Commission on Peace Officer Standards and Training

AGENDA

Commission Meeting/Public Hearing

Oakland Hilton Inn - Terrace Room
#1 Hegenberger Road
Oakland International Airport
Oakland, California
(415) 635-5000

April 20, 10 to 5 p.m.
April 21, 9 to 3 p.m.

A. Opening of Meeting - Introduction of Guests

B. Approval of Minutes of January 19-20, 1978, Meeting — Action

C. Consent Calendar — Action

1. Financial Report - 3rd Quarter F.Y. 77/78

2. Course Certification/Modification/Decertification Report

Since the last Commission Meeting there have been 13 certifications, 3 modifications, and 8 decertifications.

3. Commission Policy

This report details policy decisions made by the Commission at its last meeting. On approval, they will become part of the policy manual.

D. Public Hearings

1. POST Professional Certificates

a. Amend regulation 1011 (b) to provide that professional certificates be awards for achievement and subject to cancellation only if they are obtained through misrepresentation, fraud, or issuance due to administrative error.

b. Amend Commission Procedure F-3 to implement the change in regulation 1011 (b).

2. POST Supervisory Certificate

a. Amend regulation 1001 to change the definition of "First-Level Supervisory Position."

b. Amend regulation 1011 (c) to provide a professional certificate for qualified supervisors.

c. Amend Commission Procedure F-1 to implement the change in regulation 1011 (c).

3. Revision of Basic Training Requirements

a. Modify and expand the subject matter in the Basic Course which will increase the minimal instructional time requirement to 400 hrs.

Revision of Basic Training Requirements - cont.

b. Consider a policy change regarding certification of "non-required" subject matter in the Basic Course.

c. Establish implementation date.

4. Specialized Law Enforcement Certification Program

a. Amend regulations to require completion of the certified Basic Course within 12 months from date employed as a qualified peace officer. This will decertify all Specialized Basic Courses. (Regulation S-105)

b. Require Advanced Officer Course. (Regulation S-105 (d))

c. Eligibility for Supervisory and Management Certificates (S-108)

d. Set training standards for specified state agency peace officers in Penal Code 13510.5 (S-112)

e. Set standards for agency entry into the Specialized Program (S-113)

f. Lift moratorium on new agency entry, effective 7/1/78.

E. Selection Standards Validation Committee

Committee Chairman Grogan will report on the results of his Committee's meeting and status of the project.

F. Advisory Committee

1. Report on Reserve Officer Bill

Committee Chairman Tielsch will report on his Committee's activities and recommendations for the July Public Hearing.

2. Other

G. Legislative Review Committee

Committee Chairman Ellingwood will present his Committee's report.

H. Driver Training Status Report

I. Subcommittee on Future Basic Training

Committee Chairman Jake Jackson will report on the results of his Committee's meeting which was held March 21, 1978.

J. Approval of Public Hearing, July 1978

1. Technical Modification of Commission Regulations
2. Travel Reimbursement Plan Revision
3. Definitions: "Course Approval" and "Course Certification"

K. Implementation of the POST Revised, Supervisory, and Management Courses — Action

Recommends a dual-track program until January 1979. At that time, Commission Procedures D-3 and D-4 would be amended to require performance objective training for these courses.

L. Old/New Business

1. Spanish Course Reimbursement
2. Advanced Officer Course

M. Dates of Future Meetings

July 27-28, location to be announced.
October 19-20, " " "

N. Adjournment

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

January 26-27, 1978
San Diego, California

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

Commissioners present:

William J. Anthony	- Chairman
Brad Gates (1-27 only)	- Commissioner
Robert F. Grogan	- Commissioner
Kay Holloway	- Commissioner
Jacob J. Jackson	- Commissioner
William B. Kolender	- Commissioner
Edwin R. McCauley	- Commissioner
Donald F. McIntyre	- Vice-Chairman
Louis L. Sporrer	- Commissioner (Elected Chairman 1/27)
Herbert E. Ellingwood	- Representative of the Attorney General

Absent:

Loren Enoch - Resigned 11-8-77

Advisory Committee Representative:

George P. Tielsch, Advisory Committee Chairman and representative of the California Police Chiefs' Association

Staff present:

William R. Garlington	- Executive Director
David Y. Allan	- Bureau Chief, Management Services
Glen E. Fine	- Bureau Chief, Special Projects
Bradley W. Koch	- Director, Standards and Training
Gene S. Rhodes	- Consultant, Standards and Training
Otto H. Saltenberger	- Director, Administration
Harold L. Snow	- Special Assistant, Executive Director's Office
Gerald E. Townsend	- Director, Executive Office
George W. Williams	- Bureau Chief, Administration
Brooks W. Wilson	- Bureau Chief, Internal Support
Imogene Kauffman	- Commission Secretary

Visitors:

Arnold Abramovicz	- Community College Consultants
Jackie Baird	- Cal State University and Colleges
Richard Bendel	- Department of Motor Vehicles

Visitors - cont.

Al Benner	- San Francisco Police Department
Jess Brewer	- Los Angeles Police Department
Frank W. Budd	- Riverside City College
Wayne C. Caldwell	- POST Advisory Committee Member
O. P. Coates	- Coronado Police Department
Ed Doonan	- Sacramento County Sheriff's Department
Keith Emerson	- University of California, San Diego
Hugh B. French	- San Diego Police Department
Colonel L. O. Giuffrida	- California Specialized Training Institute
Alan M. Glassman	- C. S. U., Northridge
Michael Heber	- San Francisco Police Department
Dave Hoffman	- Academy of Defensive Driving
Herbert B. Hoover	- Department of Justice
Derald D. Hunt	- Golden West College
Richard Klapp	- San Francisco Police Department
Dennis W. LaDucer	- Orange County Sheriff's Department
Charles Laust	- Community College Consultants
A. G. LeBlanc	- Chief of Police, Coronado Police Department
Joe McKeown	- Contra Costa Criminal Justice Training Center
Cheryl Mahaferty	- Psychological Services, Inc.
W. M. Mahurin	- Academy of Defensive Driving
Eugene Majors	- San Bernardino County Sheriff's Department
G. S. Martin	- California Specialized Training Institute
Martin J. Mayer	- League of California Cities
David B. Parker	- College of the Sequoias
Alex Pantaleoni	- Rio Hondo College/C. A. A. J. E.
Raul A. Ramos	- Orange County Sheriff's Department
R. C. Randolph	- Marshal, San Bernardino County
John F. Riordan	- San Rafael Police Department
Donald B. Ross	- Marshals' Association of California
William Ruch	- Psychological Services, Inc.
Jon D. Schorle	- C. S. U., Dominguez Hills
Archie W. Sherman, Jr.	- Bakersfield College
Mimi Silbert	- San Francisco Police Department
J. Winston Silva	- Chancellor's Office, California Community Colleges
Kip Skidmore	- Department of Justice
Larry Vaughan	- Academy of Defensive Driving
Larry Watkins	- Training Division, C. H. P.
Ralph H. Woodworth	- Riverside County Sheriff's Department

A. Opening of Meeting

B. Approval of Minutes, October 13-14, 1977

MOTION - Sporrer, second - Holloway, carried unanimously for approval of the minutes as presented.

C. Consent Calendar

MOTION - Grogan, second - McIntyre, carried unanimously for approval of the Consent Calendar, as follows:

1. Financial Report, 2nd Quarter F. Y. 1977/78

2. Course Certification/Decertification/Modification Report

Since the last Commission meeting, there have been 14 course certifications, six modifications, and three courses decertified. This report is made Attachment "A" of the minutes.

3. Letter of resignation from Commission Loren Enoch, Alameda County Administrator.

4. Letter of resignation from Advisory Committee Member, Jack Pearson, and approval of Resolution of Appreciation.

5. Letter of reassignment from CHP Commissioner Glen Craig regarding Advisory Committee Member W. F. Fradenburg, and approval of Resolution of Appreciation.

6. Evaluation of Special Programs

a. 128th San Francisco Basic Course

Lieutenant Richard Klapp gave a presentation covering the success of the course which established content validation of its recruit curriculum and the POST Performance Objectives guidelines.

b. CPOA-POST Seminars

7. Attorney General's Opinions

Four informal opinions had been received that stated, in effect, approval of the present Commission procedures, as follows:

a. Cancellation of Professional Certificates (Commission action under Agenda Item F.)

Attorney General's Opinions - cont.

b. Local Agency Variance from Commission Standards.
c. Training Assessment Process.
d. Characterization of Commission as "service" or "regulatory" agency.

8. Written Communications

a. Letter from California State University and Colleges, Coordinator of Public Safety, requesting administrative counseling services for campus police departments.

Commissioner Kolender requested discussion. There was consensus that management services would be available to only local law enforcement at this time.

b. Letter from California State Sheriffs' Association supporting Search and Rescue Management Training Program.

D. F. Y. 1978/79 Reimbursement Policy

MOTION - Grogan, second - Kolender, carried unanimously to continue the salary reimbursement rate of 60% for F. Y. 78/79.

The Executive Director reported it is estimated that within a year the minimum hours required to present the Revised Basic Course will be determined. In the interim, several police chiefs and sheriffs have requested financial assistance to help them with the added out-of-pocket expenses caused by experimentation with the Basic Course.

Joe McKeown, Contra Costa Criminal Justice Training Center, addressed the Commission in support of reimbursing for an additional 80 hours of expenses.

MOTION - Kolender, second - Jackson, carried that recruits attending a Revised Basic Course which is in progress between March 1, 1978 and March 1, 1979, will be reimbursed travel and per diem expenses not to exceed 480 hours.
(Noes: Anthony and Sporrer)

A discussion was held on future basic training delivery systems, resulting in the following action:

MOTION - Ellingwood, second - Holloway, carried unanimously that a "Future of Basic Entrance Training" Task Force be appointed.

Commissioners Jackson, Holloway and McCauley volunteered to serve; Commissioner Jackson will chair. POST Advisory Committee Members, Riordan, Pantaleoni and Wasserman, were appointed to serve.

E. Basic Course Completion Requirement Committee Report

MOTION - Kolender, second - Holloway, carried unanimously

a. The "Revised Commission Procedure D-1 Draft" be used as the Commission's public hearing proposal; a public hearing be held April 20, 1978.

b. Staff receive as much input as possible regarding proposed testimony and prepare an appropriate information package for Commissioners' study prior to the public hearing.

Draft Procedure D-1 is made Attachment "B" of the minutes.

The motion included approval of the following additional recommendations of the Committee:

1. Exclude locally determined elective subject matter from inclusion under certification of presentations of the Basic Course; the Basic Course be defined and everything outside this definition be considered elective subject matter which will facilitate a standardized Basic Course throughout the State.

2. Approve elective curriculum for basic training (elective subject matter above and beyond the Basic Course, 400-hour minimum, would be approved by POST, not certified).

3. Conduct a thorough study regarding the feasibility of implementing a graded or pass/fail physical training component that meets EEOC requirements. This study is to be completed by January 1, 1979.

4. Request further study by staff of alternatives of the entire equivalency (BCEE) waiver problem. Upon approval of the 400-hour minimum, allow staff to evaluate the number of waivers submitted to POST and provide quarterly reports to the Commission on the results of the evaluations to determine problems, e.g. are we lowering standards.

5. Implementation Schedule to upgrade the POST Basic Course:

January 25, 1978	Final Recommendations by Study Committee
January 26, 1978	Approval by Commission of Recommended Changes
April 20, 1978	Formal Adoption of Changes by Commission Following Public Hearing
July 1, 1978	New Basic Course Requirements Become Effective.

F. Revocation of Certificates

MOTION - Sporrer, second - Kolender, carried (No - Jackson) that the following proposed regulation change be included on the next Public Hearing Agenda:

Section 1011 (b) -- Certificates and Awards

Professional Certificates shall be considered to be awards for achievement and subject to denial or cancellation only if they are obtained through misrepresentation, fraud, or issuance due to administrative error.

G. Basic Course Performance Test

MOTION- Kolender, second - McIntyre, carried unanimously that staff be directed to prepare and award a contract, based on the R. F. P. and the written response thereto, to Psychological Services, Inc. (PSI) of Los Angeles, in an amount not to exceed $120,000 and a time line not to exceed 10 months.

H. Specialized Law Enforcement Certification Program

The following resolutions will be the subject of a Public Hearing on April 20, 1978:

A. Curriculum

1. Basic Training

MOTION - Kolender, second - Jackson, carried unanimously to discontinue Specialized Basic Courses and require completion of the Regular Basic Course by all peace officers participating in the POST Specialized Certificate Program.

2. Advanced Officer Training

MOTION - Grogan, second - Holloway, carried unanimously, Advanced Officer training be required for participants in the Specialized Certificate Program.

B. Certificates

MOTION - Sporrer, second - Holloway, to continue both the Regular and Specialized Certificate Programs but upgrade the requirements for Specialized Certificates to the same level required for Regular Certificates.

H. Specialized Law Enforcement Certification Program - cont.

Certificates - cont.

MOTION - McIntyre, second - Sporrer, carried unanimously, Specialized Program participants be eligible for all certificates except the Executive Certificate.

C. Requirements For Agency Entry Into the Program

MOTION - McIntyre, second - Jackson, carried unanimously:

1. Establish an entry requirement for the Specialized Program that an applying agency must submit a schedule which will lead all its presently employed peace officers to meet POST training standards in a reasonable period of time.

2. Establish the following additional eligibility requirements for the admission on non-reimbursable agencies into the POST Program:

   a. Continue the practice of the Commission approving by category which agencies are acceptable in the POST Certification Program.

   b. Continue all non-reimbursable agencies currently in the POST Program but their continuance shall imply no precedence for other agencies.

   c. Make eligible all agencies whose members are vested with peace officer authority under P.C. Section 830 and perform enforcement or investigatory functions except:

      (1) State Corrections and local probation.
      (2) Agencies which have the primary purpose or activity to provide facility or grounds security.
      (3) Agencies which have primary non-enforcement or inspectional duties.
      (4) California National Guard.
      (5) Agencies which at the time of application are negligent in training and selection practices to such an extent it would preclude the agency's meeting POST requirements.

D. Moritorium on New Agency Entry Into the Specialized Program

MOTION - Grogan, second - Holloway, carried unanimously to continue the moritorium on new agency entry into the Specialized Program until after the Public Hearing, April 20, 1978.

E. Training Standards for P.C. Section 13510.5

MOTION - McIntyre, second - Holloway, carried unanimously that after Public Hearing, April 20, 1978, the Commission

H. Specialized Law Enforcement Certificate Program - cont.

consider the following alternatives:

1. Adopt Regular Basic Course as the standard.
2. Adopt both the Regular Basic Course and the Advanced Officer training requirement as the standard.
3. Adopt the appropriate Specialized Basic Course as the standard.
4. Adopt both the appropriate Specialized Basic Course and the Advanced Officer training requirement as the standard.

Note: Commission concensus favored number 2, but members decided to withhold action until next meeting.

I. Advisory Committee Report

Chief George Tielsch, Chairman of the Advisory Committee, reported at the Advisory Committee meeting, December 1 - 2, 1977, the following recommendations were approved for presentation to the Commission for consideration:

- The Specialized Basic Course be discontinued and require completion of the Regular Basic Course by all peace officers participating in the POST Certification Program.

- The Commission reimburse under the prevailing reimbursement plan for the Basic Course (for whatever minimum number of hours as may be required by the Commission).

- Schedule a series of meetings statewide to gain field input on implementation of reserve legislation.

MOTION - McCauley, second - McIntyre, carried unanimously to approve the schedule presented by Chairman Tielsch and staff for meetings throughout the State on implementation of reserve officer legislation.

Chief Tielsch also reported election of officers was held. Chief Tielsch was re-elected as Chairman, and Chief Robert Wasserman was elected Vice-Chairman for 1978.

J. POST Supervisory Certificate Report

MOTION - Jackson, second - Holloway, carried unanimously for adoption of the following staff recommendation:

POST shall issue certificates to supervisors, similar to the certificates issued for management and executive positions. Prerequisites are: compliance with the general provisions for eligibility for award of POST certificates; possession or eligibility to posses the Intermediate Certificate; award of no less than 60 college semester units at an accredited college; satisfactory completion of a supervisory course or the equivalent; currently and for a period of two years satisfactory service as a supervisor as defined in Regulation 1001 (i), "FIRST-LEVEL SUPERVISORY POSITION".

K. Driver Training Report

1. Study Status

Dave Allan, Bureau Chief, Center for Police Management, presented an update of the Driver Training Study.

MOTION - Grogan, second - McIntyre, carried unanimously staff proceed with the Driver Training Study as follows:

- Contract for computer services to provide correlation data.
- Meet with driver training course administrators and instructors in an effort to develop improved training courses based on the study results.

2. Driver Training Course

MOTION - Gates, second - Grogan, motion carried (No - Anthony) in order to continue the Driver Training Program until the Driver Training Study is completed, 500 slots are approved for presentation by July 1, 1978.

L. Selection Standards Validation Committee

Committee Chairman Grogan reported on the following:

- Status report on job analysis.
- Status report on LEAA funding proposal.

MOTION - McCauley, second - Anthony, carried unanimously that upon receiving approval of the LEAA grant, staff proceed with a feasibility study for a graded or pass/fail physical training and physical performance component in the Basic Course (as approved under agenda item E. 5.).

M. Legislative Review Committee Report

Herb Ellingwood, Chairman of the Legislative Review Committee, presented the following legislation for Commission action:

S. B. 418 - Medical Records: Waiver Required

MOTION - Ellingwood, second - McIntyre, carried unanimously that staff be instructed to watch and oppose if the waiver process is removed from the bill.

Legislation - cont.

A.B. 517 - Peace Officer Powers: Federal Officers

(Referred to Interim Committee for this session.) Staff instructed to watch and bring back to the Committee if reactivated.

A.B. 1302 - Sex Discrimination: Employment

MOTION - Kolender, second - Jackson, carried unanimously the Commission oppose.

S.B. 1126 - POST Course Approval and Certification

MOTION - Ellingwood, second - McCauley, carried unanimously, drop this bill. Staff to put provisions in regulatory form for inclusion in Commission Regulations.

Status of Legislation for 1978 is Attachment "C" of these minutes.

N. Major Contracts Committee Report

C.S.T.I.

MOTION - Sporrer, second - Holloway, carried unanimously, the Committee report on C.S.T.I. be adopted with the following provisions:

1. The C.S.T.I. contract request of $356,447 for F.Y. 1978/79 is approved.

2. The Commission accept the C.S.T.I. Director's assurance that POST funds in excess of the Institution's needs will not be claimed.

In addition, C.S.T.I. submitted a proposal for a California Crime Prevention Managers Course and a Hazardous Devices Technicians Course.

MOTION - Sporrer, second - Holloway, carried unanimously do not fund the California Crime Prevention Managers Course. C.S.T.I. is encouraged to seek funding from other sources for construction of suitable facilities for the Hazardous Devices Technicians Course. The Commission agrees to support the course when and if facilities are constructed.

Department of Justice

MOTION - Kolender, second - Ellingwood, carried unanimously, approval of DOJ's request for a $502,376 contract during F.Y. 1978-79, to offer 19 courses in 106 presentations.

O. Use of Categories of Non-Conformance in Reporting to the Commission

MOTION - McIntyre, second - Kolender, carried unanimously for adoption of the following definitions in reports to the Commission on non-conformance:

Voluntary Non-Conformance: The agency is aware of its deficiencies and is making little or no effort to conform with Commission standards.

Involuntary Non-Conformance: Deficiencies exist but the agency is working to comply with POST standards.

Technical Non-Conformance: The agency is substantially in conformance, but minor deficiencies were noted which require additional documentation on the part of the agency to fully conform to POST standards.

Only those agencies found to be in Voluntary Non-Conformance be listed by name in the report on non-Conformance to the Commission and the categories "Involuntary Non-Conformance" and Technical Non-Conformance" be reported citing the number of agencies falling under each category rather than listing the agencies by name.

P. Appointments to the Advisory Committee

MOTION - Grogan, second - McIntyre, carried unanimously to approve the Advisory Committee appointments:

Re-appointed for three-year terms:

Wayne Caldwell, Specialized Law Enforcement
Win Silva, Community Colleges
Chief George Tielsch, Chiefs' Association

New Appointments to Advisory Committee:

Sergeant John Riordan, San Rafael Police Department, PORAC
(Replaces Jack Pearson)
Deputy Chief Larry Watkins, CHP
(Replaces Assistant Chief William Fradenburg)

Q. Election of Officers for 1978

Nominations for POST Commission Chairman and Vice-Chairman for 1978 were opened. Commissioner Grogan moved that Commissioner Sporrer be nominated as Chairman, Holloway seconded and nominations were closed. Motion carried unanimously.

Commissioner Jackson moved that Vice-Chairman McIntyre remain in office until such time as the Governor reaffirms terms of city and county members on the Commission. Grogan seconded; motion carried unanimously.

R. Old/New Business

1. CSU - San Jose, Management Course

MOTION - Kolender, second - McCauley, carried unanimously to approve three contract presentations; first presentation not to exceed $7,717.71, second and third presentations not to exceed $6,682.71; total not to exceed $21,083.12. Funds not expended will be returned to the Peace Officers' Training Fund.

2. Civilian Tear Gas Training Problem

Arnold Abramovicz, Community College Consultants - South Gate, addressed the Commission regarding a need for certification of private training institutions to present the Civilian Tear Gas Course.

There was consensus that POST has no responsibility for civilian training. Commissioner Ellingwood stated that he would discuss this matter with the Department of Justice and report back to the Commission at the April meeting.

In the interim, the issue was given to the Legislative Review Committee for further study.

3. Intergovernmental Training and Development Center, San Diego -- POST Middle Management Course in the Performance Objectives Format

MOTION - Kolender, second - McCauley, carried unanimously to approve two contract presentations of the POST Middle Management Course in the Performance Objectives format at a total cost of $14,560.

S. Next Commission Meeting/Hearing, April 20-21, 1978

The next regular quarterly meeting of the Commission and a public hearing was scheduled for April 20-21: Oakland Hilton Inn - Terrace Rooms
#1 Hegenberger Road
Oakland International Airport
Oakland, California

I. Kauffman
Imogene Kauffman
Commission Secretary

Course Certification/Modification/Decertification Report

The following courses have been certified, modified or decertified since the October 13-14, 1977, Commission Meeting.

CERTIFIED

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Child Abuse: Intervention, Referral and Investigation	USC, Delinquency Control Inst.	Technical	III	$57,960
Sexual Assault Investigation	CSU, San Jose	Technical	I	$12,240
Physical Evidence Presentation	Bahn-Fair Institute	Technical	III	$37,530
Crime Scene Investigation	Bahn-Fair Institute	Technical	III	$39,636
Team Building Workshop	Justice Research Associates	Technical	III	$21,205
Traffic Accident Investigation	Modesto Regional Criminal Justice Training Center	Technical	II	$41,020
Arrest and Firearms (P.C. 832)	Mount San Jacinto College	Special	IV	$2,250
Team Building Workshop	Ross-Lewis & Associates	Technical	III	$39,960
Second National Homicide Symposium	Calif. D.A. Assoc.	Technical	III	$38,500
Managing the Volunteer in Law Enforcement	CSU, San Jose	Technical	III	$11,260
Writing POST Performance Objectives	Rossi-Moore Associates	Technical	III	$15,069
Hostage Negotiations	L.A. County Sheriff's Dept.	Technical	III	$10,095

Attachment "A"

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Advanced Crime Prevention Inst. Environmental Design	Loss Prevention, Inc.	Technical	III	$21,930
Legislative Update Seminar	CPOA (Contract)	Technical	IV	$21,320
Advanced Traffic Accident Investigation	Los Angeles County Sheriff's Dept.	Technical	IV	$15,176
Basic Hostage Negotiation	CSU, San Jose	Technical	III	$13,226
Advanced Hostage Negotiations	CSU, San Jose	Technical	III	$11,580
Questioned Document Investigation	CSU, SAN Jose	Technical	I	$17,235
Cost Analysis & Budgeting	Academy of Justice, Riverside	Technical	III	$6,900
Team Building Workshop	USC, Center for Training and Development	Technical	III	$31,807
	DECERTIFIED			
Supervisory Course	Pasadena City College	Supervisory	II	
Crime & Crisis in the Schools	CSTI	Technical	IV	
Behavorial Objectives	Cal Poly, Pomona (Rossi-Moore Associates)	Technical	III	

Revised Commission Procedure D-1

Training

BASIC COURSE

Purpose

1-1. Specifications of Basic Course: This Commission Procedure implements that portion of the Minimum Standards for Training established in Section 1005(a) of the Regulations which relate to Basic Training.

1-2. Training Methodology: The Commission encourages use of the performance objectives training approach as outlined in the Basic Course Revision Project. Performance objectives training contains at least the following elements:

1. In broad functional areas, establish appropriate learning goals.

2. Establishment of appropriate performance objectives for each learning goal.

3. Following instruction, each student demonstrates an acceptable level of knowledge and/or proficiency for each learning goal.

NOTE: This training methodology is not mandatory. It is in a trial stage undergoing testing, evaluation and revision. At this time, use of performance objectives training elements, other than those described, is not precluded; nor is the utilization of other instructional methodologies prohibited.

1-3. Basic Course Subjects and Minimum Hours: The Basic Course is a minimum of 400 hours and consists of the following functional areas and learning goals, and minimum hours of instruction. Within this framework of minimum hours and subject content, flexibility is provided to adjust hours and instructional topics with prior POST approval.

Revised Commission Procedure D-1

Training

BASIC COURSE

Major functional areas and learning goals:

1-4. PROFESSIONAL ORIENTATION — Proposed: 10 Hours

A. History And Principles Of Law Enforcement
B. Law Enforcement Profession
C. Ethics
D. Unethical Behavior
E. Department Orientation
F. Administration Of Justice Components
G. Related Law Enforcement Agencies
H. California Court System
I. California Corrections System

1-5. POLICE COMMUNITY RELATIONS — Proposed: 15 Hours

A. Community Service Concept
B. Community Attitudes And Influences
C. Citizen Evaluation
D. Crime Prevention
E. Factors Influencing Psychological Stress

1-6. LAW — Proposed: 45 Hours

A. Introduction To Law
B. Crime Elements
C. Intent
D. Parties To A Crime
E. Defenses
F. Probable Cause
G. Attempt/Conspiracy/ Solicitation Law
H. Obstruction of Justice Law
I. Theft Law
J. Extortion Law
K. Embezzlement Law
L. Forgery/Fraud Law
M. Burglary Law

N. Receiving Stolen Property Law
O. Malicious Mischief Law
P. Arson Law
Q. Assault/Battery Law
R. Assault With Deadly Weapon Law
S. Mayhem Law
T. Felonious Assaults Law
U. Crimes Against Children Law
V. Public Nuisance Law
W. Crimes Against Public Peace Law
X. Deadly Weapons Law
Y. Robbery Law
Z. Kidnapping Law
AA. Homicide Law
BB. Sex Crimes Law
CC. Rape Law
DD. Gaming Law
EE. Controlled Substances Law
FF. Hallucinogens Law
GG. Narcotics Law
HH. Marijuana Law
II. Poisonous Substances Law
JJ. Alcohol Beverage Control Law
KK. Constitutional Rights Law
LL. Laws Of Arrest
MM. Local Ordinances
NN. Juvenile Alcohol Law
OO. Juvenile Law And Procedure

1-7. LAWS OF EVIDENCE — Proposed: 15 Hours

A. Concepts Of Evidence
B. Privileged Communication
C. Witness Qualifications
D. Subpoena
E. Burden Of Proof
F. Rules Of Evidence
G. Search Concepts
H. Seizure Concepts
I. Legal Showup

1-8. COMMUNICATIONS — Proposed: 15 Hours

A. Interpersonal
B. Note Taking
C. Introduction to Report Writing
D. Report Writing Mechanics
E. Report Writing
F. Use Of The Telephone

1-9. VEHICLE OPERATIONS — Proposed: 15 Hours

A. Introduction To Vehicle Operation
B. Vehicle Operation Factors

C. Code 3
D. Vehicle Operation Liability
E. Vehicle Inspection
F. Vehicle Control Techniques

1-10. FORCE AND WEAPONRY — Proposed: 40 Hours

A. Effects Of Force
B. Reasonable Force
C. Deadly Force
D. Practical Problems In The Use Of Force
E. Firearms Safety
F. Handgun
G. Care And Cleaning Of Service Handgun
H. Shotgun
I. Care And Cleaning Of Shotgun
J. Handgun Shooting Principles
K. Shotgun Shooting Principles
L. Identification Of Agency Weapons & Ammunition
M. Handgun/Day/Range(Target)
N. Handgun/Night/Range(Target)
O. Handgun/Combat/Day/Range
P. Handgun/Combat/Night/Range
Q. Shotgun/Combat/Day/Range
R. Shotgun/Combat/Night/Range
S. Use Of Chemical Agents
T. Chemical Agent Simulation

1-11. PATROL PROCEDURES — Proposed: 90 Hours

A. Patrol Concepts
B. Perception Techniques
C. Observation Techniques
D. Beat Familiarization
E. Problem Area Patrol Techniques
F. Patrol "Hazards"
G. Pedestrian Approach
H. Interrogation
I. Vehicle Pullover Techniques
J. Miscellaneous Vehicle Stops
K. Felony/High Risk Pullover Field Problem
L. Vehicle Checks
M. Wants And Warrants
N. Person Search Techniques
O. Vehicle Search Techniques
P. Building Area Search
Q. Missing Persons
R. Search/Handcuffing/ Control Simulation
S. Handcuffing
T. Prisoner Transportation

U. Tactical Considerations/
Crimes-In-Progress
V. Burglary-In-Progress Calls
W. Robbery-In-Progress Calls
X. Prowler Calls
Y. Crimes-In-Progress/
Field Problems
Z. Handling Disputes
AA. Family Disputes
BB. Repossessions
CC. Landlord/Tenant Disputes
DD. Labor Disputes
EE. Defrauding An Innkeeper
FF. Handling Sick
And Injured Persons
GG. Handling Dead Bodies
HH. Handling Animals
II. Vehicle Impound And Storage
JJ. Mentally Ill
KK. Officer Survival
LL. Mutual Aid
MM. Unusual Occurrences
NN. Fire Conditions
OO. News Media Relations
PP. Agency Referral
QQ. Crowd Control
RR. Riot Control Field Problem

1-12. TRAFFIC Proposed: 30 Hours

A. Introduction To Traffic
B. Vehicle Code
C. Vehicle Registration
D. Vehicle Code Violations
E. Alcohol Violations
F. Psychology Of Violator Contacts
G. Initial Violator Contact
H. License Identification
I. Traffic Stop Hazards
J. Issuing Citations And Warnings
K. Traffic Stop Field Problems
L. Traffic Control
M. Traffic Accident Investigation
N. Traffic Accident Field Problem

1.13. CRIMINAL INVESTIGATION Proposed: 45 Hours

A. Preliminary Investigation
B. Crime Scene Search
C. Crime Scene Notes
D. Crime Scene Sketches
E. Latent Prints
F. Identification, Collection,
and Preservation Of Evidence

G. Chain Of Custody
H. Interviewing
I. Local Detective Function
J. Information Gathering
K. Courtroom Demeanor
L. Auto Theft Investigation
M. Burglary Investigation
N. Grand Theft Investigation
O. Felonious Assault Investigation
P. Sex Crimes Investigation
Q. Homicide Investigation
R. Suicide Investigation
S. Kidnapping Investigation
T. Robbery Investigation
U. Child Abuse Investigation
V. Vice and Organized Crime
W. Controlled Substances Abuse

1-14. CUSTODY — Proposed: 5 Hours

A. Custody Orientation
B. Custody Procedures
C. Illegal Force Against Prisoners
D. Adult Booking
E. Juvenile Booking
F. Prisoner Rights And Responsibilities
G. Prisoner Release

1.15. PHYSICAL FITNESS AND DEFENSE TECHNIQUES — Proposed: 40 Hours

A. Physical Disablers
B. Prevention Of Disablers
C. Weight Control
D. Self-Evaluation
E. Lifetime Fitness
F. Principles Of Weaponless Defense
G. Armed Suspect/ Weaponless Defense
H. Baton Techniques
I. Baton Demonstration

1-16. FIRST AID AND CPR — Proposed: 15 Hours

A. Medic Alert

1-17. EXAMINATIONS — Proposed: 20 Hours

(A. Written and Performance)

Total Proposed: 400 Hours

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF LEGISLATION FOR 1978

Bill Number	Subject	POST Position	Status
AB 191 (Fazio)	Medical and Psychotherapy Records	Oppose unless amended	Dropped by author in deference to SB 418
SB 236 (Zenovich)	Polygraph Examiners	Oppose	Assembly Com. on Labor Employ. and Consmr. Affs. No hearing date
SB 418 (Behr)	Medical Records: Waiver	Watch and oppose, if waiver deleted	Asmbly. Hlth. Com. 2-6-78
AB 517 (McVittie)	Peace Officer Powers: Federal Officers	Watch	Rec. by A.C.J. Com. to interim study 1-23-78 (Dead)
SB 591 (Carpenter)	Sheriffs Qualifications	Support	Held in Sen. Judic. Com. 1-10-78 (Dead)
AB 1068 (Fazio)	Administrative Adjudication of Vehicle Code Violations	Watch	Passed W.& M. 1-23-78
SB 1126 (Presley)	POST Course Approval and Certification	Support	Dropped by POST 1-26-78
AB 1130 (Agnos)	Sexual Orientation: Discrimination	Oppose	Dropped in deferance to AB 1302
SB 1189 (Nejedly)	Marshalls: Appointment of Reserve Officers	--	A.C.J. No hearing date
AB 1302 (Agnos)	Sex Discrimination	Oppose	Dead in Asmbly W. & M. Com.
AB 1603 (Ingalls)	Peace Officer Certification	Oppose	Rec. by A.C.J. 1-9-78 to interim study (Dead)

Attachment "C"

AB 1657 (Vicencia)	Speeding Violations: Mailed Bail Deposits	Oppose unless amended	Transp. Com. (Inact. file)
AB 1902 (Knox)	DA's Investigators: POST Reimbursement	Oppose	Passed W.& M. 1-23-78
AB 1979 (Vasconcellos)	Probation Added to POST: POST Reimbursement	Oppose	Rec. by A.C.J. 1-9-78 to interim study (Dead)
AB 1987 (Vasconcellos)	Community College out of District Cost for POST Courses	No Position	Senate Educ. Com. 2-1-78
SB 1244 (Zenovich)	Correctional Officers: County Jails	Seek Amendments	Passed S.J. 1-17-78

Effective 2-1-78

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

January 26-27, 1978
San Diego, California

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

Commissioners present:

William J. Anthony	- Chairman
Brad Gates (1-27 only)	- Commissioner
Robert F. Grogan	- Commissioner
Kay Holloway	- Commissioner
Jacob J. Jackson	- Commissioner
William B. Kolender	- Commissioner
Edwin R. McCauley	- Commissioner
Donald F. McIntyre	- Vice-Chairman
Herbert E. Ellingwood	- Representative of the Attorney General

Absent:

Loren Enoch - Resigned 11-8-77

Advisory Committee Representative:

George P. Tielsch, Advisory Committee Chairman and representative of the California Police Chiefs' Association

Staff present:

William R. Garlington	- Executive Director
David Y. Allan	- Bureau Chief, Management Services
Glen E. Fine	- Bureau Chief, Special Projects
Bradley W. Koch	- Director, Standards and Training
Gene S. Rhodes	- Consultant, Standards and Training
Otto H. Saltenberger	- Director, Administration
Harold L. Snow	- Special Assistant, Executive Director's Office
Gerald E. Townsend	- Director, Executive Office
George W. Williams	- Bureau Chief, Administration
Brooks W. Wilson	- Bureau Chief, Internal Support
Imogene Kauffman	- Commission Secretary

Visitors:

Arnold Abramovicz	- Community College Consultants
Jackie Baird	- Cal State University and Colleges
Richard Bendel	- Department of Motor Vehicles

Visitors - cont.

Al Benner	- San Francisco Police Department
Jess Brewer	- Los Angeles Police Department
Frank W. Budd	- Riverside City College
Wayne C. Caldwell	- POST Advisory Committee Member
O. P. Coates	- Coronado Police Department
Ed Doonan	- Sacramento County Sheriff's Department
Keith Emerson	- University of California, San Diego
Hugh B. French	- San Diego Police Department
Colonel L. O. Giuffrida	- California Specialized Training Institute
Alan M. Glassman	- C. S. U., Northridge
Michael Heber	- San Francisco Police Department
Dave Hoffman	- Academy of Defensive Driving
Herbert B. Hoover	- Department of Justice
Derald D. Hunt	- Golden West College
Richard Klapp	- San Francisco Police Department
Dennis W. LaDucer	- Orange County Sheriff's Department
Charles Laust	- Community College Consultants
A. G. LeBlanc	- Chief of Police, Coronado Police Department
Joe McKeown	- Contra Costa Criminal Justice Training Center
Cheryl Mahaferty	- Psychological Services, Inc.
W. M. Mahurin	- Academy of Defensive Driving
Eugene Majors	- San Bernardino County Sheriff's Department
G. S. Martin	- California Specialized Training Institute
Martin J. Mayer	- League of California Cities
David B. Parker	- College of the Sequoias
Alex Pantaleoni	- Rio Hondo College/C. A. A. J. E.
Raul A. Ramos	- Orange County Sheriff's Department
R. C. Randolph	- Marshal, San Bernardino County
John F. Riordan	- San Rafael Police Department
Donald B. Ross	- Marshals' Association of California
William Ruch	- Psychological Services, Inc.
Jon D. Schorle	- C. S. U., Dominguez Hills
Archie W. Sherman, Jr.	- Bakersfield College
Mimi Silbert	- San Francisco Police Department
J. Winston Silva	- Chancellor's Office, California Community Colleges
Kip Skidmore	- Department of Justice
Larry Vaughan	- Academy of Defensive Driving
Larry Watkins	- Training Division, C. H. P.
Ralph H. Woodworth	- Riverside County Sheriff's Department

A. Opening of Meeting

B. Approval of Minutes, October 13-14, 1977

MOTION - Sporrer, second - Holloway, carried unanimously for approval of the minutes as presented.

C. Consent Calendar

MOTION - Grogan, second - McIntyre, carried unanimously for approval of the Consent Calendar, as follows:

1. Financial Report, 2nd Quarter F. Y. 1977/78

2. Course Certification/Decertification/Modification Report

Since the last Commission meeting, there have been 14 course certifications, six modifications, and three courses decertified. This report is made Attachment "A" of the minutes.

3. Letter of resignation from Commission Loren Enoch, Alameda County Administrator.

4. Letter of resignation from Advisory Committee Member, Jack Pearson, and approval of Resolution of Appreciation.

5. Letter of reassignment from CHP Commissioner Glen Craig regarding Advisory Committee Member W. F. Fradenburg, and approval of Resolution of Appreciation.

6. Evaluation of Special Programs

a. 128th San Francisco Basic Course

Lieutenant Richard Klapp gave a presentation covering the success of the course which established content validation of its recruit curriculum and the POST Performance Objectives guidelines.

b. CPOA-POST Seminars

7. Attorney General's Opinions

Four informal opinions had been received that stated, in effect, approval of the present Commission procedures, as follows:

a. Cancellation of Professional Certificates (Commission action under Agenda Item F.)

Attorney General's Opinions - cont.

b. Local Agency Variance from Commission Standards.
c. Training Assessment Process.
d. Characterization of Commission as "service" or "regulatory" agency.

8. Written Communications

a. Letter from California State University and Colleges, Coordinator of Public Safety, requestin administrative counseling services for campus police departments.

Commissioner Kolender requested discussion. There was consensus that management services would be available to only local law enforcement at this time.

b. Letter from California State Sheriffs' Association supporting Search and Rescue Management Training Program.

D. F. Y. 1978/79 Reimbursement Policy

MOTION - Grogan, second - Kolender, carried unanimously to continue the salary reimbursement rate of 60% for F. Y. 78/79.

The Executive Director reported it is estimated that within a year the minimum hours required to present the Revised Basic Course will be determined. In the interim, several police chiefs and sheriffs have requested financial assistance to help them with the added out-of-pocket expenses caused by experimentation with the Basic Course.

Joe McKeown, Contra Costa Criminal Justice Training Center, addressed the Commission in support of reimbursing for an additional 80 hours of expenses.

MOTION - Kolender, second - Jackson, carried that recruits attending a Revised Basic Course which is in progress between March 1, 1978 and March 1, 1979, will be reimbursed travel and per diem expenses not to exceed 480 hours.
(Noes: Anthony and Sporrer)

A discussion was held on future basic training delivery systems, resulting in the following action:

MOTION - Ellingwood, second - Holloway, carried unanimously that a "Future of Basic Entrance Training" Task Force be appointed.

Commissioners Jackson, Holloway and McCauley volunteered to serve; Commissioner Jackson will chair. POST Advisory Committee Members, Riordan, Pantaleoni and Wasserman, were appointed to serve.

E. Basic Course Completion Requirement Committee Report

MOTION - Kolender, second - Holloway, carried unanimously

a. The "Revised Commission Procedure D-1 Draft" be used as the Commission's public hearing proposal; a public hearing be held April 20, 1978.

b. Staff receive as much input as possible regarding proposed testimony and prepare an appropriate information package for Commissioners' study prior to the public hearing.

Draft Procedure D-1 is made Attachment "B" of the minutes.

The motion included approval of the following additional recommendations of the Committee:

1. Exclude locally determined elective subject matter from inclusion under certification of presentations of the Basic Course; the Basic Course be defined and everything outside this definition be considered elective subject matter which will facilitate a standardized Basic Course throughout the State.

2. Approve elective curriculum for basic training (elective subject matter above and beyond the Basic Course, 400-hour minimum, would be approved by POST, not certified).

3. Conduct a thorough study regarding the feasibility of implementing a graded or pass/fail physical training component that meets EEOC requirements. This study is to be completed by January 1, 1979.

4. Request further study by staff of alternatives of the entire equivalency (BCEE) waiver problem. Upon approval of the 400-hour minimum, allow staff to evaluate the number of waivers submitted to POST and provide quarterly reports to the Commission on the results of the evaluations to determine problems, e.g. are we lowering standards.

5. Implementation Schedule to upgrade the POST Basic Course:

January 25, 1978	Final Recommendations by Study Committee
January 26, 1978	Approval by Commission of Recommended Changes
April 20, 1978	Formal Adoption of Changes by Commission Following Public Hearing
July 1, 1978	New Basic Course Requirements Become Effective.

F. Revocation of Certificates

MOTION - Sporrer, second - Kolender, carried (No - Jackson) that the following proposed regulation change be included on the next Public Hearing Agenda:

Section 1011 (b) -- Certificates and Awards

Professional Certificates shall be considered to be awards for achievement and subject to denial or cancellation only if they are obtained through misrepresentation, fraud, or issuance due to administrative error.

G. Basic Course Performance Test

MOTION- Kolender, second - McIntyre, carried unanimously that staff be directed to prepare and award a contract, based on the R. F. P. and the written response thereto, to Psychological Services, Inc. (PSI) of Los Angeles, in an amount not to exceed $120,000 and a time line not to exceed 10 months.

H. Specialized Law Enforcement Certification Program

The following resolutions will be the subject of a Public Hearing on April 20, 1978:

A. Curriculum

1. Basic Training

MOTION - Kolender, second - Jackson, carried unanimously to discontinue Specialized Basic Courses and require completion of the Regular Basic Course by all peace officers participating in the POST Specialized Certificate Program.

2. Advanced Officer Training

MOTION - Grogan, second - Holloway, carried unanimously, Advanced Officer training be required for participants in the Specialized Certificate Program.

B. Certificates

MOTION - Sporrer, second - Holloway, to continue both the Regular and Specialized Certificate Programs but upgrade the requirements for Specialized Certificates to the same level required for Regular Certificates.

H. Specialized Law Enforcement Certification Program - cont.

Certificates - cont.

MOTION - McIntyre, second - Sporrer, carried unanimously, Specialized Program participants be eligible for all certificates except the Executive Certificate.

C. Requirements For Agency Entry Into the Program

MOTION - McIntyre, second - Jackson, carried unanimously:

1. Establish an entry requirement for the Specialized Program that an applying agency must submit a schedule which will lead all its presently employed peace officers to meet POST training standards in a reasonable period of time.

2. Establish the following additional eligibility requirements for the admission on non-reimbursable agencies into the POST Program:

   a. Continue the practice of the Commission approving by category which agencies are acceptable in the POST Certification Program.

   b. Continue all non-reimbursable agencies currently in the POST Program but their continuance shall imply no precedence for other agencies.

   c. Make eligible all agencies whose members are vested with peace officer authority under P.C. Section 830 and perform enforcement or investigatory functions except:

      (1) State Corrections and local probation.
      (2) Agencies which have the primary purpose or activity to provide facility or grounds security.
      (3) Agencies which have primary non-enforcement or inspectional duties.
      (4) California National Guard.
      (5) Agencies which at the time of application are negligent in training and selection practices to such an extent it would preclude the agency's meeting POST requirements.

D. Moritorium on New Agency Entry Into the Specialized Program

MOTION - Grogan, second - Holloway, carried unanimously to continue the moritorium on new agency entry into the Specialized Program until after the Public Hearing, April 20, 1978.

E. Training Standards for P.C. Section 13510.5

MOTION - McIntyre, second - Holloway, carried unanimously that after Public Hearing, April 20, 1978, the Commission

H. Specialized Law Enforcement Certificate Program - cont.

consider the following alternatives:

1. Adopt Regular Basic Course as the standard.
2. Adopt both the Regular Basic Course and the Advanced Officer training requirement as the standard.
3. Adopt the appropriate Specialized Basic Course as the standard.
4. Adopt both the appropriate Specialized Basic Course and the Advanced Officer training requirement as the standard.

Note: Commission concensus favored number 2, but members decided to withhold action until next meeting.

I. Advisory Committee Report

Chief George Tielsch, Chairman of the Advisory Committee, reported at the Advisory Committee meeting, December 1 - 2, 1977, the following recommendations were approved for presentation to the Commission for consideration:

- The Specialized Basic Course be discontinued and require completion of the Regular Basic Course by all peace officers participating in the POST Certification Program.

- The Commission reimburse under the prevailing reimbursement plan for the Basic Course (for whatever minimum number of hours as may be required by the Commission).

- Schedule a series of meetings statewide to gain field input on implementation of reserve legislation.

MOTION - McCauley, second - McIntyre, carried unanimously to approve the schedule presented by Chairman Tielsch and staff for meetings throughout the State on implementation of reserve officer legislation.

Chief Tielsch also reported election of officers was held. Chief Tielsch was re-elected as Chairman, and Chief Robert Wasserman was elected Vice-Chairman for 1978.

J. POST Supervisory Certificate Report

MOTION - Jackson, second - Holloway, carried unanimously for adoption of the following staff recommendation:

POST shall issue certificates to supervisors, similar to the certificates issued for management and executive positions. Prerequisites are: compliance with the general provisions for eligibility for award of POST certificates; possession or eligibility to posses the Intermediate Certificate; award of no less than 60 college semester units at an accredited college; satisfactory completion of a supervisory course or the equivalent; currently and for a period of two years satisfactory service as a supervisor as defined in Regulation 1001 (i), "FIRST-LEVEL SUPERVISORY POSITION".

K. Driver Training Report

1. Study Status

Dave Allan, Bureau Chief, Center for Police Management, presented an update of the Driver Training Study.

MOTION - Grogan, second - McIntyre, carried unanimously staff proceed with the Driver Training Study as follows:

- Contract for computer services to provide correlation data.
- Meet with driver training course administrators and instructors in an effort to develop improved training courses based on the study results.

2. Driver Training Course

MOTION - Gates, second - Grogan, motion carried (No - Anthony) in order to continue the Driver Training Program until the Driver Training Study is completed, 500 slots are approved for presentation by July 1, 1978.

L. Selection Standards Validation Committee

Committee Chairman Grogan reported on the following:

- Status report on job analysis.
- Status report on LEAA funding proposal.

MOTION - McCauley, second - Anthony, carried unanimously that upon receiving approval of the LEAA grant, staff proceed with a feasibility study for a graded or pass/fail physical training and physical performance component in the Basic Course (as approved under agenda item E. 5.).

M. Legislative Review Committee Report

Herb Ellingwood, Chairman of the Legislative Review Committee, presented the following legislation for Commission action:

S.B. 418 - Medical Records: Waiver Required

MOTION - Ellingwood, second - McIntyre, carried unanimously that staff be instructed to watch and oppose if the waiver process is removed from the bill.

Legislation - cont.

A. B. 517 - Peace Officer Powers: Federal Officers

(Referred to Interim Committee for this session.) Staff instructed to watch and bring back to the Committee if reactivated.

A. B. 1302 - Sex Discrimination: Employment

MOTION - Kolender, second - Jackson, carried unanimously the Commission oppose.

S. B. 1126 - POST Course Approval and Certification

MOTION - Ellingwood, second - McCauley, carried unanimously, drop this bill. Staff to put provisions in regulatory form for inclusion in Commission Regulations.

Status of Legislation for 1978 is Attachment "C" of these minutes.

N. Major Contracts Committee Report

C. S. T. I.

MOTION - Sporrer, second - Holloway, carried unanimously, the Committee report on C. S. T. I. be adopted with the following provisions:

1. The C. S. T. I. contract request of $356.447 for F. Y. 1978/79 is approved.

2. The Commission accept the C. S. T. I. Director's assurance that POST funds in excess of the Institution's needs will not be claimed.

In addition, C. S. T. I. submitted a proposal for a California Crime Prevention Managers Course and a Hazardous Devices Technicians Course.

MOTION - Sporrer, second - Holloway, carried unanimously do not fund the California Crime Prevention Managers Course. C. S. T. I. is encouraged to seek funding from other sources for construction of suitable facilities for the Hazardous Devices Technicians Course. The Commission agrees to support the course when and if facilities are constructed.

Department of Justice

MOTION - Kolender, second - Ellingwood, carried unanimously, approval of DOJ's request for a $502,376 contract during F. Y. 1978-79, to offer 19 courses in 106 presentations.

O. Use of Categories of Non-Conformance in Reporting to the Commission

MOTION - McIntyre, second - Kolender, carried unanimously for adoption of the following definitions in reports to the Commission on non-conformance:

Voluntary Non-Conformance: The agency is aware of its deficiencies and is making little or no effort to conform with Commission standards.

Involuntary Non-Conformance: Deficiencies exist but the agency is working to comply with POST standards.

Technical Non-Conformance: The agency is substantially in conformance, but minor deficiencies were noted which require additional documentation on the part of the agency to fully conform to POST standards.

Only those agencies found to be in Voluntary Non-Conformance be listed by name in the report on non-Conformance to the Commission and the categories "Involuntary Non-Conformance" and Technical Non-Conformance" be reported citing the number of agencies falling under each category rather than listing the agencies by name.

P. Appointments to the Advisory Committee

MOTION - Grogan, second - McIntyre, carried unanimously to approve the Advisory Committee appointments:

Re-appointed for three-year terms:

Wayne Caldwell, Specialized Law Enforcement
Win Silva, Community Colleges
Chief George Tielsch, Chiefs' Association

New Appointments to Advisory Committee:

Sergeant John Riordan, San Rafael Police Department, PORAC
(Replaces Jack Pearson)
Deputy Chief Larry Watkins, CHP
(Replaces Assistant Chief William Fradenburg)

Q. Election of Officers for 1978

Nominations for POST Commission Chairman and Vice-Chairman for 1978 were opened. Commissioner Grogan moved that Commissioner Sporrer be nominated as Chairman, Holloway seconded and nominations were closed. Motion carried unanimously.

Commissioner Jackson moved that Vice-Chairman McIntyre remain in office until such time as the Governor reaffirms terms of city and county members on the Commission. Grogan seconded; motion carried unanimously.

R. Old/New Business

1. CSU - San Jose, Management Course

MOTION - Kolender, second - McCauley, carried unanimously to approve three contract presentations; first presentation not to exceed $7,717.71, second and third presentations not to exceed $6,682.71; total not to exceed $21,083.12. Funds not expended will be returned to the Peace Officers' Training Fund.

2. Civilian Tear Gas Training Problem

Arnold Abramovicz, Community College Consultants - South Gate, addressed the Commission regarding a need for certification of private training institutions to present the Civilian Tear Gas Course.

There was consensus that POST has no responsibility for civilian training. Commissioner Ellingwood stated that he would discuss this matter with the Department of Justice and report back to the Commission at the April meeting.

In the interim, the issue was given to the Legislative Review Committee for further study.

3. Intergovernmental Training and Development Center, San Diego -- POST Middle Management Course in the Performance Objectives Format

MOTION - Kolender, second - McCauley, carried unanimously to approve two contract presentations of the POST Middle Management Course in the Performance Objectives format at a total cost of $14,560.

S. Next Commission Meeting/Hearing, April 20-21, 1978

The next regular quarterly meeting of the Commission and a public hearing was scheduled for April 20-21: Oakland Hilton Inn - Terrace Rooms
#1 Hegenberger Road
Oakland International Airport
Oakland, California

Imogene Kauffman
Commission Secretary

Course Certification/Modification/Decertification Report

The following courses have been certified, modified or decertified since the October 13-14, 1977, Commission Meeting.

CERTIFIED

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Child Abuse: Intervention, Referral and Investigation	USC, Delinquency Control Inst.	Technical	III	$57,960
Sexual Assault Investigation	CSU, San Jose	Technical	I	$12,240
Physical Evidence Presentation	Bahn-Fair Institute	Technical	III	$37,530
Crime Scene Investigation	Bahn-Fair Institute	Technical	III	$39,636
Team Building Workshop	Justice Research Associates	Technical	III	$21,205
Traffic Accident Investigation	Modesto Regional Criminal Justice Training Center	Technical	II	$41,020
Arrest and Firearms (P.C. 832)	Mount San Jacinto College	Special	IV	$2,250
Team Building Workshop	Ross-Lewis & Associates	Technical	III	$39,960
Second National Homicide Symposium	Calif. D.A. Assoc.	Technical	III	$38,500
Managing the Volunteer in Law Enforcement	CSU, San Jose	Technical	III	$11,260
Writing POST Performance Objectives	Rossi-Moore Associates	Technical	III	$15,069
Hostage Negotiations	L.A. County Sheriff's Dept.	Technical	III	$10,095

Attachment "A"

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Advanced Crime Prevention Inst. Environmental Design	Loss Prevention, Inc.	Technical	III	$21,930
Legislative Update Seminar	CPOA (Contract)	Technical	IV	$21,320
Advanced Traffic Accident Investigation	Los Angeles County Sheriff's Dept.	Technical	IV	$15,176
Basic Hostage Negotiation	CSU, San Jose	Technical	III	$13,226
Advanced Hostage Negotiations	CSU, San Jose	Technical	III	$11,580
Questioned Document Investigation	CSU, SAN Jose	Technical	I	$17,235
Cost Analysis & Budgeting	Academy of Justice, Riverside	Technical	III	$6,900
Team Building Workshop	USC, Center for Training and Development	Technical	III	$31,807
		DECERTIFIED		
Supervisory Course	Pasadena City College	Supervisory	II	
Crime & Crisis in the Schools	CSTI	Technical	IV	
Behavorial Objectives	Cal Poly, Pomona (Rossi-Moore Associates)	Technical	III	

Revised Commission Procedure D-1

Training

BASIC COURSE

Purpose

1-1. Specifications of Basic Course: This Commission Procedure implements that portion of the Minimum Standards for Training established in Section 1005(a) of the Regulations which relate to Basic Training.

1-2. Training Methodology: The Commission encourages use of the performance objectives training approach as outlined in the Basic Course Revision Project. Performance objectives training contains at least the following elements:

1. In broad functional areas, establish appropriate learning goals.

2. Establishment of appropriate performance objectives for each learning goal.

3. Following instruction, each student demonstrates an acceptable level of knowledge and/or proficiency for each learning goal.

NOTE: This training methodology is not mandatory. It is in a trial stage undergoing testing, evaluation and revision. At this time, use of performance objectives training elements, other than those described, is not precluded; nor is the utilization of other instructional methodologies prohibited.

1-3. Basic Course Subjects and Minimum Hours: The Basic Course is a minimum of 400 hours and consists of the following functional areas and learning goals, and minimum hours of instruction. Within this framework of minimum hours and subject content, flexibility is provided to adjust hours and instructional topics with prior POST approval.

Revised Commission Procedure D-1

Training

BASIC COURSE

Major functional areas and learning goals:

1-4. PROFESSIONAL ORIENTATION — Proposed: 10 Hours

A. History And Principles Of Law Enforcement
B. Law Enforcement Profession
C. Ethics
D. Unethical Behavior
E. Department Orientation
F. Administration Of Justice Components
G. Related Law Enforcement Agencies
H. California Court System
I. California Corrections System

1-5. POLICE COMMUNITY RELATIONS — Proposed: 15 Hours

A. Community Service Concept
B. Community Attitudes And Influences
C. Citizen Evaluation
D. Crime Prevention
E. Factors Influencing Psychological Stress

1-6. LAW — Proposed: 45 Hours

A. Introduction To Law
B. Crime Elements
C. Intent
D. Parties To A Crime
E. Defenses
F. Probable Cause
G. Attempt/Conspiracy/ Solicitation Law
H. Obstruction of Justice Law
I. Theft Law
J. Extortion Law
K. Embezzlement Law
L. Forgery/Fraud Law
M. Burglary Law

N. Receiving Stolen Property Law
O. Malicious Mischief Law
P. Arson Law
Q. Assault/Battery Law
R. Assault With Deadly Weapon Law
S. Mayhem Law
T. Felonious Assaults Law
U. Crimes Against Children Law
V. Public Nuisance Law
W. Crimes Against Public Peace Law
X. Deadly Weapons Law
Y. Robbery Law
Z. Kidnapping Law
AA. Homicide Law
BB. Sex Crimes Law
CC. Rape Law
DD. Gaming Law
EE. Controlled Substances Law
FF. Hallucinogens Law
GG. Narcotics Law
HH. Marijuana Law
II. Poisonous Substances Law
JJ. Alcohol Beverage Control Law
KK. Constitutional Rights Law
LL. Laws Of Arrest
MM. Local Ordinances
NN. Juvenile Alcohol Law
OO. Juvenile Law And Procedure

1-7. LAWS OF EVIDENCE — Proposed: 15 Hours

A. Concepts Of Evidence
B. Privileged Communication
C. Witness Qualifications
D. Subpoena
E. Burden Of Proof
F. Rules Of Evidence
G. Search Concepts
H. Seizure Concepts
I. Legal Showup

1-8. COMMUNICATIONS — Proposed: 15 Hours

A. Interpersonal
B. Note Taking
C. Introduction to Report Writing
D. Report Writing Mechanics
E. Report Writing
F. Use Of The Telephone

1-9. VEHICLE OPERATIONS — Proposed: 15 Hours

A. Introduction To Vehicle Operation
B. Vehicle Operation Factors

C. Code 3
D. Vehicle Operation Liability
E. Vehicle Inspection
F. Vehicle Control Techniques

1-10. FORCE AND WEAPONRY Proposed: 40 Hours

A. Effects Of Force
B. Reasonable Force
C. Deadly Force
D. Practical Problems In The Use Of Force
E. Firearms Safety
F. Handgun
G. Care And Cleaning Of Service Handgun
H. Shotgun
I. Care And Cleaning Of Shotgun
J. Handgun Shooting Principles
K. Shotgun Shooting Principles
L. Identification Of Agency Weapons & Ammunition
M. Handgun/Day/Range(Target)
N. Handgun/Night/Range(Target)
O. Handgun/Combat/Day/Range
P. Handgun/Combat/Night/Range
Q. Shotgun/Combat/Day/Range
R. Shotgun/Combat/Night/Range
S. Use Of Chemical Agents
T. Chemical Agent Simulation

1-11. PATROL PROCEDURES Proposed: 90 Hours

A. Patrol Concepts
B. Perception Techniques
C. Observation Techniques
D. Beat Familiarization
E. Problem Area Patrol Techniques
F. Patrol "Hazards"
G. Pedestrian Approach
H. Interrogation
I. Vehicle Pullover Techniques
J. Miscellaneous Vehicle Stops
K. Felony/High Risk Pullover Field Problem
L. Vehicle Checks
M. Wants And Warrants
N. Person Search Techniques
O. Vehicle Search Techniques
P. Building Area Search
Q. Missing Persons
R. Search/Handcuffing/ Control Simulation
S. Handcuffing
T. Prisoner Transportation

U. Tactical Considerations/
Crimes-In-Progress
V. Burglary-In-Progress Calls
W. Robbery-In-Progress Calls
X. Prowler Calls
Y. Crimes-In-Progress/
Field Problems
Z. Handling Disputes
AA. Family Disputes
BB. Repossessions
CC. Landlord/Tenant Disputes
DD. Labor Disputes
EE. Defrauding An Innkeeper
FF. Handling Sick
And Injured Persons
GG. Handling Dead Bodies
HH. Handling Animals
II. Vehicle Impound And Storage
JJ. Mentally Ill
KK. Officer Survival
LL. Mutual Aid
MM. Unusual Occurrences
NN. Fire Conditions
OO. News Media Relations
PP. Agency Referral
QQ. Crowd Control
RR. Riot Control Field Problem

1-12. TRAFFIC Proposed: 30 Hours

A. Introduction To Traffic
B. Vehicle Code
C. Vehicle Registration
D. Vehicle Code Violations
E. Alcohol Violations
F. Psychology Of Violator Contacts
G. Initial Violator Contact
H. License Identification
I. Traffic Stop Hazards
J. Issuing Citations And Warnings
K. Traffic Stop Field Problems
L. Traffic Control
M. Traffic Accident Investigation
N. Traffic Accident Field Problem

1.13. CRIMINAL INVESTIGATION Proposed: 45 Hours

A. Preliminary Investigation
B. Crime Scene Search
C. Crime Scene Notes
D. Crime Scene Sketches
E. Latent Prints
F. Identification, Collection,
and Preservation Of Evidence

G. Chain Of Custody
H. Interviewing
I. Local Detective Function
J. Information Gathering
K. Courtroom Demeanor
L. Auto Theft Investigation
M. Burglary Investigation
N. Grand Theft Investigation
O. Felonious Assault Investigation
P. Sex Crimes Investigation
Q. Homicide Investigation
R. Suicide Investigation
S. Kidnapping Investigation
T. Robbery Investigation
U. Child Abuse Investigation
V. Vice and Organized Crime
W. Controlled Substances Abuse

1-14. CUSTODY — Proposed: 5 Hours

A. Custody Orientation
B. Custody Procedures
C. Illegal Force Against Prisoners
D. Adult Booking
E. Juvenile Booking
F. Prisoner Rights And Responsibilities

G. Prisoner Release

1.15. PHYSICAL FITNESS AND DEFENSE TECHNIQUES — Proposed: 40 Hours

A. Physical Disablers
B. Prevention Of Disablers
C. Weight Control
D. Self-Evaluation
E. Lifetime Fitness
F. Principles Of Weaponless Defense
G. Armed Suspect/ Weaponless Defense
H. Baton Techniques
I. Baton Demonstration

1-16. FIRST AID AND CPR — Proposed: 15 Hours

A. Medic Alert

1-17. EXAMINATIONS — Proposed: 20 Hours

(A. Written and Performance)

Total Proposed: 400 Hours

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF LEGISLATION FOR 1978

Bill Number	Subject	POST Position	Status
AB 191 (Fazio)	Medical and Psychotherapy Records	Oppose unless amended	Dropped by author in deference to SB 418
SB 236 (Zenovich)	Polygraph Examiners	Oppose	Assembly Com. on Labor Employ. and Consmr. Affs. No hearing date
SB 418 (Behr)	Medical Records: Waiver	Watch and oppose, if waiver deleted	Asmbly. Hlth. Com. 2-6-78
AB 517 (McVittie)	Peace Officer Powers: Federal Officers	Watch	Rec. by A.C.J. Com. to interim study 1-23-78 (Dead)
SB 591 (Carpenter)	Sheriffs Qualifications	Support	Held in Sen. Judic. Com. 1-10-78 (Dead)
AB 1068 (Fazio)	Administrative Adjudication of Vehicle Code Violations	Watch	Passed W.& M. 1-23-78
SB 1126 (Presley)	POST Course Approval and Certification	Support	Dropped by POST 1-26-78
AB 1130 (Agnos)	Sexual Orientation: Discrimination	Oppose	Dropped in deferance to AB 1302
SB 1189 (Nejedly)	Marshalls: Appointment of Reserve Officers	--	A.C.J. No hearing date
AB 1302 (Agnos)	Sex Discrimination	Oppose	Dead in Asmbly W. & M. Com.
AB 1603 (Ingalls)	Peace Officer Certification	Oppose	Rec. by A.C.J. 1-9-78 to interim study (Dead)

Attachment "C"

AB 1657 (Vicencia)	Speeding Violations: Mailed Bail Deposits	Oppose unless amended	Transp. Com. (Inact. file)
AB 1902 (Knox)	DA's Investigators: POST Reimbursement	Oppose	Passed W.& M. 1-23-78
AB 1979 (Vasconcellos)	Probation Added to POST: POST Reimbursement	Oppose	Rec. by A.C.J. 1-9-78 to interim study (Dead)
AB 1987 (Vasconcellos)	Community College out of District Cost for POST Courses	No Position	Senate Educ. Com. 2-1-78
SB 1244 (Zenovich)	Correctional Officers: County Jails	Seek Amendments	Passed S.J. 1-17-78

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
Financial Report - First Nine Months 1977-78 F.Y.		April 20-21, 1978
Division: Administration	Division Director Approval: O. H. Saltenberger	Researched By: Staff
Executive Director Approval: W. R. Harlington	Date of Approval: 4-18-78	Date of Report: 4-18-78

Purpose: Decision Requested [ ] Information Only [X] Status Report [ ] Financial Impact Yes (See Analysis per details) [ ] No [ ]

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_____).

This report covers the first three quarters of the 1977-78 Fiscal Year, July 1 through March 31, 1978, showing revenue for the Peace Officers' Training Fund and expenditures made from the Fund for administrative costs and for reimbursements for training costs to cities, counties, and districts in California. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition and salary of the trainee (Schedule I). Also included is a quarterly summary of reimbursement (Schedule II) made from the Peace Officers' Training Fund providing detailed information on:

Reimbursements made for each course category of training,
Number of trainees,
Cost per trainee,
Hours of training.

REVENUE

Revenue from traffic and criminal fines for the first nine months of the 1977-78 Fiscal Year totalled $9,631,548.25 compared to $9,279,871.73 for the corresponding quarter in 1976-77, an increase of $351,676.52 (3.8%). See Page 3 showing detail of revenue by month.

REIMBURSEMENTS

Reimbursements to cities, counties and districts for the first nine months of the 1977-78 Fiscal Year totalled $6,566,852.44 compared to $4,510,781.19 for the corresponding period 1976-77 Fiscal Year, an increase of $2,056,071.25 (45.58%).

A total of $1,025,636.80 was reimbursed during the first nine months of the 1977-78 Fiscal Year for training occurring in the 1976-77 Fiscal Year. This increases the amount of reimbursement paid for 1976-77 Fiscal Year training to a total of $8,209,889.56.

76/77 Reimbursement as of 6/30/77 F.Y.	$7,183,340.45
76/77 Training paid in 77/78 F.Y.	1,025,636.80
	$8,208,977.25
Net Adjustments	+ 912.31
Grand Total Paid	$8,209,889.56

Utilize reverse side if needed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ANALYSIS OF CHANGE IN

PEACE OFFICER TRAINING FUND

Accumulated Resources July 1, 1977		$3,476,711.00	
Revenue July 1, 1977 through March 31, 1978		9,631,548.25	
Total Resources			$13,108,259.25
Expenditures			
Administrative Costs		$1,775,443.21	
Aid to Local Governments			
Reimbursement for training claims received	$6,566,852.44		
Letters of Agreement	22,518.72		
Contractual Services	493,484.82		
Total Aid to Local Governments		$7,082,855.98	
Total Expenditures			$8,858,299.19
Accumulated Resources March 31, 1978 (NET)			$4,249,960.06

Projected Accumulated Resources June 30, 1978 Per 1977-78 Budget	$2,798,487.00
Less: Underestimation of	
Aid to Local Government Reimbursements 1976-77 F.Y.	315,000.00
Aid to Local Government Reimbursements 1977-78 F.Y.	750,000.00
Revised Accumulated Resources June 30, 1978	$1,733,487.00

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE

Month	Traffic	Criminal	Surplus Investment Fund Income	Other Misc. Income	Total
July	$ 803,787.61	$ 398,797.60	$	$	$1,202,585.21
August	688,023.62	262,567.16			950,590.78
September	565,675.18	328,765.05		9.00	894,449.23
October	871,906.27	390,099.60			1,262,005.87
November	662,059.00	262,123.29			924,182.29
December	652,068.04	285,651.04		410.63	938,129.71
January	764,825.09	302,252.66	206,520.98		1,273,598.73
February	631,003.61	272,086.15			903,089.76
March	857,317.18	425,599.49			1,282,916.67
Total	$6,496,665.60	$2,927,942.04	$ 206,520.98	$ 419.63	$9,631,548.25

REIMBURSEMENTS - BY MONTH		Commission On Peace Officer Standards and Training Administration Division - Claims Audit Section		
MONTH	1975-76	1976-77	1977-78	TOTAL
July	$	$ 619,777.02	$ 18,860.85	$ 638,637.87
August		239,379.12	565,947.81	805,326.93
September		147,609.51	554,698.11	702,307.62
October		2,971.81	618,235.31	621,207.12
November		6,126.12	684,314.12	690,440.24
December		7,744.40	1,220,658.31	1,228,402.71
January		0	972,095.28	972,095.28
February		0	1,062,619.82	1,062,619.82
March		2,028.82	915,913.62	917,942.44
April				
May				
June				
Total Before Adjustments	$	$ 1,025,636.80	$ 6,613,343.23	$ 7,638,980.03
Adjustments on Prior Reimb.		(-)909.60	(-)32,626.69	(-)33,536.29
Audit Adjustments by Controller			(-)13,864.10	(-)13,864.10
Total After Adjustments	$	$ 1,024,727.20	$ 6,566,852.44	$ 7,591,579.64

-47,401

CLAIMS PROCESSED BY MONTH		Commission on Peace Officer Standards and Training Administration Division - Claims Audit Section												
1977-78	Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
NEW CLAIMS RECEIVED	75-76	0	0	0	0	0	0	0	0	0				0
	76-77	489	235	120	9	12	5	0	2	1				873
	77-78	57	270	370	643	844	864	823	811	872				5,554
TOTAL		546	505	490	652	856	869	823	813	873				6,427
Claims returned to Claimant for Correction			23	8	12	42	14	14	44	31				188
Correct Claims returned by Claimant		22	13	12	11	34	17	21	36	20				186
Claims completed and forwarded to Controller's Office	75-76	0	0	0	0	0	0	0	0	0				0
	76-77	479	247	138	10	9	10	2	0	9				904
	77-78	50	248	357	596	777	949	773	837	858				5,445
TOTAL		529	495	495	606	786	959	775	837	867				6,349

DISTRIBUTION OF REIMBURSEMENT

During the first nine months of the 1977-78 Fiscal Year, $6,566,852.44 was reimbursed for training. Of this amount $4,573,179.93 (70%) was reimbursed for mandated training, $1,066,447.17 (16%) for Job Specific Courses and $973,716.13 (14%) for Technical Course training, the difference of (-) $46,490.79 is for adjustments to prior reimbursement payments.

Basic	$3,032,485.59	46%
Advanced Officer	1,107,438.86	17%
Supervisory Course	249,955.88	4%
Management Course	183,299.60	3%
Job Specific Courses	1,066,447.17	16%
Technical Courses	973,716.13	14%
Subtotal	6,613,343.23	100%
Adjustments	(-) 46,490.79	
GRAND TOTAL	$6,566,852.44	

PERCENT COMPARISON

following chart shows a percent comparison of reimbursement and training between the first nine months 1977-78 Fiscal Year and the first nine months 1976-77 Fiscal Year:

MANDATED TRAINING

	REIMBURSEMENTS			NUMBER OF TRAINEES		
Courses	1977-78	1976-77	% of Change	1977-78	1976-77	% of Change
Basic	$3,032,485.59	$2,038,600.02	+ 49	1,597	1,166	+ 34
Advanced Officer	1,107,438.86	840,798.06	+ 32	6,407	4,666	+ 37
Supervisory	249,955.88	203,239.21	+ 23	368	319	+ 15
Management	183,299.60	267,038.48	- 31	192	252	- 24
TOTAL MANDATED COURSES	$4,573,179.93	$3,349,675.77	+ 37	8,564	6,403	+ 34
TECHNICAL TRAINING						
Job Specific	1,066,447.17	--	--	2,295	--	--
Technical Courses and Seminars	973,716.13	1,145,559.56	--	4,585	5,226	--
TOTAL TECHNICAL TRAINING	$2,040,163.30	$1,145,559.56	+ 78	6,880	5,226	+ 32
Net Adjustments	(-) 46,490.79	(+) 15,545.86	--	--	--	--
GRAND TOTAL	$6,566,852.44	$4,510,781.19	+ 46	15,444	11,629	+ 33

REIMBURSEMENT BY CATEGORY OF EXPENSE

State of California — Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
7100 Bowling Drive, Sacramento, CA 95823

MONTH March — FOR TRAINING TO DATE FOR 77-78 FISCAL YEAR

COURSE		Subsistence	%	Travel	%	Tuition	%	Salary	%	TOTAL	%
BASIC	Total this Month	92,546.31		10,302.62				151,316.39		254,165.32	
	Previous Months	400,845.25		76,812.46				2,300,662.56		2,778,320.27	
	Total to Date	493,391.56	16	87,115.08	3			2,451,978.95	81	3,032,485.59	46
ADVANCED OFFICER	Total this Month	31,944.40		5,981.85				204,985.34		242,911.59	
	Previous Months	53,497.33		24,454.83				786,575.11		864,527.27	
	Total to Date	85,441.73	8	30,436.68	3			991,560.45	89	1,107,438.86	17
SUPERVISORY COURSE	Total this Month	7,398.18		2,058.84				20,410.04		29,867.06	
	Previous Months	50,656.36		10,727.25				158,705.21		220,088.82	
	Total to Date	58,054.54	23	12,786.09	5			179,115.25	72	249,955.88	4
MIDDLE MANAGEMENT COURSE	Total this Month	12,394.92		2,250.59		4,183.00		25,168.67		43,997.18	
	Previous Months	34,834.45		6,849.33		22,903.00		74,715.64		139,302.42	
	Total to Date	47,229.37	25	9,099.92	5	27,086.00	15	99,884.31	54	183,299.60	3
EXECUTIVE DEVELOPMENT COURSE	Total this Month	2,241.43		212.11						2,453.54	
	Previous Months	6,230.45		948.42						7,178.87	
	Total to Date	8,471.88	88	1,160.53	12					9,632.41	0
JOB SPECIFIC COURSES	Total this Month	44,096.41		10,484.59		11,570.66		100,450.18		166,601.84	
	Previous Months	227,405.46		53,932.17		91,974.87		526,532.83		899,845.33	
	Total to Date	271,501.87	25	64,416.76	6	103,545.53	10	626,983.01	59	1,066,447.17	16
TECHNICAL/ SPECIAL COURSES	Total this Month	78,165.45		26,082.64		71,669.00				175,917.09	
	Previous Months	338,184.22		130,914.96		319,067.45				788,166.63	
	Total to Date	416,349.67	43	156,997.60	16	390,736.45	41			964,083.72	14
TOTAL FOR MONTH		268,787.10		57,373.24		87,422.66		502,330.62		915,913.62	
TOTAL FOR PREVIOUS MONTHS		1,111,653.52		304,639.42		433,945.32		3,847,191.35		5,697,429.61	
GRAND TOTAL TO DATE		1,380,440.62	21	362,012.66	5	521,367.98	8	4,349,521.97	66	6,613,343.23	100

POST 1-223 (Rev. 10-77)

$6613,343.23
(-) 46,490.79 Net Adjustments
$6,566,852.44 Total Reimbursed

SCHEDULE I

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

Total 1977-78 Fiscal Year
July 1, 1977 through March 31, 1978

REIMBURSEMENT BY COURSE CATEGORY

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
1001	Basic	3,032,485.59	1,898.86	1,597	610,772
2001	Advanced Officer	1,107,438.86	172.85	6,407	183,289
3001	Supervisory	249,955.88	679.23	368	32,171
4001	Middle Management Course	183,299.60	954.69	192	16,203
5001	Executive Development Course	9,632.41	481.62	20	1,600
	Job Specific	1,066,447.17	464.68	2,295	121,187
	Technical Courses	964,083.72	211.19	4,565	155,414
	Subtotal	6,613,343.23		15,444	1,120,636
	Adjustments to Prior Payments	- 32,626.69			
	State Controller Audit Adjustments	- 13,864.10			
	Total Reimbursements	6,566,852.44		15,444	1,120,636
1000	BASIC TRAINING				
1001	Basic Course	3,032,485.59	1,898.86	1,597	610,772
1050	Arrest and Firearms (P.C. 832)	1,407.26	67.01	21	686
2000	ADVANCED OFFICER				
2001	Advanced Officer Course	1,107,438.86	172.85	6,407	183,289
3000	*SUPERVISION*				
3001	Supervisory Course	249,955.88	679.23	368	32,171
3055	Civilian Supervisory School				
4000	MANAGEMENT TRAINING				
4001	Middle Management Course	183,299.60	954.69	192	16,203
4050	Supplemental Management Training	2,906.86	132.13	22	1,760
4055	Program Evaluation and Review Techniques	4,504.70	166.84	27	646
4060	Cost Analysis and Budgeting	1,134.77	113.48	10	240
4062	Field Management Training	13,258.92	159.75	83	2,140
JS 4065	*Planning, Research and Development*				
4065	Planning, Research and Development				
JS 4066	Research and Planning	5,465.12	607.24	9	360
4066	Research and Planning	1,100.13	366.71	3	120
4067	Research Design				
4070	Team Building Workshop	37,753.66	156.01	175	4,200
4075	Middle Management Seminar	29,840.89	178.69	167	4,260
4080	Role Management and Labor in Developing Contract Agreements	4,750.48	475.05	10	408
5000	EXECUTIVE AND ADMINISTRATIVE				
5001	Executive Development Course	9,632.41	481.62	20	1,600
5050	Executive Development Seminar	31,778.27	207.70	153	3,371
6000	FIELD OPERATIONS				
6005	Hostage Negotiations	1,499.01	107.07	14	560
6007	Advanced Hostage Negotiations	7,813.32	186.03	42	1,008

State of California -- Department of Justice

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
6008	Basic Hostage Negotiations	25,486.52	274.05	93	3,720
6010	Analysis of Urban Terrorist Activities	9,920.27	215.66	46	2,016
6020	Boating Safety and Enforcement	724.20	241.40	3	120
6030	Breathalyzer Course				
6040	Civil Emergency Management	17,390.07	225.85	77	3,612
6045	Commercial Enforcement Training	1,729.80	216.23	8	640
JS 6047	Crime Prevention Institute	85,585.87	1,111.50	77	6,148
6047	Crime Prevention Institute	3,114.43	622.89	5	367
6048	Advanced Crime Prevention Institute Environmental Design	8,131.01	325.24	25	996
6049	Crisis Identification & Management				
6050	Crisis Intervention				
6051	Crisis Intervention (LETRA)	10,274.29	238.94	43	1,376
6052	Disaster and Riot Training				
JS 6054	Field Evidence Technician	137,251.67	1,225.46	112	12,378
6054	Field Evidence Technician	27,958.12	1,075.31	26	2,752
6060	Field Command Post Cadre School				
JS 6070	Field Training Officer Course	87,833.05	284.25	309	11,281
6070	Field Training Officer Course	926.72	154.45	6	289
6075	Law Enforcement Legal Education Program	27,147.53	253.72	107	4,278
6080	Law Enforcement Legal Education Update	12,579.86	182.32	69	1,374
6090	Law Enforcement Skills & Knowledges	469.06	27.59	17	584
6095	Narcotic Investigation for Peace Officers	1,941.17	48.53	40	800
6100	Officer Survival and Internal Security	107,468.09	213.65	503	23,617
6101	Officer Survival - San Bernardino	16,792.75	305.32	55	2,432
6105	Political Violence and Terrorism	18,636.78	214.22	87	4,035
6110	Protection of Public Officials	1,936.39	101.92	19	760
6115	Protective Services	3,586.53	210.97	17	680
6120	School Resource Officer	10,517.52	194.77	54	1,296
6121	School Resource Officer Institute				
6125	Crime and Crisis Management in Schools				
6130	Search and Rescue Management	5,367.13	92.54	58	1,140
6135	Team Policing Leadership				
6140	Underwater Search and Recovery				
6145	Unusual Incident Tactics	2,632.98	154.88	17	408
6150	Workshop on the Mentally Ill	10,481.82	227.87	46	1,103
7000	TRAFFIC				
JS 7005	Traffic Accident Investigation	58,857.43	278.95	211	8,434
7005	Traffic Accident Investigation	373.22	74.64	5	200
JS 7010	Advanced Traffic Accident Investigation	10,452.49	248.87	42	1,680
7010	Advanced Traffic Accident Investigation	72.00	72.00	1	40

State of California — Department of Justice

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
7025	Traffic Program Management Institute	15,596.93	399.92	39	1,716
7030	Speed from Skidmark	1,888.90	171.72	11	440
JS 7050	Motorcycle Training	47,223.06	1,004.75	47	3,271
7050	Motorcycle Training	374.40	374.40	1	38
JS 7055	Motor Officer Training School	11,627.23	726.70	16	1,840
7055	Motor Officer Training School	1,025.80	512.90	2	168
8000	DRIVER TRAINING				
8005	Driver Training, Allied Agency	8,467.42	256.59	33	792
8010	Driver Training Program	543.40	41.80	13	216
8020	Driver Training School	313.90	104.63	3	48
8030	Advanced Driver Training	180,912.33	272.46	664	15,890
8040	Police Defensive Driving Course	460.57	38.38	12	210
8050	Advanced Driver Training				
9000	CRIMINAL INVESTIGATION				
JS 9001	Criminal Investigation	29,191.36	320.78	91	4,556
9001	Criminal Investigation				
9002	Criminal Investigation II				
9005	Crime Scene Investigation	19,965.83	383.96	52	2,080
9006	Physical Evidence Presentation	48,198.84	719.39	67	5,000
9010	Crime Specific	6,278.94	161.00	39	931
9015	Economic Crime Investigation Training	8,628.28	410.87	21	1,678
JS 9016	Investigation of Violent Crimes	31,982.15	470.33	68	3,196
9016	Investigation of Violent Crimes	1,253.42	250.68	5	235
9017	Investigation & Prosecution of Organized Crime in Pornography	2,226.98	101.23	22	792
JS 9020	Investigators School	33,280.37	756.37	44	5,280
9020	Investigators School				
JS 9025	Practical Investigative Case				
9025	Practical Investigative Case				
9026	Homicide Symposium	32,093.85	289.13	111	4,884
JS 9030	Questioned Document Investigation	13,320.52	493.35	27	1,028
9030	Questioned Document Investigation	207.00	207.00	1	38
JS 9050	Basic Auto Theft Investigators Workshop	10,761.04	358.70	30	1,050
9050	Basic Auto Theft Investigators Workshop	175.42	175.42	1	35
9055	Advanced Auto Theft Investigators Workshop	2,550.26	196.17	13	455
JS 9065	Basic Vehicle Theft Investigations	4,174.37	298.17	14	560
9065	Basic Vehicle Theft Investigations				
JS 9100	Rape Investigation	5,081.12	169.37	30	480
9100	Rape Investigation	135.53	135.53	1	16
JS 9115	Robbery Investigation	4,135.76	243.28	17	340
9115	Robbery Investigation	168.57	168.57	1	20

State of California — Department of Justice

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
JS 9125	Sex Crime Investigation				
9125	Sex Crime Investigation				
JS 9126	Sexual Assault Investigation				
9126	Sexual Assault Investigation				
9150	Advanced Investigation for Coroners Cases	1,836.43	204.05	9	720
9155	Coroners Course				
JS 9160	Homicide Institute	43,447.61	648.47	67	5,280
9160	Homicide Institute	310.38	310.38	1	80
JS 9161	Homicide Investigation Cases	36,503.56	553.08	66	3,892
9161	Homicide Investigation Cases				
9162	Homicide Investigation	1,095.02	547.51	2	80
9165	Advanced Homicide Investigation	3,139.32	136.49	23	552
JS 9210	Basic Narcotic and Dangerous Drugs	29,890.85	563.98	53	4,235
9210	Basic Narcotic and Dangerous Drugs	536.65	536.65	1	80
9220	Heroin Influence Course	1,724.01	35.92	48	960
JS 9225	Narcotics Investigation	88,442.97	826.57	107	8,560
9225	Narcotics Investigation	1,600.25	400.05	4	320
9230	Narcotics Investigation, Advanced	52.50	52.50	1	40
JS 9235	Narcotics Investigation, Basic	1,754.38	292.40	6	240
9235	Narcotics Investigation, Basic				
JS 9250	Vice School	14,181.30	272.72	52	2,080
9250	Vice School				
JS 9251	Vice Investigation	12,193.08	530.13	23	920
9251	Vice Investigation	218.00	218.00	1	40
JS 9255	Air & Marine Narcotics Smuggling				
9255	Air & Marine Narcotics Smuggling				
9260	Child Abuse: Intervention, Referral and Investigation				
10000	CRIMINALISTICS				
10005	Fingerprint School	1,203.55	109.41	11	440
10006	Latent Fingerprint School	1,855.75	123.72	15	600
10010	Advanced Latent Fingerprint School	2,303.24	92.13	25	959
10025	Advanced Blood Stain Analysis				
10050	Controlled Substance Analysis				
10075	Firearms and Toolmark Identification				
10106	Forensic Microscopy				
10107	Forensic Alcohol Supervisor				
11000	INTELLIGENCE OPERATIONS				
11005	Chief Executive Criminal Intelligence Seminar	289.60	72.40	4	64
11010	Criminal Intelligence Commanders Course	1,463.33	182.92	8	288
11020	Criminal Intelligence Data Analyst	8,316.42	415.82	20	1,600

State of California — Department of Justice

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
11030	Criminal Intelligence Data Collector	9,791.35	337.63	29	2,320
11040	Organized Crime Informant Development & Maintenance	7,493.34	220.39	34	1,360
11050	Specialized Surveillance Equipment	14,626.58	192.46	76	2,992
12000	JUVENILE				
12005	Delinquency Control Institute	20,706.26	1,035.31	20	6,400
12010	Juvenile Justice Update				
JS 12020	Juvenile Law Enforcement Officer's Training Course	58,646.38	505.57	116	5,016
12020	Juvenile Law Enforcement Officer's Training Course	1,037.97	345.99	3	120
JS 12025	Juvenile Officers	3,783.99	252.27	15	600
12025	Juvenile Officers				
JS 12040	Juvenile Procedures School	22,219.37	144.28	154	3,696
12040	Juvenile Procedures School				
13000	PERSONNEL				
13005	Background Investigation	1,521.86	80.10	19	384
13025	Internal Affairs	18,419.19	172.14	107	2,564
JS 13030	Internal Affairs Investigation Procedures	7,678.71	349.03	22	528
13030	Internal Affairs Investigation Procedures	311.67	311.67	1	24
14000	COMMUNICATIONS				
JS 14005	Complaint/Dispatcher	29,088.00	288.00	101	4,248
14005	Complaint/Dispatcher	641.49	213.83	3	136
14015	Criminal Justice Information Systems	6,587.70	199.63	32	768
15000	TRAINING				
15005	Behavioral Objectives Course	1,680.80	80.04	21	336
15006	Writing POST Performance Objectives	2,784.94	116.04	24	384
15010	Criminal Justice Role Training Program				
15015	Chemical Agents Instructors Course	852.95	106.62	8	192
15020	Firearms Instructors Course	10,649.26	174.58	61	2,914
15021	Defensive Tactics for Instructors	934.43	77.87	12	480
15025	Instructor Development Course				
JS 15045	Police Training Managers Course	42,182.20	1,278.25	33	2,640
15045	Police Training Managers Course	770.53	770.53	1	80
15050	POST Special Seminar	22,172.80	65.99	336	3,760
15055	Techniques of Teaching Criminal Justice Role Training				
15065	Upgrading Instructors Training				
15070	Managing Performance Objectives Training				
15075	Managing the Volunteer in Law Enforcement	2,974.13	297.41	10	330
15080	Law Enforcement Self Defense and Arrest Techniques Instructors Course				
16000	COMMUNITY POLICE RELATIONS				
16005	Community Police Relations	540.85	28.47	19	855
17000	JAIL				

State of California — Department of Justice

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
17005	Jail Management	21,660.92	328.20	66	2,832
JS 17010	Jail Operations	54,134.28	233.34	232	9,266
17010	Jail Operations	1,259.51	114.50	11	440
JS 17015	Jail Operations and Property Procedures	16,148.64	256.33	63	5,040
17015	Jail Operations and Property Procedures				
17020	Special Problems in Jail Custody				
18000	LANGUAGE				
18005	Total Immersion Spanish	11,896.29	566.49	21	2,520
18010	Spanish for Peace Officers	7,400.00	200.00	37	3,480
19000	MISCELLANEOUS				
19005	Aviation Security Course				
19010	Fire Investigation	66.80	66.80	1	36
19015	Non-Sworn Police Personnel Training				
19020	Security Guard Baton Training				
JS 19025	Records Officer Course	4,061.86	238.93	17	672
19025	Records Officer Course	80.86	40.43	2	80
19030	Emergency Care/CPR Instructor Course	45.00	45.00	1	80
19032	Legislative Update Seminar	2,053.77	10.64	193	1,320
19035	PR-24 Baton Instructor's Course	172.30	86.15	2	80

AGENDA ITEM c. 1. - Financial Report - 3rd Quarter F. Y. 77/78

will be a handout at the Commission Meeting.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
Course Certification/Modification/Decertification Report		April 20-21, 1978
Division: Standards and Training	Division Director Approval: Brad Koch	Researched By: Bradley W. Koch
Executive Director Approval: W.R. Darlington	Date of Approval: March 24, 1978	Date of Report: March 22, 1978

Purpose: Decision Requested ☐ Information Only ☒ Status Report ☐ Financial Impact Yes (See Analysis per details) ☐ No ☐

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 courses have been certified, modified or decertified since the January 26-27, 1978 Commission Meeting:

CERTIFIED

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Complaint Dispatcher	College of San Mateo	Technical	II	$18,000

Summary:

This 40-hour, five-day Job-Specific Course will provide training for forty personnel in Zone 3. The course is designed to provide dispatcher personnel with minimum skills necessary to perform the job of dispatcher. Trainees will be trained at an average cost of $450 per student, including travel, per diem and salary reimbursement. No tuition is involved. Total cost to POST for certification of this course is estimated to be $18,000. The Training Needs Assessment Document indicates this is a priority 2 need in Zone 3 with 78 potential trainees available. One additional presentation may be requested if demand justifies a second presentation.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Security Guard Baton Training	Martinez Adult School	Special	N/A	-0-

Summary:

Penal Code Section 12002 (Uniform Security Guard Training Requirements) requires each individual operating under a private security license 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. The course presented by the Martinez Adult School meets the standards required by POST and has no impact on the Peace Officer Training Fund.

Utilize reverse side if needed

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Criminal Investigation II	Los Angeles Co. Sheriff's Department	Technical	IV	-0-

Summary:

Criminal Investigation I and II have been offered under a single course control number since the original certification. This certification will place Criminal Investigation II in Plan IV, as a Skills and Knowledge Course, not Job Specific. Criminal Investigation I will continue to be reimbursed as a Job-Specific Course.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Law Enforcement Self Defense and Arrest Techniques Instructor Course	FBI, San Francisco	Technical	IV	$40,000

Summary:

This is an 80-hour, ten-day course designed to train 80 law enforcement personnel to be instructors in self defense and arrest techniques. Defensive tactics is a priority II training need in zones II, III, IV and V. Certification of this course will train sufficient instructors in the zones listed to train in defensive tactics. Certification of the course will cost POST approximately $40,000 in travel and per diem expenses. No tuition is charged. The maximum fiscal impact for FY 1977/78 will be $20,000. Each presentation will cost approximately $10,000, or $500 per trainee (maximum).

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
PR-24 Baton Instructor's Course	Rio Hondo College	Technical	IV	$5,080

Summary:

This course is designed to train selected law enforcement personnel as instructors in the use of the MONADNOCK PR-24 Baton. The trainees are expected to be the primary instructors in the use of the PR-24 Baton within their own departments. The PR-24 type baton was approved by the California Crime Technological Research Foundation, as required by Penal Code Section 12002(b), on December 30, 1975. There is no tuition for this course.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Complaint Dispatcher	Criminal Justice Education and Training Resource System (CJRS)	Technical	II	$3,680

Summary:

This certification request is for presentation of a Complaint/Dispatcher training course (one time). The certification was requested to fulfill a need identified in the Zone V training area. It is a three-day, 24-hour job-specific course designed to provide the knowledge and skills required of a complaint/dispatcher. A total of 30 personnel will be trained at an average cost per student of $123. Total maximum cost to the POTF will be $3,680. Certification of this course should reduce the costs for travel which would be incurred if the trainees were sent out of their immediate area.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Advanced Driver Training	Annual Law Enforcement Refresher Course (ALERC)	Technical	IV	$7,000

Summary:

ALERC proposes ten, 20-hour courses to be presented at no cost to POST other than approximately $75 for travel and subsistence for each of approximately 20 students. ALERC is a non-profit, publicly supported law enforcement training corporation.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
California Crime Prevention Inst.	Loss Prevention, Inc.	Technical	I	$248,327

Summary:

This is a recertification request with a slight reduction ($5.00) in tuition from last year's budget. It is a high quality course as evidenced by past performance. A total of 210 personnel will be trained at a cost of $1,182.51 per student including tuition, travel and per diem.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Stress Management for Criminal Justice Personnel	UC, Santa Cruz	Executive Seminar	III	$3,528

Summary:

The proposed course is designed to allow law enforcement managers and supervisors to recognize potentially stressful situations that can arise because of the "life style" of subordinate personnel. Methods of diagnosis and efforts to neutralize the stress situations will be learned. The fiscal cost of the course is within the limits of other Plan III reimbursed courses. This course is for managers and supervisors as compared to other stress courses that are aimed at field officers and their spouses. A one time certification may determine the courses future need and demand. A total of 20 personnel will be trained at a cost of $177.40 per trainee.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Homicide Investigation	CSU, San Jose	Technical	I	$48,780

Summary:

This is a 40-hour homicide investigation course for experienced investigators and supervising uniform officers. The course covers a wide range of activities, from patrol responsibilities to courtroom behavior. The subject training needs ranks third in Training Zone V and fifth statewide. The three presentations should train 90 police personnel at an average cost of $542.00 per student. Presently, there are two certified courses in homicide investigation in California; one in southern California and one in northern California. Certification of this course will serve a need identified in the Bay Area.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
POST Management Course	CSU, San Jose	Management	I	$75,563.12

Summary:

The California State University, San Jose, has developed a new 80-hour POST Management Course using the performance objectives guidelines. The institution is qualified to present the new course and has an excellent past record concerning all of its POST certified courses.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
POST Management Course	Intergovernmental Training and Development Center	Management	I	$26,560

Summary:

This 80-hour intensive format course represents the efforts of the Intergovernmental Training and Development Center staff and POST staff to develop the POST Management Course as prescribed by the Commission.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Defensive Tactics for Instructors	Criminal Justice Education and Training Resource System (CJRS)	Technical	IV	$2,340

Summary:

The proposed course will be certified to CJRS but presented by Hartnell College. The Defensive Tactics for Instructors Course will fill a need to help train an estimated 800 officers in training zone V. Estimated cost to POST is $26 per student. The training assessment for Defensive Tactics ranks tenth (priority I) for the zone.

MODIFIED

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Special Problems in Jail Custody	CSU, San Jose	Technical	III	-0-

Summary:

The university was originally certified on 2-18-77 to present two courses with a one year period. It has been requested to extend the certification period until 5-1-78.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Firearms Instructors Course	FBI, San Francisco	Technical	IV	-0-

Summary:

This course is currently certified for 35 to 48 hours. Course Coordinator, LeRoy Teitsworth, FBI San Francisco, reports they do not believe they can adequately cover the necessary course material in that time and request we expand the course to 80 hours.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Advanced Officer Course	Criminal Justice Education and Training Resource System (CJRS)	Advanced Officer	II	$24,720

Summary:

CJRS was originally certified to present 12 Advanced Officer Courses. A request for 12 additional presentations has been received. Past presentations have received satisfactory to excellent ratings from course participants. Courses have been presented in a professional manner by qualified instructors.

DECERTIFIED

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Techniques of Teaching Criminal Justice Role Trng.	Santa Clara Valley Criminal Justice Training Center	Technical	IV	-0-

Summary:

The course is decertified because the one authorized presentation is now completed.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Emergency Care & Cardiopulmonary Resuscitation Instructors Course	Santa Clara Valley Criminal Justice Training Center	Technical	IV	-0-

Summary:

The course is decertified because the one authorized presentation is now completed.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
The Role of Management and Labor in Developing Contract Agreements	CSU, Humboldt	Technical	III	-0-

Summary:

This course was certified for one presentation which has now been completed.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Jail Management	Santa Rosa Center	Technical	IV	-0-

Summary:

This course was certified for one presentation which has been completed.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Jail Operations	San Joaquin Co. Sheriff's Department	Technical	N/A	-0-

Summary:

The one certified course presentation has been completed. The course should be decertified.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Criminal Justice Role Training	Modesto Regional Criminal Justice Trng. Center	Technical	II	-0-

Summary:

This course has been inactive for over two years. The last presentation of the course was in March 1976.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Crisis Intervention	Law Enforcement Training and Research Assoc.	Technical	III	-0-

Summary:

The three certified courses have been completed and the course should, therefore, be decertified.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Community-Police Relations	East Los Angeles College	Technical	IV	-0-

Summary:

Community Relations is now an integral part of the Basic Course presented at the Los Angeles County Sheriff's Academy. This course was originally designed to supplement the training of basic course cadets. It has not been presented as a separate course since September 11, 1975. There is no further need for this certification.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
COMMISSION POLICY & PROCEDURES		April 20-21, 1978
Division: Executive Office	Division Director Approval	Researched By: Brooks Wilson
Executive Director Approval: W P Gabrington	Date of Approval: 3-13-78	Date of Report: February 24, 1978

Purpose: Decision Requested [X] Information Only [ ] Status Report [ ] Financial Impact Yes (See Analysis per details) [ ] No [ ]

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

Staff has been directed to report on actions taken by the Commission which establish or affect Commission policies and procedures. This report is made for approval of action taken at the previous meeting.

Analysis

On January 26-27:

A. Under Agenda Item C-3 (consent calendar), the Commission responded to a written request for administrative counseling services made by the California State College and University system. The consensus of the Commission was that administrative counseling services is available only to local law enforcement.

   This has been a long standing, informal policy. It will be included in the "Commission Policy Manual."

B. Under Agenda Item D-1, the Commission, by motion, agreed to:

   1. Continue the salary reimbursement rate of 60% through F.Y. 78/79.

   2. Reimburse travel and per diem expenses up to 480 hours for agencies with officers attending a revised Basic Course in progress between March 1, 1978 and March 1, 1979.

      These actions will be reflected in the appropriate section of the POST Administrative Manual (PAM).

Utilize reverse side if needed

C. Under Agenda Item 0, the Commission, by motion, adopted the following definitions relative to agency conformance reports to the Commission:

Voluntary Non-Conformance: The agency is aware of its deficiencies and is making little or no effort to conform with Commission standards.

Involuntary Non-Conformance: Deficiencies exist but the agency is working to comply with POST standards.

Technical Non-Conformance: The agency is substantially in conformance, but minor deficiencies were noted which require additional documentation on the part of the agency to fully conform to POST standards.

Only those agencies found to be in Voluntary Non-Conformance be listed by name in the report on Non-Conformance to the Commission and the categories "Involuntary Non-Conformance and Technical Non-Conformance" be reported citing the number of agencies falling under each category rather than listing the agencies by name.

This action would be recorded in the Commission Policy Manual.

Recommendation

It is recommended that the above actions be codified as indicated.

1006. Extension of Time Limit for Course Completion

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

1008. Waiver for Equivalent Training

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

1010. Eligibility for Reimbursement

(a) To be eligible for reimbursement, a jurisdiction must adhere to the minimum standards as defined in these Regulations for each and every officer employed. A jurisdiction shall be ineligible to receive reimbursement for any training if it:

(1) Employs one or more officers who do not meet the minimum standards for employment, OR

(2) Does not require that each and every officer satisfactorily complete the required training as prescribed in these Regulations, OR

(3) Has in its employ any officer hired after January 1, 1971, who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service as attested to by the department head, OR

(4) Fails to permit the Commission to make such inquiries and inspection of records as may be necessary to determine whether the jurisdiction is, in fact, adhering to the Commission's Regulations.

(b) If, in the judgment of the Commission, a jurisdiction has failed to adhere to the minimum standards for recruitment, selection and training, the Commission shall notify the jurisdiction of said judgment and of its probable ineligibility for reimbursement. The Commission shall also request compliance. In the event that the jurisdiction fails to comply, the Commission may afford the concerned jurisdiction's official representatives the opportunity to appear before it and present whatever arguments the jurisdiction may deem appropriate in support of the claim. If the Commission finds that the standards have not been adhered to, it must reject all claims for reimbursement. A jurisdiction may be reinstated in the program and again become eligible for reimbursement when, in the opinion of the Commission, it has demonstrated that it intends to adhere to the prescribed standards. The period during which the jurisdiction shall remain ineligible for reimbursement shall be at the discretion of the Commission.

1011. Certificates and Awards

(a) Certificates and awards may be presented by the Commission for the purpose of raising the level of competence of law enforcement and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.

(b) ~~Certificates and awards remain the property of the Commission and the~~ The Commission shall have the power to cancel ~~or recall~~ any certificate or award as provided for in PAM Section F-3, when:

(1) the certificate was issued by administrative error; OR

(2) the certificate was obtained through misrepresentation or fraud.

~~(3) the holder has been convicted of any crime involving moral turpitude;~~

~~(4) the holder has been convicted for a felony; OR~~

~~(5) other due cause as determined by the Commission.~~

CANCELLATION AND RECALL OF PROFESSIONAL CERTIFICATES

Purpose

3-1. Cancellation of Professional Certificates: This Commission Procedure implements that portion of the Certificates and Awards Program, established in Section 1011(a) and (b) of the Regulations, which provides for the cancellation ~~and recall~~ of POST professional certificates.

Cancellation ~~and Recall~~

3-2. Rights to Cancel ~~and Recall~~: ~~Professional certificates remain the property of the Commission and~~ The Commission reserves the right to cancel and recall any certificate when:

a. the certificate was issued by administrative error; or
b. the certificate was obtained through misrepresentation or fraud.
~~c. the holder has been convicted of any crime involving moral turpitude;~~
~~d. the holder has been convicted of a felony; or~~
~~e. other due cause as determined by the Commission.~~

3-3 Notification by Department Head: When in the opinion of a department head a certificate should be cancelled ~~and recalled~~ due to any of the conditions listed in paragraph 3-2 above, it shall be his/her responsibility to notify the Commission. ~~through the Executive Director.~~

3-4. Responsibility for Cancellation ~~and Recall~~: The Executive Director is responsible for the cancellation ~~and recall~~ of POST professional certificates and the establishment of procedures to carry out this responsibility.

Investigation

3-5. Initiation of Investigation: When it is brought to the attention of the Commission that a professional certificate holder may have violated any applicable provision listed under ~~"Cancellation and Recall"~~ paragraph 3-2, the Executive Director shall initiate an investigation. The department head and the concerned individual shall be notified of the investigation.

~~3-6. Notification of Commission Action: If the facts of the case substantiate cause for cancellation and recall, the individual concerned shall be notified by registered mail that his professional certificate has been suspended and will be revoked on a date certain. The notice of suspension shall state the grounds of the proposed cancellation and advise the individual of his rights to appeal and the procedure for doing so. The department head of the concerned individual shall also be notified of the intended cancellation.~~

Investigation

3-6. Notification regarding Hearing: If the facts of the case appear to substantiate cause for cancellation, the individual concerned shall be notified by registered mail of the right to a hearing, and the grounds for the proposed cancellation. The notice regarding hearing shall advise the individual of his/her right to appear and testify and question any witnesses that may be called to testify. The individual's department head shall also be notified of the hearing.

~~Appeal~~ Hearing

3-7 Procedures for ~~Appeal~~ Hearing: If the ~~subject of any~~ holder of a certificate which is proposed for cancellation ~~or recall~~ action desires ~~to appeal~~ a hearing regarding such action, he/she must notify the Commission of ~~his intention to appeal~~ the desire for a hearing within 30 days of ~~his~~ the individual's receipt of the notice of ~~suspension~~hearing.

~~a. Within 30 days of receipt of the appeal notification, POST shall provide the individual with an extract of Section 1011(b) of POST Regulations, and the POST Directives covering his certificate. In addition, he shall be notified of the date, time and location of the Commission hearing on the cancellation and recall action.~~

~~b. Unless otherwise stipulated by agreement between POST and the subject of the appeal, the case shall be heard within a period not exceeding 120 days from the date of the notice of intent to appeal.~~

All hearings shall be conducted in conformance with the Administrative Procedures Act (Government Codes Section 11500 et. seq.). All hearings shall be conducted by a qualified hearing officer who shall prepare a proposed decision in such form that it may be adopted as the decision in the case. The Commission shall decide the case.

A ~~quorum~~ committee of the Commission for the purpose of hearings or reaching decisions regarding ~~appeals of~~ professional certificate cancellation and ~~recall actions~~ shall be no less than three members

The Commission may decide the case on the basis of the transcript of the hearing conducted by the hearing officer.

All meetings and hearings of the Commission to consider the cancellation ~~and recall~~ of a professional certificate shall be open to the public except upon request of the involved ~~subject~~ person and when sufficient reason is presented that in the judgment of the Commission the hearing be closed.

~~3-8 POST Legal Representation: POST shall be represented by a Deputy Attorney General at all hearings for cancellation or recall actions. Requests for attorney service are to be addressed to the Attorney General, attention Chief Deputy Attorney General, with a copy to the Special Assistant to the Attorney General. All requests for legal services are to be made immediately upon receipt of an appellant's request for a hearing and the establishment of such hearing date.~~

1001. DEFINITIONS (continued)

(d) "Certified Course" is a formal program of instruction approved for reimbursement by the Commission.

(e) "Commission" is the Commission on Peace Officer Standards and Training.

(f) "Commuter Trainee" is one who attends a training course and commutes each day to and from the course site from his/her agency or residence.

(g) "Department" is a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department or the California Highway Patrol.

(h) "Department Head" is the chief of police, sheriff, or chief executive of a law enforcement agency.

(i) "First-Level Supervisory Position" is a position above operational level for which commensurate pay is authorized, occupied by an officer who, in the upward chain of command principally is responsible for the directly ~~supervises~~ supervision of employees of ~~law enforcement agencies~~ a department or is subject to assignment of such responsibilities, and most commonly is the rank of sergeant. ~~and for which commensurate pay is authorized.~~

(j) "High School" is a school accredited as a high school by the Department of Education of the state in which the high school is located, or a school accredited as a high school by the recognized regional accrediting body, or a school accredited as a high school by the state university of the state in which the high school is located.

(k) "Lateral Entry" refers to the appointment of an officer whose employment is based upon special qualifications and/or experience in the law enforcement field.

(l) "Middle Management Positions" are those positions with supervisory and/or command responsibilities which are between first-level supervisory positions and department head positions as defined in this section, and for which commensurate pay is authorized.

(m) "Non-Sworn Personnel Performing Police Tasks." Non-sworn personnel performing police tasks are those full-time, non-peace officer members of participating jurisdictions for whom reimbursement may be claimed, based upon actual job assignment, as determined and approved by the Commission.

(n) "Officer" is a peace officer member of a city police department, county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, or the California Highway Patrol.

(o) "POST Administrative Manual (PAM)" is a document containing Commission Procedures and Guidelines which implement the Regulations.

(p) "Reimbursement" is the money allocated from the Peace Officer Training Fund, as provided in Section 13523 of the Act.

(q) "Reimbursement Plan" consists of a combination of expenditures showing the percentage of the amount for which reimbursement is made for each expenditure within the provisions established by the Commission.

(r) "Resident Trainee" is one who attends a training course and obtains lodging and meals at or near the course site for one or more nights.

(s) "Specialized Law Enforcement Agency" is:

(1) a segment of an agency which has policing or law enforcement authority imposed by law and whose employees are peace officers as defined by law;

(2) a government agency engaged in the enforcement of regulations or laws limited in scope or nature; OR

1011. CERTIFICATES AND AWARDS (continued)

(c) Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are established for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general law enforcement duties performed by peace officer members of city police departments, county sheriff departments, districts, California state university and college police departments, University of California police departments, or by the California Highway Patrol. Requirements for the Certificates are as prescribed in PAM, Section F, "Professional Certification Program".

(d) Specialized Law Enforcement Certificates are established for the purpose of fostering professionalization, education and experience necessary to perform adequately the duties of specialized public law enforcement services such as those performed by special investigators, police officers of the California State Police Division, marshals, and such others as may be deemed appropriate by the Commission. Requirements for Specialized Law Enforcement Certificates are set forth in PAM, Section F, "Specialized Law Enforcement Certification

(e) Prior to the issuance of a Basic Certificates by the Commission, the department head shall attest that ~~every~~ the ~~trainee/~~officer for whom the certificate is being sought ~~employed by the department~~ has completed a period of satisfactory service of not less than 12 months. This requirement shall apply also to an officers who enters a department laterally./

1012. Certification of Courses

(a) The Commission may certify courses. Criteria for certification include, but are not limited to: a demonstrated need and compliance with minimum standards for curriculum, facilities, instructors and instructional quality.

(b) Certification of courses may be revoked by action of the Commission when:

(1) there is no longer a demonstrated need for the course;

(2) there is failure to comply with standards set forth in (a) above; OR

(3) there are other causes as determined by the Commission.

1013. Code of Ethics

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

1014. Training for Non-Sworn Personnel

(a) Reimbursement shall be provided for the training of non-sworn personnel performing police tasks as determined by the Commission.

(b) Non-sworn personnel performing police tasks are described in PAM, Section E.

(c) Request for Approval

(1) In every case it is necessary for the employing jurisdiction to obtain prior approval of the Commission on an individual basis. A request for approval must include:

(a) The trainee's name and title.
(b) Job description.
(c) Course title, location and dates.

(2) Request for approval must reach the Commission 30 days prior to the starting date of the course.

(d) Reimbursement

Reimbursement for non-sworn personnel will be computed in the same manner as sworn personnel according to the reimbursement schedule for each course as set forth in PAM, Section E, "Reimbursement Schedule."

1-8. The Supervisory Certificate: In addition to the requirements set forth in paragraphs 1-2 and 1-3, the following are required for the award of the Supervisory Certificate:

a. Shall possess or be eligible to possess the Intermediate Certificate.

b. Shall have been awarded an associate degree or no less than 60 college semester units at an accredited college as defined in Section 1001(a) of the Regulations.

NEW c. Shall have completed satisfactorily the Supervisory Course or its equivalent as provided in Section 1008 of the Regulations.

d. Currently and for a period of two years shall have served satisfactorily as a supervisor as defined in Sections 1001(i) of the Regulations. The required experience shall have been acquired within five years prior to date of application.

e. The Supervisory Certificate shall include the applicant's name, official title and name of his/her jurisdiction.

1.9 ~~1-8.~~ **The Management Certificate:** In addition to the requirements set forth in paragraphs 1-2 and 1-3, the following are required for the award of the Management Certificate:

a. Shall possess or be eligible to possess the Advanced Certificate.

b. Shall have been awarded a baccalaureate degree or an associate degree or no less than 60 college semester units at an accredited college as defined in Section 1001 (a) of the Regulations.

c. Shall have completed satisfactorily the Middle Management Course or its equivalent as provided in Section 1008 of the Regulations.

d. For a period of two years shall have served satisfactorily as a department head, assistant department head, or as a middle manager as defined in Sections 1001 (h), (c) and (l) of the Regulations. The required experience shall have been acquired within five years prior to date of application.

e. The Management Certificate shall include the applicant's name, official title and name of his jurisdiction. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction and upon the completion of one year of satisfactory service in a new department, upon request, a new certificate may be issued displaying the name of the new jurisdiction.

1.10 ~~1-9.~~ **The Executive Certificate:** In addition to the requirements set forth in paragraphs 1-2 and 1-3, the following are required for the award of the Executive Certificate:

a. Shall possess or be eligible to possess the Advanced Certificate.

b. Shall have been awarded a baccalaureate or associate degree or higher, or no less than 60 college semester units at an accredited college as defined in Section 1001 (a) of the Regulations.

c. Shall have completed satisfactorily the Executive Development Course or its equivalent as provided in Section 1008 of the Regulations.

d. For a period of two years shall have served satisfactorily as a department head as defined in Section 1001 (h) of the Regulations. The required experience shall have been acquired within five years prior to date of application.

e. The Executive Certificate shall include the applicant's name, official title and name of his jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction and upon the completion of one year of satisfactory service in a new department, upon request, a new certificate may be issued displaying the name of the new jurisdiction.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
PUBLIC HEARING - REVISION OF BASIC TRAINING REQUIREMENTS		April 20, 1978
Division: Executive Office	Division Director Approval	Researched By: Glen E. Fine
Executive Director Approval: W. R. Gorlington	Date of Approval: 3-28-78	Date of Report: March 17, 1978

Purpose: Decision Requested [X] Information Only [ ] Status Report [ ] Financial Impact Yes (See Analysis per details) [ ] No [ ]

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_____).

BACKGROUND

At its October 1977 meeting, the Commission authorized establishment of an ad hoc committee to study and review basic course completion requirements. The need for this study committee was based upon incidents in two academies where recruits were failed because of physical training deficiencies. The recruits involved had satisfactorily completed the academies' academic training including all POST minimum requirements. At the request of the employing departments, POST staff reviewed these incidents. It was concluded that under the Commission's BCEE procedures further basic training was not required.

Some academy directors were greatly concerned at POST's action. They had previously believed that POST required successful completion of the entire certified basic course. Two fundamental questions were raised and became issues for review by the Consortium Committee:

1. Should POST continue to certify pass/fail physical training programs in basic course presentations?

2. Should satisfaction of POST's minimum training requirements be tied to graduation from a certified basic academy?

The Consortium Committee's study was broadened to include a review of POST's basic course equivalency waiver process. The waiver process was reviewed because of the growing number of requests to waive attendance at a certified basic course based upon equivalent training. (See Attachment A for a summary statement, "Basic Course Completion Requirements," that describes the general issues dealt with by the Consortium Committee.)

Following meetings in November 1977 and January 1978, the Consortium Committee recommended the following major changes:

- Expand POST's minimum training curriculum requirements and increase the minimum hourly requirements for instruction from 200 to 400 hours. (See Attachment B - Proposed Revision to Commission Procedure D-1.)

- Exclude locally determined subject matter requirements from certification in the basic course. Recognize, rather than certify, local requirements that are above and beyond the POST minimum basic training requirements. (See Attachment C for proposed language for this recommended policy, and for analysis and alternatives.)

Utilize reverse side if needed

The committee believed that the specific question regarding whether physical training programs should be certified is made moot by the proposed change under Item 2 above. (See Attachment D - Minutes of the Consortium Committee's Meeting of January 25, 1978.)

The Committee recommended that proposed changes become effective July 1, 1978, following the April 1978 public hearing. (See Attachment E for analysis of implementation date.)

A bulletin announcing a public hearing on these issues was mailed to the field on March 1, 1978. A copy of that bulletin and copies of letters received from local officials are included here as Attachment F.

Action Required

1. Consider adoption of proposed Commission Procedure D-1 which will expand curriculum requirements and establish a minimum 400-hour basic course.

2. Consider adoption of the proposed policy change regarding certification of basic academies.

3. Establish an effective date for new requirements.

BASIC COURSE COMPLETION REQUIREMENTS

From the inception of the POST program, some basic academies have presented courses that have exceeded the minimum POST requirements for such courses. POST has always encouraged this and has for many years provided incentive by paying salary reimbursement for up to 400 hours of basic training while the minimum requirement remained 200 hours. Perhaps in part because of this financial incentive, all certified courses are currently 400 hours or longer. The POST minimum of 200 hours has remained unchanged pending completion of the Basic Course Revision Project.

Since all recruit training that follows the normal process (appointment as an officer followed by assignment to a basic academy for training) occurs at one of the certified basic courses, some people incorrectly believe POST policies have evolved to a de facto minimum standard of 400 hours for basic training. While the length of certified courses have increased at local option and with POST's approval, POST has continued a practice of waiving basic course attendance based upon completion of equivalent training. Equivalency evaluations and testing (BCEE) are and have been based upon POST's standing 200-hour minimum requirement.

Equivalency evaluations are normally conducted only at the request of department heads and generally involve individuals who completed a basic course out-of-state or an instate police reserve course.

Several equivalency requests were recently approved where the officer's training was received at a POST certified academy. In each instance, the officer was failed in the academy for physical training deficiencies. In each instance, an equivalency waiver was requested by the officer's employer. In each instance, the officer's completed training surpassed the 200 hours required by POST. The failed physical training segment of the course is not required by POST.

In the past, POST has received criticism from some quarters for granting equivalency to those who completed a reserve course because their training was less than normally received by officers attending certified academies. POST has also been criticized for its recent action in granting equivalency to those who failed physical training requirements of the local academies. This criticism has been especially keen from those who staunchly favor pass/fail physical training and those who believe POST's action dilutes the authority and role of the academy.

From these circumstances, the following generalizations and conclusions can be made:

- The minimum basic training standard for purposes of compliance with legal and POST requirements remains the 200-hour course.
- An individual may satisfy the POST minimum training requirement through attendance at non-certified courses.

- For purposes of compliance with POST training requirements, an individual may fail or need not complete portions of an academy not required by POST.

- POST policy continues to provide for equivalency evaluations, but only upon request of a department head.

- A pre-service student or recruit officer who has satisfactorily completed POST minimum training is eligible for employment and subsequent certification by POST even though a basic course was not completed. But, though he/she may be eligible, no employer is required to hire or retain them.

The problems presented seem to fit into both a general and two specific categories. The specific categories are physical training, and equivalency evaluations and testing. They are discussed in separate, attached reports.

The more general problem includes the broad ramifications of the disparity between POST minimum requirements and the requirements of individual certified courses. The problem encompasses ongoing equivalency requests for training received outside the certified basic courses, and such requests that may arise from those who fail to satisfy elective requirements of the certified basic courses. Some, including academy directors, have advocated that POST cease conducting equivalency evaluations and require that all recruits actually complete a certified basic course. This view is fostered by the belief that:

- The 200-hour POST minimum course is woefully inadequate and those possessing only this minimum should not be allowed to practice as peace officers.

- The disparity between POST's minimum requirement and the minimum hours actually taught in all certified courses is so great as to encourage some administrators and students to find ways to circumvent certified basic academy training.

Completion of the certified basic academy has been circumvented by some administrators who adopt a selection practice of hiring reserves who have completed a reserve course that includes POST's 200-hour minimum requirement. Upon appointment of the reserves they seek and obtain a waiver by claiming completion of equivalent basic training. In some instances, administrators have assigned new officers after hire to attend a reserve course with the same purpose in mind.

It has been speculated that "open enrollment" students may in the future attempt to drop attendance at an academy upon completion of those portions including POST minimums and request a formal statement that they have completed the training required for peace officers.

Some academy directors, distressed at these prospects as well as by the employment of those who have failed physical training, have proposed that POST require that all recruit officers successfully complete a certified basic course.

Analysis of the circumstances indicates that most current objections and difficulties would be removed if the POST 200-hour basic training requirement was upgraded to a level at or above the number of hours currently contained in certified courses. POST has been urged for several years to increase the requirement. POST staff has long believed that the requirement should be upgraded. Change has only been withheld pending completion of the Basic Course Revision Project. The present circumstances indicate that POST should consider revising the 200-hour minimum requirement at this time.

Adding to the need to examine the 200-hour requirement is POST's current obligation to specify minimum training standards for police reserves. Many reserves currently receive more training than POST minimally requires for regulars. POST surely will be urged by some to require that the reserve who works alone complete training equal to that required of regular officers. POST can best deal with that issue if it knows what training is going to be required of the regular officer under the revised basic course.

When considering revision of the 200-hour training requirement, attention should also be given to whether elective subject matter now included in local academies should be adopted as part of the POST minimum requirements or excluded from certification in the basic course. There would be less potential for future confusion and conflict if subject matter content of local basic academies and POST's required course were the same. Besides physical training, elective subject matter in one or more certified basic courses currently includes a wide variety of instructional topics such as:

- Officer survival
- Stress training
- Hostage negotiation
- Crime prevention
- Swimming
- Spanish language
- English
- Jail operations
- Disaster training
- Team policing
- Helicopter coordination

A complete analysis of elective training has not been made. A complete list of elective subjects would likely reveal a great many additional topics.

Revised Commission Procedure D-1

Training

BASIC COURSE

Purpose

1-1. Specifications of Basic Course: This Commission Procedure implements that portion of the Minimum Standards for Training established in Section 1005(a) of the Regulations which relate to Basic Training.

1-2. Training Methodology: The Commission encourages use of the performance objectives training approach as outlined in the Basic Course Revision Project. Performance objectives training contains at least the following elements:

1. In broad functional areas, establish appropriate learning goals.

2. Establishment of appropriate performance objectives for each learning goal.

3. Following instruction, each student demonstrates an acceptable level of knowledge and/or proficiency for each learning goal.

NOTE: This training methodology is not mandatory. It is in a trial stage undergoing testing, evaluation and revision. At this time, use of performance objectives training elements, other than those described, is not precluded; nor is the utilization of other instructional methodologies prohibited.

1-3. Basic Course Subjects and Minimum Hours: The Basic Course is a minimum of 400 hours and consists of the following functional areas and learning goals, and minimum hours of instruction. Within this framework of minimum hours and subject content, flexibility is provided to adjust hours and instructional topics with prior POST approval.

Revised Commission Procedure D-1

Training

BASIC COURSE

Major functional areas and learning goals:

1-4. PROFESSIONAL ORIENTATION — Proposed: 10 Hours

A. History And Principles Of Law Enforcement
B. Law Enforcement Profession
C. Ethics
D. Unethical Behavior
E. Department Orientation
F. Administration Of Justice Components
G. Related Law Enforcement Agencies
H. California Court System
I. California Corrections System

1-5. POLICE COMMUNITY RELATIONS — Proposed: 15 Hours

A. Community Service Concept
B. Community Attitudes And Influences
C. Citizen Evaluation
D. Crime Prevention
E. Factors Influencing Psychological Stress

1-6. LAW — Proposed: 45 Hours

A. Introduction To Law
B. Crime Elements
C. Intent
D. Parties To A Crime
E. Defenses
F. Probable Cause
G. Attempt/Conspiracy/ Solicitation Law
H. Obstruction of Justice Law
I. Theft Law
J. Extortion Law
K. Embezzlement Law
L. Forgery/Fraud Law
M. Burglary Law

N. Receiving Stolen Property Law
O. Malicious Mischief Law
P. Arson Law
Q. Assault/Battery Law
R. Assault With Deadly Weapon Law
S. Mayhem Law
T. Felonious Assaults Law
U. Crimes Against Children Law
V. Public Nuisance Law
W. Crimes Against Public Peace Law
X. Deadly Weapons Law
Y. Robbery Law
Z. Kidnapping Law
AA. Homicide Law
BB. Sex Crimes Law
CC. Rape Law
DD. Gaming Law
EE. Controlled Substances Law
FF. Hallucinogens Law
GG. Narcotics Law
HH. Marijuana Law
II. Poisonous Substances Law
JJ. Alcohol Beverage Control Law
KK. Constitutional Rights Law
LL. Laws Of Arrest
MM. Local Ordinances
NN. Juvenile Alcohol Law
OO. Juvenile Law And Procedure

1-7. LAWS OF EVIDENCE — Proposed: 15 Hours

A. Concepts Of Evidence
B. Privileged Communication
C. Witness Qualifications
D. Subpoena
E. Burden Of Proof
F. Rules Of Evidence
G. Search Concepts
H. Seizure Concepts
I. Legal Showup

1-8. COMMUNICATIONS — Proposed: 15 Hours

A. Interpersonal
B. Note Taking
C. Introduction to Report Writing
D. Report Writing Mechanics
E. Report Writing
F. Use Of The Telephone

1-9. VEHICLE OPERATIONS — Proposed: 15 Hours

A. Introduction To Vehicle Operation
B. Vehicle Operation Factors

C. Code 3
D. Vehicle Operation Liability
E. Vehicle Inspection
F. Vehicle Control Techniques

1-10. FORCE AND WEAPONRY Proposed: 40 Hours

A. Effects Of Force
B. Reasonable Force
C. Deadly Force
D. Practical Problems In The Use Of Force
E. Firearms Safety
F. Handgun
G. Care And Cleaning Of Service Handgun
H. Shotgun
I. Care And Cleaning Of Shotgun
J. Handgun Shooting Principles
K. Shotgun Shooting Principles
L. Identification Of Agency Weapons & Ammunition
M. Handgun/Day/Range(Target)
N. Handgun/Night/Range(Target)
O. Handgun/Combat/Day/Range
P. Handgun/Combat/Night/Range
Q. Shotgun/Combat/Day/Range
R. Shotgun/Combat/Night/Range
S. Use Of Chemical Agents
T. Chemical Agent Simulation

1-11. PATROL PROCEDURES Proposed: 90 Hours

A. Patrol Concepts
B. Perception Techniques
C. Observation Techniques
D. Beat Familiarization
E. Problem Area Patrol Techniques
F. Patrol "Hazards"
G. Pedestrian Approach
H. Interrogation
I. Vehicle Pullover Techniques
J. Miscellaneous Vehicle Stops
K. Felony/High Risk Pullover Field Problem
L. Vehicle Checks
M. Wants And Warrants
N. Person Search Techniques
O. Vehicle Search Techniques -
P. Building Area Search
Q. Missing Persons
R. Search/Handcuffing/ Control Simulation
S. Handcuffing
T. Prisoner Transportation

U. Tactical Considerations/
Crimes-In-Progress
V. Burglary-In-Progress Calls
W. Robbery-In-Progress Calls
X. Prowler Calls
Y. Crimes-In-Progress/
Field Problems
Z. Handling Disputes
AA. Family Disputes
BB. Repossessions
CC. Landlord/Tenant Disputes
DD. Labor Disputes
EE. Defrauding An Innkeeper
FF. Handling Sick
And Injured Persons
GG. Handling Dead Bodies
HH. Handling Animals
II. Vehicle Impound And Storage
JJ. Mentally Ill
KK. Officer Survival
LL. Mutual Aid
MM. Unusual Occurrences
NN. Fire Conditions
OO. News Media Relations
PP. Agency Referral
QQ. Crowd Control
RR. Riot Control Field Problem

1-12. TRAFFIC Proposed: 30 Hours

A. Introduction To Traffic
B. Vehicle Code
C. Vehicle Registration
D. Vehicle Code Violations
E. Alcohol Violations
F. Psychology Of Violator Contacts
G. Initial Violator Contact
H. License Identification
I. Traffic Stop Hazards
J. Issuing Citations And Warnings
K. Traffic Stop Field Problems
L. Traffic Control
M. Traffic Accident Investigation
N. Traffic Accident Field Problem

1-13. CRIMINAL INVESTIGATION Proposed: 45 Hours

A. Preliminary Investigation
B. Crime Scene Search
C. Crime Scene Notes
D. Crime Scene Sketches
E. Latent Prints
F. Identification, Collection,
and Preservation Of Evidence

G. Chain Of Custody
H. Interviewing
I. Local Detective Function
J. Information Gathering
K. Courtroom Demeanor
L. Auto Theft Investigation
M. Burglary Investigation
N. Grand Theft Investigation
O. Felonious Assault Investigation
P. Sex Crimes Investigation
Q. Homicide Investigation
R. Suicide Investigation
S. Kidnapping Investigation
T. Robbery Investigation
U. Child Abuse Investigation
V. Vice and Organized Crime
W. Controlled Substances Abuse

1-14. CUSTODY — Proposed: 5 Hours

A. Custody Orientation
B. Custody Procedures
C. Illegal Force Against Prisoners
D. Adult Booking
E. Juvenile Booking
F. Prisoner Rights And Responsibilities
G. Prisoner Release

1-15. PHYSICAL FITNESS AND DEFENSE TECHNIQUES — Proposed: 40 Hours

A. Physical Disablers
B. Prevention Of Disablers
C. Weight Control
D. Self-Evaluation
E. Lifetime Fitness
F. Principles Of Weaponless Defense
G. Armed Suspect/ Weaponless Defense
H. Baton Techniques
I. Baton Demonstration

1-16. FIRST AID AND CPR — Proposed: 15 Hours

A. Medic Alert

1-17. EXAMINATIONS — Proposed: 20 Hours

(A. Written and Performance)

Total Proposed: 400 Hours

ATTACHMENT C

PROPOSAL TO CERTIFY ONLY POST REQUIRED CURRICULUM FOR PRESENTATION IN THE BASIC COURSE

ANALYSIS

If adopted, this proposal would effectively resolve concern that has been expressed regarding basic course completion requirements. Graduation from a certified course and successful completion of POST minimum requirements in the course would be one and the same, since POST would only certify its required curriculum.

The following are viewed as specific advantages and disadvantages of this proposal. This review reflects additional input from academy directors since this proposal was tentatively approved in January 1978.

Advantages

1. Resolves the fundamental issue relative to basic course completion requirements.

2. Resolves the specific question regarding certification of physical training.

3. Precludes future confusion as to whether or not POST training requirements are satisfied.

Disadvantages

1. Some academy directors object to withdrawal of POST certification of local requirements. They express particular concern over withdrawal of certification of physical training.

2. Some academy directors foresee procedural problems if local requirements are not certified. They expect difficulty on POST's part in evaluating whether some training subjects should or should not be certified. For example, they believe that physical training logically can be certified since the proposed, expanded minimum course requires a degree of capability for physical defensive tactics training.

3. Some academy directors foresee logistical problems if local requirements are not certified. They will view it as essential to intermix local requirements with POST requirements. Concurrent presentation of certified and noncertified curriculum might require adjustments in or clarification of reimbursement policy.

Should this policy be approved, staff recommends that the policy be included as a provision of Section D-1, POST Administrative Manual, and that the policy read as follows:

"The POST required curriculum listed below identifies all curriculum which will be certified by POST for presentation in local basic academies. Curriculum not identified below will not be certified for presentation.

Locally required curriculum may, however, be recognized for presentation in the academy. Nothing contained herein should be construed as infringing upon local prerogative to require completion by students of locally determined requirements.

Since many of the POST required learning goals identified below are broad subject guides, confusion is possible regarding whether, in some instances, a topic may be certified as a POST requirement. The following guidelines will be followed in determining whether instructional topics are to be certified:

1. All topics which are compatible with the intent of POST required subject matter are permissible inclusions in the POST certified basic course. Clarification of intent will be made relying upon a review of the performance objectives listed under the questioned learning goal. Performance objectives are found in POST's publication, Performance Objectives for the POST Basic Course.

2. All other topics will be considered local requirements and will not be certified.

Regardless, however, of judgments arrived at under guideline #1, above, regarding intent, the Commission will not certify instructional topics which require that recruits possess special skills or are topics which have high potential adverse impact, unless those instructional topics are specifically identified in the learning goals."

ALTERNATIVES

Should the proposal to certify only POST required curriculum not be approved, the following alternatives may be considered:

A. Continue to certify the entire course, but issue a policy statement clarifying the Commission's position regarding certification. This would put the Commission on record regarding its intent and preclude misunderstanding by academy directors. The policy statement would, subject to Commission approval, read as follows:

"When the Commission certifies presentations of the basic course, the act of certification means:

1. The Commission has been assured that facilities, instructional staff, and course management are adequate.

2. The Commission has been assured that at least the minimum curriculum content and hours of instruction (Section D-1, POST Administrative Manual) will be presented in the basic course.

3. Agreement exists that the Commission will monitor presentations in order to assure conformance of its minimum standards and to maintain quality control.

Certification does not imply the Commission has adopted any locally required training subjects as state level requirements, nor does the Commission take responsibility for the adverse impact of any locally required subject matter."

Advantages

1. Formally establishes POST's position regarding local requirements such as physical training.

2. Resolves certification questions raised when the study of basic course completion requirements was initiated.

3. Allows for formal resolution of these issues without changing the policy of certifying the entire basic course.

Disadvantages

1. Some persons believe the Commission should certify the entire academy presentation, meaning that POST will defend any portion of the course.

B. Continue to certify the entire course including local requirements, but establish an exception relative to physical training. If this alternative was adopted, the Commission would simply articulate a formal policy that until a determination has been made regarding what constitutes a valid defensible physical training program, it will certify no physical training programs at all in the basic course.

Advantage

1. Precludes repetition of the problem that previously surfaced relative to physical training.

Disadvantages

1. Some academy directors have a strong desire to continue to receive certification of physical training.

2. Precludes non-graded as well as graded physical training.

3. Only impacts the physical training issue.

C. Continue to certify the entire course including electives and continue to certify physical training with a more limited exception. The Commission would simply preclude certification of any physical training program that operated on a graded or pass/fail basis. Like the alternative above, this would seem to preclude the identified problem from surfacing again.

Advantages

1. Precludes repetition of the problem that previously surfaced relative to physical training.

2. Allows continued certification of non-graded physical training.

Disadvantages

1. Some academy directors desire continued certification of pass/fail physical training.

2. Only impacts the physical training issue.

D. Continue to certify the entire course including pass/fail physical training, but specify that recruits may be failed for physical training deficiencies only with the agreement and concurrence of the affected department head.

Advantage

1. Would come close to preserving status quo while guarding against repetitions of the previous problem.

Disadvantages

1. Addresses only the physical training issue.

2. Might be construed as putting POST and the academies in an awkward position--some recruits in a class who are deficient are failed while others even more deficient are passed.

3. Leaves the door open for direct action by a failed recruit who might bring suit against POST.

ATTACHMENT D

Commission on Peace Officer Standards and Training

CONSORTIUM COMMITTEE TO STUDY BASIC COURSE
COMPLETION REQUIREMENTS

MINUTES

January 25, 1978

San Diego

The meeting was called to order at 2:10 p.m., Wednesday, January 25, 1978, by Co-Chairman Commissioner William Kolender. A quorum was present.

PRESENT

William Kolender	Commissioner, Co-Chairman
Kay Holloway	Commissioner, Co-Chairman
Jake Jackson	Commissioner
Edwin McCauley	Commissioner
George Tielsch	California Police Chiefs' Assoc.
Wayne Caldwell	CSEA
Win Silva	Community Colleges
John Riordan	PORAC
Robert Wasserman	CPOA
Alex Pantaleoni	CAAJE
Jess Brewer	Los Angeles Police Department

ABSENT

Jim Grant	California State Sheriffs' Assoc.
Dale Rickford	CAPTO

VISITORS

Keith Enerson	Lieutenant, San Diego Police Department

Dennis LaDucer	Lieutenant, Orange Co. Sheriff's Department
John Voss	Captain, California Highway Patrol
Joseph DeLadurantey	Lieutenant, Los Angeles Police Department
Donald Merrell	Assistant Professor, Riverside City College
Donald Moura	Criminal Justice Resource System, San Jose
Archie Sherman	Coordinator, Bakersfield College
David Parker	Director, College of the Sequoias

STAFF PRESENT

William Garlington	Executive Director
Bradley Koch	Director, Standards and Training Division
Otto Saltenberger	Director, Administration Division
Gerald Townsend	Director, Executive Office
George Williams	Bureau Chief, Administration Division
Glen Fine	Bureau Chief and Executive Secretary to the POST Advisory Committee
Georgia Pinola	Secretary, POST Advisory Committee

APPROVAL OF MINUTES OF NOVEMBER 29, 1977 MEETING

A correction to the minutes was requested in a letter to Commissioner Kolender from Committee Member Jack Pearson. He requested that the action regarding Physical Training in the Basic Course, page 4, be amended to read:

> Conduct a thorough study regarding the feasibility of implementing a graded or pass/fail physical training component that meets EEOC requirements, *to be completed by April 1978.*
>
> MOTION by Wayne Caldwell, second by Edwin McCauley, for approval of the November 29, 1977 minutes with the inclusion of the amendment as requested by Jack Pearson. MOTION CARRIED.

REVISED BASIC COURSE OUTLINE & MINIMUM HOUR REPORT

Gerald Townsend, Director, reported that a chart has been developed indicating total instructional hours for all academies and actual hours being taught in required subject areas. It also shows the average length of academy instruction, original time estimate for each of the functional areas, and a "staff recommendation" for minimum instructional hours by functional area.

Mr. Townsend reported the Basic Course Revision Consortium, after reviewing the chart, was not in opposition to 400 hours with the understanding it would be subject to a public hearing in April.

A proposed new Commission Procedure D-1, Basic Course Requirements, was distributed to Committee members.

REVIEW OF RECOMMENDATIONS FROM NOVEMBER 29, 1977 MEETING

Committee members reviewed their recommendations from the November 29 meeting. The disposition of the resolution of those recommendations are as follows:

1. Using the Revised Basic Course Outline as a guide, upgrade the existing POST Minimum Basic Course hours and performance objectives be used only as an instructional methodology.

   The proposed Procedure D-1 describing a new 400-hour basic course requirement was reviewed. There was agreement the "performance objectives" methodology should be encouraged, but not required. The following action was taken:

   > MOTION by Win Silva, second by Edwin McCauley, the Committee recommend to the Commission (1) the draft Procedure D-1 be used as the Commission's guide proposal, (2) it be subject to public hearing in April 1978, and (3) staff receive as much input as possible for testimony to be given before the Commission at the public hearing. MOTION CARRIED.

2. Exclude locally determined elective subject matter from inclusion under certification of presentations of the Basic Course.

   > MOTION by Jake Jackson, second by Wayne Caldwell, the "Basic Course" be defined and everything outside this definition be considered elective subject matter in order to facilitate a standardized Basic Course throughout the State. MOTION CARRIED.

3. Approve elective curriculum for Basic Training under separate certification.

   William Garlington advised the Committee that should electives be certified the field might assume that reimbursement would be provided by the Commission. There was agreement that the word "certified" should not be used.

MOTION by Jake Jackson, second by Kay Holloway, the Committee recommend to the Commission that elective subject matter over and above the Basic Course (400-hour minimum) would be approved by POST, not certified. MOTION CARRIED. (Opposed: Alex Pantaleoni)

Concerns expressed by those attending the meeting included:

- Alex Pantaleoni stated that he wanted the Committee to recognize the hardship put on academies that train other than their own people. He speculated if there is no approval or acknowledgement by the Commission of the electives, a student would be motivated to take just the required minimum hours approved by POST.

- Joseph McKeown asked the Committee to be aware that most of the academy representatives on the Basic Course Revision Consortium have stated there is no way they can teach the new performance objectives in less than 500 hours. He stated the minimum, 400 hours, will be less than required to teach the performance objectives. He also stated that setting a 400-hour minimum reimbursement with no reimbursement for electives will take away local departments' say in what will be taught.

  Commissioner Kolender pointed out that performance objectives are not being mandated at this time; and if they are in the future, minimum hours will be reviewed.

- Archie Sherman expressed his belief the Committee was perpetuating the present system of circumventing completion of the whole academy and encouraging completion of just the minimum--meeting POST requirements. He stated that everything that is job related should be certified.

4. Recognize the advisory committees' recommended physical training as elective segments in addition to the certified Basic Course.

Most discussion of this item centered on whether physical training would be part of the certified basic course.

Ed Doonan stated that he has participated in the Basic Course Revision Project for the past three years and physical training has been a point of question. In view of the fact that there will be a public hearing in April, he felt this issue should not be acted upon at this time. Due to the fact there has not been enough research on this subject, he suggested this item be deferred until further study has been completed.

CONSENSUS of the Committee was this issue was covered under Item #3 above and is, therefore, a mute issue which does not require action by the Committee.

5. POST staff conduct a feasibility study to implement a graded or pass/fail physical training component that meets EEOC requirements. This study to be completed by April 1978.

   Glen Fine explained to the Committee that existing staff is committed at present to the job analysis project and could not complete this study by April without jeopardizing the ongoing project.

   MOTION by Win Silva, second by Edwin McCauley, the Committee recommend to the Commission that in view of the fact that staff feels it will take at least 30 man-days to complete the study and taking into consideration staff time constraints, the recommendation be amended to read, "...to be completed by January 1, 1979". MOTION CARRIED. (Opposed: Alex Pantaleoni)

   Alex Pantaleoni stated he opposed the motion because he believed the problem was too critical to be postponed for another year.

6. Withhold a decision and request further study of alternatives or the entire equivalency (BCEE) waiver problem.

   MOTION by Wayne Caldwell, second by Win Silva, the Committee recommend to the Commission that upon approval of the 400-hour minimum staff evaluate the number of waivers submitted to POST and provide quarterly reports to the Commission on the results to determine problems, e.g., are we lowering standards. MOTION CARRIED.

REVIEW OF IMPLEMENTATION SCHEDULE

The Committee was presented a time schedule for upgrading the POST Basic Course. The schedule calls for a public hearing by the Commission on April 20, 1978, and the implementation of approved changes on July 1, 1978.

MOTION by Robert Wasserman, second by Wayne Caldwell, the implementation schedule be approved as written. MOTION CARRIED.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 3:20 p.m.

Georgia Pinola

GEORGIA PINOLA
Secretary

EFFECTIVE DATE FOR CHANGES IN THE BASIC COURSE

The Consortium Committee has recommended that proposed changes become effective July 1, 1978.

ANALYSIS

The academies should have no difficulty in converting to proposed curriculum requirements and a minimum 400-hour course by July 1, 1978. All academies currently teach 400 hours plus and many are already teaching the proposed curriculum. No problem, therefore, should be expected in applying the proposed higher training standard to recruits trained after July 1.

Some concern, however, has been expressed in some jurisdictions about applying the proposed higher standard to new hires for whom equivalency evaluations are requested. These new hires would be principally reserve officers who have been told that completion of a 200-hour plus reserve academy will enable them to meet POST's minimum training requirement. Apparently, many reserve officers who desire employment as regular officers are working for jurisdictions which desire to employ them when vacancies occur.

Spokesmen for some of these affected jurisdictions have urged a delay (until perhaps January 1, 1979) to give them more time to hire reserves as regulars under the existing 200-hour training requirement. Should a higher requirement become effective July 1, they say:

1. It would be unfair to reserves and "open enrollment" students who have been told that completion of the reserve academy will satisfy POST training requirements through equivalency.

2. It will hamper the jurisdictions' financial capability to fill vacancies, especially if the Jarvis/Gann Initiative passes in June.

Some of these same spokesmen have urged an alternative be considered. The alternative would be to apply the new higher training standard only to persons who commence training after July 1 and, therefore, deem all persons who have already completed the equivalent of POST's 200-hour minimum requirement qualified for future employment without further training.

ALTERNATIVES

1. Accept the Consortium Committee's proposal that changes be effective July 1, 1978.

2. Delay implementation of new requirements until January 1, 1979.

3. Establish July 1, 1978, as the effective date, but specify an exception: For purposes of employment of new officers for whom equivalency waivers are requested, the existing 200-hour minimum basic training requirement shall apply if the hiree's training occurred before July 1, 1978. Provisions of this exception expire January 1, 1979.

STATE OF CALIFORNIA

EDMUND G. BROWN JR.
GOVERNOR

Department of Justice

EVELLE J. YOUNG
ATTORNEY GENERAL

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

March 1, 1978

BULLETIN: 78-5

SUBJECT: REVISION OF BASIC TRAINING REQUIREMENTS

The POST Commission is currently considering revision of Commission Procedure D-1 by substantially expanding subject matter requirements for the basic course and increasing the minimum hours required for instruction. The Commission has scheduled a public hearing on this issue. Interested persons are invited to attend and present their views.

DATE: April 20, 1978

TIME: 10:00 a.m.

PLACE: Oakland Hilton Inn - Terrace Rooms
#1 Hegenberger Road
Oakland International Airport
Oakland, California

Proposed changes to be acted upon by the Commission following the public hearing would, if adopted, become effective July 1, 1978, and consist of the following:

1. Increase the existing minimum instructional time requirement from 200 to 400 hours.

2. Modify and expand the subject matter required to be presented in the basic course.

These changes have been proposed by a study committee which included POST Commissioners and representatives of law enforcement and educator/trainer groups. Major reasons advanced for the proposed changes are the following:

1. The existing 200-hour curriculum has not been revised since 1964. Since that time the law enforcement officer's job has become more complex. New Laws, court decisions, and societal changes have focused greater attention to the training of recruit officers.

2. The Legislature in the past few years has mandated more than 100 hours of training, i.e., First Aid, CPR, Traffic Investigation, PC 832, Sex Crimes, etc. It is suggested these mandates be included in the basic course requirements to legally prepare a recruit officer for the job.

3. Many reserve officer academies meet or exceed the existing 200-hour basic training requirement while "regular" basic academies all exceed 400 hours. Increasing numbers of reserve officers are hired and basic course equivalency waivers are requested based upon reserve officer training that approximates POST's present 200-hour requirement. This circumvents the normal basic training process for regular officers.

4. Also, due to the disparity between the 200-hour minimum and the greater length of certified courses, there is a continuing increase in the number of requests for waivers of the basic course from out-of-state officers seeking employment in California. Many of these applicants, on the basis of having completed 200 hours of training, are able to circumvent the normal basic training process.

The Commission will also, following this hearing, consider a policy change which would affect basic course certification. If adopted, POST would in the future certify only POST required curriculum as the "Basic Course". Locally determined elective subject matter would be approved but not covered by course certification.

The essential reason advanced for this policy change is to preclude problems that arise when trainees in the presently certified basic academies successfully complete all POST required subjects but fail non-required subjects. The major effect of adoption of this policy change on basic course certification would be to exclude physical training from certification coverage. All existing physical training programs included in basic training would continue as local requirements.

Interested persons are encouraged to communicate their views on these proposals. All written communications received will be considered by the Commission at the public hearing.

A complete copy of proposed Procedure D-1 including revised basic training curriculum requirements can be obtained by writing or calling the POST staff. Those desiring additional information about proposed changes or about the public hearing should contact Executive Director William Garlington or Bureau Chief Glen Fine at (916) 445-4515.

LOUIS L. SPORRER
Chairman

OFFICE OF CHIEF OF POLICE

CITY OF SAN MATEO
INCORPORATED 1894
CALIFORNIA

2000 SOUTH DELAWARE STREET
SAN MATEO, CALIFORNIA 94403
TELEPHONE 415 574-6820

March 9, 1978

Mr. William R. Garlington
Executive Director, P.O.S.T.
7100 Bowling Drive, Suite 250
Sacramento, California 95823

Re: April 20, 1978
Hearing-OAKLAND.

Dear Mr. Garlington:

Please add my name to those of other Chiefs of Police that support the expanding of the Basic Course hours to a total of 400 hours minimum. With the mounting complex problems facing law enforcement in today's society there is a need for enlarging the base of education that new officers stand upon.

Sincerely,

J.L. Coppock
Chief of Police

JLC/RH/rh

LOS ANGELES POLICE DEPARTMENT

ROBERT F. ROCK
~~EDWARD M. DAVIS~~
Chief of Police

TOM BRADLEY
Mayor

Mailing Address: Box 30158
Los Angeles, Calif. 90030

Ref. No. 485-3151
2.2

March 9, 1978

Mr. William Garlington
Executive Director
Commission on Peace Officer
Standards and Training
7100 Bowling Drive, Suite 250
Sacramento, California 95823

Dear Mr. Garlington:

We have reviewed the Revised Commission Procedure D-1, Training, BASIC COURSE, and the subject of elective course training. There are certain considerations regarding these matters which we believe should be brought to your attention.

With the exception of 1-10.N., Handgun/Night/Range (Target), the Basic Course subjects by functional areas and learning goals are acceptable insofar as this Department retains the prerogative to determine the time allotment and emphasis to be given a particular learning goal consistent with the functional area time minimums. This, however, is not an incremental endorsement of the Basic Course Revision Project. As you are aware, we previously indicated certain objections to that project and those objections are still valid. The exception noted (1-10.N.) is not a part of our training program.

The question of elective course training and separate course approval by P.O.S.T. is of concern to us. As you indicated at our meeting of February 16, most of our training subject matter qualifies as certified training within the 12 functional areas. The only exception you noted, and thus the only training considered as subject to elective classification, is our physical training. Our job analysis, outside consultants and a federal court have all related the Department's physical training portion of the Basic Course training to the functional areas required. It is our opinion, and that opinion is supported as noted, that our physical training is a part of the functional areas of required training and thus not elective.

These considerations are offered so that you may include our concerns when presenting these matters for Commission review.

Please be assured of our continuing cooperation on matters of mutual concern.

Very truly yours,

ROBERT F. ROCK
CHIEF OF POLICE

BARRY M. WADE, Deputy Chief
Commanding Officer
Personnel and Training Bureau

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
Public Hearing - Regulation Changes for Specialized Law Enforce. Cert. Program		April 20-21, 1978
Division: Executive Office	Division Director Approval:	Researched By: Harold Snow
Executive Director Approval: W. R. Gallington	Date of Approval: 3-24-78	Date of Report: March 22, 1978

Purpose: Decision Requested [X] Information Only [ ] Status Report [ ] Financial Impact Yes [ ] (See Analysis per details) No [ ]

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 the January 26-27 meeting, the Commission approved for public hearing changes to the regulations for the POST Specialized Law Enforcement Certification Program. (See Attachment A.) Attachment B contains the detailed regulation changes.

A public meeting of agencies participating in the Program and other interested persons was held on March 29 for the purpose of explaining the proposed changes and receiving comment. Attachment C summarizes these comments, related correspondence, and Advisory Committee recommendations.

Attachment D contains the staff report previously submitted to the Commission at the January 26-27 meeting which contains various alternatives.

List of Attachments:

A. Notice of Public Hearing (Bulletin 78-6)
B. Detailed Regulation Change Proposals
C. Input from Specialized Agencies and POST Advisory Committee
D. Staff Report on Alternatives

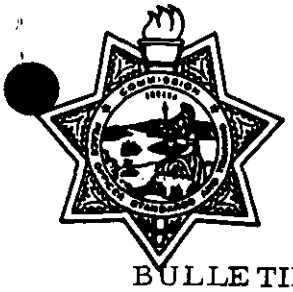
Utilize reverse side if needed

STATE OF CALIFORNIA

EDMUND G. BROWN JR.
GOVERNOR

Department of Justice

EVELLE J. YOUNGER
ATTORNEY GENERAL



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

March 10, 1978

BULLETIN: 78-6

Subject: NOTICE OF PUBLIC HEARING
Specialized Law Enforcement Certification Program

In accordance with the provisions of the Administrative Procedure Act and pursuant to the authority vested by Section 11422 of the Government Code, NOTICE IS HEREBY GIVEN that a hearing will be held by the Commission on Peace Officer Standards and Training:

10 a.m., April 20, 1978
Oakland Hilton Inn - Terrace Room
#1 Hegenberger Road
Oakland International Airport
Oakland, California

This hearing will be concerned with POST Regulation changes which relate to standards for (1) the POST Specialized Law Enforcement Certification Program, and (2) Penal Code Section 13510.5 (Training Standards for Specified State Agencies), and, effective July 1, 1978, will include:

1. Incorporation of Specialized Regulations into Title 2 of the California Administrative Code.

2. Amend Section S-105 to read:

S-105. Standards for Training.

(a) ~~Specialized Law Enforcement~~ Basic Course (Required)

(1) Every trainee must complete the certified Basic Course ~~prescribed for his/her category (Specialized Police, Investigators and Marshals)~~ within 12 months from the date of his/her appointment as a regularly employed specialized peace officer.

(2) Requirements for the Basic Course ~~applicable to Specialized Police, Investigators, and Marshals,~~ are set forth in PAM, Section D. ~~"The Specialized Police, Investigators and Marshals Basic Courses.~~

NOTE: This change will result in the decertification of currently certified Specialized Basics.

S-105. Standards for Training - cont.

(d) Advanced Officer Course ~~(Optional)~~ Required

(1) Every specialized peace officer below the rank of first-level supervisory position, as defined in Section S-101 (g), ~~should~~ shall complete the certified Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course.

3. Add Section S-112 to read:

S-112. Training Standards for Specified State Agency Peace Officers

Penal Code Section 13510.5 requires POST to adopt training standards for specified State Agency peace officers. The Basic and Advanced Officer Courses are designated as the training standard.

4. Add Section S-113 to read:

S-113. Standards for Agency Entry Into Program

(a) Only agencies whose peace officers perform enforcement or investigative duties, as defined by the Commission, are eligible for participation.

(b) Submission of a certified copy of an ordinance , or in the case of agencies not empowered to pass ordinances or resolutions - a letter of intent as prescribed by the Commission, is required.

(c) At the time of application for entry into the program, the Specialized Law Enforcement Agency must submit a schedule which insures that all its presently employed peace officers will meet POST training standards within a reasonable period of time.

NOTE: Agencies currently in the program are not required to adhere to this regulation.

5. Commission Procedural Changes

a. Specialized Program participants will become eligible for the POST Supervisory and Management Certificate.

b. Effective July 1, 1978, the moratorium on entry of new agencies into the Specialized Program is removed.

Notice is also given that any person interested may present statements or arguments orally or in writing relevant to the action proposed at the hearing. Written communications should be directed to:

William R. Garlington
Executive Director
Commission on POST
7100 Bowling Drive, Suite 250
Sacramento, California 95823

Complete copies of the Specialized Program Regulations may be obtained upon request to POST.

The Commission has determined that the above regulations will create no new costs to local government, pursuant to Section 2231 of the Revenue and Taxation Code since the Specialized Law Enforcement Certification Program is voluntary.

LOUIS L. SPORRER
Chairman

STANDARDS FOR EMPLOYMENT (continued)

(5) Be examined by a licensed physician and must meet the requirements prescribed in PAM, Section C, "Physical Examination."

(6) Be interviewed personally prior to employment by the department head or his/her representative(s), to determine his/her suitability for the police service including such things as the recruit's appearance, personality, maturity, temperament, background and ability to communicate.

(7) At the date of hire or within 24 months have been awarded by an accredited college and/or university no less than 6 college and/or university semester units or 9 quarter units as authorized by the Commission.

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

(c) All requirements of Section 102 of the Specialized Regulations shall apply in each and every case of lateral entry, as defined in Section 101(i), regardless of the rank to which the person is appointed, unless waived by the Commission. This section does not apply to any person who was a regular, full-time officer, as defined in Section 101(m), prior to July 1, 1974.

S-103. *Notice of Peace Officer* Appointment. Whenever a specialized peace officer is newly appointed, or enters a department laterally, the department shall notify the Commission within 30 days of the appointment on a form approved by the Commission.

S-104. Conditions for Continuing Employment

(a) Every specialized peace officer employed by a department shall be required to serve in a probationary status for not less than 12 months.

(b) Every specialized peace officer employed by a department shall at the date of hire or within 24 months have been awarded by an accredited college and/or university no less than 6 college and/or university semester units or 9 quarter units acceptable to the Commission.

S-105. Standards for Training

(a) ~~Specialized Law Enforcement~~ Basic Course (Required)

(1) Every ~~trainee must~~ person shall satisfactorily complete the certified Basic Course ~~prescribed for his/her category (Specialized Police, Investigators and Marshals)~~ within 12 months from the date of his/her appointment as a regularly employed specialized peace officer.

(2) Requirements for the Basic Course ~~applicable to Specialized Police, Investigators, and Marshals,~~ are set forth in PAM, Section D. ~~"The Specialized Police, Investigators and Marshals Basic Course."~~

(b) Supervisory Course (Required)

(1) Every specialized peace officer promoted, appointed or transferred to a first-level supervisory position shall have satisfactorily completed the Certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

(2) Requirements for the Supervisory Course are set forth in PAM, Section D, "The Supervisory Course."

STANDARDS FOR TRAINING (continued)

(c) Management Course (Required)

(1) Every specialized peace officer promoted, appointed or transferred to a Middle Management position shall have satisfactorily completed the Certified Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer.

(2) Requirements for the Management Course are set forth in PAM, Section D, "The Management Course."

(d) Advanced Officer Course ~~(Optional)~~ - (Required)

(1) Every specialized peace officer below the rank of first-level supervisory position as defined in Section 101 (g) ~~should~~ shall complete the certified Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course.

(2) Requirements for the Advanced Officer Course are set forth in PAM, Section D, "The Advanced Officer Course."

(e) Executive Development Course (Optional)

(1) The Executive Development Course is designed for department heads. Specialized peace officers occupying middle management positions or above may attend provided the officers have satisfactorily completed the certified Management Course. The Executive Development Course is optional.

(2) Requirements for the Executive Development Course are set forth in PAM, Section D, "Executive Development Course."

(f) Technical Courses (Optional)

(1) Technical Courses are designed to develop skills and knowledge in subjects requiring special expertise. The courses are optional.

(2) Requirements for Technical Courses are set forth in PAM, Section D, "Technical Courses."

(g) Special Courses (Legislatively Mandated)

(1) Special Courses are mandated by the Legislature.

(2) Requirements for Special Courses are set forth in PAM, Section D, "Special Courses."

(h) Seminars (Optional)

(1) Seminars are designed to study and solve current and future problems encountered by specialized law enforcement agencies. Enrollment is open to any rank. Seminars are optional.

(2) Requirements for Seminars are set forth in PAM, Section D, "Seminars."

S-106. 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 S-105 of the Specialized Law Enforcement Certification Program Regulations upon presentation of evidence by a specialized law enforcement department that a specialized peace 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 circumstance.

(b) The Commission may grant an extension of time for any course required by Section S-105 of the Specialized Law Enforcement Certification Program Regulations upon presentation of evidence by a department that a specialized peace officer was unable to complete the required course within the time 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.

S-107. Waiver for Equivalent Training. The Commission may waive the requirement for the completion of any course required by Section S-105 of the Specialized Law Enforcement Certification Program Regulations upon presentation of documentary evidence by a department that an officer has satisfactorily completed equivalent training.

S-108 Certificates and Awards

Certificates and awards, e.g., Basic Certificates through and inclusive of Management Certificates, may be presented by the Commission ~~for the purpose of raising the level of competence of specialized law enforcement agencies and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals,~~ as provided for in Regulation Section 1011.

~~(b) Certificates and awards remain the property of the Commission and the Commission shall have the power to cancel or recall any certificate or award when:~~
~~(1) the certificate was issued by administrative error;~~
~~(2) the certificate was obtained through misrepresentation or fraud;~~
~~(3) the holder has been convicted of any crime involving moral turpitude;~~
~~(4) the holder has been convicted of a felony; OR~~
~~(5) other due cause as determined by the Commission.~~

~~(c) Specialized Law Enforcement Certificates are established for the prupose of fostering professionalization, education and experience necessary to perform adequately the duties of specialized public law enforcement services such as those performed by special investigators, campus police, police officers of the California State Police Division, marshals, and such others as may be deemed appropriate by the Commission. Requirements for Specialized Law Enforcement Certificates are set forth in PAM, Section F, "Specialized Law Enforcement Certification Program."~~

S-109. Certification of Courses

(a) The Commission shall certify those schools deemed adequate to effectively teach one or more of the prescribed courses. The identity of each school so certified shall be periodically published and distributed by the Commission.

(b) The Commission may certify courses. Criteria for certification include, but are not limited to: a demonstrated need and compliance with minimum standards for curriculum, facilities, instructors and instructional quality.

(c) Certification may be revoked by action of the Commission whenever a school is deemed inadequate or no longer presents certified courses. In such event, the sponsoring agency of said school and the head of each department whose trainees participate in the school shall be notified by the Commission. The school may be recertified by the Commission when it deems the deficiencies have been corrected.

(d) Certification of courses may be revoked by action of the Commission when:

(1) there is no longer a demonstrated need for the course;

(2) there is failure to comply with standards set forth in (a) above; OR

(3) there are other causes as determined by the Commission.

S-110. Code of Ethics. The Law Enforcement Code of Ethics, as prescribed in PAM, Section C, "The Law Enforcement Code of Ethics," shall be administered as an oath to all trainees during the Basic Course.

S-111. Services Provided by the Commission

(a) In accordance with Section 13503(e) Penal Code, the Commission may develop and implement programs to increase the effectiveness of law enforcement, and when such programs involve training and education courses to cooperate with and secure the cooperation of state-level officers, agencies, and bodies having jurisdiction over systems of public higher education in continuing the development of college-level training and education programs.

(b) The Commission may periodically publish or recommend the other governmental agencies publish curricula, manuals, lesson plans and other material to aid local departments and specialized agencies in achieving the objectives of the Act.

S-112. Training Standards for Specified State Agency Peace Officers.

Penal Code Section 13510.5 requires POST to adopt training standards for specified State Agency peace officers. The Basic and Advanced Officer Courses are designated as the training standard.

S-113. Standards for Agency Entry Into Program

(a) Only agencies whose peace officers perform enforcement or investigative duties, as defined by the Commission, are eligible for participation.

(b) Submission of a certified copy of an ordinance, or in the case of agencies not empowered to pass ordinances or resolutions -- a letter of intent as prescribed by the Commission, is required.

(c) At the time of application for entry into the program, the Specialized Law Enforcement Agency must submit a schedule which insures that all its presently employed peace officers will meet POST training standards within a reasonable period of time.

State of California

Department o

D-4

ATTACHMENT "C"

Memorandum

To : POST Commissioners

Date : April 11, 1978

Executive Director

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

Subject: Results of Specialized Agency Input on Proposed Regulation Changes

In order to explain and receive comments on the proposed regulation changes concerning the Specialized Law Enforcement Certification Program, a meeting was held at POST on March 29, 1978. The meeting was well-attended with 26 agencies represented. In summary, there were four generalized conclusions from testimony of participants.

1. Generally, the uniformed police agencies support the regular Basic, but most investigative agencies object to the 400-hour regular basic training requirement. Arguments presented in opposition to the proposed 400-hour regular Basic Course included increased costs, budgetary limitations, and lack of relevancy of training.

   Alternative:

   - For specialized police and marshals' agencies already in the Program, adopt a two-year dual-track regular or specialized Basic Course, and effective July 1, 1980, the Regular Basic Course becomes the requirement.
   - For specialized investigative agencies, maintain the 200-hour minimum Specialized Investigative Basic with the following stipulations:
     a. Task the specialized investigative agencies to jointly study and develop a recommended Specialized Investigative Basic Course.
     b. By July 1, 1980, the Commission review the effectiveness and desirability for continuation of the Specialized Investigative Basic.

2. Those in attendance were in agreement POST certificates should delete the title "Specialized" and substitute each agency's name.

3. Some specialized agencies desire to have Executive Certificates made available to "eligible" persons in the Program.

4. Those in attendance agreed the training standard pursuant to Penal Code Section 13510.5 should be only the Advanced Officer Training requirement.

All other proposed regulation and procedural changes were supported.

Detailed minutes from this meeting are attached. The file of related correspondence will be available at the hearing.

Bill

WILLIAM R. GARLINGTON

D4

Attachment "C"

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Specialized Law Enforcement Agencies Meeting
March 29, 1978

A meeting was held on March 29, 1978, at POST headquarters in Sacramento, to receive input from the specialized law enforcement agencies in California. Several proposed changes in the POST regulations for the Specialized Certification Program were discussed.

The meeting was well-attended with 26 agencies represented. The following are highlights of the testimony. A recording of the complete proceedings is on file at POST headquarters.

Jack Barney, Senior Special Investigator, D. M. V.

Section S-105 (a) - Basic Course (Required): (In part). . . Only 40 to 50% of the 400 hours training would be relevant to our needs. We would recommend replacing some of the required topics with investigative techniques that we need rather than uniform police training, and set up an advisory board among the specialized agencies to give input to POST on the performance objectives that are meaningful and relevant for our needs. If we have to go 400 hours, let's make it what we need and not something somebody says we have to have in order to get a certificate. Training should be relevant and meaningful.

Dick Bendel, D. M. V., requested a memo be read into the record from Frank Broadhurst, Chief of Staff, Division of Compliance, D. M. V., which addressed the following points, in part:

S-105:

1. Doubling required minimum hours should be substantiated by proven need. We would appreciate an opportunity to review the study substantiating the findings.

2. Has the Specialized Basic Program been assessed as being unnecessary, ineffective, or in some manner inappropriate?

3. We question the relevancy of a 400-hour regular basic, oriented predominantly toward the uniformed street patrolman, to a special investigative entity which requires unique and different training.

4. Even if a newly-appointed investigator possesses the Regular Basic Certificate, he is required to attend the Specialized Basic Course to qualify to assume special investigator duties. Thus requiring 80 hours of additional training above the 400-hour Basic.

5. This degree of initial training is excessive and beyond our needs; also, beyond our ability to fund.

Mr. Broadhurst proposed POST modify its position as follows:

1. That POST retain the Specialized Program in its present form; especially if the person possesses an appropriate college degree.

2. That, if the foregoing is unacceptable because of a true need for expanded basic training, a longer course should still incorporate the specialized block of courses applicable to each agency's duties; or at least a block of general investigative subjects which are somewhat relevant to all investigative agencies.

3. Establish a dual-track course wherein the specialized departments can split off from the other groups and receive special training of such common and general nature.

Ken Schrimp, Fresno Community College Police

S-108 My agency requires POST basic training for the officers. They perform general law enforcement services, and it is not fair to stigmatize the officer by putting "specialized" on his certificate. This jeopardizes reciprocity.

Wayne Caldwell, Department of Fish and Game, and POST Advisory Board

S-108 There is no reason to differentiate the certificates. The stigma of the word "specialized" should be removed.

Dick Diltz, Department of Forestry

S-105 We do not hire recruits. People who become peace officers in our department have been working for Forestry for at least five years and are required to successfully pass a 240-hour specialized training course. The 400-hour requirement would not enhance our ability to carry out our mission. The extra training would cost $2,500 per student just for salary and benefits, plus $11 per day per student in our academy, and a loss of two man-years per class. This would total an additional $43,000 per class.

Our Specialized Basic POST-approved 240-hour course teaches all necessary general peace officer subjects required to turn out a fully qualified peace officer, and it places emphasis in those areas that are primary duties, i.e., enforcement of forest and fire laws and arson investigation.

Our entire 240-hour course is taught by performance objectives. To arbitrarily add 160 hours of unnecessary subject matter not relevant to our peace officers' duties, violates every principle of performance objectives.

In summary: It is felt we will have to pull out of the program if it goes

this way. POST's purpose is to promote professionalization with all law enforcement. We are not trying to sidestep training requirements, and want to continue, but want cost-effective training.

In response to POST's statement that there are very few specialized courses available; if they are meeting the needs of the specialized agencies, that is what is necessary.

R. C. Randolph, Marshal, San Bernardino County

We are being told we're facing a 30% cutback on the local level which will make it very difficult to get additional funds for training (Jarvis-Gann Initiative). Our main concern is keeping our academy. How are we going to get our academy certified as a regular academy?

S-105(d) There is no problem with requiring Advanced Officer Course training. Also agree with specialized program participants becoming eligible for POST Supervisory and Management Certificates.

George Reese, Deptuy Director, Alcoholic Beverage Control

S-105 I would like to go on record as being in basic agreement with the positions stated by both DMV and the Forestry Department. This would mean $100,000 additional salaries and loss of about $2\frac{1}{2}$ manyears per year; and this does not include per diem which would be a big factor.

We are not opposed to training, but would suggest that you first look at agencies involved to find out where they are deficient. We only want to be involved in meaningful, essential training.

John Thomassen, Chief, Division of Investigation; Consumer Affairs

S-105 I concur with the statements so far. Has there been a problem with the specialized people that an increase from 200 to 400 hours was necessary? If there is a problem, it would be my suggestion to look into that area to see what was necessary to bring it up to standard. The 200 hours has been very adequate for us.

In addition to theSpecialized Basic Course, our people are trained in specifics relative to the 32 licensing agencies we service. In addition to the expense of the additional training, it would impose a burden upon us because of our excessive workload.

Jim Wictum, Patrol Inspector, Department of Fish and Game

S-105 We are in agreement with the other specialized agencies with the problems that are inherent with increasing the training requirement to 400 hours. We have always sent our officers to the basic academy and received 400+ hours of training. We recently have become convinced that a particular specialized school is able to give a better course for our people in less hours. We think

J. Wictum, Dept. of Fish and Game - cont.

there might be an unfortunate tendency to equate hours with quality, and we don't think this is necessarily the case. Our problem with the 400 hours is that it is an academic solution to the training problem. We have not been able to validate that this academic training is that valuable. We are looking at a shorter core program, and will look into a field training program to answer the specialized needs of our agency. Our problem is -- where are we going to cut? If we have to use the extra money (for 400 hours) and continue to put this into a classroom type situation, we will have to cut back somewhere, and it might be a more viable area. We would like POST to look at something more flexible where we would not be locked into an automatice 400-hour program which even by the most liberal interpretation has 70-80 hours that are essentially worthless for our uniformed officers doing patrol work.

James D. Latham, Investigation, Department of Health

S-105 We can see no use for the majority of training included in the Basic Course. The cost of 400 hours of training would never be supported by the Department. We would request that the Specialized Course be continued.

Jack F. Smyre, Park Safety and Enforcement Supervisor

S-105 Our Director objects to the increase, but if it is approved by the Commission, we will comply. We do request that the flexibility of the course content and minimum hours of subject content be exercised so that we could have some of those things that our peace officers run into in a park setting.

S-105(d) We support the Advanced Officer Training requirement.

We request the moratorium be removed and that our certification be approved. We would hope all of our past trainees would be grandfathered into the certification program.

S-108 We do not agree with issuing "Specialized" Certificates and "Regular" Certificates. The professional certificates all should be the same.

Robert D. Bryan, Fremont Community College District

Mr. Bryan stated in summary the community colleges serve the total community, and would like to apply in order to professionalize all of their people. Regarding issues at hand:

S-105: In agreement
S-112: "We are not a state agency so will make no comment."
S-113: In agreement.

We request that the moratorium on entry of new agencies into the Specialized Program be removed.

J. Patrick Carter, Superintendent, Atchison, Topeka & Santa Fe Railway Co.

In summary, the Santa Fe is in agreement with the mandated training requirement. The railroad also requires some specialized training. Recommends this philosophy for all specialized agencies.

W. J. Gregoire, Jr., Vice-President, San Bernardino County Marshals' Assoc.

S-105 The Association would like to go on record as being in favor of expanding training with certain realistic limitations as to who is paying the bill. Since POST in not going to be paying the bill, there has to be some realistic outlook as to who is paying the freight. If we're all going to go through a 400-hour academy and add on adjuncts, then there is no reason for a "Specialized Program". The reimbursement could be handled administratively.

S-108 We resent the "specialized" stigma associated with the certification program. Restrains the ability for lateral movement.

B. Bendel, D.M.V.

S-105 In the Specialized Program there are two sets of requirements -- those in uniform have one set and investigative personnel have another. Both groups should recognize each others needs. We are looking at a two-track system within the specialized group. Would the Commission allow the specialized agencies to develop a core course that investigative agencies could use and time to do it? We should recognize the differences in the requirements and try to work together.

Larry Richey, Deptuy Director, Department of Forestry

S-105 We are looking at two areas -- the uniformed patrolman of the Parks who may need the Basic Course to meet their needs -- and the kind of cost-effective training to meet our particular needs in the Specialized Course. As you look at the specialized groups that may want to come in, it is a responsibility to look at the kind of work they do to decide if the Basic Course or a specialized course fits their needs. We are all supposed to be spending the money on cost-effective training to meet our particular responsibility on the job. We have worked hard for professionalization and will continue to do so, but to be told for some arbitrary reason 400 hours is a magic number for basic training needs doesn't solve the problem. We would suggest POST look at our course to see where we are deficient.

S-112 Training Standards for Specified State Agency Peace Officers

There was verbal consensus that those objecting to the Regular Basic Course as being the training standard for the Specialized Program, would also object to POST designating the Basic Course as the training standard to comply with 13510.5 P.C.

There was no objection voiced to required advanced officer training.

S-113 Standards for Agency Entry

In response to a question on grandfathering:

Snow: "Should the Commission adopt everything here as presented, the existing peace officers in your agency would be judged for purposes of grandfathering on the basis of the current standard. We would not retroactively apply the increased training standards."

There was concurrence with the proposed standards for agency entry.

Procedural Changes

- Eligibility for POST Supervisory and Management Certificates

G. Reese, A.B.C.: If a man meets the prerequisites as spelled out in the regulations, and is determined to be the department head, he should be eligible for the Executive Certificate in the Specialized Program, also.

K. Schrimp,Community College Police: If the Executive Certificates is excluded from the specialized ares, it would be classified as another "specialized" stigma.

- Removal of Moritorium on Entry of New Agencies

Unanimous support was received for removal of moritorium on entry of new agencies in the Specialized Program.

I. Kauffman
Recording Secretary

ALTERNATIVES

ANALYSIS

A. Curriculum:

1. Basic Training

Alternatives:

a. Maintain the status quo.

In the 1976 survey of agencies participating in the POST Specialized Program, the majority responding indicated the training they received was inadequate and not relevant to their specific needs. The curriculum for the specialized basics became effective January 1, 1970 and has not been revised since then. Even though the Basic Course Revision Project is underway to update the regular basic, no similar effort has been undertaken for the specialized basics.

b. Update the curriculum standards for the specialized basics (police, investigators, marshals).

Such a revision effort would require a moderate amount of staff time. With the diversity of agencies participating in the Specialized Program, there is likelihood that even revised basic curriculum may not satisfy everyone.

c. Discontinue certifying specialized basic courses and modularize the regular basic creating a universal core with required additional short courses for each specialized discipline (police, sheriff, marshals, investigators).

This alternative assumes there are some universal skills and knowledge common to all peace officer groups. At the same time there are training needs peculiar to specialized disciplines which are not uniformly and systematically met in the basic course. For example, some regular basic courses contain jail operations for sheriffs deputies while other basics include traffic accident investigation to the degree necessary to satisfy CVC 40600 for city police. A similar analogy can be made with respect to investigators needing additional investigative techniques while marshals require additional civil process content. The difficulty with this proposal is that most basic academies are not now geared to accomodate this degree of specialization. However, this alternative would help facilitate certificate interchangeability.

A. Curriculum (continued)

d. Discontinue specialized basic courses and require completion of the regular basic by all peace officers participating in the POST Certification Programs.

Requiring all peace officers to participate in the program would overcome the frequently expressed problem that there are insufficient presentations and too few specialized basic courses. Specialized agencies have, as a consequence, satisfied basic course requirements through frequent use of the equivalency process. Over 50% of specialized certificates are issued on the basis of equivalency, which takes a great deal more staff time than does certificate issuance based upon course attendance. On the other hand, there are 28 regular basic academies conveniently located throughout the State. The regular basic course can be viewed in the same respect as law school to the legal profession--a universal requirement for all attorneys regardless of their ultimate speciality. Of course, some of the basic content may be inappropriate for a given speciality but viewed from the perspective of a profession with considerable lateral mobility, it may be justified. Further, the current problems associated with certificate interchangeability between the regular and specialized programs would be alleviated.

The disadvantages of this alternative include the increased loss of manpower for training purposes particularly by agencies participating in the Specialized Program. Regular basic courses average 525 hours while specialized basics are much shorter. Some agencies in the Specialized Program may thus choose not to continue their participation while others would be discouraged from entering the program. Such a proposal may stimulate legislation from agencies in the Specialized Program relative to POST's certificate programs. This alternative may potentially serve as justification for future legislative expansion of the POST reimbursement program to include additional agencies.

2. Advanced Officer Training

Alternatives:

a. Maintain advanced officer training optional.

The Advanced Officer Course is optional for agencies participating in the specialized program while it is

A. Curriculum (continued)

required for agencies in the reimbursement program. Many have viewed this as inconsistent and in need of correction. Others cite the need to retain Advanced Officer as optional due to the fact agencies participating in the Specialized Program are not reimbursable from the POTF and thus create financial hardship.

b. Require advanced officer training for all participants.

Since the purpose of advanced officer training is to provide update-refresher instruction in new laws, court decisions, officer survival, new techniques, etc., it is logical to assume most peace officers share this common need. By requiring advanced officer training for all agencies, it would help (1) insure initial and continued law enforcement agency commitment to training and (2) reduce differences between the Regular and Specialized programs if both are to retained.

B. Certificates

Alternatives:

1. Continue both the regular and specialized certificate programs as now constituted.

This alternative does not address the current problems relating to certificate interchangeability, makeup of deficiencies for lateral transfers, and inequities between the programs.

2. Continue both the regular and specialized certificate programs but upgrade the requirements for specialized certificates to the same level required for regular certificates.

Under this alternative, peace officers of agencies participating in the Specialized Program would be required to complete the regular basic course as well as supervisory, advanced officer and management training. This would facilitate certificate interchangeability and may assist lateral mobility.

3. Discontinue issuance of specialized certificates and issue regular certificates to all participating in the "POST Certification Program" regardless of their reimbursement status.

B. Certificates (continued)

Current requirements for regular certificates would apply to all participants. There would be a cost savings to POST in not having to issue two different series of certificates as well as reduction of equivalency evaluations so prevalent in the Specialized Program. Difficulty arises over equating differing kinds of experience. For example, is one year of experience as a DMV investigator equivalent to one year of patrol experience as a city policemen? Further, many consider POST certificates for "regular" and "specialized" peace officers as one of the few remaining distinctions (a form of status symbol), and hence desireable to retain. Under this alternative, there would be no need to have separate regulations--one for regular and one for specialized. The POST Regulations would be revised.

One variation of this proposal is the "agency specific model" which is to discontinue labeling POST certificates as Specialized or Regular and instead record the name of the agency on the certificate at the time of application.

4. Eligibility of specialized program participants for all levels of POST certificates.

Currently, peace officers from agencies participating in the Specialized Program are only eligible for basic, intermediate and advanced certificates. They are not eligible for management and executive certificates unlike qualified peace officers from agencies in the regular program. This difference has aggravated many, particularly because management training is required yet recognition in the form of certificates are not available. Some argue the cost for issuance of these certificates would be negligible and would bring much good will. Another factor in support of this alternative is that several agencies (i.e. BART, East Bay Regional Park District, State Colleges and Universities) which have been legislated into the POST reimbursement program have been placed in the regular certificate program and hence eligible for the full range of regular certificates. Further, POST has permitted the California Highway Patrol into the regular certification program but without reimbursement.

C. Requirements For Agency Entry Into The Program.

Alternatives:

1. Maintain current entry requirements.

C. Requirements For Agency Entry Into The Program (continued)

Agencies entering either the regular or specialized programs are not required to have existing peaceofficers brought up to POST's training or selection standards. As a consequence, some agencies have entered the POST program with less than full commitment to meeting POST standards. POST's requirements apply to all peace officers appointed after the effective date of agency entry into the program.

2. Establish an entry requirement for the Specialized Program that an applying agency must submit a schedule which will lead all its presently employed peace officers to meet POST training standards in a reasonable period of time.

   This requirement would insure commitment to training by agencies requesting entry into the POST Program. At the same time, it would serve to discourage frivolous requests for entry and increase respect for the POST Certification Program.

3. Establish the following additional eligibility requirements for the admission of non-reimbursable agencies into the POST Program.

   a. Continue the practice of the Commission approving by category which agencies are acceptable in the POST Certification Program.

   b. Continue all non-reimbursable agencies currently in the POST Program but their continuance shall imply no precedence for other agencies.

   c. Make eligible all agencies whose members are vested with peace officer authority under Penal Code Section 830 and perform enforcement or investigatory functions except:

      1. State corrections and local probation

      2. Agencies whose primary purpose or activity is to provide facility or grounds security

      3. Agencies whose primary duties are non-enforcement or inspectional

      4. California National Guard

      5. Agencies which at the time of application are negligent in training and selection practices to

C. Requirements For Agency Entry Into The Program (continued)

such an extent it would preclude the agency meeting POST requirements.

The advantage of this alternative is that it would serve as a screening device or guide in dealing with future requests for entry into the POST Program. It would also serve to limit the future potential growth of the Specialized Program. The disadvantage is that this proposal singles out some agencies for ineligibility. Such an approach is a reversal of current Commission policy of identifying which categories of agencies can participate. Applying these screening standards to existing specialized agencies could be considered but would be viewed by affected agencies as unfair.

D. Moratorium On New Agency Entry Into The Specialized Program

Alternatives:

1. Continue the moritorium.

2. Discontinue the moritorium and begin admitting additional agencies based upon additional eligibility requirements presented in Section C and training requirements in Section A. Since the moritorium on admitting new agencies to the Specialized Program, eight (8) law enforcement agencies have formally requested and been denied admission to the program pending completion of further study. They include:

Agencies Requesting Admission	Approved Category
1. Los Angeles City Housing Authority	-
2. California Board of Medical Examiners	-
3. California Horseracing Board	-
4. San Mateo County Parks and Recreation	-
5. California State Department of Parks and Recreation	-
6. Southern California Rapid Transit District	Regional Tran. Dist.
7. San Jose Community College Police Department	Comm. College Police
8. West Valley Community College Police Department	Comm. College Police

D. Moritorium On New Agency Entry Into The Specialized Program (continued)

From the above list, the first five (1-5) are not technically approved categories even though there are similar agencies already admitted to the program.

Additional Commission policy regarding strengthening the requirements for training and agency entry into the program would have the effect of limiting future growth and participation in the program depending upon the previous alternatives adopted. Removing the moritorium may preclude legislation from being introduced mandating admission to the program.

E. Training Standards for Penal Code Section 13510.5

Alternatives:

1. Await further clarifying legislation.

2. After public hearing, adopt one of the following:

   a. Regular basic course as the standard.

   b. Both the regular basic course and the advanced officer training requirement as the standards.

   c. The appropriate specialized basic course as the standard.

   d. Both the appropriate specialized basic course and the advanced officer training requirement as the standard.

   e. Other

The Legislature in 1975 passed SB 1021 which enacted Penal Code Section 13510.5 requiring POST to set training standards for specified state law enforcement agencies by January 1, 1976. Because of various defects in the legislation, POST has refrained from carrying out this mandate. (See Attachment C).

Penal Code Section 13510.5 (Attachment C) does not require affected agency participation in the POST Specialized Certification Program. This legislation is not specific as to the type of training standard--basic, advanced officer, or other. However, both the author and proponents, Law Enforcement Council of the California State Employees Association, have indicated legislative intent was to establish both entry and advanced officer training implementing the standards due to defects in the legislation including the lack of clarity concerning the

E. Training Standards for Penal Code Section 13510.5 (continued)

intended training standard, agencies affected, and sanctions for non-compliance. The legislation's proponents have indicated clean-up legislation will be introduced during the 1978 session. The issue is whether to continue awaiting clarifying legislation or go ahead with adoption of training standards.

UPDATED STATUS OF SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM

History

The POST Specialized Program proposal was introduced to the POST Commission on April 11, 1969. Objectives of the program were to professionalize specialized law enforcement agencies by establishing minimum standards for the selection and training of peace officers in non-POST reimbursable agencies. The Specialized Law Enforcement Program became effective January 1, 1970.

Previous to the October 1976 moratorium on new agencies entering the program, it was Commission policy to authorize the Executive Director to approve requests from agencies in categories which had already been approved by the Commission. Requests from agencies in categories not heretofore approved by the Commission were brought to the Commission for its consideration and approval.

Current Status

The voluntary program has seen considerable growth. The program presently has eight state agencies, 63 local agencies, and three private agencies participating with a combined total of 3,885 personnel. Specialized agencies are treated substantially the same as reimbursable agencies. They are visited at least once each year to verify standards compliance and provided on-site and telephonic consultative services related to selection and training.

Specialized agency personnel are eligible for specialized basic, intermediate, and advanced certificates. A total of 435 were issued in 1977.

Program Costs

The 1977 estimated total program cost of $18,880 is shared by the Administration and Standards and Training Divisions.

Administration (Certificate Issuance)

Records Clerk, Mailing, Filing, Postage $2,666
(435 certificates/year)

Standards and Training (Compliance, Consultative Services, Course Certification)

Compliance Inspections (80/year x $140)	$11,214
Travel Costs & Other Consultative Services	$ 5,000
Sub-Total	$16,214
Total	$18,880

These program costs indicate the Specialized Program constitutes only a small part of POST's activities. Approximately 6% of the Administration Division's Certificate Section time is devoted to specialized agencies. The operation is already equipped and staffed to accommodate the regular reimbursable agencies. Likewise, Standards and Training Division accommodates consultative and compliance visitations in conjunction with those to regular agencies.

Potential Growth

There is considerable potential for growth in the program since there are approximately 50,000 "specialized" peace officers (non-POST reimbursable) not in the Specialized Program. However, this must be viewed from the perspective that growth is directly related to admission criteria established by the Commission. The attached charts provide a basis for comparison and projection of program costs.

E

State of California — Department of Justice

Memorandum

To : COMMISSIONERS — Date : April 7, 1978

Robert Grogan, Chairman
Standards Validation Committee

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

Subject: LEAA GRANT REQUEST

Staff has been advised that our pending application for a $500,000 grant has been approved by LEAA. Enclosed for your review are (1) a copy of our original grant application and (2) a copy of the Special Conditions imposed by LEAA.

Our Committee met with staff in Los Angeles on March 23 to review the Special Conditions. Minutes of our meeting are also enclosed.

During that meeting, the Committee made the following recommendations:

1. That the Commission authorize the Committee to review and approve grant project progress reports in order to avoid calling special Commission meetings.

2. That the Commission approve the following as research priorities for the grant project:

   a. validate physical agility and physical performance requirements which may incorporate height and weight, and

   b. validate written test for entry-level which would include reading and writing skills testing.

Since our meeting on March 23, staff has met with LEAA personnel for discussion about the grant award. They report that:

1. LEAA requests that we submit application to augment the grant in order to provide for monies to prepare written documents which will enable other states to make use of our research, and

2. LEAA requests that we consider submitting application for grant funds to test a model designed to enable projections of future criminal justice manpower requirements. If this grant were awarded, the project would run concurrently with the standards validation project.

Staff will be able to address these proposals in greater detail. Staff will also be able to report on efforts to negotiate certain of the Special Conditions imposed on the approved grant award.

Enclosures

OMB Approval No. 29-R0218

FEDERAL ASSISTANCE

1. TYPE OF ACTION (Mark appropriate box)
- [ ] PREAPPLICATION
- [x] APPLICATION
- [ ] NOTIFICATION OF INTENT (Opt.)
- [ ] REPORT OF FEDERAL ACTION

2. APPLICANT'S APPLICATION
a. NUMBER:
b. DATE (Year month day): 19 77 5 31

3. STATE APPLICATION IDENTIFIER
a. NUMBER: CA 77061448
b. DATE ASSIGNED (Year month day): 19 77 5 31

Leave Blank

4. LEGAL APPLICANT/RECIPIENT
- a. Applicant Name: Comm. on Peace Officer Stnds. & Trng
- b. Organization Unit: State of California
- c. Street/P.O. Box: 7100 Bowling Drive
- d. City: Sacramento
- e. County: Sacramento
- f. State: California
- g. ZIP Code: 95823
- h. Contact Person (Name & telephone No.): William R. Garlington (916) 445-4515

5. FEDERAL EMPLOYER IDENTIFICATION NO.

6. PROGRAM (From Federal Catalog)
a. NUMBER: 16.501
b. TITLE: LEAA Discretionary Grant

7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT

Job-Related Employee Selection Standards for Entry-Level Law Enforcement Positions: A Comprehensive Research Proposal

A proposal to conduct research and validate local law enforcement selection standards.

8. TYPE OF APPLICANT/RECIPIENT
A-State; B-Interstate; C-Substate District; D-County; E-City; F-School District; G-Special Purpose District; H-Community Action Agency; I-Higher Educational Institution; J-Indian Tribe; K-Other (Specify):
Enter appropriate letter: A

9. TYPE OF ASSISTANCE
A-Basic Grant; B-Supplemental Grant; C-Loan; D-Insurance; E-Other
Enter appropriate letter(s): A

10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.)
All counties, all cities maintaining police depts.

11. ESTIMATED NUMBER OF PERSONS BENEFITING
Entire public

12. TYPE OF APPLICATION
A-New; B-Renewal; C-Revision; D-Continuation; E-Augmentation
Enter appropriate letter: A

13. PROPOSED FUNDING

a. FEDERAL	$ 500,000 .00
b. APPLICANT	55,555 .00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ 555,555 .00

14. CONGRESSIONAL DISTRICTS OF:
a. APPLICANT: Statewide
b. PROJECT: Statewide

16. PROJECT START DATE (Year month day): 19 77 7 1

17. PROJECT DURATION: 18 Months

18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY (Year month day): 19 77 5 31

15. TYPE OF CHANGE (For 11c or 12c)
A-Increase Dollars; B-Decrease Dollars; C-Increase Duration; D-Decrease Duration; E-Cancellation; F-Other (Specify):
Enter appropriate letter(s):

19. EXISTING FEDERAL IDENTIFICATION NUMBER
N/A

20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code)
Law Enforcement Assistance Administration

21. REMARKS ADDED
[x] Yes [ ] No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ▶

a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached:

		No response	Response attached
(1)	State Clearinghouse	[x]	[ ]
(2)		[ ]	[ ]
(3)		[ ]	[ ]

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE: WILLIAM R. GARLINGTON, Executive Director
b. SIGNATURE:
c. DATE SIGNED (Year month day): 19

SECTION III—FEDERAL AGENCY ACTION

24. AGENCY NAME
Commission on Peace Officer Standards and Training

25. APPLICATION RECEIVED (Year month day): 19

26. ORGANIZATIONAL UNIT

27. ADMINISTRATIVE OFFICE

28. FEDERAL APPLICATION IDENTIFICATION

29. ADDRESS

30. FEDERAL GRANT IDENTIFICATION

31. ACTION TAKEN
- [ ] a. AWARDED
- [ ] b. REJECTED
- [ ] c. RETURNED FOR AMENDMENT
- [ ] d. DEFERRED
- [ ] e. WITHDRAWN

32. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

33. ACTION DATE ▶ (Year month day): 19

34. STARTING DATE (Year month day): 19

35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)

36. ENDING DATE (Year month day): 19

37. REMARKS ADDED
[ ] Yes [ ] No

38. FEDERAL AGENCY A-95 ACTION

a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part I, OMB Circular A-95, it has been or is being made.

b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)

FORM APPROVED
OMB NO. 43-R0528

PART II

PROJECT APPROVAL INFORMATION

Item 1.
Does this assistance request require State, local, regional, or other priority rating?
____ Yes _X_ No
Name of Governing Body ____
Priority Rating ____

Item 2.
Does this assistance request require State, or local advisory, educational or health clearances?
____ Yes _X_ No
Name of Agency or Board ____
(Attach Documentation)

Item 3.
Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?
_X_ Yes ____ No
(Attach Comments)

Item 4.
Does this assistance request require State, local, regional or other planning approval?
____ Yes _X_ No
Name of Approving Agency ____
Date ____

Item 5.
Is the proposed project covered by an approved comprehensive plan?
____ Yes _X_ No
Check one: State ☐ Local ☐ Regional ☐
Location of Plan ____

Item 6.
Will the assistance requested serve a Federal installation?
____ Yes _X_ No
Name of Federal Installation ____
Federal Population benefiting from Project ____

Item 7.
Will the assistance requested be on Federal land or installation?
____ Yes _X_ No
Name of Federal Installation ____
Location of Federal Land ____
Percent of Project ____

Item 8.
Will the assistance requested have an impact or effect on the environment?
____ Yes _X_ No
See instructions for additional information to be provided.

Item 9.
Will the assistance requested cause the displacement of individuals, families, businesses, or farms?
____ Yes _X_ No
Number of:
Individuals ____
Families ____
Businesses ____
Farms ____

Item 10.
Is there other related assistance on this project previous, pending, or anticipated?
____ Yes _X_ No
See instructions for additional information to be provided.

LEAA FORM 4000/3 (Rev. 5-76)
Attachment to SF-424

PART III – BUDGET INFORMATION

SECTION A – BUDGET SUMMARY

Grant Program, Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Discretionary Grant	16.501	$ -	$ -	$500,000	$55,555	$555,555
2.						
3.						
4.						
5. TOTALS		$	$	$	$	$

SECTION B – BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity (1)	(2)	(3)	(4)	Total (5)
a. Personnel	$	$	$	$	$276,570
b. Fringe Benefits					64,606
c. Travel					37,125
d. Equipment					2,970
e. Supplies					11,137
f. Contractual					58,875
g. Construction					
h. Other					70,155
i. Total Direct Charges					521,438
j. Indirect Charges					34,117
k. TOTALS	$	$	$	$	$555,555
7. Program Income	$	$	$	$	$

LEAA FORM 4000/3 (Rev. 5-76)
Attachment to SF-424

SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8. LEAA Discretionary Grant	$ 55,555	$	$	$ 55,555
9.				
10.				
11.				
12. TOTALS	$ 55,555	$	$	$ 55,555

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 500,000	$ 83,333	$ 83,333	$ 83,333	$ 83,333
14. Non-Federal	55,555	9,259	9,259	9,259	9,259
15. TOTAL	$ 555,555	$ 92,592	$ 92,592	$ 92,592	$ 92,592

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.	$	$	$	$
17.				
18.				
19.				
20. TOTALS	$	$	$	$

SECTION F – OTHER BUDGET INFORMATION

(Attach additional Sheets If Necessary)

21. Direct Charges:

22. Indirect Charges: 10% of the direct labor costs including fringe benefits. This rate is allowable under such circumstances based upon the provisions of LEAA Manual (M7100.1A), Financial Management for LEAA Grants, Chapter 3, Page 29, Paragraph 46, Subsection b(2).

23. Remarks:

1st year is proposed to cover an 18-month period.

	*5th Quarter	6th Quarter
Fed.	83,333	83,335
Non-Fed.	9,259	9,260
Total	92,592	92,595

NARRATIVE

This section describes the essential funding requirements for an 18-month project. Amounts in all budget categories are computed based upon an 18-month grant period.

An important aspect of project costs which must be considered is the fact that considerably more resources will be expended than are being requested from OCJP. POST will finance part of the work itself and a significant amount of the administrative costs will be borne by local agencies which will participate in the project. All costs incurred through such activities as filling out questionnaires, serving as test-research subjects, and ratings of subordinate performance will be paid by local agencies.

Salary amounts shown in the budget are based upon actual salaries of identified State of California job classes during this 1976-1977 Fiscal Year. Five percent has been added as anticipated salary increase for the 1977-1978 Fiscal Year. The fringe benefit ratio used is the anticipated applicable ration for the 1977-1978 Fiscal Year.

Amounts shown for General Expenses, Communications, Facilities Expenses, and Equipment are arrived at by: (a) determining the average costs incurred by POST over the last three years, and (b) translating these costs into average actual cost per employee. This average per employee cost is then multiplied by the total number of budgeted positions for this project in order to arrive at project costs in these categories.

Since POST does not have an existing approved plan for indirect costs, the budget reflects an amount for indirect costs equal to 10% of the direct labor costs including fringe benefits. This rate is allowable under such circumstances based upon the provisions of LEAA Manual (M7100.1A), Financial Management for LEAA Grants, Chapter 3, Page 29, Paragraph 46, Subsection b(2).

PROJECT BUDGET

A. Personal Services - Salaries	Cost
1. Project Coordinator (Annual salary Law Enforcement Consultant II, Range 5)	$ 26,523
*2. Technical Supervisor (Annual salary Research Specialist III, Range 3)	29,169
**3. Research Specialist (Annual salary Research Specialist II, Range 3)	25,439
4. Research Specialist (Annual salary Research Specialist II, Range 3)	25,439
5. Legal Specialist (Annual salary Research Specialist II, Range 1)	23,032
6. Analyst (Annual salary Staff Services Analyst C)	15,879
7. Analyst (Annual salary Staff Services Analyst C)	15,879
8. Senior Stenographer (Annual salary Senior Stenographer, Range 5)	12,411
9. Clerk Typist (Annual salary Clerk Typist II B)	10,609
Sub-Total (12 month expenditures)	$184,380
Salaries remaining 6 months of 18-month project ($184,380 x .50 = $92,190)	$ 92,190

*100% of salary paid from State funds to fulfill portion of matching funds requirement.

**Percentage of salary paid from State funds to fulfill portion of matching funds requirement.

Total salaries paid from State Funds: $ 55,555
Total salaries paid from Federal Funds: $221,051

TOTAL	$276,570

PROJECT BUDGET

B. Personal Services - Benefits	Cost
23.36% x $276,570	$ 64,606
TOTAL	$ 64,606

PROJECT BUDGET

C. Travel	Cost

In-State Travel

7 staff members are subject to travel. It is estimated that 2.5 days travel per month will be averaged by these members.

2.5 days x 18 months = 45 days per person
45 days x 7 staff members = 315 total estimated travel days

Experience has shown that travel costs average approximately $100 per day including transportation and per diem. Per diem is paid at $35 per day under existing State Board of Control Rules. Transportation costs, therefore, average $65 per travel day. Overall in-state travel is then estimated as follows:

315 travel days x $65 transportation costs = $20,475

315 travel days x $35 per diem = $11,025

$20,475 + $11,025 = $31,500 — $ 31,500

Out-of-State Travel

It is estimated that 7.5 separate out-of-state trips will be required by project staff researchers. Each trip is estimated at $750 including transporation and per diem.

$750 x 7.5 = $5,625 — $ 5,625

TOTAL — $ 37,125

D. Consultant Services

It is anticipated that because of the highly technical aspects of proposed work and the scarcity of available persons possessing the requisite expertise, that strong reliance will be placed on outside consultants.

It is estimated that 325 consultant work days will be contracted for during the project.

325 days x $135 per day = $43,875	$ 43,875

Transportation and per diem costs for consultants are difficult to estimate since many who may be employed reside in other states. It is additionally anticipated that a great many local law enforcement and personnel officials will serve as unpaid consultants who will receive reimbursement for transportation and per diem while attending meetings as members of advisory panels.

Transportation and per diem is estimated generally at $15,000	$ 15,000

TOTAL	$ 58,875

PROJECT BUDGET

F. Operating Expenses	Cost
General Expenses $825* x 13.5** = $11,137 (Includes stores, duplicating, photography, specialized training, library, equipment rental, maintenance and repair, freight, moving and relocation, General Service Procurement Services, legislative services, and legal services.)	$ 11,137
Communications $548* x 13.5** = $7,398 (Includes postage and all telephone calls.)	7,398
Facilities Expenses $1,136* x 13.5** = $15,336 (Includes rental, alterations, utilities, building maintenance and repair, and security.)	15,336
Printing It is estimated that the project will generate 6 major reports averaging 200 pages each. Approximately 500 copies of each report will be printed at an estimated cost of $5 per copy. $5 x 500 copies = $2,500 $2,500 x 6 reports = $15,000	15,000
Data Processing It is anticipated that extensive use will be required of automatic data processing as an aid to evaluation of results of the job analysis. Computer usage is also expected to be required for some component research studies. One preliminary estimate has been received indicating data processing costs for the job analysis will be approximately $14,171. It is estimated that additional costs for other projects will be approximately $18,250.	32,421

* Average actual expenses per employee at POST.
** Total Person Years proposed in this budget.

TOTAL	$ 81,292

PROJECT BUDGET

G. Equipment	Cost
Equipment $220* x 13.5 = $2,970 (Includes major [$100 or more] and minor purchases)	$ 2,970
TOTAL	$ 2,970

Indirect Costs
(Flat amount in lieu of actual indirect used in accordance with LEAA General Cost Principles.)

10% of direct salary and benefit costs
(341,176 x .10 = 34,117) $ 34,117

* Average actual expenses per employee at POST.
** Total Person Years proposed in this budget.

PROJECT TOTAL $555,555

FUND DISTRIBUTION	FEDERAL	STATE	LOCAL
a. Amount of Funds	$500,000	$55,555	
b. Percentage of Funds	90%	10%	

PROGRAM NARRATIVE

JOB-RELATED EMPLOYEE SELECTION STANDARDS FOR ENTRY-LEVEL LAW ENFORCEMENT POSITIONS: A COMPREHENSIVE RESEARCH PROPOSAL

May 31, 1977

PROJECT NARRATIVE

This proposal is based upon a presumption of availability of $500,000 in grant funds to be expended over a grant period of 18 months.

Problem Statement

Law enforcement agencies have an obligation to hire individuals who are qualified to become effective peace officers. Failure to meet this obligation could jeopardize the safe and efficient operation of an agency and thus endanger the public. In addition, agencies must avoid setting selection standards which are irrelevant or arbitrarily and unnecessarily high. Such standards may violate federal and state laws prohibiting discriminatory hiring practices and subvert the fundamental precepts of merit selection.

The increasing rate at which civil rights legislation is being passed and the more active roles that federal, state, and local governments are now taking with regard to "equal opportunity" reflect the fact that certain opportunities have been inaccessible to a significant number of people. Among these opportunities is the access, without artificial barriers, to an occupation of one's choice. Many employers across the country, including some law enforcement agencies, through negligence or design or lack of commitment, have failed to provide equal employment opportunities to all persons.

In the public media, racial discrimination has received the most attention. However, it is frequently the case that employee selection processes, which are not based upon merit, discriminate against persons other than minority race members. As the terms "discrimination" and "minority" (or protected class) have been expanded and interpreted by legislatures and courts, as well as through executive orders, they have come to mean the lack of employment opportunities for many distinct groups. Membership in these groups can be based upon factors other than race, such as sex, religion, and physical handicap.

As the number of protected classes grows, the number of people who are victims of discrimination will become more apparent. Considerable work needs to be done before the ideal of equal employment opportunity for all is more than mere rhetoric.

The problem of establishing employment practices which are both merit-based and fair confronts all employers. The search for ideal results in both areas, partially due to the ever increasing complexity of the issues surrounding both, has seemingly confounded even the most well-intentioned administrators.

Organizational Qualifications

The Commission on POST is uniquely well qualified to carry out the work described in this proposal. Below and in the following pages, a generalized description of POST's origin, mission, staffing, organizational structure and responsibilities is provided. This description will enable the reader to assess the experience, skills, and capabilities inherent in the organization.

The California Commission on Peace Officer Standards and Training was established by legislation in 1959. California Penal Code Sections 13500-13523 and Sections 42050-42052 of the California Vehicle Code authorize the establishment of the Commission, enumerate its power, and provide broad, operational guidelines.

The Commission on POST, through the provision of service and establishment of voluntary standards, serves the following three-fold purpose:

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

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 subvene the costs of training local law enforcement personnel.

The Commission on Peace Officer Standards and Training 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, one assistant chief, one city administrator, one city manager, two county administrators, and a police sergeant who is the rank-and-file member.

These members are:

Anthony, William J. - Chairman
Assistant Sheriff
Los Angeles County Sheriff's Department

Enoch, Loren W.
County Administrator
Alameda County

Gates, Brad
Sheriff
Orange County

Holloway, Kay
Chief of Police
Coalinga Police Department

Grogan, Robert F.
City Administrator
City of Santa Maria

Jackson, Jacob J.
Sergeant, Bureau of Field Operations
Sacramento Police Department

Kolender, William B.
Chief of Police
San Diego Police Department

McCauley, Edwin R. - Retired
County Administrator
Monterey County

McIntyre, Donald F. - Vice Chairman
City Manager
City of Pasadena

Sporrer, Louis L.
Assistant Chief
Los Angeles Police Department

Ellingwood, Herbert E.
Assistant Attorney General
Representative of the Attorney General
(ex officio)

For the past three years, POST has assisted California law enforcement in meeting its fair employment obligations. This assistance has been provided by both direct consultation and validation research to assist agencies in establishing their selection standards. In providing these services to California law enforcement, POST has acquired a broad-based knowledge and understanding of the operations and goals of law nforcement agencies as well as the difficulties in selecting competent law enforcement officers. POST is acutely aware of the variations in law enforcement agencies including their operations, goals, and objectives.

POST involvement in the fair employment area began in July 1973 when the Commission on Peace Officer Standards and Training funded a six-component selection study conducted by the State Personnel Board. The study consisted of legal review and analysis in some areas and preliminary research in other areas of the following components:

- A review and evaluation of selection standards, such as the educational level, physical requirements, and other potentially disqualifying personal or background facotrs used by law enforcement agencies in California; a preliminary determination of whether certain of these procedures and standards are job-related; and recommendations as to what minimum standards of personal fitness and background should be required by law enforcement agencies.

- Preparation of a job analysis for sergeant, lieutenant, and captain level positions in law enforcement agencies in California as a basis for the preparation of job-related, promotional examinations.

- An analysis of those job-related behaviors and characteristics which may be explored through personal interview; development of personal interview standards and techniques; and preparation of a manual on employment interviewing of police officer candidates.

- The development of a number of model career ladders, including examination and training plans; and a summary review of current job restructuring projects and programs which may be utilized by local jurisdictions.

- An analysis of methods and criteria utilized in the assessment of peace officer performance in California. Definitions of successful performance were identified and evaluated.

- A preliminary study of job-related physical requirements which might be examined by athletic tests. On the basis of this study, it was decided that the issue was more complex than anticipated and that more resources and work would be required to study the job-relatedness of physical performance tests.

Completion of these studies represented an initial investment by POST of $214,000 in the area of validation and job-relatedness.

At the culmination of the six-component study, POST established its own Validation Unit and has invested $114,000 in recently completed studies to establish a job-related background investigation and medical examination. These studies were completed to assist local agencies in complying with California Administrative Code Sections 1002(a)(3) and 1002(a)(5) requiring law enforcement officer candidates to be submitted to thorough background investigations and medical examinations respectively.

POST currently has developed the expertise and organizational capability to do the kind of research proposed. Several projects have already been completed. In the course of doing this work, POST has established a high degree of credibility with California law enforcement and a productive working relationship with the California Fair Employment Practices Commission (FEPC). Therefore, all the necessary ingredients exist within POST to carry out successful validation research.

Project Objectives

The overall goal is the ultimate development of a validated, comprehensive employee selection system for the position of entry-level law enforcement officer, which will be used initially by California law enforcement agencies and which will have potential for national application.

In keeping with the fact that the most important determination in the entire selection process is the final hire/no hire decision, POST has developed a plan to help local agencies maximize the effectiveness of that final decision. The final product in the plan is an instructional manual called the Recruitment and Selection System Manual, which will be provided to all law enforcement agencies in the state. Products of specific research will be made available as research is completed, with all products being incorporated into the manual.

As currently conceived, and dependent upon ultimate allocated resources, the Recruitment and Selection System Manual will contain information

on the following topics:

- o recruitment
- o job announcement
- o application blank
- o self-screening device
- o cognitive ability tests
- o personality tests
- o physical performance
- o physical conditioning
- o educational requirements
- o medical examination
- o height and weight standards
- o selection interview
- o psychiatric evaluation
- o background investigation
- o hearing standards
- o vision standards
- o minimum and maximum age standards
- o reading and writing skills tests
- o final decision-making process
- o basic adacemy training
- o job knowledge and job proviciency tests

Other potential topics include:

- o polygraph examination
- o factors relating to retention and turnover
- o pre-employment training
- o employee development
- o promotional decisions

A set of priority needs must be established in order to assess which topics should be addressed first. The ultimate decision concerning the ordering of the project topics will be made with broad-based input. Input will consist of: (a) the results of a questionnaire concerning the needs of law enforcement which will be sent to every agency in California, (b) information from FEPC and LEAA/Office of Civil Rights Compliance concerning the focus of current fair employment complaints, and their perceptions of which selection techniques and standards are the greatest potential hazards to fair employment.

After input is received, each major identified selection standards topic will be evaluated for prioritization. Evaluation will include an assessment of the magnitude of the problem, adverse impact, and potential feasibility of problem resolution through research. After evaluation, decisions will be made as follows:

1. Whether the topic will be addressed at all during the project.

2. Whether the topic will be addressed during the first or second year of the project.

3. The extent or depth of examination of the topic. Depending upon results of evaluation, project staff may:

   a. develop and provide only general advice.
   b. develop and disseminate written informational guidelines.
   c. develop and disseminate written guidelines that include suggested validation strategies.
   d. develop through intensive research recommended validated selection devices.

The specific focus of the proposed project will be established after these decisions are made. Final decisions will be made by the POST Commission with input from local law enforcement officials, local personnel officers, and officials of compliance agencies.

A firm commitment has already been made to conduct a thorough statewide job analysis as a part of the project. The first step in any validation study is the job analysis. It must be completed to serve as a basis for subsequent development of selection techniques, standards, and practices.

Project objectives may be summarized as:

- Complete a statewide job analysis of the entry-level local law enforcement officer position.
- Identify and prioritize local law enforcement selection standards validation needs.
- Validate selection devices through research in keeping with availability of resources and as determined through need and feasibility assessments.
- As appropriate and as resources permit, develop written guidelines and accumulate information regarding selected topics.
- Orient all research work towards ultimate inclusion in a Recruitment and Selection System Manual.

Methodology

The POST Commission realizes that employee selection and fair employment are not static issues. Changes in fair employment laws, guidelines, and case law have occurred at a rapid pace in the past and

will probably continue to do so in the future. Partially due to the current fair employment emphasis in our society, technological advances in the methodologies of validation and employee selection are occurring rapidly. The field of law enforcement is also changing and becoming more sophisticated and it is possible that the entry-level law enforcement officer position functions of today will not be the same five years from now. Therefore, a selection system of the scope described in this proposal must have built-in potential for flexibility and change.

Local autonomy and significant differences in local job content are also important issues. POST believes that employee selection systems can be tailored to individual needs, priorities, job design requirements, and the nature of the fair employment problems in local agencies. Therefore, as much flexibility as possible will be built into each product of this project including the entire Recruitment and Selection System Manual which will contain a section on all project products.

POST is also concerned about the generalizability of the results. For example, when new agencies are created in the state, it is important -hat those agencies be permitted to use the validated selection tools without doing a separate validation study. This quality of portability of the research results is necessary in order for POST to fulfill its role as the major resource organization to California law enforcement. Portability can also give the research results the potential for national application.

Therefore, POST's approach to validation is oriented toward: (a) the adaptability of the selection system to changes in the law and job content, (b) the flexibility to accommodate local conditions which must be reflected in the design and content of the employee selection system, and (c) the need for portability. All products completed as a part of POST's fair employment and employee selection research will be designed with these values in mind. All products will, of course, also be designed to meet the requirements of state and federal fair employment laws and guidelines.

One more important characteristic of POST's approach to validation must be emphasized--the characteristic of objectivity. POST bases all of its research on thorough job analyses. Preconceived ideas concerning what might or might not be useful selection techniques and what might or might not be a relevant standard are conscientiously avoided. Therefore, POST makes no predicitons concerning whether future research results will establish the appropriateness of existing standards. Nor can POST predict whether such research will indicate a need to either raise or lower those standards. Whatever finally results will be the product of the demonstrated contents of the job and, therefore, job-related.

On the following pages there appears a general description of the project steps and the detailed design of one possible project sub-study.

EXAMPLE PROJECT

Writing Skills Test Validation

The job analyses might well indicate that law enforcement officers, in the course of doing their jobs, make considerable use of written composition to record information into official documents and transmit information for official use (e.g., in a court of law). To test this assumption, a thorough analysis of the writing skill requirements will be made. The analysis will document whether or not and the extent to which the following factors should be explored in determining an applicant's job qualifications: word usage, vocabulary, spelling, grammar, punctuation, sentence structure, paragraph construction, expression of ideas, completeness and accuracy of details, logical flow of thought, reasonableness of conclusions, recognition of important versus unimportant details, legibility, typing skill, dictation skill, etc. If the desirability of assessing written composition skill is indicated, the findings of the analysis will be used to develop and validate an appropriate writing skills test. The specific project activities are described below. The design is one which incorporates the traditional "factor" approach to test development for which empirical validity is the appropriate validation strategy. This type of test has advantages over "work sample" types of tests in terms of ease of administration, scoring and the setting of cut-off scores; and therefore, the factor approach is described. Nevertheless, if the necessity for a writing skills test is indicated by the job analysis, both the factor and work sample approaches will be considered by the technical Advisory Committee, project consultants, and project staff.

Project Activities

Step 1. In conjunction with the Technical Advisory Committee and the specific project advisors, the project staff will develop a detailed design.

Step 2. The Program Evaluation and Review Technique (PERT) will be used to schedule the specific project events and coordinate project activities.

Step 3. One portion of the comprehensive job analysis will be designed to specifically determine writing skill requirements. The initial plan is for members of the project staff to visit and gather data in a representative sample of up to 10% of the California agencies (up to approximately 44 separate agencies). If the information from different agencies becomes sufficiently redundant, the number of on-site visits may be reduced.

During the visits the project staff will:

(a) Observe all job behavior associated with writing skills, including the frequency and importance of the behavior. For example, in some departments officers might hand write reports, while in others they might type or dictate them.

(b) Identify factors leading to successful and unsuccessful performance. For example, it might be determined that poor spelling and punctuation are the major causes of inadequate written composition.

(c) Examine the relative importance of various aspects of writing skill. For example, proper word usage might be very important but an extensive vocabulary unnecessary.

(d) Determine agency requirements and standards for satisfactory writing performance. For example, some agencies might consider the communication successful if it is merely understandable, while others might demand an effective writing style.

(e) Gather samples of written material along with the agencies' evaluation of each item in the sample. Samples of actual reports are necessary to document the results of the job analysis.

(f) Seek each agency's assessment of the appropriateness of writing skill as a job requirement. Some agencies may consider the skill necessary for satisfactory, overall performance while others may consider it unimportant.

This information will form the basis for the writing skills portion of the job analytic questionnaire, which will be sent to all California agencies. Agencies will be asked to indicate the frequency with which each writing skills task is required and the exact nature of the skills requirement for the entry-level law enforcement position. If the test is not needed, POST will communicate that fact to the field. If needed, the writing skills requirement may be different in different types of departments or may be constant whether one selection device can be devised for the entire state or whether two or more tests will have to be devised to reflect a diversity of job content. For example, one portion of the state may use a handwritten test while another may make use of dictating equipment; or one agency such as the highway patrol may use one type of test while a large urban area department may use another.

For the remainder of this exercise, it will be assumed that only one device will be necessary. If the assumption does not hold, the methodology which will be used is the same which will be described below; however, the methodological steps will be repeated for each separate writing skills assessment device.

The final job analytic project activity will consist of a summary of the job analytic results which will serve as: (a) the basis for test development, and (b) the documentation which must accompany all validation research.

Step 4. It is POST's view that applicants should not be evaluated for skills which can be obtained in the course of normal job training or by virtue of any relatively brief orientation to the job. POST is also responsible for determining the content of the basic law enforcement officer academy curriculum in the state's 34 academies. A determination will be made concerning which writing skills willbe the subject of academy and job orientation training, and which should be evaluated by an employee selection device.

Step 5. This step will consist of the design and development of tests to measure each important writing skill identified by the job analysis and not adequately covered by job orientation or training. The activities which are planned are as follows:

(a) A pool of test items will be written for each factor based upon the demonstrated content of the writing activities.

(b) A number of samples from each item pool will be drawn (depending on the number of alternate forms which are needed for test security purposes).

(c) A measure of internal consistency (co-efficient alpha) will be computed to determine the internal consistency in each sample. The final set of items will be chosen which tend to maximize the internal consistency and minimize disparate impact against protected classes.

(d) Assuming there is sufficient internal consistency, the alternate forms will be used in further research to determine whether or not the alternate forms are reliable forms of the same test, whether or not the alternate forms are affected by scoring ias, and whether or not the forms are reliable over time.

Once these activities are completed, there will exist several reliable, alternate forms of a test which purport to measure identified writing skills factors.

Step 6. The activities in this step, which concern validation, overlap those of the previous step. All test items will be written using a content validity, domain sampling approach. Therefore, the alternate forms which result will be defensible on the basis of content validity alone.

Nevertheless, the content validity approach has two major drawbacks: (a) it is difficult to establish cut-off scores from content validity evidence as opposed to empirical evidence, and (b) the present EEOC guidelines imply that criterion-related validity is the preferred strategy and should be employed whenever possible.

Therefore, a predictive empirical validity study will be done of all alternate forms of tests of all writing skills factors. The criterion for these studies will be supervisor ratings of the writing skill of job incumbents. The relevancy and reliability of the job performance criteria will be assured through careful design and field test.

Whenever possible, (i.e., when sufficient sample sizes exist), the tests will be analyzed for the existence of differential validity for the major protected sub-groups (e.g., racial and sexual). Based upon these analyses and assuming the tests prove to be valid, recommended cut-off socres will be determined.

Step 7. The test will be submitted to the review and approval process discussed previously.

Step 8. A section concerning the use of the writing skills test will be incorporated into the Recruitment and Selection System Manual. Since it is expected that the writing skill requirements vary by individual agency, a procedure for deciding which writing skill factors should be assessed will be included as part of the job analysis procedure which each agency will conduct.

Step 9. A series of seminars will be conducted to introduce the writing skills test to California law enforcement agencies.

Step 10. The tests will be published and made available to law enforcement agencies. The publication will include an instruction manual.

Step 11. A series of recommendations will be written and forwarded to local agencies and training institutions such as community colleges, concerning the nature of the writing skills required by the job. Therefore, individuals who desire a career in law enforcement can take steps to develop the necessary skills. A similar series of steps will be used to plan, develop, and introduce other components of the proposed selection system.

Project Management and Administration

The proposed combination of project staff members, project consultants, and special purpose committees will provide experience and expertise that are uniquely suited to this project. Included as project participants are individuals with law enforcement backgrounds, industrial psychologists with expertise in employee selection, representatives of administrative agencies in the criminal justice system, and representatives of fair employment compliance agencies. The following page contains a project organization chart.

Project Director

The Project Director will be responsible for overseeing the operation of the project and for ensuring that project resources and staff efforts are allocated in the most effective manner in order to accomplish the project's objectives. Both the Project Coordinator and the Technical Supervisor will report directly to the Project Director, who in turn will report directly to POST's Executive Director.

Project Coordinator

The Project Coordinator's responsibilities will include the smooth functioning of the project's day-to-day operation. In addition, he will have functional supervisory responsibilities for the project staff. The Project Coordinator will facilitate the mutually productive interdependence of the components of the project organization in order to ensure that time and product schedules are followed.

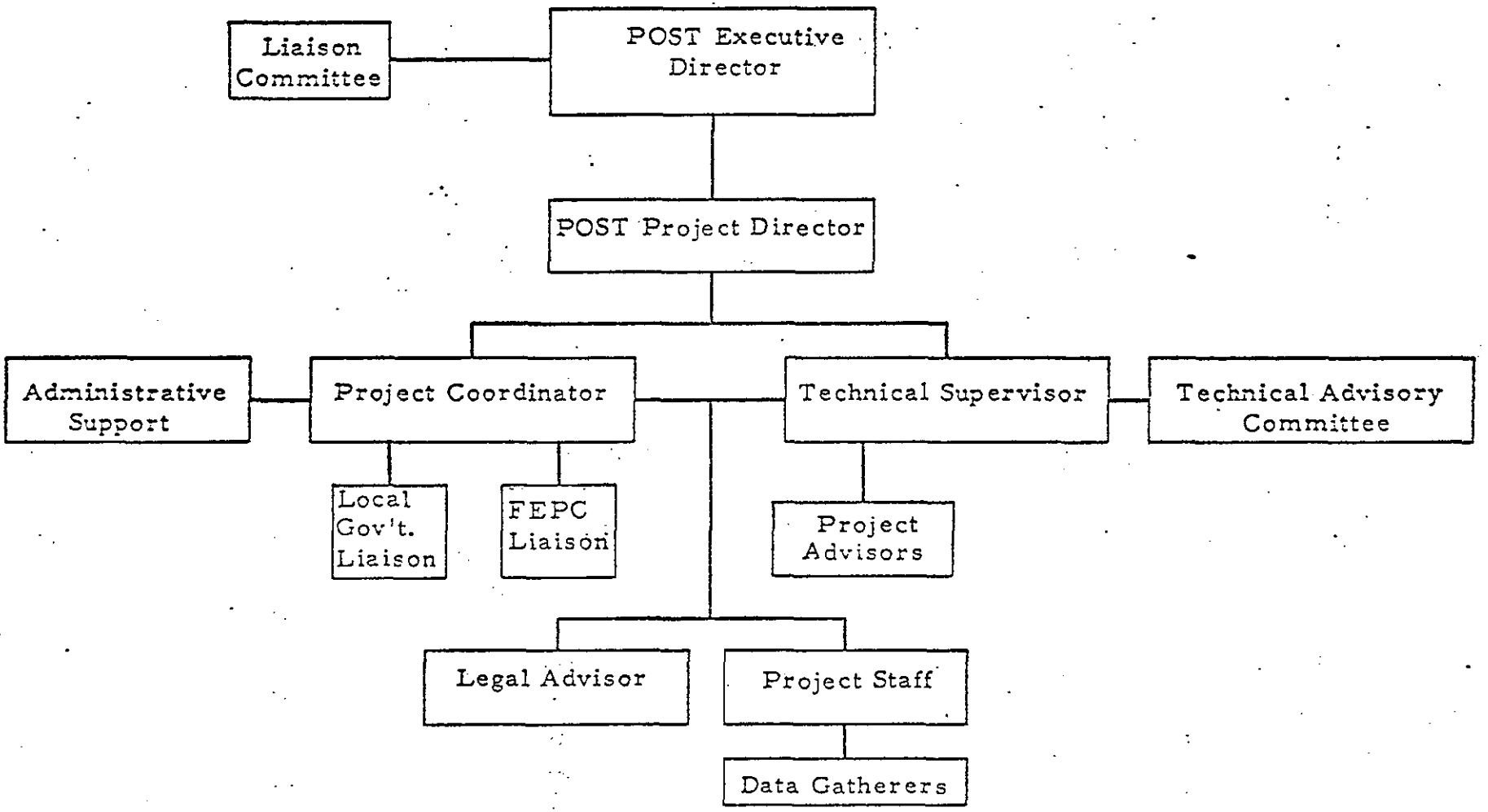
Technical Supervisor

The major responsibility of the project's Technical Supervisor will be the technical design of the project. In conjunction with this responsibility, the Technical Supervisor will coordinate the activities of the project's Technical Advisory Committee, contact and work with Project Consultants and maintain communication with the designated Special Consultants. The Technical Supervisor will also be responsible for supervising the technical work of the project staff.

Legal Advisor to the Project

The Legal Advisor to the Project will be responsible for all legal research that is necessary for the project, for reviewing all project products from a legal standpoint, and for keeping all project staff aware of any changes in or interpretations of pertinent laws and guidelines.

PROPOSED PROJECT ORGANIZATION



Liaison Committee

The impact of the results of this project is potentially widespread; therefore, it will be important to involve those agencies which will have a direct interest in the results. Thus, a Liaison Committee is proposed. The Liaison Committee will be composed of the executive directors of the Commission on Peace Officer Standards and Training, the Office of Criminal Justice Planning, and the Fair Employment Practices Commission.

Administrative Support

A project of the magnitude of this proposed project requires considerable administrative support resources. POST currently has these resources and will make them available to this project. They include: the services of a graphic artist, the materials and research capabilities of a library, clerical support, the services of an account technician, and the experience and field contacts of both POST's Management Services Division and Standards and Training Division.

Technical Advisory Committee

The Technical Advisory Committee will work with project staff to develop the basic project designs, determine the approximate scope of each component of the project, make basic decisions about validation strategies, review project documents and reports, and assist in interpreting results.

Technical Advisory Committee members will be chosen based upon their expertise in the fields of validation, employee selection, fair employment, research design, and law enforcement personnel research and management.

Project Advisors

For each component of the project (e.g., the components dealing with job analysis and performance appraisal), nationally recognized experts in each component will be selected to serve as Project Advisors. The Project Advisors will work with the project staff and the Technical Advisory Committee in producing the final project.

FEPC Liaison

Because of the adverse impact associated with many selection standards, there will be a need to maintain ongoing communications with California FEPC staff regarding project development. This liaison is considered

essential to maintaining staff awareness of current developments in equal opportunity law and to acquaint FEPC with developing end products of the study.

It is expected that the Project Coordinator will provide for this liaison.

Local Government Liaison

Because of potential impact of the project on local law enforcement employers, there exists a strong need to maintain liaison with local officials. This need has been strongly expressed by Chiefs of Police, Sheriffs, and city/county personnel directors.

Formal meetings will be held as necessary and may include input regarding priority setting, research review, research design, and implementation.

Although various project staff members may engage in such liaison, it is expected that formal responsibility, including responsibility for organization of meetings, will be placed with the Project Coordinator.

Management Records

Files will be established and maintained of records covering all significant aspects of the project and its specific research efforts.

Project budget account procedures will be established and documentation maintained of all financial expenditures.

Project Evaluation

A comprehensive evaluation of results will be made at the end of each project year. POST will continue to monitor and evaluate the effectiveness and impact of project end products.

Assumption of Costs

POST has had a continuing commitment to the type of research proposed. At the end of the project, POST will evaluate continuation funding with its own resources. Evaluation will take into account need for and feasibility of continuing research and funds available.

Work Schedule

ULY	AUG	SEPT	OCT	NOV	DEC	JAN 1978	FEB	MARCH	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC 1978
tewide stion- re semi- ed.	Research priorities established.		Progress Report.			Progress Report.			Progress Report.			Progress Report.			Progress Report.		Final Reports.
alysis rog- s.	All staff hired.								Final reports prepared on Job Analysis.								
	Specific research projects begun.																

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT
ASSISTANCE ADMINISTRATION

GRANT AWARD

1. GRANTEE NAME AND ADDRESS (Including Zip Code)

Office of Criminal Justice Planning
7171 Bowling Drive
Sacramento, California 95823

1A. GRANTEE IRS/VENDOR NO.: 940013477

2. SUBGRANTEE NAME AND ADDRESS (Including Zip Code)

California Commission on Peace
Officer Standards and Training
7100 Bowling Drive, Suite 250
Sacramento, California 95823

2A. SUBGRANTEE IRS/VENDOR NO.:

3. PROJECT TITLE

Job-Related Employee Selection Standards for Entry-Level Law Enforcement Positions A Comprehensive Research Proposal.

4. GRANT NUMBER: 78-DF-AX-0046

5. GRANT PERIOD: FROM 5-1-78 TO 10-30-79

6. AWARD DATE: March 10, 1978

7. ACTION: [X] INITIAL [ ] SUPPLEMENTAL

8. SUPPLEMENT NUMBER:

9. PREVIOUS GRANT AWARD AMOUNT: $ 0

10. AMOUNT OF THIS AWARD: $ 500,000

11. TOTAL GRANT AWARD: $ 500,000

12. SPECIAL CONDITIONS (Check, if applicable)

[X] THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED 6 PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

[X] TITLE I OF THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968, 42 U.S.C. 3701, ET. SEQ., AS AMENDED.

[ ] TITLE II OF THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 1974, 42 U.S.C. 5601, ET. SEQ., AS AMENDED.

[ ] OTHER (Specify):

14. METHOD OF PAYMENT

THE GRANTEE WILL RECEIVE CASH VIA A LETTER OF CREDIT [X] YES [ ] NO

LEAA APPROVAL

15. TYPED NAME AND TITLE OF APPROVING LEAA OFFICIAL

James M. H. Gregg, Assistant Admin.
Office of Planning and Management

16. SIGNATURE OF APPROVING LEAA OFFICIAL

James M. H. Gregg 3/10/78

GRANTEE ACCEPTANCE

17. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

18. SIGNATURE OF AUTHORIZED GRANTEE OFFICIAL

18A. DATE

LEAA USE ONLY

19. ACCOUNTING CLASSIFICATION CODE

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	MBO
X	A	DX	19	04	02	1.212

20. DOCUMENT CONTROL NUMBER

GRANT AWARD INSTRUCTIONS

This form is to be used for all grants awarded by the Law Enforcement Assistance Administration (LEAA).

All items must be completed. If an item is not applicable for a particular grant, enter N/A.

If additional room is needed for any item or for special conditions, etc., use LEAA Form 4000/7A, Grant Award Continuation Sheet.

Items 1 through 5 are self-explanatory.

Item 6. The Office of Congressional Liaison (CLO) assigns the award date for all grants awarded via the LEAA Washington, D.C. Office. Regional Offices (RO) assign the award date for grants awarded via their respective offices. The RO award date must be SEVEN (7) FULL WORKING DAYS after the grant is signed by the Regional Administrator, not counting the date of signature or the award date.

Item 7. Enter an "X" in the appropriate box to indicate either an initial or a supplemental grant award.

Item 8. If this is a supplemental grant award, enter the number of the supplement.

Item 9.

a. If this is an initial award, enter "-0-."

b. If the most recent modification to the amount of the grant was an AWARD (initial or supplemental), then the amount in block 9 must be the same as the amount in block 11 of the most recent grant award.

c. If the most recent modification to the amount of the grant was a DEOBLIGATION or REOBLIGATION, then the amount in block 9 must be the same as the amount in block 11 of the relevant GAN.

Item 10. Enter the amount of this grant award.

Item 11. Enter the sum of the amounts in blocks 9 and 10.

Item 12. If special conditions or limitations are attached, place an "X" in the box and enter the number of attached pages in the space provided.

Item 13. Place an "X" in the applicable box to indicate the statutory authority under which the grant is awarded. If the "OTHER (SPECIFY)" box is checked, the applicable law must be cited in the space provided.

Item 14. Check the applicable box to indicate whether or not a Letter of Credit will be used.

Items 15 and 16 are self-explanatory. If a second LEAA approval is desired, use the Grant Award - Continuation Sheet.

Items 17 and 18 are self-explanatory.

Items 19 and 20. These items are completed by the LEAA Operating Plan Holder or his designee.

GRANT NUMBER

AWARD DATE

In addition to the General Conditions and Conditions applicable to which this grant is subject, it is also conditioned upon and subject to compliance with the following Special Conditions:

1. Grantee agrees to insure adherence to (i) general, and specific requirements as set forth in Guideline Manual for Discretionary Grant Programs, M 4500.1F financial administration requirements set forth in the Guideline Manual for Planning and Actions Grant M 7100.1A.

2. No otherwise qualified handicapped individual in the United States as defined in Section 7 (5) of the Rehabilitation Act of 1973 (P. L. 93-112) shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from LEAA.

3. Grantee must submit to LEAA seven (7) copies of any handbook, manual final progress report (three copies of audio-visual materials) upon termination of grant, unless otherwise agreed by LEAA.

4. The grantee must submit to LEAA, a listing of nonexpendable property to include the cost of each item, 90 days prior to the termination date of the grant award. Submission of this listing and disposition of such property shall be in accordance with LEAA Guideline G7380.2, Standards for Property Acquired with LEAA Grant Funds, dated August 30, 1976.

5. Grantee (Subgrantee) agrees that, in the event that a Federal or State Court or Federal or State Administrative Agency, after notice and an opportunity for a hearing makes a finding of discrimination under Federal or state law based on the ground of race, color, religion, national origin or sex by the recipient state or local government unit or agency thereof, it will, within ten days, forward a copy of the finding to the cognizant State Planning Agency and to the Office of Civil Rights Compliance of the Law Enforcement Assistance Administration.

6. Requests for proposals or invitations for bids issued by the grantee or a subgrantee to implement the grant or subgrant project are to provide notice to prospective bidders that the LEAA organizational conflict of interest provision is applicable in that contractors who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. See LEAA Guideline Manual M7100.1A, Chapter 3, Paragraph 49e.

7. All reports, articles, books, and other printed material issued in connection with this project must clearly acknowledge LEAA's support; however, this attribution requirement is designed to apply to materials disseminated for public (including scholarly) consumption, and is not applicable to printed material primarily of an internal nature. Furthermore, all published material must contain in a prominent posistion the following language:

> "This project was supported by Grant Number_____, awarded by the Law Enforcement Assistance Administration United States Department of Justice. Points of view or opinions stated in this publication are those of (name of author or organization) and do not necessarily represent the official position of the United States Department of Justice."

8. Where grant projects produce original books, manuals, films, or other copyrightable material, the grantee may copyright such, but the government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, translate, or othersie use, and to authorize others to publish and use, such materials. Where such license is exercised, appropriate acknowledgement of the grantee's contribution will be made.

9. The grant may be terminated, at any time before the date of completion, in whole or in part by the Law Enforcement Assistance Administration for failure to comply with these grant conditions or with project goals, plans, and methodology set forth in the grantee's application or for the convenience of the United States of America.

   The grantee shall be notified of any decision to terminate for the reasons described above and be allowed a reasonable time, not to exceed 45 days, to terminate project operations or seek support from other sources. No termination shall affect grant obligation or cost incurred prior to receipt of notice of termination, provided such obligations or costs were incurred in good faith and are otherwise allowable. Funds shall not be considered obligated solely by virture of grantee commitments to participating agencies or project contractors for work or services not yet performed.

10. Grant funds may not be obligated prior to the effective date of the grant or subsequent to the termination date of the grant period unless approved in writing by the LEAA. Obligations outstanding as of the termination date shall be liquidated within 90 days after the termination of the grant period.

11. All interest or other income earned by grantees from activities supported by the grant (including sale of publications, registration fees, service charge, etc.) must be accounted for. Interest earned must be returned by check made payable to the Law Enforcement Assistance Administration. Other income can be used to further eligible program objectives or be deducted from the total project costs to determine the net cost on which the Federal share of costs will be based.

12. Grantee must obtain prior written approval from LEAA for major project changes. These include, but are not expressly limited to, the following: (a) changes in the project director or other key personnel positions identified in the approved application, including the filling of previously unoccupied positions; (b) changes of substance in project activities design, or research plans set forth in the approved application; (c) any transfer of project funds between direct cost object class budget categories representing a variation form any approved budget category equal to $10,000 or a cumulative amount of 5 percent of the grant budget (Federal and non-Federal funds), whichever is greater; and (d) any increase in individual salary range which was identified in the approved application, any salary increment which represents an annual rate of increase higher than 5 percent. Any higher cost-of-living and merit increase schedules must be expressly approved in advance by LEAA. All personnel change requests herein requiring prior approval must be accompanied by a current resume, and as appropriate, a recent salary history.

    Further, requests for reprogramming of funds across object class budget categories by way of grant adjustment shall clearly show the approved budget totals, the proposed change category totals, and the deviation for each category, fully explained. Requests for changes in the project period should be submitted 90 days in advance of te original termination date, but LEAA reserves the right to waive this requirement should circumstances so warrant.

13. Grantee understands and agrees that while no consultant will be paid more than the maximum compensation of $135 for an eight hour day, this figure is a ceiling and not an automatic floor. In no case are consultants to be paid more than the "market" going rate for the type of services to be performed. A consultant's compensation is not to be based on the consultant's previous rate of compensation if it is not in line with the "market" going rate unless the grantee can justify the need for a particular consultant (within the $135 limit).

    It is stongly recommended that where an employed person is to provide consultant services related to his or her working field of expertise and he/she is to be compensated for such services as a consultant, that the rate of compensation not exceed his/her regular rate of compensation by more than ten (10) percent, (within the $135 limit).

Grantee is further advised of the applicability of the "competitive negotiation" provisions of M7100.1A for all consulting arrangements, particularly those whose total dollar value exceeds $2,500.

14. Grantee agrees to actively participate in such LEAA--sponsored evaluation and monitoring conferences that may be convened during the grant period. Furthermore, grantee agrees to take all necessary steps to keep abreast of the activities of, and to coordinate with, related national and local projects. Each quarterly and final narrative progress report shall concisely describe such coordination efforts.

15. The location of meeting for LEAA funded projects must be determined on a cost/benefit basis. Sites selected should be most cost-advantageous not only to LEAA but also to those state and local agencies releasing employees from duty in order that they may participate in project activities.

    In selecting sites for project meetings, grantees and contractors should use the official duty station of participants as the basis for identifying an optimal location in terms of travel and per diem costs. Average costs for all meetings during the project period should approximate the costs of meetings conducted at such optimal location.

    In instances where meeting sites are predetermined by the nature of the project or where it can be specifically shown that significant program benefits will be derived from selection of a particular location despite some additonal costs, the general rule may be waived by the government project monitor.

    As a general rule, locations which reasonable persons would refer to as "resort areas" will not be selected for LEAA funded gatherings, except where all participants reside within the specific geographic area and the site can be proved to be most cost-advantageous to the government.

16. Within 30 days of the grant award and before expenditure of any funds, the grantee will submit Part V assurances.

17. The award of this grant does not commit LEAA in anyway to continuation funding.

18. Within 90 days of the grant award the Grantee shall submit an interim progress report to LEAA for approval. Continued funding of the project shall be contingent upon a satisfactory review of this progress report. This report shall include, at a minimum, the proposed research plan with specific reference to all components of this project that have been completed, along with some documentation as to their quality (evalution reports etc.) and all other work to be performed under the LEAA grant. The latter shall be specified in terms of priority order. Dates for beginning and completion of each of the remaining, LEAA funded components shall be provided. In addition, the research design shall specify, for each of the components, the objectives, purpose, hypothesis to be tested, methodology, tasks of the research (with dates for completion), products of the research and recommendations for dissemination.

19. Within 90 days of the grant award the Grantee shall submit to LEAA for approval a detailed evaluation plan of the grant project including all developed selection instruments and the impact on entry-level employment of the participating law enforcement agencies.

20. Members of the Technical Advisory Board for the grant are subject to the approval of LEAA.

21. Grantee understands that the Office of Civil Rights Compliance in no way endorses or gives approbation to the entry-level selection system standards to be developed under this grant.

22. Grantee agrees to submit a report to the Office of Civil Rights Compliance within 60 days following completion of the research phase of the program, outlining the procedure used in formulating its minority and female data base and outlining how the data is to be incorporated into the development of the entry-level selection system.

23. Grantee agrees to ensure that minorities and females are included in its research in order that data regarding these groups becomes a part of the development of grantee's validity research and subsequent entry-level selection system.

24. Grantee agrees to validate its entry-level test in accordance with DOJ Guidelines on Employee Selection Procedures, 41 F. R. 51769 (November 23, 1976) and/or its subsequent amendments.

25. Grantee agrees to ensure compliance with Section 518 (c) (1) of the Crime Control Act of 1976, Section 262 of the Juvenile Justice Act of 1974, and Section 504 of the Rehabilitation Act of 1973.

GRANT NUMBER

AWARD DATE

26. The grantee/subgrantee agrees to submit to LEAA no later than April 15, 1978, for review and approval:

(a) an itemization of the charges which make up the 23.36 fringe rate;

(b) justification for the estimated $100 per day instate travel charge and the $750 per trip out-of-state travel charge;

(c) a revised LEAA FORM 4000/3 attachment to SF 424 and a revised budget narrative showing assignment of costs to Federal budget categories d, e, and h in accordance with Appendix 5 of LEAA Guideline Manual M 4500.1F;

(d) an explanation of the differences in content between the Indirect Cost charge of $34,117 and the General Expenses charge of $11,137. Included in the explanation should be an itemization of the estimated costs of each of the items comprising the General Expenses charge.

Commission on Peace Officer Standards and Training

STANDARDS VALIDATION COMMITTEE MEETING

Minutes

March 23, 1978

Los Angeles

PRESENT

ROBERT GROGAN	Commissioner (Chairman)
WILLIAM KOLENDER	Commissioner
WILLIAM ANTHONY	Commissioner
KAY HOLLOWAY	Commissioner

STAFF PRESENT

WILLIAM GARLINGTON	Executive Director
GLEN E. FINE	Bureau Chief, Executive Office
GEORGIA PINOLA	Recording Secretary

The meeting was called to order at 10:00 a.m. on Thursday, March 23, 1978, by Chairman Robert Grogan, who stated that the principal purpose of the meeting was to review special conditions which will be imposed on the LEAA Grant. Staff was recently notified that the $500,000 grant had been approved.

Glen Fine summarized for the Committee the history of the project--the initial request for federal funding to the verbal notification that the grant had been signed. Official notification from LEAA is being withheld pending public announcement of the award in Washington.

POST staff, William Garlington, John Kohls, and Glen Fine, will be in Washington on March 26 and 27 meeting with LEAA personnel to review the grant, the conditions of the grant, and discussing possible award of additional money to develop a model selection process manual.

CONDITIONS OF THE GRANT

Those conditions that were questionable and the Committee's resolutions are as follows:

Condition #9: ...Funds shall not be considered obligated solely by virtue of grantee commitments to participating agencies or project contractors for work or services not yet performed.

Resolution: The Committee agreed that a detailed explanation of this sentence should be sought when staff is in Washington.

Condition #12: ...obtain prior written approval from LEAA for...(a) changes in the project director or other key personnel positions identified in the approved application, including the filling of previously unoccupied positions...

...All personnel change requests herein requiring prior approval must be accompanied by a current resume, and as appropriate, a recent salary history.

Resolution: The Committee was greatly concerned about this condition and requested such concern be communicated to LEAA by staff.

Mr. Fine stated that it is believed that such language is now included as a standard condition of all LEAA grants.

Condition #18: Within 90 days...Grantee shall submit an interim progress report to LEAA for approval. Continued funding of the project shall be contingent upon a satisfactory review of this report...

Mr. Garlington informed the Committee that there would only be one Commission meeting scheduled prior to the deadline for submittal of this report. The report must include identified research priorities. In order that a special Commission meeting would not have to be called for review of the report, the following action was taken:

Resolution: The Committee recommends the Commission authorize the Standards Validation Committee to review the report for approval prior to submission to LEAA.

Condition #19: Within 90 days...Grantee shall submit to LEAA a detailed evaluation plan...

Mr. Garlington advised the Committee that staff had decided to have this report done for their own benefit. The evaluation plan is needed and it might make the project easier.

Condition #20: ...Technical Advisory Board...appointments subject to the approval of LEAA.

Commissioner Anthony stated that a lot depended on the relationship between POST and LEAA. He favors having Californians make up the Advisory Committee; however, he believed it advisable to discuss this issue with LEAA for their feelings on the matter.

Condition #22: ...report to the Office of Civil Rights Compliance... formulating...minority and female data base...

Condition #23: ...ensure that minorities and females are included...

Condition #24: ...validate its entry level test in accordance with DOJ Guidelines on Employee Selection Procedures...

Condition #25: ...ensure compliance with...Crime Control Act of 1976...

Resolution: The Committee agreed that staff should seek deletion and/or clarification of Conditions #22 through #25 from LEAA.

RESEARCH PRIORITIES

Mr. Garlington asked for guidance on the kinds of research validation staff should become involved in. They were provided results of a Survey of Law Enforcement Administrators' Priorities for Selection Standards Research which showed the issues most frequently recommended (Survey results attached). Discussion of the research resulted in the following recommendation:

MOTION by William Kolender, second by William Anthony, that the Committee recommend to the Commission the validation research priorities should be: (1) validate physical agility and physical performance requirements which may incorporate height and weight, and (2) validate written test for entry-level which would include reading and writing skills testing. MOTION CARRIED.

Meeting adjourned at 11:00 a.m.

GEORGIA PINOLA
Secretary

Commission on Peace Officer Standards and Training

SURVEY OF LAW ENFORCEMENT ADMINISTRATORS' PRIORITIES FOR SELECTION STANDARDS RESEARCH - JANUARY 1978

Selection Standards Issues Most Frequently Recommended

TOPIC	TOTAL TIMES MENTIONED
Physical Agility and Physical Performance	56
Psychological Testing	46
Validated Written Test for Entry Level	37
Interview	23
Writing Skill	16
Reading Skill	15
Height	15
Education	14
Background Investigation	13
Vision	13
Weight	10
Promotional Exams	9

Commission on Peace Officer Standards and Training

ADVISORY COMMITTEE MEETING

MINUTES

March 9-10 1978

Orange

The meeting was called to order at 10:05 a.m., Thursday, March 9, 1978, by Chairman George Tielsch. A quorum was present.

PRESENT

GEORGE P. TIELSCH	CPCA	Chief of Police, Santa Monica Police Department
ROBERT WASSERMAN	CPOA	Chief of Police, Fremont Police Department
WAYNE CALDWELL	Specialized Law Enforcement	California State Employees' Association
ROBERTA DORAN	WPOA	Lieutenant, University of California at Los Angelcs
WILLIAM KINNEY	Public	Retired - Chief of Police, Sacramento
EDWIN MEESE III	Public	Attorney at Law
ALEX PANTALEONI	CAAJE	Rio Hondo College
DALE RICKFORD	CAPTO	Captain, Antioch Police Department
JOHN RIORDAN	PORAC	Sergeant, San Rafael Police Department
JAY RODRIGUEZ	Public	Manager, Community Relations, KNBC-4, Los Angeles
LARRY WATKINS	CHP	Commander, Training Division, California Highway Patrol

ABSENT

JAMES GRANT, JR.	Sheriffs' Assoc.	Sheriff, Yuba County
WINSTON SILVA	Community Colleges	Supervisor, Criminal Justice Education and Training, California Community Colleges

STAFF PRESENT

WILLIAM GARLINGTON	Executive Director
BRADLEY KOCH	Director, Standards and Training Division
GEORGE WILLIAMS	Bureau Chief, Administration Division
HAROLD SNOW	Special Assistant, Executive Office
GENE CARTWRIGHT	Consultant, Standards and Training Division
GLEN FINE	Bureau Chief and Executive Secretary to the POST Advisory Committee
GEORGIA PINOLA	Recording Secretary, POST Advisory Committee

VISITORS

Representatives from the following agencies and colleges were also in attendance:

BREA POLICE DEPARTMENT
CORONADO POLICE DEPARTMENT
FOUNTAIN VALLEY POLICE DEPARTMENT
GARDEN GROVE POLICE DEPARTMENT
IMPERIAL BEACH POLICE DEPARTMENT
IMPERIAL VALLEY COLLEGE
KERN CO. SHERIFF'S DEPARTMENT
LAGUNA BEACH POLICE DEPARTMENT
LA MESA POLICE DEPARTMENT
LOS ALAMITOS POLICE DEPARTMENT
LOS ANGELES POLICE DEPARTMENT
NEWPORT BEACH POLICE DEPARTMENT
OCEANSIDE POLICE DEPARTMENT
ORANGE POLICE DEPARTMENT
PLACENTIA POLICE DEPARTMENT
SAN CLEMENTE POLICE DEPARTMENT
SAN DIEGO POLICE DEPARTMENT
SAN MATEO CO. SHERIFF'S DEPARTMENT
SEAL BEACH POLICE DEPARTMENT
SIMI VALLEY POLICE DEPARTMENT
STANTON POLICE DEPARTMENT
TUSTIN POLICE DEPARTMENT
WESTMINSTER POLICE DEPARTMENT

INTRODUCTION OF NEW MEMBERS

Glen E. Fine introduced two new members of the Committee: Deputy Chief Larry Watkins, Commander of the California Highway Patrol's Training Division, representative of the California Highway Patrol; and Sergeant John Riordan, San Rafael Police Department, representative of the Peace Officers' Research Association of California (PORAC).

APPROVAL OF MINUTES OF DECEMBER 1-2, 1977 MEETING

MOTION by Wayne Caldwell, second by Alex Pantaleoni, that the minutes be approved as written. MOTION CARRIED.

INFORMATION REPORTS

Review of January Commission Meeting

Mr. Garlington presented the Committee with a brief overview of the January Commission meeting. Some of the topics highlighted included:

- Reimbursement: Salary reimbursement for FY 1978/79 will continue at the 60% rate.
- California Specialized Institute: CSTI's contract request for $356,447 was approved for FY 1978/79.
- Department of Justice: A contract request for $502,376 was approved, FY 1978/79, for the Department of Justice to offer 19 courses in 106 presentations.
- Basic Training Delivery System: A Task Force on "Future of Basic Entrance Training" was approved. By 1981 there will be no surplus in the reimbursement fund; therefore, the Task Force will study alternative methods of reimbursing for the basic course and examine the possibilities of pre-employment training requirements.

Review of Public Hearing Issues

Mr. Garlington reviewed the following proposals which will be subject to public hearings on April 20, 1978.

- Specialized Law Enforcement Program: To discontinue the Specialized Basic Course and require completion of the Regular Basic Course and to require the Advanced Officer Course for all participants in the Specialized Program.
- Revision of Basic Training Requirements: Increase the minimum hour requirement from 200 to 400 and expand the subject matter requirements.
- Revocation of Certificates: Consider professional certificates as awards for achievement and subject to denial or cancellation only if obtained through misrepresentation, fraud, or issuance due to administrative error.
- Supervisory Certificate: The Commission will also entertain a motion to provide supervisory certificates as a new type of professional certificate.

RESERVE OFFICER STANDARDS

Glen Fine gave the Committee an overview of the nine hearings (meetings) which were held throughout the state, Norwalk to Redding, on Reserve Standards and Training. The major concerns expressed at these meetings are as follows:

- Considerable need was expressed to allow a Level I reserve supervise a Level II reserve.
- There is a need to review "limited function" as it relates to Level III reserves, what type of assignments may be considered "limited function", and review of the term "general law enforcement powers".
- Guidelines are needed for "grandfathering" eligible reserves.
- How will "grandfathered" reserves make-up training deficiencies for purposes of acquiring reserve certificates?
- Administrators were concerned about liability associated with the decision to "grandfather" reserves.
- Would it be possible to allow departments to provide inhouse training as a means of satisfying training requirements?
- Concern was expressed over the amount of training to be required for reserves.

Chairman Tielsch called for testimony from the audience and received the following statements:

Chief M.V. Duncan, Orange Police Department, speaking on behalf of the Orange County Police Chiefs' and Sheriff's Association, requested that the number of hours for training be limited to 120 hours for Level I reserves, 80 hours for Level II reserves, and 40 hours for Level III reserves.

Chief Arthur LeBlanc, Coronado Police Department, speaking on behalf of the San Diego County Police Chiefs' and Sheriff's Association, stated that 200 hours of training for Level I reserves was sufficient and that 400 hours of required training might serve to eliminate the reserve program, which would be a disservice to California law enforcement.

Chief Charles Gross, Newport Beach Police Department, expressed his belief that POST should prescribe the "minimum" and any training over and above the minimums should be departmental discretion.

Chief Robert Bonnet, Westminster Police Department, expressed concern that the regular background and medical was too extensive for reserves.

Committee members were provided a handout by Harold Snow which listed alternatives and technical information on training standards for Level I reserves. This information was provided to aid the Committee members in developing recommendations for the Commission.

Alternatives for reserve training that were considered and discussed at length by the Committee and the resolutions of such are as follows:

I. Training Standards

A. Level III Reserve

> MOTION by Wayne Caldwell, second by William Kinney, that the Advisory Committee recommend to the Commission the minimum training standards for Level III Reserves be the specified PC 832 training. MOTION CARRIED.

The motion was in agreement with the Committee's consensus that as much flexibility as possible should be left to the chief administrators in requiring additional training.

B. Level II Reserve

Discussion in this area revolved mainly around the problem of requiring enough training and yet not requiring too much. The Committee recognized the need for an ongoing field training program, the required PC 832 training, plus classroom instruction in various areas.

The following action was taken:

> MOTION by Wayne Caldwell, second by Jay Rodriguez, that the Advisory Committee recommend to the Commission the training standards for Level II Reserves be a two-part requirement: (1) a certified PC 832 course and (2) a minimum of 40 hours of classroom instruction to include first aid, CPR, and the role of the backup officer. MOTION CARRIED. (No: John Riordan)

Discussion following the motion was concerned with the mandatory field training program. The law states that the program will be ongoing, but does not define what it will be. (This item was to be covered under "Definitions" but was considered here for continuity.)

The following action was taken:

> MOTION by John Riordan, second by William Kinney, that the Advisory Committee recommend to the Commission that an approved field training program for reserves is a program certified by the agency, using

qualified instructors, modeled on the regular POST field training program and will include but is not limited to the following subjects: Officer Survival, Weaponless Defense and Baton, Police Community Relations, Car Stops, Traffic Control, Crime Scene Procedures, Radio and Telecommunications, Role of Backup Officer, Booking Procedures, Note Taking, Shotgun, and Crowd Control. MOTION CARRIED.

C. Level I Reserve

Discussion among the members was concerned mainly with the hour and content requirement for Level I Reserves.

MOTION by Wayne Caldwell, second by John Riordan, that the Advisory Committee recommend to the Commission the training for Level I Reserves be the POST certified Basic Course. MOTION FAILED. (Ayes: Wayne Caldwell, John Riordan)

MOTION by Jay Rodriguez to amend the motion to a 200-hour basic course. Motion died for lack of second.

MOTION by Larry Watkins, second by Dale Rickford, that the Advisory Committee recommend to the Commission the Level I Reserves will require 400 hours of training which will include a minimum of a 200-hour course prescribed by POST and 200 hours of structured field training using the POST Field Training Manual as a suggested guide. MOTION CARRIED. (Noes: John Riordan, Jay Rodriguez)

Larry Watkins stated that the intent of the law was for professionalization of the reserve programs and that a requirement less than what is required of regular officers who work alone would not be in agreement with the law.

(The following action was taken on the morning of March 10 but is reported here for continuity.)

The question was raised, by Harold Snow, as to whether the recommended Level I training requirement was intended to be equal to the Basic Course and vice versa. The Committee's consensus was that the proposed Level I training requirement should not be considered equivalent to the regular basic course. After further discussion in this area, the Committee decided that if a reserve officer had completed the regular basic, such training should be considered ~~equivalent~~ an alternative to the proposed Level I requirements.

The following action was taken:

MOTION by Robert Wasserman, second by Wayne Caldwell, that the Commission adopt completion of the regular basic course as an option to the Level I training requirement. MOTION CARRIED. (No: Larry Watkins)

II. Definitions

The Committee reviewed their previous tentative definitions along with alternatives for modifications.

A. "working alone"

Consensus: This refers to a Level I reserve officer who works without immediate supervision and makes independent decisions. This definition should not preclude two Level I reserves or a Level I and a regular officer from working together.

B. "immediate supervision"

Consensus: Supervision which is routinely in the physical proximity of and acting under the direction of a qualified officer and shall allow for temporary separations.

C. "prevention and detection of crime and the general enforcement of laws"

Consensus: This refers to a reserve assigned to:

1. investigation of crimes, or
2. patrol a geographic area and
   - respond to the full range of citizen requests for police services and
   - take enforcement action on the full range of law violations for which the reserve's department has enforcement responsibility.

D. "limited function"

Consensus: This term should not be defined. Rather, the term should be viewed in the context of the language of the law, "Deployed only in such limited functions as would not usually require general law enforcement powers and the person has completed the training required by Section 832 or such other training prescribed by the Commission."

E. "peace officer possessing a basic certificate"

Consensus: This refers to a regular officer and precludes a Level II reserve from working under the supervision of another reserve, unless that reserve possesses a regular Basic Certificate awarded while he was a regular officer.

MOTION by Wayne Caldwell, second by John Riordan, that the Commission adopt the Advisory Committee's consensus on the "Definitions" of terminology used in the law. MOTION CARRIED.

III. Certificates

A. Eligibility

Consensus: Only reserve officers qualified for Level I assignment will be eligible for award of professional reserve officer certificates.

Mr. Garlington suggested that because the POST reserve certificate will not automatically be awarded to "grandfathered" reserves, POST should supply the departments with a departmental certificate form that can be used by the chief or sheriff to certify the reserve for that department. The same form could be used as a certificate of completion of training requirements for Level II and Level III reserves. There was consensus that POST should supply the forms.

B. Fees

Consensus: The Committee decided not to recommend charging a fee for the certificates. Mr. Garlington's advice was that it might cost more to collect and process the fees than it would cost to process the certificates.

C. Requirements

Consensus:
- o Completion of Level I training requirement (200-hour course prescribed by POST and 200 hours of structured field training).
- o Completion of 200 hours of work experience while assigned to the prevention and detection of crime and the general enforcement of laws.
- o Endorsement by agency head.

The Committee's intent regarding the experience requirement was to allow credit for the 200 hours of work experience regardless of whether it was obtained while working alone or while working with a regular officer.

D. Requirements for Grandfathered Reserves

Consensus: Satisfaction of all certificate requirements for a Level I Reserve with allowance for recognition of previous training and experience.

E. Title

Consensus: The Committee expressed a desire that the title be dissimilar from that of the "regular" basic certificate; therefore, the certificate should be distinctively labeled as "Reserve Officer Certificate".

F. Type

Consensus: The Committee expressed their opinion that the certificate should be a wall type as opposed to a card type. The Committee also believed that only one certificate should be issued--there should not be a hierarchy of basic, intermediate, or advanced officer certificates.

G. Renewal

Consensus: The certificates should be issued on a lifetime basis (no expiration date) in the same manner as other POST certificates.

MOTION by Jay Rodriguez, second by William Kinney, that the Commission adopt the Advisory Committee's consensus on the issues of "Certificates". MOTION CARRIED.

IV. Selection Standards

A. Legislatively Mandated: conviction of felony, fingerprinting, be at least 18 years of age, good moral character (background investigation), medical examination

Consensus: The legislatively mandated selection standards, as stated above, will be required; however, the degree to which the medical examination and background investigation would be complied will be left to the discretion of the agency head. In essence, this proposal is that POST regulations requiring standards for regular officers in these areas not be mandated for reserves but rather the Government Code provision (Government Code Sections 1029-1031), without amplification, would be mandated. A copy of Government Code provision is attached.

B. Interviewed personally by department head or his/her representative prior to appointment...

Consensus: The above POST standard will also be required of all reserve applicants.

The Committee believed it inappropriate to apply existing POST selection standards regarding reading skills, probationary period, or college units.

MOTION by John Riordan, second by Dale Rickford, that the Commission adopt the Advisory Committee's consensus on the issues of "Selection Standards". MOTION CARRIED.

V. Training Delivery

Consensus: The Committee agreed that further discussion of the needed training delivery system should be delayed until a future meeting.

After reviewing the training courses previously proposed by the Committee as reserve training requirements, the Committee discussed the

problem of quality control. There was consensus that POST should assume responsibility for monitoring and maintaining quality in reserve training courses.

Meeting adjourned at 5:00 p.m.

The meeting was called to order at 9:00 a.m., Friday, March 10, 1978, by Chairman George Tielsch. A quorum was present.

PRESENT

GEORGE TIELSCH	CPCA
ROBERT WASSERMAN	CPOA
WAYNE CALDWELL	Specialized Law Enforcement
ROBERTA DORAN	WPOA
WILLIAM KINNEY	Public
EDWIN MEESE III	Public
ALEX PANTALEONI	CAAJE
DALE RICKFORD	CAPTO
JOHN RIORDAN	PORAC
JAY RODRIGUEZ	Public
LARRY WATKINS	CHP

ABSENT

JAMES GRANT, JR.	Sheriff's Association
WINSTON SILVA	Community Colleges

STAFF PRESENT

BRADLEY KOCH	Director, Standards and Training Division
HAROLD SNOW	Special Assistant, Executive Office
GEORGE WILLIAMS	Bureau Chief, Administration Division

GLEN FINE	Bureau Chief and Executive Secretary to the POST Advisory Committee
GEORGIA PINOLA	Recording Secretary, POST Advisory Committee

STANDARDS AND TRAINING DIVISION REPORT

Brad Koch reported to the Committee on the recently updated training needs assessment study. The study identified training needs throughout the State in skills and knowledge, and job specific areas. The number 1 training need in the area of job specific training was general criminal investigation and in skills and knowledge it was report writing. Mr. Koch advised the Committee the study would be repeated on a two-year basis.

REVIEW OF PROPOSED CHANGES IN THE SPECIALIZED PROGRAM

The Committee at its last meeting agreed to defer discussion of this item until this meeting.

The Committee was provided for review tentatively approved recommendations from the Commission. These recommendations are as follows:

- Discontinue the Specialized Basic Courses and require completion of the regular basic course by all participants in the POST Specialized Certification Program.
- Advanced Officer training required of all participants in the Specialized Certification Program.

During discussion of these issues concern was expressed by Larry Watkins, Alex Pantaleoni, and Robert Wasserman over specialized officers attending the regular basic course being trained in many subjects which they do not need or would not use. It was felt that if the regular basic was required, the flexibility in the required subjects would have to be built into the requirement. Wayne Caldwell stated that the Committee would be doing less if they did not abide by the Commission's recommendation because there was great demand from the field to upgrade training. After considerable discussion, the following action was taken:

> MOTION by Wayne Caldwell, second by John Riordan, that the Advisory Committee recommend the requirement for specialized law enforcement participants be completion of the regular Basic Course. MOTION CARRIED. (No: Robert Wasserman)

A short discussion concerning the Advanced Officer Course requirement and the possibility of requiring 40 hours resulted in the following action:

> MOTION by Wayne Caldwell, second by Alex Pantaleoni, that the Advanced Officer Course be required for participants in the Specialized Certification Program. MOTION CARRIED.

LEGISLATIVE UPDATE

Harold Snow addressed the Committee on legislation of interest to POST. The bills highlighted included:

AB 1603 - Peace Officer Certification: Opposed by the Commission. Referred to interim study by the Assembly Criminal Justice Committee.

AB 1902 - DA's Investigators: POST Reimbursement: This bill is awaiting approval on the Senate floor; the bill is expected to pass.

AB 1979 - Probation Added to POST: POST Reimbursement: This bill is "dead" for the year.

AB 1987 - Community College Out-of-District Cost: This bill is on the Governor's desk for his signature. (Has been chaptered into law.)

STATUS REPORTS

Job Analysis

Glen Fine reported that the Job Analysis survey questionnaires have been returned and data processed for all participating agencies except the Los Angeles Police Department. The printouts that have been reviewed indicate the study will be of great value in showing job relatedness of job tasks and in validating tests.

LEAA Grant Proposal

Glen Fine also reported that the LEAA grant proposal has been signed; however, POST will not receive official notification until a public announcement of the award is made in Washington. He stated that a number of conditions would be attached to the grant which will be reviewed by staff and the Commission before the grant is accepted.

POST staff, Bill Garlington, John Kohls, and Glen Fine, will travel to Washington to meet with LEAA personnel to review the grant proposal and to discuss the possibility of receiving an additional $500,000 to develop a model selection process manual.

NATIONAL APPRENTICESHIP PROGRAM

The Committee was provided information on the Law Enforcement Apprenticeship Program which as been accepted by the U.S. Department of Labor. The program has attracted a great deal of interest in the eastern United States. Mr. Fine informed the Committee that it is doubtful that the program would generate much interest here due to California's present standards and training requirements for law enforcement and because no federal money has been secured to subvent the program.

Since no action by the Committee was required at this time, it was agreed the program should continue to be monitored.

SUPERVISORY CERTIFICATE

George Williams presented the Committee with an overview of the proposed eligibility requirements for supervisory certificates. Eligibility requirements for the certificate are patterned after the middle management and executive certificates. Cancellation will be effected only by administrative error or misrepresentation on the part of the applicant.

REPORTS FROM MEMBERS

Specialized Law Enforcement: Wayne Caldwell reported that he is primarily involved with the new legislative year. He is concerned with the impact of SB 839, Collective Bargaining, and a new bill to amend Government Code Section 3510.

CPOA: Robert Wasserman reported that the Executive Committee voted to oppose the Boatwright bill, AB 1902.

Public: Jay Rodriguez reported he had accepted the chairmanship of the Media Committee for the Governor's Crime Reduction Force to set up local crime prevention programs and the implementation of the programs. The first meeting of the Committee will be held May 3 to plan the campaign.

CAAJE: Alex Pantaleoni reported that CAAJE was very much interested in the actions the Advisory Committee took on the issue of Reserves and that the Committee's actions were consistent with the desires of CAAJE. CAAJE's annual conference will be mid-April in San Diego.

Mr. Pantaleoni also reported that he is currently involved with the Committee to study pre-service training and courses that could equate to the Basic requirements.

PORAC: John Riordan reported that the PORAC Professionalization Committee will be closely watching the apprenticeship program.

WPOA: Roberta Doran reported on the Associations ongoing training programs. A Jail Management course will be presented in Monterey on March 18 and a number of seminars will be presented in Newport Beach in May.

She also reported that her Association is very interested in her work on the Committee and, therefore, she is trying to keep them well informed on the issues before the Committee.

CHP: Larry Watkins reported that the CHP's recruitment efforts for female patrol officers fell short of the planned total. The CHP is also working to adapt to SB 839, Collective Bargaining.

Chief Watkins took this time to express his pleasure at having been appointed to the Committee.

CAPTO: Dale Rickford reported that CAPTO's Annual Conference will be held in October in Sacramento. The Training Manager's Guide has been completed, printed, and will be disseminated in the very near future.

Chiefs' Association: George Tielsch reported that the Chiefs' Association met in February. This was their first meeting separate from CPOA, and the meeting was very profitable.

OLD/NEW BUSINESS

Glen Fine thanked the Advisory Committee members for all the extra work they had given to the reserve issue.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 12:10 p.m.

GEORGIA PINOLA
Secretary

Distribution: Advisory Committee
Commissioners
POST Staff

A person may properly be required to disclose information relevant to fitness and loyalty as a reasonable condition for obtaining or retaining public employment, even though disclosure, under some circumstances, may amount to self-incrimination. Steinmetz v. California State Bd. of Ed. (1955) 285 P.2d 617, 44 C.2d 816, certiorari denied 76 S.Ct. 708, 351 U.S. 915, 100 L.Ed. 1448.

5. Mandamus

In mandamus proceeding brought to procure reinstatement as a permanent civil service employee discharged under this section, laches would preclude granting relief to the petitioner, who had taken no legal action until more than two years after commission had affirmed order removing petitioner from his position. Callender v. San Diego County (1958) 327 P.2d 74, 161 C.A.2d 481.

7. Review

Judgment of California District Court of Appeal that due process was not offended by discharge of permanent county social worker for insubordination for refusing to answer congressional subcommittee's questions as to his subversive activities although he had been ordered to do so by county board of supervisors and although this section made it duty of public employee to give testimony as to such activity on pain of discharge in manner provided by law, was affirmed by equally divided court. Nelson v. Los Angeles County (1960) 80 S.Ct. 527, 362 U.S. 1, 4 L.Ed.2d 494.

§ 1028.2 Application of Education Code to school district employees. Sections 1027.5, 1028.1, and 1028, added by Chapter 1418 of the Statutes of 1947, are not applicable to school district employees. It is the intent of the Legislature that the Education Code shall apply to such employees. (Added Stats.1955, c. 84, p. 528, § 3.)

Derivation: Stats.1953, c. 1646, p. 3368, § 4.

Library references: Schools and School Districts ⇐63(1); C.J.S. Schools and School Districts § 144.

§ 1029. Conviction of felony as disqualification for peace officer. Any person who has been convicted of a felony in this State or any other state, or who has been convicted of any offense in any other state which would have been a felony if committed in this State, is disqualified from holding office or being employed as a peace officer of the State, county, city, city and county or other political subdivision, whether with or without compensation, and is disqualified from any office or employment by the State, county, city, city and county or other political subdivision, whether with or without compensation, which confers upon the holder or employee the powers and duties of a peace officer.

Nothing in this section shall be construed to limit or curtail the power or authority of any board of police commissioners, chief of police, sheriff, mayor, or other appointing authority to appoint, employ, or deputize any person as a peace officer in time of disaster caused by flood, fire, pestilence or similar public calamity, or to exercise any power conferred by law to summon assistance in making arrests or preventing the commission of any criminal offense. (Formerly § 1028, added Stats.1949, c. 761, p. 1492, § 1. Renumbered § 1029, and amended Stats.1957, c. 65, p. 632, § 1; Stats.1957, c. 66, p. 635, § 1.)

Government Code

Historical Note

The 1957 amendments renumbered and amended this section without change.

Notes of Decisions

Library references

Municipal Corporations ⇐184(2).
Officers ⇐31.
C.J.S. Municipal Corporations § 571.
C.J.S. Officers § 23.

Minimum standards for law enforcement personnel. Reports of Assembly Interim Committee on Judiciary, 1957–1959, vol. 20, No. 8. Vol. 3 of Appendix to Journal of the Assembly, Reg.Sess., 1959.

1. Construction and application

Under the Constitution, the Los Angeles county charter provision permitting discharge of county civil service employee where the specific grounds have been stated and a hearing, if requested by employee, has been held, and not the inconsistent provisions of this section and § 1770 providing that office becomes vacant upon the incumbent's conviction of felony or of any offense involving violation of his official duties, were applicable and controlled the discharge of Los Angeles County deputy sheriff. Pearson v. Los Angeles County (1958) 319 P.2d 624, 49 C.2d 523.

This section does not automatically upon conviction of a felony effectuate an ouster from office or employment; at most it provides a basis for discharge. Id.

This section and § 1770 providing that office becomes vacant upon the incumbent's conviction of felony or of any offenses involving violation of his official duties are superseded by Los Angeles county charter provisions relating to removal of county deputies in so far as the statutes are inconsistent with the charter provisions. Id.

§ 1030. Fingerprinting of peace officers. A classifiable set of the fingerprints of every person who is now employed, or who hereafter becomes employed, as a peace officer of the State, or of a county, city, city and county or other political subdivision, whether with or without compensation, shall be furnished to the State Division of Criminal Identification and Investigation and to the Federal Bureau of Investigation by the sheriff, chief of police or other appropriate appointing authority of the agency by whom the person is employed.

This section shall not apply to any currently employed peace officer whose appointment antedates the effective date of this section and whose fingerprints have already been submitted by his appointing authority to the State Division of Criminal Identification and Investigation and to the Federal Bureau of Investigation. (Added Stats. 1959, c. 1481, p. 3774, § 1.)

Library references: Officers ⇐18 et seq.; C.J.S. Officers § 11 et seq.

§ 1031. Public officers or employees having powers of peace officers; minimum standards. In any instance in which, after the effective date of this section, members of a class of public officers or employees are first declared by law to be peace officers or to have the

powers of peace officers, each member of such class must meet at least the following minimum standards:

(a) Be a citizen of the United States;

(b) Be at least 18 years of age;

(c) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record;

(d) Be of good moral character, as determined by a thorough background investigation;

(e) Be a high school graduate or pass the General Education Development test indicating high school graduation level;

(f) Be found, after examination by a licensed physician and surgeon, to be free from any physical, emotional, or mental condition which might adversely affect his exercise of the powers of a peace officer.

This section shall not be construed to preclude the adoption of additional or higher standards. (Added Stats.1961, c. 2092, p. 4357, § 1.)

Notes of Decisions

Library references

Officers ⇨18 et seq.
C.J.S. Officers § 12 et seq.

Advertising by peace officers. Reports of Assembly Interim Committee on Criminal Procedure, 1961–1963, Vol. 22, No. 3, p. 175. Vol. 2 of Appendix to Journal of the Assembly, Reg.Sess., 1963.

1. Construction and application

This section, setting forth minimum standards to be met by members of class of public officers or employees declared by law to be peace officers or to have powers of peace officers, applies only to classes of public officers or employees never before authorized to act as peace officers, which class may be declared by laws effective after Sept. 15, 1961, to be peace officers or by such laws invested with the powers and duties of peace officers. 38 Ops.Atty.Gen. 88.

The word "class," as used in this section setting forth minimum standards to be met by members of a class of public officers or employees declared by law to be peace officers or to have the power of peace officers, does not have the same meaning as the definition in Gov.C. § 18523, according to which it means a group of positions sufficiently similar with respect to duties and responsibilities that the same title may reasonably and fairly be used to designate each position allocated to the class and that substantially same tests of fitness may be used and that substantially the same minimum qualifications may be required and that the same salary range may be made to apply with equity. Id.

Where some but not all positions in state civil service class have peace officer powers, or some but not all incumbents in positions in single state civil service class have such peace officer powers, there would be improper classification since minimum requirements, duties and responsibilities of the two categories would be different, contrary to classification standards established by § 18801, but, assuming proper classification, where some but not all positions in state civil service class are given peace officer powers by statute effective after Sept. 15, 1961, all positions and persons in positions in such class must meet minimum standards set forth in § 1031. Id.

State of California

Department of Justice

Memorandum

To : COMMISSIONERS

Date : March 27, 1978

George P. Tielsch

George Tielsch, Chairman
POST Advisory Committee

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

Subject: ADVISORY COMMITTEE REPORT

Reserve Officer Standards

The major work of the Advisory Committee at its last two meetings has been review and analysis of AB 641, the reserve officer standards bill. In order to gain input and obtain the best possible insight into potential impact of AB 641, a series of meetings was held statewide during February and early March.

One or more members of the Advisory Committee were in attendance at each of the nine (9) meetings. The meetings were all well attended by law enforcement officials. A large audience was also in attendance at the Committee's regular meeting on March 9 in Orange when recommendations were developed by the Committee.

Field input has verified that reserve officer programs vary greatly from one jurisdiction to another. Differing usage is made of reserve manpower and the level of training being provided to reserves indicates great variances. Many reserve officers are "traditional" reserves who have no law enforcement career ambitions. Growing numbers of reserves, however, are younger persons seeking entry to the law enforcement occupation. It is not surprising then that conflicting views exist regarding minimum requirements for the selecting and training of reserve officers.

The Committee concluded its discussions on reserve standards and agreed upon a number of recommendations to the Commission. Those recommendations, extraced from minutes of our meeting, are attached.

In order that the Commission may review alternatives which were considered by the Committee, I have also attached an outline of alternatives. The alternatives chosen by the Committee are identified by italics.

Specialized Law Enforcement Program

The Committee reviewed the proposed changes in the specialized program and supports the changes scheduled for consideration at the public hearing. The following specific motions were passed:

MOTION by Wayne Caldwell, second by John Riordan, that the Advisory Committee recommend the requirement for specialized law enforcement participants be completion of the regular Basic Course. MOTION CARRIED.

MOTION by Wayne Caldwell, second by Alex Pantaleoni, that the Advanced Officer Course be required for participants in the Specialized Certification Program. MOTION CARRIED.

Commission on Peace Officer Standards and Training

ADVISORY COMMITTEE'S PROPOSALS FOR JULY PUBLIC HEARING ON RESERVE OFFICER STANDARDS

I. Training Standards

A. Level III Reserve

MOTION by Wayne Caldwell, second by William Kinney, that the Advisory Committee recommend to the Commission the minimum training standards for Level III Reserves be the specified PC 832 training. MOTION CARRIED.

The motion was in agreement with the Committee's consensus that as much flexibility as possible should be left to the chief administrators in requiring additional training.

B. Level II Reserve

Discussion in this area revolved mainly around the problem of requiring enough training and yet not requiring too much. The Committee recognized the need for an ongoing field training program, the required PC 832 training, plus classroom instruction in various areas.

The following action was taken:

MOTION by Wayne Caldwell, second by Jay Rodriguez, that the Advisory Committee recommend to the Commission the training standards for Level II Reserves be a two-part requirement: (1) a certified PC 832 course and (2) a minimum of 40 hours of classroom instruction to include first aid, CPR, and the role of the backup officer. MOTION CARRIED. (No: John Riordan)

Discussion following the motion was concerned with the mandatory field training program. The law states that the program will be ongoing, but does not define what it will be. (This item was to be covered under "Definitions" but was considered here for continuity.)

The following action was taken:

MOTION by John Riordan, second by William Kinney, that the Advisory Committee recommend to the Commission that an approved field training program for reserves is a program certified by the agency, using qualified instructors, modeled on the regular POST field training program and will include but is not limited to the following subjects: Officer Survival, Weaponless Defense and Baton, Police Community Relations, Car Stops, Traffic Control, Crime Scene Procedures, Radio and Telecommunications, Role of Backup Officer, Booking Procedures, Note Taking, Shotgun, and Crowd Control. MOTION CARRIED.

C. Level I Reserve

Discussion among the members was concerned mainly with the hour and content requirement for Level I Reserves.

> MOTION by Wayne Caldwell, second by John Riordan, that the Advisory Committee recommend to the Commission the training for Level I Reserves be the POST certified Basic Course. MOTION FAILED. (Ayes: Wayne Caldwell, John Riordan)
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> MOTION by Jay Rodriguez to amend the motion to a 200-hour basic course. Motion died for lack of second.
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> MOTION by Larry Watkins, second by Dale Rickford, that the Advisory Committee recommend to the Commission the Level I Reserves will require 400 hours of training which will include a minimum of a 200-hour course prescribed by POST and 200 hours of structured field training using the POST Field Training Manual as a suggested guide. MOTION CARRIED. (Noes: John Riordan, Jay Rodriguez)

Larry Watkins stated that the intent of the law was for professionalization of the reserve programs and that a requirement less than what is required of regular officers who work alone would not be in agreement with the law.

(The following action was taken on the morning of March 10 but is reported here for continuity.)

The question was raised, by Harold Snow, as to whether the recommended Level I training requirement was intended to be equal to the Basic Course and vice versa. The Committee's consensus was that the proposed Level I training requirement should not be considered equivalent to the regular basic course. After further discussion in this area, the Committee decided that if a reserve officer had completed the regular basic, such training should be considered equivalent to the proposed Level I requirements.

The following action was taken:

> MOTION by Robert Wasserman, second by Wayne Caldwell, that the Commission adopt completion of the regular basic course as an option to the Level I training requirement. MOTION CARRIED. (No: Larry Watkins)

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The Committee reviewed their previous tentative definitions along with alternatives for modifications.

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Consensus: This refers to a Level I reserve officer who works without immediate supervision and makes independent decisions. This definition should not preclude two Level I reserves or a Level I and a regular officer from working together.

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Consensus: Supervision which is routinely in the physical proximity of and acting under the direction of a qualified officer and shall allow for temporary separations.

C. "prevention and detection of crime and the general enforcement of laws"

Consensus: This refers to a reserve assigned to:

1. investigation of crimes, or
2. patrol a geographic area and
   - respond to the full range of citizen requests for police services and
   - take enforcement action on the full range of law violations for which the reserve's department has enforcement responsibility.

D. "limited function"

Consensus: This term should not be defined. Rather the term should be viewed in the context of the language of the law, "Deployed only in such limited functions as would not usually require general law enforcement powers and the person has completed the training required by Section 832 or such other training prescribed by the Commission."

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Consensus: This refers to a regular officer and precludes a Level II reserve from working under the supervision of another reserve, unless that reserve possesses a regular Basic Certificate awarded while he was a regular officer.

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that department. The same form could be used as a certificate of completion of training requirements for Level II and Level III reserves. There was consensus that POST should supply such forms.

B. Fees

Consensus: The Committee decided not to recommend charging a fee for the certificates. Mr. Garlington's advice was that it might cost more to collect and process the fees than it would cost to process the certificates.

C. Requirements

Consensus:
- Completion of Level I training requirement (200-hour course prescribed by POST and 200 hours of structured field training).
- Completion of 200 hours of work experience while assigned to the prevention and detection of crime and the general enforcement of laws.
- Endorsement by agency head.

The Committee's intent regarding the experience requirement was to allow credit for the 200 hours of work experience regardless of whether it was obtained while working alone or while working with a regular officer.

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Consensus: Satisfaction of all certificate requirements for a Level I Reserve with allowance for recognition of previous training and experience.

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Consensus: The Committee expressed a desire that the title be dissimilar from that of the "regular" basic certificate; therefore, the certificate should be distinctively labeled as "Reserve Officer Certificate".

F. Type

Consensus: The Committee expressed their opinion that the certificate should be a wall type as opposed to a card type. The Committee also believed that only one certificate should be issued--there should not be a of basic, intermediate, or advanced officer certificates.

G. Renewal

Consensus: The certificates should be issued on a lifetime basis (no expiration date) in the same manner as other POST certificates.

MOTION by Jay Rodriguez, second by William Kinney, that the Commission adopt the Advisory Committee's consensus on the issues of "Certificates". MOTION CARRIED.

IV. Selection Standards

A. Legislatively Mandated: conviction of felony, fingerprinting, be at least 18 years of age, good moral character (background investigation), medical examination.

Consensus: The legislatively mandated selection standards, as stated above, will be required; however, the degree to which the medical examination and background investigation would be complied will be left to the discretion of the agency head. In essence, this proposal is that POST regulations requiring standards for regular officers in these areas not be mandated for reserves but rather the Government Code provision (Government Code Sections 1029-1031), without amplification, would be mandated. A copy of Government Code provision is attached.

B. Interviewed personally by department head or his/her representative prior to appointment...

Consensus: The above POST standard will also be required of all reserve applicants.

The Committee believed it inappropriate to apply existing POST selection standards regarding reading skills, probationary period, or college units.

MOTION by John Riordan, second by Dale Rickford, that the Commission adopt the Advisory Committee's consensus on the issues of "Selection Standards". MOTION CARRIED.

V. Training Delivery

Consensus: The Committee agreed that further discussion of the needed training delivery system should be delayed until a future meeting.

After reviewing the training courses previously proposed by the Committee as reserve training requirements, the Committee discussed the problem of quality control. There was consensus that POST should assume responsibility for monitoring and maintaining quality in reserve training courses.

Commission on Peace Officer Standards and Training

ALTERNATIVES FOR RESERVE STANDARDS

Category	Alternatives (Advisory Committee Recommendations in Italics)
DEFINITIONS	
A. "working alone"	1. This refers to a reserve officer who works without immediate supervision and makes independent decisions. This definition should not preclude two Level I reserves from working together.
	2. *This refers to a Level I reserve officer who works without immediate supervision and makes independent decisions. This definition should not preclude two Level I reserves or a Level I and a regular officer from working together.*
B. "immediate supervision"	1. This means that routinely a supervising regular is in the physical presence of the reserve and is always physically accessible to the reserve officer.
	2. Supervision which is routinely in the physical presence of a qualified officer and shall allow for temporary separations in the event of emergency situations.
	3. *Supervision which is routinely in the physical proximity of and acting under the direction of a qualified officer and shall allow for temporary separations* in the event of emergency situations.
	4. Combine definitions of "immediate supervision" and "peace officer possessing a basic certificate".
C. "prevention and detection of crime and the general enforcement of laws"	1. This refers to a reserve assigned to: • patrol a geographic area • respond to handle personally the full range of citizen requests for police services • take enforcement action on the full range of law violations for which his department has enforcement responsibility

Category	Alternatives (Advisory Committee Recommendations in Italics)
DEFINITIONS (Cont'd.)	
	2. *This refers to a reserve assigned to:* • *investigation of crimes, or assigned to patrol a geographic area and* • *respond to handle personally the full range of citizen requests for police services and* • *take enforcement action on the full range of law violations for which the reserve's department has enforcement responsibility*
D. "limited function"	1. *Not defined and allow language of law to prevail--"Deployed only in such limited functions as would not usually require general law enforcement powers..."*
	2. This refers to reserve officers assigned to responsibilities other than the prevention and detection of crime and the general enforcement of laws.
	3. Enumeration of activities approach.
E. "field training program approved by POST"	1. Supervision of Level II reserves by qualified peace officers.
	2. An ongoing program for the maintenance of structured training and periodic evaluations of Level II reserves.
	3. *An approved field training program for reserves is a program certified by the agency, using qualified instructors, modeled after the outline for the regular POST field training program, and will include but is not limited to the following subjects: Officer Survival Weaponless Defense and Baton, Police Community Relations, Car Stops, Traffic Control, Crime Scene Procedures, Radio and Telecommunications, Role of the Backup Officer, Booking Procedures, Note Taking, Shotgun, and Crowd Control.*
F. "peace officer possessing a basic certificate"	1. *This refers to a regular officer and precludes a Level II reserve from working under the supervision of another reserve, unless that reserve possesses a regular Basic Certificate awarded while he was a regular officer.*

Category	Alternatives (Advisory Committee Recommendations in Italics)
DEFINITIONS (Cont'd.)	
	2. This refers to a peace officer who possesses a basic course certificate of completion.
	3. This refers to a regular officer or Level I reserve who possesses the appropriate POST certificate.
	4. Issue Basic Certificates to Level I reserves (same training and experience requirements) plus issue a reserve certificate which could have lesser requirements.
	5. This refers to reserve or regular peace officers either possessing or eligible to possess a POST Basic Certificate based only upon the training received.
CERTIFICATES	
A. Eligibility	1. *Only reserve officers qualified for Level I assignment will be eligible for award of a professional reserve officer certificate. Certificates of completion will be available for Level II and Level III reserves.*
	2. Separate professional certificates for Level I, Level II, and Level III Reserves.
B. Fees	1. *No charge.*
	2. Fees paid by agency.
	3. Fees paid by reserves.
C. Requirements	1. • *Completion of Level I training requirement (200-hour course prescribed by POST and 200 hours of structured field training)* • *Completion of 200 hours of work experience while assigned to the prevention and detection of crime and the general enforcement of laws* • *Endorsement by agency head*

Category	Alternatives (Advisory Committee Recommendations in Italics)
CERTIFICATES (Cont'd.)	
	2. Same as above with the addition that experience must be within the last two years.
	3. Make Level I eligible for both a regular Basic and Reserve Certificate.
D. Requirements for Grandfathered Reserves	1. *Satisfaction of all certificate requirements with allowance for recognition of previous training and experience.*
	2. Same as #1 but require equivalency examination.
	3. Grandfathered existing reserves issued certificates without satisfaction of requirements.
E. Title	1. *Distinctively labeled as "Reserve Officer Certificate".*
	2. Labeled with law enforcement agency's name.
F. Type	1. *Wall.*
	2. Wallet Card.
	3. *One Type (contrasted with hierarchy of Basic Intermediate and Advanced).*
G. Renewal	1. *Lifetime unless recalled for error/fraud.*
	2. Periodic renewal.
SELECTION STANDARDS	
A. Legislatively Mandated: - conviction of felony - fingerprinting - be at least 18 years - good moral character (background investigation) - medical examination	1. Adoption of all as POST's standards--same as for regulars.
	2. *Adopt all, however, the degree to which the medical examination and background investigation are complied will be left to the discretion of the agency head. Based on Government Code rather than POST regulations for regular officers.*
B. Interviewed personally by department head or his/her representative prior...	1. *Adopt as standard.*

Category	Alternatives (Advisory Committee Recommendations in Italics)
SELECTION STANDARDS (Cont'd.)	
C. Pass "professionally developed" reading examination	1. *Not applicable.* 2. Require for reserves when required for regulars.
D. Probationary status for not less than 12 months	1. *Not applicable.* 2. "X" hours of satisfactory service.
E. Six (6) semester or nine (9) quarter units within 24 months	1. *Not applicable.*
TRAINING STANDARDS	
A. Level III Reserve	1. *Only PC 832 course.*
B. Level II Reserve	1. *Two part requirement: (a) a certified PC 832 course and (b) a minimum of 40 hours of classroom instruction to include first aid, CPR, and the role of the backup officer.* 2. Two part requirement: (a) 832 course (certified) and (b) structured certified course. 3. Combination of certified part (b) and structured field training program. 4. Completion of specified modules in Basic Course.
C. Level I Reserve	1. *Two part requirement: (a) 200-hour course prescribed by POST and (b) 200 hours of structured training prescribed by the standardized field training guide. Or completion of regular basic course.* 2. Two part requirement: (a) 200 hours of classroom instruction (approved course) to include Level II training and (b) 200 hours of structured field training and/or classroom. 3. Regular Basic Course.

Category	Alternatives (Advisory Committee Recommendations in Italics)
TRAINING DELIVERY	
A. Use of Proficiency Testing	1. *Discussion of the training delivery system will be delayed until a future meeting.*
B. Certification of Reserve Courses for Level II Training	
C. Certification of Reserve Courses for Level I Training	

RECOMMENDED COURSE CONTENT FOR RESERVE TRAINING REQUIREMENTS

LIMITED FUNCTION

Level III

(One Part Requirement - 40 Hours)

MODULE A - Arrest and Firearms (40)

Arrest

- A. Introduction
  - 1. Orientation 1
  - 2. Ethics 2
- B. Discretionary Decision Making 2
- C. Arrest, Search and Seizure 16
- D. Examination 1

Firearms

- A. Moral Aspects, Legal Aspects and Policy 4
- B. Range 8
- C. Safety Aspects 2
- D. Examination 1

RIDE ALONG RESERVE

Level II

(Two Part Requirement - 80 Hours)

MODULE A - Arrest and Firearms (40)

MODULE B - Level II Course (40)

- A. First Aide & CPR 15
- B. Role of Back-Up Officer 25
  - 1. Orientation
  - 2. Officer Survival
  - 3. Weaponless Defense & Baton
  - 4. Traffic Control
  - 5. Crime Scene Procedures
  - 6. Shotgun
  - 7. Crowd Control
  - 8. Booking Procedures
  - 9. Community Relations
  - 10. Radio & Telecommun.
  - 11. Examination

ALONE WORKING

Level I

(Four Part Requirement - 400 Hours)

MODULE A - Arrest and Firearms (40)

MODULE B - Level II Course (40)

MODULE C - Level I Course (120)

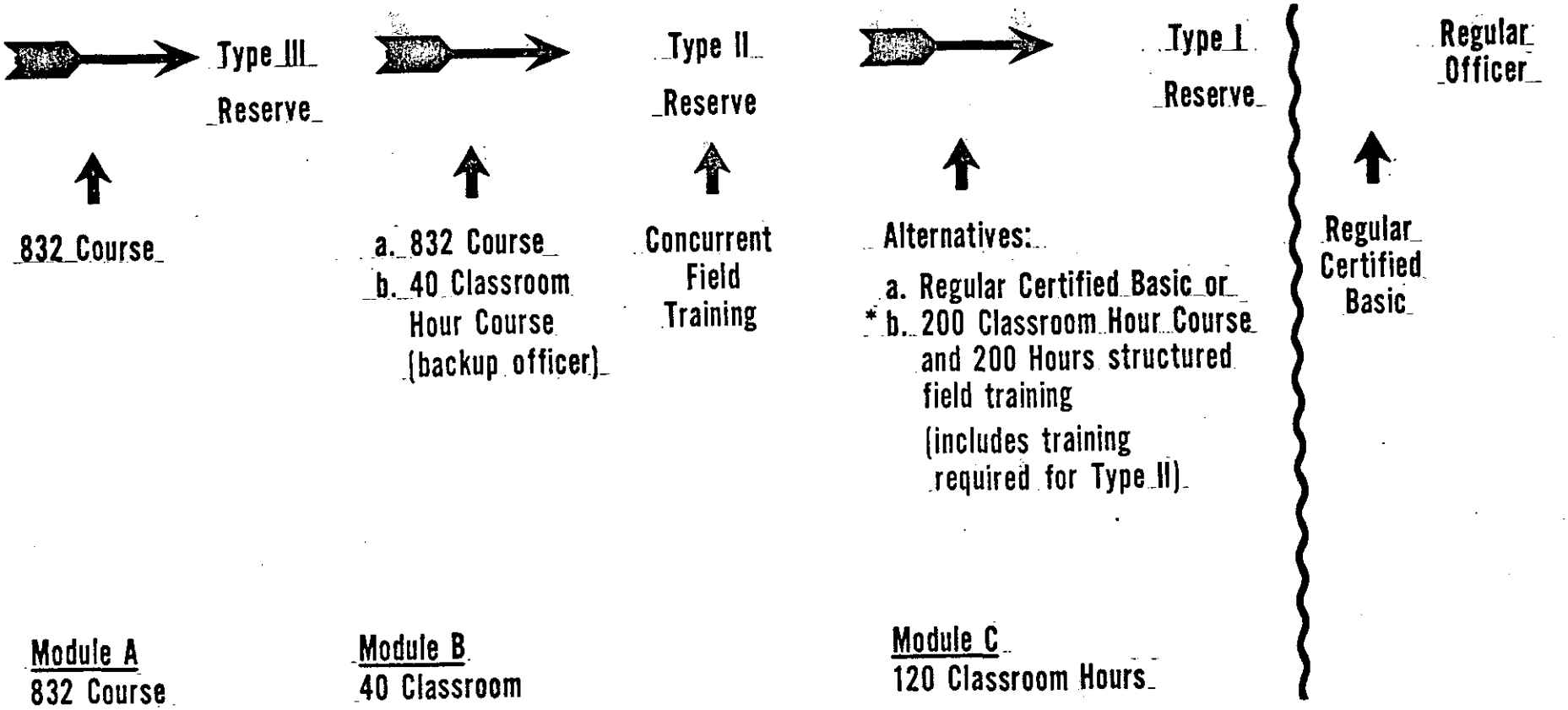
	Hours*
A. Professional Orientation	3
B. Police Community Relat.	10
C. Law	25
D. Communications	7
E. Vehicle Operations	5
F. Laws of Evidence	8
G. Patrol Procedures	24
H. Traffic	10
I. Criminal Investigation	18
J. Custody	2
K. Physical Fitness & Defensive Techniques	4
L. Examinations	4

*Hours and instructional topics may be adjusted with prior POST approval.

MODULE D - Structured Field Training (200)

Structured Field Training is an approved course presented by a police or sheriff's department with minimum content based upon the POST Field Training Guide. Departments are required to maintain documentation of course completion.

POST Advisory Committee Recommendations for Reserve Officer Training Standards



* Not equivalent to regular certified basic.

AGENDA ITEM G. - Legislative Review Committee

Committee Chairman Ellingwood will present his Committee's report from the meeting to be held on April 17, 1978.

I.

Commission on Peace Officer Standards and Training

TASK FORCE TO STUDY FUTURE BASIC TRAINING REQUIREMENTS

Minutes

March 21, 1978

Sacramento

The meeting was called to order at 1:20 p.m. by Chairman Jake Jackson.

PRESENT

Jake Jackson	POST Commission-Chairman
Kay Holloway	POST Commission
Joe McKeown for Alex Pantaleoni	POST Advisory Committee
Robert Wasserman	POST Advisory Committee
John Riordan	POST Advisory Committee

EXCUSED

Alex Pantaleoni

Edwin R. McCauley

VISITOR

Ed Doonan	Sergeant, Sacramento Sheriff's Department

STAFF

William Garlington	Executive Director
Brooks Wilson	Bureau Chief, Executive Office

Role of the Task Force

The background of the task force was presented by Bill Garlington. A brief discussion followed and it was agreed that its role was:

A. Study the issue thoroughly, including:

1. Background
2. Arguments
3. Alternatives

B. Obtain broad input from law enforcement related groups and local administrators. The following groups will be contacted:

1. CAAJE
2. CAPTO
3. CPOA--Training Committee, and Standards and Ethics Committee
4. Sheriff's Association
5. Chief's Association
6. PORAC
7. CADA

It was agreed that the Associations would, if possible, be contacted prior to the next Commission meeting. Later, a series of POST seminars will be held to discuss the concept with local administrators and educators.

C. Recommend a Commission position based on A and B.

Discussion of the Issue

A discussion was held along the following outline:

A. Why is it an issue:

1. Enforcement of community college open enrollment rule has created a pool of basic-trained, unemployed police candidates.

2. Increasing desire by some departments to hire only pre-trained officers.

3. Increasing cost, both in time and money, of training new officers.

4. Increasing demands on local revenue and POTF which are increasing at a lower rate, if not decreasing. Reasons three and four are no doubt the primary underlying cause of reason number two.

B. Arguments in favor of pre-employment training:

1. Reduction in cost to local government, both in time and money, and to the POTF.

2. More applicants than in prior years due to higher salaries and better working conditions, and a high rate of unemployment.

3. Assuming basic training is job-related and, given true open-enrollment, basic training as the physical (in addition to medical examination) and intellectual selection device, would be less likely to be successfully challenged.

4. Extensive experience with pre-trained officers in many departments has proven the concept practical.

5. It would enable POST, police administrators, and police trainers/educators to more effectively integrate the higher educational process into basic training by identifying areas of the basic course which could appropriately be taught in a degree program. This would nurture job-related pre-service education (as well as training) and more constructively occupy the time between high school graduation and acceptable employment age. It would also have a very positive effect on the professionalization process and status.

6. Release of POTF funds would facilitate more management, job-specific, special skills and other in-service training.

7. It might attract more dedicated candidates and discourage the "casual cop" who is trained at public expense and quits shortly after graduation.

8. Philosophically, perhaps it is the responsibility of the individual to prepare himself for employment as in other professions and trades.

9. In one respect, it is fairer to the individual in that he is less likely to leave a job in which he is well established and then fail to complete basic training.

10. It would make it possible for colleges to provide a placement service for law enforcement agencies.

C. Arguments against pre-employment basic training:

1. Loss of control over content and quality of training.

2. Encouragement of pre-service basic training as a condition of employment makes it more likely to be challenged by EEOC groups.

3. High availability of applicants may not persist.

4. High quality candidates would be less likely to be attracted from other professions.

5. Law enforcement would lose an attractive recruitment feature.

D. Alternatives:

1. Require completion of a basic course as a condition of employment. Include only universally applicable training as required basic training.

2. Modify current policy of local option; continue reimbursement to agencies who choose to train after employment, but support open enrollment and provide some type of incentive to agencies who hire pre-trained officers.

3. Ameliorate cost (and equity) problem by adoption of universal trainee salary which would be substantially lower than starting patrolman/deputy salaries.

4. Using performance objectives identified in the revised basic, identify universal conceptual objectives, universal psychomotor objectives, and local objectives. Universal conceptual objectives, which are predominant, could be required as a prerequisite and integrated into the pre-service degree program. The entry examination could be a job-knowledge test based on these performance objectives. In-service basic would consist solely of universal psychomotor objectives (field problems), and local objectives would be integrated into a structured POST supported field training program.

Further discussion on the work plan of the task force was held. The consensus was: To the extent possible, task force members would contact the groups they represent with support from the POST staff coordinator as needed. It was emphasized that in making the contacts, we should not give the impression that we have already taken any position.

Next Meeting

The next meeting of the task force will be held at the Fremont Police Department on April 26, 1978, at 1:00 p.m .

The meeting was adjourned at 3:30 p.m.

AGENDA ITEM J. - Approval of Public Hearing Items 1. (Technical Modification of Commission Regulations) and 2. (Travel Reimbursement Plan Revision) will be included in a subsequent mailout.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title: Definitions for Approved and Certified Courses & Consolidation of Course Curriculum Standards		Meeting Date: April 20-21, 1978
Division: Executive Office	Division Director Approval:	Researched By: Harold Snow
Executive Director Approval: W. R. Gallington	Date of Approval: march 24, 1978	Date of Report: March 23, 1978

Purpose: Decision Requested [X] Information Only [ ] Status Report [ ] Financial Impact Yes (See Analysis per details) [ ] No [ ]

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:

This staff report presents proposed regulation revisions (1) defining the terms "approved course", "certified course", "special course", and (2) consolidating the curriculum standards adopted by the Commission pursuant to legislative training mandates.

BACKGROUND:

Last year the Commission introduced legislation (SB 1126) seeking to establish uniform definitions for "approved course" and "certified course". The intent was to aid the Legislature in the use of appropriate definitions when it considered legislative training mandates. The bill failed to pass the Assembly Criminal Justice Committee primarily because the Commission already has broad authority to establish definitions for these terms in its regulations. Although not as satisfactory a solution as SB 1126, we believe we can achieve the same results through these proposed changes in the regulations and careful monitoring of future legislation which may contain improper terminology.

At the January 26-27, 1978 meeting, the Commission directed staff to develop such definitions (Attachment A) for approval at a public hearing in July.

ANALYSIS:

A logical extention of establishing definitions is the consolidation of the curriculum standards adopted by the Commission pursuant to legislative training mandates. Currently, such course outlines are contained in various special bulletins, manuals, etc. These curriculum outlines are also recommended for modification as shown in Attachment B.

RECOMMENDATION:

Approve for the July 1978 Public Hearing the proposed regulation and procedure changes concerning (1) definitions for approved and certified courses, and (2) consolidation of curriculum standards pursuant to legislative training mandates.

Attachments: A. Proposed Regulation Revisions Concerning Definitions
B. Proposed Procedure D-7 Revision

Utilize reverse side if needed

Proposed Regulation Revisions Concerning Definitions
"Approved" and "Certified" Courses
and New Regulation 1017

1001. Definitions

~~(v)~~(c) "Approved Course" ~~is a formal program of instruction approved by the Commission, but for which no reimbursement is provided~~ is a curriculum that is determined by the Commission to satisfy a legislative mandate. Approved courses are described in Section 1017 of the Regulations.

~~(d)~~ "Certified Course" is a formal program of instruction ~~approved~~ for ~~reimbursement by the Commission~~ law enforcement for which the Commission approves individual presentations for the purpose of maintaining quality control.

(New) "Special Course" is an approved course which has been certified by the Commission.

1005. Standards for Training

(g) Special Courses (Legislatively Mandated)

(1) Special Courses are ~~mandated by the Legislature.~~ those approved courses as defined in Regulation 1001 (c) which have been certified by the Commission.

(2) Requirements for Special Courses are set forth in PAM, Section ~~D, "Special Courses"~~ D-7, "Approved and Special Courses."

1017. Standards for Approved Courses

(New) State law requires the Commission to establish curriculum standards for various kinds of peace officers and other groups. Standards for the following approved courses are provided in PAM D-7. The Commission may designate training institutions or agencies to present approved courses.

Penal Code Section:	832	- Arrest and Firearms
	832.1	- Airport Security
	832.3	- Basic Course
	832.6	- Reserve Peace Officer
	12002	- Baton for Private Security
	12403	- Chemical Agents for Peace Officers
	12403.5	- Chemical Agents for Private Security
	13510.5	- State Agency Peace Officers
	13516	- Sex Crimes Investigation
Vehicle Code Section:	40600	- Traffic Accident Investigation
Civil Code Section:	607f	- Humane Officer Firearms Course

Attachment "A"

POST Administrative Manual

COMMISSION PROCEDURE D-7

July 1, 1974

(EXISTING)

~~-Training -~~

~~SPECIAL COURSES~~

~~Purpose~~

~~7-1. Specifications for Special Courses: This Commission Procedure implements that portion of the Minimum Standards for Training established in Section 1005 (g) of the Regulations which relate to Special Training.~~

~~Content and Minimum Hours~~

~~7-2. Special Courses Subjects and Minimum Hours: Special Courses may vary in length and subject matter and are designed to satisfy legislatively mandated training. The length of these courses for which reimbursement may be granted shall be determined by the Commission.~~

(PROPOSED)

Training

APPROVED AND SPECIAL COURSES

Purpose

7-1. Specifications for Approved and Special Courses: This Commission Procedure implements that portion of the Minimum Standards for Training established in Sections 1005 (g) and 1017 of the Regulations which relate to Special and Approved Courses respectively.

Clarification

7-2. Distinction Between Approved and Special Courses: An "approved course" is a curriculum that is determined by the Commission to satisfy a legislative mandate. "Special courses" are those approved courses which have been certified by the Commission.

Content and Minimum Hours

7-3. Standards for Approved Courses: Approved courses shall meet the following minimum content and hours. Expanded course descriptions and performance objectives are available at POST Standards and Training Division.

(continued)

(Continued from Commission Procedure D-7)

(EXISTING)

(PROPOSED)

Minimum Hours
(40)

Penal Code Section 832 - Arrest and Firearms

(Existing)

Arrest	Hours
A. INTRODUCTION	
1. Orientation	1
2. Ethics	2
B. DISCRETIONARY DECISION MAKING	2
C. ARREST, SEARCH AND SEIZURE	
1. Laws of Arrest, Search and Seizure	16
2. Methods of Arrest	4
D. EXAMINATION	1*

Firearms	
A. MORAL ASPECTS, LEGAL ASPECTS AND POLICY	4
B. RANGE	8
C. SAFETY ASPECTS (First Aid)	2
D. EXAMINATION	1*

*When the Arrest and Firearms Courses are presented together, only one examination is necessary.

(Proposed)

Arrest (26)
A. INTRODUCTION
1. Orientation
2. Ethics
B. DISCRETIONARY DECISION MAKING
C. ARREST, SEARCH AND SEIZURE
1. Laws of Arrest, Search and Seizure
2. Methods of Arrest
*D. EXAMINATION

Firearms (14)
A. MORAL ASPECTS, LEGAL ASPECTS AND POLICY
B. RANGE
C. SAFETY ASPECTS (First Aid)
*D. EXAMINATION

*When the Arrest and Firearms Courses are presented together, only one examination is necessary.

Penal Code Section 832.1 - Airport Security

(20)

(Existing)

A. INTRODUCTION AND BACKGROUND	1
B. CRIMINAL THREAT TO THE AVIATION INDUSTRY	1
C. FEDERAL ORGANIZATION AND JURISDICTION	2
D. LEGAL ASPECTS - OFFENSE, EVIDENCE, AND CONVICTION	4
E. PSYCHOLOGICAL ASPECTS	1
F. PASSENGER SCREENING	4
G. AVIATION EXPLOSIVES	4
H. AVIATION SECURITY QUESTIONS & ISSUES	2
I. EXAMINATION AND CRITIQUE	1

(Proposed)

A. INTRODUCTION AND BACKGROUND
B. CRIMINAL THREAT TO THE AVIATION INDUSTRY
C. FEDERAL ORGANIZATION AND JURISDICTION
D. LEGAL ASPECTS
E. PSYCHOLOGICAL ASPECTS
F. PASSENGER SCREENING
G. AVIATION EXPLOSIVES
H. AVIATION SECURITY QUESTIONS & ISSUES
I. EXAMINATION AND CRITIQUE

Penal Code Section 832.3 - Basic Course

(400)

(Existing)
See PAM Specification D-1

(Proposed)
Same

Penal Code Section 832.6 - Reserve Peace Officer

(Existing)
To be promulgated

(Proposed)
Same

Penal Code Section 12002 - Baton for Private Security

(8)

(Existing)

A. INTRODUCTION
1. Legal Aspects
2. Use of Force
3. Baton Familiarization and Uses
4. First Aid for Baton Injuries
B. PRACTICAL ASPECTS
1. Stances and Grips
2. Target Area
3. Defensive Techniques
4. Control Techniques
5. Arrest and Control Techniques

(Proposed)

A. LEGAL AND ETHICAL ASPECTS OF FORCE
B. BATON FAMILIARIZATION AND USES
C. FIRST AID FOR BATON INJURIES
D. PRACTICAL - TECHNIQUES

Minimum Hours

Penal Code Section 12403 - Chemical Agents for Peace Officers (8)

(Existing)

A. HISTORICAL, MEDICAL AND LEGAL ASPECTS
   1. Introduction, Orientation, and Overview
   2. History and Philosophy
   3. Types of Non-Lethal Chemical Agents
   4. Current Information
   5. Medical Reports
   6. Facts about Tear Gas
   7. Moral and Legal Aspects
   8. Tear Gas Laws: Local, State and Federal
   9. Related Laws
B. TACTICAL DEPLOYMENT (Theory)
   1. Dispenser Operation and Identification
   2. Gas Masks
   3. Safety
   4. Purpose and Effectiveness
   5. Tactical Deployment and Development
   6. First Aid and Decontamination
C. TACTICAL APPLICATION (Field)
   1. Tear Gas Exposure
D. FINAL EXAMINATION
   1. Simulation exercise, written
   2. Critique

(Proposed)

A. LEGAL AND ETHICAL ASPECTS
B. CHEMICAL AGENTS FAMILIARIZATION
C. MEDICAL AND SAFETY ASPECTS (First Aid)
D. USE OF EQUIPMENT
E. SIMULATIONS AND EXERCISES

Penal Code Section 12403.5 - Chemical Agents for Private Security (8)

(Existing)
Same as Penal Code Section 12403

(Proposed)
Same

Penal Code Section 13510.5 - State Agency Peace Officers (400)

(Existing)
To be promulgated

(Proposed)
Basic Training - see PAM Specification D-1
Advanced Officer - see PAM Specification D-2

Penal Code Section 13516 - Sex Crimes Investigation (6)

(Existing)
Basic Sexual Assault Investigation (Required Part of Basic Course)

A. INTRODUCTION
   1. Magnitude of the Problem
   2. Overview of Issues and Concerns
   3. Resistance and Prevention
   4. Dynamics Operating - Assailant
   5. Sensitivity of Responding Officer
B. PRELIMINARY INVESTIGATION PROCEDURES
   1. Arrival at Scene
   2. Further Interview of Victim and Witnesses
   3. If Suspect is Taken into Custody
   4. Alibis
   5. Field Identification Procedures
   6. Reconstruct Crime
   7. Identify, Collect and Preserve Evidence
   8. Special Notifications
   9. Medical Treatment - Specimens
   10. Completing the Crime Report
   11. Tell Victim What to Expect
C. PROCEDURES FOR COLLECTION AND PRESERVATION OF PHYSICAL EVIDENCE
D. CLASSROOM DEMONSTRATION

(Proposed)
Same

A. OVERVIEW OF PROBLEMS, ISSUES & PREVENTION CONSIDERATIONS
B. SENSITIVITY OF RESPONDING OFFICER
C. TREATMENT OF VICTIM
D. PRELIMINARY INVESTIGATION PROCEDURES
E. COLLECTION AND PRESERVATION OF EVIDENCE
F. CLASSROOM DEMONSTRATION

(Existing)	(Proposed)
Advanced Sexual Assault Investigation (Optional Technical Course)	
A. BASIC ASSAULT INVESTIGATION CONTENT	A. BASIC ASSAULT INVESTIGATION
B. INTRODUCTION	B. REVIEW REPORT OF PRELIMINARY INVESTIGATION
C. REVIEW REPORT OF PRELIMINARY INVESTIGATION	C. RE-INTRERVIEW THE VICTIM
D. RE-INTERVIEW THE VICTIM	D. INVESTIGATION OF THE SUSPECT
E. INVESTIGATION OF THE SUSPECT	E. PHYSICAL EVIDENCE
F. PHYSICAL EVIDENCE	F. PROSECUTION
G. PROSECUTION	G. PRE-TRIAL PREPARATION
H. PRE-TRIAL PREPARATION	

Vehicle Code Section 40600 - Traffic Accident Investigation (40)

(Existing)	(Proposed)
A. VEHICLE LAW AND COURT DECISION RELATING TO TRAFFIC ACCIDENTS	A. VEHICLE LAW AND COURT DECISIONS RELATING TO TRAFFIC ACCIDENTS
B. REPORTS FORMS AND ACCIDENT INVESTIGATION TERMINOLOGY	B. REPORT FORMS AND TERMINOLOGY
C. ACCIDENT INVESTIGATION SCENE PROCEDURES	C. ACCIDENT SCENE PROCEDURES
D. ACCIDENT INVESTIGATION FOLLOW-UP AND PRACTICAL APPLICATION	D. FOLLOW-UP AND PRACTICAL APPLICATION

Civil Code Section 607f - Humane Officer Firearms (15)

(Existing)	(Proposed)
Firearms portion of Penal Code Section 832	Same

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
Implementation of the Revised POST Supervisory and Management Courses		April 20-21, 1978
Division: Standards and Training	Division Director Approval: Brad Koch	Researched By: Bradley W. Koch
Executive Director Approval: W. R. Harlington	Date of Approval: March 24, 1978	Date of Report: March 23, 1978

Purpose: Decision Requested [X] Information Only [ ] Status Report [ ] Financial Impact Yes [ ] (See Analysis per details) No [ ]

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:

In March 1976, the Commission adopted the revised performance objective content for the POST Supervisory and Management Courses. Pilot programs for these courses were authorized and presented. In January 1977, the Commission adopted a "dual track" method of complying with Supervisory and Management training requirements. This "dual track" presentation procedure was authorized until January 1, 1978.

ANALYSIS:

The revised Supervisory and Management courses have been evaluated, modified and the needed presenters certified. Evaluations of the present Supervisory and Management Course content and quality of instruction indicate the courses have been greatly improved and course ratings are very high. The courses have continued to be offered in the "dual track" method, however, beyond the January 1, 1978 date set by the Commission.

RECOMMENDATIONS:

It is recommended the Commission consider the following action:

1. Establish January 1, 1979 as the date specific for implementing the revised performance objective Supervisory and Management Courses.

2. Continue the "dual track" method to January 1, 1979, until all presenters have implemented the revised training program.

3. Establish 100 hours as the maximum reimbursement for the Management Course with a view towards reducing the maximum to 80 hours when all presenters have converted to performance objectives.

4. Establish 80 hours as the maximum reimbursement for the Supervisory Course.

Utilize reverse side if needed

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AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
Spanish For Peace Officers Course Reimbursement		April 20, 1978
Division: Standards and Training	Division Director Approval	Researched By: Ted Morton
Executive Director Approval: W. R. Parlington	Date of Approval: 3.27.78	Date of Report: March 21, 1978

Purpose: Decision Requested [X] Information Only [ ] Status Report [ ] Financial Impact Yes (See Analysis per details) [ ] No [ ]

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

Police and sheriff departments utilizing the POST certified Spanish for Peace Officers Course are finding it difficult to comply with Commission Regulation 1015(d) and Commission Procedure E-1 (1-3(i)) which provide that reimbursement will be made only for trainees attending certified courses in an on-duty status.

This 100 hour intensive course (10 weeks) for 12 trainees requires 1200 man-hours of salary or equivalent time off to qualify as on-duty. Many small departments who desire this course have declined an offering due to the required on-duty status of trainees. Larger departments have also experienced some difficulties with the on-duty requirement.

This report provides an alternative solution to the small agencies problem of qualifying for reimbursement.

BACKGROUND

Spanish has now become the primary or secondary language in many California communities. Law enforcement personnel are finding it extremely difficult to communicate with the increasing Spanish speaking population. BI Language Services, after a very successful program in Texas, offered to provide a demonstration of their teaching techniques with the Downey Police Department. This very effective pilot program was observed by a POST consultant on May 25, 1977.

A POST certification for 12 offerings, under Plan III, was approved on August 8, 1977, with a tuition of $200. The following departments have completed the course or are presently receiving the training; Downey, Pasadena, Chino, Garden Grove, San Diego, Whittier, Santa Cruz, Hayward, El Centro and San Bernardino Sheriff's Department combined, and the Los Angeles Sheriff's Department, Norwalk Station.

Utilize reverse side if needed

ANALYSIS

The course evaluations are generally rated higher than officer survival and driver training courses. Many trainees have informed Standards and Training consultants that they now are able to communicate more effectively with the Spanish speaking population, in both criminal and non-criminal activities.

In addition to the 100 hours of instruction, each trainee is responsible for approximately 50 hours of homework (tapes provided by the presenter) to pass the course. To date all of the trainees have been volunteers. The course relates to daily police activities and does not involve extensive grammar or writing as do other language courses.

RECOMMENDATION

For the Spanish for Peace Officers Course only, allow agencies to receive tuition reimbursement for officers attending off-duty when the training takes place at a department facility and the trainee successfully completes the course.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
Advanced Officer Course		April 20-21, 1978
Division: Standards and Training	Division Director Approval: Brad Koch	Researched By: Bradley W. Koch
Executive Director Approval: W. Marshall	Date of Approval: 4-11-78	Date of Report: April 11, 1978

Purpose: Decision Requested [X] Information Only [ ] Status Report [ ] Financial Impact Yes [ ] (See Analysis per details) No [ ]

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:

Recent events have called attention to the Advanced Officer Course; principally because of its increasing cost, need for greater quality control and its present use, which some consider outside the original intent of the Commission.

BACKGROUND:

All mandatory courses, except the Advanced Officer Course, have now been reviewed and revised. The course should be reviewed because of increasing costs, which presently exceed 1.6 million dollars, and because policy regarding the course has informally evolved over a period of time and now needs to be restated.

Course quality control is also a significant problem. Evaluation of course content is generally limited to the course evaluation instruments prepared by students. Little is known regarding the value of the training presented.

Because there is multiple use of the Advanced Officer Course by many agencies, control of course cost is difficult to maintain. Growth of the Commission's job-specific training program has probably been limited because of the salary reimbursement attached to the Advanced Officer Course.

RECOMMENDATION:

In order to provide adequate fiscal control and to revise and update the Advanced Officer Course, it is recommended the attached discussion of the Advanced Officer Course be provided to the Advisory Committee and it be directed to review the Advanced Officer Course and make recommendations for improvement at the July Commission Meeting.

Utilize reverse side if needed

RECOMMENDATIONS:

1. Approve for the October 1978 public hearing proposed regulation and procedure changes concerning the Advanced Officer Course.

2. Consider adoption of the following policy regarding certification of the Advanced Officer Course:

   a. Allow flexibility in curriculum content to meet local training needs.

   b. Allow attendance by all members of a department. Consider mandating attendance by all members of the department once every four years.

   c. Allow attendance as often as deemed necessary.

   d. Discontinue salary reimbursement for the Course and provide reimbursement under Plan IV.

   e. Continue the 20-hour minimum and limit maximum out-of-pocket reimbursement to 40 hours each year.

   f. Short training sessions prior to personnel going on watch or shift (roll call) will not be certified as Advanced Officer Training.

   g. Continue to allow the requirements of the Course to be met by satisfactory completion of any technical course of 20 or more hours.

   h. Eliminate the required course content as specified in Commission Procedure D-2, 2-3.

3. In order to provide sufficient time to prepare and implement the proposed policy changes, it is recommended any changes in the program become effective July 1, 1979.

State of California | Department of Justice

Memorandum

To : WILLIAM R. GARLINGTON, Director | Date : April 11, 1978

From : BRADLEY W. KOCH, Director
Commission on Peace Officer Standards and Training
Standards & Training Division

Subject: ADVANCED OFFICER COURSE AGENDA ITEM

Administrative efforts at POST have been directed at identifying and controlling course certifications and presentations in order to stay within our budget.

Recently, there has been a trend to use the Advanced Officer (AO) Course more than once every four years. This is causing unequal distribution of the Peace Officer Training Fund, principally because some agencies are taking advantage of the reimbursement aspects of the A.O. Course (salary and out-of-pocket expenses) and are putting on multiple courses, some within the same year.

Presently all mandatory courses, except the Advance Officer Course, have been reviewed and revised. This course is now in need of revision because of increasing costs and the need for new policy guidelines by the Commission. The broad flexibility presently allowed in the Advanced Officer Course precludes fiscal control because of our inability to determine how many Advanced Officer presentations will be presented in any given fiscal year.

The Advanced Officer Course is legally prescribed in Section 1005 (d) of the Commission Regulations. It is expanded in Commission Procedure D-2 to identify content objectives, curriculum design and minimum hours. In addition, various references are made in PAM, Section E (Reimbursements) relative to reimbursement policies for the course.

When originally enacted, the Advanced Officer Course was optional and was principally designed to serve as a refresher training course to include new court decisions, changes in enforcement policy, new concepts and advanced techniques of police technology. Traditionally, very broad leeway was allowed in the course content.

Present Advanced Officer Course content requires 10 hours in a combination of the following subjects: New Laws, Recent Court Decisions and/or Search and Seizure, Refresher Officer Survival Techniques, New Concepts, Procedures, Technology and Discretionary Decision-Making. Optional are elective subjects which fall within the topical area of the Basic Course Commission Procedure D-1.

During the past few years, there have been modifications of the above requirements to allow for even "greater flexibility" in meeting training needs throughout the state. This format allows greater latitude for participating agencies to provide technical training in either job specific, skills and knowledge and/or refresher training.

Presenters are now providing job-specific training through their Advanced Officer certification, such as: Accident Investigation, Burglary Investigation, Field Training Officer and others. In the skills and knowledge area, Defensive Driving, Crisis Intervention, Defensive Tactics and many others have been taught as the sole subject matter of the course.

Reimbursement for the Advanced Officer Course has varied over the past five years as follows:

Fiscal Year	Amount Reimbursed	Percent Change Previous Year
1972-73	$ 1,241,643	----
1973-74	926,643	-25%
1974-75	707,886	-24%
1975-76	1,163,929	+64%
1976-77	1,695,695	+46%

The average length of the Advanced Officer Course is 32 hours and the average cost per trainee is $178.57 based on 1976-77 Fiscal Year figures.

The following shows the frequency of training from 1973-74 Fiscal Year through 1976-77 Fiscal Year based on 444 agencies:

No Advanced Officer Training	58 Agencies	13%
Once in Last Four Years	81 Agencies	18%
Twice in Last Four Years	117 Agencies	27%
At Least 3 Out of Last Four Years (including agencies that trained each year)	188 Agencies	42%

This indicates that 69% of the agencies in the POST Program use the Advanced Officer Course more than once every four years.

Enactment by the Commission in allowing salary reimbursement for job specific training has provided agencies with a more appropriate means to receive this needed training. However, the growth of the technical job specific training program may have been limited by the use of Advanced Officer Course as a technical training vehicle with salary reimbursement.

The present course content flexibility has strong support from presenters, users and area consultants working with the program.

Considerable concern has been expressed that course content should be as flexible as possible so as not to be too restrictive as a training vehicle. Users indicate that this flexibility enables them to expeditiously meet local training needs of those departments who have specific problems.

Use of a flexible format under the A. O. Course would provide close control by the area consultants and save considerable staff time by eliminating certification procedures for each separate offering.

The use of a flexible format would eliminate the need for presently specified course content.

The present range in course hours appears to be adequate; twenty (20) hours as a minimum for the course with reimbursement for up to 40 hours of training. Training should continue to be presented in a minimum four-hour training day.

At the present time, POST has no policy statement regarding advanced training for supervisors or middle managers.

The Commission may wish to consider continue training for supervisors and middle managers.

Use of attendance at technical courses to satisfy the mandated Advanced Officer Course requirements is working well and should be continued.

The principal problem with gaining fiscal control of the A. O. Course is salary reimbursement.

Eliminating salary reimbursement would significantly reduce the cost of the Advanced Officer Course. These monies could then be directed to job-specific or other training areas.