date for the Committee meeting would be September 2, 10 a. m., POST Headquarters.

T. POST Mission, Goals, and Objectives Recommendations

Mr. Koch reported on the POST Mission, Goals, and Objectives statement which had been submitted to the Commission by the Advisory Committee. At the April meeting, the Commission directed staff to review the revised statement and present their recommendations to the Commission for consideration. Consensus had been reached by the Division Directors on acceptable language for the statement. The report was submitted to the Commission for review and study, and the following action was taken:

MOTION by Commissioner Gates, seconded by Jackson, carried unanimously for approval of the staff recommendation that the Commission accept this report for review and that the subject be placed on the agenda for action at the November Commission meeting.

U. Administrative Counseling Report

Mr. Saltenberger provided an update on the Administrative Counseling Division's activities for F. Y. 1975/76. He stated the concerns that had been expressed in the past by the Commission and Advisory Committee had been alleviated, as follows:

- Response time to requests for services has been reduced to an average of 17 days.
- The waiting list for services has been reduced to a zero base excepting those agencies that, at their own request, are not interested in

services at this time.

- Local commitment guarantee has been instituted by way of requiring a resolution from jurisdictions requesting a general survey, and that the law enforcement and jurisdictional administrators making the request submit a joint-signature letter. This assures types of services to be rendered are communicated to concerned persons and that resulting documents are submitted to appropriate policy makers.
- Certain types of services now rendered are less extensive inasmuch as a technical assistance procedure using pre-prepared materials is used, such as a records package. The agency reviews what has been developed for implementation assistance of the particular model needed.
- The stipulation that each individual service be limited to 240 hours has been adhered to. Majority of special requests are revolving around areas of organization, records management and manpower allocation.
- Reduction of staff by 25% has been accomplished through the Governor's Budget process and three consultant positions have been transferred to Standards & Training.

Work accomplished during F. Y. 1975/76 include:

7 General Surveys
22 Special Surveys
22 Selected Studies

V. Old/New Business

Commissioner Gates requested that the Commission's position on A. B. 1127 be reconsidered as he was of the opinion that the State Sheriffs' Association and many chiefs of police are very desirous for the Commission to oppose this legislation (reserve officer training), unless there is a stated limit on the training hours required. If the training required were to be 400 hours, there would be many agencies that couldn't meet the requirement financially.

Following discussion, this action was taken:

MOTION by Commissioner Gates, seconded by Anthony, motion failed (Ayes:* Gates and Anthony) that the Commission take a position of opposition on A. B. 1127 unless a limit of 200 hours is specified on the training hours required.

The Commission position on A. B. 1127 will remain "support in concept."

*Errata: By Commission action 10-29-76, the aye vote is to include Grogan.

Reimbursement Rates for Vehicle Mileage

Mr. Toothman reported on the newly adopted mileage reimbursement rate for state employees which will become effective August 1, 1976. The new rates will apply to private car use (when a state automobile is not available) and will allow claiming from 15¢ to 20¢ per mile for the first 1,000 miles and 8¢ thereafter (Board of Control 714(b)). Employees who claim 15¢ per mile are not required to maintain records, to substantiate the operating cost, or sign a certification. Employees who claim 16¢ or more (up to 20¢) per mile, must maintain records of the cost of operation of the vehicle to satisfy I. R. S. requirements and must submit to POST the following certification:

For mileage reimbursement rates which exceed 15¢ per mile, I certify that the actual cost of operating the vehicle was equal to or greater than the rate claimed.

Chairman Anthony stated it had been past policy that the Commission use the same rates for reimbursement as the State and perhaps this policy should be reaffirmed. Commissioner Sporrer felt that a Commission policy stating POST will reimburse in accordance with state rules would simplify the POST operation.

Mr. Toothman stated it would be less complicated to approve a stable mileage with no other aspects. Adoption of the new state policy will place upon the trainee and the local agencies the responsibility to maintain a lot of bookkeeping.

It was the consensus of the Commission that POST should not be in variance with the State, and the following action was taken:

MOTION by Commissioner Enoch, seconded by Gates, carried unanimously that the mileage and per diem compensation for the POST program be based on the same rates as the State and that any changes become effective on the same date.

Chairman Awards

Chairman Anthony announced that in accordance with adopted policy, special awards for all past Commission Chairman had been prepared. Three past Commission Chairman were present to receive the award: Lohn Ficklin - Commission Chairman during 1961, Earl Strathman - Commission Chairman during 1969, and Ben Clark - Commission Chairman during 1970. It is planned that the remainder of the awards will be presented at a future date.

Date of Next Meeting

Chairman Anthony announced the next quarterly Commission meeting will be held November 4-5 in Palm Springs.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Financial Report for 1975-76 Fiscal Year		Meeting Date July 29-30, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>[Signature]</i>	Date of Approval July 14, 1976	Date of Report July 12, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

This report covers the 1975-76 Fiscal Year, showing revenue for the Peace Officers Training Fund and reimbursements made by POST for training costs to cities, counties and districts in California. Included is a breakdown of training costs by category of expense, i.e. subsistence, travel, tuition and salary of trainee. At back of the report is the quarterly summary of reimbursements made from Peace Officers Training Fund. The summary provides detailed information on:

- Reimbursements made for each category of training
- Number of trainees
- Cost per trainee
- Man hours of training
- Number of training courses presented.

Revenue

Revenue of \$1,523,718.06 for the month of June was exceedingly high, raising the total for the year ending June 30, 1976, to \$11,810,650.77, compared to \$11,239,523 for the previous year, an increase of \$571,127 (5%). See Pages 3 and 4, showing detail of revenue by month, and graph showing revenue for last eight fiscal years.

Reimbursements

Although there were 6,917 reimbursement claims processed for the 1975-76 Fiscal Year, the largest number received in a single year, the total amount reimbursed for the year was \$7,911,353.69, a reduction of \$499,961 (-5%) below 1974-75 Fiscal Year of \$8,411,314. See Page 5, showing summary of all reimbursements paid during 1975-76 Fiscal Year.

Commission on Peace Officer Standards and Training

FUND CONDITION
Peace Officer Training Fund

Accumulated Surplus July 1, 1975	\$ -115,421.00	
<u>Revenue</u>	<u>11,810,650.77</u>	
Total Resources -		\$11,695,229.77
<u>Expenditures</u>		
*Administration	\$ 2,214,007.39	
Aid to Local Government -		
Reimbursements	7,911,353.69	
Contracts	<u>459,547.00</u>	
Total Expenditures -		<u>10,584,908.08</u>
Surplus July 1, 1976		\$ 1,110,321.69

*In order to provide the figure at this time for Administration expenditures, it was necessary to estimate costs on some outstanding bills for the last quarter, such as telephone and similar services. However, adjustments will be relatively minor.

TECHNICAL SERVICES DIVISION (Cont'd.)

80-P California State Polytechnic University,
Kellog West, Pomona \$10,245

Provide meals, lodging and conference room facilities for one Crime Prevention Institute.
2-1-76 through 2-28-76

164-P California State Polytechnic University,
Kellog West, Pomona 9,165

Provide meals, lodging and conference room facilities for one Crime Prevention Institute.
7-6-75 through 7-18-75

Medical Validation Contracts

- 24-P Dr. Ronald Schwartz, 11-1-75 through 9-4-76 3,800
- 25-P Dr. Anthony DeMaria, 11-1-75 through 9-4-76 3,000
- 86-P Gerald W. Mowat, 12-1-75 through 9-4-76 3,000
- 87-P Dr. John H. Allen, 12-1-75 through 9-4-76 3,300
- 88-P Ann H. Duncan, 12-1-75 through 9-4-76 3,000
- 42-F Stephen S. Algea, 4-1-76 through 9-4-76 2,500
- 57-P Dr. Conrad Hamako, 5-1-76 through 9-4-76 300
- 58-P Dr. Leonard D. Birnkrant, 5-1-76 through 9-4-76 300

Participate in Medical Decision-Making Process,
(perform research, literature review, and written documentation.)

32-P John W. Kohls, Ph.D. 32,464

Participate in Medical Examination Project and have responsibility for completion of same.
9-5-75 through 9-4-76

Letters of Agreement 4,871

- Crime Prevention Advisory Committee \$ 350
- Crime Prevention Students 2,076
- Background Investigation Decision-Making Meetings 2,445

TOTAL - TECHNICAL SERVICES DIVISION \$103,798

TOTAL - CONTRACTS AND LETTERS OF AGREEMENT..... \$459,547

STANDARDS AND TRAINING DIVISION (Cont'd.)

184-P	<u>Department of General Services, Management Services Office</u>	\$12,127
	Development of computerized system to provide weekly processing of C. E. I. Questionnaires. 7-1-75 through 6-30-76	
185-P	<u>California Specialized Training Institute</u>	34,453
	Conduct 7 Civil Emergency Management Courses and 14 Officer Survival Course presentations. 8-1-75 through 6-30-76	
	<u>Letters of Agreement</u>	11,264
	POST Problem Solving Seminar	\$ 1,820
	Supervisory/Middle Management Course Revision Seminars	1,473
	Basic Course Revision Project	5,087
	Advisory Committee for Executive Development Course	234
	Role Training Instructional Workshop	829
	City Manager/Chief of Police Seminar	1,507
	Executive Development Course	314
	TOTAL - STANDARDS AND TRAINING DIVISION	\$ 323,339

TECHNICAL SERVICES DIVISION

11	<u>Crime Prevention Institute Instructors</u>	\$ 7,376
	Preparation, instruction and travel costs for two institutes. 7-7-75 through 2-20-76	
18-P	<u>City of Sacramento</u>	20,477
	For services of Sgt. James F. Deaton as follows:	
	a. development of POST Personal History Questionnaire,	
	b. development of POST Personal Investigator's Manual,	
	c. research, analyze and evaluate police management problems,	
	d. participate in POST project to validate POST medical examination. 10-1-75 through 9-30-76 (Additional \$7,470 allocated to 1976-77 Fiscal Year)	

STANDARDS AND TRAINING DIVISION (Continued)

- 21-P Department of Justice Advanced Training Center \$101,921
 Ten presentations of 80-hour Narcotic Investigation Course, and 20 presentations of 20-hour Narcotic Investigation for Patrolmen.
 7-1-75 through 6-30-76
- 22-P County of Riverside 59,248
 Four presentations of course, "Techniques of Teaching Criminal Justice Role Training Program".
 8-1-75 through 6-30-76
- 23-P John P. Moore, II 22,000
 Consultant for second phase of Basic Course Revision Project.
 8-1-75 through 7-31-76
- 26-P John A. Metcalf 39,000
 Develop designated components for second phase of Basic Course Revision Project.
 8-1-75 through 7-1-76
- 33-P Dr. Bruce Olson 405
 Complete computerized factor analysis of the "Training Needs Assessment Survey".
 4-15-76 through 4-23-76
- 67-P Thomas H. Anderson 25,420
 Develop and coordinate four presentations of Executive Development Course.
 7-1-75 through 4-30-76
- 75-P Rossi/Moore Associates 11,826
 Develop two seminars, "Utilization of POST Behavioral Objectives" to be presented at California State Polytechnic University, Pomona.
 12-1-75 through 1-31-76
 Amend. #1 - One additional presentation to be held in Northern California. Extend term of agreement to 6-30-76.
- 85-P Dr. Bruce Olson 675
 Prepare research instruments to poll POST constituency re Standards and Training Operation Plan.
 12-22-75 through 1-22-76

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Summary of Contracts - 1975-76 Fiscal Year		Meeting Date July 29-30, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>[Signature]</i>	Date of Approval July 1, 1976	Date of Report July 1, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page ____).

The total amount allocated to POST for contracts in the 1975-76 Fiscal Year was \$750,000. Contracts and letters of agreement which have been entered into as of June 30, represent a commitment of \$459,547 leaving a balance of \$290,453. Contracts and letters of agreement are as follows:

EXECUTIVE OFFICE

Letter of Agreement

POST Problem Solving Seminars,
"Development of Canon of Police Ethics". \$ 410

TOTAL - EXECUTIVE OFFICE \$ 410

ADMINISTRATION DIVISION

1-P State Controller \$32,000

Provide necessary office and field auditing services.
7-1-75 through 6-30-76

TOTAL - ADMINISTRATION DIVISION \$32,000

STANDARDS AND TRAINING DIVISION

3-P C.S.U. Northridge Business Management Bureau

Total contract \$10,000. 1975-76 portion \$ 5,000
(Remaining \$5,000 allocated to 1976-77 F. Y.)

Contractor to provide services of Dr. Alan Glassman
to make two 80-hour pilot presentations of revised
Management Course.

6-1-76 through 7-31-76

Adjournment

There being no further business, the meeting was adjourned at 5 p. m.

Respectfully submitted,

W. R. Garlington
WILLIAM R. GARLINGTON

AGENDA ITEM SUMMARY SHEET

Agenda Item Title 1976-77 Budget Final Report		Meeting Date July 29-30, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>[Signature]</i>	Date of Approval July 8, 1976	Date of Report July 8, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

The following reflects a summary of final actions relating to the 1976-77 POST Budget.

- I. Out-of-State travel for POST staff was reduced by \$4,890; from \$15,080 to \$10,190.
- II. Two clerical positions were deleted in the Administrative Counseling Division. Three positions of Consultant, which were also at issue, were permitted to remain in the Budget. The Department of Finance, who recommended deletion of the three positions, acquiesced on retention of the positions for one year pending further study of POST personnel use. It will be necessary for Standards and Training Division to justify retention of the three positions in the 1977-78 Budget.

The budget approval of the positions now permits the transfer of three consultants from the Administrative Counseling Division to the Standards and Training Division.
- III. One position of Analyst for the Technical Services Division was approved and appointment has been made.
- IV. It will be necessary for the Commission to respond to the following recommendation made by the legislative analyst, and concurred in by the Joint Legislative Budget Committee, as follows:

It is recommended that:

The Commission study methods for increasing participation in Specialized Courses and report recommendations to the Joint Legislative Budget Committee by November 1, 1976.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Take-over of Accounting Services from Dept. of Justice		Meeting Date July 29-30, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>Edward M. Toothman</i>	Date of Approval June 29, 1976	Date of Report June 29, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page ____).

As of July 1, 1976, POST initiated the discontinuance of an interagency agreement with the Department of Justice in which Department of Justice, over the years, had provided accounting and personnel services to POST.

The cost of services, which was prorated by Department of Justice on a "per employee" basis, had been increasing drastically over the last several years. In 1974-75 the charge was \$32,628 and in 1975-76, \$53,155. Although figures for 1976-77 were not yet established, they would undoubtedly have been higher. Even though Department of Justice was providing these services, it was necessary for POST to duplicate much of the information provided by Department of Justice.

The take-over by POST of the accounting and personnel work necessitated the hiring of one Accounting Officer. All other work has been accommodated with current staff. The overall savings to POST in 1976-77 will range between \$40,000 and \$45,000, and it is expected that there will be a substantial improvement in services.

Utilize reverse side if needed

Suggested Revisions to the Proposed
Regulations on Open Enrollment

- A. Include A Provision Giving Preference to Employed Trainees Once Maximum or Optimal Enrollment Has Been Reached.

Amend Proposed Title V Section 51906 - Registration and Enrollment Procedures

Courses which are approved to meet state mandated training requirements must meet all open enrollment requirements. However, special registration and enrollment procedures may be approved pursuant to the Chancellor's Office Guidelines.

Guidelines for State Mandated Police Training

1. Colleges are permitted to accept advanced notification of intent to register from law enforcement agencies using the fictitious name of John Doe.

(Agencies very often do not know the identities of prospective employees at the time courses are advertised.)

(This procedure would be based upon the assumption that all groups and individuals have simultaneous notification and equal opportunity to enroll.)

2. Once maximum or optimal enrollment has been reached at either the advanced notification of intent to register stage or at formal registration, colleges without affecting the status of those already committed course registrants can give preference for additional enrollments to employed trainees who are required by state law to complete the training.

- B. Include A Provision Permitting Community Colleges to Screen Out Convicted Felons for Courses Requiring the Use of Firearms and Tear Gas.

Amend Proposed Title V Regulation Section 51903

Add: "Prerequisites must conform to all other provisions of law."

Include in Proposed Supplemental Guidelines for Police Academy Courses

"With reference to the provision in Section 51903 (prerequisites must conform to all other provisions of law), courses which require the possession and use of firearms and tear gas may:

1. Include explanatory language in the course descriptions of student eligibility requirements related to Penal Code Section 12403 and 12560.
2. Require, at the time of official course registration, the signing of an affidavit or oath disclaiming previous felony conviction."

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title Financial Report - 1st Quarter 1976-77 Fiscal Year		Meeting Date October 28-29, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>W.R. Darlington</i>	Date of Approval 10-13-76	Date of Report October 7, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

This report covers the first three months, ending September 30, 1976, of the 1976-77 Fiscal Year, showing revenue for the Peace Officers' Training Fund and reimbursements made by POST for training costs to cities, counties and districts in California. Included in the report is a breakdown of reimbursements made for training by category of expense, i.e. subsistence, travel, tuition and trainee salary. At back of the report is the quarterly summary of reimbursements made from the Peace Officers' Training Fund. The summary provides detailed information on:

- Reimbursements made for each category of training expense
- Number of trainees
- Cost per trainee
- Man hours of training
- Number of training courses presented
- Training by subject matter.

Revenue

Revenue for the first quarter, ending September 30, 1976, was \$3,073,985.38 compared to \$2,960,810.64 for the corresponding quarter in 1975-76, an increase of \$113,174.74 (+3.8%). See Page 3, showing detail of revenue by month.

Reimbursements

Reimbursements to cities, counties, and districts during the first quarter ending September 30, 1976, were \$1,117,324 compared to \$1,502,370 for the corresponding quarter of 1975-76, a decrease of \$385,046 (-25.6%). This includes reimbursement for training given in the last quarter of 1975-76. See Page 4, showing summary of reimbursements paid during the first quarter of 1976-77 Fiscal Year.

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Commission on Peace Officer Standards and Training

PEACE OFFICERS' TRAINING FUND

Accumulated Surplus July 1, 1976	\$1,690,515.04*
<u>Revenue</u> - 1st Quarter, ending September 30, 1976	<u>3,073,985.38</u>
Total Resources -	\$4,764,500.42
 <u>Expenditures</u>	
Administrative Costs	\$ 532,763.48
Aid to Local Government	26,497.78
Aid to Local Government - Accounts Payable	<u>1,117,324.47</u>
Total Expenditures -	<u>1,676,585.73</u>
Accumulated Surplus, September 30, 1976	\$3,087,914.69

*Authority wants a memo
complete RPT. of how this
comes to pass. for JAG.
SPEAKER wants to
SET THAT ASIDE*

* After the close of the 1975-76 Fiscal Year, POST was advised by the Department of Justice that \$747,228 had been added as surplus to the Peace Officers' Training Fund because of a "Prior Year Adjustment". The adjustment was for additional funds due POST, resulting from the Controller's computer error that occurred earlier in the 1975-76 Fiscal Year.

Commission on Peace Officer Standards and Training

ADMINISTRATION DIVISION

Amount of Revenue Received for the
Peace Officer Training Fund for the Fiscal Year 1976-77

<u>Month</u>	<u>Traffic</u>	<u>Criminal</u>	<u>Total</u>
July	\$ 665,264.92	\$ 320,646.24	\$ 985,911.16
August	717,704.14	300,141.18	1,017,845.32
September	<u>733,551.89</u>	<u>336,677.01</u>	<u>1,070,228.90</u>
	\$2,116,520.95	\$957,464.43	\$3,073,985.38

REIMBURSEMENTS - BY MONTH		Commission On Peace Officer Standards and Training Administration Division - Claims Audit Section		
MONTH	1974-75	1975-76	1976-77	TOTAL
July		\$ 328,367.96	\$ 16,293.92	\$ 344,661.88
August		303,883.86	192,006.92	495,890.78
September		102,778.34	196,578.64	299,356.98
October				
November				
December				
January				
February				
March				
April				
May				
June				
Total Before Adjustments		\$ 735,030.16	\$ 404,879.48	\$ 1,139,909.64
Adjustments on Prior Reimb.		-490.06	-1,200.88	-1,690.94
Audit Adjustments by Controller		-4,896.61	-15,997.62	-20,894.23
Total After Adjustments		\$ 729,643.49	\$ 387,680.98	\$ 1,117,324.47

Reimbursement by Category of Expense

The format for reimbursement by category of expense has been modified. The information contained follows the same sequence as now shown on the spread sheets, which reflect the reimbursement by category of expense for the subject of the training. The left column of the form shows the course series number matching that used on the spread sheets.

The yellow form attached shows expense by category for 1975-76, but paid in the first quarter of 1976-77. The totals for the two periods are combined on the second page of the new report at the bottom, showing the grand total paid during the first quarter of 1976-77.

It was necessary to include the yellow form for this report to show the information which was gathered under the old format in the previous year. In future reports, all of the information will be combined on the new form.

To Date For 1976-77 Fiscal Year

MONTH SEPTEMBER 1976

PAGE 1 OF 2

PREPARED BY: ADMINISTRATION DIVISION - CLAIMS AUDIT SECTION

COURSE CODE	MANDATED COURSES		SUBSISTENCE	%	TRAVEL	%	TUITION	%	SALARY	%	TOTAL	%
1001	Basic Course	Total This Month	\$ 9,329.59		\$ 5,905.54		\$		\$ 55,299.85		\$ 70,534.98	
		Previous Months	27,405.86		4,185.15				61,343.93		92,931.94	
		Total To Date	36,735.45	23	10,090.69	6			116,643.78	71	163,469.92	
2001	Advanced Officer Course	Total This Month	6,158.45		2,196.50				1,529.43		23,650.38	
		Previous Months	5,182.11		1,520.86				39,884.70		46,587.67	
		Total To Date	11,340.56	16	3,717.36	5			55,180.13	79	70,238.05	
3001	Supervisory Course	Total This Month	25.00		105.00				311.68		441.68	
		Previous Months	30.00		78.00				258.88		366.88	
		Total To Date	55.00	7	183.00	22			570.56	71	808.56	
4001	Middle Management Course	Total This Month	1,901.35		622.85		1,820.00		17,942.63		22,286.83	
		Previous Months	462.50		206.89				2,150.40		2,819.79	
		Total To Date	2,363.85	10	829.74	3	1,820.00	7	20,093.03	80	25,106.62	

COURSE CODE	COURSE CATEGORY		SUBSISTENCE	%	TRAVEL	%	TUITION	%	SALARY	%	TOTAL	%
1000	Basic Training	Total This Month	\$ 9,497.09		\$ 5,929.54		\$		\$ 55,299.85		\$ 70,726.48	
		Previous Months	27,405.86		4,185.15				61,343.93		92,934.94	
		Total To Date	36,902.95	23	10,114.69	6			116,643.78	71	163,661.42	41
2000	Advanced Officer	Total This Month	6,158.45		2,196.50				15,295.43		23,650.38	
		Previous Months	5,182.11		1,520.86				39,884.70		46,587.67	
		Total To Date	11,340.56	16	3,717.36	5			55,180.13	79	70,238.05	17
3000	Supervision	Total This Month	25.00		105.00				311.68		441.68	
		Previous Months	30.00		78.00				258.88		366.88	
		Total To Date	55.00	7	183.00	22			570.56	71	808.56	
4000	Management Training	Total This Month	2,721.25		1,193.72		3,045.00		17,942.63		24,902.60	
		Previous Months	1,037.67		768.44		680.00		2,405.40		4,891.51	
		Total To Date	3,758.92	13	1,962.16	7	3,725.00	12	20,348.03	63	29,794.11	8
5000	Executive and Administrative	Total This Month	703.05		410.70		1,684.00				2,797.75	
		Previous Months	121.34		63.10		226.00				410.44	
		Total To Date	824.39	26	473.80	15	1,910.00	59			3,208.19	1
6000	Field Operations	Total This Month	16,495.17		7,204.35		6,775.00				30,474.52	
		Previous Months	16,833.44		4,896.03		13,528.47				35,257.94	
		Total To Date	33,328.61	51	12,100.38	18	20,303.47	31			65,732.46	16
7000	Traffic	Total This Month	2,092.00		746.40		1,948.00				4,786.40	
		Previous Months	1,004.00		565.25						1,569.25	
		Total To Date	3,096.00	49	1,311.65	20	1,948.00	31			6,355.65	2
8000	Driver Training	Total This Month	2,056.90		1,320.85		8,487.86				11,865.61	
		Previous Months	792.57		638.09		3,845.92				5,276.53	
		Total To Date	2,849.47	17	1,958.94	11	12,333.78	72			17,142.14	4

REIMBURSEMENT BY CATEGORY OF EXPENSE
FROM PEACE OFFICER TRAINING FUND

STATE OF CALIFORNIA - DEPARTMENT OF JUSTICE
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

To Date for 1976/77 Fiscal Year

MONTH SEPTEMBER 1976

PAGE 2 OF 2

PREPARED BY: ADMINISTRATION DIVISION - CLAIMS AUDIT SECTION

COURSE CODE	COURSE CATEGORY		SUBSISTENCE	%	TRAVEL	%	TUITION	%	SALARY	%	TOTAL	%
9000	Criminal Investigation	Total This Month	\$ 6,998.60		\$ 1,676.47		\$		\$		\$ 8,575.07	
		Previous Months	10,662.64		2,197.26						12,859.90	
		Total To Date	17,561.24	82	3,873.73	18					21,434.97	5
10000	Criminalistics	Total This Month	10.00								10.00	
		Previous Months	-0-								-0-	
		Total To Date	10.00	100							10.00	
11000	Intelligence Operations	Total This Month	4,921.28		1,465.10						6,386.38	
		Previous Months	1,883.40		667.54						2,550.94	
		Total To Date	6,804.68	76	2,132.64	24					8,937.32	2
12000	Juvenile	Total This Month	338.66		92.95		244.00				675.61	
		Previous Months	-0-								-0-	
		Total To Date	338.66	50	92.95	14	244.00	36			675.61	
13000	Personnel	Total This Month	292.58		201.70		680.00				1,174.28	
		Previous Months	-0-								-0-	
		Total To Date	292.58	25	201.70	17	680.00	58			1,174.28	
14000	Communications	Total This Month	197.18		130.00		340.00				667.18	
		Previous Months	496.76		471.62		935.00				1,903.38	
		Total To Date	693.94	27	601.62	23	1,275.00	50			2,570.56	1
15000	Training	Total This Month	2,555.26		1,823.15		249.00				4,627.41	
		Previous Months	1,300.57		1,180.72		498.00		166.00		3,145.29	
		Total To Date	3,855.83	50	3,003.87	39	747.00	9	166.00	2	7,772.70	2
16000	Community Police Relations	Total This Month										
		Previous Months										
		Total To Date										
17000	Jail	Total This Month	479.29		115.55						594.84	
		Previous Months	415.02		131.10						546.12	
		Total To Date	894.31	78	246.65	22					1,140.96	
18000	Language	Total This Month	1,540.00		547.45		2,135.00				4,222.45	
		Previous Months	-0-								-0-	
		Total To Date	1,540.00	36	547.45	13	2,135.00	51			4,222.45	1
19000	Miscellaneous	Total This Month										
		Previous Months										
		Total To Date										

TOTAL FOR MONTH	\$ 56,981.76		\$29,159.43		\$25,597.86		\$ 88,849.59		\$196,578.64	
TOTAL FOR PREVIOUS MONTHS	67,165.38		17,363.16		19,713.39		104,058.91		208,300.84	
GRAND TOTAL TO DATE	\$124,147.14	31	\$42,522.59	10	\$45,301.25	11	\$192,908.50	48	\$404,879.48	100

REIMBURSEMENT BY CATEGORY OF EXPENSE
 To date for 1976-77 Fiscal Year
 MONTH SEPTEMBER, 1976 1975-76 Training

State of California
 Commission on Peace Officer Standards and Training

COURSE		Subsistence	%	Travel	%	Tuition	%	Salary	%	Total
BASIC	Total this Month	\$ 8,879.61		\$ 1,910.10		\$		\$ 54,987.00		\$ 65,776.71
	Previous Months	43,969.32		7,089.09				269,949.92		321,008.33
	Total to Date	52,848.93	14	8,999.19	2			324,936.92	84	386,785.04
ADVANCED OFFICER	Total this Month	1,542.21		348.14				3,424.23		5,314.58
	Previous Months	16,296.65		4,769.54				96,807.70		117,873.89
	Total to Date	17,838.86	15	5,117.68	4			100,231.93	81	123,188.47
SUPERVISORY COURSE	Total this Month	1,193.91		446.94				16,818.64		18,459.49
	Previous Months	5,301.39		2,449.40				26,237.59		33,988.38
	Total to Date	6,495.30	12	2,896.34	6			43,056.23	82	52,447.87
MIDDLE MANAGE- MENT COURSE	Total this Month	1,116.95		126.10		1,334.00		2,929.24		5,506.29
	Previous Months	9,745.45		2,446.05		10,676.00		22,067.00		44,934.50
	Total to Date	10,862.40	21	2,572.15	5	12,010.00	24	24,996.24	50	50,440.79
MIDDLE MANAGE- MENT SEMINAR	Total this Month									
	Previous Months	289.07		57.00		425.00				771.07
	Total to Date	289.07	38	57.00	7	425.00	55			771.07
EXECUTIVE DEVELOPMENT COURSE	Total this Month									
	Previous Months	445.81		64.12						509.93
	Total to Date	445.81	87	64.12	13					509.93
EXECUTIVE DEVELOPMENT SEMINAR	Total this Month	28.00		83.83		110.00				221.83
	Previous Months	366.34		147.87		689.25				1,203.46
	Total to Date	394.34	28	231.70	16	799.25	56			1,425.29
TECHNICAL/ SPECIAL COURSES	Total this Month	3,002.48		1,033.10		3,143.25		320.61		7,499.44
	Previous Months	56,972.50		19,386.28		31,867.40		3,736.03		111,962.26
	Total to Date	59,974.98	50	20,419.38	17	35,010.65	29	4,056.69	4	119,461.70
TOTAL FOR MONTH		\$ 15,763.16		\$ 3,948.21		\$ 4,587.25		\$ 78,479.72		\$102,778.34
TOTAL FOR PREVIOUS MONTHS		133,386.53		36,409.35		43,657.65		418,798.29		632,251.82
GRAND TOTAL TO DATE		\$149,149.69	20	\$40,357.56	5	\$48,244.90	7	\$497,278.01	68	\$735,030.16

SPREAD SHEETS

Detail of Training Information Reimbursed During First Quarter, Ending September 30, 1976

There has been some modification in the sequence of listing the various training courses on the spread sheets which follow. The courses have been assembled by subject matter and assigned a numerical series. The series number is shown at the left side of the page. ~~At the top of the~~ first page of the spread sheets are shown separately the four Commission mandated courses. They are (1) Basic, (2) Advanced, (3) Supervisory, and (4) Middle Management.

For quick reference a summary of all reimbursements paid during the first quarter is also shown on the first page.

There was a total of \$1,117,324 reimbursed for training during the first quarter ending September 30, 1976. (This includes training given during the last quarter of 1975-76.) Of that amount, \$872,485 (76%) was disbursed for the four Commission mandated courses. While a total of 236,260 training hours were given, 136,904 (58%) was for the four mandated courses. A study of the spread sheets shows the distribution of training given by category of subject matter.

REIMBURSEMENTS PAID DURING
 FIRST QUARTER ENDING SEPTEMBER 30, 1976
 1976/77 FISCAL YEAR

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

Course Number	Course	Amount of Reimbursement				Number of Trainees			Cost Per Trainee				Man Hours of Training			Course Presentations		
		1976 - 1977	1975 - 1976		Grand Total	1976-1977	1975-1976	Grand Total	1976-1977	1975-1976	Average	1976-1977	1975-1976	Grand Total	76-77		Total	
1001	Basic	\$163,469.92	\$386,785.04		\$550,254.96	89	232	321	\$1836.74	\$1667.18	\$ 1714.19	33,975	89,050	123,025	17			
2001	Advanced Officer	70,238.05	123,188.47		193,426.52	408	585	993	172.15	210.58	194.79	15,880	20,901	36,781	100			
3001	Supervisory	808.56	52,447.87		53,256.43	2	82	84	404.28	639.61	634.01	160	9,486	9,646	4			
4001	Middle Management Course	25,106.62	50,440.79		75,547.41	37	44	81	678.56	1046.38	932.68	3,100	4,352	7,452	4			
	Total All Other Courses	145,256.33	122,167.99		267,424.32	704	620	1,324	206.33	197.05	201.98	31,770	27,586	59,356	217			
	Subtotal	404,879.48	735,030.16		1,139,909.64	1240	1563	2,803				34,885	151375	236,260	342			
	Adjustments to Prior Payments State Controller Audit Adjustments	(-)1,200.88 (-)15,997.62	(-) 490.06 (-)4,896.61		(-) 1,690.94 (-)20,894.23													
	Total Reimbursement	387,680.98	729,643.49		1,117,324.47	1240	1563	2,803				34,885	151375	236,260	342			
	* Breakdown of All Courses																	
1000	BASIC TRAINING	163,661.42	386,785.04		550,446.46	91	232	323	1798.48	1667.18	1704.17	34,055	89,050	123,105	55			
1001	Basic Course	163,469.92	386,785.04		550,254.96	89	232	321	1836.74	1667.18	1714.19	33,975	89,050	123,025	17			
1050	Arrest and Firearms (P.C. 832)	191.50			191.50	2		2	95.75		95.75	80		80	38			
2000	ADVANCED OFFICER	70,238.05	123,188.47		193,426.52	408	585	993	172.15	210.58	194.79	15,880	20,901	36,781	100			
2001	Advanced Officer Course	70,238.05	123,188.47		193,426.52	408	585	993	172.15	210.58	194.79	15,880	20,901	36,781	100			
3000	SUPERVISION	808.56	52,447.87		53,256.43	2	82	84	404.28	639.61	634.01	160	9,486	9,646	4			
3001	Supervisory Course	808.56	52,447.87		53,256.43	2	82	84	404.28	639.61	634.01	160	9,486	9,646	4			
3050	Supervisory Update																	
3055	Civilian Supervisory School																	
4000	MANAGEMENT TRAINING	29,794.11	58,315.21		88,109.32	67	93	160	444.69	627.04	550.68	3,784	5,524	9,308	12			
4001	Middle Management Course	25,106.62	50,440.79		75,547.41	37	44	81	678.56	1046.38	932.68	3,100	4,352	7,452	4			
4050	Supplemental Management Trng. Program Evaluation and Review Techniques		132.88		132.88	1		1		132.88	132.88		24	24				
4060	Cost Analysis and Budgeting	28.44			28.44	1		1	28.44		28.44	24		24	1			
4062	Field Management Training	577.57	1,686.29		2,263.86	5	13	18	115.51	129.71	125.77	84	308	392				

REIMBURSEMENTS PAID DURING
 FIRST QUARTER ENDING SEPTEMBER 30, 1976
 1976/77 FISCAL YEAR

Commission on Peace Officer Standards and Training
 Administration Division - Claims Audit Section

Course Number	Course	Amount of Reimbursement				Number of Trainees				Cost Per Trainee				Man Hours of Training				Course Presentations	
		1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Average	1976-1977	1975-1976		Grand Total	76-77	Total
4065	Planning, Research and Development	\$	\$		\$					\$	\$		\$						
4066	Research and Development																		
4067	Research Design																		
4070	Team Building Workshop	686.84	5,284.18		5,971.02	4	30		34	171.71	176.14		175.62	96	720		816	4	
4075	Middle Management Seminar	3,394.64	771.07		4,165.71	20	5		25	169.73	154.21		166.63	480	120		600	3	
4080	Organizational Development Seminar for Police Agencies																		
5000	EXECUTIVE AND ADMINISTRATIVE	3,208.19	1,935.22		5,143.41	13	8		21	246.78	241.90		244.92	316	300		616	4	
5001	Executive Development Course		509.93		509.93		2		2		254.97		254.97		160		160		
5050	Executive Development Seminar	3,208.19	1,425.29		4,633.48	13	6		19	246.78	237.55		243.87	316	140		456	4	
6000	FIELD OPERATIONS	65,732.46	27,327.33		93,059.79	266	148		414	247.11	184.64		224.78	12,398	6,726		19,124	41	
6005	Advanced Patrol Special Enforcement Training																	1	
6010	Analysis of Urban Terrorist Activities																		
6020	Boating Safety and Enforcement																		
6030	Breathalyzer Course																		
6040	Civil Emergency Management	3,042.63	337.18		3,379.81	19	2		21	160.14	168.59		160.94	886	94		980	1	
6045	Commercial Enforcement Training																		
6047	Crime Prevention Institute	15,154.43			15,154.43	26			26	582.86			582.86	2,081			2,081	1	
6050	Crisis Intervention																	1	
6052	Disaster and Riot Training																		
6053	Evidence Technician																		
6054	Field Evidence Technician	13,432.35	6,434.00		19,866.35	19	22		41	706.97	292.45		484.55	1,980	2,038		4,018	2	
6055	Field Evidence Techniques																		

State of California -- Department of Justice
Commission on Peace Officer Standards and Training
Administration Division - Claims Audit Section

Course Number	Course	Amount of Reimbursement				Number of Trainees				Cost Per Trainee				Man Hours of Training				Course Presentations			
		1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Average	1976-1977	1975-1976		Grand Total	76-77			Total
6060	Field Command Post Cadre School	\$	\$		\$					\$	\$		\$								
6065	Field Training Officer Seminar																				
6066	Field Training Officer School																			1	
6070	Field Training Officer Course		4,742.86		4,742.86	35		35		135.51		135.51		1,475		1,475	3				
6075	Law Enforcement Legal Education Program	2,554.04	2,928.58		5,482.62	12	13	25		212.84	225.28		219.31	480	520		1,000	1			
6080	Law Enforcement Legal Education Update	3,978.41	3,227.09		7,205.50	29	19	48		137.19	169.85		150.12	608	380		988	2			
6075	Narcotic Enforcement for Patrolmen	677.65	12.91		690.56	9	1	10		75.29	12.91		69.06	180	20		200	6			
6100	Officer Survival and Internal Security	11,576.99	4,773.79		16,350.78	66	26	92		175.41	183.61		177.73	3,069	1,222		4,291	3			
6105	Political Violence and Terrorism	5,854.79			5,854.79	33		33		177.42			177.42	1,516			1,516	5			
6110	Protective Services Operations Briefing	2,034.68	247.43		2,282.11	12	2	14		169.56	123.72		163.01	480	80		560	3			
6115	Protective Services	1,571.68	2,476.75		4,048.43	8	16	24		196.46	154.80		168.69	280	448		728	1			
6120	School Resource Officer	1,509.11	134.90		1,644.01	7	1	8		215.59	134.90		205.51	168	24		192	2			
6121	School Resource Officer Institute																	1			
6125	School Security Course	301.25	1,283.65		1,584.90	2	7	9		150.63	183.38		176.10	94	329		423	2			
6130	Security for Law Enforcement																				
6135	Team Policing Leadership																				
6140	Underwater Search and Recovery																		2		
6145	Unusual Incident Tactics	196.05			196.05	3		3		65.35			65.35	72			72	1			
6150	Workshop on the Mentally Ill	3,848.40	728.19		4,576.59	21	4	25		183.26	182.05		183.07	504	96		600	2			
7000	TRAFFIC	6,355.65	12,041.99		18,397.64	38	62	100		167.25	194.23		183.98	1,688	2,654		4,342	11			
7005	Traffic Accident Investigation	3,614.85	4,087.67		7,702.52	34	35	69		106.32	116.79		111.63	1,360	1,400		2,760	5			
7010	Advanced Traffic Accident Investigation		193.42		193.42		7	7			27.63		27.63		280		280				
7015	Advanced Accident Investigation																				
7025	Traffic Program Management Institute		4,192.08		4,192.08		12	12			349.34		349.34		528		528				

REIMBURSEMENTS PAID DURING
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Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

Course Number	Course	Amount of Reimbursement				Number of Trainees				Cost Per Trainee				Man Hours of Training				Course Presentations			
		1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Average	1976-1977	1975-1976		Grand Total	76-77			Total
7030	Speed from Skidmark	\$	\$ 197.00		\$ 197.00		3		3	\$	\$ 65.67		\$ 65.67		120		120	1			
7050	Motorcycle Training	2,740.80	3,371.82		6,112.62	4	5		9	685.20	674.37		679.18	328	326		654	5			
7055	Motor Officer Training School																				
8000	<u>DRIVER TRAINING</u>	17,142.19	417.93		17,560.12	81	10		91	211.63	41.79		192.97	1,832	190		2,022	48			
8005	Driver Training, Allied Agency	5,295.48			5,295.48	22			22	240.70			240.70	528			528	6			
8010	Driver Training Program	344.79	93.90		438.69	14	4		18	24.63	23.48		24.37	224	64		288	14			
8020	Driver Training School																	9			
8030	Advanced Driver Training Program	11,501.92			11,501.92	45			45	255.60			255.60	1,080			1,080	19			
8040	Police Defensive Driving Course		324.03		324.03		6		6		54.01		54.01		126		126				
9000	<u>CRIMINAL INVESTIGATION</u>	21,434.97	24,672.70		46,107.67	103	102		205	208.11	241.93		224.93	7,848	4,581		12,429	19			
9001	Criminal Investigation	93.60			93.60	3			3	31.20			31.20	120			120	1			
9005	Crime Scene Investigation		2,899.74		2,899.74		9		9		322.19		322.19		360		360	3			
9005	Physical Evidence Presentation		7,071.05		7,071.05		11		11		642.83		642.83		840		840	1			
9010	Crime Specific		2,127.42		2,127.42		15		15		141.83		141.83		360		360				
9015	Economic Crime Investigation Training	3,927.30	1,421.07		5,348.37	10	4		14	392.73	355.27		382.03	800	320		1,120	3			
9020	Investigators School		1,081.54		1,081.54		2		2		540.77		540.77		240		240				
9025	Practical Investigative Case																				
9050	Basic Auto Theft Investigators Workshop		2,346.32		2,346.32		13		13		180.49		180.49		455		455				
9055	Advanced Auto Theft Investigators Workshop		2,904.40		2,904.40		18		18		161.36		161.36		630		630				
9065	Basic Vehicle Theft Investigation		340.92		340.92		5		5		68.18		68.18		200		200	1			
9100	Rape Investigation		862.79		862.79		11		11		78.44		78.44		176		176	1			
9125	Sex Crime Investigation	293.60			293.60	16			16	18.35			18.35	384			384	1			

REIMBURSEMENTS PAID DURING
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State of California - Department of Justice

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

Course Number	Course	Amount of Reimbursement				Number of Trainees				Cost Per Trainee				Man Hours of Training				Course Presentations	
		1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Average	1976-1977	1975-1976		Grand Total	76-77	Total
9150	Advanced Investigation for Coroners Cases	\$	\$		\$				\$	\$									
9155	Coroners Course		1,068.01		1,068.01		5		5		213.60		213.60		280		280		
9160	Homicide Institute	7,578.40			7,578.40	38			38	199.43		199.43	3,760				3,760	1	
9210	Basic Narcotic and Dangerous Drugs	870.00			870.00	9			9	96.67		96.67	720				720	2	
9225	Narcotics Investigation	8,619.37	2,549.44		11,168.81	25	9		34	344.77	283.28	328.49	1,984	720		2,704	3		
9230	Narcotics Investigation, Advanced																		
9235	Narcotics Investigation, Basic	52.70			52.70	2			2	26.35		26.35	80			80	1		
9250	Vice School																	1	
10000	CRIMINALISTICS	10.00	359.02		369.02	1	8		9	10.00	44.88	41.00	40	320		360	3		
10005	Fingerprint School		359.02		359.02		8		8		44.88	44.88		320		320	1		
10006	Latent Fingerprint School																		
10010	Advanced Latent Fingerprint School	10.00			10.00	1			1	10.00		10.00	40			40	2		
10025	Advanced Bloodstain Analysis																		
10050	Controlled Substance Analysis																		
10075	Firearms and Toolmark Identification																		
10106	Forensic Microscopy																		
10107	Forensic Alcohol Supervisor																		
11000	INTELLIGENCE OPERATIONS	8,937.32	4,524.35		13,461.67	38	19		57	235.19	238.12	235.17	1,949	960		2,909	11		
11005	Chief Executive Criminal Intelligence Seminar		50.40		50.40		1		1		50.40	50.40		16		16			
11010	Criminal Intelligence Commanders Course	168.55	815.64		984.19	1	4		5	168.55	203.91	196.84	36	144		180	1		
11020	Criminal Intelligence Data Analyst	2,212.49	782.81		2,995.30	6	2		8	368.75	391.41	374.41	480	160		640	4		
11030	Criminal Intelligence Data Collector	1,591.20	1,489.59		3,080.79	4	4		8	397.80	372.40	385.10	315	320		635	2		
11040	Organized Crime Informant Development and Maintenance	45.00	695.20		740.20	1	4		5	45.00	173.80	148.04	40	160		200	1		
11050	Specialized Surveillance Equip.	4,920.08	690.71		5,610.79	26	4		30	189.23	172.68	187.03	1,078	160		1,238	3		

REIMBURSEMENTS PAID DURING
 FIRST QUARTER ENDING SEPTEMBER 30, 1976
 1976/77 FISCAL YEAR

State of California - Department of Justice
Commission on Peace Officer Standards and Training
 Administration Division - Claims Audit Section

Course Number	Course	Amount of Reimbursement				Number of Trainees				Cost Per Trainee				Man Hours of Training				Course Presentations	
		1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Average	1976-1977	1975-1976		Grand Total	76-77	Total
12000	JUVENILE	\$ 675.61	\$ 5,177.57		\$ 5,853.18	2	24		26	\$ 337.81	\$ 215.73		\$ 225.12	80	1,048		1,128	3	
12005	Delinquency Control Institute																		
12010	Juvenile Justice Update		2,792.61		2,792.61		16		16		174.54		174.54		640		640		
12020	Juvenile Law Enforcement Officer's Training Course	675.61	2,384.96		3,060.57	2	8		10	337.81	298.12		306.06	80	408		488	1	
12025	Juvenile Officers Course																	1	
12040	Juvenile Procedures School																	1	
13000	PERSONNEL	1,174.28	1,830.12		3,004.40	8	11		19	146.79	166.37		158.13	192	255		447	1	
13005	Background Investigation		143.35		143.35		3		3		47.78		47.78		63		63		
13025	Internal Affairs	1,174.28	1,686.77		2,861.05	8	8		16	146.79	210.85		172.82	192	192		384	1	
14000	COMMUNICATIONS	2,570.56	2,398.93		4,969.49	15	21		36	171.37	114.23		138.04	360	584		944	3	
14005	Complaint/Dispatcher																	2	
14010	Dispatcher/Complaint Desk Operator		223.62		223.62		5		5		44.72		44.72		200		200		
14015	Criminal Justice Information Systems	2,570.56	2,175.31		4,745.87	15	16		31	171.37	135.96		153.09	360	384		744	1	
15000	TRAINING	7,772.70	27,237.21		35,009.91	61	85		146	127.42	320.44		239.79	1,906	5,459		7,365	12	
15005	Behavioral Objectives Course	1,725.85	1,697.78		3,423.63	11	16		27	156.90	106.11		126.80	264	384		648	2	
15010	Criminal Justice Role Training Program		9,326.61		9,326.61		15		15		621.77		621.77		1,778		1,778		
15015	Chemical Agents Instructors Course		553.59		553.59		8		8		69.20		69.20		192		192		
15020	Firearms Instructors Course	2,296.78	2,075.49		4,372.27	18	16		34	127.60	129.72		128.60	784	726		1,510	3	
15025	Instructor Development Course																	1	
15045	Police Training Managers Course		12,349.55		12,349.55		18		18		686.09		686.09		2,160		2,160		
15050	POST Special Seminar	3,750.07	1,234.19		4,984.26	32	12		44	117.19	102.85		113.28	858	219		1,077	6	
15055	Techniques of Teaching Criminal Justice Role Training																		
15065	Upgrading Instructors Training																		

REIMBURSEMENTS PAID DURING
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Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

Course Number	Course	Amount of Reimbursement				Number of Trainees				Cost Per Trainee				Man Hours of Training				Course Presentations	
		1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Grand Total	1976-1977	1975-1976		Average	1976-1977	1975-1976		Grand Total	76-77	Total
16000	COMMUNITY POLICE RELATIONS	\$	\$ 123.08		\$ 123.08		1		1	\$	\$ 123.08		\$ 123.08		45		45	1	
16005	Community Police Relations		123.08		123.08		1		1		123.08		123.08		45		45	1	
17000	JAIL	1,140.96	3,017.94		4,158.90	39	66		105	29.26	45.73		39.61	1,557	2,656		4,213	9	
17005	Jail Management		1,596.58		1,596.58		6		6		266.10		266.10		264		264		
17010	Jail Operations	1,40.96	1,421.36		2,562.32	39	60		99	29.26	23.69		25.88	1,557	2,392		3,949	9	
17015	Jail Operations and Property Procedures																		
18000	LANGUAGE	4,222.45	3,027.70		7,250.15	7	5		12	603.21	605.54		604.18	840	600		1,440	1	
18005	Total Immersion Spanish	4,222.45	3,027.70		7,250.15	7	5		12	603.21	605.54		604.18	840	600		1,440	1	
19000	MISCELLANEOUS		202.48		202.48		1		1		202.48		202.48		36		36	4	
19005	Aviation Security Course																		
19010	Fire Investigation		202.48		202.48		1		1		202.48		202.48		36		36		
19015	Non-Sworn Police Personnel Training																		
19020	Security Guard Baton Training																	4	

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

BUDGET REVIEW COMMITTEE

August 25, 1976
Sacramento

The Budget Review Committee met on August 25, 1976, to review the POST Budget for 1977/78 Fiscal Year.

Commission members present:

William J. Anthony	- Chairman
Brad Gates	- Member
Jacob Jackson	- Member
Edwin McCauley	- Member
Donald F. McIntyre	- Member

Staff present:

William R. Garlington	- Executive Director
Bradley W. Koch	- Director, Technical Services
Otto H. Saltenberger	- Director, Administrative Counseling
Edward M. Toothman	- Director, Administration
Imogene Kauffman	- Recording Secretary

Visitor:

Frank Walsh	- Department of Justice, Fiscal Officer
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Budget Process

Following a brief discussion on the budget process, the present organization chart was reviewed. The Executive Director stated that no changes -- increases or decreases -- in the number of personnel had been made in the budget. However, operational changes are being studied, primarily toward having more consultants assigned to the field. By request, a description of the job function of each classification of present authorized personnel was presented. The Executive Director reported that a re-organization study is in progress. The Committee was in agreement with the importance of the re-organization plan. There was consensus that it continue and that a complete report be presented at the quarterly Commission meeting on October 28-29, 1976.

Fiscal Summary of Expenditures

The Fiscal Summary of Expenditures was reviewed. During discussion, it

was noted that the interest earned from the Peace Officer Training Fund is deposited in the General Fund. The legality of this was questioned and it was requested that staff contact the appropriate State Department for the state ruling regarding this question. Commissioner Gates requested that this be responded to at the Legislative Review Committee meeting on September 3.

During discussion of the out-of-state travel item of \$10,801, the question was asked regarding duplication of effort of POST and CCCJ in the area of crime prevention coordination. Chairman Anthony suggested that the Executive Director communicate with the Director of O. C. J. P. regarding his expressed desire to "channel money through POST whenever possible", and to explore further O. C. J. P.'s desire to supplement some of POST's efforts in order that they could be passed on to law enforcement more effectively.

Commissioner McIntyre suggested that there be approval of the basic requests presented for out-of-state travel of \$7,710 plus an additional 10% contingency for unknown trips, rounding the figure out to \$8,500 instead of approving \$10,801 as shown on the budget request. McCauley was in support, and stated he would second a motion to that effect.

Contractual Services Budget Request of \$77,907 was questioned. Mr. Toothman explained this fund is used for reallocation to General Expense and Personal Services as needed.

MOTION by Commissioner Gates, seconded by McIntyre, for approval of the budget of \$2,483,536, minus the reduction in the amount of out-of-state travel from \$10,801 to \$8,500, and that a hiring freeze be imposed on any vacant positions currently existing until the Executive Director is able to re-examine what kind of services we should be providing, reorganization, and the number of people he wants working in POST, and give the full Commission a report in October, at which time any corrective action deemed necessary can be taken.

Following discussion of the motion, an amendment was made:

AMENDED MOTION by Commissioner Gates, second approving, carried unanimously that the Budget Committee recommend conceptual approval of the F. Y. 1977/78 Budget in the amount of \$2,481,235 depending on the Executive Directors full report at the October Commission meeting on an in-depth analysis of the restructuring of the POST organization.

Proposal for Future POST Headquarters

Discussion was held regarding a more satisfactory location for future POST headquarters. It was the consensus of the Committee that the Executive Director should proceed to look into the possible considerations and report on the alternatives at the October Commission meeting.

New Per Diem Rate, Effective September 1, 1976

The Executive Director reported that there may be a problem of interpretation of the Commission action taken at the last Commission meeting regarding the decision that POST reimburse per diem in accordance with the state mandate. A new per diem rate to become effective September 1, 1976, states that \$35 will be reimbursed on short-term (less than 30 days) and \$22 for long-term (more than 30 consecutive days). The trainees at the basic academies would fall in the long-term category of a \$22 per diem.

It was the consensus of the Committee that the intent of the Commission action was that all trainees in the POST program should receive the \$35 per diem. For purposes of facilitating the POST operation, the intent was authorized; and to make certain the posture of the other Commissioners was not misrepresented, it will be discussed by the full Commission at the October meeting.

Budget Change Proposal on the Selection and Training Validation Unit

Mr. Koch requested that consideration be given to the hiring of an industrial psychologist to direct the technical aspects of a Training and Validation Unit within POST, and that \$34,771 be approved for this purpose. The Executive Director is to contact the Personnel Board regarding their regulation which states that if a person is under contract over a certain period of time, they should be on the regular pay roll. More information will be available at the October Commission meeting regarding the LEAA and OCJP Affirmative Action Project and the procedure to go out for bid in obtaining contractual personnel. The full proposal will be presented to the Commission at the October meeting.

Old/New Business

Commissioner Gates requested that the Committee give some thought for future action on the following procedural policies:

1. Establish and announce to the field by January of each year what the reimbursement rate will be for that year (instead of in April of each year as has been done in the past.)
2. Concentrate on ways to increase reimbursement rates.

3. Consider involving law enforcement departments in evaluation and validation-type projects and studies instead of POST's contracting with outside consultants.

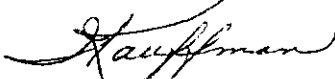
Date Change of Next Commission Meeting

Due to a conflict with the date of the State Sheriffs' Conference on November 3-4, and following a telephonic poll of the full Commission, it was decided that the next Commission meeting will be October 28-29 in Palm Springs.

Adjournment

There being no further business, the meeting was adjourned at 2:30 p. m.

Respectfully submitted,



I. Kauffman
Recording Secretary

AGENDA ITEM SUMMARY SHEET

Agenda Item Title 1977/78 Budget and Reorganization Plan		Meeting Date October 28 & 29, 1976
Division Executive Office	Division Director Approval	Researched By William R. Garlington
Executive Director Approval <i>W. R. Garlington</i>	Date of Approval 10-13-76	Date of Report October 13, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

The Commission Budget Review Committee met on August 25, 1976. Members recommended approval of the proposed POST Budget after reducing the out-of-state travel category. The Executive Director was instructed to review personnel needs, reduce expenditures where possible and proceed with reorganization. The budget proposal has been modified as described below and the reorganization plan is explained by this report and the attached charts.

Major Change Items

1. Personnel - Reduce permanent staff three Law Enforcement Consultant II positions. Salary savings \$96,400. 32,100 Per?
2. Organizational Changes
 - a. Executive Office - One Assistant Director assigned to the Executive Office who will be rotated periodically. The occupant will assist the Executive Director with general administrative responsibilities, and carry out certain liaison and program assignments which are specific responsibilities of the Executive Office.
 - b. Standards and Training - Increase the number of consultants from 10 to 12, all of whom will be assigned field duties. All major research will be conducted elsewhere in the organization and emphasis will be placed on field activities and increased service to agencies. It is estimated at least one personal contact will be made every six months and every new course promptly evaluated. Consultants will also be encouraged to give more minor administrative counseling advice where they have the expertise to do so.
 - c. Law Enforcement Management Services - This division is a combination of the present Technical Services and Administrative Counseling functions. Personnel will be responsible for most field related research and management counseling projects. Combined personnel of these divisions have been reduced by five Law Enforcement Consultant II positions and one Bureau Chief in order to increase Standards and Training services, reduce department manpower and improve the certificate program.

Utilize reverse side if needed

- d. Administration - The primary change in this division is the addition of a Bureau Chief position to administer the certificate and specialized agency programs. Because certificates are a vital consideration to thousands of California law enforcement officers, both regular and specialized; and revocation of the certificate may be a bar to future employment, improved administration of this aspect of POST responsibility is necessary.

This reorganization plan has been presented to the Department of Finance and the Legislative Analyst's Office. Both have approved of the plan in concept but naturally reserve approval of the budget until their routine review process has been completed.

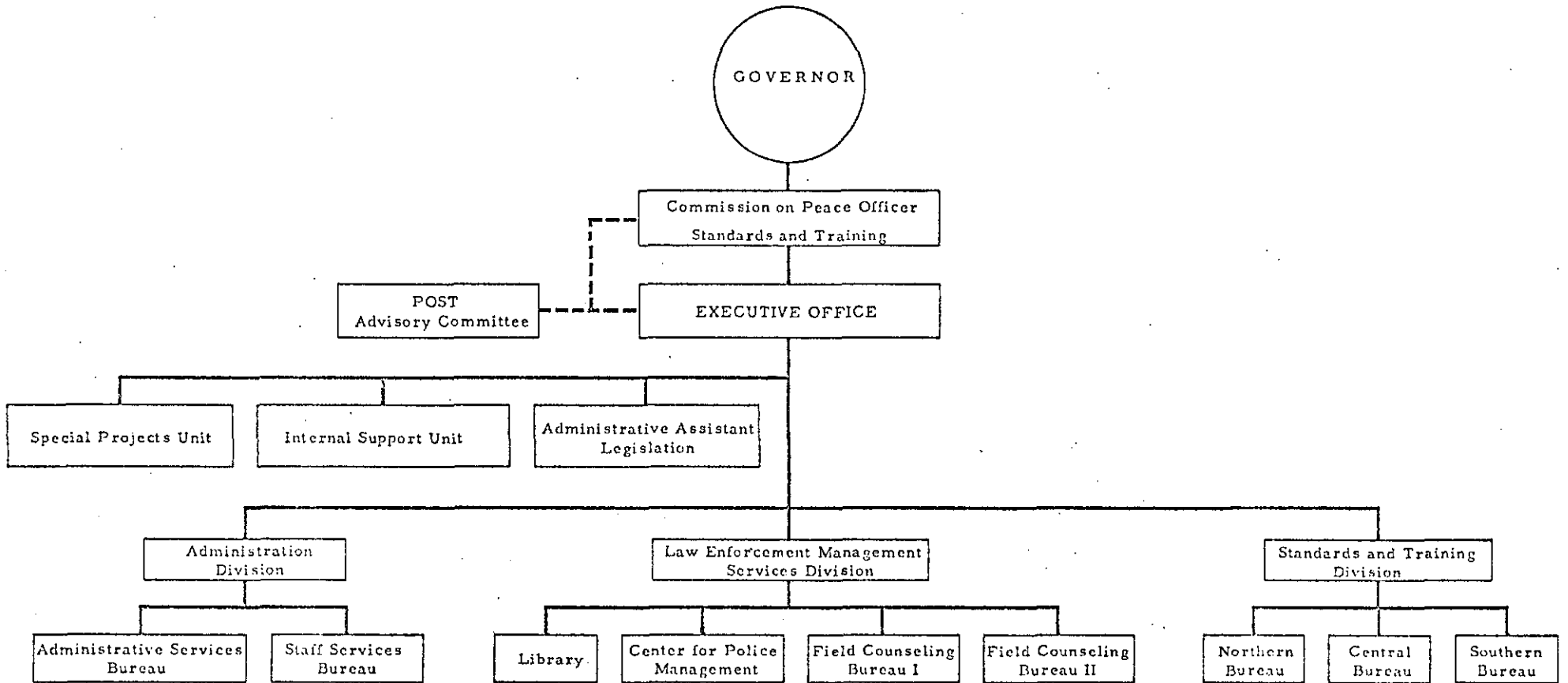
Action

The Commission is requested to approve the 1977/78 budget proposal based upon the reorganization plan.

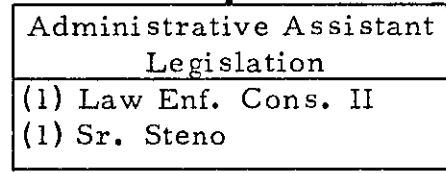
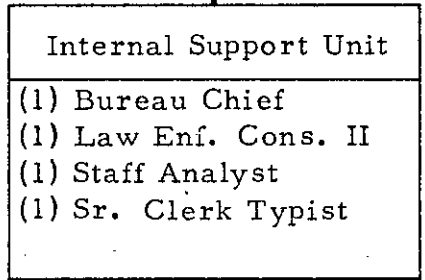
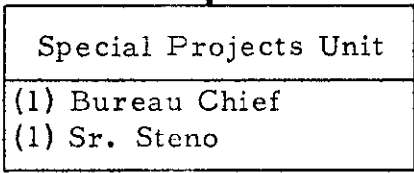
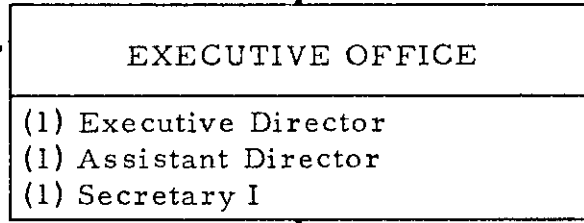
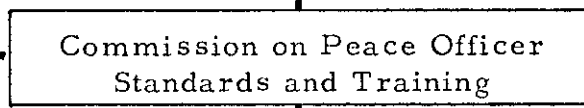
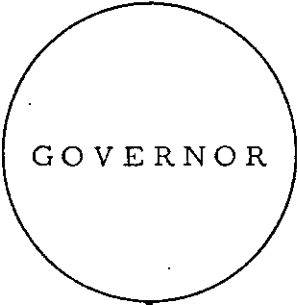
Commission on Peace Officer Standards and Training

Proposed Organization Chart

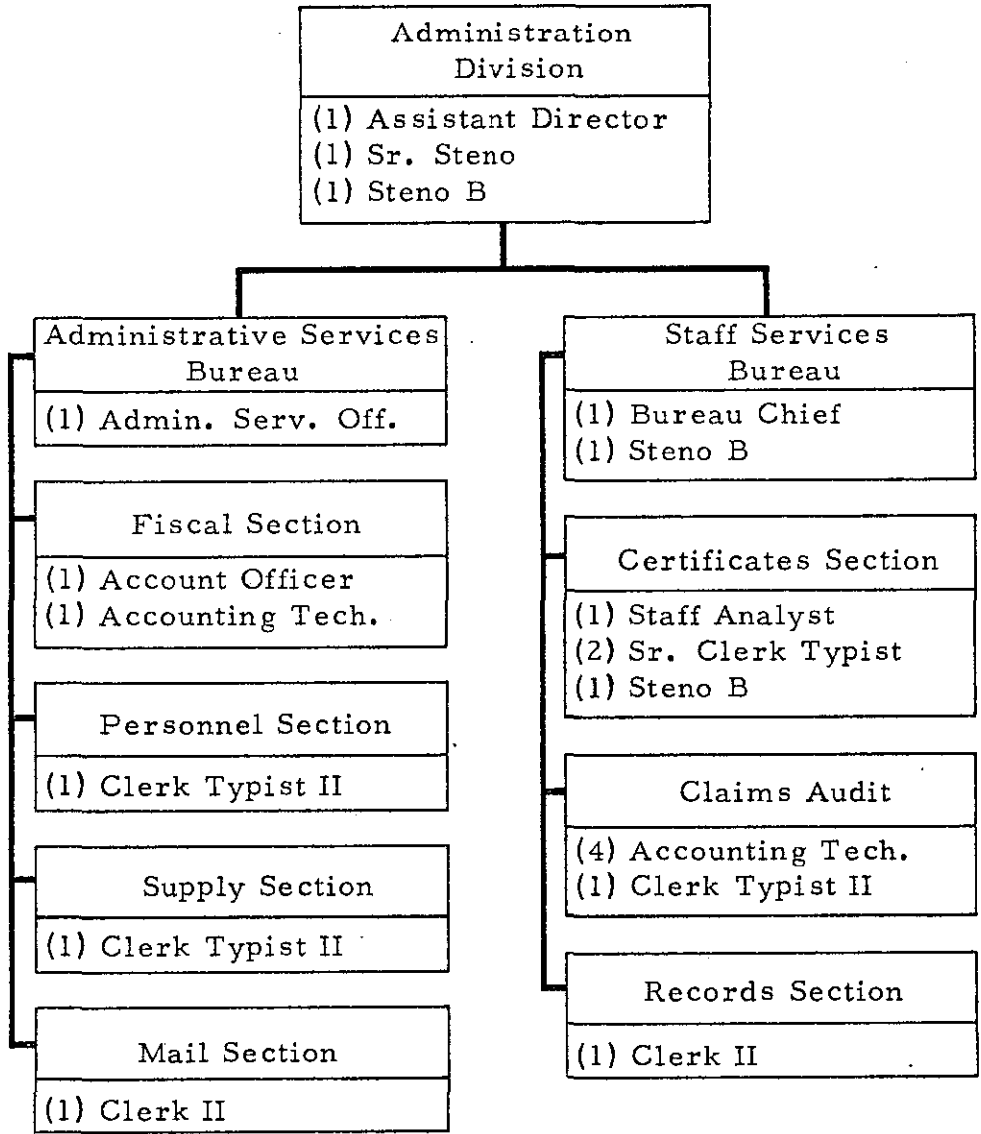
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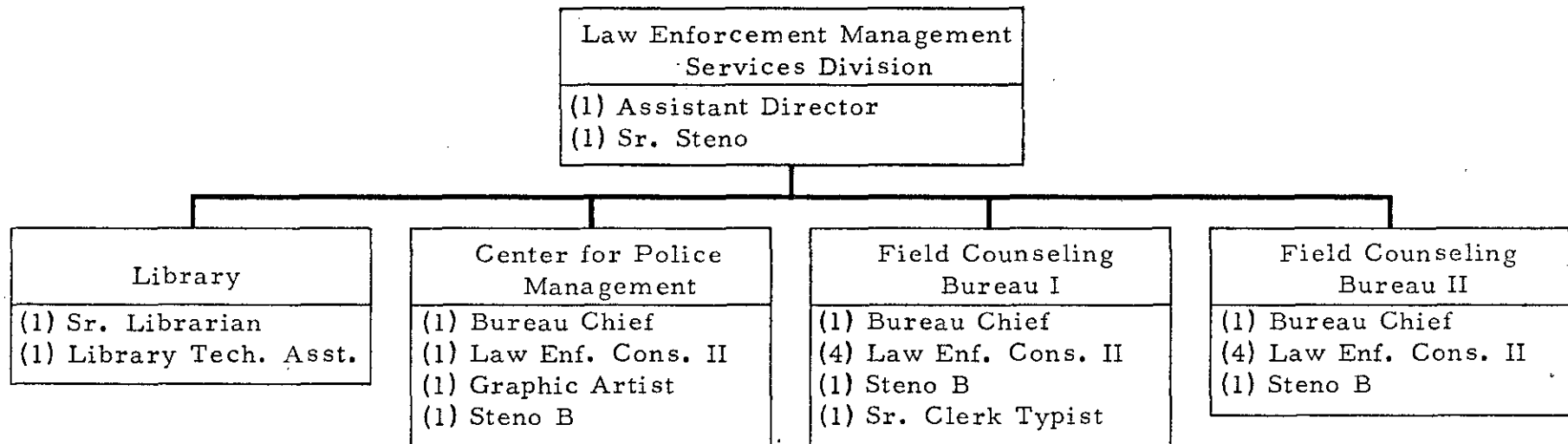
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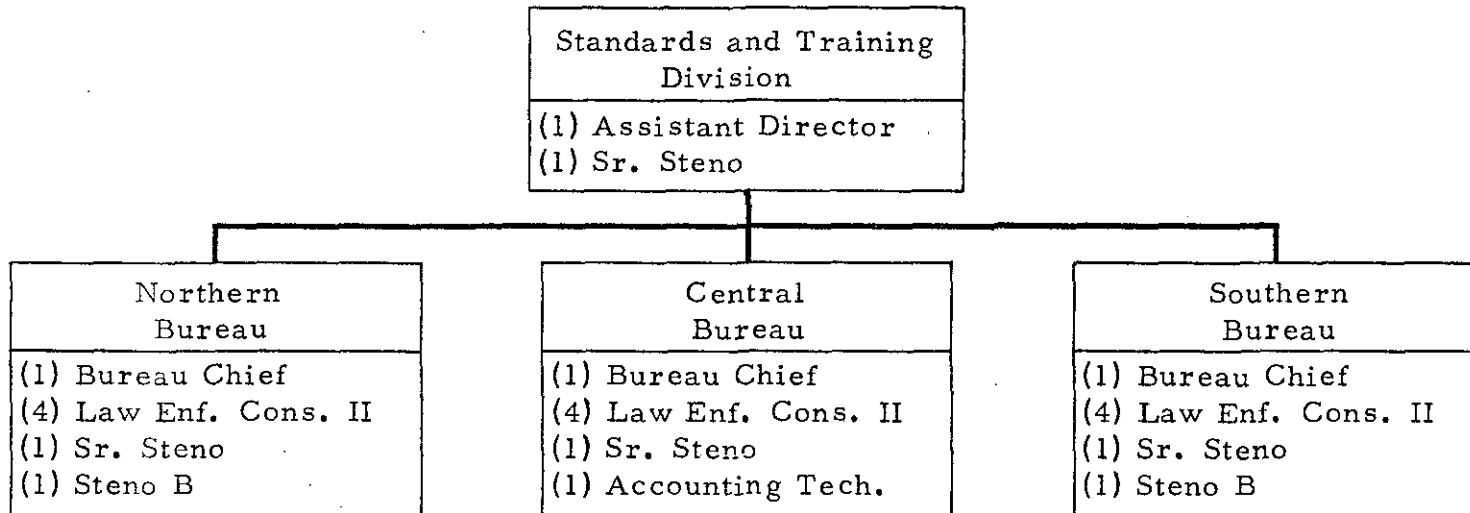
Executive Director	1
Assistant Director	1
Bureau Chief	2
Law Enf. Cons. II	2
Staff Analyst	1
Secretary I	1
Sr. Steno	2
Sr. Clerk Typist	1
	<hr/>
	11



Assistant Director	1
Bureau Chief	1
Admin. Serv. Off.	1
Staff Analyst	1
Account Officer	1
Accounting Tech.	5
Sr. Steno	1
Steno B	3
Sr. Clerk Typist	2
Clerk Typist II	3
Clerk II	2
	<hr/>
	21



Assistant Director	1
Bureau Chief	3
Law Enf. Cons. II	9
Sr. Librarian	1
Sr. Steno	1
Graphic Artist	1
Steno B	3
Library Tech. Asst.	1
Sr. Clerk Typist	1
	<hr/>
	21



Assistant Director	1
Bureau Chief	3
Law Enf. Cons. II	12
Sr. Steno	4
Accounting Tech.	1
Steno B	2
	<u>23</u>

Position	Present Authorized 1976/1977	Underfilled Position	Proposed Positions
Executive Director	1		1
Assistant Director	4		4
Sr. Law Enf. Cons.	9		9
Law Enf. Cons. II	26		23
Admin. Serv. Off.	1	1 Clk Typist	1
Staff Services Ana.	2		2
Sr. Librarian	1		1
Accounting Officer	1	1 Acct. Trn	1
Accounting Tech.	6		6
Secretary I	1		1
Sr. Steno	8		8
Steno B	8		8
Sr. Clerk Typist	4	1 Clk Typ. II	4
Clerk Typist II	3		3
Clerk II	2		2
Graphic Artist	1		1
Library Tech. Asst.	1		1
	79		76

Commission on Peace Officer Standards and Training
(DEPARTMENT)

FORM 31--STANDARD BUDGET SCHEDULE (5-66)

(ORGANIZATION UNIT)

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(TITLE OF SCHEDULE) (1)	NUMBER OF POSITIONS			ACTUAL LAST YEAR (5)	ESTIMATED CURRENT YEAR (6)	ESTIMATED BUDGET YEAR (7)	CHANGE FROM CURRENT YEAR (DECREASE-) (8)
	P.V. (2)	C.Y. (3)	B.V. (4)				
DOLLARS ONLY							
The objectives of the Commission on Peace Officer Standards and Training are to raise and maintain the level of competence of California peace officers and to provide such other services to local law enforcement as are authorized by law. To accomplish this, the Commission established minimum standards of physical, mental, and moral fitness for the recruitment, selection, and training of peace officers. The Commission on Peace Officer Standards and Training apportions revenue received from assessments on criminal and traffic fines to local law enforcement agencies to reimburse them for a portion of the cost of training peace officers.							
SUMMARY OF PROGRAM REQUIREMENTS				1975-76	1976-77	1977-78	
I. Standards and Training				\$ 622,575	\$ 738,824	\$ 691,644	
II. Technical Services				540,162	540,601	-	
III. Administrative Counseling				560,246	494,607	-	
IV. Administration				526,398	604,962	906,056	
V. Law Enforcement Mgmt. Services						758,571	
VI. Assistance to Cities and Counties				8,528,491	9,152,392	9,152,392	
TOTAL PROGRAMS				\$10,777,872	\$11,531,386	\$11,508,663	
Reimbursements				-25,928	-	-	
NET TOTALS, PROGRAMS				\$10,751,944	\$11,531,386	\$11,508,663	
Peace Officers' Training Fund				10,751,944	11,531,386	11,508,663	
Federal Funds				-			
Personnel man-years				82.7	80	74	
I. STANDARDS AND TRAINING							
Program Objectives and Description							
Consultants coordinate efforts to increase the effectiveness of law enforcement personnel by developing education and training courses to meet needs identified through planning; by providing quality control and adequate scheduling of such courses; to assist police agencies to meet training requirements and to develop balanced training and career development programs; and to render other related miscellaneous services to enforcement agencies and training institutions.							
EDUCATION AND TRAINING							
Education and training courses are organized at local community colleges, four-year colleges, uni-versities, police academies, and other institutions to meet the needs of peace officers. Courses offered are categorized as recruit officer, supervisory, middle management, advanced officer, executive development, and a wide variety of technical and special courses.							

FORM 31—STANDARD BUDGET SCHEDULE (5-66)

(ORGANIZATION UNIT)

(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.Y. (2)	C.Y. (3)	B.Y. (4)				
← DOLLARS ONLY →							
Consultants from this division establish the basic criteria that must be met for each of these courses before Commission certification. Advice and assistance is given to local educators and police trainers in preparing these courses and training plans.							
Periodic field inspections are made to insure that instructors, coordinators, and trainers are adhering to established course outlines and are meeting all instructional standards. Failure to meet the educational and training standards may be cause for revocation of course certification. Implementation assistance is provided to local agencies to obtain the best results from available training programs.							
Authority							
Section 13503 Penal Code							
PERSONNEL STANDARDS							
Program Objectives and Description							
To make inspections to determine if law enforcement agencies receiving state aid are adhering to adopted standards for selection and training and to provide implementation assistance in raising the level of competency through the selection and training process.							
The procedures used by a jurisdiction to select and train law enforcement personnel are audited and a counseling service to improve the methods employed in this administrative process is provided. If the result of the inspection reveals operational or structural defects, a program is provided to insure compliance. Those police personnel in departments selected to conduct background investigations of newly recruited officers are counseled and trained as necessary. Implementation of the Minority Recruitment Program has been functionally integrated as part of the field services provided by the Standards and Training Division. Results of the recently completed Crime Prevention programs are also being integrated.							
Authority							
Section 13512 Penal Code							
Program Requirements	75-76	76-77	77-78	1975-76	1976-77	1977-78	
Continuing program costs	19.9	21	23	\$622,575	\$738,824	\$691,644	
Workload adjustment	-	-	-	-	-	-	
TOTALS, STANDARDS AND TRAINING	19.9	21	23	\$622,575	\$738,824	\$691,644	
Peace Officers' Training Fund				622,575	738,824	691,644	

(ORGANIZATION UNIT)

FORM 51—STANDARD BUDGET SCHEDULE (5-66)

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(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.Y. (2)	C.Y. (3)	B.Y. (4)				
Program Elements	75-76	76-77	77-78	1975-76	1976-77	1977-78	
Education and Training	14.9	15	18	\$466,931	\$527,742	\$499,505	
Personnel Standards	5	6	5	155,644	211,082	192,139	
	← DOLLARS ONLY →						
Output							
Officers Trained:							
(Eligible for Reimbursement)				17,000	17,000	18,000	
(Specialized, not Reimbursed)				1,800	1,800	1,400	
(P. C. 832 Program)				8,932	5,000	6,000	
On-Site Course Inspection				150	200	250	
Courses Decertified				70	80	50	
Courses Modified				40	100	40	
Courses Audited				10	80	80	
Total Certified Courses				400	390	350	
Course Presentations -							
(Reimbursable)				1,500	1,500	1,400	
(Not Reimbursable)				337	200	180	

*Wither do
these 215
come from?*

FORM 31—STANDARD BUDGET SCHEDULE (3-66)

(ORGANIZATION UNIT)

3 of 3

(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.Y. (2)	C.V. (3)	S.V. (4)				
DOLLARS ONLY							
II. LAW ENFORCEMENT MANAGEMENT SERVICES DIVISION							
Program Objectives and Description							
The objectives of the Law Enforcement Management Services Division are to solve specific administrative or operational problems related to management or operational techniques and procedures of local law enforcement agencies. Four major services are provided to local jurisdictions upon request:							
1. General surveys which provide an extensive review and analysis of an agency's total operation.							
2. Special surveys consist of the review and analysis of specified topics.							
3. Selected studies and special services which provide limited and specified counseling services.							
4. Staff assistance to insure prompt and effective implementation of survey recommendations.							
The conduct of these counseling services usually includes the preparation of a written analysis of problems and recommendations for problem solution. Surveys are normally handled by POST staff members. However, in some instances, analysis of unusual problems or implementation of survey recommendations may entail the temporary employment of special consultants.							
There is a continuing need for research into management problems confronting local law enforcement agencies. This research is necessary so that law enforcement can more effectively carry out its responsibility for maintenance of public order and protection of life and property. The quality and effectiveness of law enforcement service is directly related to the effectiveness of management. Many departments have turned to POST as a resource center for guidance and assistance in resolving specific police management problems.							
In concert with other POST divisions, the objectives of the Law Enforcement Management Services Division are to provide management research assistance and to develop and implement workable solutions to selected research projects identified by local law enforcement and POST.							
The Law Enforcement Management Services Division conducts research to solve a variety of problems encountered in law enforcement operations. The Division issues written publications dealing with the "how to" aspects of problem solution involving the most pressing police management questions or problems.							
Within the POST organization, Law Enforcement Management Services Division provides research assistance to other divisions, coordinate internal programs, formulates directives, researches legislatively mandated programs and provides staff services including graphic arts work.							
The Division maintains a resource library. This facility provides vital information regarding all aspects of law enforcement and serves as an up-to-date resource center for POST personnel and local law enforcement agencies.							

FORM 31--STANDARD BUDGET SCHEDULE (8-68)

(ORGANIZATION UNIT)

304

(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.Y. (2)	C.Y. (3)	B.Y. (4)				
Authority							
Sections 13503, 13510, 13513 of the Penal Code.							
Program Requirements	75-76	76-77	77-78	1975-76	1976-77	1977-78	
Continuing program costs	18.6	16	21	\$540,162	\$511,821	\$758,571	
Workload adjustment	-	2	-	-	28,780	-	
TOTALS, LAW ENF. MGMT. SERVICES	18.6	18	21	\$540,162	\$540,601	\$758,571	
Peace Officers' Training Fund				514,234	540,601	758,571	
Reimbursements				25,928	-		
Program Elements							
Technical research	13.5	13	-	373,325	374,880	-	
Crime prevention training	0.1	-	-	2,066	-	-	
Center for police management	5	5	6	164,771	165,721	245,751	
Field counseling	19.7	15	15	560,246	494,607	512,820	
Output							
Technical Research Projects/Publications				24	24	24	
General Research Projects				74	75	75	
Library Research Projects				187	154	250	
Graphic Arts Projects				268	270	225	
General Surveys				7	-	-	
Special Surveys				22	18	19	
Selected Studies				22	17	22	
Special Services				-	18	24	

FORM 31--STANDARD BUDGET SCHEDULE (5-66)

(ORGANIZATION UNIT)

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(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.Y. (2)	C.Y. (3)	B.Y. (4)				
DOLLARS ONLY							
III. ADMINISTRATION							
Program Objectives and Description							
The administration of a statewide program involving over 600 city and county jurisdictions and state agencies and the allocation of over \$8,000,000 in reimbursements to local governments requires competent management.							
The Administration provides direction and control over the local assistance program so that the Commission's overall objectives may be realized in the most efficient and economical manner possible.							
The Commission's policies are executed by a permanent professional and clerical staff which operates under the direction of an executive director. Special programs may be executed by temporary or special staff under contract.							
As officers complete certified courses, claims are submitted to POST by the employing jurisdiction for reimbursement of the money expended in training the officers. Upon receipt, the claim is checked to insure that the course is certified in the amount and for the number of hours claimed, and for arithmetical accuracy. Correct and valid claims are forwarded to the Controller for payment. Various statistical reports are also prepared for management use and for the Commission.							
Applications by officers for professional law enforcement certificates, accompanied by college transcripts, certificates of course completion, and other supporting documents are reviewed to determine eligibility for a certificate and level of proficiency of each applicant. An appropriate certificate is completed and mailed to each qualified applicant. In accordance with Commission requirements, a certificate in some cases may be suspended or revoked.							
Section 13500 Penal Code							
Program Requirements	75-76	76-77	77-78	1975-76	1976-77	1977-78	
Continuing program costs	24.5	25	32	\$526,398	\$584,027	\$903,498	
Workload adjustment	-	1	-	-	20,935	2,558	
TOTALS, ADMINISTRATION	24.5	26	32	\$526,398	\$604,962	906,056	
Peace Officers' Training Fund				526,398	604,962	906,056	
Output							
Certificates issued				10,092	10,350	10,350	
Claims for reimbursement processed				6,916	7,000	7,000	
Number of police personnel for whom reimbursement was claimed				17,605	17,700	17,700	

Form 31—STANDARD BUDGET SCHEDULE (5-66)

(ORGANIZATION UNIT)

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(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.Y. (2)	C.Y. (3)	B.Y. (4)				
V. ASSISTANCE TO CITIES AND COUNTIES							
← DOLLARS ONLY →							
Program Objectives and Description							
The enforcement of laws and the protection of life and property without infringement on individual liberties is one of modern government's most pressing problems. Carefully selected, highly trained and properly motivated peace officers are important factors in the solution of this problem. To encourage and assist local law enforcement agencies to meet and maintain minimum standards in the selection and training of law enforcement officers, financial assistance is given to those cities and counties which qualify for state aid for peace officer training. Each jurisdiction participating in the program is reimbursed from the Peace Officers' Training Fund in proportion to the number of officers who qualify for training reimbursement.							
Authority							
Chapter 1305, Statutes of 1968, Sections 13500 to 13523, Penal Code							
Output/Input				1975-76	1976-77	1977-78	
Reimbursements to cities and counties				\$8,528,491	\$9,152,392	\$9,152,392	
							with?

Commission on Peace Officer Standards and Training
(DEPARTMENT)

FORM 31—STANDARD BUDGET SCHEDULE (5-66)

(ORGANIZATION UNIT)

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Summary by Object (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)	B.Y. (4)				
					← DOLLARS ONLY →		
Personal Services	75-76	76-77	77-78	1975-76	1976-77	1977-78	
Authorized Positions	82.7	79	76	\$1,396,885	\$1,471,160	\$1,428,586	
Merit Salary Adjustments	-	-	-	(18,262)	(19,680)	(20,664)	
Workload and administrative adjustments	-	3	-	-	45,652	2,558	
Proposed new positions	-	-	-	-	-	-	
Totals, Adjustments	-	3	-	-	\$ 45,652	\$ 2,558	
Totals, Salaries and Wages	82.7	82	76	\$1,396,885	\$1,516,812	\$1,431,144	
Estimated Salary Savings	-	-2	-2	-	-39,702	-37,496	
Net Totals, Salaries and Wages	82.7	80	74	\$1,396,885	\$1,477,110	\$1,393,648	
Staff Benefits	-	-	-	252,290	323,331	325,562	
Totals, Personal Services	82.7	80	74	\$1,649,175	\$1,800,441	\$1,719,210	
Operating Expenses and Equipment							
General Expense				\$ 75,720	\$ 83,250	\$ 88,506	Hand to DEFENSE
Printing ✓				30,949	30,465	32,293	
Communications				53,844	54,025	55,995	
Travel-in-State				135,123	102,485	105,234	
Travel Out-of-State				3,608	10,190	8,500	
Facilities Operations				113,936	102,090	108,215	
Prorated Expense				164,788	136,251	144,426	
Contractual Services				11,020	44,717	82,752	
Equipment				11,218	15,080	11,140	
Totals, Operating Expense and Equipment				\$ 600,206	\$ 578,553	\$ 637,061	
TOTALS, EXPENDITURES				\$2,249,381	\$2,378,994	\$2,356,271	
Reimbursements				-25,928	-	-	
NET TOTALS, EXPENDITURES				\$2,223,453	\$2,378,994	\$2,356,271	

(ORGANIZATION UNIT)

FORM 31—STANDARD BUDGET SCHEDULE (8-66)

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(TITLE OF SCHEDULE) (1)	NUMBER OF POSITIONS			ACTUAL PAST YEAR (5)	ESTIMATED CURRENT YEAR (6)	ESTIMATED BUDGET YEAR (7)	CHANGE FROM CURRENT YEAR (INCREASE—) (8)
	P.Y. (2)	C.Y. (3)	S.Y. (4)				
RECONCILIATION WITH APPROPRIATIONS							
STATE OPERATIONS							
PEACE OFFICERS' TRAINING FUND							
APPROPRIATIONS				1975-76	1976-77	1977-78	
Budget Act appropriation				\$2,030,616	\$2,250,641	\$2,356,271	
Allocation for salary increase				112,665	79,117	-	
Allocation for Employee Benefits				68,082	60,619	-	
Allocation for Price Increases				-	3,617	-	
Allocation for Emergency Augmentation				55,990	-	-	
Totals Available				\$2,267,353	\$2,393,994	\$2,356,271	
Unexpended balance, estimated savings				-43,900	-15,000	-	
TOTALS, EXPENDITURES, State Operations				\$2,223,453	\$2,378,994	\$2,356,271	
LOCAL ASSISTANCE							
PEACE OFFICERS' TRAINING FUND							
APPROPRIATIONS				1975-76	1976-77	1977-78	
Budget Act appropriation				\$9,152,392	\$9,152,392	\$9,152,392	
Totals Available				\$9,152,392	\$9,152,392	\$9,152,392	
Unexpended balance, estimated savings				-623,901	-	-	
TOTALS, EXPENDITURES, Local Assistance				\$8,528,491	\$9,152,392	\$9,152,392	
TOTALS, EXPENDITURES, ALL FUNDS				\$10,751,944	\$11,531,386	\$11,508,663	

FORM 31—STANDARD BUDGET SCHEDULE (5-66)

(ORGANIZATION UNIT)

Δ

(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.Y. (2)	C.Y. (3)	B.Y. (4)				
DOLLARS ONLY							
Fund Condition							
Peace Officers' Training Fund				1975-76	1976-77	1977-78	
Accumulated Surplus, July 1				\$ -115,421	\$1,690,515	\$2,159,129	
Prior Year Adjustment				747,228	-	-	
Advance Reimbursements							
Accumulated Surplus Adjusted				\$ 631,807	\$1,690,515	\$2,159,129	
Revenues:							
Penalties on Criminal fines				\$3,496,583	\$3,420,000	\$3,420,000	
Penalties on Traffic fines				8,312,945	8,580,000	8,580,000	
Escheat of unclaimed Warrants				1,124	-	-	
Total Revenues				\$11,810,652	\$12,000,000	\$12,000,000	
Totals, Resources				\$12,442,459	\$13,690,515	\$14,159,129	
Expenditures:							
Commission on Peace Officers							
Standards and Training				\$2,223,453	\$2,378,994	\$2,356,271	
Local Assistance				8,528,491	9,152,392	9,152,392	
Claim of Secretary, Board of Control							
Totals, Expenditures				\$10,751,944	\$11,531,386	\$11,508,663	
Accumulated Surplus, June 30				\$1,690,515	\$2,159,129	\$2,650,466	
Surplus Available for Appropriation				1,690,515	2,159,129	2,650,466	

INTEREST?

TWENTY

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Modification of Per Diem Rate		Meeting Date October 28-29, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>W.R. Salinger</i>	Date of Approval 10-13-76	Date of Report October 13, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

At its meeting of July 29-30, 1976, the Commission adopted a policy in which the per diem rate for training was to be reimbursed at the same rate as established by the State of California for state employees.

Effective September 1, the State set a rate of \$35 for per diem. However, the state directive provided that, when the time extended for more than 30 consecutive days, the per diem rate dropped to \$22. If POST were to follow the State rates it would be necessary to reduce per diem for those trainees attending the Basic Course, which extends for a minimum of ten weeks.

In order to correct the inequity, the staff brought the matter to the attention of the Budget Review Committee at its meeting of August 25. By an informal action the committee directed that the \$35 per diem was to apply to all trainee reimbursement regardless of the number of training days. It is requested that the Commission adopt the \$35 per diem rate for all trainees regardless of the number of training days, and that the action be retroactive to September 1, 1976.

There follows a copy of Bulletin 76-5, which was published August 30, setting out the per diem rates.

Utilize reverse side if needed



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

August 30, 1976

BULLETIN: 76-5

Subject: INCREASE OF REIMBURSEMENT RATES FOR PER DIEM

The Commission, at its meeting of July 29-30, 1976, adopted a policy in which the rate of POST reimbursement for per diem in connection with training costs will be the same as paid to State employees.

In conformance with the Commission policy, effective September 1, 1976, the per diem rate for all POST training courses will be increased to a maximum of \$35 per day. The new maximum rate for lodging and meals reimbursement applies only to those training courses starting on or after September 1, 1976.

All expenses will continue to be figured from the date and time the course is scheduled to begin until the date and time the course ends. In computing lodging and meals, one full per diem allowance of \$35 will be paid for each full 24-hour day. For a fractional part of a day, the following hourly allowances are authorized:

<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>
1/2	\$.73	9	\$13.13	17	\$24.79
1	1.46	10	14.58	18	26.25
2	2.92	11	16.04	19	27.71
3	4.38	12	17.50	20	29.17
4	5.83	13	18.96	21	30.63
5	7.29	14	20.42	22	32.08
6	8.75	15	21.88	23	33.54
7	10.21	16	23.33	24	35.00
8	11.67				

Recap of Changes in Reimbursement Since July 1, 1976


POST Bulletin 76-2, dated April 28, 1976, announced a decrease in salary reimbursement from 60% to 40% for the Basic, Supervisory, Advanced Officer and Middle Management courses.

The maximum daily allowance for the commuter trainee was increased from \$2.50 to \$3.00 per day for all POST certified courses. The new rates became effective with courses beginning on or after July 1, 1976.

POST Bulletin 76-4, dated August 11, 1976, announced Commission approval for an agency to claim reimbursement for vehicle travel up to 20¢ per mile for courses beginning on or after August 1, 1976. When a trainee drives a private vehicle in conjunction with attending a POST certified course, and claims 16¢ to 20¢ per mile, he must retain his own personal records of the cost of operation of the vehicle to satisfy Internal Revenue Service requirements. An agency claiming reimbursement must maintain records of vehicle operational costs to justify POST reimbursement claims regardless of the rate per mile being claimed.

Summary of Maximum Reimbursement Rates approved by the Commission

<u>Effective for Courses Beginning on:</u>	<u>Category</u>	<u>Rate</u>	<u>Plan</u>
July 1, 1976	Salary	40%	Plans I & II
July 1, 1976	Commuter Meals	\$3 per day	All Plans
August 1, 1976	Auto Travel	20¢ per mile	All Plans
September 1, 1976	Lodging and Meals	\$35 per day	All Plans



WILLIAM J. ANTHONY
Chairman

TO: COMMISSIONERS
 FROM: EXECUTIVE DIRECTOR
 SUBJECT: CERTIFICATION AGENDA -- OCTOBER 28 and 29, 1976

DATE: October 7, 1976

	<u>COURSE CATEGORY OR TITLE</u>	<u>REIMBURSEMENT PLAN</u>	<u>HOURS</u>	<u>COMMENTS</u>
<u>CERTIFICATION REQUESTS:</u>				
1. A.	Bakersfield College Special Course, "Security Guard Baton Training"	N/A	16	
B.	College of San Mateo Special Course, "Security Guard Baton Training"	N/A	16	
C.	Santa Clara Valley Criminal Justice Training Center Special Course, "Security Guard Baton Training"	N/A	16	Retroactive. APRIL 22, '76
<u>RECERTIFICATION:</u>				
2.	San Diego Miramar College P. C. 832, Arrest and Firearms Course	IV	40	ADD 3 SPZ - 1 BASIC - 1 AG - 5 TECH
<u>DECERTIFICATIONS:</u>				
3.	Santa Barbara Peace Officer Academy Basic Course - 1			
4.	Cuesta College Advanced Officer Course - 1			
5.	Los Angeles County Sheriff's Office Technical Course, "Advanced Patrol Special Enforcement"			
6.	CSU-Long Beach Technical Course, "Organizational Development"			
7.	Los Angeles County Sheriff's Office Technical Course, "Disaster and Riot Training"			
8.	Los Angeles County Sheriff's Office Technical Course, "Security for Law Enforcement"			

-5 TECH

-4 AGGREGATE

	<u>COURSE CATEGORY OR TITLE</u>	<u>REIMBURSEMENT PLAN</u>	<u>HOURS</u>	<u>COMMENTS</u>
<u>DECERTIFICATIONS (Continued)</u>				
9.	Los Angeles County Sheriff's Office	Technical Course, "Jail Operations"		
10.	San Diego Police Department	Special Course, "P. C. 832, Arrest and Firearms"		
<u>CONTINUING CERTIFICATIONS:</u>				
11.	Specified Institutions	Advanced Officer Courses Technical and Special Courses		
<u>CERTIFICATION MODIFICATION:</u>				
12.	Academy of Defensive Driving	Technical Course, "Advanced Driver Training Program"	III	24 Increase tuition from \$190 to \$235.

650 - CIVILIANS
310 - Police Officers

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Certification - Security Guard Baton Training - Bakersfield College		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Frederick E. Williams <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-6-76	Date of Report September 15, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

Penal Code Section 12002 (Uniform Security Guard Training Requirements) requires each individual operating under a private security licensee to utilize only a baton of a type approved by the California Crime Technological Research Foundation and the Department of Justice and to successfully complete a course of instruction approved by the Commission on Peace Officer Standards and Training.

ANALYSIS

Bakersfield College is certified to present the Basic, Advanced Officer, Supervisory, and P. C. 832 and is requesting certification for Baton Training Course.

This course will not exceed 16 hours in length; presented normally four hours per day for four weeks. The course will be presented four times each year. The maximum number of students in each class will be 25.

Fiscal Impact

Staff Time 16 hours per year

RECOMMENDATION

The Security Guard Baton Training Course be certified as a Special Course to Bakersfield College. Reimbursement is not applicable as the course is not designed for peace officers.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - COLLEGE OF SAN MATEO		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Lloyd DeVore <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report September 13, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND

Penal Code Section 12002 (Uniform Security Guard Training Requirements) requires each individual operating under a private security licensee to utilize only a baton of a type approved by the California Crime Technological Research Foundation and the Department of Justice, and to successfully complete a course of instruction approved by the Commission on Peace Officer Standards and Training.

ANALYSIS

College of San Mateo is certified to present Basic, Advanced Officer, Supervisory, and PC 832 courses and is requesting certification for this Baton Training course. This course will be presented from 0 to 16 hours in length, with the format variable. The course of instruction as approved by the Commission will be followed. It is anticipated there will be four to six presentations per year and the maximum number of students in each class will be 24.

Fiscal Impact:

Staff Time: 8 hours per year.

RECOMMENDATION

It is recommended that the course entitled, "Baton Training Course" be certified as a Special Course to College of San Mateo. Reimbursement is not applicable as the course is not designed for peace officers.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Certification-Security Guard Baton Training-Santa Clara Valley Criminal Justice T.C.		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-11-76	Date of Report October 7, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

Penal Code Section 12002 (Uniform Security Guard Training Requirements) requires each individual operating under a private security licensee to utilize only a baton of a type approved by the California Crime Technological Research Foundation and the Department of Justice and to successfully complete a course of instruction approved by the Commission on Peace Officer Standards and Training.

ANALYSIS

The Santa Clara Valley Criminal Justice Training Center is certified to present the Basic, Advanced Officer, Supervisory, P. C. 832, and Field Training Officer Courses.

This course will be offered 0-16 hours, variable format with a maximum of 25 students per class. Twelve to fifteen classes per year will be offered.

Through administrative error on the part of the Center (stemming from the confusion of roles between the Department of Consumer Affairs and POST), the Baton Course has been offered since April, 1976 without formal certification. However, the POST course behavioral objectives have been met, course quality has been maintained, and rosters have been forwarded to the Department of Consumer Affairs. If the course is certified retroactively, all required POST records can be reconstructed with little difficulty for those courses already offered. Were the course not to be certified retroactively, several hundred trainees would, through no fault of their own, be placed in jeopardy of acting illegally.

FISCAL IMPACT

Staff Time 16 hours per year

RECOMMENDATION

The Security Guard Baton Training Course be certified, retroactively to April 22, 1976, as a Special Course to Santa Clara Valley Criminal Justice Training Center. Reimbursement is not applicable as the course is not designed for peace officers.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

2

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Recertification - San Diego Miramar College - P. C. 832		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Richard A. Baratta
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report October 4, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/>		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

San Diego Miramar College was certified to present P. C. 832, Arrest and Firearms Course, on March 15, 1973. At the October 24, 1975 Commission meeting, the course was decertified for non-use; an action that was agreed to by the course coordinator.

Recently it came to staff attention that Miramar College had presented many P. C. 832 courses prior to decertification and after being decertified. Chief among the participants were members of the San Diego County Sheriff's Reserve Force.

This situation apparently occurred because of confusion of the legal issues involving compliance with P. C. 832. The college had not submitted Course Announcements or Course Rosters to POST, thinking this procedure was only necessary for reimbursement.

ANALYSIS

P. C. 832 requires all peace officers employed after July 2, 1973 to receive a course of instruction in arrest and firearms, which shall meet the minimum standards prescribed by the Commission on Peace Officer Standards and Training, within twelve months or lose the powers of a peace officer.

The Commission's position has been that only those courses certified by the Commission meet the minimum standards. Therefore, although the P. C. 832 course taught by Miramar College was certified prior to October 1975 and the students met the P. C. 832 requirements, the students attending the course after this date technically did not.

Since most of these students are active sheriff reserves, an imperative exists to bring them into compliance. This can be done by recertifying the Miramar College P. C. 832 course retroactively to October 24, 1975. Further, demonstrated use indicates a need for this certification.

Utilize reverse side if needed

October 4, 1976

The San Diego Police Department maintains a reserve force and is certified for P. C. 832, Arrest and Firearms. This course is presented at Miramar College, as is the San Diego Sheriff's Reserve Academy. It is feasible to certify one P. C. 832 course to Miramar College in affiliation with San Diego Police and Sheriff's Departments. This is agreeable to all three agencies, and would satisfy the needs of Miramar College and the Sheriff's Department.

RECOMMENDATION

It is recommended that P. C. 832, Arrest and Firearms Course, certification number 453-780, be recertified retroactively to October 24, 1975, to Miramar College, and continue certification to Miramar College in affiliation with San Diego Sheriff's Department and San Diego Police Department. Further, that the P. C. 832, Arrest and Firearms Course, certified to San Diego Police Department, certification number 240-780, be voluntarily decertified.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Decertification - Basic Course - Santa Barbara Peace Officers' Academy		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report September 21, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

ISSUES

In keeping with Commission guidelines, staff proposes that the Basic Course currently certified to Santa Barbara Peace Officers' Academy (Santa Barbara City College) be decertified.

BACKGROUND

A Basic Course (Basic Academy) was certified to the Santa Barbara Police Department on March 24, 1965. This certification was transferred to Santa Barbara City College in October 1970. Since the transfer, presentations were made in Fall 1971 (23 graduates); Fall 1972 (18 graduates); Fall 1973 (17 graduates); and Spring 1975 (15 graduates).

ANALYSIS

Only two classes have been presented in the last three years, the last over 18 months ago. With the current slow rate of hiring, it appears that the three major jurisdictions served - Santa Barbara Police Department, Santa Barbara Sheriff's Office, and U. C. Santa Barbara - will not, in the foreseeable future, provide sufficient students to form a class. Non-affiliated registration has never been significant at this academy. Those few new appointees requiring training are being handled satisfactorily either at Allan Hancock or the Ventura Academy.

RECOMMENDATION

That the Basic Course certified to Santa Barbara City College be decertified. The Coordinator of the course, Mr. James Norton, concurs with the recommendation.

*AS DOES THE OTHER
UNIT AGENDAS*

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Decertification - Advanced Officer Course - Cuesta College		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report September 21, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUES

In keeping with Commission guidelines, staff proposes that the Advanced Officer Course currently certified to Cuesta College be decertified.

BACKGROUND

An Advanced Officer Course was certified to Cuesta College on September 14, 1972, to meet the needs of San Luis Obispo County. Presentations were made in Fall 1972 (25 graduates); Fall 1973 (14 graduates); Spring 1974 (8 graduates); and Spring 1975 (17 graduates).

ANALYSIS

Only one Advanced Officer Course has been offered in the last one and one-half years and at least four that were scheduled were cancelled for lack of registration. A requirement of an enrollment of a minimum of 15 students makes it improbable that Cuesta will be able to offer a course again in the foreseeable future. Officers from the area served have the option of attending Advanced Officer Courses offered by Allan Hancock in nearby Santa Maria.

RECOMMENDATION

That the Advanced Officer Course currently certified to Cuesta College be decertified. The course coordinator, Mr. Daniel Nunez, concurs in the recommendation.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION-LOS ANGELES COUNTY SHERIFF'S DEPT.-ADV. PATROL SPECIAL ENFORCEMENT		Meeting Date October 28-29, 1976
Division TRAINING Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Rick Baratta
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report September 27, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page ____).		

BACKGROUND

Advanced Patrol Special Enforcement Training has only been presented twice in 1976 and has been cancelled three times, and no classes are anticipated in 1977.

ANALYSIS

The above course was discussed with Captain Robert Ripley, Commander of the Sheriff's Training Academy. It was agreed that Advanced Patrol and Special Enforcement Training be decertified since there was no apparent need at this time.

RECOMMENDATION

Decertify.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

6

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - CALIFORNIA STATE UNIVERSITY, LONG BEACH - ORGANIZATIONAL DEVELOP.		Meeting Date October 28-29, 1976
Division	Division Director Approval <i>[Signature]</i>	Researched By Gene Cartwright
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report September 10, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND

The Organizational Development Course was originally certified in September 1971.

ANALYSIS

The course has been presented 17 times from 1971 to present. The last presentation was July 1975.

Upon discussing this course with Dr. Harold Becker of CSU, Long Beach, he believes that due to the lack of demand it should be decertified.

RECOMMENDATION

Decertify.

*Replace with
Northwood Conf. Presentation.*

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - LOS ANGELES COUNTY SHERIFF'S DEPT. - DISASTER AND RIOT TRAINING		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Rick Baratta
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report September 27, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND

Disaster and Riot Training was funded through a grant. This course has not been presented since the conclusion of the grant.

When?

ANALYSIS

The above course was discussed with Captain Robert Ripley, Commander of the Sheriff's Training Academy. It was agreed that Disaster and Riot Training be decertified since there was no apparent need at this time.

RECOMMENDATION

Decertify.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - LOS ANGELES COUNTY SHERIFF'S DEPT. - SECURITY FOR LAW ENFORCEMENT		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Rick Baratta
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report September 27, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

Security for Law Enforcement was replaced by PC 832 training and has not been presented since August 1974.

ANALYSIS

The above course was discussed with Captain Robert Ripley, Commander of the Sheriff's Training Academy. It was agreed that Security for Law Enforcement be decertified since there was no apparent need at this time.

RECOMMENDATION

Decertify.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - LOS ANGELES COUNTY SHERIFF'S DEPT. - JAIL OPERATIONS		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Rick Baratta
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report September 27, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

BACKGROUND

Jail Operations is integrated into the Basic Academy and is not identifiable as a block of hours.

ANALYSIS

The Jail Operations Course is a 48-hour course presented throughout the Basic Academy. Since the specific dates and times of this course were not available in manageable, hourly presentations, POST cannot approve offerings. The last four offerings of the Basic Course have not included the certified Jail Operations Course, but presented the course as part of the Basic Course. Captain Ripley agrees to decertification since the course cannot be presented in a separate offering.

RECOMMENDATION

Decertify.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Decertification - San Diego Police Department - P. C. 832		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Richard A. Baratta
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-6-76	Date of Report October 6, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

The San Diego Police Department was certified to present a P. C. 832 Arrest and Firearms Course on December 14, 1972. A current Commission agenda item is recommending the recertification of P. C. 832 Arrest and Firearms Course to Miramar College. Both P. C. 832 courses will be taught at the Miramar College campus.

ANALYSIS

If the Commission approves the recertification request for Miramar College, the course will be taught at the Miramar campus to various peace officers and private persons, including the San Diego County Sheriff's Reserve Force. The San Diego Police Department has been providing an excellent P. C. 832 Course on the same campus to their reserve force. It does not appear necessary to have two P. C. 832 Arrest and Firearms Courses certified on the same campus. The San Diego Police Department has agreed to have their P. C. 832 Course voluntarily decertified and provide the same offering in an affiliate status with Miramar College.

RECOMMENDATION

Decertify San Diego Police Department P. C. 832 Arrest and Firearms Course, certification number 240-780.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Automatic Course Certification Review		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Ronald T. Allen
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report October 4, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page ____).

BACKGROUND

The automatic certification review schedule adopted by the Commission at the April 1975 Commission meeting, required that technical courses and advanced officer courses be reviewed and a report made at the October 1976 Commission meeting.

ANALYSIS

Each of the courses in the "technical" and "advanced officer" course category have been reviewed by the area consultant. The area consultant has determined the need to continue certification of specific courses in these categories.

Courses with recommendations for modifications or decertification will be identified by individual memos.

RECOMMENDATION

Continue certification of the remaining "technical" and "advanced officer" courses for a period of two (2) years.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Modification - Academy of Defensive Driving - Advanced Driver Training		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Ronald T. Allen
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-12-76	Date of Report October 6, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

The Academy of Defensive Driving was first certified to present the technical course "Advanced Driver Training" on September 15, 1972. The tuition for the 24-hour course was \$225. The tuition for the course was modified to \$190 on June 26, 1975.

ANALYSIS

The Advanced Driver Training program is designed to emphasize defensive driving. Backing, parking skills development, and tight vehicle maneuvering are integral parts of the course. The premise of the course is that if the police officer driver develops a better understanding of the limitations of the vehicle, a respect for those limitations will develop.

The budget for the course has been reviewed and the increased costs identified. The need to modify the present tuition generally result from increased labor costs, parts costs, general material cost of the course, such as gas, oil, tires, automobiles, insurance, and facilities increase costs.

The course has continuously been evaluated by attendees. The evaluations have indicated the course is an exceptionally good quality course and is needed by law enforcement.

The recent Training Needs Assessment of California law enforcement agencies indicate police defensive driver training is a first priority need in California.

Fiscal Impact (Present)

Based on 700 students annually	\$184,000
Staff Time	400 hours

Fiscal Impact (Recommended)

Based on 700 students annually	\$197,950
Staff Time	400 hours
Increased fiscal impact	\$ 13,950

RECOMMENDATION

The tuition certification for the technical course, "Advanced Driver Training Course" be increased to \$235 per student.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title OPERATIONAL PLAN/TRAINING NEEDS ASSESSMENT		Meeting Date October 28-29, 1976
Division Standards and Training	Division Director Approval	Researched By Jack Beecham
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-13-76	Date of Report October 12, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUES:

Commission approval and adoption of the seven major recommendations of the Operational Plan/Training Needs Assessment Report.

BACKGROUND:

The Commission, at its July 31-August 1, 1975 meeting, imposed a moratorium on the certification of new courses. Staff was directed to develop a master training plan to emphasize needs, assessment, and job specific training requirements.

Staff presented a draft of the final report to the Commission at its July 29-30, 1976 regularly scheduled meeting. The Commission accepted the report for further analysis and study.

ANALYSIS:

The attached memo provides an explanation and justification for each of the seven major recommendations and a concise response to each of the questions which were addressed by the study.

RECOMMENDATION:

It is recommended that the Commission approve and adopt the staff recommendation and discontinue the moratorium.

Memorandum

: GERALD E. TOWNSEND
Director
Standards and Training Division

Date : October 8, 1976

Via: Brooks W. Wilson, Chief
Central Bureau

From : Jack Beecham, Senior Consultant
Commission on Peace Officer Standards and Training
Central Bureau

Subject: OPERATIONAL PLAN/TRAINING NEEDS ASSESSMENT

MAJOR RECOMMENDATIONS

1. Priorities established for each zone be used as a planning tool by POST staff, local agencies and the Commission in the development and certification of training programs.

Explanation - Prioritized training needs for specific job training and skills and knowledge training were identified for each training zone.

The twelve training zones were identified by studying training patterns for FY 74/75 and FY 75/76.

We are simply recommending use of this information cooperatively with local agencies for developing certified training programs.

2. POST Standards and Training staff resources be directed primarily toward the development of training according to the priorities identified for each zone and that the needs for training which is not consistent with or identified in these priorities be substantiated by the requesting agency.

Explanation - Other training needs, not identified in the study, could arise at any time and if they do, the need should be substantiated by the requesting agency. This provides flexibility to be responsive to needs.

3. Training zones identified be formally recognized and used as a guide in the certification of courses and the allocating of the peace officer training fund.

Explanation - With the adoption of this recommendation, the Commission, in addition to certifying courses where they are needed, can allocate funds on a more equitable basis. For example, in cases where highly technical and/or expensive courses are certified, student slots have been allocated on a first come, first serve basis. As a result, in some cases a limited number of agencies have booked all student slots, consequently disallowing other agencies to take advantage of the training.

4. Advanced Officer training requirement remain as presently constituted, pending further study at the conclusion of the Basic, Supervisory and Middle Management Revision Projects.

Explanation - Study findings indicate that the Advanced Officer training requirement is overwhelmingly acceptable to the California law enforcement community (see Page 147, Table 4, responses to statements 2 and 4). Some concern was expressed, however, for the training content and the need for flexibility in meeting present or future requirements.

5. Commission support the use of training advisory committees to develop performance objectives for courses designed to provide training for specific assignments.

Explanation - There are many law enforcement training advisory groups throughout the state which are willing to help and would be a valuable resource in developing performance objectives for those assignments. The CPOA training committee is writing performance objectives for the top five jobs identified.

6. POST Problem-Solving Seminar be utilized for allocating POST training resources within each training zone.

Explanation - Several POST certified training institutions exist in most of the training zones. In some instances, two or more of these institutions might want to conduct similar training programs when there is only a need for one certified course. The POST Problem-Solving Seminar may be used as a vehicle to bring representatives from these institutions together for planning purposes.

7. A modified training needs assessment survey be conducted on a bi-annual basis.

Explanation - The use of the training needs assessment matrix facilitates gains in assisting agencies to plan for training. By conducting a training needs assessment on a bi-annual basis, staff will be able to develop a refined statewide training plan which will allow the Commission to more cost effectively administer the POST program.

Agenda Item G. 2. - Revision of Courses - Status Report

Mr. Townsend will present an oral report on this item.

There will be no handout material.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title Review of Riverside County Contract		Meeting Date October 28-29, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>W.R. Sarlington</i>	Date of Approval 10-11-76	Date of Report October 8, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		
<p>At the July 29-30, 1976 Commission Meeting, a request was made by the Standards and Training Division for Commission approval of a contract between POST and Riverside County. The contract conditions provide that the Riverside County Academy of Justice would train 120 law enforcement instructors in "Techniques of Teaching Criminal Justice Role Training Programs". The contract cost to POST would be \$99,208.</p> <p>A condition of the contract provided "for direct reimbursement to the student by the County of Riverside for the cost of meals, lodging and travel". This aspect of the contract was questioned as to its legality by Commissioner Jackson. The Commission held up approval of the contract until its October meeting.</p> <p>The staff was directed to provide further information regarding the contract and, specifically, answers to the following questions:</p> <p style="margin-left: 40px;">"Where the money goes and who gets it" " What the overhead costs are" " Present some proof of some training need"</p> <p>Commissioner Gates also requested an audit.</p> <p>An earlier contract with the same conditions was made by POST and Riverside County for the period August 1, 1975 through June 30, 1976. In order to provide answers in part to the above questions, a request was made to the State Controller for an audit of the earlier completed contract. For your information, a copy of the contract and the Controller's Audit Report is attached.</p> <p>Although the period of the contract terminated June 30, 1976 and all of the training sessions have been completed by Riverside County, POST has received only one statement for payment in the sum of \$9,383.22 submitted by Riverside County on September 11, 1975 for the first course presentation. This has been paid.</p>		
Utilize reverse side if needed		

- CONTRACTOR
- STATE AGENCY
- DEPT. OF GEN. SER.
- CONTROLLER

THIS AGREEMENT, made and entered into this 14th day of July, 1975, in the State of California, by and between State of California through its duly elected or appointed, qualified and acting

TITLE OF OFFICER ACTING FOR STATE <u>Administrative Officer</u>	AGENCY <u>Department of Justice</u>	NUMBER <u>75-22P</u>
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hereafter called the State, and
 COUNTY OF RIVERSIDE
 hereafter called the Contractor.

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State services and materials, as follows:
 (Set forth service to be rendered by Contractor, amount to be paid Contractor, time for performance or completion, and attach plans and specifications, if any.)

Contractor agrees to provide the following services and facilities for the Department of Justice, Commission on Peace Officer Standards and Training in the conduct of courses entitled "Techniques of Teaching Criminal Role" Training Program as follows:

Contractor agrees to provide adequate training facilities for up to a total of eighty (80) students in up to four separate presentations at the Academy of Justice / County of Riverside.

Contractor agrees to arrange suitable lodging facilities and provide cost of food for up to eighty (80) students for up to twelve (12) days each not to exceed \$24.00 per diem. The total per diem expenses shall not exceed \$23,040.00.

APPROVED
 Department of Finance
 Budget Division

FORM APPROVED
 COUNTY COUNCIL

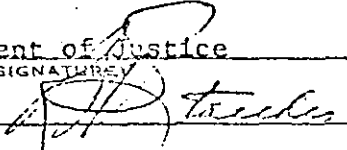
JUL 17 1975

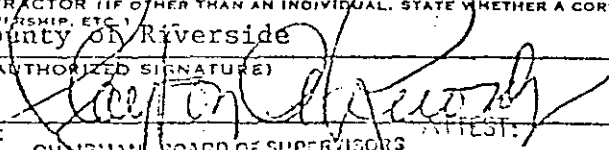
The provisions on the reverse side hereof constitute a part of this agreement.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

STATE OF CALIFORNIA

CONTRACTOR

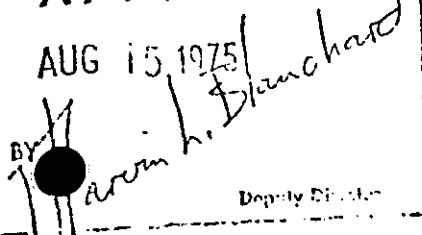
AGENCY
Department of Justice
 BY (AUTHORIZED SIGNATURE)

 TITLE
Administrative Officer

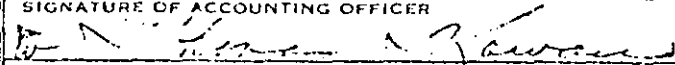
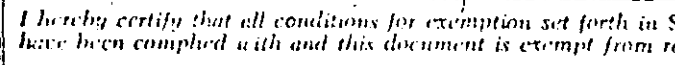
CONTRACTOR (IF OTHER THAN AN INDIVIDUAL, STATE WHETHER A CORPORATION, PARTNERSHIP, ETC.)
County of Riverside
 BY (AUTHORIZED SIGNATURE)

 TITLE
Chairman, Board of Supervisors
 ATTEST:
DONALD D. SULLIVAN, Clerk

(CONTINUED ON 2 SHEETS, EACH BEARING NAME OF CONTRACTOR)

ADDRESS
P. O. Box 512, Riverside, Ca. 92502

Do Not Write in This Space

APPROVED
 AUG 15 1975

 Deputy Director

AMOUNT OF THIS ESTIMATE \$ 59,248.00	APPROPRIATION Support		FUND P.O.T.F.	
UNENCUMBERED BALANCE \$	ITEM 3940	CHAPTER 176	STATUTES 1975	FISCAL YEAR 75/76
ADJ. INCREASING ENCUMBRANCE \$	FUNCTION Aide to Local Government			
ADJ. DECREASING ENCUMBRANCE \$	LINE ITEM ALLOTMENT 6010000 / 70100			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER 			DATE 8/15/75	
I hereby certify that all conditions for exemption set forth in State Administrative Manual Section 1201.13 have been complied with and this document is exempt from review by the Department of Finance.				
SIGNATURE OF OFFICER SIGNING ON BEHALF OF THE AGENCY 			DATE	
FINANCE APPROVAL REQUIRED				

Contractor agrees to provide round trip travel expenses for up to 80 students to include mileage at \$.10 per mile, actual economy, commuter, or coach air fare, and/or actual common carrier costs. The total for student travel expenses shall not exceed \$12,000.00.

Contractor agrees to provide qualified consultants for instructional services to adequately present instruction in up to four presentations in accordance with the Commission's policies relating to costs for instructional hours. The total instructional services is not to exceed \$8,000.00 in the presentation of up to 320 hours of instruction.

Contractor agrees to provide coordination at the rate of \$150.00 for the first 40 hours and at the rate of \$3.00 per hour for the additional 40 hours of each presentation not to exceed four presentations. The total cost for coordination is not to exceed \$1,080.00.

Contractor agrees to provide up to 320 hours of clerical support at \$4.00 per hour. The total cost for clerical support shall not exceed \$1,280.00.

Contractor agrees to provide necessary printing, reproduction, text material, and office materials not to exceed \$2,640.00.

Contractor agrees to provide transportation and per diem costs for coordinator and instructors necessary in required travel in connection with course presentations not to exceed a total of \$3,480.00.

The State agrees to pay an indirect cost not to exceed \$7,728.00 which is a rate not to exceed 15% of Direct Costs in accordance with Commission Guidelines.

In as much as four training course presentations are to be spaced over a protracted period within the time limits of this agreement, each presentation constitutes a separate and distinct activity which is to be so regarded in fulfilling the conditions of the contract and payments.

The Contract payments for services, travel and per diem costs, and purchases will be made upon the completion of each training presentation, with submission of invoices, supported by receipts and appropriate justifications, and with the approval of the consultant representing the Commission on Peace Officer Standards and Training.

Invoices shall be submitted in triplicate and in arrears to the Commission on Peace Officer Standards and Training, 7100 Bowling Drive, Sacramento, California 95823.

The attached Standard Form 3, "Fair Employment Practices Addendum", is hereby integrated in and made a part of this Agreement.

This Agreement is of no effect and no payment can be made to the Contractor unless and until final approval is received by the Department of General Services.

This Agreement may be cancelled by either party after giving five (5) days notice.

Term of this Agreement shall be from August 1, 1975 through June 30, 1976.

Total amount of this Agreement shall not exceed \$59,248.00.

- STATE AGENCY
- DEPT. OF GEN. SER.
- CONTROLLER
-
-
-

THIS AGREEMENT, made and entered into this 1st day of August, 1975, in the State of California, by and between State of California, through its duly elected or appointed, qualified and acting

TITLE OF OFFICER ACTING FOR STATE Accounting Administrator hereafter called the State, and	AGENCY Department of Justice COUNTY OF RIVERSIDE	NUMBER 75-22P, Amend. #1
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WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State services and materials, as follows:
 (Set forth service to be rendered by Contractor, amount to be paid Contractor, time for performance or completion, and attach plans and specifications, if any.)

As requested by the Commission on Peace Officer Standards and Training, Standard Agreement 75-22P is to be amended as follows.

Page 1, paragraph 3 to read:
 Contractor agrees to arrange suitable lodging facilities and provide cost of food for up to eighty (80) students for up to twelve (12) days each not to exceed \$28.00 per diem. The total per diem expense shall not exceed \$23,040.00.

Page 2, paragraph 1 to read:
 Contractor agrees to provide round trip travel expenses for up to 80 students to include mileage at \$.15 per mile, actual economy, commuter, or coach air fare, and/or actual common carrier costs. The total for student travel expenses shall not exceed \$12,000.00.

All other terms and conditions shall remain the same.

The provisions on the reverse side hereof constitute a part of this agreement.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

STATE OF CALIFORNIA

CONTRACTOR

AGENCY
 Department of Justice
 BY (AUTHORIZED SIGNATURE)
Glenn H. Fuller
 TITLE
 Accounting Administrator

CONTRACTOR (IF OTHER THAN AN INDIVIDUAL, STATE WHETHER A CORPORATION, PARTNERSHIP, ETC.)
 COUNTY OF RIVERSIDE
 BY (AUTHORIZED SIGNATURE)
Reg. T. Sullivan Jr.
 TITLE
 CHAIRMAN, BOARD OF SUPERVISORS

ATTEST
 RONALD D. SULLIVAN, Clerk
 COUNTY CLERK

(CONTINUED ON _____ SHEETS, EACH BEARING NAME OF CONTRACTOR)

P. O. Box 512, Riverside, CA 92502

Do Not Write in This Space

Department of General Services

APPROVED

DEC 10 1975

BY *[Signature]*
 Asst. Chief Counsel

AMOUNT OF THIS ESTIMATE	APPROPRIATION		FUND	
\$	Support		P.O.T.F.	
UNENCUMBERED BALANCE	ITEM	CHAPTER	STATUTES	FISCAL YEAR
\$	40	176	1975	75/76
ADJ. INCREASING ENCUMBRANCE	FUNCTION			
\$ -0-	Assistance to Cities & Counties			
ADJ. DECREASING ENCUMBRANCE	LINE ITEM ALLOTMENT			
\$	Contractual Services Regular 6010000170100			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER:			DATE	
<i>[Signature]</i>			11/24/75	
I hereby certify that all conditions for exemption set forth in State Administrative Manual Section 1201.13 have been complied with and this document is exempt from review by the Department of Finance.				
SIGNATURE OF OFFICER SIGNING ON BEHALF OF THE AGENCY			DATE	
<i>[Signature]</i>			11/24/75	



KENNETH CORY

Controller of the State of California

SACRAMENTO, CALIFORNIA 95805

October 5, 1976

Mr. Edward M. Toothman, Director
Division of Administration
Commission on Peace Officer Standards
and Training
7100 Bowling Drive
Sacramento, California

Dear Mr. Toothman:

Pursuant to your request we have reviewed the records of the County of Riverside pertinent to Contract Number 75-22P, an agreement for the presentation of a training program entitled "Techniques of Teaching Criminal Role" commonly referred to as "Project S.T.A.R."

Questions regarding the validity of the contract agreement are currently being reviewed by the Attorney General; therefore, our review does not address itself to that area pending a determination from the Attorney General.

Our examination raised several areas which we feel should be brought to your attention for such action as may be necessary. Our recommendations are advisory only. The following are our findings:

1. Contract Provision-Enrollment

Contractor agrees to provide adequate training facilities for up to a total of eighty (80) students in up to four separate presentations at the Academy of Justice/County of Riverside.

Findings

Contractor provided training facilities for 98 students in five presentations. Of the 98 students 32 paid tuition of \$264.00. Schedule 2, attached summarizes the student population. There are no provisions in the contract for the admission of tuition paying students.



Oct 6 3 52 PM '76
COMMISSION ON POST

October 5, 1976

Recommendations

We recommend that contractors be required to adhere to contract provisions regarding the number of students and course presentations. In this instance we note, however, that a fifth course presentation was approved by P.O.S.T. Such approval should be granted only if it conforms to the contract provisions. Deviation from the terms of the contract should require modification. In this instance, it appears that the deviation was approved by P.O.S.T.

2. Contract Provision-Per Diem

Contractor agrees to arrange suitable lodging facilities and provide cost of food for up to eighty (80) students for up to twelve (12) days each not to exceed \$28.00 per diem. The total per diem expenses shall not exceed \$23,040.00.

Findings

The contractor did not arrange lodging facilities or provide cost of food for students. Instead, per diem in the amount of \$28.00 was paid to 60 students.

Recommendations

We recommend that contract provisions be clarified as to the intent of such provisions. Meals and/or lodging could have been provided at substantially lower cost at the Academy of Justice/Riverside. If that was the intent of the contract, then the contractor should be required to adhere to those provisions and be reimbursed accordingly.

3. Contract Provision-Travel Expense

Contractor agrees to provide round trip travel expenses for up to 80 students to include mileage at \$.15 per mile, actual economy, commuter or coach air fare, and/or actual common carrier costs. The total for student travel expenses shall not exceed \$12,000.00.

Findings

We noted that the contractor provided round trip travel expenses for 60 students. In addition, the contractor provided travel expenses for local travel in some instances.

Recommendations

We recommend that the contractor be reimbursed only for round trip travel in accordance with the contract provisions.

October 5, 1976

4. Contract Provision-Instruction

Contractor agrees to provide qualified consultants for instructional services to adequately present instruction in up to four presentations in accordance with the Commission's policies relating to costs for instructional hours. The total instructional services is not to exceed \$8,000.00 in the presentation of up to 320 hours of instruction. Schedule 3, attached, summarizes instructional costs.

Findings

Contractor provided for instructional services for five presentations at a cost of \$9,951.00 for 400 course hours. One of the consultants took the course immediately prior to being employed as an instructor.

Recommendations

Contractor should be required to adhere to contract provisions relating to total cost.

5. Contract Provision-Coordination

Contractor agrees to provide coordination at the rate of \$150.00 for the first 40 hours and at the rate of \$3.00 per hour for the additional 40 hours of each presentation not to exceed four presentations. The total cost for coordination is not to exceed \$1,080.00.

Findings

The contractor provided 400 hours of coordination at a cost of \$1,350.00. No records were kept to document this charge.

Recommendations

The contractor should be required to adhere to contract provisions as to course presentations and total cost. In addition, contractor should provide proper documentation for such charges in order to be eligible for reimbursement.

6. Contract Provision-Clerical Support

Contractor agrees to provide up to 320 hours of clerical support at \$4.00 per hour. The total cost for clerical support shall not exceed \$1,280.00.

October 5, 1976

Findings

Contractor provided 400 hours of clerical support at a total cost of \$1,600.00. No records were kept to document this expense.

Recommendations

The contractor should be required to adhere to the terms of the contract. In addition, the contractor should be required to produce proper documentation to support such charges in order to be eligible for reimbursement.

7. Contract Provision-Text and Office Expense

Contractor agrees to provide necessary printing, reproduction, text material and office materials not to exceed \$2,640.00.

Findings

Contractor provided printing, reproduction, text material and office materials at a total cost of \$3,493.38. In addition, we noted that contractor provided each trainee with a text set (in some cases some time after completion of the course) rather than reusing such materials.

Recommendations

We recommend that the contractor be required to adhere to the terms of the contract regarding total cost. In addition, we recommend that the contractor not be reimbursed for more than the number of texts necessary to present the course. Students desiring to keep text materials should be required to purchase them.

8. Contract Provision-Staff Travel

Contractor agrees to provide transportation and per diem costs for coordinator and instructors necessary in required travel in connection with course presentations not to exceed \$3,480.00.

Findings

Contractor provided per diem and travel costs in the amount of \$5,148.24.

Recommendations

We recommend that the contractor be required to adhere to the contract provisions relating to total cost.

October 5, 1976

9. Contract Provision-Indirect Expenses

The State agrees to pay an indirect cost not to exceed \$7,728.00 which is a rate not to exceed 15% of Direct Costs in accordance with Commission Guidelines.

Findings

The contractor is claiming indirect costs based upon total cost less tuition payments.

Recommendations

We recommend that indirect costs be allowed only on the direct costs of presenting the course. Since the contractor did not provide meals and lodging or transportation, indirect costs should not be applied to these categories.

10. Contract Provision-Documentation

The contract payments for services, travel and per diem costs, and purchases will be made upon the completion of each training presentation, with submission of invoices, supported by receipts and appropriate justifications and with the approval of the consultant representing the Commission on Peace Officer Standards and Training.

Findings

The contractor did not keep appropriate documentation for coordinating and clerical charges, as mentioned previously. In addition, two payments were made to individuals without proper justification. One was for travel expenses for return trip by automobile when original trip was by air and no auto license number was given. The number was required on the reimbursement form. The other payment was for travel and per diem for a tuition paying student.

Recommendations

We recommend that the contractor be required to justify and document these items in order to claim reimbursements.

General Comments

We noted during our review that most students and instructors were traveling at home agency expense but were reimbursed directly by the contractor. In order to insure proper reimbursement to the home

October 5, 1976

General Comments (Cont'd.)

agency, it would be necessary to contact each agency and verify that expenses advanced were reimbursed. We recommend that in the future the trainees' and instructors' (when applicable) home agencies be reimbursed directly.


We also noted that a substantial majority of students attending the course were from Northern California and that cost reductions could be achieved through presentation of the course in a location geographically closer to the general student population.

As we stated in the beginning, this review has not addressed itself to the validity of the contract nor the propriety of payments for non-police personnel pending review by the Attorney General's office.

If we can be of further assistance in clarifying any of the data presented here, or in answering additional questions, please do not hesitate to contact us.

Very truly yours,

John E. Morrison, Chief
Division of Audits

By 
Avron J. Gillman
Supervisor of Field Audits
Phone (916) 445-3493

AJG:ms
Attachments:

- Schedule 1 - Summary of Costs
- Schedule 2 - Student Population Recap
- Schedule 3 - Instructional Costs

SUMMARY OF COSTS
COUNTY OF RIVERSIDE
CONTRACT NUMBER 75-22P
PROJECT S.T.A.R.

SCHEDULE 1

	<u>Class #1</u>	<u>Class #2</u>	<u>Class #3</u>	<u>Class #4</u>	<u>Class #5</u>	<u>Total</u>
Trainees	18	14	20	30	16	98
Sworn	13	6	1	14	6	40
Non-Sworn	5	4	7	7	3	26
Tuition		4	12	9	7	32
Instructors						
Fees	\$ 1,951.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 9,951.00
Per Diem & Travel	1,014.88	992.50	997.00	1,111.16	1,032.70	5,148.24
Students						
Books	288.00	308.00	440.00	660.00	532.00	2,228.00
Per Diem & Travel	4,179.35	4,701.80	3,669.35	8,402.12	3,682.97	24,635.59
Administration						
Coordination	270.00	270.00	270.00	270.00	270.00	1,350.00
Clerical	320.00	320.00	320.00	320.00	320.00	1,600.00
Printing & Reprod.	130.00	55.50	179.65	87.50	812.73	1,265.38
Tuition Collected		(1,056.00)	(3,168.00)	(2,376.00)	(1,848.00)	(8,448.00)
Direct Cost	\$ 8,153.23	\$ 7,591.80	\$ 4,708.00	\$ 10,474.78	\$ 6,802.40	\$ 37,730.21
Indirect Cost	1,222.98	1,138.77	706.20	1,571.22	1,020.36	5,659.53
Total	<u>\$ 9,376.21</u>	<u>\$ 8,730.57</u>	<u>\$ 5,414.20</u>	<u>\$ 12,046.00</u>	<u>\$ 7,822.76</u>	<u>\$ 43,389.74</u>

Average Cost/Student (Per Diem and Travel Excluded) \$ 277.57

COUNTY OF RIVERSIDE
STUDENT POPULATION RECAP
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
CONTRACT NUMBER 75-22P-PROJECT S.T.A.R.

<u>Category</u>	<u>Agency</u>	<u>Number Of Trainees</u>	<u>Total</u>
<u>Sworn Personnel - P.O.S.T. Reimbursed</u>			
	Yuba City P.D.	1	
	Butte County S.O.	3	
	Chico P.D.	5	
	Modesto P.D.	1	
	Oroville P.D.	2	
	Riverside P.D.	2	
	Riverside County S.O.	5	
	California Highway Patrol	1	
	University of California Police	1	
	Sacramento P.D.	1	
	Santa Rosa P.D.	3	
	Marysville P.D.	1	
	San Jose P.D.	1	
	Seaside P.D.	1	
	San Diego S.O.	1	
	Ventura County S.O.	1	
	Santa Barbara P.D.	2	
	San Diego P.D.	5	
	Palo Alto P.D.	2	
	Redondo Beach P.D.	1	
	Total		40
<u>Non-Sworn Personnel-P.O.S.T. Reimbursed</u>			
	Modesto Regional Criminal Justice Training Center	4	
	Butte Area Center	1	
	Sacramento City College	1	
	College of San Mateo	2	
	Santa Rosa Center	2	
	Gavilan College	4	
	College of the Redwoods	2	
	Criminal Justice Resource System	1	
	Rio Hondo College	1	
	Santa Rosa Junior College	1	
	College of the Sequoias	2	
	San Jose City College	2	
	Alan Hancock College	1	
	Mendocino College	1	
	Sierra College	1	
	Total		26

STUDENT POPULATION RECAP

SCHEDULE 2
PAGE 2 of 2

<u>Category</u>	<u>Agency</u>	<u>Number Of Trainees</u>	<u>Total</u>
<u>Tuition Paying Students</u>			
	Butte Area Center	8	
	Texas Commission on Law Enforcement Standards and Training	1	
	Louisiana University Police	1	
	Lodi Municipal Court	1	
	Orland Municipal Court	1	
	Colorado Law Enforcement Training Academy	1	
	San Diego Probation Department	4	
	Georgia P.O.S.T.	1	
	Ventura County Corrections Services	6	
	Oregon Police Standards and Training	1	
	Albany N.Y. Police Department	2	
	American Justice Institute	5	
		<hr/>	
	Total		32
			<hr/>
Total Number of Trainees			98
			<hr/> <hr/>

COUNTY OF RIVERSIDE
 INSTRUCTIONAL COSTS
 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
CONTRACT NUMBER 75-22P-PROJECT S.T.A.R.

<u>Instructor</u>	<u>Number Of Presentations</u>	<u>Amount Paid</u>
Charles P. Smith	4*	\$ 1,059.00
Richard W. Rhodes	1	800.00
Lawrence H. Moncrief	5	4,392.00
Donald R. Jones	2	1,800.00
Patricia Clark	2	1,900.00
Total Instructional Costs		<u>\$ 9,951.00</u>

* Presented 4 one-day presentations.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title ROLE TRAINING INSTRUCTORS COURSE CONTRACT		Meeting Date October 28 - 29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Standards and Training
Executive Director Approval <i>W. R. Burlington</i>	Date of Approval 13 Oct	Date of Report October 13, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

The Attorney General's Opinion that has been requested relative to the legality of third party contracts has not been received as yet. The materials are here for action if the opinion is received and is favorable to this action.

This item will be rescheduled for January if the opinion is not available for this meeting.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title APPROVAL OF CONTRACT - TECHNIQUES OF TEACHING CRIMINAL JUSTICE ROLE TRAINING PROGRAMS - ACADEMY OF JUSTICE, RIVERSIDE		Meeting Date October 28 - 29, 1976
Division Standards and Training	Division Director Approval	Researched By David Y. Allan <i>DYA</i>
Executive Director Approval	Date of Approval	Date of Report October 1, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

BACKGROUND:

During the past year, the Academy of Justice, Riverside, under contract with POST in the amount of \$59,248, trained 98 criminal justice instructors in Techniques of Teaching Criminal Justice Role Training Programs. The contract provided for training of up to 80 law enforcement instructors. A total of 68 were trained at an actual cost of \$43,796 representing a savings of \$15,452. The additional 30 instructors, representing the Corrections and Judicial Process components of the System, each paid a tuition in the amount of \$264 and all per diem and travel expenses, resulting in no cost to the Peace Officer Training Fund. The cross-training of representatives of all components of the Criminal Justice System was highly successful. The recent initiation of the Executive Development Seminar, "Role Performance and the Criminal Justice System," creates the expectation of a greater demand for instructors in Role Training Programs. This contract, therefore, provides for training an additional 120 law enforcement instructors to properly conduct Role Training Programs.

ANALYSIS:

The proposed contract provides for training 120 law enforcement instructors and allows for instructors from Corrections and Judicial Process to participate, after paying full tuition of \$310 in addition to per diem and travel expenses. The contract includes all tuition and provides for direct reimbursement to the student by the County of Riverside for the costs of meals, lodging, and travel. All provisions of the contract are in accordance with the Commission's Budget Policy on tuition courses. As a result of the direction received at the last Commission meeting, an Attorney General's Opinion was requested relative to third-party contracts. That Opinion has been received, indicating this proposed contract is in accordance with legal requirements. The Course Budget and contract request are attached.

Fiscal Impact:

Staff Time - 100 hours
 Contract Cost - \$112,056

Utilize reverse side if needed

RECOMMENDATION:

It is recommended that the contract be approved in the amount indicated.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title REVIEW OF TUITION GUIDELINES		Meeting Date October 28 - 29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By David Y. Allan <i>DYA</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report September 30, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND:

At the July 1976 meeting, the Commission adopted the staff recommendation to review the Tuition Guidelines to determine any adjustments necessary.

ANALYSIS:

The Commission staff met with the majority of coordinators of certified courses utilizing tuitions, reviewed the Guidelines, and determined that no changes in the current Guidelines are necessary.

While the course administrators agreed that the allocations are generally adequate, they felt strongly that provision should be made for an annual review in which a percentage increase in tuitions would be authorized, reflecting inflationary trends.

The major problems facing administrators of tuition-related courses are the high percentage of cancellations and the failure of students to appear in class as expected, causing extensive under-enrollments. In an effort to solve this problem, the Commission staff has adjusted pre-enrollment procedures to allow course administrators to exceed maximum enrollments by 20% to cause actual enrollments to equal, as nearly as possible, the presently authorized maximum enrollments.

RECOMMENDATIONS:

That staff continue to monitor enrollments to determine if the solution is responsive to the problem.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Proposed Regulation Change--Section 1006		Meeting Date October 28-29, 1976
Division Technical Services Division	Division Director Approval Bradley W. Koch <i>BWK</i>	Researched By John B. Davidson
Executive Director Approval <i>W. R. J. Salinger</i>	Date of Approval 10-14-76	Date of Report October 4, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page ____).

ISSUE

Time extensions are granted on a regular basis to some agencies in order to permit them additional time to accomplish required training. Notwithstanding this fact, some agencies still do not complete the training within the required training period. This is particularly true in the Supervisory Course where it is not uncommon for a sergeant to be promoted to lieutenant without ever having attended the Supervisory Course.

ANALYSIS

When Section 1015 of the Regulations was changed to eliminate reimbursement on late claims, late claims soon ceased to be a problem. It is anticipated that a similar regulation change with regard to agencies which do not meet training requirements would soon cause required training to occur on a timely basis.

RECOMMENDATION

Recommend Section 1006 of the Regulations be changed as follows:

1006. Extension of Time Limit for Course Completion

- (a) The Commission may grant an extension of a time limit for completion of any course required by Section 1005 of the Regulations upon presentation of evidence by a department that an officer is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction. Time extensions granted under this sub-section shall not exceed that which is reasonable, bearing in mind each individual circumstances.
- (b) The Commission may grant ~~up to a~~ ⁶ months extension of a time limit for any course required by Section 1005 of the Regulations upon presentation of evidence by a department that an officer is unable to complete the required course within the time limit prescribed for reasons other than those specified in sub-section (a). In the event that an agency does not require an individual to complete the applicable training by the end of the extension period, such agency shall not be eligible for the reimbursement of any expenses which are incurred as a result of the training when it finally occurs.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Direction and Policy Manual		Meeting Date October 28-29, 1976
Division Technical Services Division	Division Director Approval Bradley W. Koch <i>BWK</i>	Researched By DeCrona
Executive Director Approval <i>W. R. G. G. G.</i>	Date of Approval 10-15-76	Date of Report October 15, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

ISSUE

The Direction and Policy Manual was initiated at the request of the Commission at the regular meeting in Sacramento July 29-30, 1976.

BACKGROUND

The Commission has requested that a manual be prepared to provide them with access to statements of policy or direction previously issued.

ANALYSIS

The information contained in this manual has been developed from research of all Commission Meeting minutes and from personal knowledge of POST staff.

RECOMMENDATIONS

It is recommended that the Commission review all statements contained herein and advise staff as to their present intent to: affirm; modify; request further study or; delete the particular statement of policy or direction.

It is further recommended that this manual become a permanent record of the Commission's actions and be continuously updated by staff.

Utilize reverse side if needed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING |

Directions and Policy |

Manual |

INDEX CODE

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Administrative Counseling	AC
Course Certification and Control	CC
Legislation	L
Personnel Certification	PC
Reimbursement	R
Selection Standards	SS
Training Standards	TS

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SECTION LISTING

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1. Contracts.
2. Use of Commission Influence.
3. Incentive Pay Plans.
4. Consultants Not to Serve As Chiefs of Police.
5. Lateral Transfers Relating to Retirement Systems.
6. Public Safety Commission.
7. Legislatively Mandated Training Funding.
8. Specialized Program Eligibility.

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2. Course Certification Moritorium.
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1. Advanced Officer Course.
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1. Reserve Standards.

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1. Regional Criminal Justice Training Systems.

Affirm
Further Study
Modify
Delete

A2 Use of Commission Influence

Commission will not endorse or co-sponsor any outside institute meeting, seminar, or other program, nor will permission be granted for use of Commission's name unless the Commission takes part in the planning phase and is aware of the subject matter and the caliber of the speakers.

Commission Meeting 4/11/69

A3 Incentive Pay Plans

It is Commission policy that it should not become a part of mandating anything that a city or county is required to pay an officer because of his personal achievements in acquiring POST certificates (incentive pay).

June 27, 1968, Legislative Policy reaffirmed.

Commission Meeting 6/12-13/70

A4 Consultants Not to Serve As Chiefs of Police

It is Commission policy that POST consultants shall not serve as interim chiefs of police (ref: request from City of Dunsmuir.)

Commission Meeting

A5 Lateral Transfers Relating To Retirement Systems

It is Commission policy that:

- a. POST is in favor of the philosophy of lateral transfer.
- b. There is a necessity for a minimum standard as it provides interchangeability of retirement systems.
- c. POST will make no recommendation as to the funding, but will strongly recommend the source not be the POTF.

Commission Meeting 12/10-11/70

A6 Public Safety Commission

The Commission endorses the concept of a Public Safety Agency which includes the Commission on POST as an integral part of the agency, provided that the Commission on POST shall continue to be independent of any officer or employee of the Executive Branch.

Commission Meeting 9/13-14/73

POST COMMISSION POLICY

ADMINISTRATIVE COUNSELING

Admiral
Further Study
Modify
Delete

AC1 Survey Findings

The Administrative Counseling Committee shall keep the Commission apprised of survey findings as each survey is completed.

Commission Meeting 6/12-13/70

AC2 General Surveys

It is Commission policy that all request for general surveys are subject to approval by the Commission.

Commission Meeting 11/20/75

AC3 Administrative Counseling Fees

It is Commission policy that there shall be no charge for Administrative Counseling services performed by POST staff.

Commission Meeting 11/20/75

AC4 Peace Officer Training Fund - Subsidies

It is Commission policy that POTF shall not be used to provide subsidy to local agencies in order for the agency to employ private consultants.

Commission Meeting 11/20/75

AC5 Budget

The Commission directs that the Administrative Counseling Program shall be budgeted as "aid to local government."

Commission Meeting 10/31/74

AC6 Lengthy Surveys

The Commission directs that staff notify the Commission of any special survey requiring more than 30 consultant workdays for completion.

Commission Meeting 1/22/76

POST COMMISSION POLICY

Affirm	Further Study	Modify	Delete
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COURSE CERTIFICATION AND CONTROL

CC1 Course Modification

It is Commission policy that staff be granted discretion to modify certified courses without prior Commission approval in the following instances:

- a. Increases in the length of courses where there is no tuition increase.
- b. Changes in curricula of Advanced Officer Courses and seminars.
- c. Changes of instructors.
- d. Changes in format of presentation.
- e. Adjustments in emphasis or length of subject in courses which have topic requirements with no stipulated topic length, and changes in orientation of topics, e.g., 832 P.C. topics from police to probation.

Commission Meeting

9/13-14/72

CC2 Course Certification Moratorium

The Commission has directed that effective 8/1/75, there be declared a moratorium on the certification of new courses. If it is found that a course is needed on an emergency basis, it may be brought before the Commission.

Commission Meeting

9/1/75

- *"Leadership role" in the context of this policy is defined as: a) Identifying, anticipating and soliciting legislative needs related to POST and its objectives;
- b) Conducting research which relates to the evaluation and formation of legislative proposals; and c) Following and testifying on relevant legislative matters.
- 2. The Commission shall extend full cooperation to the Legislature, the Executive Branch, and other interested parties on all legislative matters.
- 3. The Commission may oppose or seek modification of legislation which would:
 - a. Augment the Commission's workload without adequate financing.
 - b. Impose by law programs which the Commission is now legally empowered to establish administratively.
 - c. Detrimentially impact a source of revenue for the Peace Officer Training Fund.

Staff Discretion

- 1. On legislative topics where there is established Commission policy, the POST Executive Director is authorized to speak in behalf of the Commission and perform necessary legislative activities without prior authorization.
- 2. On legislative topics of a controversial nature, or where substantive issues are involved, and time constraints preclude awaiting a regular Commission meeting, the Chairman of the Legislative Review Committee shall be solicited for direction.
- 3. On Legislative matters of a technical or non-policy nature, staff is authorized to testify or perform other legislative activities necessary to clarify issues, laws, procedures, or processes.

For Commission Consideration

10/76

L4 Distribution of Law Enforcement Equipment

It is Commission policy to oppose all future legislative efforts that would cause the Commission to be involved in the process of distributing equipment to law enforcement in California.

Commission Meeting

9/13-14/73

Affirm	Further Study	Modify	Delete

POST COMMISSION POLICY

Admin
Further Study
Modify
Delete

PERSONNEL CERTIFICATION

PC1 Certifications for Matrons

It is Commission policy that police certification programs shall include all County Deputy Sheriff/Matron classifications and that General Certificates continue to be issued to these personnel.

Commission Meeting 9/14/72

PC2 Management Certificate Awards; Eligibility of Sergeants

In determining eligibility to receive the Management Certificate, the Commission has directed staff to consider a sergeants actual functions within his department and commensurate pay, rather than his title.

Commission Meeting 11/19/74

POST COMMISSION POLICY

Amend
Further Study
Modify
Delete

REIMBURSEMENTS

R1 Advanced Officer Course

It is Commission policy that departments shall not be reimbursed for an officer's attendance at Advanced Officer Courses more than once in a twelve-month period.

Commission Consideration

R2 Tuition

- a. All agencies charging tuition to outside agencies for their training programs be required to submit budgets on POST forms, as colleges and universities charging tuition, to assure that costs passed on to outside agencies participating in the program are appropriate. Instructional costs should be identified as a cost that cannot be passed on to participating agencies. By affiliation with a community college, instructor salaries could be accommodated in the college budget which is financed through the general budget.
- b. Outside agency enrollment requirements be only that outside participation be encouraged except in courses where circumstances might be such that more specific requirements would be necessary.
- c. That LAPD and any other department of comparable size be recognized as a region for curriculum considerations in certifying training courses.
- d. For purposes of funding instructional costs. LAPD not be required to affiliate with a community college for presentation of their certified courses.

Commission Meetings

3/15-16/73
6/14-15/73

R3 Unit Fees

It is Commission policy that the cost of fees for the award of college units for individual officers not be considered an allowable cost as part of the tuition schedule established for a particular course.

Commission Meeting

6-14-15/73

POST COMMISSION POLICY

Amir
Further Study
Modify
Delete

SELECTION STANDARDS

SS1 Reserve Standards

It is Commission policy to support the concept of developing selection and training standards for reserves.

Commission Meeting

4/22/76

POST COMMISSION POLICY

Affirm
Further Study
Modify
Delete

TRAINING STANDARDS

TS1 Regional Criminal Justice Training Systems

It is Commission Policy that:

- .POST supports prerogative of local area determinations.
- .POST supports the goal of regionalization to provide better means of delivering training and education.
- .POST supports functioning or existing training institutions to actually conduct and coordinate instruction.
- .POST shall pursue an active leadership role towards implementing regionalization of education and training.
- .POST supports each system, once developed and operational, by encouraging each to consider and resolve its own area training-related problems.
- .POST encourages the development of intra-system mechanisms to resolve jurisdictional disputes, planning for curriculum development, and provide input to POST on training matters.
- .POST take an active role in stimulating adequate funding for regionalization of education and training.
- .POST give consideration to permit course certification to established regional training systems rather than particular institutions within such systems when procedural safeguards developed by the particular system demonstrate there will be compliance with POST Guidelines, course quality control, and course quality control, and continuity of offering.
- .POST strongly supports regionalized training, but also recognizes the continuing need for certain training courses requiring highly technical and unique expertise to be certified non-regionalized system components such as federal and state agencies, private organizations, and others. Although not a requirement, encouragement will be given to coordinate these programs with regional training systems.

Commission Meeting

4/24-25/76

AGENDA ITEM SUMMARY SHEET

Agenda Item Title ADVANCED OFFICER COURSE FORMAT		Meeting Date October 28 - 29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Standards and Training
Executive Director Approval <i>W.R. Scarborough</i>	Date of Approval 13 OCT	Date of Report October 13, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND:

At the July 1976 Commission meeting, the following policy was reaffirmed:

The presentation of the Advanced Officer Course may extend no longer than five weeks, one day per week, eight hours per day.

The Sheriff of Los Angeles County has requested this be modified to allow a period not to exceed 12 weeks, in order to overcome scheduling and budgetary problems.

ANALYSIS:

The intensive format was designed to preclude "roll call-type" training to allow compliance with the Advanced Officer Course requirement.

Several agencies currently schedule training days one day per month, in which quality presentations of various courses occur. No significant deterioration of knowledge and skill acquisition has been demonstrated to occur through this format.

The Advisory Committee reviewed this issue on October 8, 1976, and concluded that such a change would be appropriate.

RECOMMENDATION:

Modify the policy on intensive presentation formats "the course to extend no longer than 12 weeks, presented at least one day per month, eight hours per day".



County of Los Angeles
Office of the Sheriff
Hall of Justice
Los Angeles, California 90012

PETER J. PITCHESS, SHERIFF

August 27, 1976

William Garlington, Executive Director
Commission on Peace Officer Standards
and Training
7100 Bowling Drive, Suite 250
Sacramento, California 95325


Dear Mr. Garlington:

During the past several months members of our training staff have worked closely with your staff modifying and updating the Advanced Officer Curriculum offered through our Training Bureau.

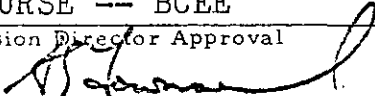
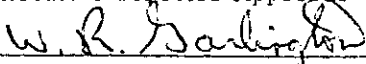
One of the modifications requested by our Department was an extension to the present five-week intensive format authorized by the Commission. It is our understanding that the five-week format was adopted to preclude the use of daily in-service training and semester long classes to fulfill the Advanced Officer Training requirement. We feel that this time frame could be extended from the present five-week to a 12-week format and still maintain the intent of the original decision. In light of the decreasing P.O.S.T. reimbursement, this expansion seems reasonable in that it will greatly increase our ability to train within the present budgetary restraints being felt within all levels of government.

It is requested that this matter be placed on the Commission's agenda at the earliest opportunity.

Sincerely,


PETER J. PITCHESS
SHERIFF

AGENDA ITEM SUMMARY SHEET

Agenda Item Title REIMBURSEMENT FOR PARTIAL COMPLETION OF THE BASIC COURSE -- BCEE		Meeting Date October 28 - 29, 1976
Division Standards and Training	Division Director Approval 	Researched By Standards and Training
Executive Director Approval 	Date of Approval 13 OCT	Date of Report October 13, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

BACKGROUND:

Current policy precludes reimbursement for portions of the Basic Course, unless the employee is terminated for cause. With the increased usage of the Basic Course Equivalency Examination and equivalent evaluations under Section 1008 of the Regulations, it becomes apparent that certain subject blocks of the Basic Course may be required to clear individual training deficiencies.

A specific request has been made by the Chief of the Calipatria Police Department to modify Commission policy to allow for reimbursement.

ANALYSIS:

If an individual failed to complete satisfactorily a subject such as Defensive Tactics or Juvenile Procedures, or lacked specific documentation of training in these certain areas or others, he would have to complete a course using portions of the Basic Academy or an appropriate Technical Course.

If the agency head wished to send the individual through the entire Basic Course, he would be eligible for reimbursement. This would be costly to the Peace Officer Training Fund and to the agency, in terms of needless training expense and time. Reimbursement to cover only the number of hours spent in clearing the deficiencies would be cost effective.

RECOMMENDATION:

Modify Commission policy to allow reimbursement as appropriate for the category of training when clearing deficiencies as outlined above.

DEPARTMENT OF JUSTICE

EVELLE J. YOUNGER, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO 95823

October 4, 1976

EXECUTIVE OFFICE
(916) 445-4515ADMINISTRATION
Certificates
Reimbursements
(916) 322-2235STANDARDS AND TRAINING
(916) 322-2180ADMINISTRATIVE COUNSELING
(916) 445-0345TECHNICAL SERVICES
(916) 445-4515

Frank Emanuel
Chief of Police
Calipatria Police Department
P. O. Box 668
Calipatria, California 92233

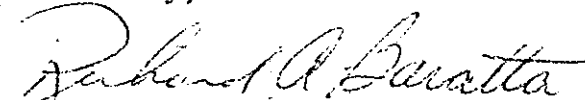
Dear Chief Emanuel:

I have received your letter regarding the training of Officer Roger Nye at the Rio Hondo Basic Academy. As I understand it, he will be attending the college for ten days on three different occasions. It will be necessary for him to travel from Calipatria to Whittier three times and maintain accommodations locally while attending courses. You have asked for any reimbursement available to offset the city's cost.

I am informed by our Administrative Division that the Commission policy is not to reimburse for partial attendance at a course except for our basic course. In this case, we will reimburse only if the officer is terminated or recycled. Since this is not the case with Officer Nye, who is making up areas failed on our Basic Course Equivalency Examination, we cannot provide reimbursement without Commission action.

The above information was conveyed to you by telephone conversation on October 4, 1976, and confirmed by this letter. Acting on your request to seek Commission consideration for reimbursement, I am bringing the matter to the attention of Mr. Gerald E. Townsend, Director, Standards and Training Division. A final disposition should be made at the October Commission meeting, and we shall advise you of the Commission decision.

Sincerely,



RICHARD A. BARATTA
Senior Consultant
Southern Bureau
Standards and Training Division

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title REIMBURSEMENT - CIVILIAN EMPLOYEES IN THE BASIC COURSE		Meeting Date October 28 - 29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Standards and Training
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-13-76	Date of Report October 13, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page ____).

BACKGROUND:

Currently civilian employees "performing police tasks as defined by the Commission" are eligible for reimbursement when attending certified courses if advance approval has been obtained. In the case of the Basic Course, approval has been granted in the categories of Community Service Officer, Police Cadet, and other similar titles wherein the individual is performing a paraprofessional function. In these cases, the entire Basic Academy has been completed.

It would seem appropriate that selected modules would meet the paraprofessional training needs better than the entire course. Current policy precludes reimbursement for portions of the Basic Course, generally.

The Chief of Police of Santa Rosa has requested modification of this policy.

ANALYSIS:

Allowing full participation in the entire Basic Course is expensive to the Peace Officer Training Fund and the employing jurisdiction, and may be counterproductive relative to the training objective for the paraprofessional. Attending portions appropriate to the function of the paraprofessional would prevent over-training. Progression in the career ladder to sworn positions could be accommodated in the future if desired.

The reimbursement plan includes salary for sworn employees. Most paraprofessionals are funded from the agency's regular budget or from CETA funds. CETA-salaried individuals do not qualify for reimbursement of other than out-of-pocket expenses provided by the local jurisdiction under our guidelines.

RECOMMENDATION:

Allow reimbursement for out-of-pocket expenses for non-sworn employees attending selected portions of the Basic Academy.

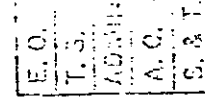
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SALVATORE V. ROSANO
CHIEF OF POLICE



P O L I C E D E P A R T M E N T
CITY HALL, P. O. BOX 1678, SANTA ROSA, CALIF. 95403
TEL: BUSINESS 528-5342, POLICE 528-5222 — 100 SANTA ROSA AVE.



July 26, 1976

Mr. Gerald Townsend, Director
Standards and Training Division
Commission on P.O.S.T.
7100 Bowling Drive
Sacramento, CA. 95823

This letter comes to you, Jerry, in support of a proposal which we discussed briefly several days ago. By way of reiteration you will recall our desire to create several new civilian classifications within the Police Department. The purpose of those new classifications was twofold:

- (1) - To relief sworn police officers from a variety of tasks not requiring the intervention of armed, sworn officers.
- (2) - Our desire to provide broader parameters for career opportunities at the entrance level to a Police Department, while at the same time enhancing the role of sworn officers whose efforts could be directed toward higher priority activities.

In order to accomplish these objectives the City Council has authorized nine new positions. Five are in the classification of Police Technician and four are in the classification of Community Service Technician. The Police Technician classification is envisioned as one which will allow us to staff internal functions such as the reception counter and the property and evidence functions with civilians who will be given far greater duties than the traditional clerical support to sworn officers, who have previously functioned in those areas.

The Community Services Technician at a higher entry level salary will be expected to perform in the field. They will be unarmed, however, will be uniformed and patrolling in readily identifiable vehicles which will look very similar to a police car. They will respond to a variety of field service calls to and including taking reports on major felonies after the fact.

We are presently drafting an Operations Procedure to ensure that those Field Technicians will not be inadvertently assigned to activities which either could be personally hazardous to them or would require an arrest. In addition, we envision providing these Field Technicians with a higher level of training in the area of First Aid and in all probability, emergency medical techniques, as well as some basic fire training.

We anticipate employing these nine persons sometime in late August. In our search for training opportunities, we have found Mr. Joseph P. McKeown, Director Administration of Justice, Los Medanos College, to be extremely supportive and interested in

Mr. Gerald Townsend, Director
Standards and Training Division
Commission on P.O.S.T.
July 26, 1976
Page Two

meeting our training needs. Mr. McKeown, who has a basic Police Academy commencing in September, has tentatively agreed to modularize that program so that these nine civilians could benefit from approximately 75% of the basic law enforcement academy while deleting such things as arrest techniques, firearms, baton training and those other courses which would have no validity.

{ With this brief description of our attempt, please consider this a formal request for authorization to receive POST reimbursement for those weeks of academy training which will be necessary to supplant police officers with civilians.

We will continue working with Mr. McKeown to arrive at some tentative design of such a training program since time is short and he will need some definite commitment. I would be most appreciative if we could receive some indication of POST's support for such an endeavor and should an appearance before the Commission be deemed necessary, please advise me.



SALVATORE V. ROSANO, Chief of Police

September 3, 1976

Salvatore V. Rosano
Chief of Police
Santa Rosa Police Department
P. O. Box 1678
Santa Rosa, California 95404

Dear Sal:

This will confirm prior discussions in which you have been advised that POST will pay per diem and travel costs for your non-sworn personnel attending selected modules of the Basic Academy at Los Medanos.

The matter of salary reimbursement does not seem appropriate at this time and will probably result in a staff recommendation precluding future salary reimbursement in cases of this type. It is anticipated that the Commission will address this issue for policy decision at their meeting of October 28 and 29, 1976, in Palm Springs. Should you wish to appear or provide written support for your position, please feel free to do so.

Mr. Townsend, of the Standards and Training Division, will provide you with a copy of the staff position paper to be presented to the Commission when it is completed.

Sincerely,

WILLIAM R. GARLINGTON
Executive Director

GET/db

AGENDA ITEM SUMMARY SHEET

Agenda Item Title ADVANCED OFFICER COURSE FORMAT		Meeting Date October 28 - 29, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Standards and Training
Executive Director Approval <i>[Signature]</i>	Date of Approval 13 OCT	Date of Report October 13, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND:

At the July 1976 Commission meeting, the following policy was reaffirmed:

The presentation of the Advanced Officer Course may extend no longer than five weeks, one day per week, eight hours per day.

The Sheriff of Los Angeles County has requested this be modified to allow a period not to exceed 12 weeks, in order to overcome scheduling and budgetary problems.

ANALYSIS:

The intensive format was designed to preclude "roll call-type" training to allow compliance with the Advanced Officer Course requirement.

Several agencies currently schedule training days one day per month, in which quality presentations of various courses occur. No significant deterioration of knowledge and skill acquisition has been demonstrated to occur through this format.

The Advisory Committee reviewed this issue on October 8, 1976, and concluded that such a change would be appropriate.

RECOMMENDATION:

Modify the policy on intensive presentation formats "the course to extend no longer than 12 weeks; presented at least one day per month, eight hours per day".



PETER J. PITCHESS, SHERIFF

County of Los Angeles
Office of the Sheriff
Hall of Justice
Los Angeles, California 90012

August 27, 1976

William Garlington, Executive Director
Commission on Peace Officer Standards
and Training
7100 Bowling Drive, Suite 250
Sacramento, California 95325


Dear Mr. Garlington:

During the past several months members of our training staff have worked closely with your staff modifying and updating the Advanced Officer Curriculum offered through our Training Bureau.

One of the modifications requested by our Department was an extension to the present five-week intensive format authorized by the Commission. It is our understanding that the five-week format was adopted to preclude the use of daily in-service training and semester long classes to fulfill the Advanced Officer Training requirement. We feel that this time frame could be extended from the present five-week to a 12-week format and still maintain the intent of the original decision. In light of the decreasing P.O.S.T. reimbursement, this expansion seems reasonable in that it will greatly increase our ability to train within the present budgetary restraints being felt within all levels of government.

It is requested that this matter be placed on the Commission's agenda at the earliest opportunity.

Sincerely,


PETER J. PITCHESS
SHERIFF

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Direction and Policy Item Review from July 1976 Commission Meeting		Meeting Date October 28-29, 1976
Division Technical Services	Division Director Approval Brad Koch <i>mk</i>	Researched By Davidson
Executive Director Approval <i>W.R. Davidson</i>	Date of Approval 10-14-76	Date of Report 10/14/76
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

The following direction and policy items were considered by the Commission at its regular meeting in July, 1976. They are presented here for review and approval prior to being included in various directive forms for use by staff.

Each item is preceded by an item (if applicable) and page number which refer to its location in the July Commission meeting minutes. It is followed by the location in which the direction or policy will finally be located. (PAM - Commission Policy Manual, etc.)

1. Item 16, pp. 10-11. Requirements Relating to Course Announcement Form.
 - a. The Course Announcement Form POST 2-110, be submitted to POST at least 30 days prior to the offering of the course described, if the training institution has master calendared POST-certified courses.
 - b. The Course Announcement Form POST 2-110, be submitted to POST at least 90 days prior to the offering of the course described if courses are not master calendared.

To be located in PAM as a change to Commission Procedure D-10.

2. Item 18, page 11. Advanced Officer Course--Hours.

Grant all currently certified Advanced Officer Courses a blanket change to allow variable format presentations of from 20 hours to 40 hours.

To be located in PAM as a change to Commission Procedure D-2.

3. Item 19, page 11. Advanced Officer Course--Format.

- The intensive format is required.
- The course be required to extend no longer than five weeks, one day per week, eight hours per day.

To be located in PAM as a change to Commission Procedure D-2.

Utilize reverse side if needed

4. Item 20, pages 11-12. Advanced Officer Course--Alternative Methods of Compliance.

For purposes of compliance with the Advanced Officer training requirements, we shall allow:

1. Any course presented "in-house" totalling 20 or more hours, approved in advance by the department head of the local jurisdiction and POST, provided it is presented in the intensive training day concept and is not an accumulation of "roll-call training" sessions.
2. Any course presented by an academic institution approved in advance by the department head of the local jurisdiction and POST.
3. Any other non-certified course approved in advance by the department head of the local jurisdiction and POST.
4. There is no reimbursement for the above non-certified courses. They are deemed to be equivalent training only.

To be located in PAM as an addition to Commission Procedure D-2.

5. Item 21, page 12. Driver Training Quotas.

Authorize the California Highway Patrol to present the Driver Training Course to 300 trainees, and authorize the Academy of Defensive Driving to present the course to 700 trainees for reimbursement from the Peace Officer Training Fund.

POST staff, in conjunction with agencies in the 12 training zones, will establish percentage quotas for each of the 12 training zones to insure equal opportunity for access to the training among all jurisdictions.

Allow other presenters to continue without quota restriction due to the negligible fiscal impact.

To be located in the Commission Policy and Direction Manual.

6. Item 23, page 13. L. A. County Fee Schedule for Certified Courses.

1. Examine the extent of such fees throughout the State and report recommendations as part of the tuition guidelines revision due at the November meeting.
2. Amend the course catalog to show additional charges for these Los Angeles County courses.
3. Examine and make recommendations relative to reimbursement programs based on the results of the study.
4. Examine and make recommendations relative to the impact on regionalization based on the results of the study.

To be located in Commission Policy and Direction Manual and as appropriate in the course catalog.

7. Item 24, page 13. Private Security Guards - Baton Training.

1. Continue to seek legislative amendment to Penal Code Section 12002.
2. Advise graduates of private security baton courses to obtain verification of their satisfactory completion of the course from the course presentors.

To be located in Commission Policy and Direction Manual.

8. Item 25, page 14. Private Security Guards - Tear Gas Training.

1. Do not re-establish chemical agents training as a separate course, solely for private security guards.
2. Allow private security guards to attend the chemical agents portion of currently certified courses at the discretion of the agency or organization presenting that particular course.

To be located in the Commission Policy and Direction Manual.

9. Item 21, page 14. Basic Course Equivalency Examination.

Continue Section 1008 Equivalency evaluations of written documentation supplemented by the administration of the existent BCEE and completion of the P. C. 832 Course.

To be located in the Commission Policy and Direction Manual.

10. Page 20. Resolution of ADA Problems.

1. It is recommended the Commission reaffirm previous direction to staff to continue activities to resolve ADA problems.
2. It is recommended the Commission make appropriate communications to the Chancellor of the California Community Colleges expressing its position on specific provisions of the proposed open enrollment guidelines. (Suggested guidelines are made Attachment "E" of these minutes).

To be located in the Commission Policy and Direction Manual.

11. Page 31. Mileage and Per Diem Compensation.

Mileage and per diem compensation for the POST program shall be based on the same rates as the State and any changes shall become effective on the same date.

To be located in PAM as a change to Commission Procedure E-2.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Administrative Counseling Services Report		Meeting Date October 28/29, 1976
Division Administrative Counseling	Division Director Approval <i>[Signature]</i>	Researched By O.H. Saltenberger
Executive Director Approval <i>[Signature]</i>	Date of Approval October 10, 1976	Date of Report October 8, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input checked="" type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

The following is a summary of administrative counseling activities undertaken during the last Commission quarter. The reporting period covers divisional activities from July 1, 1976 through September 30, 1976.

SURVEYS AND STUDIES COMPLETED

Ten surveys and selected studies were completed during the reporting period. Organizational surveys were completed in the Solano and Fresno County Sheriffs' Departments. Combination organization and records surveys were completed in the Mariposa County Sheriff's Office, Foster City and Napa Police Departments. A records survey was completed for the Arroyo Grande Police Department. Selected studies addressing organizational overviews, management practices and facilities were completed for Ontario, Arvin, and Brawley Police Departments. A crime analysis study was completed for the Fairfax Police Department.

CURRENT SCHEDULE OF WORK IN PROGRESS

Surveys and studies are currently being provided in 21 jurisdictions. A list of agencies and type of service(s) being provided is as follows:

Studies

<u>Agency</u>	<u>Subject of Survey</u>
Calaveras SD	Patrol Workload
Simi Valley PD	Patrol Workload
Guadalupe PD	Administrative Overview
Delano PD	Records/Property Control
Mendota PD	Administrative Overview

Special Surveys

<u>Agency</u>	<u>Subject of Survey</u>
Calexico PD	Organization & Records
Kern SD	Organization
El Centro PD	Organization & Records
Redlands PD	Organization & Records
S. San Francisco PD	Organization & Facility
Baldwin Park PD	Organization
St. Helena PD	Organization & Personnel Administration
Corcoran PD	Organization & Records
Taft PD	Records
Trinity SD	Organization & Personnel Allocation
Rohnert Park PD	Organization
Palm Springs	Records
Riverbank PD	Organization, Records & Property Control
Plumas SD	Organization & Records
Patterson PD	Organization
Placer SD	Organization & Personnel Allocation

FIELD MANAGEMENT TRAINING

The Field Management Training Program provides resources for on-site observation and evaluation of management functions to facilitate agency research and assistance in program implementation. Existing program training subjects are categorized to include the following:

Administration	Forms Management	Police Vehicles
Ambulance Service	Intelligence	Policing Concept
Assessment of Crime	Internal Investigations	Property Control
Communications	Investigations	Records
Community Relations	Jail	Research and Development
Contract Services	Juvenile	Reserves
Court Liaison	Long-Range Planning	Special Police Problems
Crime Laboratory	Management Information Systems	Staff Inspectional Functions and Procedures
Crime Prevention	Off-duty Employment/Weapons	Traffic
Data Processing	Patrol	Training
Detective Night Staffing	Patrol Workload Study	Vice Control
Fiscal Operations	Personnel	Warrants
	Police Facilities	

During the reporting period, 11 agencies were authorized for participation in the Field Management Training Program. The following list identifies the agencies, training subjects, and number of trainees:

<u>AGENCY</u>	<u>TRAINING SUBJECT</u>	<u>NUMBER OF TRAINEES</u>
Garden Grove PD	POST Orientation	1
Sacramento County SD	Labor Relations	1
Sacramento County SD	Reserve Program	1
San Mateo PD	Records and Filing	2
El Cerrito PD	Records	1
Hayward PD	Planning and Research - Beat Stru./ Manpower - Traffic Bureau	1
Taft PD	Information on Color Mug System	1
Novato PD	Police Facilities	3
Laguna Beach PD	Records	1
Laguna Beach PD	POST Orientation	1
Hermosa Beach PD	Team Policing 4 - 10	1
Santa Ana PD	"911" and Command/Control Systems	2
San Francisco PD	Field Operations - Organization and Procedures	2

IMPLEMENTATION AND FOLLOW-UP ACTIVITIES

The division regularly schedules implementation and follow-up activities to facilitate agency assistance and provide program feedback. Follow-up visitations are scheduled six months, one year and two years after delivery of the management counseling product (studies, special and general surveys). Listed below is the schedule of field visits provided in the course of counseling activities during the reporting period. The list depicts the agency, the type of service previously delivered, the follow-up sequence (predicated on the elapse time since work completed) and date, and the percentage of recommendations implemented.

<u>Agency</u>	<u>Survey Type</u>	<u>Visit Number * and Date</u>	<u>Percentage of Recommendations Implemented</u>
San Jose PD	Special	#2 - 7-21-76	85%
Pacifica PD	Study	#1 - 8-05-76	73%
Redondo Beach PD	Special	#1 - 8-11-76	94%
Arvin PD	Special	#1 - 8-13-76	93%
Larkspur PD	Special	#1 - 8-17-76	72%
Turlock PD	General	#2 - 9-10-76	81%
Placentia PD	General	#3 - 9-17-76	97%
Lynwood PD	General	#2 - 9-20-76	73%
Walnut Creek PD	Special	#1 - 9-23-76	62%
Morro Bay PD	Special	#1 - 9-23-76	49%
Ridgecrest PD	Special	#1 - 9-29-76	67%

- * #1 = 6 months after delivery of product
- #2 = 1 year after delivery of product
- #3 = 2 years after delivery of product

MANAGEMENT COUNSELING

The Administrative Counseling Division provides additional forms of management counseling (other than studies, surveys and Field Management Training) to local law enforcement, governmental jurisdictions and allied agencies. Technical assistance in nature, activities include: short term, topic specific research; provision of pre-prepared management materials; resource identification and coordination; and advisory conferences. Examples of the activities performed during this reporting period are listed below by agency and service provided.

<u>Agency</u>	<u>Service Provided</u>
San Diego PD	Coordination with the California Association of Criminalists to provide technical evaluation of crime lab; additional service pending.
City of Marina	Provision of prepared management materials to newly created city. Coordination with D.O.J. to provide records security and statistical reporting procedures. Evaluation of further P.D. needs to be provided when agency is authorized for formal program participation.
San Francisco PD	Conference with agency representatives regarding POST management services and identification of field management training activities to assist in implementing recently proposed (LEAA Technical Assistance Grant) agency reorganization.
Capistrano Bay District	Provided limited research information regarding establishment and maintaining police department, applicable peace officer status requirements, POST program requirements and feasibility for exploring other means to provide service.
Daly City PD	Researched information forwarded regarding staffing levels.
National Clearinghouse for Criminal Justice Planning and Architecture	Conference to provide mutual needs assessment, identification of areas of program integration and develop methods of increasing assistance to local California law enforcement.

MANAGEMENT COUNSELING REQUESTS PENDING

On June 30, 1976, the end of Fiscal Year 1975-76, seven active agency requests for management counseling were pending. Ten additional service requests were received during the reporting period. Work has been completed or is on-going in 11 of the 17 combined service requests. The agencies currently awaiting management counseling service and the dates of request are listed below:

<u>Agency</u>	<u>Request Date</u>
Wasco PD	8-25-76
Hillsborough PD	9-03-76
Marina PD	9-13-76
S. Pasadena PD	9-13-76
Ceres PD	9-22-76
Alameda SD	9-29-76

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Minutes - Affirmative Action Committee

September 3, 1976

At the July 29, 1976, POST Commission meeting, a resolution was passed that an ad hoc committee be formed to work with staff to prepare a proposed format of action for Commission consideration on an affirmative action program proposal.

On September 3, 1976, the Committee convened to review the proposed affirmative action and validation grant project.

Commission members present:

Robert F. Grogan	- Committee Chairman
Loren W. Enoch	- Committee Member
Brad Gates	- Alternate
Herbert E. Ellingwood	- Alternate (ex officio)

Representatives for Commission members absent:

Marvin Iannone	- Deputy Chief, Los Angeles Police Department Representing Assistant Chief Louis Sporrer
Cal Krosch	- Captain, San Diego Police Department Representing Chief William B. Kolender

POST staff present:

William R. Garlington	- Executive Director
Bradley W. Koch	- Director, Technical Services Division
Michael Freeman	- Coordinator, Validation Studies Project
Imogene Kauffman	- Recording Secretary

Visitors:

Doug Cunningham	- Executive Director, O. C. J. P.
Lewis W. Taylor	- Special Assistant to the Administrator, L. E. A. A.
Lewis Eigen	- Project Director, Civil Rights Compliance Project, University Research Corporation
Doug Brown	- California State Representative, Region 9 L. E. A. A.
Luis Batiza	- Deputy Chief, F. E. P. C.
Susan Shenfil	- League of California Cities Representative
William Hastie	- Attorney, F. E. P. C.

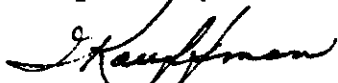
Mr. Doug Cunningham, Executive Director, O. C. J. P. recapped the chronology of events and encounters of law enforcement with civil rights compliance during the past few months, stressing the need for determining affirmative action mechanisms and techniques. Following Discussion, Commissioner Robert Grogan, Chairman of the Affirmative Action Committee, directed the POST staff as follows:

1. The Executive Director is directed to immediately divert the activities of the contract staff, now working on validation studies, to develop a job-related selection standards master plan.

POST staff is to work closely with F. E. P. C. staff, University Research Corporation, and other interested parties.

2. On the basis of Mr. Lewis Taylor's indication that money for developing the plan would be approved, the POST Executive Director is to initiate a formal request to L. E. A. A. for a contract of up to \$25,000 which will reimburse POST contract employees.
3. A special meeting of the Affirmative Action Committee of the Commission is to be held on October 20, 1976, to address the following:
 - Review the proposed concept paper to be presented to the full Commission at the October 28-29 Commission meeting.
 - Review any communication received from L. E. A. A. regarding the project.
4. The Committee agrees this is a needed and necessary project. The Committee will so indicate to the POST Commission at the October meeting and request approval of the project, assuming L. E. A. A. response is affirmative.

Respectfully submitted,



I. Kauffman
Recording Secretary

DEPARTMENT OF JUSTICE

EVELLE J. YOUNGER, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

BOWLING DRIVE, SUITE 250
SACRAMENTO 95823EXECUTIVE OFFICE
(916) 445-4515

September 10, 1976

ADMINISTRATION
Certificates
Reimbursements
(916) 322-2235STANDARDS AND TRAINING
(916) 322-2180ADMINISTRATIVE COUNSELING
(916) 445-0345TECHNICAL SERVICES
(916) 445-4515

Richard W. Velde, Administrator
Law Enforcement Assistance
Administration
U. S. Department of Justice
633 Indiana Avenue, N.W.
Washington, D. C. 20531

Dear Mr. Velde:

As indicated to you at the Los Angeles Airport meeting, the Office of Criminal Justice Planning, California Fair Employment Practices Commission and the California Commission on Peace Officer Standards and Training are exploring a resolution to law enforcement's affirmative action problems in California.

On Mr. Doug Cunningham's recommendation, the Commission on POST at its last meeting appointed a committee to meet with concerned agencies and decide on the advisability of a POST/FEPC cooperative program to identify job related employment standards for California law enforcement. A copy of the Minutes of that meeting are enclosed listing the participants. As you will note, they include representatives from the California League of Cities, FEPC, Los Angeles Police Department, San Diego Police Department, LEAA and the Office of Criminal Justice Planning. We especially appreciated the attendance of Mr. Lewis Taylor whose constructive contribution gave us a better basis for cooperation.

As a result of Mr. Taylor's assurance of planning contract funds, the committee instructed me to immediately develop a master plan, in concept form, for presentation to the Commission at its October 28th meeting. Direction was also given to work in close cooperation with FEPC to identify and prioritize projects which will be of immediate benefit to FEPC and California law enforcement agencies. The planning concept paper which was approved by the committee and reviewed by all others in attendance is also attached.

September 10, 1976

In addition, I understand that University Research Corporation, LEAA's principal contract consultants in the area of EEO technical assistance, will aid POST staff and FEPC in development of the plan. I have found Mr. Lew Eigen to be very knowledgeable and qualified. His help and guidance will be greatly appreciated.

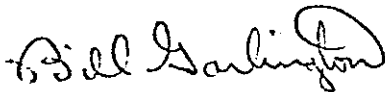
Since our conversation at the Los Angeles Airport, I have had the opportunity to address more than a hundred law enforcement chief executives at a number of meetings throughout the State. At each occasion I mentioned the possibility of POST participation with FEPC in an attempt to find an answer to affirmative action problems for law enforcement. The response, without exception, was that a project of this nature will be of great benefit to them.

As Mr. Taylor observed, the beneficial results might well be transferable to the other agencies throughout the United States. Also it should be noted that part of the plan will be to rationalize the flow of personnel reports which are burdensome to both local government and agencies having employment opportunity responsibilities.

In order to expedite our involvement, I have assigned our present validation contract staff (listed in concept paper) to develop the study plan. I will appreciate your confirmation of a contract of up to \$25,000 and technical assistance from University Research Corporation. I am sure this will lead to a completed plan and an application for a major project contract prior to the end of this year.

Please contact me personally for additional information, clarification, questions or comments.

Sincerely,



WILLIAM R. GARLINGTON
Executive Director

Enclosures

cc: Doug Cunningham

SELECTION STANDARDS AND PRACTICES, VALIDATION,
AND EQUAL EMPLOYMENT OPPORTUNITY IN CALIFORNIA
LAW ENFORCEMENT: A CONCEPT PAPER

Background

The California Commission on Peace Officer Standards and Training (POST) was established in 1959 by the passage of California Penal Code Sections 13500-13523. These statutes plus Sections 42050 through 42052 of the California Vehicle Code provide for the composition of the Commission and for its functions and funding.

The Commission consists of ten members appointed by the Governor with the advice and consent of the Senate. The Attorney General is an ex officio member of the Commission. The present Commission consists of one sheriff, two chiefs of police, one assistant sheriff, and one assistant chief along with one city administrator, one city manager, two county administrators and a police sergeant who is the rank and file member.

The Commission employs an Executive Director and staff. As of July 1, 1976, the Commission's staff consisted of 79 full-time members.

The mission of the Commission on POST is, through the provision of service and establishment of voluntary standards, to serve the following threefold purpose:

- To raise the level of competence of local law enforcement officers through adoption of minimum selection and training standards. P. C. Section 13510.
- To help improve the administration, management and operation of local law enforcement agencies by providing a counseling service. P. C. Section 13513.
- To provide law enforcement with service and assistance by developing and implementing programs designed to increase effectiveness and professional expertise. P. C. Section 13503(e).

The POST mission is supported by the following specific goals:

- To establish minimum standards and guidelines for the selection and training of law enforcement personnel.

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- To require law enforcement agencies to meet minimum selection and training standards.
- To establish and maintain quality training courses designed to improve the performance of law enforcement personnel.
- To provide assistance to improve management operational practices in law enforcement agencies.
- To conduct needed research and serve as a resource center for law enforcement.
- To administer an effective financial aid program to help subvent the costs of training local law enforcement personnel.

The necessary funds for staff and reimbursement to qualified jurisdictions are made available through the Peace Officer Training Fund. This is a special fund maintained by the State Controller and derived from a penalty assessment on criminal and traffic fines within the state of California.

Since POST establishes minimum standards for the selection of law enforcement personnel and to assist California law enforcement in achieving its fair employment obligations, the Commission on Peace Officer Standards and Training has been involved in establishing the job-relatedness of selection standards since 1973. In 1973, the Commission funded a \$214,000 project which was concerned with the selection interview, minimum qualifications, job analysis for promotional classes, job restructuring and development of model career ladders, identification of operational performance criteria for entry-level law enforcement, and an evaluation of the physical performance demands for California law enforcement. In addition, the Validation Unit of POST has completed a \$114,000 project designed to establish the job-relatedness of the areas of inquiry in background investigation and the medical disqualifiers in the medical examination for entry-level law enforcement. POST is currently involved in a \$146,000 project to develop a comprehensive Recruitment and Selection Manual which will be made available to all of the law enforcement jurisdictions in California. Included in the manual will be the most current technical and legal information on the various areas of recruitment and selection.

While these projects represent considerable progress, POST is aware that a significant amount of work remains to be completed to assist California law enforcement in meeting their employment obligations.

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POST's Expanded Role

POST has the leadership responsibility in the state of California for the development and recommendation of minimum standards for the hiring of peace officers throughout the state. As already described, a number of studies and developmental efforts have been completed in this area. At this time, the following proposal is proffered: Consistent with the feasibility, accelerate the present program and time table, and add to this planned effort other study areas which have "EEO implication." This additional effort will be described by the objectives enumerated in this paper.

Context

The objectives enumerated below should be viewed in the context that equal employment opportunity is essential in the sound administration of law enforcement operations for at least three basic reasons:

1. A major manpower objective is to obtain the best qualified people in our society to perform law enforcement work. To the extent that any potentially valuable individuals are capriciously, arbitrarily, or irrelevantly eliminated from consideration, the potential efficacy of the system is weakened. The caliber of law enforcement officers will be highest if candidates are selected from the widest possible pool of available qualified applicants.
2. The law requires equal employment opportunity. Law enforcement agencies are enforcers of the law and must obviously take leadership in obeying it.
3. Agencies of government in general, and law enforcement agencies in particular ought to set a high standard of moral leadership in the society.

To the extent that any selection criteria have disparate impact on any protected classes - even though the criteria may be job-related and otherwise valid - law enforcement administrators should be constantly attempting to utilize selection standards that maintain just as high a standard of selection but have less adverse impact.

Objectives

The following project objectives are proposed:

1. Have the products from the existing medical standards and background investigation validation projects reviewed by FEPC for their inputs and continue this same degree of participation and review by FEPC and other outside groups in the proposed work.

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2. Perform comprehensive job analyses of the major law enforcement positions in the state of California.
3. Identify those functional tasks which might be likely to be affected (positively or negatively) by particular suggested standards (e. g., Are there any functional tasks which might be affected by a height standard?).
4. Conduct appropriate sub-studies directed toward the investigation of the relevance and validity of a wide range of potential standards.
5. Where studies produce adequate criteria, establish model standards and recommend selection practices for measuring them.
6. Where feasible, field test the models and the recommended selection practices in representative departments throughout the state.

Goals

The above objectives will be focused in the following two goals: (1) for the state of California, development to the extent possible of a model set of recommended job-related standards that will produce the highest quality peace officer. These standards will be developed with due regard to the obligation to minimize disparate impact, where possible, on racial, religious, sexual, ethnic, or other protected groups in the society; (2) make project results available for consideration by other states and communicate them to law enforcement departments and human rights agencies throughout the country.

Methodological Approaches

A prerequisite for the development of job-related and fair selection standards and practices is a thorough understanding of the content and requirements of the job. A comprehensive job analysis and careful job-criterion development must be completed as the first step in the proposed project. Job analytic approaches will be chosen which are appropriate for the development of those selection standards and practices which will be addressed in future POST projects. A job-analytic tool will result which can be used by all California law enforcement agencies to describe the job of entry-level law enforcement officers as it exists in their agencies. Based upon this data, criteria or standards of acceptable job performance will be developed.

Beginning immediately, a program will be developed for identifying the selection standards and practices which POST will address on a priority

basis. To establish the list of projects and prioritize the components, POST will do the following:

- Establish a steering committee composed of individuals selected by the Executive Directors of OCJP, FEPC and POST. This committee will have continued responsibility for providing input to the project staff.
- Using a questionnaire or other appropriate means, solicit the opinion of California law enforcement administrators concerning areas of greatest need.
- Determine from LEAA and FEPC records which standards and practices are being most frequently challenged by law enforcement applicants.

Based on the input from these sources, a final list of projects will be identified.

The ultimate goal is the establishment of the job-relatedness of employment standards and practices. This is accomplished by a process called validation. The three basic validation strategies which are available are empirical validity, construct validity and content validity. The method which is appropriate for a particular selection technique depends on the nature of the inference one wishes to make about the relationship between the technique itself and the requirements of the job.

Empirical Validity

Some selection practices are designed to predict performance on the job. The nature of the inference is that individuals scoring well on the test (e. g., a paper-and-pencil test of mental alertness), will subsequently do well on the job. Conversely, those who score poorly should be rejected because they will do poorly on the job. The accuracy of the inference is evaluated by statistically relating test scores with measures of job performance. This type of validation strategy is also called criterion-related validity.

Construct Validity

On occasion, a job analysis establishes that job incumbents, to be successful, must possess a certain level of a particular psychological characteristic or "construct." Such constructs include introversion-extroversion, dogmatism, reflectiveness, optimism, and numerous other personal traits. When one wishes to evaluate the inference that a selection tool is an adequate measure of a psychological construct, then the validation strategy is called construct validity. Demonstrating construct validity is difficult and is ultimately a matter of judgment for which no standard or universally recognized rules exist. Therefore, its use in selection practice validation has been limited.

Content Validity

Frequently, an employer wishes to determine whether an applicant possesses a certain job knowledge or can perform adequately in a certain aspect of the job. For example, the applicant might be asked to actually participate in a simulation of one or more important areas of job content. To ensure the adequacy of such a test, one must employ a validation strategy called "content" validity. That is, the content validity of the device (usually a job-performance or job-knowledge test) must be built into it using such techniques as a thorough job analysis, determination of the job content domain to be evaluated, adequate sampling from that domain, and correct test construction techniques.

The final step in the planning of this phase will be (a) the choice of appropriate validation strategy for each selection standard or practice, and (b) the development of a detailed technical and fiscal plan for the completion of each project. To assist in the design of each project component, a project consultant with relevant expertise and national reputation will be chosen. Those experts who have worked with LEAA on similar projects will be among those asked to participate in an advisory capacity.

Current Project Staff

The staff currently involved in validation efforts will be expanded as necessary to complete the additional funded projects. This project staff will be within the POST Executive Director's Office. The present Validation Unit staff includes:

Michael S. Freeman

Mr. Freeman is a Senior Consultant with POST and is currently the project coordinator for the development of a comprehensive recruitment and selection manual. Prior to this project, he was coordinator of the Background and Medical Validation Projects and served as the project coordinator for the six-component selection study funded in 1973.

In addition to coordinating the POST projects dealing in validation and fair employment, Mr. Freeman has consulted with compliance agencies and with consulting firms, and has assisted many law enforcement agencies in complying with EEOC selection guidelines.

His other duties while employed at POST have included responsibility for the specialized certification program, conducting management surveys for the Lodi, Seal Beach, and Woodlake Police Departments, evaluating grants, legislative liaison, and performing many related staff studies. Prior to joining POST, Mr. Freeman was a Sergeant with

the police department of Berkeley, California, where he served in a personnel and training function. His police experience covers seven years with that department and includes other assignments related to patrol, investigation, and community relations.

Mr. Freeman holds a B. A. degree in law enforcement and administration from California State University at San Jose and has completed a considerable amount of graduate work in public administration. He holds a POST Advanced Certificate, a designated subjects teaching credential for the State of California, and has completed the POST Executive Development Course. Mr. Freeman has served on panels for the Southern California Personnel Management Association and the California Association of Criminology.

Mr. Freeman has provided depositions and testimony related to fair employment practices with California law enforcement agencies and also has served as a resource consultant to law enforcement agencies during fair employment inquiries.

John W. Kohls

Dr. Kohls, who holds a Ph.D. in Industrial Psychology from Iowa State University, is currently the staff's psychologist and principal validation expert with the California Commission on Peace Officer Standards and Training (POST). He has been responsible for designing and conducting validation research concerning personnel selection, specifically dealing with the background investigation and medical/physical examination. He worked previously as a Senior Consultant with the Selection Consulting Center in Sacramento, California, and was involved with the establishment and validation of a wide range of selection standards and practices for law enforcement officers in California. Additionally, he has close interface in the conduct of job analysis preceding validation efforts. Prior to his consulting experience with law enforcement agencies, he was an industrial psychologist in the National Personnel Department of Sears, Roebuck and Company where he specialized in assessment center research.

Dr. Kohls authored a paper on "EEO Guidelines and Validation: A New Approach to Job-Relatedness," presented to the American Psychological Association in 1975. He is the principal author on the POST publication dealing with job-related medical conditions and a handbook to assist agencies in establishing the job-relatedness of medical disqualifiers.

Dr. Kohls is a member of the Technical Advisory Committee on Testing to the California Fair Employment Practices Commission and is a licensed psychologist for the state of California.

Elizabeth Hong

Ms. Hong has worked as a special legal consultant to the Background and Medical Validation Projects and was hired to provide legal guidance in the area of fair employment for the recruitment and selection manual. Her prior experience includes extensive work with fair employment and EEOC guidelines including legal internships at the Selection Consulting Center, California Legal Aid Society, and the Equal Employment Opportunity Commission. When working for the EEOC, her principle duties were working on the conciliation of EEO complaints.

Ms. Hong has a J.D. degree from the University of California at Davis and is a member of the California Bar Association.

Ms. Hong was a contributing writer for the University of California, Davis Law Review and co-author of "Legal Reviews" for the Law Enforcement Selection Project of the Utah Intergovernmental Personnel Agency and the California Fire Fighters Phase 2 Selection Standards Project. She has also participated in the content analyses for the Librarian Selection Project and the Educator Selection Project for the Selection Consulting Center.

Luella K. Luke

Ms. Luke has worked as a Staff Analyst and has played a primary role in the Background Investigation Project. Ms. Luke holds a B.A. in Sociology from the California State University at Sacramento and has been employed on the POST staff since 1970. Ms. Luke has considerable experience in research and holds a Certificate of Proficiency in Library Technology. She also worked on the Medical Validation Project and is currently involved with the recruitment and selection manual.

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Tentative Project Timetable

October 20, 1976	Committee meeting to review and approve concept paper.
October 28/29, 1976	Meeting of the Commission on Peace Officer Standards and Training to approve concept of requesting LEAA funding.
November 1, 1976	Concept paper sent to LEAA.
November 8, 1976	LEAA approves of concept paper and requests detailed proposal.
November 8 - December 6, 1976	POST staff develops project proposal.
December 7, 1976 8-9-	Project proposal sent to LEAA for funding.
January 10, 1977	LEAA approves project and provides POST with necessary funding.

Agenda Item L. 3. - Validation Studies Program - Status Report

Mr. Koch will present an oral report on this item.

There will be no handout material.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title 1002(a)(8) Reading Skills Test Implementation		Meeting Date October 28-29, 1976
Division Technical Services Division	Division Director Approval Bradley W. Koch <i>BWK</i>	Researched By Bradley W. Koch
Executive Director Approval <i>W. B. Barling</i>	Date of Approval 10-15-76	Date of Report October 14, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUE

Establishment of policy regarding local agency compliance with POST reading skills Regulation 1002(a)(8).

BACKGROUND

The Commission at its hearing conducted in October 1975, added Section 1002(a)(8) to the Commission Regulations. This Section requires that "Every officer employed by a department shall be able to read at the level necessary to perform the job as a peace officer as determined by passing a professionally developed examination to test this skill."

ANALYSIS

At the present time there are a number of reading skills tests available; e.g., Educational Testing Service (ETS) and Science Research Associates (SRA). In addition, POST is currently involved in the development of the Recruitment and Selection Manual which will cover this topic, as would the LEAA Multi-year Validation Project which is under consideration.

To comply with the Regulation, agencies would:

- Be required to develop or utilize an acceptable job analysis to determine the level of reading skills required for the job of patrol officer in their jurisdiction.
- Obtain from a reputable test publisher or develop their own reading skills test.
- Establish the validity of the test for their agency, or validate their own test.
- Incorporate the test into the selection system.

RECOMMENDATION

Because this issue is very complex, it is recommended that POST, through a process of field consultation, assist agencies in complying with this requirement over a period of time to be established by the Commission. This implementation period should be provided before any action is taken against any agency for non-compliance.

Developing an implementation program would require that POST staff members assist departments in the job analysis aspects required, identify where reading skills tests are available or how reading skills tests can be developed by the agency; how to perform the validation of their tests if it is prepared, and to develop instructions for the implementation and use of the tests.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Specialized Program Certification Study		Meeting Date October 28, 29, 1976
Division Technical Services	Division Director Approval Bradley W. Koch. <i>Back</i>	Researched By Ray Bray
Executive Director Approval <i>W.R. Darlington</i>	Date of Approval 10/14/76	Date of Report 9/30/76
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact		Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUE

The POST Commission at the July 29-30, 1976 Commission meeting requested staff to evaluate the specialized certification program. The evaluation was suggested in response to a request from the Los Angeles Housing Authority to participate in the specialized program. The Commission determined that the Los Angeles Housing Authority request would be held in abeyance until the evaluation was completed.

Four specific areas of concern were expressed by the Commission.

- What is the legal basis for the specialized program?
- What amount of staff time is consumed working with the specialized program?
- What future requests for inclusion in the specialized program may have to be considered by the Commission?
- Is there justification for continuance of the specialized program?

SUMMARY OF FINDINGS AND ALTERNATIVE COURSES OF ACTION

- The specialized certification program was established under Section 13503(e) of the Penal Code.

The program was established by the Commission to provide a certification program for those agencies which were not covered by the reimbursement program.

- Present cost of the program is minimal.

Present cost is only \$18,200 annually. This level of funding would have to be increased if we developed a meaningful training program to meet specialized agency needs.

- Participating agencies in the specialized program are not being served adequately.
 - a. Contact with POST staff is insufficient.
 - b. Agencies have minimal input into POST activities.
 - c. POST does not provide training suitable to most specialized agency needs.
- Inequities in requirements.
 - a. Agency managers are required to attend the middle management course but receive no middle management certificate.
 - b. Agencies are not required to meet the advanced officer requirement as in the regular program.
- Mandatory training requirements are not relevant to specific needs of specialized agencies.
- Large agencies in the specialized program generally provide their own training and see POST in the role of a provider of certificates and perhaps as a future source of training revenue.
- Due to the small number of personnel in most of the specialized agencies, the few training courses that exist are geographically difficult to attend and increase travel and per diem costs to the agency.

These agencies would no doubt increase training if out-of-pocket costs were reimbursable.
- No core training requirements are available to assist in equivalency evaluation when personnel leave a specialized agency and enter a regular agency or a different specialized agency.

ALTERNATIVE COURSES OF ACTION

1. Continue the specialized program as it currently exists, with an imposed moratorium.

Discussion: As noted, the specialized program is not meeting the needs of the participating agencies, especially in providing service from POST staff and in establishing adequate training courses. This alternative would refuse to admit any additional participants and would, through attrition, encourage presently participating agencies to discontinue their association

in the specialized program. This "grandfather clause in reverse" would permit eventual total abandonment of the program with the least political repercussions.

It should be noted that under 13510.5 P.C., POST is required to set training standards for many categories of peace officers, including some of those presently in the specialized program. We have, as yet, not complied with this law.

2. Discontinue the specialized program.

Discussion: Based on the present level of involvement with agencies in the specialized program, discontinuance would cause many problems both politically and within participating agencies. Of 74 present participating agencies, 35 have a financial incentive for employees based on their acquisition of POST certificates. Many of the agencies indicated they would actually lose personnel should the program be discontinued and 38 indicated their present level of training would be drastically reduced.

It would not be in keeping with the overall goal of POST to upgrade and professionalize law enforcement, if the specialized program were discontinued. It may alienate many law enforcement agencies if they were eliminated from the program.

Accepting this alternative would result in an annual cost savings to POST of approximately \$18,845.60 immediately, and a potential annual savings of approximately \$32,000.00, based on an increased level of service in this fiscal year. It should be noted that acceptance of this alternative may provoke legislation to include more specialized agencies in the regular reimbursement program.

3. Continue the program as it currently exists with increased staff services and updated, relevant training based on demonstrated need. }

Discussion: If the program is maintained, it should be serviced adequately and training courses should be modified and upgraded. A moratorium should be imposed on acceptance of new participants until such time as they can be provided with a professional law enforcement program which would increase efficiency and productivity within participating agencies.

A thorough analysis of present training course content and its applicability to the functions of the specialized agencies was not within the scope of this study. However, the responses to our questionnaire revealed that an analysis is needed and should be conducted.

This alternative would require increased or reallocated manpower in order to evaluate course content and certify additional training courses more in keeping with the needs of agencies in the specialized program.

BACKGROUND AND ANALYSIS

History

The POST specialized program proposal was introduced to the POST Commission on April 11, 1969. Three specific groups of allied or specialty law enforcement categories were proposed for inclusion, investigators, marshals, and specialized police (Rangers, Fish and Game, Campus Police). It was proposed that these groups recommend educational requirements for their specialities. The requirements would be acceptable so long as they equalled or exceeded the (hourly) minimums specified for agencies in the regular POST program. (See Appendix A).

The Commission pointed out that in accordance with Penal Code Section 13512, any specialized agency in the program would be required to abide by program requirements. It was further required that the right to inspect employment and training records of the agency concerned be included in the request or resolution.

On June 20, 1969, at the next regular Commission meeting, the redrafted proposal of specification 12 was presented to the Commission. A motion was made, seconded and carried unanimously that a specialized Law Enforcement Certification Program be adopted following the General Police Certification Program as closely as possible. It was to include a Basic, Intermediate, and Advanced Certificate, and require the same minimum criteria as the regular program. (See Appendix B.)

The specialized program became effective January 1, 1970. Objectives of the program were to professionalize specialized law enforcement agencies by establishing minimum standards relating to the physical, mental and moral fitness which govern the selection of officers, and by establishing minimum standards of education and training deemed necessary to adequately perform the duties of the agency. (See Appendix C.)

The present policy of the Commission in relation to the acceptance of new agencies into the specialized program is:

Requests from agencies in categories which have already been approved by the Commission may be approved by the Executive Director.

Requests from agencies in categories not heretofore approved by the Commission must first be brought to the Commission for its consideration and approval.

LEGAL BASIS

The POST specialized program was established by the Commission under Section 13503(e) of the Penal Code and Section 1011(d) POST Regulations. A separate set of Specialized Law Enforcement Regulations was drafted and published by the Commission but these have never been included in the California Administrative Code.

Two major legislative actions have transpired which withdrew participating agencies from the specialized program. The first authorized the inclusion of the University of California and California State University Police Departments into the reimbursement program. The second incorporated the Bay Area Rapid Transit District police into the reimbursement program effective January 1, 1977. Both of these law enforcement bodies had participated in the specialized program.

An additional law was chaptered which added Section 13510.5 to the Penal Code. This section requires POST to establish minimum standards for training of peace officers as defined in Sections 830.2, Subsections b, d, and e; 830-3, Subsections c, d, e, f, g, h, j, l, and o; Section 380.31; Section 830.4, Subsection a(1), a(6), a(7); and Section 830.3, Subsection a.

The majority of the agencies described in Section 13510.5 P.C. are already participating in either the regular or the specialized certification program. Those few agencies not in either of the programs have not requested participation and have had little impact on POST.

POTENTIAL SPECIALIZED AGENCY PARTICIPANTS

At the present time, three categories of law enforcement agencies have been approved by the Commission for participation in the specialized program. The categories are specialized police, specialized investigators, and marshals. Presently we have 19 specialized police agencies, 40 specialized investigative agencies and 14 marshal's departments with a combined total of 3,885 personnel participating in the program. (See Appendix D.)

Potential specialized agency participants not yet in the program number an additional 12,710 personnel. (See Appendix E.)

Present personnel	3,885
Potential personnel not yet in the program	12,710

PRESENT COST

The cost of the specialized program is shared by two divisions within POST, the Administration Division and Standards and Training Division.

The Administration Division cost is largely staff time and mailing costs and is broken down to an annual cost as follows:

Estimated Staff time:

Certificate Section	16%
Records Section	8%
Staff Supervisor	2%

Estimated costs:

Salary - Certificate Section	\$6,035.00
Records Section	1,685.00
Staff Supervisor	314.00
Printing	620.00
Filing and Microfilm	195.00
Postage	117.00
	<u>\$8,966.00</u>

The Administration Division issues an average of 782 specialized certificates per year. By dividing 782 into \$8,966.00, an average cost of \$11.50 per certificate is obtained. Equipment costs, i.e. typewriters, filing cabinets, office equipment, and facility space, have not been considered.

The Standards and Training Division lists their costs in maintaining the specialized program as staff time and travel expense. The Division allots 7 1/2 hours of consultant and 1/2 hour of clerk time to each compliance inspection.

Staff Time

Consultant salary @ \$16.70 per hour x 7 1/2 hours =	\$125.25
Clerk salary @ \$6.87 per hour x 1/2 hour =	3.43
Total	<u>\$128.78</u>

Each compliance inspection costs \$128.68 in salary. Approximately 20 inspections are conducted annually. This results in a direct cost per year of:

Total \$2,575.60

Travel cost to and from specialized agencies was determined by dividing the total number of agencies, including the specialized into the total division travel budget for 1975/76 fiscal year.

Travel budget 1975/76	\$61,075.77
Total agencies	<u>517</u>
Cost per agency	\$ 118.14
20 specialized agencies visited, times \$118.14	
Specialized agency estimated travel budget	\$2,362.70

Standards and Training Division estimates a minimum of four hours training consultation time was expended for each specialized agency over the fiscal year, either by telephone or in person.

Average consultant salary @ \$16.70 x 4 hours x 74 agencies = \$4,943.20
 Total cost 9,881.50

By adding all costs of both concerned divisions we find the following direct cost to maintain the specialized program at the present level of service to be:

Administration Division cost		\$8,966.00
Standards and Training Division cost (including compliance inspections travel, and training consultations)		<u>9,881.50</u>
Maintenance cost at present level	Total	\$18,847.50

It is the intent of the Standards and Training Division to increase the level of service to specialized agencies to conduct at least one compliance inspection to each of the 74 participating agencies this fiscal year.

Cost of improved service would be:

Compliance inspections, 74 agencies/staff time cost:	\$9,529.72
Travel time cost:	8,742.35
Total:	<u>\$18,272.08</u>
Training Consultation (same as at present level)	4,943.20
Administration Division (estimated same as at present level):	<u>8,966.00</u>

Direct cost for increased level of service for fiscal year 76/77: 32,181.28

Cost per person in specialized program at proposed increased level of service: 32,181.28 = \$8.28
 3,885

Cost for addition of other agencies in program would be:

Number of potential participating personnel,
 12,710 x cost per person derived above: \$8.28

Potential cost total \$105,238.00

EFFECTIVENESS

During the preliminary research phase of this project, many problems and concerns with the specialized program were expressed by both POST staff and participating agencies. In order to address these problems, each POST staff member who works with the specialized program was interviewed and a questionnaire was developed to permit the participating agencies an opportunity to relay to POST their problems and concerns with the program.

The first pre-questionnaire was designed for personal interviews. Based on interviews with local specialized agency administrators, a pilot questionnaire was designed and mailed to each of the administrators of the 74 participating agencies. (See attachment F.)

Problems Identified by Staff

In interviews with Administration Division staff, several problems with the specialized program administration were identified. One problem is that the Division lacks manpower to do an adequate job on specialized program certificate administration. This is because most of the specialized certificates are issued on the basis of equivalency, which takes a great deal more time than does certificate issuance based upon basic course attendance.

Also, confusion exists in the field as to equivalency regulations, resulting in many additional letters and phone calls to the Administration Division. One example of an existing inequity is that POST requires that all middle managers attend the middle management course, yet does not issue middle management certificates to specialized agencies. However, specialized agency middle managers still apply for the certificate requiring staff time to deny the requests.

Conversely, POST requires an advanced officer course for regular agencies and does not require the same for specialized agencies. Also, there are no established guidelines to assist Administration Division employees in equivalency evaluations of employees transferring from one specialized agency to another or to a regular agency.

Standards and Training Division staff expressed similar concerns with the specialized program. They indicated that due to lack of manpower the specialized agencies have not been serviced appropriately. However, with the additional manpower this fiscal year, it is the intent of the division to inspect each of the participating agencies for compliance and offer training consultation.

This program itself may lead to even greater complaints from the specialized agencies since many of them object to being stringently inspected on the one hand, and being ignored on the other when they request training courses applicable to their needs.

In the past, with 74 participating agencies in the specialized program, 30 of those agencies have never been inspected for compliance, including some who have been in the program since its inception in 1970.

Field Problems

Of the 74 pilot questionnaires mailed to each of the participating agency administrators, 53 were returned. The general tone of the returned documents was that of dissatisfaction with the specialized program. Such comments as "The POST Commission sees us as second rate peace officers" and "POST has little empathy for us and we are made to feel we are a square peg being fitted into a round hole", were evident in some questionnaires.

Several of the agencies indicated they should have a representative from their specialty on the POST Commission. Many indicated dissatisfaction with lack of contact or assistance from POST consultants.

30 of the responding agencies indicated that the service received from POST is not adequate, and 26 agencies believed they should receive some sort of POST reimbursement.

Training was uniformly addressed as an area of concern. 33 of the agencies said the training available was not relevant to their specific needs and 37 said they had no input into training decisions.

It should be recognized in evaluating the above factors that many of the responding agencies had positive statements to make about POST. Also, some agencies had established salary incentive programs which were tied to POST certificates. These agencies foresaw grave problems if the program were discontinued.

APPENDICES

Appendix A--Proposed Specialized Program Categories
April 11, 1969

Appendix B--Proposed Specification 12, Specialized Law
Enforcement Program

Appendix C--Specialized Program Regulations

Appendix D--Agencies Presently in the Specialized Program
by Category

Appendix E--Potential Specialized Agency Participants
Not Yet in the Program

Appendix F--Specialized Law Enforcement Agency Questionnaire

hearing at a future date:

Regulation Section 1001 DEFINITIONS
Section 1002 MINIMUM STANDARDS FOR EMPLOYMENT
Section 1010 ELIGIBILITY FOR REIMBURSEMENT
Section 1011 CERTIFICATES AND AWARDS
Specification 9 GENERAL POLICE CERTIFICATION PROGRAM

The proposed Regulation and Specification changes approved by the Commission are set forth as Attachment "A".

MOTION by Commissioner Seares, seconded by Commissioner Clark, carried unanimously that Proposed Specification 12, SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM, be referred back to the Committee on Certificates for study and re-writing of A. 1. GENERAL PROVISIONS, and the addition of recommended items as listed below:

A. 1. GENERAL PROVISIONS

The Executive Officer read Sections 830.1 - 830.6 Penal Code, which lists all categories which may be classified as "peace officers." Vice-Chairman Brathman ordered that the minutes reflect that the Commission will not take a position on these sections at this time, and that the subject matter be referred to the committee on certificates for further study according to the motion previously passed.

D. SPECIALIZED LAW ENFORCEMENT CERTIFICATES

The Executive Officer stated that the following three specialties were proposed for inclusion under Specialized Law Enforcement Certificates:

1. Investigators
2. Marshals
3. Specialized Police (Rangers, Fish and Game, Campus Police)

It was proposed that these groups recommend whatever educational requirements they desire for their specialties so long as those requirements equal or exceed the minimums specified under Section 1002 of the Regulations.

Commissioner Clark pointed out that in accordance with Penal Code Section 13512 Adherence to Standards, a statement that these groups want to adhere to this program must be developed, either by resolution or ordinance by the governing body of local agencies, and in the case of state personnel by written request from the agency head. He further stated that the right to inspect the employment and training records of the agency concerned must be included in the request or resolution.

F. THE ADVANCED CERTIFICATE

- 2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience, and effective September 1, 1970, shall have been granted no less than 45 college semester units or 60 quarter units by an accredited college as defined in Section 1001 of the Regulations.

PROPOSED SPECIFICATION 12 - SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM

At the last commission meeting, held on April 11 in Sacramento, the Commission referred proposed Specification 12, Specialized Law Enforcement Certification Program, back to the staff and the Committee on Certificates for redrafting. The redrafted proposed specification was presented to the Commission.

It was discussed at length and testimony was heard from Marshal James Carroll, Ventura County, and Sergeant David Junker, San Diego County Marshal's Office. Marshal Ron VanLuven, San Bernardino County, was also present but did not testify.

As a result of the following motion, the Specification was rewritten as set forth in Attachment "C".

MOTION by Commissioner Clark, seconded by Commissioner Seares, carried unanimously that a Specialized Law Enforcement Certification Program be adopted following the General Police Certification Program as closely as possible, including a Basic, Intermediate and Advanced Certificate, and using the same minimum criteria, such as having been selected according to the standards, having completed the course category, and having no less than one year's experience.

It was requested by Commissioner Kelsay that the Executive Officer research the status of the local park rangers (county) with regard to "special police", i. e., should they be included if they are not regular police officers.

APR 11 1969

PROPERTY 25-26, 1969

January 1, 1970

PROPOSED SPECIFICATION 12

January 1, 1970

Subject: SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM

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

GENERAL PROVISIONS

1. Eligibility for the award of the Specialized Law Enforcement Certificate shall be determined by the Commission and may include full-time, paid peace officer members of state, county, city, and special district law enforcement agencies including peace officers designated in Sections 830.1 (except sheriffs, deputy sheriffs, and city policemen), 830.2 (except members of the California Highway Patrol), and 830.3 of the Penal Code, and members of a state college police department.
2. Specialized certificates may be issued in the categories of Specialized Police, Investigator, and Marshal. A list of the positions included in each of the categories shall be maintained by the Commission.
3. All applications for the award of the Specialized Law Enforcement Certificate shall be completed on the prescribed Commission form entitled "Application for Award of Certificate."
4. Each applicant shall attest that he subscribes to the Law Enforcement Code of Ethics.
5. Each applicant shall have met the minimum standards for recruitment as set forth in Section 1002 of the Regulations except for the visual acuity, color vision, and hearing requirements.
6. The application for a certificate shall provide for the following recommendation of the department head: "It is recommended that the certificate be awarded. I certify that the applicant has complied with the minimum standards set forth in Section 1002 of the Commission's Regulations, is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry, and the personnel records of this jurisdiction substantiate the recommendation."
7. Each applicant shall have completed the probationary period prescribed by the employing jurisdiction, but in no case less than one year.

February 25-26, 1969

April 11, 1969

8. Each applicant shall have satisfactorily completed the training prescribed by the Commission for his category.
9. The Commission may determine whether an applicant has received training equivalent to that prescribed for his category.
10. Agencies which desire to participate in the specialized law enforcement certification program must certify in writing to the Commission that the agency will:
 - a. Adhere to the standards for recruitment and training as set forth in Specification 12 of the Regulations entitled "Specialized Law Enforcement Certification Program," and
 - b. That the agency will permit the Commission to make such inquiries and inspection of records as may be necessary to determine whether the agency is, in fact, adhering to the standards established pursuant to Specification 12. In the case of local government agencies, the certification shall be in the form of a resolution or ordinance, and in the case of state personnel, in the form of a written communication for the Agency Head or governing body.

B. EDUCATION, TRAINING AND EXPERIENCE

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

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

Twenty classroom hours of law enforcement training approved by the Commission shall equal one training point.
5. When college credit is awarded for law enforcement training, it may be counted for either training points or education points, but not for both.

C. THE BASIC CERTIFICATE

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

1. Shall have completed the probationary period prescribed by the employing agency, but in no case of less than one year.
2. Shall have satisfactorily completed the training prescribed for his category.
3. Shall have been granted no less than 6 college semester units or 9 quarter units by an accredited college as defined in Section 1001 of the Regulations.

D. THE INTERMEDIATE CERTIFICATE

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

1. Shall possess or be eligible to possess a Basic Certificate.
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience, and effective September 1, 1970, shall have been granted no less than 30 college semester units or 45 quarter units by an accredited college as defined in Section 1001 of the Regulations.

Education and Training Points	30	60	90	Associate Degree	Baccalaureate Degree
and	&	&	&	&	&
Years of Law Enforcement Experience	8	6	4	4	2

E. THE ADVANCED CERTIFICATE

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

1. Shall possess or be eligible to possess the Intermediate Certificate.
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience, and effective September 1, 1970, shall have been granted no less than 45 college semester units or 60 quarter units by an accredited college as defined in Section 1001 of the Regulations.

Education and Training Points	60	90	Associate Degree	Baccalaureate Degree	Masters Degree or higher
and	&	&	&	&	&
Years of Law Enforcement Experience	12	9	9	6	4

E. THE ADVANCED CERTIFICATE

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

1. Shall possess or be eligible to possess the Intermediate Certificate.
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience, and effective September 1, 1970, shall have been granted no less than 45 college semester units or 60 quarter units by an accredited college as defined in Section 1001 of the Regulations.

Education and Training Points and	60	90	Associate Degree	Baccalaureate Degree	Masters Degree or higher
	&	&	&	&	&
Years of Law Enforcement Experience	12	9	9	6	4

AGENCIES IN SPECIALIZED PROGRAM

<u>Investigators</u>	<u>PIM</u>	<u>Plaque</u>	<u>Res./Letter of Intent</u>	<u>Effective Date</u>
Amador Co. D. A. Inves.		x	#1988	6-23-70
Contra Costa Co. D. A. Inves.		x	#70-665	10-13-70
Dept. of Alcoholic Bev. Control	2	x	Letter	12-16-69
Dept. of Cons. Affairs/Inves.		x	Letter	2-2-70
Dept. of Justice/Law Enforcement	13	x	Letter	8-4-72
Dept. of Motor Vehicles	1	x	Letter	3-5-70
Fresno Co. D. A. Inves.		x	Resolu.	8-11-70
Humboldt Co. D. A. Inves.		x	#70-61	7-21-70
Kern Co. D. A. Inves.		x	#72-25	1-11-72
Los Angeles Co. D. A. Inves.		x	Resolu.	1-1-70
Madera Co. D. A. Inves.		x	#72-264	3-28-72
Marin Co. Coroner's Office		x	#70-192	6-16-70
Marin Co. D. A. Inves.		x	#70-192	6-16-70
Mariposa Co. D. A. Inves.		x	#72-16	2-15-72
Mendocino Co. D. A. Inves.		x	#71-469	9-21-71
Monterey Co. D. A. Inves.		x	#72-192	5-2-72
Napa Co. D. A. Inves.		x	#70-142	10-27-70
Orange Co. D. A. Inves.	1	x	#71-310	3-23-71
Placer Co. D. A. Inves.		x	#72-690	11-21-72
Riverside Co. D. A. Inves.	1	x	Resolu.	7-27-70

<u>Investigators</u>	<u>PIM</u>	<u>Plaque</u>	<u>Res. / Letter of Intent</u>	<u>Effective Date</u>
Sacramento Co. Coroner's Office	1	x	#71-799	10-13-71
Sacramento Co. D.A. Inves.	2	x	#70-943	12-7-70
Sacramento Co. Wel. Fraud Inves.	1		#74-114	2-4-74
San Bernardino Co. D.A. Inves.	1	x	Resolu.	1-19-71
San Diego Co. D.A. Inves.	1	x	#70-2	7-27-70
San Joaquin Co. D. A. Inves.		x	#70-1058	6-3-70
San Luis Obispo Co. D.A. Inves.		x	#70-513	9-8-70
San Mateo Co. D.A. Inves.		x	Letter	1-13-70
Santa Barbara Co. D.A. Inves.	1	x	#71-724	10-26-71
Santa Clara Co. D.A. Inves.	1	x	Resolu.	11-20-73
Shasta Co. Coroner's Office		x	#71-169	11-29-71
Shasta Co. D.A. Inves.		x	#71-108	8-2-71
Sonoma Co. D.A. Inves.	1	x	#29942	6-23-70
Sonoma Co. Wel. Fraud Inves.		x	#29942	6-23-70
Stanislaus Co. D.A. Inves.	1	x	Resolu.	12-4-73
State Fire Marshal/Arson Inves.	3	x	Letter	1-8-75
Sutter Co. D.A. Inves.			#74-214	11-26-74
Tehama Co. D.A. Inves.		x	#126-1972	11-21-72
Tulare Co. D.A. Inves.		x	#70-1618	6-3-70
Ventura Co. D.A. Inves.		x	Resolu.	6-16-70

<u>Marshals</u>	<u>PIM</u>	<u>Plaque</u>	<u>Res. /Letter of Intent</u>	<u>Effective Date</u>
Contra Costa Co. Marshal	2	x	#70-665	10-13-70
Humboldt Co. Marshal		x	#70-61	7-21-70
Los Angeles Co. Marshal		x	Resolu.	1-1-70
Marin Co. Marshal		x	#70-192	6-16-70
Orange Co. Marshal	2	x	#71-310	3-23-71
Riverside Co. Marshal	1	x	Resolu.	11-30-71
Sacramento Co. Marshal	2	x	#70-943	12-7-70
San Bernardino Co. Marshal	2	x	Resolu.	1-19-71
San Diego Co. Marshal		x	#53	8-4-70
San Joaquin Co. Marshal	1	x	#71-2303	11-23-71
Santa Barbara Co. Marshal	2	x(2)	#74-918	12-2-74
Solano Co. Marshal	1	x	Resolu.	12-28-71
Tulare Co. Marshal		x	#70-1618	6-3-70
Ventura Co. Marshal		x	Resolu.	6-8-71

<u>Specialized Police</u>	<u>PIM</u>	<u>Plaque</u>	<u>Res. /Letter of Intent</u>	<u>Effective Date</u>
Dept. of Conservation/Forestry	6	x	Letter	9-10-70
Dept. of Fish and Game	1	x	Letter	3-5-70
Dept. of Gen. Services/Calif. State Police	5	x	Letter	5-5-70
East Bay Muni. Utility Dist.		x	#27177	1-14-75
El Camino Comm. College Dist.		x	Letter	6-7-71
Lawrence Livermore Lab.		x	Letter	2-12-75
Los Angeles Comm. College Dist.	2	x	Letter	4-16-71
Los Angeles Co. Small Craft Harbor		x	Resolu.	5-30-72
Los Angeles Harbor Police			Resolu.	10-9-74
Los Medanos Security Officer		x	Letter	10-24-74
Oceanside Small Craft Harbor Dist.	1	x	#72-1	1-12-72
Orange Co. Arson Inves. Unit		x	#71-1111	10-5-71
Peralta Comm. College Dist.	1	x	Letter	7-28-71
San Francisco, Port of		x	#72-1	1-19-72
Santa Fe Railway		x	Letter	4-5-74
Santa Monica Comm. College		x	Letter	12-18-75
Southern Pacific Trans. Co.	1	x	Letter	8-9-73
State Center Comm. College Dist.	1	x	Letter	8-26-71
Union Pacific Railroad Co. /Sec. & Spec. Service Dist.		x	Letter	2-5-75

POTENTIAL SPECIALIZED AGENCY PARTICIPANTS

There are 15 individual categories or agencies which are not presently in either the Regular or Specialized POST Program. They are:

	<u>Personnel</u>
California Horseracing Board	9
Food and Drug Inspectors, Department of Public Health	80
Security Officers of the California State Police Division	60
Sergeant at Arms of each House of the Legislature	50 (During legislative session)
Bailiffs of the Supreme Court and the Court of Appeals	3
Guards and Messengers at the Treasurer's Office	7
Security Officers of the Department of Mental Hygiene	115
Cemetery Sextons	50
Toll Crossing Personnel	52
School District Security Personnel	300
Parole and Probation Officers for the State of California	6,607
Department of Corrections and the Department of Youth Authority	4,650
School District Police	350
Municipal Airport Security Guards	300
Housing Authority Officers	77
Total	12,710

California Specialized Law Enforcement Agency Questionnaire

This survey is intended to identify the needs, benefits and/or problems perceived by administrators of agencies participating in the POST Specialized Program. Please complete and return by September 24, 1976.

Name of Person Completing Questionnaire _____

Name of Agency _____ Number of Peace Officers in Agency _____

Under each question, check one or more of the applicable answers.

1. Why did your agency choose to participate in the POST Specialized Program?

- | | |
|--|--|
| <input type="checkbox"/> To professionalize our law enforcement officers | <input type="checkbox"/> To obtain financial benefits for our officers |
| <input type="checkbox"/> To upgrade our standards of selection and recruitment | <input type="checkbox"/> To increase status as a law enforcement officer |
| <input type="checkbox"/> To obtain additional training | |
| <input type="checkbox"/> Other (please explain): _____ | |

2. What benefits does your agency receive from its involvement in the POST Specialized Program?

- | | |
|--|---|
| <input type="checkbox"/> Additional training which would otherwise be unobtainable | <input type="checkbox"/> Increased recognition as an expert |
| <input type="checkbox"/> Increased salaries | <input type="checkbox"/> Recruiting advantages |
| <input type="checkbox"/> Other (please explain): _____ | |
| <input type="checkbox"/> Lateral transfers | |

3. Please estimate the annual costs incurred by your agency as a result of your agreement to maintain the selection and training standards required by POST. _____

4. Do you believe the costs incurred are justified by the benefits received by your agency? Yes No

If no, please explain: _____

5. Do you believe your clientele is better served by your agency's participation in the POST Program?

Yes No

If no, please explain: _____

6. Have you changed or amended your personnel selection standards as a result of participation in the POST Program?

- | | |
|--|---|
| <input type="checkbox"/> No change | <input type="checkbox"/> Changed written examination |
| <input type="checkbox"/> Upgraded background investigation | <input type="checkbox"/> Changed medical requirements |
| <input type="checkbox"/> Changed height and weight standards | |
| <input type="checkbox"/> Other (please explain): _____ | |

7. How many personnel in your agency have attended the following POST-certified courses in the past fiscal year?

- | | |
|---|--|
| <input type="checkbox"/> Basic Course | <input type="checkbox"/> Executive Development |
| <input type="checkbox"/> Supervisory Course | <input type="checkbox"/> Marshall's Basic |
| <input type="checkbox"/> Advanced Officer | <input type="checkbox"/> Investigator's Basic |
| <input type="checkbox"/> Middle Management | <input type="checkbox"/> Technical Courses
(First Aid, Baton, Evidence, Firearms, etc.) |

8. How many of your personnel do you expect to train in POST-certified courses this fiscal year? Total _____

9. In your judgement, is the POST-required training relevant to the needs of your agency? Yes

No (If no, please indicate which subjects or areas are not relevant): _____

10. Do you incur travel and per diem costs due to the necessity to send your personnel to training courses available only in areas of the state other than that in which you are located? No
 Yes (If yes, specify which courses and indicate approximate travel and per diem costs for one person.)

11. Do you feel that your agency has sufficient input into the content of the training courses available to your personnel? Yes
 No (If no, what suggestions do you have for redressing the problem?)

12. List any courses or subject areas which are not available to your personnel which should be made available to address the specific needs of your agency:

13. Is the service you now receive from POST adequate for your needs? Yes
 No (please explain):

14. What is the frequency of contact between your agency and your POST area consultant?

- Monthly Annually
 Semi-Annually None at all

15. What additional services would you like from POST which you are not now receiving other than reimbursement?

16. Does your agency award financial incentives to officials who obtain certain POST certificates? No
 Yes (please indicate what incentives are provided):

17. What problems would you perceive within your agency if the POST Specialized Program were discontinued?

- Lose educational and financial incentive Lose status as a peace officer
 Lose personnel Lose available training
 Increase recruiting problems
 Other (please explain):

18. Use the following space to note any observations you may have about the PCST Specialized Program which have not been adequately covered in the previous questions.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title REQUEST FOR CITY OF LOS ANGELES HOUSING AUTHORITY TO PARTICIPATE IN SPECIALIZED PROGRAM		Meeting Date July 29-30 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By George A. Estrada
Executive Director Approval <i>[Signature]</i>	Date of Approval OCT 13 July 13, 1976	Date of Report July 6, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND

On February 20, 1976, the Commission, the governing body, of the Housing Authority of the City of Los Angeles adopted a resolution to adhere to the standards for selection and training as prescribed by the POST Commission Regulations as they pertain to agencies in the POST Specialized Program.

ANALYSIS

The Patrol Division of the Housing Authority of the City of Los Angeles has a staff of 47 peace officers. The Patrol Division is under the Director for Administrative Services of the Housing Authority, a non-sworn position.

The day-to-day operation is supervised by four sergeants. The sergeants assist the Director in the formulation of patrol policy and procedures. The first line supervision is conducted by officers patrolmen II positions. The selection standards meet or exceed the minimum standards prescribed by POST. The training meet the standards prescribed by POST. All newly hired personnel attend the Basic Course at Rio Hondo.

The Housing Authority has shown that they have the ability to adhere to POST standards for selection and training.

Fiscal Impact:

- 20 hours consultant time
- 25 hours clerical time
- 45 hours total

RECOMMENDATION

This is a new category for consideration for the POST Specialized Program. Recommend that the Housing Authority for the City of Los Angeles be accepted into the POST Specialized Program.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title CORO REPORT		Meeting Date October 28, 29, 1976
Division Technical Services	Division Director Approval Bradley W. Koch <i>BWK</i>	Researched By J. B. Davidson
Executive Director Approval <i>W.R. Burlington</i>	Date of Approval 10-15-76	Date of Report October 1, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page ____).		
<p><u>Background:</u> In February, 1976, the CORO Foundation, at the behest of the Executive Director of OCJP, assigned a group of graduate students to study training in the California Criminal Justice System and make recommendations for improvement of the system. A study was subsequently undertaken and the final report was provided to each Commissioner at the last Commission meeting.</p> <p><u>Analysis:</u> The study provided by the CORO fellows makes recommendations regarding training in both the police and the corrections fields. In addition, it makes certain recommendations with regard to the establishment of a Criminal Justice Systemwide Standards and Training Commission.</p> <p>Among those recommendations viewed by POST staff as showing good insight into real problem areas, are those urging the institutionalization of research for curricula development, and the allocation of additional staff to insure quality courses. Other recommendations covered areas in which POST has already assumed a pro-active role, e.g., training needs assessment and the establishment of performance objectives, while still others, such as the establishment of a Commission on Criminal Justice, require legislative action.</p> <p><u>Recommendation:</u></p> <p>It is recommended that the Commission take cognizance of the CORO Recommendations during its planning activities, and that they be considered and implemented wherever possible and when deemed feasible.</p>		
Utilize reverse side if needed		

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Eligibility Criteria for Agencies in the POST Reimburse-		Meeting Date October 28-29, 1976
Division ment Program Technical Services Div.	Division Director Approval Bradley W. Koch <i>Wink</i>	Researched By DeCrona
Executive Director Approval <i>W. A. Salinger</i>	Date of Approval 10-14-76	Date of Report 9/22/76
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use seprate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page_____).

ISSUE

This project was initiated at the request of the Commission at the regular meeting in Sacramento July 29, 1976. The purpose is to develop specific eligibility criteria for entry of other agencies into the POST Reimbursement Program and the fiscal impact such entry would have on the Peace Officer Training Fund.

BACKGROUND

In 1955, pursuant to House Resolution No. 164, the Assembly of the State of California, resolved that the State Attorney General undertake a study on the subject of standards throughout the state, for recruiting, selection, training, and retention of policemen of cities and towns, and sheriffs and their deputies, to ascertain the feasibility of establishing such standards, to better cope with crime.

In 1959, Section 13500 et. al. established the Commission on POST. The language of this legislation makes clear the level of government at which it was aimed, since it refers to local law enforcement no fewer than seven times.

Notwithstanding the legislature's inclusion in Section 13507 of the University of California Police and the California State University and College Police, there are no other non-local agencies specifically referred to for reimbursement consideration.

Based on the foregoing information it is apparent that the original and on-going intent of the California State Legislature was, and remains, to promote more efficient local law enforcement to combat crime at local levels. All efforts by the Commission to upgrade the level of competence of other peace officers within the state should be supplemental and without reimbursement to the agencies.

Utilize reverse side if needed

In addition to the criteria that governments seeking aid should be local governments, there is also some evidence to indicate that the aid should be restricted to those law enforcement agencies which engage in the full range of functions carried out by "policemen of cities and towns and sheriffs and their deputies. "

Of all the peace officers in the state, few have similar functions to city police officers and sheriff's deputies. Most peace officers are in specialized categories requiring more limited training.

It is the opinion of staff based on legislative intent and the language of the law, that agencies participating in the reimbursement program should be local agencies whose officers perform the broad range of general law enforcement tasks identified on the attached chart.

These tasks were identified from research papers and through questionnaires received from POST consultants.

ANALYSIS

COST: In the 1975/76 fiscal year \$6,728,244 was reimbursed for the training of 15,117 trainees, (37% of the total number of officers in the reimbursement program). By dividing the number of trainees into the total funds reimbursed an average cost of \$445.07 per trainee was identified.

Projected financial impact may be determined by computing the cost of training 37% of the personnel in any agency seeking admission to the POST reimbursement program, at the prevailing per capita reimbursement rate.

For example:

There are 850 personnel in the marshal's category.

37% = 314.5 potential personnel to be trained at the prevailing
per capita rate for a given fiscal year (\$445.07)
= \$139,974. projected annual training costs.

If this amount were added to the Peace Officer Training Fund from other sources reimbursement could continue at the stated per capita rate \$445.07 per trainee. However, if the enabling legislation required that the marshals be reimbursed from the existing Peace Officer Training Fund, then the reimbursement available to agencies already in the program would be reduced by approximately 2%. (Attached chart indicates similar costs and reductions for other agencies representative of those which may seek entry into the reimbursement program).

If no additional funds were allocated to the Peace Officer Training Fund, and 37% of all non-POST affiliated peace officers were reimbursed from existing funds, then the \$445.07 reimbursement per trainee would be reduced to \$174.85, a 60.7% decrease.

POLICY CONSIDERATIONS

In the past, unwritten, informal Commission policy with regard to the admission of additional agencies to the reimbursement program has rested on the following premises.

- The agency must be a unit of local government,
- The agency must perform the full range of law enforcement functions identified in the attached chart, or
- An agency which does not meet the first two requirements must be funded from sources other than the Peace Officer Training Fund as it is presently constituted.

These premises were based on the intent of the law at the time it was passed. They were somewhat weakened when the legislature admitted the state colleges and the campuses of the University of California into the program. However, they may still be retained despite this fact.

Alternatives to this approach may be determined by taking a broader view of the functions performed by other peace officer groups, regardless of whether they are local or if they perform all of the functions performed by sheriff's departments and local police agencies.

The attached chart shows that the State Police perform virtually all of the functions which are carried out by the local law enforcement agencies. The difference is that their jurisdiction consists of state owned and leased buildings scattered throughout California and that the agency is funded by the State.

The development of specific criteria to include some and not all of these agencies will be both difficult and arbitrary.

At legislative hearings in the past when other agencies such as the Marshal's or the District Attorney's investigators were seeking admission to the reimbursement program, POST argued against their admission by pointing out that there were approximately 40,000 peace officers throughout the state who were not now in the reimbursement program and who may well seek entry if we departed from our present criteria.

This argument could no longer be used if we adopted a position which recommended the admittance of any group not now connected with the program which did not meet the present criteria for admittance. We would then be forced back to the argument that there are insufficient funds to accommodate the new agency in which case our budget, and particularly salary reimbursement, may become subject to intense scrutiny.

A written Commission Policy should be articulated on this subject. The Commission may desire to establish the present criteria as the final policy, a modification of these criteria or the development of an entirely new position.

COMPARATIVE ANALYSIS OF TASK PERFORMANCE AND COST FOR INCLUSION
OF ADDITIONAL AGENCIES INTO THE POST REIMBURSEMENT PROGRAM

AGENCIES PRESENTLY IN REIMBURSEMENT PROGRAM

Essential Task of Agencies in Reimbursement Program	City Police	Deputy Sheriff	UC/CSU Police	District Police
	830.1 PC	830.1 PC	830.2 (a)(e) PC	830.1 PC
Patrols a specified geographic area for the purpose of crime control.	X	X	X	X
Operates emergency vehicles.	X	X	X	X
Responds to calls regarding criminal or suspicious activities.	X	X	X	X
Generates crime specific reports.	X	X	X	X
Controls and coordinates crime scene activities.	X	X	X	X
Collects and preserves evidence.	X	X	X	X
Controls and/or disperses crowds and resolves violent conflicts.	X	X	X	X
Intervenes in personal family crisis situations.	X	X	X	X
Arrest adults/juveniles for violation of criminal statutes. Determines legality of arrest and his authority to arrest, search and seize property.	X	X	X	X
Uses firearms and other weapons as authority and discretion may dictate.	X	X	X	X
Serves warrants of arrest and other orders of the court.	X	X	X	X
Conducts searches for missing children and disoriented adults.	X	X	X	X
Conducts criminal investigations.	X	X	X	X
Anticipates, recognizes and appraises crime risk situations and initiates action to remove or reduce it.	X	X	X	X
Engages in delinquency control and protective custody of juveniles. Makes dispositions on cases involving delinquent and/or dependent juveniles.	X	X	X	X
Renders assistance to sick and injured persons.	X	X	X	X
Has authority to engage in traffic law enforcement and traffic accident investigation.	X	X	X	X
75-76 Reimbursement to agencies in Reimbursement Program Totals	\$6,728,244	40,175	510	33

AGENCIES REPRESENTATIVE OF THOSE WHO MAY
REQUEST TO BE IN REIMBURSEMENT PROGRAM

Marshal	District Attorney Investigator	California State Police	California Highway Patrol	Department Prks & Rec. Police
830.1 PC	830.3 (b) PC	830.2 (b) PC	830.2 (a) PC	830.3 (i) PC
		X		X
X		X	X	X
		X	X	X
	X	X	X	X
X	X	X	X	X
X		X	X	X
		X	X	X
	X	X	X	X
X	X	X	X	X
X	X	X	X	X
		X	X	X
	X	X	X	X
		X	X	X
X	X	X	X	X
		X	X	X
850	525	238	5,414	600

	Impact on POTF, without additional funding	-2%	-1%	-.6%	-13%	-1%
Additional cost for inclusion of a sample of selected agencies	Cost based on 37% training rate at \$445.07 per trainee totals	\$139,975	\$86,455	\$39,192	\$891,555	\$98,806

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Mission and Goal Statement		Meeting Date October 28 & 29, 1976
Division Executive Office	Division Director Approval	Researched By William R. Garlington
Executive Director Approval <i>W.R. Garlington</i>	Date of Approval 10-13-76	Date of Report October 13, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

POST Advisory Committee submitted to the Commission recommended changes to the POST Mission and Goal Statements. At the July meeting the Executive Director was directed to review these Statements and report to the Commission.

ANALYSIS

In my judgment, the revised Mission and Goals Statement, as attached, is a satisfactory broadly worded portrayal of the POST operation. As part of my managerial responsibility, I will develop objectives for each Division in the POST organization on an annual basis. Because the Mission and Goals have been well discussed and worked over by the Advisory Committee, I intend to use them as a basis for setting these objectives. Assuming the Commission will take action on the suggested reorganization, I will present the 1977/78 goals and objectives plan for your review at the next regular Commission meeting.

The revised goals and objectives were presented to the Advisory Committee on October 7, 1976. They agreed the project has been satisfactorily concluded and the results should be used as a management tool.

Attachment

Utilize reverse side if needed

MISSION OF POST

The POST Mission is, through the provision of service and establishment of voluntary standards, to serve the following threefold purpose:

- To raise the level of competence of local law enforcement officers through adoption of minimum selection and training standards. (13510 P.C.)
- To help improve the administration, management and operation of local law enforcement agencies by providing a counseling service. (13513 P.C.)
- To provide law enforcement with service and assistance by developing and implementing programs designed to increase effectiveness and professional expertise. (13503(e) P.C.)

GOALS OF POST

The POST Mission is supported by the following specific goals:

- To establish minimum standards and guidelines for the selection and training of law enforcement personnel.
- To require law enforcement agencies to meet minimum selection and training standards.
- To establish and maintain quality training courses designed to improve the performance of law enforcement personnel.
- To provide assistance to improve management operational practices in law enforcement agencies.
- To conduct needed research and serve as a resource center for law enforcement.
- To administer an effective financial aid program to help subvent the costs of training local law enforcement personnel.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Evaluation of California Specialized Training Institute's Officer Survival Course		Meeting Date October 28 & 29, 1976
Division Executive Office	Division Director Approval	Researched By William R. Carlington
Executive Director Approval <i>W.R. Carlington</i>	Date of Approval 10-13-76	Date of Report October 13, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

As instructed by the Commission, I have personally evaluated the Officer Survival Course presented by the California Specialized Training Institute at San Luis Obispo.

An on site visit, contacts with students in attendance and discussion with instructors of the course and law enforcement administrators, led me to the following conclusions:

1. Individual officers have returned to their departments displaying an unhealthy paranoia and/or demanding additional security measures primarily to the police facilities.
2. The Officer Survival Course is an excellent training product filling a law enforcement need.

Col. Giuffrida was concerned about the criticism and had conducted his own investigation prior to my monitoring the course. As a result he ordered his staff to remove the station security block and has taken steps to ward against overreaction by students to the instruction received. Three courses have been completed since these changes were made and I have heard no further criticism.

This report was given to the Advisory Committee on October 7, 1976. They were satisfied with the results and stated they have heard no recent complaints.

Col. Giuffrida and the California Specialized Training Institute staff are to be complimented for their willingness to make these changes.

Utilize reverse side if needed

Memorandum

To : Commissioners

Date : September 23, 1976

Legislative Review Committee
From : **Commission on Peace Officer Standards and Training**

Subject: Legislative Recommendations

The Legislative Review Committee met on September 3, 1976 to review a) an update of legislation introduced in the 1975/76 session, b) proposed Commission Legislative Policy, and c) specific proposed legislative changes.

Attachment A provides the update on the final status of all legislation of interest to POST introduced in the 1975/76 legislative session. A brief analysis is provided on the POST impact of chaptered legislation. Also provided is a forecast of POST-related legislation likely to be introduced in the 1977/78 session.

Attachment B suggests a proposed Commission Legislative Policy which the Committee is recommending to the Commission. The policy calls for a "leadership role" on selective legislation related to POST. The policy includes provisions for staff discretion on legislative activity.

Attachment C suggests some specific legislative changes in existing legislation.

Recommendations:

The Committee recommends:

1. Adoption of the proposed Commission Legislative Policy.
2. Legislation be introduced to:
 - a. Amend Penal Code Section 13501 (Quorum)
 - b. Amend Penal Code Section 13511 (Course Certification and Approval)
 - c. Repeal Penal Code Section 13515 in coordination with the legislative author (Guidebook for Police and Citizens)
 - d. Add new Penal Code Section 13511.5 (Satisfaction of State Mandated Training Standards)

Herbert E. Ellingwood
HERBERT E. ELLINGWOOD
Chairman

Attachments

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Legislative Review Committee

MINUTES

September 3, 1976 - Sacramento

The Legislative Review Committee met on September 3, 1976.
The meeting was convened at 1:15 p. m.

Commission members present:

Herbert E. Ellingwood	- Chairman
Brad Gates	- Member
Jacob J. Jackson	- Member
Robert F. Grogan	- Alternate

Members absent:

Louis L. Sporrer
Edwin R. McCauley

Staff present:

William R. Garlington	- Executive Director
Harold L. Snow	- Special Assistant to the Executive Office
Gerald E. Townsend	- Director, Standards and Training Division
Imogene Kauffman	- Recording Secretary

Mr. Snow presented a legislative update on the status of bills affecting POST. Chairman Ellingwood requested that at future Committee meetings copies of the bills be made available. It was also requested that on the legislative update handout there be a column showing past Commission position.

Pending Legislation

There was discussion regarding any opposing action being taken at this time by the Commission on bills that have gone to the Governor for signature. Mr. Ellingwood stated it was not likely the Governor would take last-minute action requested by any group. It was felt there was nothing of such significance that the Governor's veto should be requested. If signed, concerns regarding S. B. 1943, the use of tear gas by private citizens, can be handled by proposing a legislative amendment for next year.

Dead Bills

Mr. Snow reported that the three bills which the Commission directed staff to

Dead Bills - cont.

oppose were dead -- Marshals', District Attorney Investigators', and mandatory certification. These bills would have cost POST approximately \$780,000 for the first year. It was concluded, and Mr. Ellingwood attested the fact, that the Commission carries considerable import with the Legislature. He stated, further, that POST has a very fine reputation which the Commission will want to maintain by being selective about legislation on which it takes a position.

Forecast of POST-Related Legislation Likely to be Introduced

1. Agency entry into the POST reimbursement program: marshals, district attorneys' investigators, and others.
2. Licensing of peace officers.
3. Definition of a peace officer.
4. Special mandated training course development.
5. Sunset laws - the abolishment of state regulatory agencies.
6. Laws adversely impacting the Peace Officer Training Fund, i. e., administrative adjudication.
7. Validation - requirements for licensing boards to have job-related standards.
8. Reserve officer training standards (if not passed in 1975-76 session).

There was discussion on the subject of proposed "sunset laws", identified by Mr. Ellingwood as dealing with the automatic abolishment of state regulatory agencies if their existence cannot be justified. He advised that POST must always be ready to testify and be able to validate its existence at any time. This is the front wave of legislative reform.

Mr. Ellingwood briefly discussed S. B. 42 regarding indeterminate sentences, and requested that it be included in the legislative report of the October Commission meeting as it will have massive impact on law enforcement in the future.

Proposed Legislative Policy

A draft of a recommended legislative policy was discussed. It was agreed that staff should not take an active part in testifying on any legislation without direction from the Legislative Committee or the full Commission. The recommended

Legislative Policy - cont.

legislative policy, prepared by staff, was discussed. The revised legislative policy will be presented for Commission approval at the October 28-29 meeting.

Proposed Legislative Changes

Amend Penal Code Section 13501: Mr. Snow stated that in 1975 the Legislature amended P.C. 13501, adding the rank-and-file member to the Commission, thus enlarging the Commission to 11 members. Section 13501, identifying a quorum of the Commission, was not amended to accommodate this increase in membership. The following revision was accepted, as proposed, for Commission approval. The Committee shall consider selection of an author for this legislation at its next meeting.

13501. Chairman and Vice-Chairman; quorum

The Commission shall select a chairman and vice-chairman from among its members. Five A majority of members of the Commission shall constitute a quorum. ~~The Attorney-General shall summon the Commission to its first meeting.~~

(Legend: Those words that have been struck out were removed by the Committee during discussion. Suggested wording has been underlined.)

Repeal Government Code Sections 50081 and 50082: Mr. Snow reported that in 1970 the Legislature passed G. C. Section 50081 to provide safety equipment for law enforcement officers, and 50082 stating the Legislature shall make available to POST the funds to be used to provide the equipment required to be furnished by Section 50081. Funds were never allocated by the Legislature to implement the law. Subsequently, a court decision required the employing jurisdiction to provide safety equipment under Labor Code 6401. Thus, it appears G. C. Sections 50081 and 50082 are no longer necessary. Staff recommended action be taken in consultation with the League of California Cities, County Supervisors' Association of California, and PORAC to have these sections repealed.

Chairman Ellingwood directed staff to draft a justification to the Legislature for approval of the Commission at a future meeting. He suggested the justification include exactly what the Labor Code states and an opinion from both the Legislative Counsel and the Attorney General as to the necessity of these two sections.

Repeal of Penal Code Section 13515: P. C. 13515, enacted in 1974, declared that POST shall prepare a draft of a guidebook for police and citizens only if the Commission obtains sufficient funds to accomplish the purposes thereof from a federal grant or from any source other than the General Fund or the P. O. T. F. POST has attempted unsuccessfully to acquire funding from various public and private sources.

Chairman Ellingwood stated the Commission should send a letter to the author of the bill and the Chairman of the Assembly Criminal Justice Committee to the effect, "The Commission has been unsuccessful in the attempts to obtain funds to fulfill the mandate of this legislation. Should the Commission continue seeking alternate funding or do you desire to repeal the law?"

Amend Penal Code Section 13511: In response to the staff recommendations to amend P. C. Section 13511, Chairman Ellingwood stated there should be two bills introduced. One bill should address the needed technical changes making a distinction between the terms "certified" and "approved". Also, a new bill should be drafted to address substantive changes concerning testing for state-mandated training courses. These bills will be ready for Commission consideration at the October meeting.

Adjournment

There being no further business to come before the Legislative Committee, the meeting was adjourned at 3 p. m.

Respectfully submitted,



I. Kauffman
Recording Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

RECOMMENDED LEGISLATIVE POLICYGeneral Policy

1. The Commission shall assume a leadership role on selective legislation* pertaining to its mission and goals in improving law enforcement.

"Leadership role" in the context of this policy is defined as: a) Identifying, anticipating and soliciting legislative needs related to POST and its objectives; b) Conducting research which relates to the evaluation and formation of legislative proposals; and c) Following and testifying on relevant legislative matters.

2. The Commission shall extend full cooperation to the Legislature, the Executive Branch, and other interested parties on all legislative matters.
3. The Commission may oppose or seek modification of legislation which would:
 - a. Augment the Commission's workload without adequate financing.
 - b. Impose by law programs which the Commission is now legally empowered to establish administratively.
 - c. Detrimentially impact a source of revenue for the Peace Officer Training Fund.

Staff Discretion

1. On legislative topics where there is established Commission policy, the POST Executive Director is authorized to speak in behalf of the Commission and perform necessary legislative activities without prior authorization.
2. On legislative topics of a controversial nature, or where substantive issues are involved, and time constraints preclude awaiting a regular Commission meeting, the Chairman of the Legislative Review Committee shall be solicited for direction.
3. On legislative matters of a technical or non-policy nature, staff is authorized to testify or perform other legislative activities necessary to clarify issues, laws, procedures, or processes.

*Legislation is broadly defined to include existing laws, proposed bills, or legislative resolutions.

AMENDMENT TO PENAL CODE SECTION 13501

13501. Chairman and vice chairman; quorum

The commission shall select a chairman and vice-chairman from among its members. ~~Five~~ *A majority of* members of the commission shall constitute a quorum. ~~The Attorney General shall summon the commission to its first meeting.~~

RATIONALE: In 1975 the Legislature amended Penal Code Section 13500 adding the rank and file member to the Commission, thus enlarging the Commission to 11 members. Section 13501, however, was not amended to accommodate this increase in membership. This technical amendment corrects this and deletes unnecessary language.

AMEND PENAL CODE SECTION 13511

In establishing standards for training, the commission may, so far as consistent with the purposes of this chapter, ~~permit certify or approve~~ required or needed training to be obtained at existing institutions agencies, or other sources deemed appropriate by the commission.

Notwithstanding any other provision of statute or regulation related to the commission, the words "certified" and "approved" are defined as follows as used in various laws and regulations related to required courses of training developed by the commission:

- (1) "Certified" indicates the commission is responsible for the development of curriculum, designation of presenting agencies or institutions, publication of related information, the maintenance of ongoing course supervision and quality control, and for eligible agencies reimbursement of trainee expenses as determined by the commission.*
- (2) "Approved" indicates the commission is responsible for the development of the course curriculum and publication of related relevant information; and the commission is designated no ongoing course maintenance responsibility.*

Amend Code Sections:

Penal Code 832 ~~prescribed~~ *certified* by
California Vehicle Code 40600 ~~approved~~ *certified* by
Penal Code 832.1 ~~approved~~ *certified* by

RATIONALE: A distinction between "certified" and "approved" is necessary to reflect the differences in how courses are treated by POST. This technical amendment will assist in the design and analysis of any future introduced legislation.

Amend Penal Code Section 13511
(Course Certification and Approval)

<u>Prescribed By</u>	<u>Approved By</u>	<u>Certified By</u>
*1. P.C. 832 Arrest and Firearms	*1. P.C. 832.1 Airport Security	1. Adm. Code Title 15 Sections 1020-1022 Jail Operations Jail Management A.O. Inservice (Jail)
	*2. P.C. 832.3 Training required prior to field assignment	
	3. P.C. 12403.5 Private Security-Chemical Agents	
	4. P.C. 12002 Private Security-Baton	2. Adm. Code Title 11 Section 1001 Definition "Certified Courses"
	5. P.C. 12403 Peace Officers-Chemical Agents	
	6. P.C. 13514 Peace Officers-POST required to dev. Chemical Agents course	3. Adm. Code Title 11 Section 1005 Certified basic, supervisory, middle management and advanced officer courses
	7. CVC 40600 Traffic Acc. Invest.	
	8. C.C. 607 (f) Humane Officers-Firearms Training	4. Adm. Code Title 11 Section 1012 Certification of courses

*Recommend amend to "certified"

SUGGESTED REPLY

Honorable William D. Lockyer
The State Assembly
State Capitol
Sacramento, California 95814

Dear Mr. Lockyer:

POST has been unsuccessful in its attempts to secure funding to implement Penal Code Section 13515 introduced by you in 1974 as AB 1670. Our contacts with the Office of Criminal Justice Planning, the Law Enforcement Assistance Administration, and other private funding agencies have resulted in negative response.

In view of this, we are seeking your direction on either securing alternative funding sources or the repeal of Penal Code Section 13515.

Sincerely,

WILLIAM J. ANTHONY
Chairman

REPEAL OF PENAL CODE SECTION 13515

~~13515. Legislative declaration; preparation of guidebook for police and citizens~~

- ~~(a) The Legislature finds and declares that relations between the police and the other citizens of this state could be improved by reducing those misunderstandings that occur because of lack of citizen knowledge of police procedures and lack of police knowledge of the social conventions and attitudes of particular communities. The Legislature further finds that this goal can be pursued by the publication of a guidebook for police and other citizens that, while not attempting to formally interpret law or police regulations, does attempt to establish proprieties of speech and conduct suitable for the situations in which misunderstandings most frequently arise.~~
- ~~(b) The commission shall prepare a draft of a guidebook for police and citizens, which have as its purposes the following:~~
- ~~(1) To express in clear and nontechnical language the respective obligations of police and citizens in those situations in which they most frequently encounter each other.~~
 - ~~(2) To ameliorate relations between police and citizens by establishing mutual understanding of the needs for commonly used police procedures and the appropriate citizen responses, and by better informing the police of the social conventions of the various social groups in this state.~~

~~A preliminary draft guidebook shall be submitted in both English and Spanish to the Legislature, the Governor, and the Department of Justice within six months after the effective date of this section, and a final draft shall be submitted within nine months after the effective date of this section.~~

~~The requirements of this subdivision shall apply only if the commission obtains sufficient funds to accomplish the purposes thereof from a federal grant or from any other source other than the General Fund or the Peace Officers' Training Fund.~~

RATIONALE: Penal Code Section 13515 was enacted in 1974. Since that time POST has attempted unsuccessfully to acquire funding from various public and private sources.

It is recommended the author be contacted to call his attention to this matter.

NEW PENAL CODE SECTION 13511.5

ALTERNATIVE #1

The commission may determine alternative means for satisfaction of state mandated training standards related to law enforcement. Alternative means may include but is not limited to testing for skills and knowledge.

ALTERNATIVE #2

The commission may use testing for determining satisfaction of state mandated training requirements related to law enforcement.

Agenda Item N. 2. - Executive Session Law

Assistant Attorney General Herb Ellingwood will present an oral report on this item.

There will be no handout material.

Legislative Update
(1975-76 Legislative Session)

Passed

<u>Bill Number</u>	<u>Author</u>	<u>Subject</u>	<u>Status</u>	<u>POST Position</u>
*AB 301	Keysor	Bill of Rights	Chaptered	None
AB 3121	Dixon	Juvenile Court Law	Chaptered	None
AB 3445	Sieroty	Private Investigator's - Training	Chaptered	None
SB 42	Nejedly	Determinate Sentencing	Chaptered	None
SB 189	Roberti	Vehicle Offenses; Mailed Bail Deposits	Chaptered	Neutral
*SB 575	Robbins	Sex Crime Investigation	Chaptered	Neutral
*SB 1021	Ayala	State Agency Training Standards	Chaptered	Further Study
*SB 1232	Nejedly	BART	Chaptered	Neutral
*SB 1435	Petris	Appointments by Governor	Chaptered	Neutral
SB 1461	Nejedly	Board of Corrections: Study	Chaptered	None
SB 1943	Nejedly	Training Standards Tear Gas - Private Citizen	Chaptered Chaptered	None None

Dead

*AB 1127	Suitt	Reserve Training Standards		Support in Concept
AB 1333	Presley	Reserves - Firearms		None
**AB 1384	Tucker	Marshals - POST Reimbursement		Oppose
AB 1508	Sieroty	Minimum Standards - Selection and Training		None
*AB 2866	Campbell	Abolishment of State Regulatory Agencies		Neutral
*AB 2867	Campbell	State Regulatory Agencies - Adoption of Regulations		Neutral
AB 2885	McVittie	Police Promotional Practices		None
**AB 2977	Lockyer	D.A.'s - POST Reimbursement		Oppose
*AB 3469	Lanternman	State Agencies - Opposing Legislation		None
AB 3630	McAlister	Tear Gas - Private Citizen		None
**AB 4249	McVittie	Mandatory Certification		Oppose
*ACA 80	Campbell	State Regulatory Agency		Neutral
*SB 1550	Roberti	Vehicle Offenses; Mailed Bail Deposits		Neutral

* Impacts POST Directly

** Active POST Opposition

IMPACT OF CHAPTERED LEGISLATION ON POST

SB 42 (Nejedly) - Indeterminate Sentencing

Impact: Will impact certified course curriculum concerning California laws. No fiscal impact.

AB 301(Keysor) - Bill of Rights

Impact: May impact certified course curriculum in the Basic, Supervisory, Management and Executive Courses.

SB 189 (Roberti) - Vehicle Offenses; Mailed Bail Deposits

Impact: As amended, the law will not adversely impact the Peace Officer Training Fund.

SB 575 (Robbins) - Sex Crime Investigation

Impact: Requires POST to develop guidelines for the investigation of sexual assault cases, includes adequate instruction in the Basic Course, and prepare and implement optional course for training specialists. It is estimated these activities would require no more than one-half a consultant man-year.

SB 1021 (Ayala) - State Agency Training Standards

Impact: Requires POST to develop training standards for named state agencies. It is estimated this will require approximately one-quarter consultant man-year.

SB 1232 (Nejedly) - BART

Impact: Includes the Bay Area Rapid Transit District into the POST reimbursement program. This will cost approximately \$13,000 per year.

SB 1435 (Petris) - Appointments by Governor

Impact: Governor's appointee may serve no more than 60 days once the Senate refuses to confirm the appointment.

SB 1461 (Nejedly) - Board of Corrections; Study Training Standards

Impact: No direct impact on POST. Requires the Board of Corrections to study the training needs of local and state corrections personnel.

SB 1943 (Nejedly) - Tear Gas; Private Citizens

Impact: Requires POST to assist the Department of Justice in developing a short tear gas course for private citizens. This will require nominal staff activity from existing POST personnel.

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Joint Ad Hoc Committee
Advisory Committee Role Study

September 2, 1976 - Sacramento

The members of the Ad Hoc Joint Committee to Study the Role of the Advisory Committee met at POST headquarters on September 2, 1976. The meeting convened at 10 a. m.

Committee members present:

Commissioners:

Donald F. McIntyre	- Chairman
William J. Anthony	- Member
William B. Kolender	- Member
Herbert E. Ellingwood	- Member

Advisory Committee Members:

Robert Cress	- Member
William A. Fradenburg	- Member
William J. Kinney	- Member
J. Winston Silva	- Member

Staff present:

William R. Garlington	- Executive Director
Glen E. Fine	- Executive Secretary, Advisory Committee
Imogene Kauffman	- Recording Secretary

Three alternatives for discussion of the future role of the Advisory Committee were forwarded in advance for review by the Ad Hoc Committee.

The Advisory Committee members were asked how they perceived their role. Chief Kinney replied that he had solicited comments from the members of CPOA, and they felt they would like their representative to be involved in an advisory capacity to bring their views to the Commission. A basic responsibility of the Advisory Committee should be to:

- Periodically review the goals and objectives of POST and advise the Commission of its findings and recommendations;
- The priority of training and its relevancy to today's needs

should be a subject for the Advisory Committee to review annually with recommendations to the Commission;

- The level and priority of reimbursements should be studied by the Committee prior to each fiscal year with findings and recommendations;
- Prior to the implementation of new programs, the Commission should have the advantage of comments and advice from the Committee;
- Special projects or special studies to be undertaken should include the thoughts of the Committee for evaluation purposes.

Commissioner McIntyre questioned why these items could not be communicated directly to the Commission from CPOA. Chief Kinney responded they prefer a direct line to the Commission through their representative.

Mr. Silva stated responsibilities should be laid out specifically. It is up to the Commission to tell the Advisory Committee what it wants. An advisory committee should not determine its responsibilities. An advisory committee has no administrative responsibilities whatsoever. The internal structure of POST staff is the responsibility of the Commission - not the Advisory Committee. They shouldn't even comment on it.

Commissioner McIntyre felt the role the Committee could best play would be as a device to communicate from the policemen, educators, managers and administrators their needs and what decisions they desire, instead of the Committee doing studies of its own.

Commissioner Kolender stated that the Commission has to set the direction, and then within certain parameters, the Advisory Committee becomes involved.

Mr. Fradenburg stated his observation would be that the Advisory Committee should be the recipient of advanced information on projects or activities that will impact or have an effect upon law enforcement agencies. The members then respond back as to how their associations will be affected to let both staff and the Commission be aware of reactions. Specific activities should be the role of an ad hoc committee or hired auditors, rather than the role of the Advisory Committee.

Commissioner McIntyre stated there will be occasions where decisions can't wait a number of months -- as in the past with reimbursement changes -- for the problem to go to both the Committee and the Commission. Mr. Garlington stated that a special meeting of both the Committee and the Commission could be called, if the Commission wants to involve the Advisory Committee in those kinds of decisions. Commissioner McIntyre felt that would be the kind of thing the Advisory Committee should really consider.

Meeting Schedules

Commissioner McIntyre suggested consideration of a different arrangement of meetings that might be more fruitful. The past scheduling of Advisory Committee meetings was to get recommendations to the Commission on time for inclusion on the Commission agendas. Commissioner McIntyre asked for the reaction to having Advisory Committee meetings scheduled only as needed. Chief Kinney stated he would be very concerned not to have regular meetings, and there was consensus from the other Advisory Committee members.

There was consensus that Advisory Committee meetings should be a follow-up of the Commission meeting, scheduled approximately one month later.

Recommendation - Advisory Committee Role

There was concurrence that Alternative A, prepared by staff, should be presented to the full Commission for adoption as amended by the Ad Hoc Joint Committee. (See Attachment "A")

Advisory Committee Vacancies

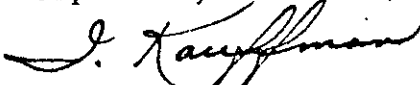
Attention was given to possible changes in the makeup and structure of the Committee. It was reported there are presently two vacancies -- one public member and one student representative -- and two expired terms on the Advisory Committee.

Commission Kolender made a motion, which was tabled until the October Commission meeting, that the public member appointments be filled with one appointee from a Chicano police officers' association, one from a Black police officers' association, and one from the Women's Police Officers' Association.

The Committee Chairman directed the Executive Director to contact the Governor's Office for information on the importance of filling the vacancies on the Advisory Committee with public member appointments that are of a minority group or having minority organization representation. He will report to the full Commission at the October 28-29 meeting, at which time Commissioner Kolender's motion may be reintroduced. Further, Associations are to be contacted for a replacement if the term of their representative is expiring.

There being no further business to come before the Committee, the meeting was adjourned at 12:30 p. m.

Respectfully submitted,



Imogene Kauffman
Recording Secretary

ROLE OF THE ADVISORY COMMITTEE *

The most apparent significant purpose which may be served by the existing Advisory Committee is that of a two-way communications vehicle for both the Commission and its principal interest groups. There appears to be face value in providing for direct input to the Commission and staff for the ideas and concerns of statewide associations representing police trainers, educators, rank-and-file and management.

The existing Advisory Committee's role could be defined upon this purpose only. The Committee could continue to meet periodically with POST staff and at its meetings:

- Receive briefings on POST's programs and projects;
- Call to the attention of POST staff any suggestions or concerns of members' associations and the Advisory Committee collectively;
- ~~Discuss the need to~~ Formulate specific proposals to the Commission.

~~If the role was defined in this manner the role would not encompass the study or review of POST programs or projects for purposes of making recommendations.~~ - - Rather, The role would be confined to that of a consortium of representatives of common interest group associations which would convene to give and receive information, review projects and make recommendations.

The assignment of project review responsibilities to such a committee should ~~most likely~~ be avoided. The ~~apparent~~ need for committee activity on special projects seems to be in the area of serving as a review committee for certain long-term staff projects, such as the basic course revision. The use of ad hoc committees for such projects seems more appropriate because members can be specifically selected based upon their interest and expertise in the project area.

* Tentative statement regarding role of the POST Advisory Committee as approved by the Joint Ad Hoc Study Committee, September 2, 1976. Those words that have been struck out were removed by the Committee during discussion. Suggested wording has been underlined.

Memorandum

: William J. Anthony, Chairman
Commission on POST

Date : September 27, 1976

From : Commission on Peace Officer Standards and Training

Subject: Role of Advisory Committee

Our Committee met in Sacramento on September 2, 1976 to review the role of the Advisory Committee. Historical documents and discussion revealed that:


- A definitive statement of role for the Advisory Committee is lacking, and
- Problems have occurred recently because of the lack of a formally identified role.

The problems relate to the Committee's efforts to study POST's Mission, Goals and Objectives. This effort was identified as an Advisory Committee project rather than a staff project. In undertaking the project, the Committee assumed a role in directing the staff. Staff was unable to direct the conduct of the study, and instead responded to the direction of the Committee. Questions regarding scope of the study, and authority of the Committee arose.

The Ad Hoc Committee believes, as is reflected by Minutes of the September 2nd meeting, that future problems may be averted by assuring that the Advisory Committee does not engage in staff work or assume project responsibilities of its own. Properly assigned, staff work on projects should be the responsibility of POST staff; and the Advisory Committee should be used only as an advisory resource.

It is also suggested by the Ad Hoc Committee that ongoing project review of a specialized nature be accomplished with ad hoc advisory committees. This will free the Advisory Committee to serve as a sounding board on a wide range of subjects. Members of the Advisory Committee, could, of course, serve as members of ad hoc review committees.

Recommendation: Adopt the attached Role for the Advisory Committee.


DONALD F. McINTYRE, Chairman
Ad Hoc Joint Committee to Study
Advisory Committee

Attachment

PROPOSED ROLE OF THE POST
ADVISORY COMMITTEE

PURPOSE

The Advisory Committee of the Commission on Peace Officer Standards and Training is established for the principal purpose of providing two-way communications between the Commission and associations and organizations sharing a vital interest in the activities and decisions of the Commission. Therefore, the Advisory Committee shall be a consortium of representatives of common interest groups which convenes periodically to give and receive information, review projects and programs and make recommendations to the Commission.

PROCEDURES

The Advisory Committee may:

- Receive briefings on POST's programs and projects.
- Call to the attention of POST staff any suggestions or concerns of members' associations and the Advisory Committee collectively.
- Formulate specific proposals for recommendation to the Commission.

The Advisory Committee shall not be assigned responsibility to undertake projects of its own. Rather, the Advisory Committee's function in this regard shall be to provide input and serve as a sounding board for the Commission and its staff.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
ADVISORY COMMITTEE MEMBERS

TERMS OF APPOINTMENT

	<u>BEGINNING</u>	<u>ENDING</u>	<u>LENGTH OF TERM</u>
ROBERT BLANCHARD (CAAJE)	July 1973	September 1976	3 Years
WAYNE C. CALDWELL (Specialized Law Enforcement)	April 1976 April-1974	September 1977	Unexpired Term of 3 Years
ROBERT CRESS (PORAC)	July 1973	September 1976	3 Years
WILLIAM A. FRADENBURG (CHP)	June 1975	September 1978	3 Years
JAMES H. GRANT, Jr. (Sheriffs' Association)	July 1976 July-1975	September 1978	Unexpired Term of 3 Years
WILLIAM J. KINNEY (CPOA)	March 1975 July-1973	September 1976	Unexpired Term of 3 Years
JEROME E. LANCE (CAPTO)	July 1973	September 1976	3 Years
W. BERT RITCHEY (Public)	June 1972	September 1975	3 Years
JAY RODRIGUEZ (Public)	June 1972	September 1975	3 Years
J. WINSTON SILVA (Community Colleges)	June 1974	September 1977	3 Years
GEORGE P. TIELSCH (CPCA)	February 1975 July-1974	September 1977	Unexpired Term of 3 Years

Vacancies:

Public

Student

(8/1/76)

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Advisory Committee Appointment		Meeting Date October 28 & 29, 1976
Division Executive Office	Division Director Approval	Researched By Glen E. Fine
Executive Director Approval <i>W. R. Sarlington</i>	Date of Approval October 14, 1976	Date of Report October 14, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

The State Executive Board of the California Association of Police Training Officers has recommended that the Commission appoint Lieutenant Jerome E. Lance of Long Beach Police Department, as a member of the POST Advisory Committee.

Lt. Lance has represented CAPTO on the Advisory Committee since 1973.

Recommendation:

Approve appointment of Lieutenant Jerome E. Lance

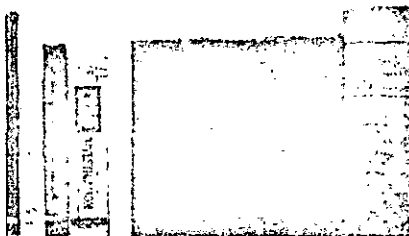
Attachment:

Letter from Sgt. Gus Nicolopoulos, State President, CAPTO

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CAPTO

"Professionalization through Training"



CALIFORNIA ASSOCIATION OF POLICE TRAINING OFFICERS

STATE OFFICERS 1976 -1977

** PRESIDENT
Gus Nicolopoulos, Sgt
South San Francisco Police Department

** FIRST VICE - PRESIDENT
James Scales, Lt.
Belmont Police Department

** SECOND VICE - PRESIDENT
James Hober
Northern California Criminal Justice
Training and Education Systems

** SECRETARY
Bob Krolak, Lt.
Tiburon Police Department

** TREASURER
Dennis Hendrickson, Sgt.
University of California at Berkley
Police Department

** SERGEANT AT ARMS
James O'Conner
Department of Justice

EXECUTIVE SECRETARY
Betty Glover
Montebello Police Department
1600 West Beverly
Montebello, California 90460

SOUTHERN REGION OFFICERS

PRESIDENT
Harry Gage, Lt.
Orange County Sheriff's Department

FIRST VICE - PRESIDENT
Michael T. Gonzales, Sgt.
Montebello Police Department

SECOND VICE - PRESIDENT
Robert Puckett, Sgt.
Anaheim Police Department

SECRETARY
Brad Bunker, Sgt.
Vernon Police Department

TREASURER
Josh M. Fredricks, Training Officer
Manhattan Beach Police Department

SERGEANT AT ARMS
Art Echternacht, Training Officer
Santa Ana Police Department

**Also serve concurrently as
Northern Region Officers

September 22, 1976

Mr. William J. Anthony, Assistant Sheriff
Chairman, Commission on Peace Officer
Standards and Training
7100 Bowling Drive, Suite 250
Sacramento, Ca 95823

Dear Assistant Sheriff Anthony:

I am in receipt of your letter regarding the appointment of the representative of the California Association of Police Training Officers to the POST Advisory Committee.

CAPTO has been very fortunate to have Lieutenant Jerome E. Lance, Long Beach Police Department, as our representative for the last several years. The State Executive Board of CAPTO has been proud of Lieutenant Lance's accomplishments as a member of the Advisory Committee. His service to the northern and southern regions of CAPTO have been performed in a very distinguished manner.

At the CAPTO State Executive Board meeting on April 24, 1976, Lieutenant Lance was again nominated for re-appointment to the POST Advisory Committee. I have personally reviewed his excellent contributions and performances and feel that with the experience he has gained as an Advisory Committee member he will be an asset not only to our organization but to the committee as well. CAPTO is very proud and honored to have him represent us.

Sincerely,

Sgt. Gus Nicolopoulos

Sgt. Gus Nicolopoulos, State President, CAPTO.
315 Maple Avenue
South San Francisco, California, 94080.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Advisory Committee Appointment		Meeting Date October 28 & 29, 1976
Division Executive Office	Division Director Approval	Researched By Glen E. Fine
Executive Director Approval <i>W.R. Harrison</i>	Date of Approval October 14, 1976	Date of Report October 14, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

The Board of Directors of the Peace Officers Research Association of California has recommended that the Commission appoint Lieutenant John R. Pearson of San Diego Police Department, as a member of the POST Advisory Committee. Lt. Pearson would replace Bob Cress as PORAC's representative.

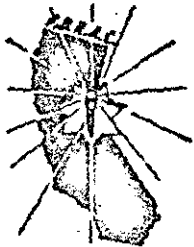
Recommendation:

Approve appointment of Lt. John R. Pearson.

Attachments:

Letter from Joseph A. Aceto, President, PORAC

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Peace Officers Research Association of California

THE OBJECTIVE OF THIS ASSOCIATION IS TO UNITE ALL PERSONS WITHIN ITS JURISDICTION FOR THEIR ECONOMIC, PROFESSIONAL AND SOCIAL ADVANCEMENT. IT SHALL BE THE AIM OF THIS ASSOCIATION TO COLLECT, STUDY, STANDARDIZE, SUMMARIZE AND DISTRIBUTE FACTUAL DATA IN ORDER TO PROMOTE THE PROFESSIONAL QUALIFICATIONS AND STANDING OF PEACE OFFICERS, TO STIMULATE MUTUAL COOPERATION BETWEEN LAW ENFORCEMENT AGENCIES, TO SECURE FOR ALL PEACE OFFICERS ADEQUATE COMPENSATION FOR THEIR PROFESSIONAL DUTIES AND TO IMPROVE CONDITIONS OF EMPLOYMENT.

STATE OFFICE

SENATOR HOTEL
12th & "L" STREETS
SACRAMENTO, CALIFORNIA 95814
(916) 441-0660

September 16, 1976

William J. Anthony, Chairman
Commission on Peace Officer
Standards & Training
7100 Bowling Drive
Suite 250
Sacramento, California 95823

Dear Mr. Anthony:

Thank you for your letter of September 3rd advising PORAC of the expiration of Officer Bob Cress's term to the POST Advisory Committee.

PORAC is very proud of the representation Bob Cress provided to POST in our behalf and wish we could continue his service to the Advisory Committee.

Bob Cress has advised me that he will be unable to serve as a committee member for a full term and feels a new representative should be considered.

By action of the Board of Directors of PORAC I have been authorized to submit the name of John R. Pearson as PORAC's representative to the POST Advisory Committee.

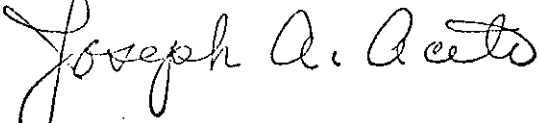
Lt. John R. "Jack" Pearson is employed by the San Diego Police Department and is currently serving his third term as president of the San Diego Police Officer's Association. Jack has been actively involved in PORAC for the past several years and serves on various state committees.

Jack is currently State Chairman of the By-Law Committee for PORAC and the Inter-Association Committee. He also is a member of PORAC's Legislative Committee and serves as Secretary/Treasurer of the San Diego/Imperial Chapter of PORAC. The enclosed personal resume will provide you with a complete history of his qualifications and experience.

PORAC is very proud to submit our representative John R. "Jack" Pearson, Post Office Box 1630, San Diego, California 92112 (telephone 714/239-6878).

If we can be of further assistance to you in this matter please feel free to contact me at any time.

Respectfully,



JOSEPH A. ACETO
State President

JAA:er

cc: Bob Cress
Board of Directors
Jack Pearson

Enclosure

Memorandum

: William J. Anthony, Chairman
POST Commission

Date : October 14, 1976

From : POST Advisory Committee Chairman
Commission on Peace Officer Standards and Training

Subject: Report from October meeting of Advisory Committee

The Advisory Committee met in Los Angeles on October 7th and 8th. I have been directed to communicate to you the Advisory Committee's recommendations on the following subjects:

Professional Certificate Program

MOTION by Jerome Lance, seconded by Sheriff Grant, that the Commission reconsider its existing regulations requiring revocation of the basic certificate for cause; and that the Commission clarify whether the certificate is intended to be a form of a license to practice, or a certificate of attainment. MOTION CARRIED.

Discussion which preceded passage of this motion centered on the following points:

If the POST certificate is issued to merely recognize training and experience attainment; it should not, in the opinion of the Committee, be revoked even if the recipient has been convicted of a felony.

If award of the certificate is intended to mean more than attainment, then the philosophy behind award of the certificate should be articulated.

If the certificate is intended to serve as a license to practice in the law enforcement field, the Commission should assess its capability to administer a complete revocation program. The opinion of the Committee was that such a program could grow to significant proportions and consume a large share of POST's resources.

Composition of the Advisory Committee

MOTION by Jerome Lance, seconded by Robert Blanchard that there be three public members and an association member be added to represent the Women Peace Officers' Association in lieu of the student member. MOTION CARRIED.

Role of the Advisory Committee

MOTION by Jerome Lance, seconded by Jay Rodriguez that the Advisory Committee support the recommendation of the Ad Hoc Committee with the public member sector being added. MOTION CARRIED.

Mission and Goals

MOTION by Jerome Lance, seconded by Robert Blanchard that the Mission and Goals be accepted as presented by staff. MOTION CARRIED.

Standards and Training Operational Plan

MOTION by Chief Tielsch, seconded by Chief Kinney that the Advisory Committee recommend approval and endorsement of the Standards and Training Operational Plan. MOTION CARRIED.

ADA

MOTION by Jerome Lance, seconded by Robert Blanchard that the Advisory Committee adopt the recommendations of staff. MOTION CARRIED.

I will be present to provide further elaboration if needed regarding the Advisory Committee's views on these matters.

Bob L. Cress

BOB CRESS

PROPOSED MEETING CALENDAR - 1977

1977

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~~POST~~ POST Commission Meetings

- March CAAJE
- April 4-7 Sheriffs' Assoc. (State)
- May 15-18 CPOA
- June Sheriffs' Assoc. (Nat'l)
- Sept. 25-28 League of Calif. Cities
- Oct. 1-6 IACP
- October CAPTO
- Oct. 25-28 CSAC
- Nov. 8-11 PORAC

HOLIDAYS

NEW YEAR'S DAY	1/1	INDEPENDENCE DAY	7/4
LINCOLN'S BIRTHDAY	2/12	LABOR DAY	9/5
WASHINGTON'S BIRTHDAY	2/21	JEWISH NEW YEAR	9/13
ASH WEDNESDAY	2/23	YOM KIPPUR	9/22
ST. PATRICK'S DAY	3/17	COLUMBUS DAY	10/10
PASSOVER	4/3-4/10	VETERANS DAY	10/24
GOOD FRIDAY	4/8	ELECTION DAY	11/8
EASTER	4/10	THANKSGIVING DAY	11/24
MEMORIAL DAY	5/30	CHRISTMAS	12/25

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Proposal for POST Headquarters		Meeting Date October 28-29, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>W. R. G. [Signature]</i>	Date of Approval 10-11-76	Date of Report October 11, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes <input type="checkbox"/> (See Analysis per details) No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

POST moved into its present quarters at 7100 Bowling Drive, Sacramento, on October 16, 1972, under a lease agreement with the William A. Cook Company, Suite 160, 7100 Bowling Drive, Sacramento. The term of the lease is for 10 years, starting October 16, 1972, and ending October 15, 1982. The first five years of the lease are firm. However, after October 15, 1977, it is cancellable by the State on 60 days prior notice. The lease provides 14,980 square feet of space at 43.4¢ per square foot, plus charges for parking at \$40 per month, for a total cost of \$78,462 per year.

In July 1973, 920 square feet were added for a women's lounge, a mail room and storage area, raising the rent to \$83,646 per year. The amount expended for rent through October 15, 1977, will be \$413,046. In 1973-74 Fiscal Year \$2,216 was expended for alterations; in 1974-75, \$5,586; and in 1975-76, \$4,533, for total alterations cost of \$12,355. The total rent and alterations for the five year period ending October 15, 1977, will be \$426,401.

As a condition of the lease a tax escalation clause provides that, using 1973-74 as a base, yearly real property tax increases may be added to the rent. The total real property tax increase for the years 1974-75 and 1975-76 was \$459.48.

POST Headquarters is located in a relatively new one-story building complex. The offices are situated in four separate building units of the complex, with entry from the mall. The offices extend along the mall for a distance of about two blocks. The arrangement tends to isolate the staff and discourage communication. The inflexibility of the structures does not permit efficient use of space. The nature of POST responsibilities requires that POST staff travel extensively throughout the State. Also, many persons visiting POST headquarters are from out of the city. Most of the travel by staff and visitors is by air. The Sacramento Airport is approximately 22 miles from the present POST location. It would save time and be less costly if POST were situated closer to the airport.

Although the present location has many desirable features, it is the concensus of the staff that POST should seek more suitable quarters. In this connection inquiry was made to the Department of Justice, who is now in the planning stage for the

Utilize reverse side if needed

construction of a new building for that agency. A tentative location for the building is on Highway 160 in back of the Woodlake Inn, where a 27-acre site is available.

There have been discussions with the top administrative officers of Department of Justice Law Enforcement Division, as well as with representatives of the Legislative Analyst's Office and Department of Finance, relative to POST locating in the proposed new Department of Justice complex. All are agreeable to POST joining with the Department of Justice. Positive decisions in this matter must be made soon so that the building plan can proceed. Tentatively, construction would start in late summer of 1977, with completion in late 1978. No other alternative for relocating POST Headquarters has been explored at this point in time.

TERMS OF APPOINTMENT OF COMMISSIONERS

	Appointment Date	For Term Ending:
ANTHONY, WILLIAM J. Assistant Sheriff L. A. Sheriff's Dept.	3-29-76 (replaces Barton)	9-18-78
ENOCH, LOREN W. County Administrator Alameda County	Re-appointed 1-28-74	9-18-76
GATES, BRAD Sheriff Orange County	4-21-76	9-18-77
HOLLOWAY, KAY Chief of Police Coalinga Police Dept.	3-29-76 (replaces Barrett)	9-18-78
GROGAN, ROBERT F. City Administrator Santa Maria	Re-appointed. 10-29-74	9-18-77
JACKSON, JACOB J. Sergeant, Bureau of Field Operations Sacramento Police Department	4-21-76	9-18-79
KOLENDER, WILLIAM B. Chief of Police San Diego Police Dept.	3-29-76 (replaces Stroh)	9-18-77
MCCAULEY, EDWIN R. County Administrator Monterey County	6-11-73	9-18-75 (replacement's, 9-18-78)
MC INTYRE, DONALD F. City Manager Pasadena	Re-appointed 1-28-74	9-18-76
SPORRER, LOUIS L. Assistant Chief L. A. Police Dept.	3-29-76 (replaces Collins)	9-18-76
ELLINGWOOD, HERBERT E. Assistant Attorney General Representative of the Attorney General (ex officio)		



December 8, 1976



New Doc

