COMMISSION MEETING AGENDA
Holiday Inn - Holidome
5321 Date Ave.
Sacramento, California
October 18, 1984, 10 a.m.

CALL TO ORDER

FLAG SALUTE

ROLL CALL OF COMMISSION MEMBERS

SPECIAL ACKNOWLEDGEMENT TO FORMER COMMISSIONER JACOB JACKSON

INTRODUCTIONS

APPROVAL OF MINUTES

A. Approval of the minutes of the June 28, 1984, regular Commission meeting at the Bahia Hotel, San Diego, California.

CONSENT CALENDAR

B.1. Receiving Course Certification Report

Since the June meeting, there have been 27 new certifications and 39 decertifications. In approving the Consent Calendar, your Honorable Commission takes official note of the report.

B.2. Receiving Information on New Entries Into POST Reimbursement Program

Procedures provide for agencies to enter into the POST Reimbursement Program when qualifications have been met. In approving the Consent Calendar, your Honorable Commission notes that the following agencies have met the requirements and have been accepted:

- o Santa Monica Community College District
- o Inyo County District Attorney Investigators
- o Cathedral City Police Department
- o Clovis Unified School District Police Department

B.3. Receiving Information on New Entry Into POST Specialized Program

Procedures provide for agencies to enter the POST Specialized Program when qualifications have been met. In approving the Consent Calendar, the Commission notes that the San Francisco Public Utilities Commission has met the POST requirements and has been accepted.

B.4. Affirming Commission Policies Set by Actions at June 1984 Meeting

Consistent with Commission instructions, statements of policy made at a Commission meeting are to be submitted for affirmation by the Commission at the next meeting. This agenda item affirms two policy statements adopted at the June 28, 1984 meeting. The first policy statement outlines four admission requirements that must be met by all Command College applicants; the second provides Commission latitude in designating certain Basic Course performance objectives as "must pass." In approving the Consent Calendar, the Commission affirms these policies.

B.5. Receiving Financial Report - First Quarter 1984-85

This report will be provided as a handout at the Commission meeting.

B.6. Commission Procedure D-7 - Amendment

Penal Code Section 12002, amended in 1982, eliminated Commission responsibility for certification and presentation of Baton for Private Security. Commission Procedure D-7 has not been revised to reflect this.

In approving the Consent Calendar, the Commission approves the proposed deletion of the standards for content and minimum hours for Baton for Private Security as listed in Commission Procedure D-7.

B.7. Adopting a Resolution of Commendation for a Retired Employee

Brooks Wilson, Bureau Chief, has retired effective September 1, 1984, after 14 1/2 years as a POST employee. A resolution is included under this tab.

In approving the Consent Calendar, the Commission adopts the resolution and authorizes it to be presented as appropriate.

PUBLIC HEARINGS

C. Testing/Retraining Requirement For All With Three-Year Break in Service

At the June 28, 1984 meeting, the Commission scheduled a public hearing to consider whether to apply the POST testing or retraining requirement to individuals who have been issued a POST certificate and have a three-year or more break in service.

Since 1981, POST has had a testing/retraining requirement for former peace officers who have not been awarded a POST certificate and have a three-year break in service or who have not become employed as a peace officer within three years of completing a POST basic course. Such persons must successfully complete the Waiver of Attendance of the Basic Course Process.

The proposed change would extend this requalification requirement to former peace officers who possess a POST certificate. The change is being proposed on the premise that persons not employed as peace officers over a period of time become out of date with basic proficiencies regardless of whether or not they previously were awarded a POST basic certificate.

In the past, most of the individuals reentering law enforcement after a break in service have possessed a basic certificate. The percentage of individuals without certificates, requiring testing or retraining, has been low. This means that if the proposed change is approved, it is expected that the number of persons affected by the retraining/ retesting rule will increase by an unknown amount. As a safeguard against any unforeseen or unintended application of the requalification requirement, the proposed regulation changes include a Commission prerogative to waive the retraining/retesting requirement.

Subject to input at the public hearing, if the Commission concurs, the appropriate action would be a MOTION to approve proposed regulation changes to become effective on January 1, 1985.

D. Amend POST Regulation 1002 to Include Citizenship and other Government Code Selection Standards

At the June 1984 Commission meeting, the Commission directed a public hearing on adoption of the Government Code requirement for citizenship in order to bring regulations into conformance with law. Currently, Government Code selection requirements concerning citizenship and minimum age are not addressed in the Commission's Regulations for Regular officers. However, these standards are included in POST requirements for Reserve officers.

Subsequent evaluation indicated that since the Commission's intent is to provide consistency with legal requirements for peace officer selection, Regulation 1002 should be generally revised to reference all peace officer selection requirements in Government Code sections 1029 through 1031.5. The substantive effect would be to adopt both citizenship and minimum age as POST requirements. All other POST requirements would remain unchanged.

Adoption of the proposed regulation amendments would recognize the selection requirements of the Government Code and provide for consistency between regulations concerning selection of Reserve officers and Regular officers. As a technical change, it is also proposed that Regulation 1002 and Procedure C-2 be revised to recognize a recent change in the Government Code that allows clinical psychologists to evaluate mental and emotional conditions.

Subject to further input at the public hearing, the appropriate action, if the Commission concurs, would be a MOTION to approve regulation changes as proposed. The new regulation would take effect on January 1, 1985.

E. Selection and Training Requirements for "Limited Function" Peace Officers

At the April 19, 1984 Commission meeting, the Commission directed a public hearing concerning the establishment of selection and training requirements for "Limited Function" peace officers appointed pursuant to Penal Code Section 830.1.

Currently, some agencies employ peace officers for specific assignments, such as jailers, who do not perform the "general enforcement of the criminal laws." These officers are not trained in the POST Basic Course and do not receive POST certificates. Appointment of these "limited" 830.1 peace officers is based upon interpretation of the language in Commission Regulations and Penal Code Sections 832.3 and 832.4.

Penal Code Section 13510 requires the Commission to establish minimum selection and training standards for all officers appointed under Section 830.1 PC. The limited function officers are now only subject to the selection requirements of Sections 1029, 1030, and 1031 of the Government Code, and the training requirements of Section 832 of the Penal Code.

There are currently a dozen or so sheriff's departments employing limited function deputy sheriffs as jailers or bailiffs. Staff is not aware of any such appointments in police departments, but the potential is there. Since the public hearing was announced, some concerns have been expressed that this action may have the unintentional result of encouraging proliferation of limited function peace officers.

If the Commission desires to accommodate the limited function officer practice, it is proposed that the Commission adopt regulations that (1) define limited function peace officers, (2) specify the PC 832 course as the required entry-level training course, (3) require limited function officers to comply with all other existing regulations concerning selection, probation, advanced officer training, and supervisory/ management training, and (4) exclude limited function officers from participation in the certificate program. The effect would be to treat these officers in the same fashion as regular officers, with the exceptions being certificates and basic training requirements.

Subject to further input at the public hearing, the appropriate action, if the Commission decides to proceed along the lines set forth, would be a MOTION to approve regulation changes as proposed. The new regulations would become effective January 1, 1985.

ADMINISTRATION

F. Report on Automated Reimbursement System

The Automated Reimbursement System has been in effect for one full fiscal year and staff has completed an analysis of that year for the Commission's consideration. The analysis included a survey of all participating agencies in the reimbursement program. Overall, acceptance of the reimbursement system is very high, but some adjustments are indicated. The key points in the analysis are:

- o The system is greatly preferred over the previous manual system by departments of all sizes and geographic locations.
- o The straight-line method of calculating travel reimbursement works well generally, but works to the disadvantage of a few remote area departments in some instances.
- o The subsistence reimbursement for the Basic Course has increased substantially because live-in Basic Course attendees are paid at the regular daily rate rather than a lower long-term subsistence rate.
- o There is strong statewide belief that the subsistence rate ($58 per day) is too low.

Consistent with current Commission policy, the Executive Director will authorize adjustments in individual instances where remote area departments are negatively impacted. Mileage rates for both automobile and air travel will continue to be studied, but no change appears warranted at this time.

The following adjustments in the POST Automated Reimbursement System are recommended:

1) the subsistence allowance be increased from $58 to $66 per day, effective November 1, 1984. (The estimated annual fiscal impact is $504,000.)

2) a long-term subsistence rate be established at $41 per day for the Basic Course live-in attendees. This should be effective July 1, 1985, because some basic courses are already in progress at the higher rate, and mid-year reductions can create confusion and budget problems for local agencies. (The estimated annual fiscal impact is a savings of $284,000, which will be used for other law enforcement training support.)

If the Commission concurs, the appropriate action would be a MOTION to approve subsistence rate changes as described above. A roll call vote is required.

TRAINING PROGRAMS

G. Report on Advanced Officer Training/Setting Public Hearing

Following a public hearing at the April 1984 Commission meeting, a decision on allowing an accumulation of short-term technical courses to satisfy the Advanced Officer (AO) training requirement was delayed until the October Commission meeting so that the Commission could consider the issue as part of a comprehensive review of the Advanced Officer training requirement. At the April 1984 Commission meeting, the Commission directed staff to study the length and frequency of the AO training requirement as well as other issues pertaining to the requirement.

Staff review included input from a group of law enforcement trainers and administrators. Each issue addressed is discussed in detail in the report under this tab.

The following are proposals for major change:

- Increase the length/frequency of Advanced Officer training from 20 hours every 4 years to 24 hours every 2 years, effective July 1, 1986.
- Extend the Advanced Officer requirement to supervisors, effective July 1, 1986.
- Require testing in all Advanced Officer courses.

Other proposals are:

- Extend the time period for completion of an Advanced Officer course from 90 days to 180 days.
- Allow accumulation of short technical courses (6 hours or more) to satisfy the Advanced Officer requirement.
- Broaden allowable Advanced Officer content to include "liability-causing subjects."
- Change the title of the Advanced Officer requirements to "Continuing Professional Training."
- Delete the existing "in-house Advanced Officer" alternative, but maintain provision for other possible alternative means of satisfying the requirement.

It is suggested that the increase in frequency and length, and extension of the requirement to supervisors, if approved, become effective July 1, 1986, as noted. The other changes could be effective at the earliest reasonable date following their adoption. A public hearing will be required, and the January 1985 meeting is suggested.

An analysis of existing patterns of training statewide suggests that the expanded requirements would not create hardships as many officers are already meeting this proposed standard. The financial impact would not be great on any individual departments and would be offset by increased reimbursements. Budgeting and planning time would be built in with the July 1, 1986 effective date.

Commissioners obviously will want to consider this issue carefully. If they are satisfied with the proposals, the appropriate action would be a MOTION to set a public hearing for the January 1985 Commission meeting.

H. Modification to Basic Course Performance Objectives

The issue before the Commission is whether to approve routine curriculum changes to the Basic Course and to designate specified performance objectives as "must pass."

As part of POST's ongoing effort to maintain the Basic Course curriculum, POST staff, with the input of academy instructors who teach particular subject areas, periodically reviews and updates curricula. Curricula in the functional areas of Custody, Physical Fitness/Defensive Techniques, Traffic and Vehicle Operations, have been reviewed and needed changes identified. Performance objectives being recommended to be added to the Basic Course relate to officer wearing of seat belts, a new traffic law requiring the use of safety seats for child passengers, securing of officers' weapons prior to entry into a custody facility, medical care required for prisoners prior to entry into a custody facility, new strip search law requirements, and carotid restraining hold. In all, eight new performance objectives are being recommended for addition, and one for deletion.

Additionally, it is recommended that the Commission designate 41 performance objectives from the above functional areas and Force and Weaponry as "must pass" objectives which are consistent with the Commission's policy and criteria established at the June 1984 Commission meeting. Failure to perform these performance objectives can have the consequences of serious injury or death to citizens and/or officers.

If the Commission concurs, the appropriate action would be a MOTION, effective January 1, 1985, to:

1. Approve the proposed revisions to the Basic Course performance objectives relating to Custody, Physical Fitness/Defensive Techniques, Traffic and Vehicle Operations; and

2. Approve designating the specified performance objectives as "must pass."

I. Report on Dispatcher Selection/Training Requirements

This issue concerns a report on selection, training, and certification of public safety dispatchers. This study was directed by the Commission at its January 1984 meeting in conjunction with SB 1384. This bill, which was withdrawn, would have required POST to develop advisory standards for the recruitment and training of public safety dispatchers.

Staff review of the matter included input from dispatchers, their supervisors, and police chiefs and sheriffs.

As a result of discussions and analysis of existing training courses, it was concluded that POST should develop a standardized Basic Course for public safety dispatchers. The course could, of course, include locally determined optional topics. Additionally, it seems reasonable to make available in-service refresher training for dispatchers, and publish a field training guide for the dispatcher position. These tasks can be accomplished with existing staff resources.

It was also concluded, however, that POST should avoid developing selection standards or "guidelines" for selection of dispatchers at this time. POST currently has no authority to set standards for non-peace officer employees. The issues presented by dispatchers could also apply to future arguments in support of standards for other non-peace officer positions.

If the Commission concurs, the appropriate action would be a MOTION to direct staff to: (a) develop a standardized dispatcher basic training course that can also include locally determined curriculum, (b) develop a field training guide for dispatchers, and (c) encourage existing certified trainers to present advanced/update dispatcher training.

TRAINING DELIVERY

J. Driver Training Tuition

As previously reported to the Commission, a number of difficult and potentially costly issues require resolution in the near future regarding the delivery of driver training for law enforcement agencies. The Commission has previously approved a Budget Change Proposal which may provide staff and resources for study of long-term solutions. Approved also was acceptance during the current federal fiscal year of an Office of Traffic Safety grant to expedite study of problems in this area.

The issue presented under this agenda item is the immediate problem of the tuition level required by presenters of basic driver training. The Academy of Defensive Driving (AODD) has recently lost its lease

for use of facilities at the Orange County Raceway. AODD has cost problems in addition to those associated with facilities relocation to the Orange County Fairgrounds and has requested a significant increase in tuition. The tuition approved for AODD has traditionally been used as a ceiling for tuitions for all other certified presenters of the same training.

AODD's current tuition is $267 for the 3-day course, with $210 reimbursable by POST. Their course is presented in Orange County and in Modesto. They have requested approval of tuition exceeding $400 in Orange County, and $500 in Modesto. The Modesto presentations are more costly due in part due to the need for transportation of instructors.

Staff proposes approval of a tuition not to exceed $380 ($323 POST reimbursable) at Orange County, and denial of a higher tuition in Modesto. Presumably, this would result in termination of AODD presentations at Modesto, necessitating development of a new presenter for that area.

If approved, the higher tuition would have statewide annual fiscal impact as follows (assuming all presenters eventually receive similar increases):

2,573 trainees x $113 = $290,749

The potential statewide increase would bring total annual costs to POST for recruit driver training to approximaely $700,000.

If the Commission concurs, the appropriate action would be a MOTION to approve recommended tuition levels as described above. A roll call vote is required.

STANDARDS AND EVALUATION

K. Report/Action on Selection Standards Research

Penal Code Section 13510(b) requires that POST set minimum standards, if research findings permit, for education, physical ability, emotional stability, hearing, and vision, by January 1, 1985. Research conducted pursuant to this mandate has been completed. Methodology, findings, and recommendations are described in detail under this tab.

Proposals for Commission consideration are:

Education: No action. Research does not support establishment of a higher education requirement.

Physical Ability: Require a physical conditioning program as part of the Basic Course and require that all recruits pass a POST-developed physical ability test as a condition for graduation from the Basic Course.

Emotional Stability: Require that peace officer applicants, before hire, be screened through the use of written tests, with disqualifications based in part upon clinical interviews conducted by qualified professionals. Publish a POST Manual for Emotional Stability Screening with guidelines to assist employers and those conducting screening evaluations.

Vision and Hearing: Approve and publish POST guidelines for the use of employers screening peace officer applicants for deficiencies in visual acuity, color vision, and hearing. Use of the guidelines would be voluntary.

If Commissioners concur with research findings, appropriate actions would be MOTIONS to: 1) set public hearings in January 1984 on proposed standards for physical ability and emotional stability; and 2) direct staff to finalize, for Commission approval at the January 1984 meeting, guidelines for vision and hearing.

EXECUTIVE OFFICE

L. Report on California Peace Officers Legal Sourcebook

POST has conducted a review of the use of the Attorney General's California Peace Officers Legal Sourcebook as requested by the Commission. The findings are that the Legal Sourcebook is a very well-done document, highly successful, and that it is used in the field. For the initial pilot study, 5,000 copies were sent to all POST-certified law enforcement agencies, POST-certified academies, training institutions presenting POST-certified courses, and state agencies having law enforcement responsibilities.

In addition, 2,000 peace officers have independently made arrangements to purchase the Sourcebook and its update service. The Sourcebook is becoming a useful supplement to POST-certified training courses. The Attorney General has indicated that his Department will continue to provide updates. Updates are sent to subscribers and to the original 5,000 holders on a bimonthly basis.

POST's role in the Sourcebook has been one of support for the initial printing and distribution during the pilot period, and for subsequent update mail-outs to the initial 5,000 subscribers. POST's costs to date have been $53,710. We recommend that the Commission continue to fund printing and mailing of updates for the remainder of this fiscal year, while permanent funding sources are considered ranging from a

Department of Justice Budget Change Proposal to users subscribing for the update at their agencies' cost. The estimated cost to POST for the balance of the year would be $37,303.

If the Commission approves, the appropriate action would be a MOTION to approve funding of printing and distribution costs of the Sourcebook for the remainder of this fiscal year at a cost not to exceed $37,303. A roll call vote is required.

M. Report on Roles for POST in Law Enforcement Training Media Productions

Since 1981, a POST-sponsored committee of 20 law enforcement media producers has been working steadily to find ways to improve the quality and economy of law enforcement training media production and to enhance media availability to the field. The work continues and the results to date include avoidance of duplication and identification of needed subjects for which audio-visual media should be developed. This cooperative approach has the potential for achieving even greater effectiveness.

As a result of working with these producers, a coordinating/supporting role for POST has evolved which is recommended for formal approval by the Commission in the form of policy guidelines. Under this recommended policy, POST will continue in a coordinating and supporting position. In addition to avoiding duplication, the results should include a greater variety of training videos available to the field, better identification of needed subjects, and the development of a voluntary quality production standard. Under the policy, POST would retain an even-handed position with regard to all of the media producers in the state.

The following general policy guidelines for the Commission's role in media production are recommended:

1. Coordinate identification of needed subjects for production.

2. Act as a catalyst to bring media producers and subject-matter experts together in the developmental stages so that productions may have the benefit of the widest possible appropriate input and be technically sound and correct in every regard.

3. Assist in the "signal calling" role to coordinate which producers will produce which subjects, with a purpose of avoiding costly duplication.

4. Develop guidelines for production quality with the producers.

5. Provide a process whereby the fact that a video production has been developed under the guidelines of the POST Training Media Producers Committee appears on the video tape.

6. Act as a clearinghouse for the distribution of information on media through advertising the availability of training media.

7. Encourage duplication of certain selected media to make them more accessible to regional repositories and trainers generally.

8. Avoid direct participation in production costs; however, in the event of a critical statewide need that cannot be met otherwise, assist in the funding of production to meet that critical need. (The Executive Director has authority to sign contracts up to $10,000 for training efforts, which could include media productions. Any amounts above that would, of course, need to be approved by the Commission.)

If the Commission approves of these recommendations, the appropriate action would be a MOTION to adopt them with whatever amendments or refinements the Commission may deem desirable.

N. Recommendation on Course Length and Reimbursable Hours for Basic Academy

As the Commission is aware from a 1983 report, the POST Basic Course actually requires more hours to complete than the 400 hours allowed and reimbursed. The average for the 32 basic courses in the state now is a 550-hour course, and this will increase with new requirements. The minimum course, including the additional hours for the new performance objectives considered earlier on this agenda, will be 520 hours.

In the past, the Commission has not increased the official length of the Basic Course because of limitations on POST's reimbursement ability. This has kept the official course length artificially short and masked the ability to illustrate the need for sufficient POST budget to meet its real financial requirements for law enforcement training support.

A recommendation for the Commission's consideration would be to increase the minimum actual and reimbursable length of the Basic Course to the 520 hours required by the mandated performance objectives. If this were done and increased costs of reimbursement could not be sustained by budget reimbursement funds, the impact on the Peace Officers Training Fund could be controlled by lowering the salary reimbursement rate for the Basic Course only until future budgets allow POST to "catch up." (This could be done independent of salary rate for other courses.) For example, the annualized cost to POST for 2,800 trainees for 400 hours with a salary reimbursement rate of 100 percent would be $14,226,388, which is not presently within budget capability. The cost for the same number of trainees for 520 hours with salary reimbursement at only 50 percent would be $9,247,152.

Viewing the matter in a different way--last year POST reimbursed $8.274 million for basic training. That amount represented 35.8 percent of the total monies expended for reimbursement. If the Commission desired to spend the same percentage of this year's reimbursement budget ($27.2 million) on basic training, $9.7 million would be allocated. That amount could be expended for the projected 2,800 trainees in one of the following ways:

400 hours at 70% salary = $9.7 million
440 hours at 65% salary = $9.7 million
480 hours at 60% salary = $9.7 million
520 hours at 55% salary = $9.7 million

The amount being reimbursed to local government remains exactly the same in all cases. Proportionate year-end payments of remaining money held back would be made for the Basic Course as with salary reimbursements for other training--they will simply have different beginning rates.

If the Commission desires to increase the course length, a public hearing would be required. The matter of reimbursement level could be decided following a public hearing.

If the Commission finds merit in the idea, the appropriate action would be a MOTION to schedule a public hearing on this matter for the January 1985 Commission meeting.

O. Contract with City of Redding for Personal Services

POST has a longstanding interest in temporary assignments of staff from law enforcement agencies for individual training and development purposes and the resulting sharing of expertise and ideas.

It is proposed that POST enter into a $19,744 contract with the City of Redding for four months (including salary, benefits, per diem, etc.) of full-time personal services of Lieutenant Robert Blankenship to conduct research on one or more specified projects. This contract will not only benefit POST in expediting these projects, but also enhance the sharing of ideas and building of future law enforcement leadership.

If the Commission concurs, the appropriate action would be a MOTION to approve POST entering into a $19,744 contract with the City of Redding for the four-month services of Lt. Robert Blankenship. A roll call vote is required.

COMMITTEE REPORTS

P. Advisory Committee

The Chairman of the Advisory Committee will report on the meeting of October 17, 1984.

Q. Legislative Review Committee

Commissioner Vernon will report on the Legislative Review Committee meeting of October 18, 1984 at 8:00 a.m.

R. Police Corps - Study Committee

Commissioner Carm Grande, Chairman of the Ad Hoc Committee on the Police Corps, will report on the meeting of September 12, 1984.

S. Ad Hoc Committee on Corrections Training

A report will be made on the October 11, 1984 meeting of the Ad Hoc Committee on Corrections Training.

T. Long-Range Planning Committee

The Chairman of the Long-Range Planning Committee, will make a committee progress report.

U. Organizational and Personnel Policies Committee (Sub-Committee Report)

Commissioner Gale Wilson, Chairman of the Subcommittee on Executive Director's Compensation, will report on the recommendations of the Subcommittee regarding vacation allowance for the Executive Director.

V. Old/New Business

- Correspondence
  - Correspondence received in response to the first publication of the management newsletter, PACESETTER.
- Advisory Committee Appointments
  - California State Sheriffs' Association Representative
  - California Highway Patrol Representative
  - California Community Colleges Representative
  - Public Members (2)
- Discussion of a POST Foundation Concept

W. Proposed Dates and Locations of Future Commission Meetings

January 24 1985, San Diego
April 18, 1985, Sacramento
July 25, 1985, San Diego
October 17, 1985, Sacramento

X. Adjournment

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, *Governor*
JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

4949 BROADWAY
P. O. BOX 20145
SACRAMENTO 95820-0145

COMMISSION MEETING MINUTES
June 28, 1984
Bahia Motor Hotel
San Diego, CA

The meeting was called to order at 10:05 a.m. by Chairman Rodriguez.

Chairman Rodriguez led the salute to the flag.

INTRODUCTION

Executive Director Norman Boehm introduced Kathy Delle, Executive Secretary II, who will serve as Secretary to the Commission and to the Executive Director. Director Boehm thanked Imogene Kauffman for her many years of excellent service to the Commission and reported that she will continue to work in the POST Executive Office as Executive Secretary to the Deputy Director and Assistant to the Executive Director. Ms. Kauffman will also provide secretarial support to the POST Advisory Committee.

ROLL CALL OF COMMISSION MEMBERS

A calling of the roll indicated a quorum was present.

Commissioners Present:

Jay Rodriguez	- Chairman
Robert L. Vernon	- Vice-Chairman
Glenn E. Dyer	- Commissioner
Robert A. Edmonds	- Commissioner
Carm J. Grande	- Commissioner
C. Alex Pantaleoni	- Commissioner
Charles B. Ussery	- Commissioner
B. Gale Wilson	- Commissioner
John K. Van de Kamp	- Attorney General - Ex Officio Member

Commissioners Absent:

Al Angele
Cecil Hicks
Robert Wasserman

Also Present:

Joseph McKeown, Vice-Chairman of the POST Advisory Committee

Staff Present:

Norman Boehm	- Executive Director
Glen Fine	- Deputy Director
Ron Allen	- Bureau Chief, Training Delivery Services - North

John Berner	- Bureau Chief, Standards annd Evaluation
Ted Morton	- Bureau Chief, Center for Executive Development
Otto Saltenberger	- Bureau Chief, Administrative Services
Harold Snow	- Bureau Chief, Training Program Services

POST Advisory Committee Members Present:

Bernard J. Clark
Michael D'Amico
Ray C. Davis
Barbara J. Gardner
Ronald Lowenberg
William F. Oliver
Carolyn Owens
Michael T. Sadleir
William Shinn
Mimi Silbert
J. Winston Silva

Visitors' Roster:

Marshal R. C. Randolph	- San Bernardino County Marshal's Office
Derald D. Hunt	- Costa Mesa
Cathy Snow	- Visitor
Jeff Pfau	- City of Los Angeles, Personnel Department
J. Fenonato	- San Bernardino County Sheriff's Office
Eve Lill	- Dean, Grossmont College, El Cajon
Robert B. Moreau	- El Cajon Police Department
Donna Lucas	- California Department of Finance
John Lloyd	- California Department of Finance
Rev Ross	- City of San Diego, Personnel Department
Jeannette Lapota	- City of San Diego, Personnel Department
Donna Collie	- San Diego County Marshal's Office
Arthur G. LeBlanc	- S.D.U.P.D. - Harbor Police

PRESENTATIONS

Chairman Rodriguez presented a plaque to William Kolender for his outstanding public service and dedication to law enforcement as a Commissioner on the Commission on Peace Officer Standards and Training.

The Chairman then presented former Chairman Robert Edmonds with a gavel commemorating his service as Chairman.

POST Commission badges were presented to Commissioners Grande and Ussery as a symbol of their office during their terms as Commissioners.

APPROVAL OF MINUTES

A. MOTION - Wilson, second - Edmonds, carried unanimously for approval of the minutes of the April 19, 1984, regular Commission meeting at the Holiday Inn-Holidome in Sacramento, California.

CONSENT CALENDAR

B. MOTION - Dyer, second Ussery, carried unanimously for approval of the following Consent Calendar:

B.1. Receiving Course Certification Report

Since the April meeting, there have been 10 new certifications and 17 decertifications.

B.2. Receiving Information on New Entries into POST Specialized Program

The following agencies have met the POST requirements and have been accepted into the POST Specialized Program:

- Orange County District Attorney Welfare Fraud Investigators
- San Jose Airport Police

B.3. Receiving Information on New Entries into POST Reimbursement Program

The Tehama County District Attorney Investigators have met the POST requirements and have been accepted into the Reimbursement Program.

B.4. Receiving Report of Contracts for FY 1983/84

This report provided financial information relative to the contracts for FY 1983/84. During this period, contracts totaling $40,844.96 were paid for administration and support, and contracts totaling $1,616,729.64 were paid to local assistance activities; for a total contract expense of $1,657,574.60.

B.5. Receiving the Financial Progress Report for FY 1983/84

This report provided financial information relative to the Local Assistance Budget through May 31, 1984. The revenue received during this 11-month period totals $24,264,157. A total of $17,852,109 has been reimbursed during this 11-month period. The employers of 34,821 trainees have been reimbursed during this period; an increase of 32% over the 26,329 trainees whose employers were reimbursed during the first 11 months of last year.

B.6. Affirming Policy on Advisory Committee

The following policies were affirmed:

1. New Advisory Committee Members will be invited to visit POST Headquarters within six months of their appointment for the purpose of orientation to POST and its activities. This visit should be in conjunction with a Commission meeting held in Sacramento, to allow the new member(s) to observe Commission deliberations and to personally meet the Commissioners.

2. After the initial orientation meeting in Sacramento, Advisory Committee members shall normally be reimbursed only for expenditures incurred while attending scheduled Advisory Committee meetings, with the exception of the annual joint Commission/Advisory Committee meeting.

3. The annual Commission/Advisory Committee meeting should include a no-host informal luncheon, to include all Commissioners and Advisory Committee Members.

B.7. Merging of Los Angeles Department of Beaches and Harbors into Los Angeles Sheriff's Department

The Los Angeles Department of Beaches and Harbors has been absorbed into the Los Angeles Sheriff's Department. Approximately 30 sworn personnel are affected. Approximate costs to the Peace Officers Training Fund for reimbursement are estimated at $10,000 per year.

TRAINING PROGRAMS

C. P.C. 832 Course Curriculum

A status report was presented by the Executive Director and Bureau Chief Snow on the staff study of the P.C. 832 Course curriculum. Research to date suggests the P.C. 832 Course curriculum could be revised and the minimum hours be increased from 40 to 100. However, it appears reasonable to establish the minimum course hours with a higher degree of certainty through evaluating a series of pilot presentations using the revised curriculum. Mediated-assisted instruction will be explored during the pilot presentations to determine if a reduction in hours is possible. The issue of SB 90 implications and impact of expanded hours needs more study before a definitive recommendation would be ready for Commission action.

MOTION - Edmonds, second - Dyer, carried unanimously to receive the progress report.

D. Recommendation to Adopt Basic Course Curriculum Modifications

The Executive Director reviewed a proposed curriculum revision, which included one new learning goal, nine new performance objectives, six deleted performance objectives, and three modifications to performance objectives. The proposed new learning goal and performance objectives reflect the need to include some of the more serious Vehicle Code offenses and to require instruction relating to mandatory/optional physical arrest provisions of the Vehicle Code. The consensus of basic academy instructors is that the changes can be presented and tested within the existing hours allocated in the Basic Course for the subject.

MOTION - Pantaleoni, second - Wilson, carried unanimously to approve the proposed revisions to the Basic Course performance objectives relating to Traffic.

F. Recommendation to Initiate Approval of Must-Pass Performance Objectives in the Basic Course

Executive Director Boehm presented a recommendation to begin establishing certain "must-pass" performance objectives in the Basic Course. The proposal was recommended in light of the current policy in which POST's course completion standard (success criteria) for the Basic Course does not include performance objectives that specifically must be passed by students. The success criteria specifies that students must pass only certain percentages of objectives, such as 70%, 80%, or 90%, in each broad category, depending on the criticality classification of the objective. The result is that students can fail 21%, or 113 of the approximately 530 performance objectives, and still pass the Basic Course. These 113 objectives can include some of the most critical, such as Firearms Proficiency, Weaponless Defense, Baton Techniques, Legal Aspects in Using Deadly Force, First Aid/CPR, and others that could result in serious injury or death to citizens and officers if an offficer is not reasonably proficient in them.

MOTION - Vernon, second - Edmonds, carried unanimously to approve a policy of selectively designating certain "must pass" performance objectives in the Basic Course curriculum.

F. Setting Public Hearing to Apply the Testing/Retraining Requirements to Certified Officers with a Three-year or Longer Break in Service

A recommendation was made to establish a policy requiring testing or retraining of all peace officers experiencing a three-year or more break in service, whether certificated or not. (This is currently the policy for those officers experiencing a three-year or longer break in service and where no Basic Certificate has been issued.) This recommendation was made with the supposition that persons not employed as peace officers over a period of time become out of date with basic proficiencies.

MOTION - Van de Kamp, second Wilson, carried unanimously to schedule a public hearing for the October 1984 Commission meeting to hear testimony on whether or not the Commission should make changes to POST regulations and procedures to require POST certificated former peace officers who have a continuous break in service of more than three years, upon re-employment as peace officers, to requalify by passing the Basic Course Waiver Examination or by being retrained prior to performing peace officer duties in an agency participating in a POST program.

STANDARDS AND EVALUATION

G. Reading/Writing Standards - Report on Research Project

On the invitation of the Executive Director, John Berner, Ph.D., Chief of the Standards and Evaluation Bureau, presented findings of a study on reading and writing standards. Under this study, initiated October 1, 1983, POST reading and writing tests were administered to all recruits entering the Basic Course. POST also paid the test administration costs for any member agency using the tests to screen applicants.

The study findings showed that with respect to the POST-developed reading and writing tests:

1. User agencies are voluntarily setting minimum passing scores at or above the POST-recommended minimum;

2. User agencies are highly satisfied with the tests and the candidates selected by the tests;

3. Per-candidate costs to administer the test are very close to original estimates;

4. The tests consistently predict success in academy training.

Discussion on this report centered around the following points:

1. Ease with which the test can be administered - It is felt that as the academies become more familiar with the test, it will become easier to administer.

2. Turnaround time - We are routinely meeting a 7-day turnaround time, and are constantly monitoring the process to reduce it further.

3. Release of test scores to academies - Test scores are withheld from the academies so as not to influence the evaluation of the recruits.

Commissioner Edmonds reported that the Long-Range Planning Committee was going to ask for a report in one year to provide time for any feedback from the field agencies to the possible adoption of mandated cut-off scores. Commissioner Wilson indicated his desire that staff continue to study the issue for another year and then decide if the Commission should evalute the feasibility of the mandate.

MOTION - Vernon, second - Dyer, carried (Nay - Wilson) to:

1. Authorize staff to conduct a 12-month follow-up study of the impact of POST Regulation 1002(a)(7). Such study would focus on those issues that were the subject of the current investigation.

2. Pending the results of the follow-up study, maintain current POST policies relative to POST Regulation 1002(a)(7).

3. For the purposes of both conducting the follow-up study, and encouraging agencies to use the POST reading and writing tests, approve the expenditure of an amount not to exceed $135,000 for an interagency agreement with Cooperative Personnel Services. Such monies would be used to pay the costs of continuing the Academy Testing Program for 6 months ($15,000) and the Applicant Testing Program for 12 months ($120,000).

4. Direct staff to take the necessary action to provide information to the Commission to allow it to evaluate the feasibility of a mandated, definitive entry-level reading and writing ability selection standard statewide.

   This information is to be provided to the Commission no later than July of 1985.

EXECUTIVE OFFICE

H. Requesting Approval to Apply for Office of Traffic Safety (OTS) Grant

The Executive Director recommended that the Commission approve the filing of an application for an Office of Traffic Safety grant of $65,000, to enable staff to study curriculum and delivery problems of "behind-the-wheel" driver training. It was noted that driver training has continued to be a difficult and expensive problem, and that several presenters of such training are losing or have lost access to training facilities in urban areas. Concerns have also been expressed about POST's policy that precludes reimbursement of tuition for driver training presented to in-service officers.

MOTION - Wilson, second - Edmonds, carried unanimously to authorize the Executive Director to make grant application for approximately $65,000 in OTS funds for the study of "behind-the-wheel" driver training.

COMMITTEE REPORTS

I. Long-Range Planning Committee

Jay Rodriguez, Chairman of the Long-Range Planning Committee, reported on the results of the Committee meeting of May 21, 1984 in Anaheim.

1. The Committee supports the notion of must-pass performance objectives for the Basic Course.

2. The Committee reviewed the idea of regional workshops for chief executives. These workshops would include planning and evaluation of standards and training issues, as well as provide opportunities for top executives in areas to coordinate law enforcement and criminal justice needs peculiar to them. The Committee unanimously favored the continuation of such workshops, which had been held previously on a limited basis.

3. The Committee felt that the idea of POST accepting Advanced Officer Training requirements by the Standards and Training for Corrections Boards as also meeting POST requirements for Advanced Officer Training should be placed on the Commission's Agenda for consideration at a future meeting, probably in October when the report on Advanced Officer Training is due.

4. The Committee reviewed the idea of requiring testing or re-training of all former officers with a three-year break in service, whether they possess a POST certificate or not. The consensus of the Committee was expressed during the discussion of that agenda item.

5. The Long-Range Planning Committee also met on June 27, 1984 and discussed the issue of the reading and writing tests in depth. The consensus of the Committee was expressed during the discussion of that agenda item.

6. The Committee has completed analysis of the Future Issues Report developed by the Advisory Committee at the Commission's request last year. The Committee's finding was that many of the items are being properly pursued by the Commission, others will not be recommended to be further pursued, and still others will receive continuing attention by the Committee. A more complete report of the Committee will be forthcoming.

7. The Committee recommends the setting of a public hearing for the October meeting to hear testimony on the proposal that the Commission amend its regulations to include citizenship as one of the requirements for becoming a peace officer, consistent with law.

   MOTION - Dyer, second - Vernon, carried unanimously to set a public hearing for the October meeting to receive testimony on the proposal that the Commission amend its regulations to include citizenship as one of the requirements for becoming a peace officer, consistent with law.

J. Command College Policies

Robert Edmonds, Chairman of the Command College Policies Committee, reported the Committee's recommendations on policy relating to admission to the Command College. It was the recommendation of the Committee that applicants may apply for consideration for the Command College who:

1. Have completed the POST Management Course;

2. Occupy a senior management position at the rank of lieutenant or above;

3. Demonstrate the potential to be effective in an executive position;

4. Demonstrate the ability to influence the policy or impact the operations of their agency.

The Committee also reviewed other questions pertaining to Command College selection and recommends that while any number of applications may be selected from a single agency, only a small number from any one department, for example two or perhaps three, should be accepted from any one class. Other qualifying candidates could simply be accepted in future classes. This is to assure that there is balance in each Command College class, and that attendance is well distributed over a variety of agencies, with no single agency being over-represented.

MOTION - Edmonds, second - Dyer, carried unanimously to adopt the Committee's recommendation.

K. Police Corps

Carm Grande, Chairman of the Police Corps Ad Hoc Committee, reported on the Committee's activities. AB 3939 was sent to interim study and is effectively dead for this year. Grande reported that, even though the issue will not be considered further this year, there is considerable misunderstanding about the concept. The Committee felt that there was a need to advise and educate the field on the proposal, considering the possibility of the issue being raised during the next legislative session.

The Commission asked the Ad Hoc Committee to work with Advisory Committee representatives to develop plans for a seminar regarding the feasibility and viability of the Police Corps proposal.

L. Legislative Review

Commissioner Edmonds reported that the Legislative Review Committee met at 8:00 a.m on this date. Present were Commissioners Edmonds, Vernon, Wilson, Van de Kamp, and staff members Boehm and Fine. The following recommendations of the Committee were submitted to the Commission:

- AB 2808, Community College Funding - Support
- SB 1536, Child Abuse Investigator Training - Neutral
- AB 2765, POST Fund Sunset Removal - Support POST portion of bill
- SB 1472, Domestic Violence Training - Neutral (formerly Oppose)
- AB 3482, Ex-Felon as Peace Officer - Neutral (formerly Oppose)
- AB 3809, POST Commission Composition - Oppose

MOTION - Edmonds, second - Van de Kamp, carried unanimously to adopt the recommendations of the Legislative Review Committee.

M. Budget Review

Commissioner Vernon, Chairman of the Budget Review Committee, reported that the Committee met in Anaheim on May 21, 1984 to consider budget matters and prepare related recommendations for submission to the Commission at the June Commission meeting.

MOTION - Vernon, second - Dyer, carried unanimously by roll call vote, to adopt the following recommendations:

- The approximately $1,578,000 available for the year-end salary reimbursement percentage adjustment be allocated and prorated based on training claims retroactive to July 1, 1983. This will amount to a 69.3% salary reimbursement rate for FY 1983/84.
- The salary reimbursement rate effective at the beginning of FY 1984/85 be increased from 55% to 60%.

MOTION - Vernon, second - Grande, carried unanimously by roll call vote, to adopt the following recommendation:

- To approve the 12 FY 1985/86 Budget Change Proposals with the understanding that the Budget Committee will continue to review the finalized proposals prior to submission to Department of Finance.

N. Personnel Policies Committee

Gale Wilson reported on the activity of the Committee assigned to review the Executive Director's compensation package. Since the April meeting, the Committee has met with representatives of the Department of Personnel Administration (DPA), which has responsibility for setting executive compensation. DPA advised that the State is reviewing executive compensation and intends to correct instances where the Chief Executive's compensation may be less than that of his or her Deputy, as is presently the case with POST. A study is being completed and results will probably be announced in July.

The one thing the Commission can do is to grant additional vacation to the Executive Director; however, the State law giving authority to grant additional vaction requires a public hearing.

It is the recommendation of the Committee that it be authorized to call a public hearing on the granting of additional vacation to the Executive Director for the October meeting, depending upon the report and actions of DPA.

MOTION - Wilson, second - Vernon, carried unanimously to accept the Committee's recommendation.

O. Advisory Committee

Joseph McKeown, Vice-Chairman of the Advisory Committee, reported that the Committee met on June 27, 1984, and he reported on those items that were discussed by the Committee. Those items that were voted upon, or on which recommendations were made, were discussed earlier in the Commission meeting.

P. Request by Department of Personnel Administration to Have a Representative Sit on the Advisory Committee

The Department of Personnel Administration has requested to have a member of their staff sit on the Advisory Committee. Three individuals were nominated for that position. The nominations, in preference order, were: Jack Pearson, Bob Bark, and Rick McWilliam.

MOTION - Dyer, second - Grande, carried unanimously to grant the request of the Department of Personnel Administration to sit a staff member on the Advisory Committee.

MOTION - Vernon, second - Edmonds, carried unanimously to accept the primary recommendation of the Department of Personnel Administration naming Jack Pearson as their representative on the Advisory Committee.

Q. Proposed Date and Location of Next Commission Meeting

October 18, 1984 was approved as the date of the next Commission meeting, which will be held at the Holiday Inn-Holidome in Sacramento, California.

R. New Business - Training Films for Law Enforcement

Attorney General Van de Kamp introduced a six-minute law enforcement training film dealing with rural crime prevention and the recovery of stolen farming equipment.

MOTION - Van de Kamp, second - Edmonds, carried unanimously that POST staff continue to investigate the potential use of video training production, including contact with the Department of Justice producton unit, and to report back at the October 1984 Commission meeting.

S. Adjournment

MOTION - Edmonds, second - Wilson, carried unanimously, that there being no further business, the meeting be adjourned at 11:30 a.m.

KATHERINE DELLE
Executive Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Course Certification/Decertification Report		October 18, 1984
Bureau	**Reviewed By**	**Researched By**
Training Delivery Services	David Y. Allan, Chief	Rachel S. Fuentes
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	9-26-84	September 24, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

The following courses have been certified or decertified since the June 28, 1984 Commission meeting:

CERTIFIED

	Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
1.	Inv. of Officer Involved Shootings	DOJ Training Center	Technical	IV	$18,532
2.	Clandestine Lab. - Criminalist	DOJ Training Center	Technical	IV	2,800
3.	Crime Scene Inv. - Criminalists	DOJ Training Center	Technical	IV	4,200
4.	Command Planning & Tactics II	Olympic Integrated Planning Group	Technical	IV	8,000
5.	Basic Course - Extended Format	Napa Valley College	Basic Course	N/A	-0-
6.	Field Evidence Technician	Mira Costa College	Technical	II	80,712
7.	Crime Scene Video Taping Seminar	Garrett Video Productions	Technical	III	28,440
8.	Speed Enforcement, Radar Oper. Trng.	NCCTJTES, Sacramento Center	Technical	IV	6,960
9.	Command College, Core II, Workshop 3	Commission on POST	Exec. Trng. POST	II	19,098
10.	Command College, Core II, Workshop 2	Commission on POST	Exec. Trng.	II	38,196
11.	Command College, Core II, Workshop 1	Commission on POST	Exec. Trng. POST	II	38,196

CERTIFIED - Continued

	Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
12.	Command College, Core I, Workshop 4	Commission on POST	Exec. Trng.	II	$ 38,196
13.	Command College, Core I, Workshop 3	Commission on POST	Exec. Trng.	II	57,294
14.	Record Supervisors	San Diego Regional Training Center	Technical	III	30,240
15.	Narcotics Inv. - Advanced	U.S. Drug Enforcement Administration	Technical	IV	14,400
16.	Dept. of Justice Info. Systems	DOJ Training Center	Technical	IV	600
17.	Crime Scene Inv.	FBI, Sacramento	Technical	IV	33,800
18.	Advanced Traffic Accident Inv.	NCCJTES, Sacramento Center	Technical	III	205,440
19.	PR-24 Training for Instructors	San Diego County RLETC	Technical	IV	6,024
20.	NRA Law Enforcement Armorer School	Lassen College	Technical	III	25,958
21.	Reserve Training - Module B	Palo Verde Community College	Approved	N/A	-0-
22.	Arrest & Firearms (P.C. 832)	San Francisco Sheriff's Dept.	P.C. 832	IV	-0-
23.	Complaint Dispatcher	Allan Hancock College	Technical	II	17,400
24.	Officer Safety/ Field Tactics Refresher	NCCJTES, Santa Rosa Center	Technical	IV	29,466
25.	Chemical Agents	Department of Corrections	Chemical Agent	N/A	-0-
26.	Interviewing & Interrogation Update	Chapman College	Technical	III	2,880
27.	Advanced Officer	Santa Barbara City College	AO	II	7,264

DECERTIFIED

	Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
1.	Vehicle Theft Inv. Advanced	NCCJTES, Sacramento Center	Technical	IV	-0-
2.	Crime Prevention, Adv: Rural	NCCJTES, Sacramento Center	Technical	IV	-0-
3.	Field Training Officer	College of the Sequoias	Technical	II	-0-
4.	Officer Safety/ Field Tactics	College of the Sequoias	Technical	IV	-0-
5.	Reserve Training, Module B	Kings River College	Approved	N/A	-0-
6.	Field Training Officer	NCCJTES, Santa Rosa Center	Technical	II	-0-
7.	Field Evidence Technician	NCCJTES, Santa Rosa Center	Technical	II	-0-
8.	Community Service Officer	NCCJTES, Santa Rosa Center	Technical	IV	-0-
9.	Gambling Investigation	NCCJTES, Redwoods Center	Technical	IV	-0-
10.	Photography, Basic Law Enforcement	Napa Valley College	Technical	IV	-0-
11.	Training Mgrs. - Problem Solving	Justice Training Institute	Technical	III	-0-
12.	Supervisory Seminar	NCCJTES, Los Medanos College	Supv. Sem.	IV	-0-
13.	Personal Safety Officer	NCCJTES, Los Medanos College	Technical	IV	-0-
14.	Supervisory Course	State Ctr Peace Officers Academy	Supv. Course	II	-0-
15.	Jail Operations - 40 Hours	College of the Sequoias	Technical	II	-0-
16.	Jail Operations - 80 Hours	College of the Sequoias	Technical	II	-0-

DECERTIFIED - Continued

	Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
17.	Advanced Officer Course	College of the Desert	AO	II	-0-
18.	Police Service Representative	Los Angeles Police Department	Technical	IV	-0-
19.	Canine Handler Course - Advanced	Academy of Justice Riverside	Technical	III	-0-
20.	Command Planning & Tactics II	Olympic Integrated Planning Group	Technical	IV	-0-
21.	Homicide Inv.	Yuba College	Technical	II	-0-
22.	Advanced Officer Course	FBI, Sacramento	AO	II	-0-
23.	Arrest & Firearms (P.C. 832)	Merritt College	P.C. 832	IV	-0-
24.	Computer Crime Inv.	NCCJTES, Butte Center	Technical	IV	-0-
25.	Bomb Scene Inv.	FBI, Sacramento	Technical	IV	-0-
26.	Reserve Coordinator's Course	San Joaquin Delta College	Technical	IV	-0-
27.	Basic Course - Extended Format	Modesto CJTC	Basic	N/A	-0-
28.	Arrest & Firearms (P.C. 832)	West Hills College	P.C. 832	IV	-0-
29.	Reserve Training, Module B	West Hills College	Approved	N/A	-0-
30.	Advanced Officer Course	Department of Fish & Game	AO	N/A	-0-
31.	Custody Officers Training	Los Angeles Co. Sheriff's Dept.	Technical	N/A	-0-
32.	Arrest & Firearms (P.C. 832)	California National Guard	P.C. 832	IV	-0-
33.	Reserve Training, Module B	Grossmont College	Approved	N/A	-0-
34.	Reserve Training, Module B	College of Marin	Approved	N/A	-0-

DECERTIFIED - Continued

	Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
35.	Arrest & Firearms (P.C. 832)	College of Marin	P.C. 832	IV	-0-
36.	Livestock Theft Investigation	NCCJTES, Butte Center	Technical	IV	-0-
37.	Special Weapons and Tactics	NCCJTES, Butte Center	Technical	IV	-0-
38.	Unusual Incident Tactics	NCCJTES, Butte Center	Technical	IV	-0-
39.	Advanced Officer Course	Grossmont College	AO	II	-0-

TOTAL CERTIFIED 27

TOTAL DECERTIFIED 39

TOTAL MODIFICATIONS 21

677 courses certified as of 9/24/84
144 presenters certified as of 9/24/84

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Santa Monica Community College District		October 18, 1984
Bureau Compliance and Certificate Services	Reviewed By Glen E. Fine	Researched By George Fox
Executive Director Approval Norman C. Boehm	Date of Approval 8-18-84	Date of Report July 7, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Santa Monica Community College District Police Department has requested entry into the POST Regular Reimbursement Program.

BACKGROUND

The district police department has participated in the POST Specialized Program since December 18, 1975.

ANALYSIS

The sworn members of the police department presently meet or exceed POST selection and training standards. The fiscal impact is expected to be approximately $3,000 annually.

RECOMMENDATION

That the Commission be advised that the Santa Monica Community College Police Department has been accepted to participate in the POST Regular Reimbursement Program, consistent with Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Inyo County District Attorney Investigators		October 18, 1984
Bureau Compliance and Certificate Services	Reviewed By Glen E. Fine	Researched By George Fox
Executive Director Approval Norman C. Boehm	Date of Approval 7-18-84	Date of Report July 5, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Inyo County District Attorney has requested that his officers' Investigations Unit be included in the POST Reimbursable Program.

ANALYSIS

The Investigations Unit consists of two sworn investigators who meet POST training requirements. Adequate selection standards are used. The fiscal impact is expected to be less than $1,000 annually.

RECOMMENDATION

That the Commission be advised that the Inyo County District Attorney Investigations Unit has been admitted into the POST Reimbursement Program consistent with Commission policy.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Cathedral City Police Department		October 18, 1984
Bureau Compliance and Certificate Services	Reviewed By Glen E. Fine	Researched By George Fox
Executive Director Approval Norman C. Boehm	Date of Approval 9/11/84	Date of Report September 4, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Cathedral City Police Department has requested entry into the POST Regular Reimbursement Program.

BACKGROUND

Cathedral City has formed its own police department after several years of contract services with the Riverside County Sheriff's Department. The new police department assumed its function on July 1, 1984. Ordinance number 69, Chapter 2.44 was adopted by the City Council on March 7, 1984. This Ordinance subscribes to POST recruitment and training standards.

ANALYSIS

The police department employs twenty-one sworn officers all of whom possess POST Basic Certificates or higher. An on-site visit indicates the willingness and ability of the department to conform to POST standards. The financial impact is estimated to be less than $10,000 annually.

RECOMMENDATION

The Commission be advised that the Cathedral City Police Department has been admitted into the POST Regular Reimbursement Program consistent with Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Clovis Unified School District Police		October 18, 1984
Bureau Compliance and Certificate Services	Reviewed By Glen E. Fine	Researched By George Fox
Executive Director Approval Norman C. Boehm	Date of Approval 9/11/84	Date of Report September 4, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Clovis Unified School District has requested that their police department be included in the POST Regular Program.

BACKGROUND

The school district has formed a police department and by resolution dated September 28, 1983 has adopted POST Selection and Training requirements.

ANALYSIS

The district employs five sworn officers. The financial impact is estimated to be approximately $2,000 annually.

RECOMMENDATION

The Commission be advised that the Clovis Unified School District Police Department has been admitted into the POST Regular Reimbursement Program consistent with Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
San Francisco Public Utilities Commission		October 18, 1984
Bureau: Compliance and Certificate Services	Reviewed By: Glen E. Fine	Researched By: George Fox
Executive Director Approval: Norman C. Boehm	Date of Approval: 9/11/84	Date of Report: September 4, 1984

Purpose:
☐ Decision Requested ☒ Information Only ☐ Status Report

Financial Impact ☐ Yes (See Analysis per details) ☒ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The San Francisco Public Utilities Commission (SFPUC) requested that their Investigative Unit be included in the POST Specialized Program.

BACKGROUND

The SFPUC has recently included a Protective Services and Investigative Bureau within its jurisdiction. The Commission includes the San Francisco Municipal Railway, Hetch Hetchy Water and Power with facilities from Yosemite to San Francisco, and the San Francisco Water Department. The SFPUC has submitted Resolution 844-0379 supporting POST standards and training.

ANALYSIS

The SFPUC presently employs one investigator. Other sworn members will be added as required.

RECOMMENDATION

The Commission be advised that the San Francisco Public Utilities Commission's Investigation Unit has been included into the POST Specialized Program consistent with POST Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Policy Statement for Commission Policy Manual		October 18, 1984
Bureau	**Reviewed By**	**Researched By**
Information services	Del Cvona	Georgia Pinola
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	9/11/84	July 10, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

A policy statement is being submitted for approval as adopted by the Commission at its regular meeting on June 28, 1984.

BACKGROUND

The Commission has directed staff to submit policy matters for affirmation by the Commission prior to inclusion in the Commission Policy Manual. The Policy statement below is being submitted for affirmation.

RECOMMENDATION

Affirm the following policy statement for inclusion in the Commission Policy Manual:

Command College - Applicant Reguirements

Applicants applying for admission to the Command College must:

1. Have completed the POST Management Course;
2. Occupy a senior management position at the rank of Lieutenant or above;
3. Demonstrate the potential to be effective in an executive position; and
4. Demonstrate the ability to influence the policies, or impact the operations, of their agency.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Affirmation of Commission Policy Statement		October 18, 1984
Bureau: Information Services	Reviewed By: Hal DeCrona	Researched By: Georgia Pinola
Executive Director Approval: Norman C. Boehm	Date of Approval: 10-3-84	Date of Report: October 2, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

A policy statement is being submitted for approval as adopted by the Commission at its regular meeting on June 28, 1984.

BACKGROUND

The Commission has directed staff to submit policy matters for affirmation by the Commission prior to inclusion in the Commission Policy Manual. Therefore, the policy statement below is being submitted for affirmation.

RECOMMENDATION

Affirm the following policy statement for inclusion in the Commission Policy Manual:

Must Pass Performance Objectives - Basic Course

The Commission may designate certain basic course performance objectives (those which can have consequences of serious injury or death of officers or citizens) as "must pass".

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Commission Procedure D-7 - Amendment		October 18, 1984
Bureau	**Reviewed By**	**Researched By**
Information Services	DeCrona 8-7-84	Georgia Pinola
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	9/11/84	July 31, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Amend Commission Procedure D-7, Approved Courses, to delete the standards for course content and minimum hours for Baton for Private Security (Penal Code Section 12002).

BACKGROUND

In 1982, Penal Code Section 12002 was amended removing responsibility for presentation of certified baton training from POST. This responsibility was placed with the Department of Consumer Affairs. Commission Procedure D-7 has not been revised to reflect the change of responsibility.

ANALYSIS

Penal Code Section 12002 (b) states in part:

> "Nothing in this chapter prohibits a uniformed security guard ... from carring any wooden club or baton ... if the uniformed security guard has satisfactorily completed a course of instruction certified by the Department of Consumer Affairs ..." (emphasis added)

The statute eliminated responsibility for certification and presentation of instruction by the Commission and, therefore, should be deleted. (See attached amended Procedure)

RECOMMENDATION

Approve the amendment of Commission Procedure D-7, Approved Courses, to delete the standards for content and minimum hours for Baton for Private Security (Penal Code Section 12002).

Resolution OF THE

Commission on Peace Officer Standards and Training

STATE OF CALIFORNIA

WHEREAS, Brooks W. Wilson has served as a staff member of the Commission on Peace Officer Standards and Training since 1969; and

WHEREAS, He has served effectively and diligently as a Senior Law Enforcement Consultant and Bureau Chief, supervising numerous POST projects of statewide and national importance; and

WHEREAS, Prior to joining the staff of the Commission, he served with distinction as a member of the Anaheim Police Department for twelve years, attaining the rank of Lieutenant; and

WHEREAS, He has gained the recognition and respect of law enforcement agencies and organizations throughout California and the Nation; now therefore be it

RESOLVED, That the members of the Commission on Peace Officer Standards and Training do hereby commend Brooks W. Wilson for his outstanding service and dedication to law enforcement; and be it

FURTHER RESOLVED, That the Commission wishes Brooks W. Wilson every success in his retirement and future endeavors.

Chairman

Norman C. Boehm
Executive Director

October 18, 1984
Date

COMMISSION AGENDA ITEM REPORT

Agenda Item Title	Meeting Date
Public Hearing - Testing/Training Requirement For Certified Officers With Break In Service	October 18, 1984

Bureau	Reviewed By	Researched By
Training Program Services	Hal Snow	Ray Bray

Executive Director Approval	Date of Approval	Date of Report
Norman C. Boehm	9-20-84	July 11, 1984

Purpose:
☒ Decision Requested ☐ Information Only ☐ Status Report

Financial Impact ☐ Yes (See Analysis per details) ☒ No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE:

Should the Commission adopt a requirement that former California peace officers possessing a POST basic certificate and renewing employment with an agency participating in the POST Program, after a three-year or more break in service, be subject to the same requalification requirements as persons not possessing a POST certificate.

BACKGROUND:

In October 1981, the Commission directed staff to study and make recommendations regarding re-training for individuals possessing a POST basic certificate and a three-year or longer break in service, and are desirous of reemployment as peace officers. With Commission approval, this issue was subsequently combined with the "Certificate Enhancement" study to be reported to the Commission at a later date.

The Commission, following the January 28, 1982 public hearing, adopted procedures that require requalification of basic training if the person has not received a POST basic certificate and has had a three year or longer break in service as a peace officer, or a lapse of three or more years from the date of completion of a basic course.

At its regular meeting on June 28, 1984, the Commission scheduled a public hearing to be held on October 18, 1984, to consider applying the three-year rule to include persons who possess a POST certificate.

ANALYSIS:

Current Commission policy specifies that successful completion of the basic course waiver process or repeating a basic course is required if there has been a three-year or longer break in service and no certificate has been issued. This also applies to pre-employment academy graduates who have never become employed as a peace officer subsequent to basic course completion.

Those peace officers who are employed are continuously being updated through experience, and training. For persons not possessing a POST certificate, the Commission, by establishing the existing rule, has concluded that persons not employed as peace officers over a period of three years become out of date with

basic proficiencies. Therefore, it must be assumed that this same loss of knowledge and expertise may also appear equally in persons with POST certificates.

POST Commissions in other states were surveyed regarding their recertification requirements. Minnesota peace officers must have 48 hours of continuing education every 3 years to keep their licenses active. Oregon requires persons out of law enforcement for more than 5 years to repeat the Basic Course; those from out of state and those in Oregon out of law enforcement more than 2-1/2 years, but less than 5 years, must take a one-week course on Oregon law (course reportedly is equal to 2-1/2 weeks of training). Florida requires those out of service for 3 years or longer to take a 40 to 80-hour refresher course (the length of the course is dependent on the length of a person's original basic training).

Staff interpreted the Commission's action in October 1981 in directing staff to conduct a study of further "training" requirements for those who possess POST certificates, to include the possibility of requalifying by means of testing. The alternative of retraining is requalifying by means of completing a refresher training course. This has been researched and found not to be practical at this time because: (1) there are insufficient officers re-entering police service to offer such training in a timely and cost-effective manner; and, (2) no existing course, has been designed to possess suitable content.

The basic course waiver process is periodically updated to correspond with training requirements of the POST-certified basic courses. The written exam, of necessity, measures only the cognitive aspects of a POST-certified basic course. Staff is currently researching additional testing mechanisms that would measure proficiency on manipulative skills. In the interim, staff believes that the the basic course waiver process is a satisfactory means of requalifying certificated persons who re-enter active law enforcement.

The re-entry requirement would apply also to designated Level I reserve officers who are subject to the POST-certified basic course training requirement and who apply for re-appointment as designated Level I reserve officers. Non-designated Level I reserve officers would be exempt from the requalification requirement.

Staff is uncertain as to the volume of certificated peace officers who would be subject to this regulation. Additionally, staff is uncertain as to possible extenuating circumstances which might suggest a variance to this three-year rule for certificated officers. Therefore, attention is drawn to a suggested escape clause in Proposed Regulation 1008(b) ("unless such retraining or examination is waived by the Commission"). Guidelines could be developed in the future to accomodate unforseen circumstances warranting waiver of this requirement.

Cost to the Commission would be negligible. The costs for administering the basic course waiver process are borne by the applicant.

RECOMMENDATION:

Subject to input at the public hearing, approve changes to Commission Regulation 1008 and Procedures D-11 and H-3-7 to require persons with POST certificates who have a continuous break in service of three years or more as California peace officers, to requalify in the same manner as persons who do not possess a POST certificate, to be effective January 1, 1985, and approve as technical clean-up a revision to H-3 to reference designated Level I reserve officers. (See Attachments A, Proposed Regulation Changes, and B and C Proposed Procedure Change.)

REGULATIONS
Revised: ~~December 1, 1983~~
January 1, 1985

Proposed Commission Regulation Changes

1008. Waiver of Attendance of a POST-Certified Basic Course and Basic Course Requalification Requirements

(a) The Commission may waive attendance of a POST-certified basic course required by Section 1005(a)~~(1), (2), or (4)~~ of the Regulations for an ~~already trained~~ individual who is currently employed or under consideration for hire as a full-time California peace officer by an agency participating in the POST programs and who has completed training equivalent to a certified basic course. This waiver shall be determined by an evaluation and examination process as specified in PAM Section D-11, Waiver of Attendance of a POST-Certified Basic Course, (adopted effective January 28, 1982, and amended January 1, 1985), herein incorporated by reference.

(b) The Commission requires that individuals who have previously completed a POST-certified basic course, or have previously been deemed to have completed equivalent training, but have a three-year or longer break in service as a peace officer must be retrained or complete the basic course waiver process (PAM Section D-11), unless such retraining or examination is waived by the Commission.

These provisions apply to all individuals who seek appointment or reappointment to positions for which completion of a basic course is required elsewhere in these regulations. These provisions are applicable without regard to whether the individual has been awarded a POST certificate. The three-year rule described will be determined from the last date of employment as a California peace officer, or from the date of last completion of a basic course, or from the date of last issuance of a basic course waiver by POST; whichever date is most recent.

Attachment B

COMMISSION PROCEDURE H-3
Revised: ~~July 15, 1982~~
January 1, 1985

Proposed Commission Procedure Changes

H-3-7. Compliance with Training Standards: Reserve officers appointed prior to January 1, 1979, who were not exempted from training requirements, and reserve officers appointed on or after January 1, 1979, must satisfy minimum training requirements appropriate to their level of assignment. The training requirements may be deemed to be satisfied by one or more of the following means:

a. Completion of POST-certified reserve officer course(s) Module A, B, C, as appropriate to level of assignment (PAM, Section H-3-3); OR

b. Possession of a POST Reserve Officer Certificate, OR

~~c. Completion of a certified POST Basic Course (within provisions of Commission Procedure D-11) or possession of a regular POST Basic Certificate; OR~~

c. Completion of the POST-certified Basic Course or possession of a regular POST Basic Certificate. (The provisions of Regulation 1008 apply to designated Level I reserve officers.) OR

d. Satisfactory completion of the basic course waiver ~~evaluation and examination~~ process as described in PAM, Section D-11.

5859B

Attachment C

COMMISSION PROCEDURE D-11
Revised: ~~January 28, 1982~~
January 1, 1985

Proposed Commission Procedure Changes

Prior POST-certified Basic Course Training

11-11. The following procedures apply to an individual who has previously completed a POST-certified basic course, or has been issued a Waiver of Attendance of a POST-certified Basic Course (Section D-11-10 of this procedure) and who has not been awarded a POST Basic Certificate, a POST Specialized Basic Certificate, or Reserve Officer Certificate, and has not been continuously employed as a California peace officer as defined in Commission Regulations Section 1001(1), or appointed as a Level I Reserve Officer, and who is desiring to be employed or reemployed as a full-time California peace officer in an agency participating in a POST Program, or is desiring to be appointed or reappointed as a Level I Reserve Officer:

a. Completion of a POST-certified basic course no more than three (3) years prior to date of employment, will satisfy the current minimum training requirements of either the Basic Course or the Specialized Basic Investigators Course (PAM Section D-1), and no evaluation or testing is required.

b. Completion of a POST-certified basic course more than three (3) years prior to date of employment, will not satisfy the current minimum basic training requirement. A waiver of attendance of a POST-certified basic course may be requested in accordance with this procedure to meet the current minimum training requirements for either the Basic Course or the Specialized Basic Investigators Course, as determined by the Commission.

11-11 ~~11-12.~~ Basic Course Acceptable for Specialized Basic Investigators Course: An individual whose previous training satisfies the current minimum Basic Course training requirement is deemed by the Commission to have met the minimum training requirement of the Specialized Basic Investigators Course.

11-12 ~~11-13.~~ Specialized Basic Investigators Course Does Not Satisfy the Training Requirements of the Basic Course: An individual whose previous training satisfies the current minimum training requirement for the Specialized Basic Investigators Course is deemed by the Commission not to have met the minimum training requirement of the Basic Course. A Waiver of Attendance of a POST-certified basic course may be requested as described in this procedure.

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, *Governor*
JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
4949 BROADWAY
P. O. BOX 20145
SACRAMENTO 95820-0145

August 31, 1984

BULLETIN: 84 - 6

SUBJECT: PUBLIC HEARING - BASIC TRAINING REQUALIFICATION REQUIREMENT FOR FORMER OFFICERS WHO POSSESS POST CERTIFICATES

A public hearing has been scheduled in conjunction with the October 18, 1984 Commission meeting in Sacramento. The purpose of the public hearing is to consider proposed changes to Commission Regulation 1008 and Procedure H-3-7c, and deletion of Procedure D-11-11. These sections affect persons who have previously completed a POST basic course and are seeking a new appointment or re-appointment to a peace officer position.

Commission regulations and procedures now require retraining or equivalency testing if a person has not received a POST basic certificate and has had a three-year or longer break in service as a peace officer, or a lapse of three or more years from the date of completion of a basic course. If the proposed changes are approved, this requalification requirement will also apply to any person who has been awarded a POST certificate and who has had a three-year break in service. The change is being proposed on the premise that such persons not employed as peace officers over a period of time experience the same reduction in basic proficiencies as do persons who did not obtain certificates.

Commission procedures also presently impose requalification requirements for persons seeking Level I reserve officer appointments. For clarification purposes, the Commission proposes to modify procedures to reference only designated Level I reserve officers, as they are the only reserve officers required to complete the POST Basic Course.

The attached Notice of Public Hearing, required by the Administrative Procedures Act, provides details concerning the proposed changes and provides information regarding the hearing process. Inquiries concerning the proposed action may be directed to Patricia Cassidy at (916) 739-5348.

Norman C. Boehm

NORMAN C. BOEHM
Executive Director

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Amend POST Regulation 1002 to Include Government Code Selection Standards		October 18, 1984
Bureau Compliance and Certificate Services	**Reviewed By**	**Researched By** George Fox GF
Executive Director Approval Norman C. Boehm	**Date of Approval** 10-1-84	**Date of Report** September 14, 1984

Purpose: [X] Decision Requested [ ] Information Only [ ] Status Report

Financial Impact [ ] Yes (See Analysis per details) [X] No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE:

Should POST Regulations reflect all Government Code, peace officer employment requirements?

BACKGROUND:

Commission Regulations do not address all Government Code requirements for peace officer selection. Sections 1029 through 1031.5 Government Code provisions are mandated by law for all peace officer selection. The Commission previously required citizenship, but that provision was eliminated in the late 1970's because of legal opinions on the status of the law. Since that time Government Code Section 1031(a) and 1031.5 have clarified citizenship provisions in the law.

Selection requirements of law, not addressed by Commission Regulations, are minimum age and citizenship. Some practical problems have resulted because there is no citizenship requirement for regular officers in POST regulations. POST reserve officer selection requirements include all Government Code regulations, including citizenship. Staff has to inform participating agencies that POST requires adherence to the citizenship law for appointment of reserves, but does not require adherence to the same law when regular officers are hired. Legal concerns have arisen over the possibility of certificates awarded to non-citizen officers.

ANALYSIS

Adoption of the Government Code provisions would recognize the authority of the law and better assure that all peace officers participating in the POST programs are legally appointed. The net effect of proposed changes, if approved, would be to; (1) continue existing POST selection requirements, (2) adopt existing Government Code citizenship and minimum age (18) requirements, (3) provide for consistency between POST Regulations and Government Code provisions regarding peace officer selection, and (4) provide for consistency between POST Regulations governing selection of reserve peace officers and regular peace officers.

An additional change in the regulations is proposed to allow the option of employing a psychologist for the emotional and mental examination required by Government Code Section 1031(f). This is a technical change to conform to recent change in the law.

No fiscal impact is expected as the proposed regulation changes are already legally required for all law enforcement agencies.

The proposed changes in the regulations are attached along with a copy of the Public Hearing Notice.

RECOMMENDATION:

Subject to input at the public hearing:

1. Amend Regulation 1002 to; (1) adopt the citizenship requirements of Government Code Section 1031 (a) and 1031.5; (2) require a minimum age of eighteen years per Section 1031 (f) Government Code, (3) restructure provisions of Regulation 1002 for technical purposes, (4) restructure Commission Procedure H-2 for technical consistency and, (5) revise Regulations 1007 and 1015 with related technical changes.

2. Amend Regulation 1002 and Procedure C-2 to reflect changes allowing psychologists to evaluate emotional and mental conditions per Government Code Section 1031(f).

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, *Governor*
JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

4949 BROADWAY
P. O. BOX 20145
SACRAMENTO 95820-0145

August 31, 1984

BULLETIN: 84 - 7

SUBJECT: PUBLIC HEARING - AMENDMENT OF POST REGULATION ON MINIMUM HIRING STANDARDS TO INCLUDE CITIZENSHIP AND OTHER PROVISIONS OF THE GOVERNMENT CODE.

A public hearing will be conducted by the Commission in conjunction with its October 18, 1984 meeting in Sacramento, for the purpose of receiving comments on a proposal to modify Regulation 1002 to include provisions of Government Code Sections 1029, 1030, 1031 and 1031.5.

The purpose of the proposed amendments is to provide assurance that POST selection requirements are consistent with those provisions of the Government Code affecting eligibility requirements for peace officer appointment. The proposed amendments will also establish consistency between POST selection requirements for regular officers and reserve officers. If approved, the changes will result in: (1) continuation of existing POST selection requirements, (2) addition of minimum age and citizenship to the POST requirements for regular officers, and (3) no change in POST selection requirements for reserve officers.

As a part of this hearing, changes are also proposed in Commission Procedure C-2, Physical Examination. The purpose of the proposed change is to adopt a recent change in law that allows emotional and mental conditions to be evaluated by either a medical doctor or a qualified licensed psychologist. A numbering reference (technical) is being proposed in Regulation 1015(f). A non-substantive revision of Procedure H-2 will conform to language in proposed, amended Regulation 1002.

The attached Notice of Public Hearing, required by the Administrative Procedures Act, provides details concerning the proposed regulation amendments and provides information regarding the hearing process. Inquiries concerning the proposed action may be directed to Patricia Cassidy at (916) 739-5348.

Norman C. Boehm

NORMAN C. BOEHM
Executive Director

Attachment

Commission on Peace Officer Standards and Training

NOTICE OF PUBLIC HEARING

AMENDMENT OF POST REGULATION ON MINIMUM HIRING STANDARDS TO INCLUDE CITIZENSHIP AND OTHER PROVISIONS OF THE GOVERNMENT CODE

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Section 13506 of the Penal Code to interpret, implement and make specific Sections 13503, 13506, 13510, 13510.5, 13520, 13522, and 13523 of the Penal Code, and Sections 1029-31.5 of the Government Code, proposes to adopt, amend, or repeal regulations in Chapter 2 of Title II of the California Administrative Code. A public hearing to adopt the proposed amendments will be held before the full Commission on:

Date: October 18, 1984
Time: 10:00 a.m.
Place: Holidome, Holiday Inn
Sacramento, California

INFORMATIVE DIGEST

Commission Regulation 1002 currently does not directly reference selection and employment provisions of Government Code Sections 1029, 1030, 1031 and 1031.5. Most of the legal requirements have, however, been adopted. The exceptions include: reference to citizenship, minimum age for peace officers and the new provisions allowing psychologists to meet the emotional and mental examination requirements.

The proposed changes are designed to assure that all peace officers participating in the POST Program are legally appointed in conformance with eligibility criteria specified in the Government Code.

The following amendments are proposed to affect this change:

1. Amend the title of Regulation 1002, "Minimum Standards for Employment," to "Minimum Standards for Selection and Employment," to more accurately describe the regulation's purpose.

2. Amend Regulation 1002 (a) to include references to Government Code Sections 1029, 1030, and 1031, to include provisions governing citizenship, minimum age requirements and the use of a psychologist for emotional and mental evaluation, and to include a reference to Government Code Section 1031.5 which concerns exceptions to citizenship requirements of Government Code Section 1031.

3. Amend Regulation 1002 (a) to renumber previous Commission Regulations concerning (1) Background Investigations, (2) GED Test scores, (3) Interview of applicants by department head or representatives, (4) Reading and Writing Test requirements.

4. Amend Regulation 1015, "Reimbursements," to make technical changes for the purpose of clarity.

5. Amend Procedure C-2, "Physical Examination," to recognize recent changes in Government Code 1031 relating to the examination of a peace officer applicant's emotional condition by a psychologist.

6. Amend Procedure H-2, "Reserve Officer Selection," for the purpose of consistency to conform with provisions of Regulation 1002 for reserve officers, and to reflect the amended date of H-2 in Regulation 1007, where it is incorporated by reference.

ADOPTION OF PROPOSED REGULATIONS

After the hearing, the Commission on POST may adopt the proposed regulations if they remain substantially the same as described in the Informative Digest. The Commission on POST may make changes to the regulations before adopting. The text of any modified regulations must be made available to the public at least 15 days before the agency adopts the regulations. A request for the modified text should be addressed to the agency official designated in this notice. The Commission on POST will accept written comments on the modified regulations for 15 days after the date on which the text is made available.

FISCAL IMPACT

The Commission on POST has determined that no savings or increased costs to any state agency, no costs or savings under Section 2231 of the Revenue and Taxation Code to local agencies or school districts, no other non-discretionary costs or savings imposed on local agencies, and no costs or savings in federal funding to the state will result from the proposed changes. The Commission has also determined that the proposed changes do not impose a mandate on local agencies or school districts and will involve no significant cost to private individuals and businesses.

The proposed regulations will have no effect on housing costs.

The proposed regulations will have no adverse economic impact on small businesses.

INFORMATION REQUESTS

Notice is hereby given that any person interested may present statements or arguments in writing relevant to the proposed action. Written comments must be received by the Commission on Peace Officer Standards and Training, P.O. Box 20145, Sacramento, CA, 95820-0145, no later than October 15, 1984.

A Statement of Reasons, and all information on which the proposed action is based, is available on request. A copy of the Statement of Reasons and the exact language of the proposed regulations may be obtained at the hearing or prior to the hearing upon request by writing to the Commission on Peace Officer Standards and Training, P.O. Box 20145, Sacramento, CA 95820-0145. This address is also the location of public records, including reports, documentation, and other materials related to the proposed action.

Inquiries concerning this proposed action may be directed to Patricia Cassidy at (916(739-5348.

Commission on Peace Officer Standards and Training

AMENDMENT OF POST REGULATION ON MINIMUM HIRING STANDARDS TO INCLUDE CITIZENSHIP AND OTHER PROVISIONS OF THE GOVERNMENT CODE

STATEMENT OF REASONS

The Commission on Peace Officer Standards and Training (POST) will hold a public hearing on October 18, 1984, for the purpose of modifying Commission Regulation 1002(a), relating to minimum standards for selection and employment. The proposed modification would formalize the requirement that peace officers participating in the POST Program are subject to the provisions of Government Code Sections 1029, 1030, 1031 and 1031.5 as a part of the selection and employment process.

Currently, Commission Regulations do not address all of the Government Code requirements for peace officer selection. The provisions are mandated by law, and POST has no authority to waive or alter their provisions. Adoption of the amended Regulation will recognize the authority of the law and include the provisions as requirements for participating agencies.

The proposed changes are designed to assure that all peace officers participating in the POST programs are legally appointed in conformance with eligibility criteria specified in the Government Code. Changes are proposed in Regulation 1002, "Minimum Standards for Employment," to include employment provisions of the Government Code that were not previously listed: citizenship, minimum age, and the option of using a psychologist for the emotional and mental examinations. To assist agencies in complying with each requirement, the items are listed by topic, Government Code reference number, and a very brief description of the requirement. This outline method will also assist POST in making compliance inspections at the agency headquarters; many times in the past, agencies have overlooked hiring critieria as the requirements were not clearly identified. Many departments do not have immediate access to the Government Code, so the Government Code sections will be printed in the Law section of the POST Administrative Manual, which all agencies use.

A change is proposed for Procedure C-2 to adopt a recent change in the law that allows emotional and mental conditions to be evaluated by either a medical doctor or a qualified licensed psychologist. Changes in Procedure H-2, "Reserve Officer Selection," are proposed for consistency in wording and format with selection standards for employment as outlined in revised Regulation 1002(a). Technical changes are proposed in Regulations 1007 and 1015 to reflect the amendment of Procedure H-2 - incorporated by reference into Regulation 1007 - and to change the reference to Regulation 1002(a) for clarity.

The net effect of the changes, if approved, would be to: (1) continue existing POST selection requirements, (2) adopt existing Government Code citizenship and minimum age requirements, (3) provide for consistency between POST Regulations and Government Code provisions regarding peace officer selection, and (4) provide for consistency between POST Regulations governing selection of reserve peace officers and regular peace officers.

1002. Minimum Standards for Selection and Employment

(a) Every peace officer employed by a department shall be selected in conformance with the following requirements:

(1) Felony Conviction. Government Code Section 1029: Limits employment of convicted felons.

~~(2) Not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state.~~

(2) Fingerprint and Record Check. Government Code Section 1030 and 1031(c): - Requires fingerprinting and search of local, state and national files to reveal any criminal record.

~~(1) Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.~~

(3) Citizenship. Government Code Section 1031(a) and 1031.5: Specifies citizenship requirements for peace officers.

(4) Age. Government Code Section 1031(b): Requires minimum age of 18 years for peace officer employment.

(5) Moral Character. Government Code Section 1031(d) requires good moral character as determined by a thorough background investigation.

The background investigation shall be conducted ~~(3) Be of good character as determined by a thorough background investigation~~ as prescribed in the POST Administrative Manual, Section C-1, "The Personal History Investigation," (adopted effective April 15, 1982), herein incorporated by reference. The background investigation shall be completed on or prior to the appointment date.

(6) Education. Government Code Section 1031(e): Requires high school graduation or passage of the General Education Development Test (GED).

When the GED is used, a minimum ~~(4) Be a high school graduate or have passed the General Education Development test with an~~ overall score of not less than 45, and a standard score of not less than 35 on any section of the test, as established by the American Council on Education, shall be attained.

(7) Physical and Mental Examinations. Government Code Section 1031(f): Requires an examination of physical, emotional and mental conditions.

The examination shall be conducted as ~~(5) Be examined by a physician and surgeon and must meet the requirements~~ prescribed in the POST Administrative Manual, Section C-2, "Physical Examination," (adopted effective April 15, 1982 and amended January 1, 1985), herein incorporated by reference.

~~(6)~~ (8) Interview. Be personally interviewed prior to employment by the the department head or a representative(s) to determine the person's suitability for police service, which includes, but is not limited to, the peace officer's appearance, personality, maturity, temperament, background, and ability to communicate. This regulation may be satisfied by an employer of the department department participating as a member of the oral interview

~~(7)~~ (9) Reading and Writing Ability. Be able to read and write at the levels necessary to perform the job of a peace officer, as determined by the use of the POST Entry-Level Law Enforcement Test Test Battery or other job-related tests of reading and writing ability.

Authority: 13506 P.C.; Reference 13510, 13510.5 P.C., 1029-31 G.C., Title VII of the Civil Rights Acts of 1966 and Uniform Guidelines on Employee Selection Procedures.

1007. Reserve Officer Program

Every reserve peace officer serving in a department participating in the POST Program shall satisfy the selection and training standards adopted by the Commission. See the POST Administrative Manual, Section H-2, (adopted effective April 15, 1982 and amended effective January 1, 1985), and Sections H-1, H-3, H-4, and H-5, (adopted effective July 15, 1982), herein incorporated by reference.

Authority: 13503, 13506 P.C.; Reference: 832.6, 13510 P.C.

1015. Reimbursements

(f) Reimbursement may be made to a jurisdiction which terminates a Regular Program Basic Course trainee, allows a trainee to resign prior to completion of a certified basic course, or if the trainee is unable to complete a certified basic course due to illness, injury, or other physical or academic deficiency, provided the requirements of ~~Section~~ Regulation 1002(a)~~(1) through (7)~~ have been completed prior to the trainee's appointment date and the date the course began. The remaining reimbursement entitlement (up to 400 hours maximum) for those trainees eligible to be re-enrolled, may be applied to any certified basic course which is subsequently attended.

Authority: 13506 P.C.; Reference: 13510, 13520, 13522, 13523 P.C.

2-1. Physical Examination: This Commission procedure implements the physical examination requirements established in Section 1002(a) (5) of the Regulations. The purpose of the physical examination is to select personnel who are physically sound and free from any physical or mental condition which would probably adversely affect their performance as a peace officer. The POST "Medical Screening Manual," or its equivalent should be followed in conducting the evaluation.

2-2. Medical Examination: The medical examination shall be administered ~~by a licensed physician and surgeon~~ as specified in Government Code Section 1031(f) within 60 days before hire.

2-3. Minimum Selection Standards: The following minimum standards for selection shall apply to all reserve officers:

a. Felony Conviction. Government Code Section 1029: Limits employment of convicted felons. ~~Government Code Section 1029, enacted in 1949, which prohibits a person with a prior felony conviction from becoming a peace officer.~~

b. Fingerprint and Record Check. Government Code Sections 1030 and 1031(c): Requires fingerprinting and search of local, state and national files to reveal any criminal record. ~~Government Code Section 1030, enacted in 1959, which requires fingerprinting of each peace officer and submission of classifiable fingerprint sets to the State Department of Justice and Federal Bureau of Investigation.~~

~~(3) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal records;~~

c. Citizenship. Government Code Sections 1031(a) and 1031.5: Specific citizenship requirements for peace officers.

~~Government Code Section 1031, enacted in 1961, which requires the following of each peace officer:~~

~~(1) Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship;~~

d. Age. Government Code Section 1031(b): Requires minimum age of 18 years for peace officer employment. ~~(2) Be at least 18 years of age;~~

e. Moral Character. Government Code Section 1031(d): Requires ~~(4) Be of~~ good moral character, as determined by a thorough background investigation;

f. Education. Government Code Section 1031(e): Requires high school graduation or passage of ~~(5) Be a high school graduate or pass~~ the General Education Development test indicating high school graduation level (refer Commission Regulation 1002(a)(4) for test scores). (This requirement does not apply to a reserve officer appointed prior to March 4, 1972);

g. Physical and Mental Examination. Government Code Section 1031(f): Requires an examination of physical, emotional and mental conditions.

~~(6) 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.~~

h. (d) Interview. Commission requirement that Each peace officer must be interviewed personally by the department head or his/her representative prior to appointment.

Note: See PAM Section A., Law, for complete text of the above laws specified in 2-3 a, b and c. (a) through (g).

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Selection and Training Requirements For "Limited Function" Peace Officers		October 18, 1984
Bureau: Compliance and Certificate Services	Reviewed By: Glen E. Fine	Researched By: George Fox
Executive Director Approval: Norman C. Boehm	Date of Approval: 10-2-84	Date of Report: September 7, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission act to establish selection and training requirements for "limited function" peace officers appointed pursuant to Section 830.1 Penal Code?

BACKGROUND

Penal Code Sections 832.3 (requires basic training) and 832.4 (requires basic certificates) read in part... "any undersheriff or deputy sheriff of a county, any policeman of any city, and any policeman of a district authorized by statute to maintain a police department, who is employed, for purposes of the prevention and detection of crime and the general enforcement of the criminal laws of the state."

Based upon this language in law, some agencies have designated personnel, assigned to specific assignments, as "limited function" peace officers. These officers have not been subject to the training and certification requirements of Commission Regulation 1005(a)(1) and Sections 832.3 and 832.4 Penal Code as they are not employed for the "general enforcement of criminal laws." The most common assignments for these "limited function" officers are those of jailer and bailiff.

The Attorney General's office has advised POST that the provisions of Sections 832.3 and 832.4 Penal Code do not apply to peace officers (specifically deputy sheriffs) appointed for purposes other than the prevention of crime and the general enforcement of the criminal laws of the state. Such appointments are left to the discretion of the departments.

Penal Code Section 13510 requires the Commission to establish minimum selection and training standards for all Section 830.1 Penal Code appointed peace officers.

ANALYSIS

The Commission has not officially recognized nor established selection and training standards for limited function peace officers as required. In the absence of Commission action, the training provisions of Section 832 Penal Code and selection standards of Sections 1029, 1030, and 1031, of the Government Code do apply to these peace officers.

A public hearing on this issue was authorized by the Commission at its April 1984 meeting.

Because limited function peace officers are presently employed within the law enforcement community, and there appears to be potential for additional appointments to this classification, there is a need for POST to specify selection and training standards for limited function peace officers.

The Commission is also required, by law, to establish selection and training standards for officers employed by participating agencies, including limited function peace officers. Such action would resolve some existing confusion relative to the appointment and training of these officers.

There are currently two training programs in which limited function peace officers are trained, (1) regular basic course, and (2) P.C. 832 Course. In view of their limited peace officer functions, and the variety of possible job assignments, it appears that appropriate minimum training would be the P.C. 832 Course.

Proposed changes in POST regulations would require the P.C. 832 Course, and also require that limited function officers meet the same standards required of regular officers for:

- o Selection
- o Probation
- o Advanced Officer training
- o Supervisory training
- o Management training

Proposed regulations would also exclude limited function officers from the existing certificate program.

A copy of the Public Hearing Notice and proposed regulations are also attached.

RECOMMENDATION

Subject to input at the public hearing, amend POST Regulations to:

1. Identify limited function peace officers, appointed under the provisions of Section 830.1 Penal Code, as a distinct class of peace officer.

2. Establish the same selection standards for limited function peace officers as are required for regular officers.

3. Require P.C. 832 training as the minimum entry level training course.

4. Require limited function peace officers to attend Advanced Officer, Supervisory and Management training on the same basis as regular officers.

5. Retain the eligibility of limited function peace officers for training reimbursement.

6. Require submission of the Notice of Appointment/Termination form to POST, when limited function officers are appointed, and when they change their status to regular officer, or are terminated.

7. Exclude limited function peace officers from participation in the Certificate Program and exclude time accrued in such assignment from consideration for certificate eligibility.

8. Require a probationary period of the same length as regular officers, but time accrued as a limited function officer may not be utilized.

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, *Governor*
JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

4949 BROADWAY
P. O. BOX 20145
SACRAMENTO 95820-0145

August 31, 1984

Bulletin 84 - 8

Subject: PUBLIC HEARING - ESTABLISHMENT OF SELECTION AND TRAINING STANDARDS FOR "LIMITED FUNCTION" PEACE OFFICERS

A public hearing has been scheduled in conjunction with the October 18, 1984 Commission meeting in Sacramento for the purpose of considering proposed changes in POST Regulations which would identify and recognize "limited function" peace officers as a distinct class and to establish minimum selection and training standards for these officers.

Currently, some law enforcement agencies appoint peace officers under the provisions of Penal Code Section 830.1 and designate them as "limited function" officers. These officers are exempt from the training requirements of Penal Code Section 832.3 and the certificate requirement of Penal Code Section 832.4 as they are not appointed for the purpose of "...prevention and detection of crime and the general enforcement of the criminal laws of the state..." The usual assignment for these officers is that of jailer, but they may be assigned to other limited functions.

Commission Regulation 1005(a) (1) requires that officers complete the POST Basic Course "...before being assigned duties which include the prevention and detection of crime and the general enforcement of state laws."

The Commission has not established specific selection and training standards for limited function peace officers as required by Penal Code Section 13510.

The proposed regulation changes would have the effect of:

1. Identifying limited function peace officers, appointed under the provisions of Penal Code Section 830.1, as a distinct peace officer class.

2. Establishing the same selection standards for limited function peace officers as required of regular officers.

3. Require Penal Code Section 832 training as the minimum entry level training course for limited function peace officers.

4. Require limited function peace officers to attend Advanced Officer, Supervisory and Management training on the same basis as regular officers.

5. Provide reimbursement eligibility for limited function peace officers on the same basis as for regular officers.

6. Require submission of the Notice of Appointment/Termination form when limited function peace officers are employed or terminated and when they are appointed as regular peace officers.

7. Exclude limited function peace officers from participating in the POST Certificate Program and not allow the time accrued as a limited function officer to be credited toward certificate eligibility.

The attached Notice of Public Hearing, required by the Administrative Procedures Act, provides details concerning the proposed regulation changes and provides information regarding the hearing process. Inquiries concerning the proposed action may be directed to Patricia Cassidy at (916) 739-5348.

Norman C. Boehm

NORMAN C. BOEHM
Executive Director

Attachment

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

NOTICE OF PUBLIC HEARING

ESTABLISHMENT OF POST SELECTION AND TRAINING STANDARDS FOR "LIMITED FUNCTION" PEACE OFFICERS

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Section 13506 of the Penal Code to interpret, implement and make specific Sections 13503, 13506, 13507, 13510, 13510.5, 13511, 13512, 13513, 13514, 13516, and 13517 of the Penal Code, proposes to adopt, amend, or repeal regulations in Chapter 2 of Title II of the California Administrative Code. A public hearing to adopt the proposed amendments will be held before the full Commission on:

Date: October 18, 1984
Time: 10:00 a.m.
Place: Holidome - Holiday Inn
Sacramento, California

INFORMATIVE DIGEST

Commission Regulations do not presently identify limited function peace officers, nor address the selection and training standards for these officers. The officers are, however, subject to the training requirements of Penal Code Section 832 and the selection standards of Government Code Sections 1029, 1030, and 1031. Penal Code Section 13510 mandates that POST set selection standards and authorizes POST to determine the training requirements.

The changes proposed for this hearing are designed to identify limited function peace officers, appointed under the provisions of 830.1 P.C., as a distinct peace officer class. Also, to ensure that POST's responsibilities for selection and training standards, as provided by 13510 P.C., are addressed.

The following amendments are proposed to effect this change:

1. Amend Regulation 1001, Definitions, to include "Limited Function Peace Officer" and "Peace Officer" definitions, and to adjust alpha letters accordingly for the remaining definitions.

2. Amend Regulation 1003, Notice of Peace Officer Appointment/Termination, to include limited function peace officers in the notification to POST process.

3. Amend Regulation 1004, Conditions for Continuing Employment, to clarify appplication of the probation requirement.

4. Add new Regulation 1005(a)(5) to require Penal Code Section 832 training as the entry-level training requirements for limited function peace officers, and to renumber existing Regulation 1005(a)(5) accordingly.

5. Amend Regulation 1005 (b)(5) and (6) to exempt limited function peace officers, appointed as first-level supervison, from the Basic Certificate requirements and to renumber accordingly.

6. Amend Regulation 1005(c)(2), (3), and (4), for consistency between limited function and regular officer managers in matters relating to the Management Course.

7. Amend Regulation 1005(d)(3) for consistency between limited function peace officers and regular officers attending the Advanced Officer Course.

ADOPTION OF PROPOSED REGULATIONS

After the hearing, the Commission on POST may adopt the proposed regulation if it remains substantially the same as described in the Informative Digest. The Commission on POST may make changes to the regulation before adopting. The text of any modified regulation must be made available to the public at least 15 days before the agency adopts the regulation. A request for the modified text should be addressed to the agency official designated in the notice. The Commission on POST will accept written comments on the modified regulation for 15 days after the date on which the text is made available.

FISCAL IMPACT

The Commission on POST has determined that no savings or increased costs to any state agency, no costs or savings under Section 2231 of the Revenue and Taxation Code to local agencies or school districts, no other non-discretionary costs or savings imposed on local agencies, and no costs or savings in federal funding to the state will result from the proposed changes. The Commission has also determined that the proposed changes do not impose a mandate on local agencies or school districts and will involve no significant cost to private individuals and businesses.

The proposed regulations will have no effect on housing costs.

The proposed regulations will have no adverse economic impact on small businesses.

INFORMATION REQUESTS

Notice is hereby given that any interested person may present statements or arguments, in writing, relevant to the action proposed. Written comments must be received by the Commission on Peace Officer Standards and Training, P.O. Box 20145, Sacramento, CA 95820-0145 no later than October 15, 1984.

A Statement of Reasons, and all information on which the proposed action is based, is available upon request. A copy of the Statement of Reasons and the exact language of the proposed regulations may be obtained at the hearing or prior to the hearing upon request by writing to the Commission on Peace Officer Standards and Training, P.O. Box 20145, Sacramento, CA, 95820-0145. This address is also the location of public records, including reports, documentation, and other materials related to the proposed action.

Inquiries concerning this proposed action may be directed to Patricia Cassidy at (916) 739-5348.

Commission on Peace Officer Standards and Training

ESTABLISHMENT OF SELECTION AND TRAINING STANDARDS FOR "LIMITED FUNCTION" PEACE OFFICERS

STATEMENT OF REASONS

The Commission on Peace Officer Standards and Training (POST) will hold a public hearing on October 18, 1984, for the purpose of modifying Commission Regulations 1001, Definitions; 1003, Notice of Peace Officer Appointment/Termination; 1004, Conditions for Continuing Employment; and 1005, Minimum Standards for Training. The proposed modifications will recognize limited function peace officers as a distinct group of peace officer and set forth minimum selection and training requirements for these officers.

Currently, some law enforcement agencies appoint peace officers under the provisions of Penal Code Section 830.1 and designate them as "limited function" officers. These officers are exempt from the training requirements of Penal Code Section 832.3 and the certificate requirement of Penal Code Section 832.4 as they are not appointed for the purpose of "...prevention and detection of crime and the general enforcement of the criminal laws of the state..." The usual assignment for these officers is that of jailer, but they may be assigned to other limited functions.

Commission Regulations do not presently identify limited function peace officers, nor do they address the selection and training standards for these officers. These officers are, however, subject to the training requirements of Penal Code Section 832 and the selection standards of Government Code Sections 1029, 1030, and 1031. Penal Code Section 13510 mandates that POST set selection standards and authorizes POST to determine the training requirements.

The changes proposed for this hearing would establish specific selection and training standards for "limited function" peace officers. These standards will provide for consistency in selection and notification to POST of limited function peace officer appointment, so that all peace officer groups in the POST programs meet POST selection standards. The training standards will provide for the specific training needs of limited function peace officers. Specifically, the changes will:

- Define "Limited Function Peace Officer" and "Peace Officer," as these terms are commonly used. These terms have not heretofore been defined in Commission Regulations.

- Require notification to POST of appointment of limited function peace officers for consistency with recordkeeping requirements for all other peace officer groups in the POST programs.

- Stipulate that time served as a limited function peace officer will not apply towards the required one-year probationary period needed to qualify for award of a professional certificate. Limited function peace officers could not qualify for a professional certificate because the time served must be as a regular peace officer. Regular officers are assigned to the "prevention and detection of crime and the general enforcement of the criminal laws of the State of California."

o Establish the training requirements of Penal Code Section 832 as the minimum basic training standard for these officers.

o Require limited function peace officers to complete supervisory, management and advanced officer training relevant to their tasks, and to provide for reimbursement of training expenses.

1001. Definitions (continued)

(o) "Limited Function Peace Officer" is a peace officer appointed under the provisions of Penal Code Section 830.1, is assigned specific duties other than the prevention and detection of crime and the general enforcement of the criminal laws, and is most commonly assigned as jailer or bailiff.

(p) ~~(o)~~ "Middle Management Position" is a management peace officer position between the first-level supervisory position and the department head position, for which commensurate pay is authorized, and which, in the upward chain of command, is responsible principally for management and/or command duties, and most commonly is of the rank of Lieutenant or higher.

(q) ~~(p)~~ "Non-Sworn Personnel Performing Police Tasks" are those full-time, nonpeace officer employees of participating departments for whom reimbursement may be claimed, based upon actual job assignment, as determined and approved by the Commission.

(r) ~~(q)~~ "Paraprofessional" is a full-time employee of a department in the Regular Program and includes, but is not limited to, such job classifications as: community service officer, police trainee, police cadet, and for whom reimbursement may be claimed for attendance of POST-certified courses as determined and approved by the Commission.

(s) "Peace Officer" as used in these regulations includes limited function peace officers, regular officers, and specialized officers.

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

(u) ~~(s)~~ "Quasi-Supervisory Position" is a peace officer position above the operational level position, for which commensurate pay is authorized, is assigned limited responsibility for the supervision of subordinates, or intermittently is assigned the responsibility of a "First-level Supervisory Position", and most commonly is of a rank below that of Sergeant.

(v) ~~(t)~~ "Regular Officer" is a peace officer regularly employed and paid as such who is subject to assignment to the prevention and detection of crime and the general enforcement of the criminal laws of this state while employed by a city police department, a county sheriff's department, a department or district enumerated in Penal Code Section 13507, or the California Highway Patrol.

(w) ~~(u)~~ "Reimbursement" is the financial aid allocated from the Peace Officer Training Fund, as provided in Section 13523 of the Act.

1001. Definitions (continued)

(x) ~~(v)~~ "Reimbursement Plan" consists of a combination of training-related expenditures for which reimbursement is approved by the Commission.

(y) ~~(w)~~ "Resident Trainee" is one who, while away from his or her department or normal residence, attends a training course and takes lodging and meals at or near the course site for one or more days/nights.

(z) ~~(x)~~ "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; or

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

(3) An agency that engages in investigative or other limited law enforcement activities in the enforcement of criminal law; and

(4) Authorized by the Commission to participate in the Specialized Law Enforcement Certificate Program.

(aa) ~~(y)~~ "Specialized Peace Officer" is a marshal or deputy marshal of a municipal court, a regularly employed and paid inspector or investigator of a district attorney's office as defined in Section 830.1 P.C. who conducts criminal investigations or a peace officer employee of a specialized law enforcement agency authorized by the Commission to participate in the Specialized Law Enforcement Certificate Program.

(bb) ~~(z)~~ "Trainee" is an employee of a department who is assigned to attend a POST-certified course.

1003. Notice of Peace Officer Appointment/Termination

Whenever a regular, limited function, specialized, or reserve peace officer is newly appointed, enters a department laterally, terminates, or changes peace officer status within the same agency, the department shall notify the Commission within 30 days of such action on a form approved by the Commission as prescribed in PAM Section C-4, "Notice of Peace Officer Appointment/ Termination."

Authority: 13506. P.C.; Reference: 13512 P.C.

1004. Conditions for Continuing Employment

(a) Every peace officer employed by a department shall be required to serve in a probationary status for not less than 12 months. Time employed as a limited function peace officer cannot be used to compute the one-year probation period required of regular officers.

Authority: 13506 P.C.; Reference: 13510 P.C.

1005. Minimum Standards for Training

(a) Basic training (Required)

(5) Every limited function peace officer shall satisfactorily meet the training requirements of Penal Code Section 832.

(6) ~~(5)~~ Every peace officer listed in paragraph (1)-(4) peace officer shall complete the training requirements of Penal Code Section 832 prior to the exercise of peace officer powers.

(b) Supervisory Course (Required) (Continued)

(5) All of the above provisions apply to limited function peace officers except those provisions relating to award of the Basic Certificate.

(6) ~~(5)~~ Requirements for the Supervisory Course are set forth in the POST Administrative Manual, Section D-3 (adopted effective April 15, 1982), herein incorporated by reference.

(c) Management Course (Required)

(2) Every regular and limited function peace officer who is appointed to a middle management or higher position shall attend a certified Management Course and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Supervisory Course.

(3) Every regular and limited function peace officer who will be appointed within 12 months to a middle managment or higher position may attend a certified Management Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.

(4) Every regular and limited function peace officer, who is assigned to a first-level supervisory position may attend a certified Management Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.

(d) Advanced Officer Courses (Required)

(3) Every regular and limited function peace officer, regardless of rank, may attend a certified Advanced Officer Course and the jurisdiction may be reimbursed.

Authority: 13506 P.C.; Reference: 13510, 13510.5 P.C.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
REPORT ON AUTOMATED REIMBURSEMENT SYSTEM		OCTOBER 18, 1984
Bureau	**Reviewed By**	**Researched By**
ADMINISTRATIVE SERVICES	OTTO H. SALTENBERGER	STAFF
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	10-3-84	

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Review of the POST Automated Reimbursement System (PARS) to determine the sufficiency of subsistence and travel allowances.

BACKGROUND

Prior to implementation of the Automated Reimbursement System, POST reimbursed for actual per diem and travel expenses up to a maximum paid by cities and counties to their trainees. Volumes of supporting paperwork and considerable time were part of that system. In July 1983, POST implemented simplified procedures for automatically reimbursing agencies for training. An essential ingredient in the new system was the establishment of flat rate amounts (allowances) which replaced the previous reimbursement rates. The results of monitoring the system during the first eight months of operation were reported in a preliminary review presented to the Commission in April 1984. That review consisted of an analysis of individual per diem claims from a sample of agencies, and suggested that a comprehensive study of the system be undertaken to evaluate additional elements of the automated system to determine the adequacy of subsistence and travel allowances.

The system study consisted of a review of processed automated claims and an extensive field survey. The internal review involved comparing actual reimbursement (manual and automated systems) paid to a sample of departments by using actual claims for both fiscal years. Following this review, a questionnaire was developed to directly survey reimbursable agencies in order to determine the system's effectiveness and to generate information for potential refinement of the system. The questionnaire was distributed to 509 reimbursable agencies. Four hundred (400) of the 509 questionnaires were returned and the results were computer tabulated.

ANALYSIS

Results of the field questionnaire were tabulated by agency size, type and geographic location; analysis of the responses indicated no significant differences. The overall average ratings on the attached questionnaire are reflective of the respondents statewide.

Overall, agencies favorably evaluated the mechanics of the automated system (reduced workload, simplification and reduced reimbursement turn around time) but indicated a need for improvement in certain system allowance rates. Although respondents

generally agreed that overall travel and subsistence reimbursement were about the same when comparing the automated and manual systems, specific concerns were noted as follows:

- o Travel - The current reimbursement rate of 26¢ per mile was acceptable to the responding agencies; general consensus was for an adjustment in the straightline formula (miles reimbursed).
- o Per diem - The current subsistence allowance of $58 per day does not adequately cover a trainees living expenses; general consensus is for an increase in the per diem allowance.
- o Enroute Subsistence - The consensus of respondents was to increase the enroute allowance.

The travel allowance developed for the automated system is designed to accommodate the various types of travel and transportation attendant costs. Travel is reimbursed based upon a formula of 26¢ per mile (straight-line mile + 17%) to satisfy automation requirements. A review of available cost data and a comparison of agency travel claims indicates that the method of calculation is generally valid. Moreover, the average reimbursement rate paid by participating agencies responding to the questionnaire is 24¢ per mile. With the exception of those rare occasions which can be handled administratively, no adjustment in the travel allowance is warranted at this time.

The elements necessary for an automated reimbursement system require establishing a fixed subsistence allowance. The current $58 per diem was determined by the average FY 1982/83 payment plus an inflation increase. Analyses of subsistence expense data and agency survey responses suggest an increase in the per diem allowance is necessary. Based upon a study of travel costs, the State Board of Control has recently increased State employee per diem allowance to $66. The short-term subsistence requirements for trainees supports a similar increase. An increase in enroute subsistence would also occur should the Commission decide to increase the per diem.

The long-term subsistence need for trainees, however, indicates the adoption of a reduced subsistence allowance for basic course attendees should be considered. Experience has shown that most agencies make arrangements for lower cost lodging for their recruit trainees. Academies providing live-in accommodations have traditionally charged a per diem cost much below the current POST $58 allowance. The State Board of Control policy of reduced long-term per diem ($41) recognizes that individuals are able to arrange for accommodations at a lower rate than is charged for day-to-day occupancy. The establishment of a lower, long-term subsistence rate for basic course trainees at $41 per day ($2,050 for 50 days of training) should provide sufficient funding for resident trainees.

The cost analysis to implement the changes in the automated system allowances is as follows:

- The fiscal impact to increase the overall subsistence (per diem allowance) to $66 effective November 1, 1984; would be approximately $336,000; fiscal impact for subsequent years would be $504,000 annually.

- Establishment of a long term per diem ($41 per day) for basic academy trainees would result in an estimated savings of -$284,000 annually.

- The annual fiscal impact to increase subsistence per diem to $66 per day in conjunction with establishing a long-term per diem ($41 per day) for basic academy attendees is estimated at $220,000 in that the $504,000 to support the increase from $58 to $66 per diem would be offset by a savings of $284,000 due to the implementation of the long term $41 per diem.

RECOMMENDATION

It is recommended that the Commission increase the per diem allowance to $66 per day, effective November 1, 1984, and establish a long-term basic academy per diem of $41, effective July 1, 1985.

POST AUTOMATED REIMBURSEMENT SYSTEM

QUESTIONNAIRE

MEAN AVERAGE SCORES

(Agency) _____ (Telephone Number) _____

(Name of Person Completing Survey--Print) _____ (Title or Rank) _____

OVERALL EVALUATION

Using the rating scale below, indicate the extent to which you agree or disagree with each of the following statements. Place your ratings in the spaces to the right of the statements. *If you* are unsure or have no opinion about a statement, give the statement a rating of "3."

RATING SCALE				
Strongly Agree	Moderately Agree	No Opinion	Moderately Disagree	Strongly Disagree
1	2	3	4	5

		RATING
1.	The automated reimbursement system has significantly reduced the workload necessary to claim POST reimbursement.	1.2
2.	Implementation of the automated reimbursement system has simplified the reimbursement process.	1.2
3.	Implementation of the automated reimbursement system has reduced the turnaround time for reimbursement payment.	1.5
4.	The automated reimbursement system does not need to be improved.	2.4

REIMBURSEMENT RATES

Rate the following statements using the five-point rating scale below. Place your ratings in the spaces provided to the right of the statements.

RATING SCALE				
Much Too High	Too High	About Right	Too Low	Much Too Low
1	2	3	4	5

		RATING
5.	When travel is by automobile, the reimbursement rate of 26¢ per mile is:	3.1
6.	When travel is by air, the reimbursement rate of 26¢ per mile is:	3.5
7.	Travel reimbursement under the straight-line formula for computing travel is:	3.4
8.	The current subsistence rate of $58 per day is:	3.9
9.	Enroute subsistence reimbursement under the automated system is:	3.3
10.	Overall reimbursement under the automated system is:	3.3

Continued on Reverse Side

COMPARISON OF AUTOMATED SYSTEM WITH MANUAL SYSTEM

Rate the following statements using the five-point rating scale below. Place your ratings in the spaces provided to the right of the statements.

RATING SCALE				
Much Greater	Greater	About The Same	Less	Much Less
1	2	3	4	5

RATING

11. Compared to the manual system, overall travel reimbursement under the automated system is: **2.9**

12. Compared to the manual system, overall subsistence reimbursement under the automated system is: **3.0**

13. Compared to the manual system, enroute subsistence reimbursement under the automated system is: **3.1**

GENERAL

14. What suggestions, if any, do you have for modifying the automated reimbursement system?

_____

_____

_____

_____

_____

_____

The following questions pertain to your agency's practices and are intended to provide POST with up-to-date information that may prove useful in making modifications to the automated reimbursement system.

15. What is the per mile reimbursement rate paid by your agency for use of a private vehicle? $ .24 per mile

16. On what basis does your agency reimburse for subsistence: (Place a check (✓) next to appropriate indicator)

1 = ☐ POST Per diem Rate **1.8**
2 = ☐ Actual Cost
3 = ☐ Local Per diem (Specify rate: $ _____)

SUPPLEMENTAL INFORMATION REQUEST 1=yes 2=no

17. Does your agency have a revolving fund or other mechanism for crediting POST reimbursement funds directly to the agency? ☐ Yes ☐ No **1.5**

Do you thereafter have use of these funds? ☐ Yes ☐ No **1.6**

18. Does your agency reimburse for subsistence at the same rate for long-term (i.e., Basic Course) and short-term training? ☐ Yes ☐ No **1.1**

Should you have any questions and/or problems concerning this questionnaire, please contact Georgia Pinola, Staff Analyst, at (916) 739-5400, collect. Please return this questionnaire to POST no later than August 31, 1984. Thank you.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Report on Advanced Officer Training		October 18, 1984
Bureau	**Reviewed By**	**Researched By**
Training Program Services	Hal Snow	Ray Bray
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	10-3-84	September 18, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Following a public hearing at the April 1984 meeting, a decision on allowing an accumulation of short-term Technical Courses to satisfy the Advanced Officer training requirement was delayed until this October meeting so that the Commission could consider the issue as part of a comprehensive review of the Advanced Officer training requirement.

BACKGROUND

At the April 1984 Commission meeting, the Commission directed staff to study the length and frequency of the Advanced Officer (AO) training requirement as well as other issues pertaining to the AO requirement. At that meeting the Commission delayed action on a proposed regulation change to permit an accumulation of technical courses to satisfy the AO training requirement. The purpose of this report is to present to the Commission staff findings and recommendations regarding the AO training requirement.

POST's AO training requirement has remained substantially the same as it was established by the Commission in July 1971. The training requirement consists of 20 hours of training once every four years for sworn peace officers below the rank of supervisor. There are currently three means available to satisfy the training including: (1) completion of a POST-certified Advanced Officer Course; (2) completion of any POST-certified Technical Course totaling 20 or more hours; or (3) completion of 20 hours of in-house training (Alternative Method of Compliance) approved by POST. The AO training requirement is prescribed in Section 1005(d) of the Commission Regulations (Attachment A). Commission Procedure D-2 (Attachment B) identifies the Advanced Officer Course content objectives, curriculum design and minimum hours.

The following chart indicates the volume of 1983-84 FY training which satisfied the AO training requirement:

	Reimbursable Trainees	Non-Reimb. Trainee	Total
Advanced Officer Courses	11,807	2,782	14,589
Technical Courses	18,124	8,415	26,539
Grand Total	29,931	11,197	41,128

It should be noted that the 41,128 figure includes some duplications because some officers are sent to more than one course.

The following table indicates the amount of POST 1983-84 FY reimbursement for training which satisfied the AO training requirement:

	POST Reimburment	Average Per Trainee
Advanced Officer Courses	$3,830,000	$324.00
Technical Courses	7,740,000	427.00
Total	$11,570,00	

Thus a total of 41,128 officers satisfied the AO training requirement during the 1983-84 FY at a cost to POST of $11,570,000.

It is estimated that POST has 40,784 officers in the Regular Program and 4,272 in the Specialized Program who are subject to the AO training requirement.

Questions have been raised about the adequacy of the length and frequency of the AO training requirement. In a recent study, the National Association of State Directors of Law Enforcement Training (NADSDLET) reports that of the sixteen states requiring in-service or AO training, California ranks sixteenth in both length and frequency. See Attachment C for a chart summarizing the results. The results particularly identify the four-year frequency as behind those of other states. POST's AO training requirement is also considerably behind the 24 hours/year requirement set for jail personnel by the State Board of Corrections, Standards and Training for Corrections.

An Advanced Officer Training Requirement Review Committee (See Attachment D for a list of members) was convened to examine the present requirement in view of law enforcement's training needs. The Committee, representative of most California law enforcement organizations and ranks, made several recommendations for amendments to the requirement based on their perception of law enforcement needs. See Attachment E for a summary of the committee's recommendations.

Training records of a sample of 500 peace officers who were hired in 1979 were examined to determine the exact amount and frequency of their training after the basic academy. Of the 500 officers, only 397 were still subject to the AO training requirement. In their first year of employment after basic academy, 136 officers, or 34 percent, had already attended training which would satisfy the existing 20-hour AO training requirement. By the end of the second year, an additional 111 (28%) officers had completed the requirement. In other words, by the end of two years, 62% of the sample had satisfied the AO training requirement by completing either an AO or Technical Course. Forty-two percent of the sample attended at least two courses in the four-year period from 1979 to 1983 which would satisfy the AO requirement. The present length of AO courses vary from 20 hours to 40 hours, with the average length being 32 hours. The average length of Technical Courses is 42 hours.

A sampling of agencies by size was made to determine the quantity of certified training attended by officers. The average number of certified training hours attended by officers from small agencies is 16 per year, 17 per year for medium agencies and 12 for large agencies. It should be noted that large departments generally have well developed roll call training programs which can, in some cases, amount to 60 hours per year per officer. Thus large departments give less emphasis to formalized POST-certified AO Courses. See Attachment F.

With this information as background, various recommendations for updating the AO training requirement can be analyzed.

ANALYSIS

Length and Frequency

It is readily observed that POST's Advanced Officer training requirement lags behind that of other states. Within the last ten years a trend, and presumably a need, has developed for law enforcement agencies to send officers to AO and Technical Courses more frequently than once every four years and to shorter duration courses.

The Advanced Officer Training Requirement Review Committee recommended an increase in the AO training requirement to 24 hours annually to be effective July 1986. The Committee's rationale for this recommendation includes: "(1) POST's AO training requirement lags far behind what is needed to keep an officer proficient, (2) California should continue its tradition and reputation as being a leader in police training and professionalization and (3) many agencies are presently meeting or exceeding a higher or more frequent AO training on a voluntary basis. The consensus is that 24 hours is appropriate because most AO and Technical Courses are presented in increments of 8 hours to correspond with the average work day. The Committee also recommended that POST review the requirement again by 1990 to assure the proposed requirement is meeting the needs of law enforcement. The Committee further recommended that POST continue its present reimbursement policy of a maximum 40 hours per officer every year.

In analyzing the Committee's recommendation of 24 hours annually, staff believes that this may be too much of an increase all at once and a more moderate increase may be more appropriate to avoid hardship on some agencies. Therefore, a requirement of 24-hours every two years is being recommended for consideration to be effective July 1986. This will permit law enforcement agencies sufficient planning and budgeting time.

It is estimated that a 24-hour, every two years (or 12 hours every year) AO training requirement would have the following impact: Thirty-eight percent (38%) of affected law enforcement officers would have to have the frequency of their Advanced Officer or Technical Course training increased. However, even this 38% are completing a minimum of 5 hours every year to satisfy the present AO requirement. The remaining 62% are already meeting or exceeding this proposed higher standard. POST's increased reimbursement for this proposed higher standard is estimated to be $1,200,000 annually, which can be accommodated by anticipated budget increases or adjustments in salary percentages. As proposed, these increased costs would not occur until the 1986/87 FY. It is estimated the impact upon employing agencies will be offset by increased POST reimbursement.

Alternatives for Satisfying the Requirement

Recognizing that increasing the AO training requirement may constitute a temporary hardship for some law enforcement agencies, a series of proposals were considered to enable more expeditious satisfaction of the requirement. The Advanced Officer Training Requirement Committee concurs with the proposal of amending POST's regulations to recognize an accumulation of short term Technical Courses as an alternative for satisfying the AO training requirement. Presently, Technical Courses of shorter than 20 hours do not qualify for meeting the AO training requirement. Law enforcement agencies are increasingly seeking out short term Technical Courses of 6 hours or more, so that officers can be trained on a more frequent basis. Other

professions, e.g., registered nurses, pharmacists, teachers, etc., recognize an accumulation of training over a specified time period and it is desirable for POST to begin recognizing such training. To accomplish this objective, suggested changes to Commission Regulation 1005(d) are identified in Attachment G. To implement this change requires a technical change to Commission Procedure D-6, relating to Technical Courses. This proposed technical change (Attachment H) would specify that the minimum length of any POST-certified Technical Course shall be six hours. Any shorter duration would make it impractical for POST to keep up with the anticipated added workload to approve course presentations and document training records. This issue of allowing an accumulation of training was subject to public hearing in April 1984. The Commission postponed a decision until this October meeting.

A second recommendation from the Advanced Officer Training Requirement Review Committee regarding alternatives for satisfying the requirement concerns the elimination of the in-house method of compliance based upon Commission Regulation 1005(d). This method is acceptance of an in-house department training course if approved in advance by POST. This is infrequently used by law enforcement agencies because of the lack of POST reimbursement and ready availability of POST-certified training courses. Staff concurs that the "in-house AO course" should be eliminated as a means for satisfying the requirement. However, the "alternative method of compliance" specified in Commission Regulation 1005(d) is being retained in the event the Commission wishes to adopt one or more in the future.

The third proposal concerning alternatives for satisfying the AO training requirement is to extend the 90-day maximum time period for completing the Advanced Officer Course to six months. The 90-day maximum time period was originally established to accommodate those agencies who wish to train officers over an extended period. The rationale for increasing this maximum to six months is to provide greater flexibility to training presenters and particularly larger law enforcement agencies which are now conducting non-POST-certified training. See suggested changes to Commission Regulation 1005(d).

Extending the AO Training Requirement to Supervisors

The Advanced Officer Training Requirement Review Committee recommended the requirement be extended to first-line supervisors by July 1986 and extended to all ranks by 1990. POST has long recognized the need for higher ranks to complete periodic refresher/update training. There is general agreement among law enforcement that supervisors need to be updated as much as line officers. Joint training between supervisors and line officers very often facilitates good relationships and increased communications. Supervisors need update training in law enforcement techniques and skills as well as supervisory skills and knowledge. There are approximately 7,000 supervisors employed in the POST Regular and Specialized Programs. A representative sampling of six small, medium, and large agencies was researched to determine the amount of training now received by first-line supervisors after completion of the required supervisors course. Supervisors from small agencies are presently attending an average of 20 hours of AO, Technical, or Supervisory/ Management training per year, medium size agencies 17 hours, and large agencies 11 hours. See Attachment I for comparison chart.

Staff concurs that the AO training requirement should be extended to all supervisors and that, in addition to AO and Technical Courses, any courses classified as Supervisory or Management Training should also satisfy the requirement for supervisors.

See Attachment G for proposed Commission Regulation changes. Since most supervisors are already satisfying the AO requirement, it is anticipated the fiscal impact would be negligible upon POST and most law enforcement agencies.

Title of Advanced Officer Training Requirement

The Committee recommended the Advanced Officer training requirement, not the AO Course, be retitled "Continuing Professional Training." There is general agreement that the proposed title would be more descriptive of the content and the persons required to attend such training. The content of courses satisfying the Advanced Officer training requirement is more often than not, basic fundamental subjects, and not advanced. Extending the requirement to other ranks, e.g., supervisors, also suggests the requirement should be retitled.

Content of the AO Course

The Commission, in directing staff to study the AO training requirement, specified that the content of the Advanced Officer Course should be reviewed. POST's current requirements for the course as provided for in Commission Procedure D-2 (Attachment B) provides extensive flexibility to course presenters to meet local and changing training needs. POST generally identifies suggested course topics. In researching this issue, staff found considerable diversity in existing AO course content. See Attachment J for a chart comparing AO course content. The Committee also recommended that Commission Procedure D-2 be amended to add "Liability Causing Subjects" as another recommended AO course topic. The Committee recommended that POST continue permitting Technical Courses to satisfy the AO training requirement.

Student Testing Requirement For AO Courses

The Advanced Officer Training Requirement Revision Committee recommended, and staff concurs, that students should be tested in Advanced Officer Courses. Except for the Basic and P.C. 832 Courses, POST does not require such testing and few course presenters do so. The rationale for requiring student testing includes: (1) encourages students to take the training seriously, (2) encourages instructors to teach to course objectives, (3) enables course coordinators to evaluate the effectiveness of instructors, (4) student testing is consistent with traditionally accepted teaching methodology, and (5) generally will improve course quality. The results of such testing can be used for various purposes including instructor evaluation, diagnostic to determine student learning, determining student pass/fail, etc. Unless the Commission directs otherwise, the purpose(s) of such testing will be left up to course presenters. The issue of extending a testing requirement to Technical Courses and others, is being studied and is not addressed at this time.

Other Technical Changes

The following are recommended technical changes:

1. Increase the minimum length of the Advanced Officer Course from 20 to 24 hours. This change is necessary so that any AO Course will satisfy the AO training requirement.

2. Specify a six-hour minimum length for Technical Courses. This change is necessary because the accumulation recommendation is likely to generate numerous Technical Course certification requests and POST requirements for such courses is currently silent as to the minimum hours.

3. Add "Liability Causing Subjects" as a suggested content area for Advanced Officer Courses. This change is necessary as suggested guidance to AO Course presenters.

RECOMMENDATIONS

Approve a public hearing in conjunction with the January 1985 meeting to consider the changes to the Advanced Officer training requirement including:

1. Increasing the training requirement to 24 hours every two years, effective July 1986.

2. Updating the alternatives for satisfying the training requirement by: a) adding the alternative of an accumulation of short-term Technical Courses, b) deleting the "in-house course as an alternative method of compliance, and c) extending the 90-day maximum time period for completing the AO Course to six months.

3. Extending the AO training requirement to the supervisor rank, effective July 1986, and permit AO, Technical or Supervisory/Management Training Courses to satisfy the requirement for supervisors.

4. Changing the title of the training requirement to "Continuing Professional Training."

5. Adding a student testing requirement for AO Courses.

6. Making necessary technical changes including a) increasing the minimum length of the Advanced Officer Course from 20 to 24 hours, b) specifying a six-hour minimum length for Technical Courses, and c) adding "Liability Causing Subjects" as a suggested content area for Advanced Officer Courses.

REGULATIONS
Revised July 1, 1983

1005. Minimum Standards for Training (continued)

(d) Advanced Officer Course (Required)

(1) Every peace officer below the rank of first-level supervisory position as defined in Section 1001 (k) shall satisfactorily complete the Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course.

(2) The above requirement may be met by satisfactory completion of any certified Technical Course of 20, or more hours, or satisfactory completion of the alternative method of compliance as determined by the Commission.

(3) Every regular officer, regardless of rank, may attend a certified Advanced Officer Course and the jurisdiction may be reimbursed.

(4) Requirements for the Advanced Officer Course are set forth in the POST Administrative Manual, Section D-2, (adopted effective April 15, 1982), herein incorporated by reference.

(e) Executive Development Course (Optional)

(1) The Executive Development Course is designed for department heads and their executive staff positions. Every regular officer who is appointed to an executive position may attend acertified Executive Development Course and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course.

(2) Every regular officer who will be appointed within 12 months to a department head or executive position may attend a certified Executive Development Course if authorized by the department head and the officer's jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course.

(3) Requirements for the Executive Development Course are set forth in PAM Section D-5.

(f) Technical Courses (Optional)

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

(2) Requirements for Technical Courses are set forth in PAM Section D-6.

(g) Approved Courses

(1) Approved courses pertain only to training mandated by the Legislature for various kinds of peace officers and other groups. The Commission may designate training institutions or agencies to present approved courses.

(2) Requirements for Approved Courses are set forth in PAM Section D-7.

Procedure D-2 was incorporated by reference into Commission Regulation 1005 on April 15, 1982. A public hearing is required prior to revision of this directive.

ADVANCED OFFICER COURSE

Purpose

2-1. Specification of Advanced Officer Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(d) of the Regulations for Advanced Officer Training.

Course Objective

2-2. Advanced Officer Course Objectives: The Advanced Officer Course is designed to provide updating and refresher training at the operations level. It is not to be used to present single-subject presentations. Since these are designed to train personnel in a specific subject area, single subjects are more properly addressed in POST-certified Technical Courses. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs.

The Advanced Officer Course shall not be used to circumvent Commission-imposed limitations of funding for specific training.

Course Content

2-3. Advanced Officer Course Content:

The Commission recommends the following topics be considered, but not required, as part of the Advanced Officer Course:

New Laws
Recent Court Decisions and/or Search and Seizure Refresher
Officer Survival Techniques
New Concepts, Procedures, Technology
Discretionary Decision Making (Practical Field Problems)

The course may contain other currently needed subject matter such as, the topical areas of the Basic Course, Commission Procedure D-1. It is suggested elective subjects address current and local problems or needs of a general, rather than a specific, nature.

2-4. Presentation and Curriculum Design: Curriculum design and the manner in which the Advanced Officer Course is proposed to be presented may be developed by the advisory committee of each agency certified to present the Advanced Officer Course and shall be presented to the Commission for approval.

2-5. Minimum Hours: The Advanced Officer Course shall consist of time blocks of not less than two hours each, regardless of subject matter, with an overall minimum of no less than 20 hours.

ATTACHMENT C

STATES WITH REQUIRED IN-SERVICE TRAINING
(Advanced Officer)

State *	Hours	Frequency/Years
1. Kansas	40	1
2. Kentucky	40	1
3. Utah	40	1
4. Tennessee	40	1
5. North Dakota	48	3
6. Virginia	40	2
7. Minnesota	48	3
8. Connecticut	40	3
9. Vermont	25	1
10. South Carolina	24	1
11. Nebraska (sheriffs only)	20	1
12. Georgia (sheriffs only)	20	1
13. Maryland	17.5	1
14. Arizona	24	3
15. West Virginia	24 (must take 8hrs/yr)	3
16. California	20	4
Average	31.9	1.875

* Listed in rank order considering hours and frequency

Texas has passed authority to implement A.O. training, no time estimate as yet

ADVANCED OFFICER TRAINING REQUIREMENT
Howard Johnsons, Sacramento
July 19-20, 1984 Meeting

ATTENDEE ROSTER

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Commission on Peace Officer Standards and Training

POST SPECIAL SEMINAR--ADVANCED OFFICER TRAINING REQUIREMENT
Sacramento, California, July 19-20, 1984

Summary of Recommendations*

Length and Frequency of Requirement

1. The advanced officer training requirement should be increased to 24 hours annually, to be effective July 1986. POST should review the requirement again by 1990 to determine if it should be increased to meet law enforcement training needs. POST should continue to provide reimbursement for up to 40 hours of AO training for each officer. POST's AO training requirement should note that it does not include legislatively mandated training nor non-POST-certified departmental training.

Alternatives for Satisfying the Requirement

2. The Advanced Officer Course or an accumulation of 24 hours or more of POST-certified Technical Courses should be alternatives for satisfying the AO training requirement. The "alternative method of compliance" (inhouse, non-POST-certified training) should be eliminated as an alternative.

3. POST should recognize an accumulation of any POST-certified Technical Course of six hours or more. Commission Procedure D-6 relating to Technical Courses should be amended to specify that the minimum length is six hours.

Advanced Officer Course

5. The present 20-hour minimum length of the AO Course should be increased to 24 hours and may be presented in modules of not less than six hours. The minimum time for completing the AO Course should be extended from 12 weeks to one year. POST should reimburse for officers partially attending the course who terminate employment or otherwise are justifiably unable to complete the course.

6. The content of the AO Course should remain flexible as currently prescribed in Commission Procedure D-2, except that the list of recommended subjects should be expanded to include "High Liability-Causing Subjects."

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*These Committee recommendations are made to POST staff and will be more completely reported as part of the meeting minutes. These recommendations will be evaluated by staff and shall be taken into consideration in developing the report to be submitted to the Commission at the October meeting.

Advanced Officer Course (Continued)

7. POST should require testing in the AO Course.

STC (Board of Corrections) Training

8. No position.

Applicability to Other Peace Officer Ranks/Reserves

9. All first-line supervisors should be subject to the AO training requirement, and any supervisory or management training course may additionally qualify for satisfying the requirement. POST should recommend the training requirement for all ranks. The need to extend this requirement to other ranks should be evaluated by 1990.

10. POST should study the problem of Level I reserve officers not being required to complete the AO training requirement.

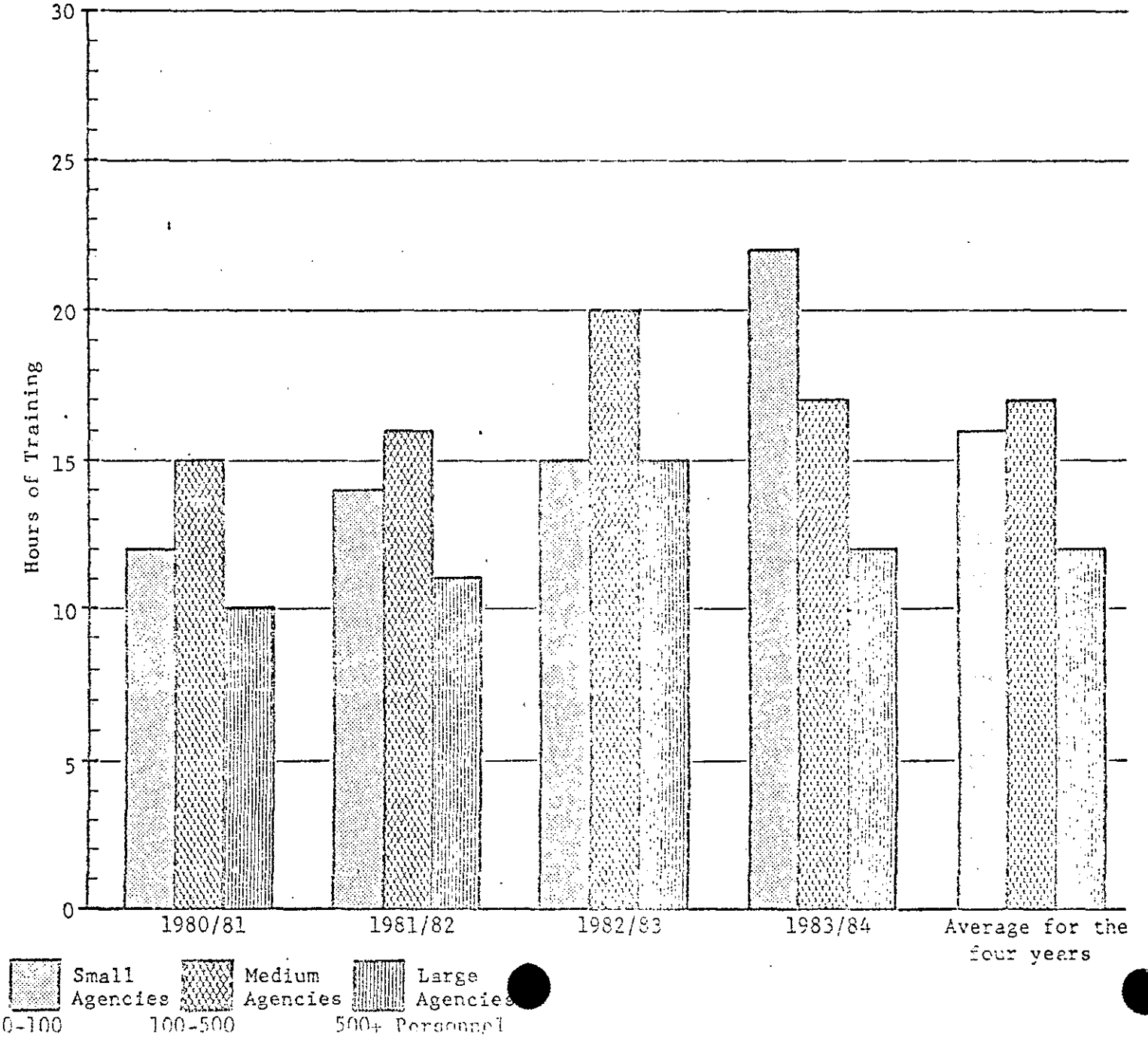
Title of AO Training Requirement

11. POST should retitle the AO training requirement to "Continuing Professional Training."

ATTACHMENT F

Commission on Peace Officer Standards and Training

AVERAGE HOURS OF TRAINING PER YEAR PER OFFICER



1005. Minimum Standards for Training (continued)

(d) ~~Advanced Officer Course~~ Continuing Professional Training (Required)

(1) Every peace officer below the rank of ~~first-level supervisory~~ middle management position as defined in Section 1001 ~~(k)~~ (o) shall satisfactorily complete the Advanced Officer Course of 20-24 or more hours at least once every ~~four~~ two years after completion of the Basic Course.

* (2) The above requirement may be met by satisfactory completion of any an accumulation of certified Technical Courses of ~~20~~ 24 or more hours, or satisfactory completion of the alternative method of compliance as determined by the Commission. In addition to the above methods of compliance, supervisors may also satisfy the requirement by completing Supervisory or Management Training Courses.

(3) Every regular officer, regardless of rank, may attend a certified Advanced Officer Course and the jurisdiction may be reimbursed.

(4) Requirements for the Advanced Officer Course are set forth in the POST Administrative Manual, Section D-2, (adopted effective April 15, 1982), herein incorporated by reference.

Procedure D-2 was incorporated by reference into Commission Regulation 1005 on April 15, 1982. A public hearing is required prior to revision of this directive.

ADVANCED OFFICER COURSE

Purpose

2-1. Specification of Advanced Officer Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(d) of the Regulations for Advanced Officer Training.

Course Objective

2-2. Advanced Officer Course Objectives: The Advanced Officer Course is designed to provide updating and refresher training at the operations level. It is not to be used to present single-subject presentations. Since these are designed to train personnel in a specific subject area, single subjects are more properly addressed in POST-certified Technical Courses. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs.

The Advanced Officer Course shall not be used to circumvent Commission-imposed limitations of funding for specific training.

Course Content

2-3. Advanced Officer Course Content:

The Commission recommends the following topics be considered, but not required, as part of the Advanced Officer Course:

New Laws
Recent Court Decisions and/or Search and Seizure Refresher
Officer Survival Techniques
New Concepts, Procedures, Technology
Discretionary Decision Making (Practical Field Problems)
Civil Liability Causing

The course may contain other currently needed subject matter such as, the topical areas of the Basic Course, Commission Procedure D-1. It is suggested elective subjects address current and local problems or needs of a general, rather than a specific, nature.

2-4. Presentation and Curriculum Design: Curriculum design and the manner in which the Advanced Officer Course is proposed to be presented may be developed by the advisory committee of each agency certified to present the Advanced Officer Course and shall be presented to the Commission for approval.

2-5. Minimum Hours: The Advanced Officer Course shall consist of time blocks of not less than two hours each, regardless of subject matter, with an overall minimum of no less than 20 hours.

2-6. Student Testing: Students in each Advanced Officer Course presentation shall be tested on the course content.

TECHNICAL COURSES

Purpose

6-1. Specifications for Technical Courses: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(f) of the Regulations for Technical Training.

Content and Minimum Hours

6-2. Technical Courses Subjects and Minimum Hours: Technical Courses may vary in length (minimum 6 hours) and subject matter and are designed to satisfy local needs in specialized subjects or where additional expertise is required. Subjects may include, but are not limited to, evidence gathering and processing, narcotics, law enforcement procedures, data processing and information systems, riot control, jail operations, criminal investigation, crime prevention, community relations, and others. The length of these courses for which reimbursement may be granted shall be determined by the Commission.

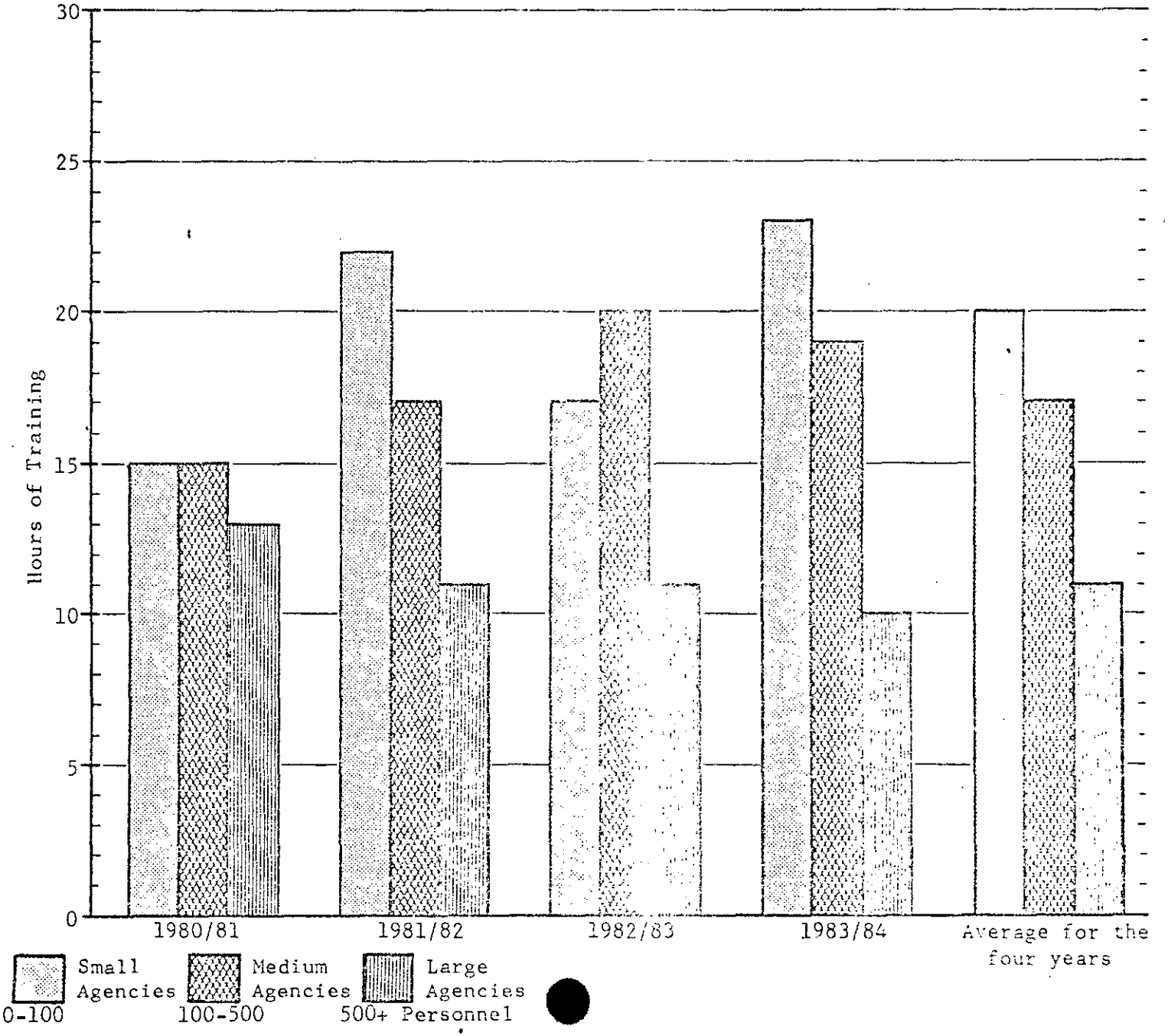
6-3. Job Specific Training: Job specific training courses are technical courses and are defined as courses of instruction which teach the basic skills required to perform peace officer or non-peace officer jobs in law enforcement agencies. Training courses excluded by this definition are advanced technical courses and those courses which teach only a single skill or technique, unless it involves the entire job of an individual.

6-4. POST Prescribed Curricula: For selected technical courses, POST specifies the course curricula. Certified presenters of such courses shall use the course curriculum specified by POST. In order to meet local needs, flexibility in curriculum may be authorized with prior POST approval at least 30 days in advance of course presentation. Copies of the POST specified curricula for individual courses are available upon request from POST.

ATTACHMENT I

Commission on Peace Officer Standards and Training

AVERAGE HOURS OF TRAINING PER YEAR PER SUPERVISOR



ATTACHMENT J

Advanced Officer Course Content

	Arrest/Search/Seizure	Child Abuse	Crisis Intervention	Defense Tactics	Firearms	First Aid/CPR	Hazardous Materials	Law	Investigations	Officer Survival	Patrol	Officer Stress	Vehicle Operations	Other	Hours (* Variable)
ACADEMY OF JUSTICE/RIVERSIDE COLLEGE	X			X				X			X			X	20-40*
ALLAN HANCOCK COLLEGE								X	X	X	X				20-40*
BUTTE CENTER	X							X						X	20-40*
CALIFORNIA HIGHWAY PATROL					X	X		X	X	X	X	X		X	24-40*
CHABOT COLLEGE			X	X	X	X		X			X			X	20-40*
CHAFFEY COLLEGE									X		X			X	20-40*
FORESTRY, DEPARTMENT OF				X				X						X	20-40*
GAVILAN COLLEGE					X					X	X			X	20-40*
IMPERIAL VALLEY COLLEGE				X	X	X	X	X			X				20-40*
KERN CO. PEACE OFF. ACADEMY		X		X		X		X	X	X	X		X	X	20-40*
LONG BEACH POLICE DEPT.				X	X		X		X	X	X			X	20-40*
LOS ANGELES CO. SHERIFF'S DEPT.				X			X				X			X	24
LOS ANGELES POLICE DEPT.				X	X	X	X	X			X				24
LOS MEDANOS COLLEGE	X			X	X			X			X				24-40*
MODESTO CRIM. JUSTICE TRNG. CENTER	X		X		X			X		X	X	X			24-40*
NAPA COLLEGE	X	X		X		X		X			X			X	20-40*
OAKLAND POLICE DEPT.		X		X	X	X	X							X	20-37*
ORANGE COUNTY SHERIFF'S DEPT.	X			X	X			X			X				40 or 120*
PALO ALTO POLICE DEPT.	X			X						X	X			X	20-40*
PARKS & RECREATION, DEPT. OF	X	X	X					X	X	X	X			X	20-80*
REDWOODS CENTER	X			X				X			X		X	X	20-40*
RIO HONDO COLLEGE	X							X					X	X	20-40*
SACRAMENTO CENTER	X					X		X		X	X	X			20-40*
SACRAMENTO COUNTY SHERIFF'S DEPT.					X	X		X		X				X	20-40*
[illegible]LEBACK COLLEGE	X			X			X	X	X	X	X	X			20-40*
[illegible]BERNARDINO CO. SHERIFF'S DEPT.			X	X			X	X			X		X	X	20-40*
SAN DIEGO CO. L.E. TRNG. CENTER	X			X	X					X	X			X	20-40*
SAN FRANCISCO CO. SHERIFF'S DEPT.				X	X	X								X	20-40*
SAN FRANCISCO POLICE DEPT.	X	X	X		X	X	X	X			X	X	X	X	20-40*
SAN JOAQUIN DELTA COLLEGE						X		X		X	X	X			20-40*
SAN MATEO COLLEGE	X					X		X	X				X		20-40*
SANTA CLARA VALLEY CJTC	X				X									X	20-40*
SANTA ROSA CENTER	X			X				X			X		X	X	20-40*
SHASTA COLLEGE	X			X		X									20-40*
SOUTHERN PACIFIC RAILROAD PD	X			X			X	X		X	X				24-40*
STATE CENTER/FRESNO CITY COLLEGE				X		X		X	X		X	X	X	X	20-40*
STOCKTON POLICE DEPT.		X			X		X	X			X			X	20-40
SUNNYVALE PUBLIC SAFETY DEPT.				X							X			X	20-40*
TULARE-KINGS CO. TRNG. ACADEMY	(Schedule not available, content will depend on needs assessment)														20-40*
VENTURA CO. POLICE/SHERIFF'S ACADEMY			X				X	X							24*

LAPD also has a 24 hour update and refresher training course for detectives.
LASD has a 120 hour course for jail deputies being transferred to patrol.

Santa Maria Police Department
(805) 928-3781

September 4, 1984

110 EAST COOK STREET · SANTA MARIA, CALIFORNIA 93454 · 805-925-0951

Commission on Peace Officer Standards & Training
4949 Broadway
P.O. Box 20145
Sacramento, CA 95820-0145

ATTENTION: Norman C. Boehm, Executive Director

Dear Mr. Boehm,

I recently was made aware of the proposal for annual Advanced Officer Training which is to be presented to the full Commission at their October meeting. While I find the concept attractive there are several areas of concern which I feel need to be brought to your attention.

As a modestly sized department there is significant cost to the agency in replacing officers away at school, in administering a greatly enlarged training program, and replacing funds expended for training purposes that have not been allowed for in our two year budget which just went into effect in July of this year. In addition to fiscal resources being effected there is a real manpower resource problem when several officers may have to be gone at the same time for training.

Another area of concern is that with such an increase in the number of officers being trained, large agencies will eat up available P.O.S.T. funds rapidly thus decreasing salary reimbursement monies and further increasing the cost to smaller agencies which cannot hold certified courses in-house as large agencies are able to do.

The final area of concern to me is the availability of good quality training programs. It has and will continue to be the policy of this agency to gain maximum benefit for the department from training opportunities. In line with this policy we do not send our personnel to any available school just to satisfy the AOT requirement, but seek out those quality programs which give us the best value for the money spent. As it is now the better programs are difficult to get into and a fourfold increase in the number of officers to be trained will outstrip available space thus decreasing the overall quality of training and increasing the possibility of marginal courses becoming certified.

In reviewing the positive and negative aspects of this proposal I have come to the conclusion that the negatives outweigh the potential gain from the change. As a result I must oppose this change to POST Regulations and ask that these views be brought to the attention of the Commissioners.

Sincerely,

JOE CENTENO
Chief of Police

David Stern
Sergeant
Training

Approved by:

tdr

STATE OF CALIFORNIA
GEORGE DEUKMEJIAN, *Governor*

DEPARTMENT OF JUSTICE
JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
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September 24, 1984

Joseph Centeno
Chief of Police
Santa Maria Police Department
110 E. Cook Street
Santa Maria, CA 93454

Dear Chief Centeno:

Thank you for your letter expressing your concern for increasing the Advanced Officer Training requirement; we certainly appreciate your input.

Staff has not yet determined its final recommendations to the Commission, although we have had input from various groups. Be assured we are aware of, and sensitive to, your concerns and they will be considered thoroughly when we do develop final recommendations.

Your letter has been transmitted to the Commission for their consideration. Thank you again for your input and please do not hesitate to contact me if I can be of assistance. I look forward to hearing from you.

Sincerely,

Norman C. Boehm

NORMAN C. BOEHM
Executive Director

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Basic Course Curriculum Modifications		October 18, 1984
Bureau	**Reviewed By**	**Researched By**
Training Program Services	Hal Snow	Don Moura
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	9-26-84	August 30, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE:

Should the Commission approve (1) routine curriculum changes to the Basic Course relative to Custody, Physical Fitness/Defense Techniques, Traffic, Vehicle Operations and (2) designate specified performance objectives as "must pass" in these four functional areas and Force and Weaponry?

BACKGROUND:

As part of POST's ongoing effort to maintain the Basic Course curriculum, POST staff, with the input of academy instructors who teach particular subject areas, periodically reviews and updates curriculum. Curriculum in the functional areas of Custody, Physical Fitness/Defense Techniques, Traffic, and Vehicle Operations have been reviewed and needed changes identified.

Additionally, the Commission at its June 28, 1984 meeting adopted policy approving the concept of selectively including in the Basic Course curriculum "must pass" performance objectives which can have consequences of serious injury or death to citizens and/or officers. As a result of the above curriculum review and the prior Force and Weaponry curriculum review, staff has identified 41 "must pass" performance objectives in the above functional areas that meet the approved criteria.

ANALYSIS:

A. Curriculum Modifications:

Several substantive curriculum modifications are recommended for Commission approval. They include the following:

Vehicle Operations - This change would add one additional performance objective related to the wearing of seat belts. The purpose of this is to ensure that students understand the importance of wearing seat belts, proper procedures, and consequence for not doing so.

Traffic - This change would add one additional performance objective related to recently enacted California law requiring child passengers to wear safety seats. The purpose of this is to ensure that peace officers are familiar with the law, approved safety devices and their use.

Custody - This change would add three new performance objectives and delete one. The proposed new objectives relate to the need for securing of officers' weapons prior to entering a custody facility, medical care required for prisoners prior to entry to custody facilities and new strip search law requirements under Penal Code Section 4030. Performance Objective 11.5.2 relating to juvenile booking procedures is recommended for deletion because it has been merged with Performance Objective 11.5.1.

Physical Fitness and Defense Techniques - This change would add one performance objective on the use of the carotid restraint hold and one performance objective on weapon's retention. The purpose of adding the carotid restraint hold is that this hold is the preferred restraint hold that results in the greatest safety to officers and citizens.

B. Designating Specific Performance Objectives as "Must Pass"

From the above curriculum reviews plus the previous Force and Weaponry review, 41 performance objectives were identified as meeting the Commission's approved criteria. The approved criteria is that the objectives that are identified as "must pass" be objectives which can have consequences of serious injury or death to citizens and officers. A majority of the 41 objectives recommended for "must pass" status are in the areas of firearms and baton use, behind the wheel driver training; others relate to safety in traffic stops, accident scene management, and use of potentially lethal force. See Attachment B for a listing of proposed must pass performance objectives.

Basic academy instructors in these subject areas and the Basic Academy Consortium have reviewed and recommended the above proposed changes. Consensus is that the curriculum changes can be presented and tested within the existing hours allocated in the Basic Course for these subjects.

RECOMMENDATION:

If the Commission concurs, the appropriate action would be a MOTION, effective January 1, 1985 to:

1. Approve the proposed revisions to the Basic Course performance objectives relating to Custody, Physical Fitness/Defense Techniques, Traffic, and Vehicle Operations; and

2. Approve designating the specified performance objectives as "must pass."

6.0 VEHICLE OPERATIONS

New 80% 6.1.5 The student will identify the following factors relative to the wearing of seat belts when driving a vehicle:

A. Importance of the wearing of seat belts
B. Proper positioning and adjustment procedures
C. Potential legal aspects of not wearing seat belts

9.0 TRAFFIC

New child restraint performance objective.

New 70% 9.4.16 Given a Vehicle Code and word pictures or audio-visual presentations depicting an unrestrained child passenger situation, the student will identify:

A. Possible violations by common name and Section Number (Vehicle Code Sections 27360 and 23116(a))
B. Approved safety devices
C. Proper use of safety devices

11.0 CUSTODY

New 70% 11.4.2 The student will identify the reasons for securing an officer's weapon prior to entering any custody facility.

New 70% 11.4.3 The student will identify the receiving custody facility's medical prescreening procedures for intake of prisoners.

New 70% 11.4.4 The student will identify when strip searches are authorized. (Penal Code Section 4030)

Deleted ~~11.5.2~~ ~~The student will identify the procedural alternatives open to an officer upon booking a juvenile. (Welfare and Institution Code Section 626)~~

12.0 PHYSICAL FITNESS AND DEFENSE TECHNIQUES

New 90% 12.6.6 The student will demonstrate a carotid restraint, explain the hazards of its use, and the first aid techniques that are necessary if the technique is applied.

New 90% 12.7.7 Given an exercise, the student will demonstrate a recognized method of weapon's retention.

6.0 VEHICLE OPERATIONS

6.6.0 VEHICLE CONTROL TECHNIQUES

100% 6.6.1 The student will regain control of a vehicle experiencing a front skid and a rear skid.

100% 6.6.4 Given a series of driving exercises, the student will demonstrate proper road position, weight transfer, throttle control, braking and steering accuracy both forward and backward while performing the following exercises:

A. 90° turn
B. 180° turn
C. Stopping
D. Accelerating and decelerating

100% 6.6.5 Given a marked course, the student will demonstrate the techniques of accident avoidance by smoothly and rapidly displacing the vehicle left or right upon command.

6.7.0 STRESS EXPOSURE AND HAZARD AWARENESS EMERGENCY DRIVING

100% 6.7.1 The student will demonstrate an ability to safely control a law enforcement equipped vehicle operating under emergency conditions (Code 3) applying proper driving techniques and avoiding potentially hazardous situations, such as road obstacles, cross traffic, pedestrians, dips, and other vehicles.

100% 6.7.2 The student will demonstrate the ability to safely operate and control a law enforcement equipped vehicle during a controlled speed pursuit of an instructor driven vehicle. This will minimally include the use of:

A. Headlights
B. Emergency lights
C. Siren
D. Communications equipment

7.2.0 REASONABLE FORCE

100% 7.2.2 Given word-pictures or audio-visual presentations depicting arrest situations where deadly force is not necessary, the student will identify the amount of force that may be used in each arrest. (Penal Code Sections 835a and 843)

7.3.0 DEADLY FORCE

100% 7.3.1 Given word-pictures or audio-visual presentations involving homicide by a public officer, the student will correctly identify when the homicide is justifiable. (Penal Code Section 196)

100% 7.3.2 The student will explain the legal relationship between fear and the use of deadly force. (Penal Code Section 198)

100% 7.3.3 The student will list the following considerations which an officer must consider when faced with the use of deadly force:

A. The type of crime and suspect(s) involved
B. The threat to the lives of innocent persons, both present and future
C. The environment
D. The law and agency policy
E. The officer's present capabilities
F. The threatening weapon's capabilities
G. The immediacy of the threat

This will minimally include:

A. Defense of self or others when immediate threat to life exists
B. Shooting at non-violent fleeing felons
C. Warning shots

100% 7.3.5 Given word-pictures or audio-visual presentations depicting situations where deadly force may be necessary, the student will state with each situation whether to shoot or not to shoot. (Penal Code Sections 835a and 843 and departmental policy)

7.4.0 SIMULATED USE OF FORCE

100% 7.4.1 Given simulated situations where force is needed, the student will use the degree of force allowed by the law, court decisions, and/or agency policies. The situation will include:

A. Detention
B. Arrest
C. Self Defense
D. Deadly Force

7.5.0 FIREARMS SAFETY

100% 7.5.1 The student will demonstrate safe handling of handguns.

This will minimally be done under the following conditions/situations: (9-1-84)

A. Loading and unloading revolvers and/or semi-automatic pistols
B. Holstering and drawing handgun using equipment authorized by his/her agency

100% 7.5.2 The student will demonstrate the safe handling of shotguns. (9-1-84)

This will minimally be done under the following conditions/situations:

A. Loading and unloading manual and/or auto-loading shotguns
B. Weapons inspection
C. While operating storage mechanisms for weapons in vehicles
D. Clearing malfunctions

7.13.0 HANDGUN/DAY/RANGE

100% 7.13.1 Given a daylight range exercise with a time limitation and an acceptable score established by the school, agency, or advisory committee, the student will fire a minimum of 25 rounds on a handgun course consisting of single and multiple silhouette targets at ranges of one to fifteen yards using the service handgun and "point (no sights) shooting." (9-1-84)

100% 7.13.2 Given a daylight range exercise established by the school, agency, or advisory committee, the student will load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading device worn by the officer during regular duty assignment.

100% 7.13.3 Given a daylight range exercise established by the school, agency, or advisory committee, the student will fire on a previously fired course, using factory service ammunition in place of target ammunition, with a minimal loss of proficiency.

7.14.0 HANDGUN/NIGHT/RANGE

100% 7.14.1 Given a nighttime range exercise with a time limitation established by the school, agency, or advisory committee, the student will fire a minimum of 25 rounds on a handgun course consisting of single and multiple silhouette targets at ranges of one to fifteen yards using the service handgun and "point (no sights) shooting" with an acceptable score.

100% 7.14.2 Given a nighttime range exercise established by the school, agency, or advisory committee, the student will load, empty, and reload the service handgun using the authorized agency ammunition and loading device worn by the officer during regular duty assignment.

7.15.0 HANDGUN/COMBAT/DAY/RANGE (TARGET)

100% 7.15.1 Given a daylight combat range exercise with a time limitation and an acceptable score established by the school, agency, or advisory committee, the student will fire a minimum of 25 rounds on a handgun course consisting of multiple and/or single silhouette targets from both "strong" and "weak" hand barricade positions using the service handgun and "point" shoulder shooting. (9-1-84)

100% 7.15.2 Given a daylight combat range exercise established by the school, agency, or advisory committee, the student will load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading device worn by the officer during regular duty assignment.

100% 7.15.3 Given a daylight combat range exercise, the student will fire service ammunition with a minimal loss of proficiency. (9-1-84)

7.16.0 HANDGUN/COMBAT/NIGHT/RANGE (TARGET)

100% 7.16.1 Given a nighttime combat range exercise with a time limitation and acceptable score established by the school, agency, or advisory committee, the student will fire a minimum of 25 rounds on a handgun course consisting of multiple and/or single silhouette targets from both "strong" and "weak" hand barricade positions using the service handgun and "point" shoulder shooting. (9-1-84)

100% 7.16.2 Given a nighttime combat range exercise established by the school, agency, or advisory committee, the student will load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading device worn by the officer during regular duty assignment.

100% 7.16.3 Given a nighttime combat range exercise, the student will fire service ammunition with a minimal loss of proficiency. (9-1-84)

7.17.0 SHOTGUN/COMBAT/DAY/RANGE

100% 7.17.1 Given a daylight combat range exercise with distances and time limitations, and an acceptable score established by the school, agency, or advisory committee, the student will fire at least 6 rounds at single and/or multiple silhouette targets using combat positions and a shotgun. (9-1-84)

7.18.0 SHOTGUN/COMBAT/NIGHT/RANGE

100% 7.18.1 Given a nighttime combat range exercise with at least 6 rounds with distances, time limitations, and acceptable scores estabished by the school, agency, or advisory committee, the student will fire at single and/or multiple silhouette targets using combat positions and a shotgun with an acceptable score.

9.9.0 TRAFFIC STOP HAZARDS

100% 9.9.1 The student will identify the hazards involved when an officer performs a "traffic stop."

These hazards will relate to the:

A. stop
B. approach
C. contact with the violator

100% 9.9.2 The student will identify the following hazards to an officer when approaching on foot a vehicle stopped for a traffic citation:

A. The threat of attack by the occupant(s) of the vehicle.
B. The danger of being hit by passing traffic.

100% 9.9.3 The student will identify the areas which afford the most protection for the officer from passing traffic while completing a citation.

9.11.0 TRAFFIC STOP FIELD PROBLEMS

100% 9.11.2 Given nighttime exercises involving a traffic violator's vehicle, the student will stop, approach, and contact the occupant(s) of the vehicle without assuming a hazardous position from either the vehicle's occupant(s) or passing traffic.

9.12.0 TRAFFIC DIRECTION

100% 9.12.4 Given an audio-visual presentation, transparency picture, handout, or exercises depicting an accident scene, the student will mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presence of flammable materials and traffic flow. (9-1-84)

9.14.0 TRAFFIC ACCIDENT FIELD PROBLEM

100% 9.14.1 Given a simulated traffic or hit-run accident, the student will simulate: (9-1-84)

A. Request the necessary assistance
B. Properly position a police vehicle at scene
C. Assisting those that may be injured
D. Protect persons and property involved
E. Remove any conditions that may cause additional accidents
F. Apply personal safety measures
G. Complete appropriate traffic accident investigation and reports

11.4.0 ADULT BOOKING

100% 11.4.2 The student will identify the reasons for securing an officer's weapon prior to entering any custody facility.

12.6.0 PRINCIPLES OF WEAPONLESS DEFENSE

100% 12.6.2 The student will identify the danger areas of the body which are:

A. Most vulnerable to physical attack
B. Potentially fatal

100% 12.6.6 The student will demonstrate a carotid restraint, explain the hazards of its use, and the first aid techniques that are necessary if the technique is applied.

12.8.0 BATON TECHNIQUES

100% 12.8.1 Given word-pictures or audio-visual presentations, the student will determine in each situation whether or not use of the police baton would be appropriate and/or justified.

100% 12.8.2 The student will identify the vital body points and bone edges that constitute police baton "target" areas.

100% 12.8.3 The student will identify those body points that are susceptible to lethal baton blows.

12.9.0 BATON DEMONSTRATION

100% 12.9.1 The student will demonstrate the proper use of the baton.

100% 12.9.2 The student will demonstrate the acceptable baton techniques to be used in subduing an aggressive suspect, using proper foot work, coordination, and without losing body balance.

100% 12.9.3 The student will demonstrate those baton techniques used to escape the aggressive grab of the officer and/or baton by a suspect.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Public Safety Dispatcher Study		October 18, 1984
Bureau	**Reviewed By**	**Researched By**
Training Program Services	Hal Snow	Ray Bray
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	9-27-84	September 26, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

This is a staff report on the selection, training, and certification of public safety dispatchers.

BACKGROUND

SB 1384 (Attachment A), introduced by Senator Diane Watson, was introduced during the 1984 legislative session. The bill, supported by the California Public Safety Communications Association (CPSCA) and California Association of Unions of Safety Employees (CAUSE), would have required POST to develop advisory standards for the recruitment and training of public safety dispatchers including mandatory research into job-related selection standards to include education, vision, and speech ability. A provision was also included to require POST to issue certificates of fulfillment to dispatchers. In conjunction with the bill being withdrawn, the Commission, at the January 1984 meeting, directed staff to study the issues described in SB 1384 and report the findings at the October 1984 Commission meeting.

It is estimated that California law enforcement agencies employ approximately 3,358 non-sworn dispatchers. In fiscal year 1983/84, 472 attendees completed the nine certified basic dispatcher training courses. Of these 472 attendees, 305 were reimbursed by POST totaling $101,265. The existing nine basic dispatcher courses were analyzed and found to have some similarities and some major differences in course content. (See Attachment B for a curriculum comparison chart). The courses range in classroom hours from 24 to 80. Students rate these courses as indicated by the POST Course Evaluation Instrument as good to excellent.

A random selection of three recent graduates from each of the nine presenters of basic dispatcher courses was contacted by telephone and interviewed regarding the effectiveness, job relatedness, and overall impression of their recently completed training. The supervisors of each of the interviewees were also contacted in an attempt to ascertain if the employee performed the job more effectively after returning from training. The majority of responses from both attendees and their supervisors indicated that the quality of training was good but too basic, contained little or no role play hands-on exercises and did not adequately prepare new dispatchers for the job. One of the difficulties in developing a universal basic dispatchers course is the wide range of differing tasks performed by dispatchers.

A representative committee of public safety dispatchers and their supervisors (Attachment C) was convened to discuss the issues raised by SB 1384. A repre-

sentative committee of police chiefs and sheriffs (Attachment D) was also convened to provide the administrator's perspective to the recommendations of the dispatchers. Recommendations of both groups are summarized on Attachment E.

ANALYSIS

Training

Basic Dispatcher Course

The first issue raised by SB 1384 is for POST to develop "advisory training standards" for public safety dispatchers. The curriculum for each presenter of the basic dispatchers course was analyzed and compared. There are differences in curricula, as indicated on Attachment B. However, each presenter is directed by the desires of local advisory committees, who take into account local needs. Both input committees to POST agree there is a common core of knowledge and skills for dispatchers that should be included in a standardized course. It is therefore recommended that POST develop a dispatcher basic training course that is standardized to the extent possible, yet include locally determined curriculum.

The Dispatcher Committee recommended that POST should require all dispatchers to attend a dispatcher basic training course. The Chiefs/Sheriffs Committee, however, recommended that the decision to mandate this course be deferred until a long-range plan is developed regarding standards for all civilian jobs in law enforcement. Since POST does not have the authority to mandate training for non-sworn personnel, it is recommended that the concept of establishing mandatory training standards for dispatchers not be pursued.

Advanced/Update Dispatcher Training

POST should, according to both input committees, design and present through certified presenters advanced/update training for dispatchers. Only recently has this become a frequently expressed training need. Staff believes this need can be accomplished with a minimum of effort. Individual presenters can be called upon to develop such training to meet local training needs. It is recommended that staff encourage existing trainers to present needed advanced/update dispatcher training that is POST-certified.

Field Training Guide For Dispatchers

Both input committees recommended that POST design, publish, and distribute a Field Training Guide for dispatchers. Training guides serve a useful function in guiding on-the-job training and performance appraisals of employees. These guides contain detailed checksheets for each task and can be easily adapted for individual agency procedures. Staff agrees this guide is desirable and can be developed with existing resources.

Need For Civilianization Study

The Chiefs/Sheriffs Committee, after considering recommendations made by the Dispatchers Committee, concluded that there is a need to review all non-sworn police classifications, ranks, number of positions, and tasks before most of the dispatcher recommendations can be addressed. The purpose of the study as

expressed by the Chiefs/Sheriffs is to develop a long-range plan for the training and selection of all non-sworn civilians working in law enforcement agencies. The Chiefs/Sheriffs believe that the issues raised by the dispatchers and SB 1384 also apply to numerous other non-sworn civilian employees of law enforcement agencies. Rather than approach these positions in a piecemeal fashion, the Chiefs/Sheriffs Committee agreed that a comprehensive study be conducted of civilianization in law enforcement. As a result, the Chief/Sheriffs Committee additionally recommended that some of the Dispatcher Committee recommendations be deferred until after the study is completed and a comprehensive plan is developed to address all or most civilian positions in law enforcement.

Staff agrees there is a need to do a manpower assessment of all civilian positions in law enforcement. This would be limited to determining the classifications and numbers of personnel holding these positions including non-sworn supervisors and managers. This information would be useful in determining training needs and making decisions about course certification. This information would be especially useful in determining the need for a civilian supervisory course. However, staff believes a comprehensive civilization study that includes job task analysis is beyond staff capabilities and conflicts with other current priorities. Therefore, unless the Commission directs otherwise, staff will plan to conduct a manpower assessment of all civilian positions for the purpose of developing a comprehensive training plan for civilian positions in law enforcement.

Selection Guidelines

SB 1384 would have required the Commission to develop "advisory standards" for not only training but also the recruitment of public safety dispatchers. Staff intends to conduct a limited job task analysis of the dispatcher position for the purpose of developing basic and advanced/update training courses. Such an analysis would also be useful for the development of dispatcher selection guidelines (optional), should the Commission opt to do so. Arguments for and against the Commission establishing voluntary dispatcher selection guidelines include the following:

For

1. Non binding on law enforcement agencies.
2. Could have the effect of improving dispatch services.
3. Guard against other state agencies beginning to set such guidelines or standards.

Against

1. Places law enforcement agencies who don't follow guidelines in a precarious position.
2. Requires POST staff time and resources.
3. Could be precedent setting for other civilian positions.
4. POST does not have specific legal authority to establish such guidelines.

Certificates

SB 1384 would have required POST to issue certificates for qualified dispatchers. It is unclear as to the type of certificates the proponents had in mind, but the term "certificates of fulfillment" as used in SB 1384 could be interpreted as certificates of course completion. The Commission discontinued issuing such kinds of certificates in the early 1970's. Input groups to POST have recommended, and staff concurs, that the issue of certification of dispatchers be deferred until training and selection issues are settled.

Other Issues

Many public safety dispatchers are employed by city or county communications departments and are not eligible for reimbursement. The issue of POST reimbursing for the training of these dispatchers is a legislative issue over which the Commission has no authority and no recommendation is made. This issue could be re-evaluated when data is developed on the number of dispatchers employed by consolidated dispatch centers not part of police or sheriffs' departments.

The issue of POST developing a dispatcher supervisory course will be deferred until after the civilian manpower assessment is completed. If there are insufficient non-sworn dispatcher supervisors to warrant developing such a course, it may be desirable to develop a more general supervisory course for non-sworn supervisors. It appears that the existing regular Supervisory Course is not appropriate for civilian supervisors because it is designed primarily for sworn operational supervisors.

RECOMMENDATIONS:

It is recommended the Commission:

1) Direct staff to (a) develop a standardized dispatcher basic training course that can also include locally determined curriculum, (b) develop a field training guide for dispatchers, and (c) encourage existing certified trainers to present advanced/update dispatcher training.

2) Not undertake to develop selection guidelines nor mandate training for dispatchers without legislative direction.

6226B/001A
9/27/84

SENATE BILL No. 1383

ATTACHMENT A

Introduced by Senator Watson

January 11, 1984

An act to add Sections 13524 and 13526 to the Penal Code, relating to peace officers.

LEGISLATIVE COUNSEL'S DIGEST

SB 1383, as introduced, Watson. Peace officers.

Under existing law the Commission on Peace Officer Standards and Training has specified powers and duties relative to standards and training for peace officers.

This bill would require the commission to develop advisory standards for recruitment and training of public safety dispatchers, and to issue certificates to qualified dispatchers. The commission would be authorized to charge a fee to cover the costs of issuing the certificates which would be available for expenditure when appropriated by the Legislature for that purpose.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

The people of the State of California do enact as follows:

SECTION 1. Section 13524 is added to the Penal Code, to read:

13524. (a) For the purpose of raising the level of safety of California law enforcement officers and citizens and to provide assistance to public entities in selecting and training public safety dispatchers, the Commission on Peace Officer Standards and Training shall develop advisory standards for recruitment and training of public safety dispatchers.

(b) The commission shall conduct research concerning job-related selection standards for public

safety dispatchers, to include education, vision, and speech ability and emotional suitability. The commission shall conduct research concerning job-related training for public safety dispatchers, to include approved academics, skills development, and evaluation techniques. The commission shall consult with local entities during the conduct of related research into these training and selection standards.

(c) The advisory standards shall be approved by the commission prior to January 1, 1986.

SEC. 2. Section 13526 is added to the Penal Code, to read:

13526. (a) The commission shall issue a certificate of fulfillment to public safety dispatchers meeting the standards prescribed under Section 13524 for recruitment and training.

(b) The commission may charge a fee to cover the administrative costs associated with issuing fulfillment certificates. All fees received by the commission shall be deposited in a special account in the Peace Officers' Training Fund to be available for expenditure by the commission to offset costs incurred under this section when appropriated by the Legislature therefor.

O

ATTACHMENT B

COMPLAINT/DISPATCHERS COURSE CONTENT

	Civil Process	Community Relations	Courtroom Demeanor	Criminal Justice System	Dispatching Techniques	Emergency Calls	FCC Rules and Regulations	First Aid/CPR	Functions of Patrol Officer	Interpersonal/Information Gathering	Law	Multi-Agency Incidents	Officer Safety	Operational Control	Person Search	Press Relations	Problem Solving	Report Writing	Role/Job Description	Special Cases	Stress	Telephone/Radio Techniques	Teletype/Computer Systems	Field Problems	Other	Certified Hours
Butte Center					8	1	X			4	X							5	X			X	1	5	X	40
Golden West College				X	X	X			X	X	X	X			X	X			X			X	X	X	X	80
Los Medanos College	X						X				X		X						X			X	X	X	X	40
Modesto Criminal Justice Training Center										7				4			4		½		4			2	2½	24
Rio Hondo College					3		1		2	2	2								2			2	1	6	3	24
Sacramento Center	2	3	X	2	4	4					6				2			2	2				4	4	5	40
San Bernardino Co. SD	2		4	2		4	1		2	2			1			1		2	1	2	1	5		6	4	40
San Diego RCTC	7					2	1	2		4	2	1						2		3	1	1		6	8	40
San Mateo College					X	X		X		X	X	X	X								X	X			X	40
POST Proposed Course	X	X		X	X	X	X	*	X	X	X	X	X	X	*	X	X	X	X	X	X	X	X	X	**	

*Elective

**Additional Topics in Proposed Course:

Map Reading	Hazardous Materials
OES Overview	Hostage Negotiation
TTY Deaf Phone	Tech. of Questioning
Discretionary Decision Making	

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Dispatchers Review Committee Recommendations	Administrators Committee Review & Recommendations
1. POST should upgrade and standardize all Basic Dispatcher Courses	Concur
2. POST should require all Public Safety Dispatchers to attend Basic Training	Deferred pending completion of civilianization study
3. POST should design and present through certified presentators an Advanced Dispatchers Course.	Concur
4. POST should present POST Seminars in various locations throughout the state as a Dispatchers Update Seminar to include 911 information.	Concur
5. POST should reimburse all dispatchers who dispatch law enforcement units.	Continue the current reimbursement schedule until the completion of the civilianization study
6. POST should design and publish a Dispatchers Field Training Guide for new dispatchers	Concur
7. POST should design and publish recommended standards for selection of dispatchers including a mandatory background investigation.	Deferred pending completion of civilianization study

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Driver Training Tuition		October 18, 1984
Bureau	**Reviewed By**	**Researched By**
Training Delivery Services	Glen E. Fine	David Y. Allan DYA
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	10-3-84	October 2, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should POST increase tuition for driver training associated with the Basic Course based on increased costs?

BACKGROUND

Driver training has consistently been identified as a high priority training need in training needs assessments statewide and as the greatest training need in terms of numbers of trainees.

While the training need has been evident, it has also been recognized as a very high cost type of training. Beginning in 1979, the Commission considered the allocation of a specific number of training slots to driver training and directed staff to develop a bidding process or request for proposal.

In January 1980, the Commission placed funding emphasis on behind-the-wheel driver training for Basic Academy recruits by providing additional funding in the Basic Course.

The optional skid control performance objectives of the Basic Academy were made mandatory effective July 1, 1980. As all Basic Academies were required to provide "behind-the-wheel" driver training for basic trainees, a reimbursable driver training fee of up to $150 per trainee was approved for requesting academies that met required driver training performance objectives. Individual academies were allowed to provide behind-the-wheel driver training using their own or outside resources.

The driver training fee of $150 reimbursed by POST was augmented by an additional $57 paid by a community college academy to private vendors presenting drive training. This represented the ADA generated by the college over a three-day period during which driver training was conducted.

In July 1982, the Commission allowed a tuition increase for driver training from $207 to $252 per trainee and increased reimbursement from $150 to $195.

In July 1983, the Commission approved a tuition increase for driver training from $252 to $267 per trainee and increased reimbursement by POST from $195 to $210.

POST staff has recently received a request from the Academy of Defensive Driving, a primary presenter of driver training, for a substantial increase in tuition and associated reimbursement fees.

As previously mentioned, the costs associated with driver training are extremely high when compared to other training certified by POST. Unlike most training courses, driver training involves expensive vehicle purchase and maintenance as well as the acquisition and maintenance of facilities.

With the increase of property values and accelerated building and use of land, especially in Southern California, presenters of driver training are finding their facilities being withdrawn or the use of such facilities limited.

The Los Angeles Police Department recently lost its driver training facility at Terminal Island and is experiencing difficulty in relocating to a temporary facility at Seal Beach. The Los Angeles Sheriff's Department is experiencing a reduction in the amount of weeks per year it is allowed to use its driver training facility at the Los Angeles County Fairgrounds. The Academy of Defensive Driving recently lost its lease at the Orange County Fairgrounds and has relocated to a location requiring considerable modification at the Orange County Fairgrounds.

POST has submitted a Budget Change Proposal for Fiscal Year 1985-86, Specialized Training for Peace Officers in Critical, Liability Causing Subjects, a component of which is to study the entire driver training issue including existing training, availability of courses and facilities, costs, recruit and in-service training needs, and use of various simulators to enhance behind-the-wheel training.

POST is also in the process of applying for a grant from the Office of Traffic Safety to conduct a study of driver training for in-service officers.

Total tuition costs for driver training during Fiscal Year 1983-1984 was $416,704.

The Academy of Defensive Driving currently presents an In-Service Training Course which is certified as a 24-hour Technical Course with a tuition of $204 which is not reimbursable.

The Academy of Defensive Driving also contracts with a number of certified Basic Courses for the presentation of 24 hours of driver training which meets the appropriate performance objectives of the Basic Course. The tuition is currently $267 per trainee with $210 reimbursed by POST.

POST recently received a request from the Academy of Defensive Driving to increase its driver training tuition to $411.

ANALYSIS

Due to the fact that A.O.D.D. offers driver training in both Orange County and Modesto, the presenter was advised to submit separate budgets for the two locations. In A.O.D.D.'s response, the proposed Orange County tuition for 44 presentations was reduced $6 to $405 and the proposed Modesto tuition for six presentations was increased $109 to $520. The substantial increase at Modesto reflected instructor per diem and travel which initially was spread over 50 presentations.

The vast difference in costs for the two locations discloses the need for separate tuition structures and perhaps the need for the development of a local program in Modesto. Identical tuition for A.O.D.D.'s operations in Orange County and Modesto requires non-affiliated Basic Course students attending the Orange County presentations to subsidize non-affiliated students attending in Modesto.

The request for a tuition increase complies with the Commission's tuition guidelines in those areas in which POST has established specific maximum allocations. However, other costs associated with driver training are not contained in the tuition guidelines. These include the high costs involved in the purchase and maintenance of vehicles; the acquisition or improvement and maintenance of specialized roadway surfaces; and other unique expenses such as petroleum products and insurance.

An analysis of the budget submitted for the Orange County presentations appears to contain expenses which would legitimately result in a tuition of approximately $380. If approved, the portion reimbursed by POST would be $323.

The budget submitted for the Modesto operation, due to the high cost of instructor per diem and travel would approximate $520. If approved, the portion reimbursed by POST would be $463.

Financial impact of a potential increase in reimbursement from $210 to $323 per trainee at Academy of Defensive Driving would be $113 x 300 students = $33,900. If all Basic Course graduates attended driver training with the same tuition (based on FY 83-84 - 2,573 students) the financial impact would be an increase of $290,749.

RECOMMENDATIONS

1. Authorize staff to continue to negotiate with the Academy of Defensive Driving for a tuition not to exceed $380 (of which $323 will be reimbursed) for presentations in Orange County and seek a local presenter to offer driver training in the Modesto area.

2. Direct staff to consider other driver training presenters tuition requests and modify tuitions, based on budget analyses, not to exceed $380, with POST reimbursement not to exceed $323.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Report on Selection Standards Research		October 18, 1984
Bureau: Standards and Evaluation	Reviewed By:	Researched By: John Berner
Executive Director Approval: Norman C. Boehm	Date of Approval: 10-4-84	Date of Report: October 4, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should POST establish statewide entry-level selection standards for education, vision, hearing, physical ability or emotional stability?

BACKGROUND

PC 13510(b) requires that POST conduct research concerning job-related standards for education, vision, hearing, physical ability and emotional stability; and where the research findings so indicate, establish job-related standards by January 1, 1985. Per this legislative mandate, POST began conducting such research in early 1983.

Major research studies have been conducted to examine the standards enumerated in PC 13510(b).

Full reports of the findings and conclusions of the various studies are presented in the attachments.

ANALYSIS

Education: Research findings regarding education standards do not support the establishment of a general higher education standard (30 college units, A.A. degree, etc.) as a minimum requirement for employment as a peace officer. Analysis of the specific knowledge, skill and ability requirements of the job indicates that the vast majority of such requirements are addressed in basic and subsequent training. Thus, no support was found for establishing specific course requirements as preemployment requirements. A significant by-product of the research was the identification of specific curricula worthy of consideration in POST's ongoing review of the Intermediate and Advanced Certificate requirements. See Attachment A.

Physical Ability: In accordance with Commission action taken April 27, 1983, research efforts to establish job-related physical ability standards were combined with efforts to develop a standardized physical conditioning program for the Basic Course. Based on the collection of in-depth physical job task information, as well as extensive field testing of the conditioning program and physical ability tests, support was found for the establishment of job-related physical ability standards.

The proposal is for a required test and conditioning program to be completed as part of the Basic Course. See Attachment B.

Emotional Stability: Research to evaluate the job-relatedness of an emotional stability standard included:

- The identification of those psychological factors deemed to impair the performance of peace officers ("Psychological Job Analysis").
- The collection of psychological test data from approximately 800 cadets who had not been pre-screened on the basis of psychological tests.
- The collection of various criterion data for the cadets (training records, ratings of psychological suitability by FTO's and FTO sergeants, etc.).
- Comparison of test predictions of cadet "success" and "failure" (based on interpretations of the test data suggested by the job analysis), with actual "success" and "failure".

Results of the research were statistically significant, and support the establishment of an emotional stability standard. The proposal is for required screening with a written test and personal interview by a qualified professional prior to disqualification. See Attachment C.

Hearing and Vision: A variety of data collection activities comprised POST's research on hearing and vision standards, with review of the information by subject matter experts resulting in recommendations for both hearing and vision.

Because of the less than unequivocal nature of these recommendations, as well as the legal and other ramifications of establishing medical standards (bona fide occupational qualifications for employment), as opposed to medical guidelines, it is recommended that POST's hearing and vision findings be disseminated in the form of recommended guidelines, as opposed to mandated statewide standards. A more complete elaboration of the basis for this recommendation can be found in Attachment D.

Summary of Content of Recommendations

The recommended courses of action regarding the establishment of standards, based on the job-relatedness findings, are as follows:

Education: Maintain current high school/G.E.D. requirement (POST Regulation 1002(a)(4))

Physical Ability: Mandate that the POST-developed physical conditioning program be made part of the POST regular Basic Course, and require that all cadets pass a POST-developed physical abilities test at the conclusion of the conditioning program as a condition for graduation from basic training. Persons who have previously completed basic training, or who attend a POST Specialized Basic Course, would not be required to meet the standard.

Emotional Stability: Establish an entry-level emotional stability standard which would require that:

1) Applicants be found to be free from psychopathology and personality disorders contained in psychiatric diagnostic systems as defined by sources identified in the POST Manual for Emotional Stability Screening.

2) Emotional stability be determined on the basis of psychological test score information which has been interpreted by a qualified professional.

3) All final decisions to disqualify persons for emotional stability be based, in part, on a clinical interview conducted by a qualified professional.

As proposed, this requirement would apply to all regular and specialized officers, reserve officers, and all lateral transfers who have had a break in service.

Agencies would be encouraged but not required to have all candidates undergo a clinical interview (not just those who are disqualified) as a part of emotional stability screening. The majority of agencies are currently conducting psychological screening, and the typical practice among those agencies is to have all candidates undergo a clinical review as well as psychological testing.

The POST Manual for Emotional Stability Screening, currently being drafted, will summarize POST's research findings and will provide guidance for conducting screening evaluations. The manual will also contain reviews of widely used psychological tests, and recommendations regarding the integration of psychological screening into the total selection process.

Hearing and Vision:

Publish POST's hearing and vision findings in the form of recommended guidelines. The guidelines would contain the following features:

Hearing

- A pure tone audiometry threshold test with the following criteria:

Frequency	500 Hz	1000 Hz	2000 Hz	3000 Hz
Each Ear	25 dB	25 dB	25 dB	35 dB

or

No greater than 30 dB at any one of first 3 frequencies, and average of 4 frequencies no greater than 30 dB

- Hearing aids not permitted

Vision

- 20/20 corrected visual acuity (both eyes)
- 20/80 uncorrected visual acuity (both eyes) for those wearing spectacles or hard contact lenses
- Passing score on Farnsworth D-15 panel (color vision test)
- Normal visual fields

RECOMMENDATIONS

If the Commission concurs with the research findings, conclusions and recommendations for job-related standards, the appropriate action would be to:

(1) Schedule public hearings, in conjunction with the January, 1985, Commission meeting, for the purposes of:

- Amending POST Regulation 1002 to institute an emotional stability (psychological screening) requirement.

- Amending Commission Procedure D-1 to add the POST-developed physical conditioning program to the POST regular course (total hours for presenting the course would increase).

(2) Direct staff to finalize and present for Commission approval at the January, 1985 meeting proposed POST guidelines for hearing and vision screening.

MINIMUM EDUCATION STANDARDS RESEARCH

Background

Police education has been a topic of study and discussion for decades, and has historically been associated with various police reform movements. At the turn of the century, advocates of police reform labeled the police as corrupt and unworthy, and urged for the introduction of "aristocratic experts" to impose military discipline and the scientific management principles of F. W. Taylor (1911). By the 20's and 30's, champions of police reform had abandoned the view that ineffective management was the root of police problems, and instead argued that "the heart of the police problem was one of personnel." Fueled by the Wickersham Commission (1931) findings that 75 percent of American policemen could not pass an Army intelligence test, proponents of the time succeeded in bringing nationwide attention to the need for better educated police.

The most recent and by far the most significant police educational reform movement began in the late 1960's. Faced with criticisms that the police were ill prepared to control crime and to deal with prevailing social issues, President Johnson appointed the Commission on Law Enforcement and Administration of Justice. Following lengthy study the Commission concluded that among other things, "the ultimate aim of all police departments should be that all personnel with general enforcement powers have baccalaureate degrees" (1967a, p. 229). This statement, and accompanying arguments (published in a companion volume, 1967b) kicked off a flurry of activity in police education. Among the most noteworthy was the LEEP program, which provided student assistance to countless thousands of law enforcement personnel for close to a decade. Concurrent with the introduction of programs to enhance police education, numerous large scale studies were funded to evaluate the impact of police education (Smith & Ostrom, 1974; Ostrom, 1976; Rosenfeld & Thornton, 1976; Cascio, 1977; Smith, 1979; and Wycoff & Susmilch, 1979).

Focus of POST Research

The overriding question which guided POST's research was: Is the acquisition of education related to improved performance as a peace officer (i.e., job-related)? From the outset, two fundamental decisions were made regarding POST's efforts to evaluate the job-relatedness of education. First, in the knowledge that police

education has been extensively researched by others, the decision was made to conduct an in-depth examination and analysis of the previous research preparatory to undertaking any large scale original research effort. Second, because California peace officers are currently required by law to be high school graduates or the equivalent (Govt. Code 10319(e)), it was decided that the research would be directed toward examining the job-relatedness of post-secondary education.

Review of Previous Research

Review of the research literature resulted in the identification of a total of 70 empirical studies of the relationship between higher education and some aspect of performance as a peace officer. The studies can be organized into three major categories on the basis of the types of job performance measures that were evaluated: (1) Police Attitudes, such as dogmatism and authoritarianism, (2) Objective Measures of Job Performance, such as disciplinary actions, absenteeism, tenure, and academy performance; and (3) Supervisor or Citizen Evaluations of Job Performance.

Police Attitudes

Much of the research on police attitudes occurred in the late 60's and 70's; was inspired by recognition of the increasing complexity of the police role (Roberg, 1976); and was designed to address the prevailing hypothesis that college educated officers are more flexible, less authoritarian and less prejudiced than their non-college educated colleagues, and therefore are better equipped to handle the non-enforcement activities of the job. A total of nineteen studies was reviewed. Most of the studies were designed to evaluate the relationship between higher education and authoritarianism/dogmatism (closed mindedness). By in large, the results are supportive of the hypothesis that officers with advanced education are less authoritarian/dogmatic than others. Furthermore, the results are consistent with the more extensive research literature which exists concerning education and the "Authoritarian Personality."

Objective Measures of Job Performance

Academy Performance: Fourteen studies were identified which examined the relationship between educational level and academy grades. All of the studies report a significant positive relationship between education and this criterion. Three of the studies, however, report findings that tend to counter the positive relationship

reported with academy grades. Ward (1981), in a large multijurisdictional study conducted in Florida, found that while higher education was positively related to final academy average score, it was not related to instructor ratings of the graduated recruits' "General Suitability." Gottlieb & Baker (1974) found that, while years of education was a significant predictor of academy scores, and while academy scores were the best predictor of department efficiency ratings, education carried a "negative" weight in equations to predict department efficiency ratings. Finally, Wierman (1978), in a study of 418 Michigan state troopers who graduated from nine recruit classes over a two year period, found that while Bachelor degree holders attained significantly (statistically) higher academy GPAs than officers with less than an associate degree, the actual difference was very small.

Tenure: Eight studies were found that addressed the issue of police officer tenure as it relates to higher education. In general, the results indicate that increased levels of education are inversely related to tenure; that is, those officers with the most education terminate or leave sooner than those with less education.

Disciplinary Actions: The relationship between educational level and disciplinary actions or citizen complaints has been examined in six studies. In general, the studies tend to indicate that officers with more college education are involved in significantly fewer disciplinary actions and citizen complaints. The results, however, are not compelling. In two of the studies (Witte, 1959; Sanderson, 1977), no statistical data are presented to substantiate the study findings. Among the other four studies, two found a weak positive relationship between education and disciplinary actions (Cascio & Real, 1977; Cohen & Chaiken, 1972); one found education to be related to disciplinary actions in one department but not in another (Geary, 1979); and the fourth study found no relationship between education and disciplinary actions (Wycoff & Susmilch, 1979).

Absenteeism: One of the more consistent findings in the research literature on police education is that absenteeism among college educated officers is slightly less than that for non-college educated officers. Such results have been found in five of six studies, with the only exception being the study conducted by Geary (1979), which found that officers with a B.A. degree incurred significantly more "ill days" than officers with only a high school education.

Injuries/Accidents: Four studies were found that attempted to evaluate the relationship between level of education and injuries or accidents. Results of the studies are mixed. Cascio (1977) found that higher educational levels were associated with fewer injuries by assault, and fewer preventable accidents. Hale and Irwin (1974), on the other hand, found that higher levels of education were associated with more assaults on the officer, and Wycoff & Susmilch (1979) found no relationship between educational level and automobile accidents. Finally, Cohen & Chaiken found that number of injury disapprovals (i.e., number of times officers claimed they had been injured in the line of duty, but the claims were determined to be invalid) was not related to educational level at entry, and was positively related to level of education attained following entry.

Advancement: Six studies were found which examined the relationship between level of education and career advancement. Five reported a positive relationship (Cohen & Chaiken, 1972; McDonough & Monahan, 1975); Finnigan, 1976; Sanderson, 1977; and Barry, 1978) while one (Watts, 1978) found no significant difference between educated and uneducated officers in their speed of advancement. Furthermore, among the five studies that report a positive relationship, one (Barry, 1978) reaches this conclusion solely on the basis of college educated officers' perception of whether or not their advanced education has had a positive effect on their chances of prevention, and another (Sanderson, 1977) provides no data to support the study "findings."

Supervisor/Citizen Evaluations of Job Performance

Nineteen of the 70 empirical research studies that were reviewed examined the relationship between advanced education and supervisory and/or citizen evaluations of job performance. Six of the studies found education level to be positively related to performance, eleven of the studies found no relationship between education and performance, and two of the studies found a significant inverse relationship between level of education and performance (i.e., better educated officers received poorer performance evaluations). Furthermore, among the seven studies that were by far the most extensive and well conducted (Smith & Ostrom, 1974; Ostrom, 1976); Rosenfeld & Thornton, 1976; Cascio, 1977; Weirman, 1978; Smith, 1979; Wycoff & Susmilch, 1979), only Weirman and Wycoff & Susmilch found level of education to be positively related to performance evaluations, and in the case of the Wycoff & Susmilch study, although the results were statistically significant due to the large size of the study group (N=882 officers), level of education was found to account for less than 3% of the variability in performance evaluations.

Summary and Conclusions

Considerable resources have been devoted to empirical research to examine the relationship between advanced education and performance as a peace officer. At least 70 such studies, involving countless thousands of peace officers, have been conducted. A significant number of these were very large scale studies that were funded by such prestigious organizations as the International Association of Chiefs of Police (Rosenfeld & Thornton, 1976), the Police Foundation (Wycoff & Susmilch, 1979), LEAA (Smith, 1979) and the National Institute of Mental Health (Smith & Ostrom, 1974; Ostrom, 1976).

Results of the studies, on balance, indicate that post-secondary education, however defined, is at best only weakly associated with job performance. Studies of police attitudes show that higher education tends to be associated with lower levels of authoritarianism and that college educated officers tend to have "slightly" more liberal work attitudes than officers with no college. However, the question left unanswered by these studies is the extent to which differences in attitudes are reflected in differential job behavior. Results of the Supervisor/Citizen Evaluations of Job Performance studies are even less compelling; some show that higher education predicts "slightly" better performance; some show advanced education is associated with "slightly" poorer performance, and most show that education has no effect at all on job performance. The only consistent findings are found in the studies that examined Departmental Records. Here the results show a predictable, though not always strong relationship between educational level and academy grades, absenteeism, promotions, and tenure -- the better educated scored higher in the academy, are less frequently absent, tend to promote faster and tend also to leave or quit their jobs sooner. When considered as evidence to substantiate college education as a minimum requirement for employment, however, the positive findings for absenteeism and promotions are less than persuasive. Further, the magnitude of the relationship consistently found between academy grades and education is far less than that found between academy grades and scores on POST's reading and writing tests. In addition, data recently collected by POST indicate that approximately 23% of peace officer applicants in California with an A.A. degree fail to achieve a passing score on the POST reading and writing tests.

Given the unimpressive overall findings of the research, and given that considerable resources have been devoted to looking for evidence of the job-relatedness of post-secondary education, it was concluded that it would not be advantageous for POST to conduct a further empirical study.[†] It was believed that regardless of the outcome, the results of such a study would be inconclusive, when weighed against the extensive literature of conflicting research results. It

was also believed doubtful that a POST conducted study would produce significantly different results, given that much of the previous research was conducted by very well qualified researchers. Instead, it was concluded that POST should focus its resources on a "micro" analysis of the job-relatedness of specific educational content.

Micro-Analysis of Specific Educational Content

Approach

The overall approach taken in analyzing the job-relatedness of specific educational content was twofold: First, the specific knowledge, skill and ability (KSA) requirements of the peace officer job were identified. Second, an analysis was performed to determine the extent to which all required KSA's are currently being addressed either by current selection procedures (e.g., abilities to read and write), in basic training (e.g., knowledge of criminal laws), in field training, or in advanced training.

Method

Results from three separate studies (New York State Department of Civil Services, 1977; Pennsylvania State Police, et al, 1976; Dass, 1983) were merged for purposes of generating a tentative listing of required knowledges, skills and abilities (KSA's). A total of 917 KSA's were identified in the three studies. Because the studies were performed outside California, the KSA statements were reviewed by two consultants from the POST Training Program Services Bureau who have major responsibility for the Basic Course and the Supervisory Course. On the basis of this review, roughly 88% of the KSA statements were found to be applicable to California law enforcement.

Following the review by the Training Program Services Bureau (TPS) consultants, staff from the Standards and Evaluation Services Bureau (S&E) merged the remaining KSA statements into a single list containing 459 KSA's. Deleted from the original listings were all KSA's that were either: too general (e.g., "knowledge of procedures to control any situation"); too vague (e.g., "knowledge of one's capabilities"); department specific; clearly not applicable to the beginning officer (e.g., "skill in supervising subordinates"); clearly addressed in the selection process (e.g., "ability to read"); clearly a personal characteristic, and not a KSA (e.g., "strong stomach"); or clearly duplicative of another KSA.

The merged list of 459 KSA's was then analyzed by S&E Bureau staff for the purpose of determining which of the KSA's were addressed by at least one of the 192 learning goals that constitute the Basic Course. The results of this analysis were then independently reviewed by the TPS Bureau staff. In addition, TPS staff identified which of the 459 KSA's are typically addressed in field training and/or advanced training.[2]

Results and Conclusions

Of the total 459 KSA's identified as being important to successful performance as a California peace officer, 427 or 93% were found to be addressed by at least one learning goal in the Basic Course. Furthermore, among the 32 KSA's not addressed specifically in basic training, 11 are affective characteristics (ability to adapt, conform, get along with others, etc.) which are not typically associated with the acquisition of any specific type or level of education; 16 are general cognitive characteristics (ability to learn, read, etc.) which are typically assessed in the selection process; and the remaining 5 refer to qualities of discipline and leadership (which also are not typically associated with specific educational experiences).

Approximately 55% of the 427 KSA's found to be addressed in the Basic Course were also identified as typically being addressed in field training; and over 50% of the same 427 KSA's were found to typically be addressed in advanced training. In addition, those KSA categories which were identified as receiving major emphasis in field and advanced training, were found, with one major exception, (supervisory skills) to be contained within the Basic Course curriculum.

In total, the results indicate that the specific skills, knowledges and abilities (KSA's) needed for successful performance as an entry-level peace officer are currently being addressed in the selection process and/or basic training; and are not supportive of the need to establish specific pre-employment educational standards. However, while not supportive of specific pre-employment education minimum requirements (MQ's), an important product of the data analysis was the identification of job-related curriculum content areas that could be made part of the training and/or education requirement for attainment of the POST Intermediate and Advanced Certificates. Those curriculum content areas, which are presented in table 1, are very similar to the "core" curricula that was identified by educators and practitioners in a recently completed study by Burge (1984) that sought to specify current and future bachelor degree curricula for California law enforcement. Because of the potential significance of these findings, all results will be forwarded to POST's Compliance and Certificate Services Bureau, which is currently studying requirements for the POST Intermediate and Advanced Certificates.

Table 1: Job-Related Curriculum Content Areas

Criminal Law
Evidence
Investigations
Communications - Oral, Written, Application
Patrol Operations
Police Supervision Command/Leadership
Crime Prevention
Police Stress
Police Psychology
Socio-Cultural Issues
Interpersonal Communication
Directing People Under Emergency Conditions
Civil Disorders - Riots
Human Rights

Overall Conclusions and Recommendations

Substantial resources have been devoted to empirical studies of the relationship between advanced education and performance as a peace officer. Results of these studies fail to substantiate the job-relatedness of general post-secondary education as a pre-employment requirement for California peace officers.

Analysis of the specific knowledge, skill and ability (KSA) requirements of the entry-level job indicate that substantially all such requirements are currently being addressed by current selection practices or in the POST Basic Course. Thus, the research findings fail to support the need to establish specific job-related minimum education requirements. Results of the KSA analysis, do, however, suggest potential job-related curriculum content areas that could be incorporated in the training and/or education requirements for the POST Intermediate and Advanced Certificates. Results of this analysis will be considered as part of the current review of all POST certificates.

Based on these findings, it is recommended that POST maintain its current high school/G.E.D. requirement as specified in Government Code Section 10319(3) and POST Regulation 1002(a)(4).

Footnotes

[1]While of lesser importance than the analysis of the job-relatedness evidence per se, several other analyses were conducted which served to reinforce the decision not to conduct further empirical research in an attempt to substantiate the job-relatedness of a general post-secondary minimum education requirement. They were as follows:

- Analysis of the educational backgrounds of the 498 most recent POST Basic Certificate earners as of April, 1983 showed that 55.4% had no college credits and only 17.3% had achieved an A.A. degree or higher. The finding that over 50% of successful academy students have no college education was considered strong contrary evidence to any arguments that could be presented in support of advanced education as a minimum employment requirement (MQ).

- Analysis of the education requirement data in the latest edition of Employment Data for California Law Enforcement (POST, 1982) indicates that fewer than 12% of all California police and sheriff's departments have any sort of post-secondary education requirement. This information was interpreted as indicating that: (a) few agencies have implemented an advanced education requirement (and therefore, presumably few agencies see the need to implement such a standard); and (b) the introduction of any such requirement on a statewide basis would have a significant impact on the selection practices of the vast majority of agencies.

- Analysis of any potential equal employment opportunity litigation that might arise from statewide post-secondary education requirement revealed that:

    (a) The "burden of proof" in any Title VII action might be to demonstrate that the education requirement was validated in accordance with Uniform Guidelines on Employee Selection Procedures ("guidelines" test), or it might be to demonstrate that the requirement is necessary to the safe and efficient operation of the business ("business

necessity" test) - the courts have not been consistent with regard to which burden of proof must be met. The "guidelines" test is much more difficult to meet, and requires that empirical validation evidence be presented in support of the requirement. The "business necessity" test, on the other hand, may be satisfied by presenting rational arguments to support the contention that the requirement is necessary to protect the public and to assure safe and efficient operation, and that there is no alternative policy or practice that would better accomplish it equally well with lesser impact against the affected protected group.

(b) Regardless of which "burden of proof" the employer would be called upon to meet, college enrollment/educational achievement data from the U.S. Census Bureau, the California Community College System, the California State University System, and the University of California System, all indicate that Hispanics are underrepresented with respect to post-secondary education. Thus, on a state-wide basis, it is likely that the employment opportunities of Hispanics would be adversely affected by a post-secondary education requirement, and thus Hispanics would have cause of action to sue as a "protected group" under Title VII.

A final influencing factor in the decision not to conduct an empirical study for the purpose of evaluating the job-relatedness of a general advanced education requirement was the recent report issued by the National Commission on Excellence in Education. Entitled A Nation At Risk (April, 1983) the report documents the wide variation among high schools, colleges and universities regarding the quality and content of education; goes on to propose sweeping reforms at all educational levels; and ultimately calls into question the meaning of obtaining "advanced education" as we know it today.

[2] Review by TPS staff to identify KSA's typically addressed in field and/or advanced training occurred prior to merging the original 917 KSA's.

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PHYSICAL ABILITY STANDARDS RESEARCH

Background

POST has previously conducted research to establish job-related physical ability tests, and in 1982 published the findings of its research in the Patrol Officer Physical Performance Testing Manual. Results of that research led to the identification of two distinct test batteries; one a content validity Work Sample Test Battery consisting of six separately timed events which simulate actual physical tasks performed on the job, and the other a Generic Test Battery consisting of four clinically oriented tests shown empirically to be highly predictive of performance on the work sample tests ($r = .83$, $N = 39$ officers; $r = .82$, $N = 66$ academy cadets). Development of the tests was based on physical job task (job analysis) information collected from a representative sample of 19 California police and sheriff's departments. The purpose of the present research effort was to build upon this previous work, and to more thoroughly evaluate the physical demands of the entry-level job on a statewide basis.

Another objective of the present research was to utilize the additional physical job task information for the purposes of both: (1) establishing job-related tests; and (2) establishing a job-related physical conditioning program for possible inclusion in the POST Basic Course. To this end, the overall design of the research was one of: analyzing the physical job task information to specify both physical ability tests and physical conditioning exercises; testing cadets at the beginning of academy training (prior to conditioning); putting the cadets through the prototype physical conditioning program; and then retesting the cadets at the end of the conditioning program (to assess both the reliability and validity of the tests, and the effectiveness of the conditioning program). Commission approval for the merging of the two projects, and authorization to contract for expert services of exercise specialists on the two projects, was granted at the April 27, 1983 Commission meeting. Subsequent to Commission approval, meetings were held with an Ad Hoc Committee of Basic Course Physical Conditioning Instructors for the purpose of developing mutually acceptable objectives for the conditioning program, and to develop a request for proposal (RFP) for expert services. The RFP was issued in June and the contract was awarded to ERGOGENICS of Davis, California, effective September 1, 1983. Representatives of the Ad Hoc Committee participated in the review of all proposals.

Job Analysis

All additional physical job task information was collected by means of a three page questionnaire that officers carried on patrol. Officers carried the questionnaires for ten consecutive watches, and completed a separate questionnaire every time they performed a "significant" physical activity. Over 1800 officers from 106 departments were surveyed with the questionnaire. The survey period was from October to December, 1983. In total the questionnaires were carried on over 18,000 patrol watches.

A breakdown of the 106 departments that participated in the physical abilities job analysis, by type and size of department is shown in table 1. As indicated in the table, all type and size categories were well represented by the job analysis sample.

Table 1: Breakdown of Agency Participation in Job Analysis

Agency Type and Size	Number in California	Number in Sample	Percent in Sample
Municipal Departments			
Full Time Sworn			
1-10	80	14	17.5
11-25	87	21	24.1
26-50	82	27	32.9
51-150	81	24	29.6
over 150	24	9	37.5
Subtotal	354	95	26.8
Sheriff's Departments			
Full Time Sworn			
1-40	17	2	11.8
41-125	17	3	17.6
over 125	24	6	25.0
Subtotal	58	10	17.2
TOTAL	412	106	25.7

A total of 1,641 completed questionnaires were received from the officers surveyed. Each questionnaire was reviewed and only those questionnaires which contained information pertaining to "critically" important physical activities were retained. Slightly over 78% (1,289) of the questionnaires were retained on this basis.

These data indicate that the typical California peace officer can expect to be involved in a significant and critical incident at least once in every 14 shifts.

Data from the 1,289 questionnaires were summarized for the purpose of identifying the most frequently performed physical activities. Results of this analysis are shown in table 2.

Table 2: Summary of Critical Physical Events Reported in Physical Activity Survey

Type of Activity	Number of Events	Percent of Events
Balancing	197	15.3
Climbing	368	28.5
Crawling	36	2.8
Dragging/Pulling (other than person)	29	2.2
Jumping	165	12.8
Lifting/Carrying (other than person)	68	5.3
Physically Controlling Subject	612	47.5
Moving Incapacitated Subject (drag, carry, etc.)	180	14.0
Pushing	82	6.4
Running	343	26.6

Analyses were also performed to compare the current job analysis results with those obtained in the 1982 study. Results for the two studies are graphically depicted in figure 1, and provide a dramatic illustration of the similarity of findings.

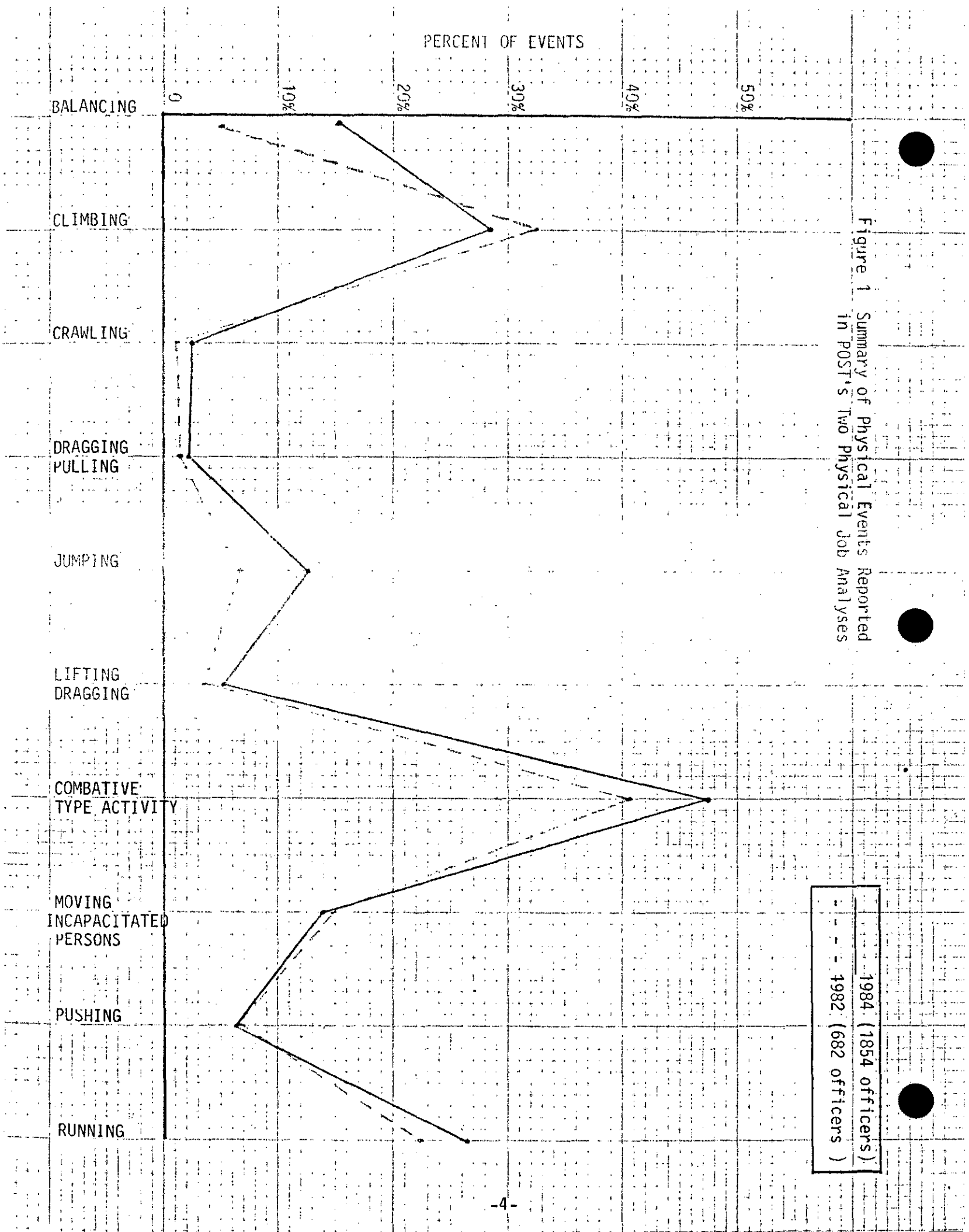


Figure 1. Summary of Physical Events Reported in POST's Two Physical Job Analyses

Test Development

As in the 1982 study, an attempt was made to develop two different test batteries: a content valid Work Sample test battery; and a Generic test battery of physical constructs (strength, endurance, etc.) that are shown empirically to be highly predictive of performance in the Work Sample tests.

Work Sample Tests

Work sample test specifications were taken directly from the job analysis findings. Job analysis findings which served as the basis for the specifications of the work sample tests are shown in the right hand column of table 3.[1] The resultant work sample tests are shown in the middle column of the table. Also shown in the left hand column of the table are the work sample tests that resulted from the 1982 study. Here again, the similarity of findings between the two studies is dramatically illustrated. With one exception (Body Carry), the work sample tests which resulted from the current study are almost identical with those which resulted from the 1982 study. See table 3.

Generic Tests

A method termed Bionomic Analysis was applied to the work sample test specifications for the purpose of identifying/developing generic tests of those physical constructs thought to be "limiting factors" in the performance of each work sample test. Bionomic Analysis was developed by ERGOGENICS, Inc., and is a method for analyzing how various subsystems of the body interact to accomplish physical work. For purposes of applying the method to identify/develop generic tests, physical work was defined as performance of each work sample test. A full description of the Bionomic Analysis method requires substantial explanation, and is provided in Appendix A. An example which shows how the method was applied to each of the work sample tests is also provided in Appendix A.

A total of 17 tests were identified/developed on the basis of the Bionomic Analysis of the work sample tests. The tests ranged from a bike ergometer test to percentage of fat; with 3 being tests of muscular strength; 5 being tests of muscular endurance; 4 being tests of muscular power; 2 being tests of aerobic capacity; 2 being range of motion tests and 1 being a test of neuro-muscular coordination.

[1]All job analysis information used for this purpose was examined for differences as a function of type of department (police vs. sheriff), size of department, sex of officer, and officer's tenure. Only two statistically significant differences were found, and in both cases females reported running longer distances than males.

Table 3: Work Sample Tests and Associated (1984) Job Analysis Findings

1982 Work Sample Tests	1984 Work Sample Tests	1984 Job Analysis Findings
BODY DRAG:	BODY DRAG:	
Lift and drag 165 pound lifelike dummy 21 feet	Lift and drag 165 pound lifelike dummy 32 feet	26.6% of all non-combative critical incidents involved moving an incapacitated person. 72.2% of these incidents involved lifting. 30.5% involved dragging/pulling. Avg. distance moved when unassisted: 32 ft. Avg. weight of person moved unassisted: 169 lb. Officer assisted: 34.5% Speed required: 47.1% Person lying on ground when lifted: 76.9% Person grasped by arm/armpits: 92.0%
AGILITY RUN:	AGILITY RUN:	
Run a 70 yard obstacle course consisting of several sharp turns, a number of curb height obstacles, and a 34 inch high obstacle that must be vaulted/ hurdled	Run a 99 yard obstacle course consisting of several sharp turns, a number of curb height obstacles, and a 34 inch high obstacle that must be vaulted	50.7% of all non-combative critical incidents involved running. 56.1% of running incidents involved other agility-type activities (rapid changes in direction/going around/over/between obstacles, etc.) Avg. distance run with obstacles: 98.6 yards Avg. height of obstacles climbed/jumped/vaulted: 37.5 inches Avg. number of obstacles 3.4 Speed required: 92.0%
SIX FOOT SOLID FENCE CLIMB:	SIX FOOT SOLID FENCE CLIMB:	
Run 25 yards to a 6 ft. solid fence, climb over fence, continue running another 5 yards	Run 25 yards to a 6 ft. solid fence, climb over fence, continue running another 5 yards	54.5% of all non-combative critical incidents involved climbing. 68.7% of obstacles climbed were fences/walls. 68.0% of fences/walls were solid. Avg. height of fences/walls: 6 ft. Avg. distance between obstacles when encountered while running: 24.6 yards Speed required: 3/%

Table 3: continued

1982 Work Sample Tests	1984 Work Sample Tests	1984 Job Analysis Findings
550 YARD RUN:	500 YARD RUN:	
Run 550 yards (1¼ laps of a standard 440 yard running track)	Run 500 yards (1 lap plus 60 yards of a standard 440 yard running track)	50.7% of all non-combative critical incidents involved running. 43.4% of running incidents involved no obstacles. 11% of all runs were over 300 yards, average distance: 500 yards 91% of all long runs were run at full speed.
SIX FOOT CHAIN LINK FENCE CLIMB:	SIX FOOT CHAIN LINK FENCE CLIMB:	
Run 25 yards to a 6 foot chain link fence, climb over fence, continue running another 5 yards	Run 25 yard to a 6 foot chain link fence, climb over fence, continue running another 5 yards	54.5% of all non-combative critical incidents involved climbing. 68.7% of obstacles climbed were fences/walls. 32% of fences/walls were chain link fences. Avg. height of fences/walls: 6 ft. Avg. distance between obstacles when encountered while running: 24.6 yards Speed required: 37%
BODY CARRY:		
Lift and carry 165 pound lifelike dummy 90 feet (candidate lifts dummy by upper body, test proctor lifts and suspends legs of dummy)		

Development of Physical Conditioning Program

Specifications for the prototype physical conditioning program were hypothesized by ERGOGENICS, and were also based upon the Bionomic Analysis of the physical job task data (an example of how the analysis leads to training content is provided in attachment A.) In addition, ERGOGENICS was provided with data from a survey of Basic Course presenters conducted by POST in late 1982 concerning current physical conditioning programs and facilities. Comment on the prototype program was received at a special meeting of the Ad Hoc Committee of Basic Course Physical Conditioning Instructors. Prior to the meeting, a Basic Academy Physical Conditioning Manual was drafted outlining the objectives, content and job-related basis for the program. As specified in the manual, the two-fold objective of the conditioning program is to prepare the recruit to perform demanding physical job tasks and to provide a general program of physical fitness instruction that will equip and encourage the recruit to maintain a high level of fitness through his/her life.

The conditioning program is organized around a series of training modules. Each module focuses on a specific type of conditioning and addresses one of the following: Flexibility, Muscular Strength, Muscular Endurance, Aerobic Capacity, and Neuromuscular Coordination. The individual exercises comprising each module are specified, as are recommended changes in exercise intensity/duration during the full term of the program.

Each conditioning session is designed to last 60 minutes and is comprised of two of the modules, as well as warm-up and cool-down periods (which comprise the flexibility module). The modules nature of the program permits the conditioning to be conducted on a variable daily schedule (three days to five days per week) depending upon the circumstances at the local academy.

Test/Conditioning Program Tryout

An orientation meeting was held in early January, 1984 for personnel from those academies that agreed to participate in pilot testing of the tests and conditioning program. Eight different academy classes participated in the pilot testing during the period from January to September. Subsequent to completion of the pilot testing in the first three classes, instructors from the participating academies convened in Sacramento for the purpose of identifying desired modifications to the tests and conditioning program. All such modifications were incorporated for purposes of pilot testing in the last four academy classes. In all but two instances, pilot testing consisted of administering the physical ability tests prior to physical conditioning, administering the 12 week prototype conditioning program, and then readministering the tests at the conclusion of the program. Four hundred forty-five cadets (363 males, 82 females) were tested; 372 of which participated in the conditioning program.

Results

Physical Ability Tests

Work Sample Tests

Intertrial and test-retest reliability coefficients were calculated for the purpose of assessing the reliability of the content valid work sample tests. All coefficients were highly significant, with the test-retest reliability for the total Work Sample Test Battery being extremely high ($r = .95$, $N = 213$).

Generic Tests

Multiple analyses were performed to identify those generic tests that best met the criteria of: (1) test reliability, (2) test validity (defined as predictability of performance on the work sample tests), and test fairness. Subsequent analyses are currently being performed to identify the best combination of generic tests to incorporate into one or more Generic Test Batteries.

Physical Conditioning Program

Several different types of information were reviewed for purposes of evaluating the physical conditioning program. Comparison of pre-conditioning test scores with post-conditioning test scores indicates that significant improvement was achieved in each of the five areas addressed by the conditioning program (Flexibility, Muscular Strength, Muscular Endurance, Aerobic Capacity, Neuro-muscular Coordination), and that overall scores on the Work Sample Test improved 9.4%. Even greater improvement in performance was realized by females (18.3%).

A confidential survey of cadets who participated in the pilot program indicates that by-in-large, the cadets viewed the program favorably; that almost without exception the cadets intend to maintain the level of fitness attained in the program; and that few cadets sustained serious injury during the program.

Finally, general reaction among those academy personnel who administered the program has been very favorable, with the most frequently mentioned comments being that the program works, has resulted in fewer injuries, and is well documented (thereby making it possible to maintain continuity, regardless of who conducts the program).

Conclusions and Recommendations

Results of the research show that the Work Sample Test Battery is highly job-related, and that one or more Generic Test Batteries can be constructed (work in progress) that will be highly predictive of performance on the Work Sample Test Battery. Thus, either type of test will be suitable for physical ability testing. Further, the results of the present research are highly similar to those found in POST's 1982 study to develop job-related physical performance tests.

In developing the physical ability conditioning program, maximum effort was devoted to constructing a program which is highly job-related. Data collected to evaluate the program indicates that the program is both highly effective and well liked. On the basis of these results, it is recommended that the Commission mandate the physical conditioning program as part of the regular Basic Course.

For purposes of utilizing the tests to establish an entry-level physical ability standard, it is recommended that the Commission mandate the tests in the form of a "must pass" performance objective in the Basic Course. That is, that administration of the tests be made part of the conditioning program, and that as a condition of graduation from the academy, each cadet be required to achieve a passing score on the tests at the conclusion of the conditioning program. The advantages of this approach over that of mandating a passing score on the POST tests as a condition for employment and/or entry into the academy, are as follows:

(1) Many agencies are utilizing job-related selection tests of physical ability that were locally developed. By requiring that all agencies use the POST-developed tests, those agencies will face a significant burden that would not appear to be justified given that the agencies are currently using tailor-made job-related tests.

(2) Many smaller agencies lack the resources to conduct physical ability testing. A POST required entry-level test standard would represent a cost of such significance that it would, perhaps, be necessary for POST to establish regional testing centers.

(3) Initial results for the physical ability program are very encouraging, and suggest the vast majority of persons who go through the program will be able to meet reasonable standards of performance on POST's tests.

(4) The majority of academies have experience administering physical abilities tests, and thus, already have much of the expertise and equipment needed to administer the POST tests.

(5) Requiring that the POST tests be passed as a condition for graduation from the academy would not preclude agencies from using the POST tests for entry-level selection, and, in fact, POST would encourage the use of the tests for this purpose. To this end, POST would publish a test manual, complete with recommended cut-off score information which takes into account the improvement in test performance that can be expected as a result of going through the conditioning program.

In anticipation of possible Commission action to mandate that cadets pass the POST tests as a condition of graduation from the academy, a draft "must pass" performance objective was prepared, and reviewed by the Curriculum Committee of the Basic Course Consortium. In addition, the physical abilities tests are currently being administered to incumbent officers from a number of agencies so that their test score information can be examined as part of the process to establish reasonable passing scores on the tests.

Recommendations

1. The POST-developed physical conditioning program be made a mandated part of the regular Basic Course.

2. Subsequent to implementation of the conditioning program into the regular Basic Course, a "must pass" performance objective be established requiring that all cadets achieve a passing score on the POST Work Sample Test Battery or on a POST Generic Test Battery.

Should the Commission concur with these recommendations, the appropriate action would be to schedule a public hearing in conjunction with the January 24, 1985 Commission meeting for the purpose of receiving comment on the proposed action to amend Commission Procedure D-1 to add the POST-developed physical conditioning program to the regular Basic Course.

DESCRIPTION OF BIONOMIC ANALYSIS

Bionomic Analysis is a method for describing and measuring how various critical subsystems of the body operate in concert to accomplish work. The distinguishing feature of Bionomic Analysis is that it specifies the extent to which each subsystem is involved in the performance of any given physical task and by so doing also specifies the extent to which each subsystem needs to be trained or conditioned in order to successfully accomplish the task.

Bionomic Analysis characterizes the human being as a highly integrated and complex interactive system that is comprised of five critical subsystems:

1. MUSCULOSKELETAL SUBSYSTEM (M-S)
2. NEUROMUSCULAR SUBSYSTEM (N-M)
3. CARDIOVASCULAR SUBSYSTEM (CV)
4. CARDIORESPIRATORY SUBSYSTEM (CR)
5. METABOLIC SUBSYSTEM (MET)

These five subsystems operate or function together in several different modes where the mode of operation at any given time is dependent upon three factors: (1) Physical Demands, (2) the Anatomical Focus of the physical demands and (3) the Condition of the Body at the time the physical demands occur. A description of these factors follows:

(1) PHYSICAL DEMANDS - There are three types of physical demands that the human body encounters while performing work: Effort, Flow, and Duration. Any physical activity involves overcoming specific levels of each demand. These demands, which operate independently of one another, are defined as follows:

Effort is defined as the maximum force or resistance encountered when performing a physical task and is measured in terms of quantitative loads. The loads influencing effort are:

(1) External loads - any external weight being carried by the performing officer.

(2) Inertial loads - requirements of acceleration.

(3) Potential loads - any slope or grade that is involved in the task.

Flow is a rate-related variable. In this context, flow is the speed required to perform a physical task. Speed may be measured in terms of length per unit time or in revolutions per unit time (e.g., yards/second or cycles/second), depending upon the work sample.

Duration is the length of time which is required to perform the physical task. The duration of the most demanding portion of the task is used if it involves more than one activity.

(2) ANATOMICAL FOCUS - The area of the body's musculoskeletal system that is primarily involved in overcoming physical demands is called the Anatomical Focus. The focal points of interest are the upper body, the lower body, and the trunk.

(3) BODY CONDITION - The condition of the body also influences how the critical subsystems interact. The variables of interest here, which are referred to as "Physiological State Variables" are percent body fat, and present range of motion or flexibility. Flexibility refers to the range-of-motion at specific joints, i.e., the suppleness of the body. Percent Body Fat is the percentage of body weight that is adipose tissue, and relates more significantly than weight per se to physical fitness, especially with regard to cardiorespiratory endurance.

As indicated, the combined impact of these factors indicates the modes in which the five major subsystems interact. In Bionomic Analysis the modes of subsystem interaction are called Physiological State Functions and are defined as follows:

(1) Strength. Strength is defined as the maximum force generated by a muscle (or muscle groups). Static isometric strength refers to the maximum force that can be applied by muscle(s) when there is no change in the length of the muscle and no movement occurs. Dynamic (isotonic) strength refers to the maximum change in the muscle length and movement actually occurs.

(2) Endurance. Endurance is defined as the capacity to persist. Specifically, cardiorespiratory (aerobic) endurance is defined as the ability of the heart, lungs and blood vessels to deliver oxygen and nutrients to working tissues and remove wastes. Their efficient functioning also markedly contributes to overall wellness. Dynamic muscular endurance refers to the capacity of muscle(s) to exert a a force repeatedly. Static muscular endurance refers to the capacity of muscle(s) to hold a static contraction (no movement) over a period of time.

(3) Power. Power is defined as the ability to apply force with speed.

(4) Speed. Speed is defined as the velocity of motion. An expression of speed is the ability to run 100 yards in 9.6 seconds, resulting in a velocity of 10.4 yards per second.

(5) Neuromuscular Coordination. Neuromuscular coordination refers to neuromuscular functioning that results in balanced and fluid motion.

Each of these Physiological State Functions reflects a particular manifestation of the body's physiological energy exchange processes, namely, Mechanical (such as changing muscle lengths), hydraulic (such as movement of oxygen, nutrition and lactic acid through the blood stream) and Chemical (metabolic processes that convert stored food into energy). These exchange processes usually occur simultaneously and vary in the degree of their involvement dependent upon the nature and anatomical focus of the physical demands.

Bionomic analysis assumes that these three energy exchange processes correspond to the Physical Demands of Effort, Flow and Duration. This correspondence makes it possible to describe the requirements of any physical activity in terms of the specific pattern of effort, flow, and duration needed to satisfactorily perform a task. Each physical demand pattern, in turn, evokes a highly specific energy exchange within the subsystems of the body expressed in terms of State Functions. It is thus possible to identify the relative level at which each energy exchange process must exist before a physical task can be performed successfully.

An example of how Bionomic Analysis leads to both hypothesized generic tests and training program content for a single physical task (body drag) is shown below:

Example

Figure A contains the Bionomic Analysis of the Body Drag Work Sample. Reference to figure A shows first, that EFFORT (i.e., maximum resistance encountered) is the priniciple physical demands required to perform this task; second, that the EFFORT occurs in all three anatomical areas and third, that the physiological demands required in order to perform the task are Power, Strength, Static Muscular Endurance (S.M.E.) and Range of Motion. Figure A also show that in Response to these Physiological Demands, the body responds with its musculoskeletal and metabolic subsystems through the manifestation of strength and non-oxidative (i.e., non-aerobic) energy.

Figure B describes the generic tests that are hypothesize to predict performance on this work sample task. Note that many of the generic tests hypothesized are well established procedures long known to reliably measure what they're intended to assess (e.g., standing long jump as a measure of lower body power).

Figure C shows how training program content is derived from the same analysis.

FIGURE A

Bionomic Analysis Summary Sheet 1

Project: Calif. Dept of Justice
Commission on P.O.S.T.

WORK SAMPLE

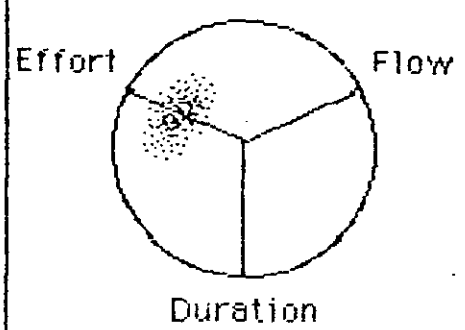
Body drag

DESCRIPTION

Candidate is required to lift the upper portion and drag a 165 pound life-like dummy 32 feet over a flat smooth surface.

Physical Demand

State Variables



Physiological Demand

Anatomical Focus	Muscular Function	State Variable
Upper Body ■	Power	Range of Motion ■
Trunk ■	Strength, Speed, System Control	%Body Fat —
Lower Body ■	S.M.E, D.M.E, Endurance	Weight —

Physiological Response

Involvement of Critical Systems

Musculoskeletal	Cardiovascular	Metabolic
Strength ■	Transport —	Non Oxidative ■
Impulse —	Exchange —	Oxidative —
Neuromuscular	**Cardio-respiratory**	
Coordination —	Transport —	
Speed —	Exchange —	

POSTULATED TESTS

The Body Drag is a whole body activity. The muscles involved in the three anatomical focus areas actually respond to different demands: the Upper Body and Trunk each have to deal with a static contraction while the Lower Body provides the steady, continuous motion. The hypothesized tests on Sheet 2 reflect these differences.

FIGURE B

Bionomic Analysis
Summary Sheet 2

Work Sample Body Drag

POSTULATED TESTS

The tests selected below are those which are hypothesized to predict the performance of the work sample. The selection of the hypothesized test is based on the degree of match between the physiological demand of the work sample (see first page) and the test itself (see list below).

	Upper Body Test	Physiological Demand
■	Grip	Strength
■	Shoulder Adduction	Strength
	Shoulder Extension	Range of Motion
	Dynamic Arm	Dynamic Muscular Endurance
	Push-up	Dynamic Muscular Endurance
	Pull-up	Dynamic Muscular Endurance
■	Wingate Arm	Power

	Trunk Test	Physiological Demand
■	Sit and Reach	Range of Motion
■	Partial Sit-up Hold	Static Muscular Endurance
■	Trunk Flexion	Strength
	2 Minute Sit-up	Dynamic Muscular Endurance

	Lower Body Test	Physiological Demand
	Illinois Agility	Power, System Control, Speed
■	Wall Slide Hold	Static Muscular Endurance
■	Standing Long Jump	Power
■	Vertical Jump	Power

	Aerobic Capacity Test
	1.5 Mile Run
	% Body Fat

FIGURE C

DERIVATION OF TRAINING CONTENT HYPOTHESIZED TO IMPROVE PERFORMANCE IN THE BODY DRAG WORK SAMPLE TASK

Physiological Demand (Derived from Bionomic Analysis)	Training Stimulus	Overload Criteria	Training Content (i.e. exercises) by Anatomical Focus		
			Upper Body	Trunk	Lower Body
Strength	External loads	Percent body weight Free weights Universal system	Towel hang Supine arm press Arm curls Bent arm pullover Shoulder shrugs	Static trunk curl	N/A
Muscular Endurance	Body Weight Fixed load Increment repetitions	Repetitions and sets (Variable repetitions per set and number of sets)	N/A	Sit ups	Wall slide
Power	Body Weight Increments in speed repetition	Repetitions or distance in given time	Power push ups	N/A	Repeated jumps (horizontal and vertical) Straight jump Jumping jacks
Range of Motion	Anatomical Functional Limits	Range Duration	N/A	Sitting toe touch; Modified Indian curl; sitting trunk twists; lying supine low back stretch; prone support back arch	N/A

The Bionomic Analysis illustrated in figures A, B, and C was repeated for each of the 5 work sample tasks. The results of these analyses yielded the specification of 17 distinct generic tests and 70 different training exercises. As indicated in the text, these exercises were grouped together into 5 separate exercise prescriptions (modules), each of which focuses on a separate physiological demand.

EMOTIONAL STABILITY STANDARDS RESEARCH

Background

Prior to designing the research to evaluate the job-relatedness of psychological screening procedures, extensive effort was devoted to collecting and analyzing pertinent background information. The focus of this effort was twofold:

(1) Determining the psychological screening practices of law enforcement agencies. A POST-developed survey was mailed to all police and sheriff's departments in the POST program in early 1983 for the purpose of determining, among other things, local agency practices with regard to psychological screening. Seventy-six percent of the responding agencies indicated that they conduct psychological screening as a component of their selection process. Results of the survey were consistent with a 1982 survey conducted by the San Francisco Police Department in which 72% of the responding California agencies indicated they conduct psychological screening. Results from both surveys also indicated that the specific tests used for psychological screening vary widely, but two of the most frequently used tests are the Minnesota Multiphasic Personality Inventory (MMPI) and the California Personality Inventory (CPI).

(2) Review of the literature. A review of over 200 research studies revealed the following:

- Few validation studies have been conducted to evaluate the job-relatedness of psychological tests.

- The studies which have been conducted were primarily concurrent validity studies and suffered from several shortcomings. Since only officers who "passed" psychological screening were included in the study samples, there was little variability in the test scores; likewise, many of the criterion performance measures showed additional restricted range due to such factors as rater bias. Such lack of variability in test and/or criterion scores makes it difficult to obtain meaningful results. Further, most of the studies used criterion performance measures which are of questionable theoretical relevance to personality test dimensions and/or were confounded by extraneous variables. Finally, in many of the studies the data obtained were analyzed incorrectly or the analyses ignored important statistical considerations.

- Little effort has been devoted to identifying job-related personality and behavioral attributes which can become target dimensions for psychological screening.

- Although a process which "screens in" those candidates with the most desirable psychological characteristics is a commendable long-term goal, the present "state of the art" in psychological testing favors using psychological tests to "screen out" those individuals who possess undesirable traits.

- Certain types of psychological tests (e.g., MMPI) are more conducive to empirical validation research than are other types (e.g., Rorschach).

Review of the literature led to the decision to: (1) perform a psychological skills analysis from which job-related psychological criteria could be devised; and (2) focus on conducting longitudinal research whereby psychological test information would be collected from academy cadets who had not been screened psychologically; the performance of these cadets would then be subsequently assessed in training and on the job.

Methodology

There were three major components to the research, each designed to achieve a specific purpose. They were:

Behavioral Surveys

Two surveys were conducted to identify desirable and undesirable job-related psychological factors. The first was developed to determine the incidence of abnormal behavior among officers and the estimated impact of such behavior upon job performance. Behavioral descriptions based upon categories contained in the psychiatric diagnostic manual (e.g., disorders of affect, impulse control, anxiety, psychosexual deviation, schizophrenia, etc.) were written and presented to law enforcement supervisors throughout the state. Each supervisor rated each of the 109 descriptions with regard to: (1) percentage of officers known who exhibited the behavior, and (2) estimated impact of the behavior upon job performance. Data from 80 supervisors representing 53 different law enforcement agencies were obtained and analyzed. Appendix A is an example page from the survey.

A second survey examined the effects of general behavioral and psychological attributes upon job performance. Eighty-four behavioral descriptions representing 14 general areas of functioning were developed. The general areas rated consisted of achievement, flexibility, sensitivity, maturity, intellectual functioning, mood, social adjustment, anxiety, emotional control, dominance, moral-ethical development, impression on others, somatic concerns, and liberal-conservative attitudes. The 14 areas encompass most personality and behavioral dimensions typically assessed by psychological tests, and there are a sufficient number of descriptions to account for the general behavior of most people. The survey was administered to 141 supervisors from a representative sample of 85 agencies. Each supervisor rated each description on estimated impact upon job performance. Appendix B is an example page of this survey.

Academy Studies

This research component was designed to contribute longitudinal data where little exists. Academies were identified where cadets were not previously screened with psychological tests, thereby making it possible to collect both psychological test data and subsequent performance data for individuals who typically would have been disqualified on the basis of psychological test scores. Specifically, eight hundred cadets from eight academy classes were tested on the first day of

training with a battery of standard (e.g., MMPI, CPI) and research psychological tests. Performance data were subsequently collected consisting of the following:

(1) Academy variables (e.g., grades)

(2) Resignations

(3) Peer ratings

(4) Instructor ratings using a Behavioral Rating Scale (BRS) of Emotional Suitability for Law Enforcement Work.

(5) Field training officer (FTO) ratings with the BRS at intervals of 30 working days and four months on the job for a follow-up sample of 110 officers

The test and performance data were then statistically analyzed to identify any predictive relationships.

Incumbent Officer Study

This component was conducted to replicate other research and to determine if there were procedures which could be developed to enhance predictability over that reported in previous concurrent validation studies. A systematic sample of 328 officers was selected from agencies in the state. All subjects had approximately three years on the job, and all had completed psychological testing as a condition of their employment. Personnel records were examined, and the following performance criteria were compiled for each officer.[1]

(1) On-the-job performance evaluations

(2) Commendations, disciplinary actions, auto accidents, injuries

(3) FTO ratings

(4) Academy performance (grades, class standing, instructor and peer ratings)

[1] An additional criterion of having each officer rated on the BRS was initially proposed. This, however, was opposed by participating agencies and was, therefore, deleted.

Results

The survey of abnormal behavior indicated that the estimated percentages of officers with diagnosable psychological disorders is very small. Such abnormal behaviors, if and when they did occur, were rated as producing severe impairment on job performance. Tables 1 and 2 provide a summary of these results.

Table 1: General Estimates of Frequency and Severity of Impact Upon Job Performance for Behavioral Descriptions of Psychopathology from DSM III

Condition	Estimated Frequency of Occurrence	Estimated Severity of Impact on Job
Thought Disorders	< 1%	Severe
Affective Disorders	< 1%	Moderate-Severe
Personality Disorders	1-5%	Moderate
Anxiety-based Disorders	< 1%	Moderate
Paranoid Disorders	< 1%	Moderate
Impulse Disorders	< 1%	Severe
Somotoform Disorders	< 1%	Moderate
Borderline Personality Disorders	< 1%	Severe
Adjustment Disorders	< 1%	Moderate
Psychosexual Deviation Disorders	< 1%	Unable to Perform

Table 2: General Estimates of Frequency and Severity of Impact Upon Job Performance for Subcategories of Personality Disorders

Condition	Estimated Frequency of Occurrence	Estimated Severity of Impact on Job
Antisocial Personality	1-5%	Moderate-Severe
Compulsive Personality	1-5%	Some-Moderate
Paranoid Personality	1-5%	Moderate
Passive-Aggressive Personality	1-5%	Moderate
Dependent Personality	< 1%	Severe
Schizoid/Schizotype Personality	< 1%	Moderate-Severe
Narcissistic Personality	1-5%	Moderate
Hysteric/Histronic Personality	1-5%	Moderate
Avoidant Personality	1-5%	Moderate

Data from the survey of psychological attributes provided desirable and undesirable dimensions for each of the 14 general behavioral/psychological areas and gave approximate definitions of psychological attributes which enhance or impair job performance. There were no differences in supervisors' ratings of these behavioral dimensions as a function of type or size of law enforcement agency or as a result of the supervisor's background (education, ethnic origin, etc.). Essentially all supervisors were in agreement as to what qualities contributed positively or negatively to job performance. The following provides a summary for each of the 14 areas surveyed.

1. Achievement. Statements reflecting good goal achievement, whether through independent action or conformity were rated as highly beneficial to job performance, while statements indicating poor achievement were rated as impairing job performance. Average achievement through team work was also rated as being of some benefit.

2. Flexibility. The presence of this attribute, when combined with a recognition of the need for rules, was rated highly beneficial. Excessive rigidity and conventionality were rated as producing extreme impairment while rebelliousness as a flexibility dimension was viewed as resulting in some impairment. Moderate levels of either a need for sameness or diversity were rated as having no effect upon job performance.

3. Sensitivity. Neither a dimension of warm, caring, perceptive sensitivity nor an average sensitivity which included moderate guardedness was viewed as having any effect upon the job. Statements of hypersensitivity in a paranoid direction as well as statements of insensitivity toward others were rated as having some impairment upon job performance.

4. Maturity. Statements reflecting immaturity in directions of naivete, needing attention, impulsivity, and exaggeration were rated from some to extreme impairment, depending upon degree of immaturity. Statements indicating maturity were viewed as having either no effect or some benefit upon performance.

5. Intelligence. All statements reflecting average or high intelligence were rated as having either no effect or some benefit upon job performance. Low intellectual functioning was rated as producing some impairment.

6. Somatic Concerns. A preoccupation with physical problems was rated as severely impairing job performance while an average number of complaints was viewed as having no impairment upon the job. An extremely "macho" denial of problems was also rated as having some impairment. Having very few physical complaints or fears of injury was rated as highly beneficial to job performance.

7. Mood. Statements reflecting any deviation in mood were rated as having some impairment upon performance with pronounced depression being, obviously, rated as causing extreme impairment. A consistently cheerful, optimistic mood was viewed as having some benefit upon job performance.

8. Social Adjustment. Descriptors reflecting an outgoing, self-confident, assertive social poise were rated as having some benefit on job performance, while any statement describing withdrawal, dependency, shyness, or social awkwardness was rated as producing some impairment.

9. Anxiety. Statements describing nervousness, fears, worries, and tenseness were rated as having extreme impairment upon job performance. An average amount of appropriate concern was seen as having no effect on the job, and a calm, relaxed, self-confident stance was rated as highly beneficial to job performance.

10. Emotional Control. Any statement containing loss of emotional control was rated as having extreme impairment upon job performance. Overcontrol and denial of feelings combined with intense anger, was rated as having some impairment. A deliberate, calm, conforming, assertive posture where emotional control is consistently maintained was rated as highly beneficial to job performance.

11. Dominance. All dimensions of dominance as reflected in statements of leadership, confidence, self-reliance, independence, and persistence were rated as benefiting job performance. Descriptors of inhibition, lack of confidence, passivity, and dependence were rated as having some impairment upon job performance while overdominance, as characterized by a need to "rule" and compete in everything, was rated as extremely impairing job performance.

12. Moral-Ethical. Highly ethical behavior which reflects a belief in the essential need for societal rules was rated as having some benefit on job performance. Any descriptor which contained average or below average ethical behavior was rated as having some impairment upon the job; likewise, a highly ethical stance which contained a rebellious belief in "higher law" was rated as having some impairment.

13. Impression Formation. Forming a stable average or good impression on others was rated as having some benefit upon job performance, while making no effort to create a good impression was seen as resulting in extreme impairment. Good first impressions which were not consistent over time were seen as having some impairment upon job performance.

14. Attitudes. An extremely liberal attitude which was critical of restrictive rules was rated as having some impairment upon job performance. All other attitudinal statements, including a correspondingly critical conservative stance, were rated as having no effect upon job performance.

Academy Studies

Reliability Analyses

Psychological Test Score Data

As with most psychological tests, MMPI and CPI scores are displayed in the form of test profiles. Typically these test profiles are interpreted by clinical psychologists. As a means of assessing the reliability of these interpretations, three clinical psychologists sorted the profiles for 146 of the 800 cadets tested. The profiles were sorted into the categories of "accept," "reject," or "marginal." The criteria used by clinicians in performing the sorts were based upon the data obtained from the surveys and a preliminary analysis of how survey behaviors would be represented by the test profiles. The profile sample consisted of 74 CPI and 72 MMPI profiles. One psychologist sorted the entire sample, and the other two independently sorted either the MMPI or the CPI profiles. Analysis of the sorts indicated that there was significant agreement among the clinicians in the profile interpretations given for both the CPI (Cohen's Kappa = .704, $p < .001$) and the MMPI (Cohen's Kappa = .483, $p < .001$).

Behavioral Rating Scale Data

As mentioned previously, among the performance data collected for cadets were ratings obtained via a Behavioral Rating Scale (BRS) of Emotional Suitability for Law Enforcement Work. The BRS was developed specifically for the research, and uses the same 14 areas and component behavioral descriptors used in the previously-described survey of psychological attributes. Appendix C contains sample pages of the BRS. As can be noted, on the last page of the BRS, the rater is asked to indicate both how well he/she knows the subject (cadet) and how emotionally suited the subject is, overall, for law enforcement work.

For selected cadets, multiple ratings were obtained with the BRS from academy instructors, academy peers, FTO's and FTO Sergeants. Correlational analyses were performed to assess the inter-rater agreement among the various rater groups when using the BRS. Results of this analysis are presented in table 3, and show strong agreement in the BRS ratings obtained from all rater groups, with the exception of academy instructor ratings, when compared to FTO and FTO Sergeant ratings.

Table 3: Inter-rater Reliabilities for the Behavioral Rating Scale (BRS)

	Academy Instructors	Academy Peers	FTO's	FTO Sergeants
Academy Instructors				
Academy Peers	r=.57 N= 29 p= <.001			
FTO's	r=.31 N= 76 p= <.007	r=.55 N= 34 p= <.001		
FTO Sergeants	r=.19 N= 78 p= <.05	r=.50 N= 34 p= <.001	r=.56 N= 93 p= <.001	

As a further means of assessing the consistency of BRS ratings, correlational analyses were performed to compare the supervisors' mean ratings of impact upon job performance for each of the descriptors in the survey of psychological attributes with the mean ratings of impact upon job performance for those same descriptors when used to rate cadets/officers by instructors and FTO's. Results of these analyses are shown in table 4 and indicate strong agreement in the impact upon job performance ratings for the given personality/behavioral variables, whether rating the behavior in the abstract or evaluating specific individuals.

Table 4: Intercorrelations Between Supervisors' Survey Ratings of Psychological Attributes and Behavioral Scale Ratings of Cadets by Academy Instructors and FTO's (N Comparisons = 84)

	Supervisors' Survey	Instructors' Ratings	FTO Ratings
Supervisors' Survey			
Instructors' Ratings	r=.87 p= <.0001		
FTO Ratings	r=.79 p= <.0001	r=.80 p= <.0001	

Validity Analyses

Clinical sorts were performed on the MMPI and/or CPI test data collected from academy cadets in each of three academy classes. The first of these classes was the 146 subjects reported in the reliability analysis. After the inter-rater correlations were obtained, the clinicians' differences were resolved by objective interpretation rules, and the resulting predictions were statistically compared to the criterion measures. For this analysis, a composite criterion was used consisting of academy attrition, low BRS ratings by instructors or peers, or low BRS ratings by both FTO's. The interpretation rules were then applied to the test data of two subsequent classes (N =175), and, again, the predictions were compared to the outcome criteria. The results of all three classes were comparably significant with little difference noted between the predictive ability of the MMPI and the CPI (e.g., 74% vs. 72% correct classification rate). Table 5 presents the composite summary results for the clinical analysis of these three classes.

Table 5: Composite of MMPI and CPI Predictions of Attrition and/or Low BRS Ratings (N=321)

Outcome	Prediction: Fail .34 (N=108)	Prediction: Pass .66 (N=213)
Successful .65 (N=209)	E Value = .22 Observed = .14 F+ (N=45)	E Value = .44 Observed = .51 T- (N=164)
Unsuccessful .35 (N=112)	E Value = .12 Observed = .20 T+ (N=63)	E Value = .23 Observed = .15 F- (N=49)

$\phi = .35$ $\quad X^2 = 39.37$, df=1, $p < .001$

The E values in table 5 represent the proportion of subjects expected to be in the cells by chance alone. The Observed values represent the proportions actually obtained. In the categories of accurate predictions, (cells T+ and T-), the chance proportion is .56 (.12 + .44). The actual obtained proportion, representing the overall correct prediction of the criteria, was .71. Conversely, the combined chance value for an incorrect prediction (cells F- and F+) is .45 while the actual proportion of incorrect prediction was only .29. Another way of expressing the results in table 5 is that among individuals who were predicted to be successful, 78% succeeded; and among those cadets who were predicted to be unsuccessful, 58% were unsuccessful. Considering that the success criteria include resignations, not all of which were due to mental or emotional factors, these results strongly support the use of these tests as a component of a clinical selection procedure.

Since MMPI profiles are associated with psychiatric diagnoses, a separate clinical analysis was performed on MMPI profiles. MMPI profiles for 312 cadets were divided into those with scale scores in the "clinical" range (T scores above 70) and those with scores in the subclinical range (all T scores below 70). MMPI profiles in the clinical range were further subdivided into three groups on the basis of whether the clinical scores were for scales associated with anxiety, psychotic, or personality disorders. (Elevations of one of these scale groups, however, does not necessarily mean that the person would be diagnosed as having the disorder.) Groupings were based upon research reported in such sources as Lachar (1975). The groups were then compared to the three criteria of: (1) successful academy completion with average or above BRS ratings, (2) resignation/termination from training, and (3) training completion with unsuitable or marginal BRS ratings. Table 6 presents the results.

Table 6: General MMPI Profile Types at Different Elevations Associated With Criteria of Success, Attrition, and Low BRS Ratings by Instructors and/or Peers (N = 312)

	% Completion With Avg. or Above BRS	% Attrition	Completed With Low BRS Rating
"Clinical" Range (Elevation T Score $\geq$ 70)			
Anxiety ("neurotic") Scales	9% (N=1)	73% (N=8)	18% (N=2)
Psychotic Scales (including scale 9)*	45% (N=20)	36% (N=16)	18% (N=8)
Personality Disorder Scales	59% (N=16)	30% (N=8)	11% (N=3)
Total "Clinical" Profiles	37% (N=37)	32% (N=32)	32% (N=32)
"Subclinical" Range (all scores < 70)	64% (N=135)	21% (N=44)	15% (N=32)

As shown in the last two rows of table 6, almost two-thirds of the profiles in subclinical range were associated with completion of academy training and average or above rating of emotional suitability for law enforcement work. Conversely, almost two-thirds of the "clinical" profiles were associated with attrition or low ratings of emotional suitability. These results are statistically significant ($X^2 = 19.01$, df=2, $p < .001$) and are consistent with both the survey data reported previously and with other literature on the MMPI.

Additional analyses of the entire academy sample confirmed the clinical results. These latter analyses also enabled a more detailed and sophisticated look at specific relationships between subscales of all the tests used and the criterion variables. Since extreme scores on the MMPI and the CPI contain most of the predictive value for these instruments, this investigation focused upon the relationships between extreme scores and performance criteria.

Finally, the academy classes involved in the clinical sort were analyzed for differences in prediction due to sex or racial/ethnic origin. When the clinical judgments based upon the MMPI and CPI are pooled and used to predict a combination of academy attrition or low BRS ratings, the data do not support the proposition that this predictor is valid for some groups but not for others.

*Elevations on Scale 9 (Ma) are strongly associated with success in some cases and poor performance in others.

Incumbent Officer Study

An analysis of the psychological test data obtained at the time of employment produced very few extreme scores, indicating the expected finding that officers with "deviant" profiles had been screened out of the sample. The results are consistent with those of other incumbent officer studies which show a comparable restricted range of test scores. Also consistent with other studies was the finding of minimal variability in performance criteria (e.g., all members of an agency had similar supervisors' ratings). Since there were no appreciable differences between subjects on test and criterion measures, little useful data have been derived from analyses of these results conducted thus far.

Summary and Conclusions

Data obtained from the two surveys define personality and behavioral characteristics which provide a basis for selection of entry-level peace officers. The academy studies corrected for two problems in previous validation research by using only subjects who had not received psychological testing as a basis for selection and by introducing a more psychologically-based rating scale as a criterion variable. In addition, the computer analyses of the MMPI and CPI employed non-linear procedures which focused upon the predictability of extreme scores; this emphasis is more in line with the way psychological test scores are interpreted.

Results of the academy studies show scores on two of the most frequently used psychological inventories, the MMPI and CPI, are predictive of those who will fail in training and/or receive low ratings of emotional suitability for law enforcement work. The data are consistent with the survey data and strongly support the use of psychological testing to screen out emotionally unsuitable candidates. The incumbent officer study found few relationships between psychological test scores and subsequent job performance data. However, since only officers who had "passed" psychological screening were subjects in this study, no additional validation data for a "screen out" approach could be obtained. As also previously noted, the restricted variability in performance criterion measures, which essentially makes almost all incumbents look the same, further obviated obtaining any additional support for a "select in" approach based on desirable characteristics.

Overall, the research findings indicate there is a sound basis for establishing a job-related entry-level emotional stability standard. Based on these findings, a POST Manual for Emotional Stability Screening is currently being developed which will detail the research findings and provide guidance for conducting screening evaluations. The manual will also contain reviews of the most widely used psychological tests; suggestions as to types of behavior to look for in psychological screening; and recommendations regarding who should conduct the screening and how the screening should be integrated into the total selection process.

Recommendation

Subsequent to completion of the POST Manual for Emotional Stability Screening in late December, it is recommended that POST Regulation 1002(a) be modified to require that all peace officer applicants be screened for emotional stability. Such screening would require that:

(1) Applicants be found to be free from psychopathology and personality disorders contained in psychiatric diagnostic systems as defined by sources identified in the POST Manual of Emotional Stability Screening.

(2) Emotional stability be determined on the basis of psychological test score information which has been interpreted by a qualified professional.

(3) All final decisions to disqualify persons for emotional stability be based, in part, on a clinical interview conducted by a qualified professional.[1]

If the Commission concurs, the appropriate action would be to schedule a public hearing in conjunction with the January 24, 1985 Commission Meeting for the purpose of receiving comment on the proposed standard.

[1]Although not required, it is strongly recommended that all applicants receive a clinical interview conducted by a qualified professional, and that interview data be combined with psychological test results in making all selection decisions.

Frequency: % of officers I've known						
Never Observed	1%–5%	5%–10%	10%–20%	20%–30%	30%–50%	Greater than 50%
0	1	2	3	4	5	6

Severity of impairment on job performance				
No Effect	Some Impairment	Substantial Impairment	Severe Impairment	Unable to Perform job
0	1	2	3	4

	Observed Frequency	Estimated Severity
19. Speech reflects diminished ability to think or concentrate.	_____	_____
20. Typically displays marked illogical thinking.	_____	_____
21. Is rebellious, resentful, and nonconforming. Low tolerance for frustration frequently results in impulsive actions which cause conflict with others. Most interpersonal relationships are very shallow.	_____	_____
22. Is unable to resist the impulse to gamble even when it seriously disrupts or damages family, personal, and vocational aspects of his/her life.	_____	_____
23. Is too easily offended and "makes mountains out of molehills."	_____	_____
24. Expresses bizarre ideas that others are "out to get him/her" (e.g., perceives strangers as "aliens" following him/her).	_____	_____
25. Has periods of no need for sleep; becomes irritable and agitated during such periods.	_____	_____
26. Resists demands for adequate job performance with such mechanisms as procrastinating, intentionally forgetting, and being stubborn.	_____	_____
27. Appears preoccupied with thoughts of suicide.	_____	_____
28. Is frequently late or absent from work, and others report that they cannot depend on him/her.	_____	_____
29. Displays markedly peculiar behavior (e.g., talks to self in public; hoards garbage; makes strange gestures).	_____	_____

Sample Page from Survey of Psychological Attributes

Rate each behavioral description below by selecting the appropriate number from the scale on the right and entering it in the box provided.

The behavior described would have the following effect upon job performance:

(1) Extreme impairment
(2) Some impairment
(3) No effect
(4) Some benefit
(5) Highly beneficial

DESCRIPTION

29. Achieves goals well. Achievement is primarily based upon independence and dominance. Superior judgment, intellect, and foresight. ☐

30. Although flexible, recognizes need for rules to establish order. Accepts others' attitudes and values. Adapts to new situations and enjoys change. Innovative in approaching tasks. ☐

31. Insensitive toward others. Not observant of others; frequently misperceives situations. Trusts others. Becomes hurt and angry when taken advantage of; does not hold a grudge. ☐

32. Acts younger than actual age. "Cuts up"; seeks attention; exaggerates accomplishments. Does a good job if interested. Frequently acts on impulse. Lacks some sense of responsibility. ☐

33. Highly intelligent, and clear thinking. Places importance on things intellectual, abstract, and theoretical. Very imaginative and creative. Sometimes hard to understand; occasionally aloof. ☐

34. Preoccupied with physical complaints. Symptoms and concerns about injury seriously limit activities. Seems to use physical problems to manipulate others. ☐

35. Average blend of optimism and pessimism. Energy level, sociability, and ambition also average. Occasional normal degree of depression and/or anger. ☐

36. Well liked and a friend to others. Participates in social situations without standing out; openly assertive in groups when necessary. Quiet and reserved until known. ☐

37. A "high strung" individual. Tense and anxious in most activities. Accomplishes tasks effectively, but worries about minor details. Insists that things be orderly. ☐

38. Impulsive, uninhibited, self-centered and manipulative. Much conflict with others. Relationships are used for personal pleasure and gain. Little frustration tolerance; quickly expresses anger. ☐

39. Assertive and confident in most situations. Leads when knowledge and ability make it appropriate. Influential, independent, and persistent. Follows well when others lead. ☐

40. Not ethical. The fear of getting caught is the primary motivation for avoiding any unethical or dishonest activity. ☐

41. Forms a poor first impression. Impression improves greatly over time. Reserved, inhibited behavior changes to warmth and cooperation as a friendship develops. ☐

42. Has moderate, "middle of the road" attitudes on most topics. Tolerant of others' contrary opinions. Rarely tries to exert influence over others' ideas or behavior. ☐

I. Choose the one Description below which best approximates this person's typical behavior by placing an "X" in the circle next to the appropriate paragraph.

II. Next, rate that description for Accuracy by placing the number which corresponds to your rating in the box provided.

III. Then, estimate the Impact that this behavior will have on this person's job performance by placing the number which corresponds to your estimate in the box provided.

I. DESCRIPTION

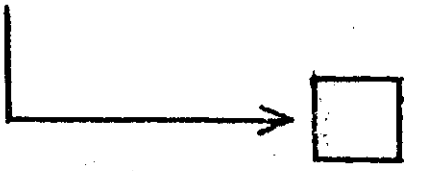
- Fairly calm most of the time. Concerned with major aspects of job and becomes upset when important problems occur. Worries occasionally; becomes "edgy" sometimes. ○ (1)
- Has fears which disrupt routine activities. Tense, self-critical, and prone to "panic attacks." Worries over minor problems. Indecisive and rigid. ○ (2)
- A "high strung" individual. Tense and anxious in most activities. Accomplishes tasks effectively, but worries about minor details. Insists that things be orderly. ○ (3)
- Highly calm and relaxed. Does not "sweat the small stuff", little concern for factors others see as important. Few worries; not concerned with what others do. ○ (4)
- A very nervous person; causes many routine tasks to be difficult. Productive, but lack of self-confidence interferes with many activities. Worrisome, rigid, and unhappy. ○ (5)
- Calm and relaxed. Rarely worries or becomes upset with others. Separates important factors from minor details. Self-confident and able to effectively organize activities. ○ (6)

CHOOSE ONE

II. ACCURACY

The description given fits this person:

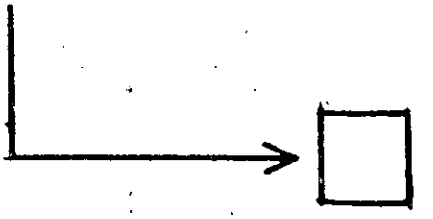
(1) Not very accurately
(2) Slightly accurately
(3) Fairly accurately
(4) Very accurately
(5) Extremely accurately



III. IMPACT

The behavior described would have the following effect upon job performance:

(1) Extreme impairment
(2) Some impairment
(3) No effect
(4) Some benefit
(5) Highly beneficial

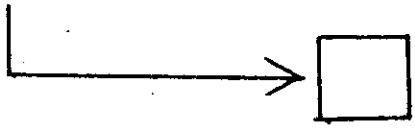


As a final step in this rating process:

(1) Indicate how well you know the person being rated by placing the appropriate number in the box below:

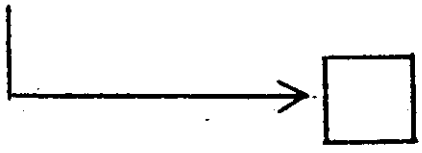
I know the person

(1) Not well at all
(2) To some extent
(3) Fairly well
(4) Very well
(5) Extremely well



(2) And rate the person's overall emotional suitability for law enforcement work:

(1) Not emotionally suited
(2) Marginally emotionally suited
(3) Average in emotional suitability
(4) Emotionally well suited
(5) Exceptionally well suited emotionally



HEARING AND VISION STANDARDS RESEARCH

Background

In broadest terms, and in the context of physical handicap law, a job-related standard is one that is related to the specific job in question; and is so related because persons not meeting the standard either cannot perform certain critical aspects of the job, or cannot do so without serious risk to self or others. Thus, the essential first step toward establishing job-related hearing and vision standards is to determine the critical hearing and vision demands of the job.

Having defined the critical demands of the job, various methods exist for establishing the relationship between ability to perform the demands of the job and ability to meet a given standard or standards. The most desirable and elegant method is to conduct an empirical validation study in which one collects both predictor (e.g., hearing/vision test) data and criterion (job performance) data and then examines the data for empirical predictor - criterion relationships. To the extent such relationships are found, evidence exists for establishing entry-level selection standards based on the predictors (e.g., hearing/vision tests).

Several factors make this approach extremely difficult, if not totally infeasible, for establishing the job-relatedness of hearing and vision standards. Foremost among these factors are: the difficulties in obtaining meaningful performance data (How does one evaluate those aspects of an officer's on-the-job performance that are contingent upon hearing and vision?); the likely restriction-in-range in the predictor data (in the case of concurrent validation studies of incumbent officers), and the infeasibility of conducting a predictive validation study in which persons not screened for hearing and vision are observed on the job; and most importantly, the likely complex nature of any relationships which may exist between specific aspects of hearing/vision and subsequent job performance (given the myriad of variables that might influence on-the-job performance measures).

The next most desirable approach for establishing job-relatedness is that of examining the empirical relationships among predictors and representations of critical job tasks. Such representations typically consist of either scenarios of representative job activities (e.g., performing a high speed vehicle pursuit) or simulations of such activities (e.g., performing a high speed

vehicle pursuit on a simulator). The overwhelming concern in this approach is that of developing scenarios or simulations which allow for the collection of reliable data, but at the same time are realistic. In general, the more realistic the representation, the less reliable the outcome data (because fewer "extraneous" factors are being controlled). Another obstacle to this approach is the high cost typically associated with developing and administering the scenarios/simulations. And finally, even if one overcomes these obstacles, a difficult question often left unanswered by this approach is that of defining a reasonable performance standard on the scenario/simulation.

A variant of this approach is to actually use the scenario or simulation as the standard. Additional issues raised by this approach are the administrative feasibility of administering the scenario/simulation for purposes of entry-level selection, and the representativeness of the scenario/simulation vis-a-vis the totality of the job. (Does the scenario/simulation do a reasonable job of assessing a person's ability to perform the full range of hearing/vision-related job tasks?)

The lone remaining approach to establishing job-relatedness consists of a rational determination made by "expert" judges. The guiding concept in this approach is one of establishing standards which "match" the performance demands of the job. Thus, the success of this approach is predicated upon having the proper type and amount of information about the job; and the degree to which one can infer standards from the job information is a function of what is known about the proposed standard, and thus the nature and breadth of the "inferential leap" from the standard to the job. In the case of hearing and vision standards, even this approach is made difficult by the fact that the more widely used and recognized tests of hearing and vision were developed for purposes of clinical diagnosis and not for purposes of predicting behavior (thereby making the inferential leap from test performance to job behavior more difficult). Further, few studies have been conducted to evaluate the relationship between scores on these clinical tests and subsequent performance differences of any kind (let alone performance on peace officer tasks).

Significant Features of Physical Handicap Law

In addition to the difficulties associated with establishing the job-relatedness of hearing and vision standards, several features of current physical handicap law serve to discourage one from establishing across-the-board categorical standards based upon such information. An overview of the physical handicap law is provided in Appendix A. Those aspects of the law which make it difficult to establish definitive categorical standards for employment include:

- The extreme "burden of proof" for establishing a legally defensible bona fide occupational qualification (BFOQ), with the "burden" amounting to being able to show that all, or substantially all persons who fail the BFOQ (e.g., hearing or vision standard) would be unable to perform the job, or to perform the job safely and efficiently.

- The general tenor of the law, which suggests that the blanket exclusion of persons with given conditions should not be practiced, and that candidates for employment should be evaluated on a case-by-case basis. In response to this aspect of the law, both the State of California and the City of Los Angeles have recently replaced all but a few of their medical standards for employment, with medical guidelines.

- The need to make "reasonable accommodations" to employ handicapped individuals. An obvious potential "reasonable accommodation" with respect to both hearing and vision, is that of permitting the use of corrective devices (glasses, hearing aids, etc.).

POST's Approach to Researching Hearing and Vision Standards

Job Analysis

A major component of POST's research effort was the collection of detailed job analysis information to determine the hearing and vision demands of the entry-level patrol job. In the case of hearing, this information was collected via questionnaire (Hearing Demands Survey) from a sample of 164 officers from 8 representative departments. Officers were asked to recall any hearing-related difficulties they have experienced on the job; to rate the frequency and importance of 13 hearing-contingent job tasks; to specify the background noise conditions in which they must perform those hearing-contingent tasks; and to recall any critical incidents on the job in which their hearing played a significant role.

Vision-related job information was collected from 158 officers by means of a survey document that was completed after each officer had observed an audio-accompanied slide presentation, developed by POST, which depicted seventeen visual skills. Officers rated the importance of each visual skill, and described critical incidents in which their vision played an important role. Also reported were instances where the wearing of lenses (glasses, contact lenses) were associated with positive or negative outcomes. Many of the ideas that went into the

Visual Skills Analysis resulted from a two day meeting conducted by POST, in July 1983. In attendance at the meeting were individuals from around the country who have researched and/or played a major role in the establishment of vision standards for the military and elsewhere.

An important outcome of the Visual Skills Analysis was the realization that a full range of visual skills are required by the job, and that many of the seemingly important visual skills are not currently being tested. This realization led to a concerned effort by POST to develop automated tests of such visual skills (visual search, visual choice reaction time, low contrast acuity, contrast sensitivity and glare tolerance). A number of these tests are experimental in an automated form and thus not appropriate for consideration in the context of POST's January 1, 1985 PC 13510(b) mandate. However, the potential feasibility of using such tests to better screen peace officer applicants in the future may be encouraging (pending analysis of data currently being collected), and local agencies have expressed an interest in continuing to work with POST on the development and evaluation of the tests.

Survey of Current "Standards"

Considerable effort was also devoted to the collection and analysis of information concerning current standards and screening practices for hearing and vision among local California law enforcement agencies. Much of this data was extracted from existing POST publications. More detailed information was collected with a specially designed questionnaire, and in phone surveys of selected agencies. In general, results of this phase of the research showed significant variation exists with regard to both screening practices and standards - especially for vision.

Information regarding current or proposed standards for agencies outside of California was also collected and reviewed. In addition, reviews were conducted of the available research literature, as related to both hearing and vision tests in general, and attempts to establish the job-relatedness of such tests. Very little research of the latter type has been conducted.

Activities Unique to Individual Projects

Hearing

Under contract to POST, Dr. Edward Carterette of the Department of Psychology and the Brain Research Institute, UCLA, prepared an extensive report entitled: "Standards of Hearing for California Law Enforcement Officers: A Feasibility Study Prepared for the Commission on Peace Officer Standards and Training." Contained within

the report are sections which address: (1) pure-tone and speech audiometry concepts, testing procedures, and research findings; (2) hearing conservation concepts and guidelines, and criteria for classifying hearing handicaps; (3) the hearing standards currently used by various branches of the U.S. Armed Forces; and (4) cost information for various audiometric testing equipment.

Vision

In addition to the previously mentioned work to develop automated tests of seemingly important and previously untested visual skills, an empirical study was conducted to assess the ability of color "blind" persons to perform color-contingent job tasks. Few persons are truly color "blind" (see no color), and there is significant variation in the types of color vision anomalies that persons can have. The empirical study was designed to address whether color vision anomalies are related to functional job performance and whether different types of anomalies are more critical to job performance than others.

For purposes of the study the Visual Skills Analysis data were analyzed, and a 79 slide Color Simulation Test was developed to simulate the types of color identification tasks performed on the job. The Color Simulation Test was administered to both color "defectives" and color "normals," along with two widely available clinical tests of color vision. Preliminary analyses show significant differences on the Color Simulation Test for color defectives and color normals, and within the color defective group, persons with certain kinds of color anomalies were found to perform better than others.

Review of Information by Expert Panels

Expert panels were convened to review and consider the pertinent information collected and assembled by POST, and to determine whether some consensus could be reached, based on the information, as to what would constitute reasonable "standards." Separate panels were convened to address hearing and vision. Each panel consisted of local agency representatives (persons with experience in personnel selection matters), as well as subject matter experts (scientists, audiologists, optometrists, etc.). Both panels reviewed reports on POST's job analysis findings, a review of the physical handicap laws and regulations, reviews of the pertinent research literature, and reviews of current law enforcement screening standards and practices. In addition, the hearing panel received copies of Dr. Carterette's report, and the vision panel received the preliminary results of POST's color vision study. In total, the hearing panel reviewed over 150 pages of information and the vision panel over 95 pages.

Panel Recommendations

Hearing Panel

Upon review of the assembled information, the panel was able to arrive at a recommended pure-tone audiometry standard for entry-level screening based upon established linkages between pure-tone audiometry and both speech related activities and sound localization. It was further able to reach consensus regarding desired conditions and procedures for conducting pure-tone testing. Finally, consensus was reached that hearing aids should not be permitted. A report of the panels' findings is currently being drafted, and the availability of the necessary testing services is being explored. The panel's recommended criteria for pure-tone audiometry were:

- A pure tone audiometry threshold test with the following criteria:

Frequency	500 Hz	1000 Hz	2000 Hz	3000 Hz
Each Ear	25 dB	25 dB	25 dB	35 dB

or

No greater than 30 dB at any one of first 3 frequencies, and average for 4 frequencies no greater than 30 dB

Vision Panel

Less consensus was achieved among the vision panel members, although general agreement was reached with regard to the following:

- A corrected visual acuity requirement (20/20, both eyes)
- An uncorrected visual acuity requirement (20/80, both eyes)
- A color vision requirement (pass Farnsworth D-15 panel)

- The advisability of "waiving" the uncorrected acuity requirement for persons who wear soft contact lenses if their condition is not severe

- A visual fields standard (normal visual fields)

Less consensus was also reached with regard to the specific tests and procedures to be used for certain assessments. As with the hearing panel, a report of the recommendations of the panel is currently being prepared.

Conclusions and Recommendations

The research conducted by POST represents one of the most ambitious and thorough attempts to establish job-related hearing and vision standards. It is proposed that the recommendations which resulted from the research, along with the job analysis and other information which served as the basis for these recommendations, be published in a document that would be made available to all agencies in the POST program. It is further proposed that the information be published in the form of recommended guidelines, as opposed to absolute, categorial POST mandated standards.

The reasons for the approach advocated center around the previously described provisions of current physical handicap law, namely:

- The extreme "burden of proof" necessary to establish a categorical basis for denying employment (bona fide occupational qualification).

- The underlying intent of the law, which is that of treating each individual as an individual (rather than categorically denying employment to all persons with a certain medical condition), and the recent adoption by some large agencies of "guidelines" as opposed to standards, in response to this provision.

- The requirement under the law to take steps to reasonably accommodate persons with physical handicaps.

Other factors which would appear to favor the issuance of POST's findings in the form of "guidelines" rather than standards, include the recognition that: (1) even in the form of guidelines POST's recommendations will have a significant positive impact on entry-level vision and hearing screening in the state (almost as much impact, perhaps, as required standards); (2) ultimately, hearing and vision standards are issues of risk management, and as such should remain the pervue of local agencies; (3) the issuing of guidelines, as opposed to standards, is consistent with POST policy over the last 10 years concerning medical standards; and (4) in the area of vision, the results of POST's longer term effort to establish automated vision tests may prove more appropriate for the purposes of establishing mandated standards. Finally, by providing local agencies with all the relevant background information leading to the panels' recommendations, each agency, if it chooses to do so, will have a far better basis for determining local hearing and vision requirements.

Recommendation

If the Commission concurs, the appropriate action would be to pass a motion to request staff to prepare a document that specifices POST's recommended entry-level hearing and vision guidelines.

Overview of the Laws and Regulations Regarding Non-Discrimination on the Basis of Handicap

A number of state and federal laws have been enacted in the last decade to ensure access to employment opportunities for qualified disabled persons. The following is an overview of the federal and California statutes, the implementing regulations and some of the judicial decisions interpreting those statutes. This overview was compiled from the following sources written by experts in employment law:

Disability Rights and Educational Defense Fund & Employment Law Center. A New Approach: The Individual Assessment Hiring Procedure. Berkeley, 1983.

Nylander, Steven W., and Carmean, Gene. Medical Standards Project Final Report 2nd rev. ed. San Bernardino Co., California, 1983.

Orrick, Herrington & Sutcliffe. Memorandum Re: Handicap Discrimination. November 1, 1982.

I. What Is Required?

Federal Law

The most important piece of federal legislation requiring non-discrimination on the basis of handicap is the Rehabilitation Act of 1973, amended. In broad terms, this Act prohibits federal agencies, federal contractors and recipients of federal financial assistance from discriminating against any qualified handicapped individual in employment because of his or her handicap. Federal agencies and federal contractors are also required to take affirmative action to employ and advance in employment handicapped individuals. In addition, those employers are required to provide reasonable accommodation for handicapped individuals.

California Law

The California Fair Employment and Housing Act provides that it shall be an unlawful employment practice for both private and public employers, because of a physical handicap or medical condition of any person, "to refuse to hire or employ the person or to refuse to select the person for a training program leading to employment, or to bar or discharge such person from employment or from a training program leading to employment, or to discriminate against such person in compensation or in terms, conditions or privileges of employment." Covered employers are also required to make reasonable accommodation to a known physical handicap of any individual.

II. Who is Protected?

Federal Law

Under the Rehabilitation Act, a handicapped individual is defined as any person who:

(i) has a physical or mental impairment which substantially limits one or more of such person's major life activities, or

(ii) has a record of such an impairment, or

(iii) is regarded as having such an impairment,

(iv) but not - for purposes of employment under Sections 503 or 504 - any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

This definition includes all persons with physical or mental impairments, with a history of such an impairment or who are perceived as having such an impairment, even though no such impairment actually exists. Essentially, any applicant or employee who suffers an adverse employment decision by a covered employer because of a mental or physical problem, real or perceived, is within the protected class. However, short-term, temporary conditions are probably not included.

Under Section 501 of the Rehabilitation Act, a federal employer cannot legally deny employment to or cause an adverse employment action to be taken against any "qualified handicapped person" because of his or her handicap. A "qualified handicapped person" is defined as a handicapped person who, with or without reasonable accommodation, can perform the essential functions of the position in question without endangering his or her health and safety or that of others.

Section 503 of the Act prohibits discrimination against any "qualified handicapped individual," defined in the implementing regulations as one "capable of performing a particular job, with reasonable accommodation to his or her handicap."

Under Section 504, discrimination against an "otherwise qualified handicapped individual" is not allowed. Though the regulations implementing this section define this term as meaning one "who, with reasonable accommodation, can perform the essential functions of the job in question," the Supreme Court, in a non-employment context, has interpreted this term to mean one "who is able to meet all of a program's requirements in spite of his handicap." As the State and local Fiscal Assistance Act incorporates Section 504, the definition of handicapped individual and qualified handicapped individual are the same under this Act.

California Law

The Fair Employment and Housing Act protects the right and opportunity of individuals to seek, have access to, obtain, and hold employment without discrimination because of "physical handicap" or "medical condition."

Under California law, the term "physical handicap" is defined in Section 12926 of the Fair Employment and Housing Act as follows:

> "Physical handicap includes impairment of sight, hearing, or speech, or impairment of physical ability because of amputation or loss of function or coordination, or any other health impairment which requires special education or related services."

This definition has been broken down into its component parts and further clarified in regulations issued by the California Fair Employment Practices Commission in which a "physical handicap" is said to cover:

(1) Impairment of sight, hearing or speech; or

(2) Impairment of physical ability because of:
   (A) Amputation, or
   (B) Loss of function, or
   (C) Loss of coordination; or

(3) Any other health impairment which requires special education or related services.

(4) However, physical handicap does not include the following conditions: mental illness, mental retardation, alcoholism, or narcotics addiction.

Further, a "handicapped individual" is defined in the regulation as any individual who:

(1) Has a physical handicap which substantially limits one or more major life activities;

(2) Has a record of such a physical handicap; or

(3) Is regarded as having such a physical handicap.

The scope of the definition of "physical handicap" under the FEHA has just recently been determined by the California Supreme Court in the case of American National Insurance Company v. FEPC. In that case the Court held that "physical handicap" means a "condition of the body" which is a disadvantage that makes achievement unusually difficult." The Court also stated that coverage was not limited to present disabilities, but also extends to those physical conditions which are only potentially handicapping. Mental disabilities are not covered nor are "various ills or defects that are in fact not handicapping; for example, certain kinds of digestive, respiratory, or skin disorders."

Medical condition is defined in the FEHA as "any health impairment related to or associated with a diagnosis of cancer, for which a person has been rehabilitated or cured, based on competent medical evidence." Employers receiving financial assistance from the State should be aware that Government Code Section 11135 prohibits discrimination on the basis of both physical and mental disabilities.

III. What Are The Recognized Defenses?

The non-discrimination mandates of the federal and state statutes prohibiting adverse employment actions against handicapped applicants and employees are not without exception. There are defenses available to employers which, if proved, will excuse them from liability under these laws. One defense, of course, is that the adverse employment decision was not based on a consideration of the individual's handicap, but, rather on a totally unrelated consideration.

Once a prima facie case of handicap discrimination has been established, however, the burden of proof shifts to the employer to justify its action of refusing to hire or terminating the handicapped individual. There are three basic defenses that will be considered:

1. That the applicant or employee, because of his or her handicap, is currently unable to perform the duties of the position;

2. That the applicant or employee, because of his or her handicap, cannot currently perform the duties of the position in a manner which would not endanger his or her health or safety or that of others (the "safety" defense); or

(3) That the absence of the handicap is a bona fide occupational qualification, i.e., a necessary requirement, for the position (the "BFOQ" defense).

These defenses, except for the BFOQ defense, require an individualized evaluation of the abilities and limitations of the particular applicant or employee in relation to the specific requirements of the position in question. Further, the standards that must be met to prove the BFOQ defense are very stringent. In order to show that the absence of a certain handicap is a legally justified requirement for a certain position, an employer must be able to prove that all or substantially all persons with that handicap are unable to perform the duties of the position safely and efficiently and that the essence of the employer's operation would otherwise be undermined. Because of the strictness of this standard, most courts have held against employers who have relied on categorical selection criteria, i.e., medical standards.

Where reasonable accommodation is required, it must be considered in the evaluation of the above defenses. For example, if an applicant cannot perform the duties of the position because of his or her handicap but could do so if an accommodation were provided, then his defense will not stand (unless the employer can prove that the accommodation would be an undue hardship on its operations).

In reference to the three basic defenses to charges of handicap discrimination, a discussion of the court decisions concerning these defenses is of great importance.

1. Inability Defense

   In relying on the "inability" defense, the key is present inability, not future or past inability. The California Supreme Court underscored this limitation in American National Insurance v. Fair Employment and Housing Commission (ANI).

   The facts in ANI were straightforward. The complainant, who suffered from high blood pressure, was hired by the Company as a door-to-door insurance salesman. The Company regarded the work as stressful and, as a matter of policy, did not hire individuals with elevated blood pressure because of the potential harm and danger to such individuals' health. Upon the Company learning of his condition, the complainant was terminated for failing to meet the Company's health requirements. The complainant then filed charges with the Commission alleging handicap discrimination, and a decision was rendered in his favor. A California Superior Court subsequently denied the Company's petition for review and upheld the Commission. On appeal, the California Supreme Court affirmed the trial court's decision.

An important point in the decision is the Court's conclusion in ANI that an employer cannot consider potential health risks when reviewing an applicant for employment. Based on the decision, an employer may only consider an individual's present ability to perform the job in question. The ANI decision appears to have sounded the death knell for an employer's right to consider such factors as the future risk of absenteeism or potential costs of medical treatment and worker's compensation in deciding whether to make an offer of employment to an individual.[1]

Further, the California regulations emphasize that a "qualified handicapped individual" only is required to be able to perform the "essential functions of the job or training program in question."

While preemployment physical examinations are allowed, such examinations only may be administered on the condition that all employees in similar positions are subjected to an examination. Further, employees disqualified based on the results of an examination must be given an opportunity to submit an independent medical opinion before a final decision is made.

2. Safety Defense

The "safety" defense relates to circumstances where a handicapped individual is excluded from a job either because (1) the position poses a danger to the individual's health and welfare, or (2) the position would subject others, including employees, to a safety hazard.

The California Commission has been extremely reluctant to uphold the safety defense except where there is an "identifiable and substantial immediate danger" to the employee or others.

The most recent court decision to discuss the safety defense is Sterling Transit Co., Inc. v. Fair Employment Practices Commission in which the court rejected an employer's reliance on the safety defense based on a speculative injury. The complainant, who was afflicted with a congenital back problem

[1] It is noteworthy that in Sterling Transit Co., Inc. v. Fair Employment Practices Commission, 121 Cal. App. 3d 791 (1981), a California appellate court also rejected an employer's attempted defense of potential medical or other costs as justification for refusal to hire an individual with a congenital back problem. While acknowledging that the handicap provision may increase an employer's cost of doing business, the court found no basis for creating a financial impact exception and further states that such a defense could erect "employment barriers more difficult to scale than Mount Ranier."

(scoliosis), was rejected for a truck driver position based on the employer's policy of not hiring anyone for the job who possessed other than a "normal back." While the court acknowledged that the FEHA expressly provides that an employer may refuse to hire persons whose physical handicap prevents them from performing their duties in a manner which does not endanger their health, the court concluded that this defense must be "tailored to the individual characteristics of each applicant in relation to specific, legitimate job requirements." Based on conflicting medical testimony and the individual's performance of substantially equivalent work for approximately ten years without any job-related back problems, the court held that a mere "possibility" of an injury in the future was not sufficient to override the "strong policy of providing equal employment opportunity."

3. BFOQ Defense

Perhaps the most difficult defense to establish is that the handicap prevents the individual from complying with a bona fide occupational qualification (BFOQ). This defense generally arises when an employer attempts to exclude all individuals from employment who suffer from a particular physical disability.

As an example, in El Dorado County Sheriff's Department, Slip op., Case No. FEP 77-78 E4-0295 ph 79-06 (Cal. Comm. Sept. 6, 1979), the complainant was terminated from his probationary job as a deputy sheriff because of the employer's determination that he suffered from a disqualifying hearing impairment. The employer required that all employees comply with a minimal hearing standard. The use of hearing aids also was prohibited, allegedly, because they could become inoperative or emit buzzing noises. In determining that the employer failed to establish a basis for the BFOQ exception, the California Commission determined that the standard was imposed by the employer without first validating it concerning the specific job issue.[2] Thus, the California Commission ruled that the employer's policy of excluding the complainant was unlawful.

In the Sterling Transit decision, discussed above, the California Appellate Court also rejected the employer's argument that it should be permitted to refuse a truck driver's job to all persons suffering from back problems based on BFOQ defense. The court

[2]While the California regulations do not specifically refer to a validation requirement, the regulations prohibit the use of any test or selection criterion, unless it has been shown to be job-related to the position in question, and an alternative that does not discriminate is not available. Sec. 7294.1, 3 CCH Empl. Prac. Guide 20,846.11.

applied the doctrine from Weeks v. Southern Bell Telephone & Telegraph Company, 408 F. 2d 228 (5th Cir. 1969), which related to sex discrimination, and held that an employer could not "exclude a handicapped person on the basis of class alone, unless it is proved that all, or substantially all, persons in that class are unable to perform the job duties safely and efficiently." Because no such evidence was submitted, the employer was not permitted to rely on the BFOQ defense.

Certainly the most recent example of a broad exclusion being struck down is ANI, in which the employer refused to hire any individuals suffering from high blood pressure.

IV. What Is Reasonable Accommodation?

Employers are required by law to make reasonable efforts to remove barriers that stand in the way of otherwise qualified disabled applicants and employees. These efforts are called "reasonable accommodation" and are necessary to afford disabled persons an equal opportunity to obtain employment and to perform to the best of their ability.

Many accommodations are minor in nature and negligible in cost. However, an employer must provide the necessary accommodation, no matter what the cost, unless he/she can prove that to do so would impose an undue hardship on the operation of the business. This determination must be based on an objective consideration of a combination of factors, including the size of the employer, the type of operation, and the nature and cost of the accommodation involved.

For ease of discussion, there are five strategies for reasonable accommodation. They are: (1) Work Restrictions, (2) Job Restructuring, (3) Job/Site Modification, (4) Support Services, and (5) Barrier Removal.

1. Work Restrictions

The first, and by far the most common, method of accommodation is the work restriction. The purpose of a work restriction is to place a physical or environmental limitation on the worker. The employer may limit the worker from performing certain physical functions or restrict the worker's access to a range of environmental and working conditions (elevation, weather conditions, chemicals, etc.) during the course of employment.

2. Job Restructuring

Job restructuring differs from work restrictions in a number of important ways. Job restructuring involves the complete elimination of nonessential duties of a position and the addition of different nonessential duties and tasks which the worker can perform. For purposes of reasonable accommodation, the class concept and the essential duties of the position must remain unchanged.

3. Job or Site Modifications

Job or site modifications differ from job restructuring and work restrictions in that these accommodations involve changing the methods and means of task accomplishment. This type of accommodation is more complex and technically oriented.

Some job-site modifications which have worked successfully in the past have included the:

- Acquisition of visual indicators to replace or coexist with bell warning systems;
- Installation of high-contrast furniture for a visually impaired worker;
- Relocation of equipment controls from one side to the other or change from hand to foot (or vice-versa) for operation;
- Installation of telephone dialing devices;
- Expanded use of computers, such a word processors for handicapped employees.

4. Support Services

The fourth form of reasonable accommodation is the provision of support services. Support services involve accommodations where another individual must interact with the handicapped worker so that the worker can perform the job.

This method of accommodation will probably be useful only for a large organization such as a major corporation, state or federal agency or a major county or city. It would be clearly unreasonable, for example, for a small city to be required to employ an additional person to assist a handicapped employee in performing his/her job.

Perhaps the most important criterion to consider in the area of support services is that the additional person must not perform the actual essential duties of the position. The role of the additional person is to facilitate job performance and not to actually complete job tasks. No state or federal regulation requires the employment of two persons for one job.

5. Barrier Removal

Barrier removal really concerns two types of barriers. The most well known form is architectural barrier removal. The less commonly known form is the removal of institutional barriers.

Under both 503 and 504, the employee should have access to his or her specific work area, the cafeteria, if one exists, and restroom facilities. The Office of Revenue Sharing requires new construction completed with federal funds on or after January 1, 1977, to be accessible and usable by handicapped persons. Existing facilities should have been made accessible no later than January 5, 1984.

In the area of institutional barriers, the Office of Revenue Sharing regulations require that:

> "(1) A recipient government may not use any employment test, selecting criterion, or policy, that screens out, from consideration for employment, a handicapped individual unless:
>
> > (i) The test, selection criteria or policy as used by the recipient, is shown to be directly related to the essential functions of the position in question, and
> >
> > (ii) Alternative job-related tests, criteria or policies that do not screen out, or tend to screen out as many handicapped individuals are shown to be not available.
>
> (2) A recipient government shall select and administer tests using procedures (e.g., auxiliary aids such as readers for visually-impaired individuals or qualified sign language interpreters for hearing-impaired individuals) that accommodate the special problems of handicapped individuals to the fullest extent consistent with the objectives of the test. The test results shall accurately reflect the applicant's or employee's ability to perform the essential functions of the job in question, rather than the applicant's or employee's impaired sensory manual or speaking skills, except where such skills are essential requirements of the job."

V. What Is A Job Analysis?

The purpose of the job analysis is to provide employers and examining physicians with an accurate, objective and detailed description of the actual physical abilities required for the safe and efficient performance of a particular job. This information is very different from the listing of the specific tasks of the job found in the traditional job description. The job analysis, as opposed to the job description, gives the employer the information needed to match the particular range of an individual's abilities with the physical ability requirements of the particular position in question.

VI. Why Perform A Job Analysis?

There exists no specific statutory or regulatory requirement that an employer conduct an analysis of the physical demands of all positions. However, the non-discrimination laws do require that an employer show that selection criteria which exclude individuals with specific disabilities are job-related and that reasonable accommodation is not possible in order to justify its decision not to hire an otherwise qualified applicant because of his or her handicap or mental condition. Because reliance on across-the-board medical standards, that are often not related to actual job performance, is no longer permitted or desirable, an analysis of the physical demands of each position is necessary in order to discover what physical qualifications are in fact job-related.

The further requirement that an applicant be evaluated in terms of his or her ability to perform the essential functions of the position poses an additional problem to the employer that can best be remedied through a physical demands job analysis. Without such an analysis, it is difficult for an employer or an examining physician to know which duties are essential and which are not. Though the term "essential" has not yet been judicially interpreted, one can assume that some of the factors to take into account include the importance of the function to the purpose of the job, how often the function must be performed and whether the ability to perform the function is necessary in an emergency or to avoid physical harm.

VII. Summary

After consideration of all of the legal requirements concerning non-discrimination in employment on the basis of handicap as set forth in the applicable statutes, regulations and judicial decisions, it is clear that there are a number of factors that must be taken into account by an employer when deciding whether to hire a handicapped applicant. Those factors can be summarized as follows:

1. What are the duties of the particular position in question?

2. What are the essential duties of the position?

3. What is physically required for the safe and efficient performance of the essential duties of the position?

4. Is the individual applicant currently able to physically perform all of the essential duties of the position safely and efficiently?

5. If not, is there any accommodation which, if provided, would enable the applicant to so perform?

6. If so, would the provision of this accommodation impose an undue hardship on the employer?

In order to make an informed employment decision, taking into consideration all of the above factors, an employer must have available specific information about the job, the applicant, and possible accommodations. Only then can the required individualized assessment be made.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
California Peace Officer Legal Sourcebook		October 18, 1984
Bureau	**Reviewed By**	**Researched By**
Training Program Services	Hal Snow	Bob Spurlock RS
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	9.20.84	September 20, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should POST continue funding the cost of reproduction and postage of the California Peace Officer Legal Sourcebook bi-monthly updates?

BACKGROUND

On December 1, 1983, POST entered into an interagency agreement with the Department of Justice to fund, at a cost not to exceed $40,000, the production and distribution of 5,000 copies of the California Peace Officer Legal Sourcebook.

At the April, 1984 meeting, the Attorney General requested additional funding to pay for reproduction and mailing of the bi-monthly Sourcebook updates for the 5,000 original copies. The Commission approved this funding request, at a cost not to exceed $13,710, through October 1, 1984. The Commission requested that an evaluation of the Sourcebook be made to determine the Sourcebook's effectiveness and uses prior to the October 1984 Commission meeting.

ANALYSIS

During May 1984, POST staff provided the Attorney General's Office with technical assistance in the development of a survey of the field to provide input into the evaluation of the Sourcebook. The survey, Attachment A, was distributed during July, 1984, to over 700 regular and specialized agencies, academies, and community colleges with a cover letter requesting a return by August 15, 1984.

Our analysis of the survey results (itemized on Attachment B) and independent contacts with law enforcement agencies and academies indicate that:

1. The Sourcebook is used most frequently by field officers and supervisors.

2. The Sourcebook is used several times a week by most agencies.

3. The Sourcebook is used frequently as a legal reference, a resource for field questions, preparing training materials and improving technical knowledge, and the one most common write-in response was in preparing search warrants.

4. The Sourcebooks are updated promptly.

5. The Sourcebook is considered by most agencies to be either extremely valuable or very valuable.

6. Some law enforcement agencies with audio-visual media production capability, particularly videotape, are producing films for in-service training based upon the sourcebook information.

All indications are that the Sourcebook has been very favorably received by the field. This would most probably be lost if the bi-monthly updates were to be discontinued. The Sourcebook has been produced and promoted as a publication of the Attorney General's Office and is not directly related to POST's primary mission to provide California law enforcement training. It is recognized that the Sourcebook is used as a resource in developing training.

Alternatives Available to the Commission:

Discontinue Funding

The current interagency agreement and augmentation will terminate October 1, 1984. This alternative may have a significant impact on the Attorney General's Office in maintaining the updates.

Continue Funding Indefinitely

This would create a concern over setting a precedent in the funding of another agency's publication.

Continue Funding for the Remainder of this Fiscal Year

It would appear appropriate to suggest that POST continue providing funding for this purpose for the remainder of this fiscal year due to the budgetary problems of the Department of Justice and the necessity for the Department of Justice to have the opportunity to amend their 1985-86 budget to incorporate this cost. Monthly costs for printing and postage for the updates are $4,145 and, therefore; the costs for the remainder of this fiscal year (October 1 - June 30) will be $37,303.

RECOMMENDATION

Approve funding of printing and distribution costs of the Sourcebook for the remainder of this fiscal year, at a cost not to exceed $37,303.00, with the understanding that the Attorney General's Office will budget for and continue funding thereafter.

ATTACHMENT A

CALIFORNIA PEACE OFFICER LEGAL SOURCEBOOK SURVEY

A. _____ _____

Name of Agency/Institution | Contact Person | Phone No.

B. Agency Size, Sworn Peace Officers (Circle appropriate response)

01.	500 and over	04.	200-299	07.	50-74
02.	400-499	05.	100-199	08.	25-49
03.	300-399	06.	75-99	09.	1-24

C. What rank(s) most frequently use the Sourcebook? (Circle appropriate response)

04. Officer/Deputy 02. Supervisor, e.g., Sergeant 01. Executive, e.g., Chief
03. Manager, e.g., Lieutenant or Captain Other _____ (Specify)

D. How frequently, on the average, is each Sourcebook used? (Circle appropriate response)

05.	More than once a day	03.	Once a day	01.	Once a week
04.	Several times a week	02.	Once a month	0.	Not used

E. How is the Sourcebook used? (Circle appropriate response)

	Never	Seldom	Frequently	Often
As a legal reference?	0	01	02	03
As a resource for field questions?	0	01	02	03
To prepare training materials?	0	01	02	03
As a study resource for promotions?	0	01	02	03
For other purposes (specify) _____		01	02	03

F. Are the Sourcebooks promptly updated upon receipt of the updates? (Circle appropriate response)

02. Yes
01. No Comments: _____

_____

_____

_____

_____

G. How would you characterize the value of the Sourcebook? (Circle appropriate response)

03.	Extremely valuable	01.	Not very valuable	_____	No opinion
02.	Very valuable	0.	Of no value		

H. Please describe one specific event or activity in which the Sourcebook proved to be of value.

I. Suggestions for Improvement?

Use the enclosed stamped, addressed envelope to return to:

Herb Hoover
California Department of Justice
Division of Law Enforcement
Investigations and Enforcement Branches
4949 - Broadway
Sacramento, CA 95820

CALIFORNIA PEACE OFFICER LEGAL SOURCEBOOK SURVEY ANALYSIS

During the month of July 1984, approximately 700 survey instruments were sent to all California agencies that received one of the original 5000 copies of the Legal Sourcebook. A total of 419 or 60% of the returns were received by the August 15, 1984 return date.

The following is the results of this survey:

Agency Size

500 and over	7%	200-299	3%	50-74	10%
400-499	1%	100-199	9%	25-49	17%
300-399	2%	75- 99	5%	1-24	40%

What Rank(s) Most Frequently Use The Sourcebook?

Officer/Deputy	17%	Manager	12%
Supervisor	55%	Executive	16%

How Frequently, On The Average, Is The Sourcebook Used?

More than once a week	7%	Once a month	8%
Several times a week	52%	Once a week	23%
Once a day	9%	Not used	1%

How Is The Sourcebook Used?

	Never	Seldom	Frequently	Often
As a legal reference	4%	9%	56%	31%
As a resource for field questions?	8%	12%	56%	24%
To prepare training materials?	15%	26%	32%	27%
As a study resource for promotion?	37%	36%	18%	9%
For other purpose (Specify)	88%	2%	6%	4%

Are The Sourcebooks Promptly Updated Upon Receipt Of The Updates?

Yes	98%
No	2%

How Would You Characterize The Value Of The Sourcebook?

Extremely Valuable	50%	Not Very Valuable	1%	No Opinion	1%
Very Valuable	48%	Of No Value	0%		

The respondents were also asked to describe one specific event or activity in which the Sourcebook proved to be of value. The most common response was in the preparation and use of search warrants.

Respondents were also asked for suggestions for improvement. There were a total of 68 comments in this area. Most of these comments were complimentary of the Sourcebook rather than suggestive. The most common suggestions were to provide more information on traffic law, on the design or the index, and more frequent updates.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Report on POST's Role In Law Enforcement Media Production		October 18, 1984
Bureau	**Reviewed By**	**Researched By**
Training Program Services	Hal Snow	Ray Bray
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	10-2-84	September 13, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUES

What role should POST assume in the production and distribution of instructional media related to law enforcement training?

BACKGROUND

Staff has for some time been exploring what role, if any, POST should play in the production and distribution of instructional media (films, videotapes, slides, etc.) related to law enforcement training. Such media has increasingly become recognized by law enforcement agencies and training presenters as an efficient substitute for, or supplement to, police training. In addition to police training, such media has become a convenient means to transmit information to peace officers as well as the public through public service announcements, etc.

With recent advances in technology, production of videotapes especially has become a more attractive means for developing training and information programs. Numerous law enforcement agencies and training presenters have developed the expertise and acquired the equipment to produce adequate-to-excellent videotapes for training and information distribution.

POST has recognized this great potential and by previous Commission direction pursued the development of a POST Instructional Media Catalog to facilitate the sharing of this media and to minimize duplicative production efforts. The catalog is described under Attachment A. Staff believes this is a significant, history-making role for POST to play in the field of media production and distribution for California law enforcement.

In addition to the catalog, staff has explored what other roles, if any, POST should play in media production and distribution. This has been done in conjunction with the POST Instructional Media Producers Committee composed of law enforcement agency media producers. This committee (Attachment B includes a list of the current participants) has provided continuous input to staff on all media matters. Other possible POST roles have been researched and include: (1) POST serving as a coordinator of media production without funding productions, and (2) POST serving as provider of supportive services to assemble subject matter experts for non-commercial media producers to provide input on media productions in return for making the media available to law enforcement at the lowest cost possible, and (3) POST funding production of media related to police training.

At the June 1984 meeting, the Commission directed staff to study POST's role in funding the production of training videotapes for law enforcement in consultation with the Attorney General's staff. Alternative POST roles are addressed separately in the following analysis.

ANALYSIS

POST As Coordinator of Media Productions. The major agency, non-commercial producers of media for law enforcement training, have expressed a need for POST to serve a coordinative role for needed media productions "that have statewide applicability." Under this concept POST staff, using existing resources, would funnel identified statewide training and/or media needs to the POST Instructional Media Producers Committee. Individual agencies or small groups of agencies would volunteer to produce such media especially if it is also considered a departmental production need. This concept has already been experimented with on a limited basis successfully, with at least three video productions in progress. If the Commission concurs, this process could be streamlined and formalized without additional cost to POST. Staff has been impressed by the professional willingness of law enforcement agencies to share and showcase their production efforts with all of California law enforcement. It is recommended the Commission approve POST serving a coordinator role in media productions.

POST As Provider of Supportive Services of Media Productions. As the Commission knows, extensive use of subject matter experts is routinely made to develop and review training curriculum. Building on this concept, an additional role POST could play in the production and distribution of media is to facilitate the bringing together of small groups of subject matter experts upon request of agency media producers to provide input as to media content. In addition, supportive services would include the identification of subject matter experts. This would greatly benefit the agency media producers as well as help "universalize" productions for use by all agencies. In return for the service, the producer would agree to make the production available to law enforcement at the lowest cost possible. It is envisioned under this role, the Attorney General's Office would qualify for such supportive services. It is estimated that there would be nominal costs to POST ($20,000-$30,000 per year) which would be handled as POST Special Seminars. It is recommended the Commission approve a POST role in the provision of supportive services for media productions as described above. The process of POST serving as coordinator and provider of support services is diagrammed in Attachment B.

POST as Distributor of Media

The idea of POST establishing a statewide or series of regional film libraries has been thoroughly researched and has been determined not to be desirable or feasible at this time. The POST Instructional Media Catalog is considered a more appropriate means to facilitate the sharing of information on available media. Several regional film libraries, some through regional training centers, already exist without POST funding. Our research has indicated that film libraries are exceptionally expensive to develop and maintain because of the necessary computer and repair equipment, staffing, postage, etc. Also, some agency media producers object to relinquishing control over distribution of their self-produced media.

POST As Producer/Funder of Media Productions. Because staff has access to most of the major agency producers of media through the POST Instructional Media Producers Committee, the vast array and numbers of videotapes being regularly produced has become obvious. These productions have not resulted in any POST expenditures. Nor have these major agency producers indicated their desire for POST to fund productions. This suggests there is no overwhelming need for POST to fund non-commercial productions.

Arguments for and against POST funding media productions for law enforcement training in general, can be summarized as follows:

For

1. Would bring recognition to POST.

2. Can enhance departmental training.

3. Can supplement existing POST-certified training.

Against

1. No evidence that existing producers are not capable of meeting production needs with local funds.

2. Would be a costly undertaking to initially develop and to keep the media updated.

3. Funding one producer could result in other requests.

4. Would be a new and controversial role for POST.

5. Need to first evaluate the effectiveness of other less costly roles, i.e. "Catalog," "Coordinator," and "Provider of Supportive Services."

7. Difficulty in determining cost-effectiveness for a given production.

The POST Instructional Media Producers Committee, which represents the major law enforcement agency producers of training media, have unanimously recommended that POST not fund media productions for the following reasons: (1) existing media producers are fully capable of producing media on almost any need at no cost to POST and (2) the other POST roles in media production need to have a chance to be evaluated to determine if media needs can be efficiently addressed.

At this time there does not appear to be a demonstrated need for POST to fund production. Potential costs would be high; therefore it would appear unwise to commit POST to a role in production funding. However, it would appear reasonable to retain the option to assist financially with production of a film in the event that a critical statewide need is identified and the need cannot be met otherwise.

The issue of whether POST should become a producer and/or funder of media productions is a policy issue that only the Commission can address. If the

Commission wishes to consider becomming a producer and/or funder of media, the production options available include:

1. Develop a Media Production Capability Within POST. This option would provide greater control over production content and quality, but would be costly.

2. Provide Funding to Media Producers For Specifically Identified Needs. This option would result in less control over media content and quality but would be less costly, especially if production costs are shared. Under this option specifically identified needs would be funded only after it was verified that no media already existed and other no-cost means to develop the media had been exhausted.

RECOMMENDATIONS

Approve the following Commission policies for POST's role in media production with whatever amendments or refinements the Commission may deem appropriate:

1. Coordinate identification of needed subjects for media production.

2. Act as a catalyst to bring media producers and subject-matter experts together in the developmental stages so that productions may have the benefit of the widest possible input and be technically sound and correct.

3. Assist in the "signal calling" role to coordinate which producers will produce which subjects, with a purpose of avoiding costly duplication.

4. Develop guidelines for production quality with the producers.

5. Provide a process whereby the fact that a video production has been developed under the guidelines of the POST Instructional Media Producers Committee appears in the videotapes.

6. Act as a computerized clearinghouse for the distribution of information on media through advertising the availability of training media catalog.

7. Encourage duplication of certain selected media to make them more accessible to regional repositories and to trainers generally.

8. Avoid direct participation in production costs; however, in the event of a critical statewide need, that cannot be met otherwise, assist in the funding of production to meet that critical need. (The Executive Director has authority to sign contracts up to $10,000 for training efforts, which could include media productions. Any amounts above that would, of course, need to be approved by the Commission.)

PROGRESS REPORT: POST INSTRUCTIONAL MEDIA CATALOG

BACKGROUND

Responding to the need for POST to assess its possible role in the production, reproduction, or distribution of instructional media for law enforcement training, POST staff met in October 1981 with a group that came to be known as the POST Instructional Media Producers Committee. Consisting of representatives from the law enforcement agencies producing most of the police training media in California, the Committee has worked with POST staff to develop an Instructional Media Catalog. A current list of participating members and agencies is shown on pages 3 and 4.

The Instructional Media Catalog is a major part of the clearinghouse concept recommended by the committee and endorsed by the POST Commission on numerous occasions during the past several years. According to the concept, POST would establish a computerized data base of information relating to instructional media for law enforcement training. Included in the data base would be:

1. A listing and description of audio-visual training programs and where to obtain them.

2. An inventory of audio-visual equipment, including major production items, available within agencies.

3. A list of agency personnel involved in production of media for training, and a roster of subject-matter experts to be contacted.

4. Identification of other resources to aid in the production, reproduction, and distribution of instructional media programs.

Item #1 information will be included in the Instructional Media Catalog. The other information items may be added to the data base later. Targeted for first publication in early 1985, the POST Instructional Media Catalog will enable law enforcement agencies for the first time to tap a heretofore unavailable source of training material--the non-commercial audio-visual programs produced by law enforcement agencies. By facilitating the exchange of this material, the catalog will greatly expand agency access to suitable low or no-cost instructional media. Estimates of the number of agency-produced media programs to be listed in the catalog run as high as 1,000. Added to this would be the media productions of private commercial producers willing to list in the Instructional Media Catalog.

Thus, in one POST Instructional Media Catalog would be contained all necessary information for acquiring either non-commercial or commercial audio-visual material. A law enforcement training manager, for example, would be able to refer to the catalog and locate training programs in a specific subject area, a specific media format, a certain time length, a definite cost, and a certain source. The catalog is also expected to greatly benefit training presenters, POST-certified and otherwise, by making this information conveniently available to improve quality.

Considered and rejected was the concept of POST establishing either a film/video tape library or a series of regional libraries. This alternative was rejected because of its much higher costs and local agency producers losing control of their media productions.

Access to this wealth of information is expected to greatly benefit the producer of media programs as well. Awareness of available training material in specific subject areas will certainly reduce unnecessary duplication of production efforts. This, in turn, will save local agency producers their investment in time, equipment, and personnel on production of media programs that have already been developed by some other agency.

PRESENT STATUS

Detailed design of the system and programs for the Insructional Media Catalog is proceeding now, on schedule. Various forms have been designed in preparation for the "input phase" of the project, beginning in October, when agency and other producers will be asked to submit information about their media productions for entry into the computer data base at POST. As an example, page 5 is the Instructional Media Catalog Item form that will serve as the primary input document. Following entry of the information, the system will be tested in early 1985. The Instructional Media Catalog is expected to be published and distributed shortly therafter.

In conjunction with the development of the catalog. POST staff will be coordinating with the Instructional Media Producers Committee the operation of an extensive publicity campaign. The major purpose of the campaign will be to ensure the fullest participation by all producers of law enforcement training media, and awareness of the Catalog's benefits to all law enforcement agencies. Publicity will be accomplished through POST Scripts, addresses to professional groups, and the use of a video tape "Sharing the Wealth," produced by members of the Instructional Media Producers Committee.

Distribution of the Instructional Media Catalog will be to all California law enforcement agencies, presenters of POST-certified courses, and participating public and private media producers. The catalog will be printed annually, with three additional quarterly updates. There will be no cost for the catalog to those agencies identified above. It is anticipated that the annual cost of producing the catalog will be approximately $10,000, which can be accommodated within existing resources.

A prototype of the catalog is available upon request. Staff believes the POST Instructional Media Catalog is a major historical advancement in police training for California and should serve as a model for other states. Inquiries have already been received from other states about the program and feasibility of networking or media-sharing once the catalog is implemented.

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INSTRUCTIONAL MEDIA CATALOG ITEM

State of California — Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
Mailing Address
P.O. Box 20145
Sacramento, California 95820-0145

A. TOPIC CATEGORY NUMBER(S) (See IMC Topics List on reverse for numbers) | POST USE ONLY

PRIMARY: | SECONDARY:

B. TITLE

C. MONTH AND YEAR PRODUCED ____ - ____

D. DURATION (IN MINUTES) ____

E. PRODUCER CATALOG NUMBER ____

F. CONTENT (See reverse side for instructions and examples)

G. TARGET AUDIENCE

(LAW ENFORCEMENT PERSONNEL)

- ☐ Civilian Employee
- ☐ Recruit
- ☐ Officer
- ☐ Investigator
- ☐ Supervisor
- ☐ Manager/Administrator

(NON-LAW ENFORCEMENT)

- ☐ General Public
- ☐ Elementary School
- ☐ High School

H. FORMAT

		B/W (✓)
☐ Audio Cassette		
☐ Audio Record		
	☐ 8 mm ☐ 16 mm ☐ 35 mm Film	☐
	☐ Filmstrip	☐
	☐ 35mm Slide (☐ with Sound)	☐
	☐ ½" Beta Video Tape	☐
	☐ ½" VHS Video Tape	☐
	☐ ¾" U-Matic Video Tape	☐
☐ Other (specify): ____		☐

I. SUPPORTING MATERIAL

- ☐ Handouts
- ☐ Lesson Plans
- ☐ Outline
- ☐ Pre/post Tests
- ☐ Scripts
- ☐ Training Bulletins
- ☐ Transparencies
- ☐ Work Book
- ☐ None

J. DISTRIBUTION

- ☐ Law enforcement agencies only
- ☐ Law enforcement agencies and/or public presenters of POST-certified courses
- ☐ The above, general public and/or private presenters of POST-certified courses

K. COSTS

Copy (tape provided by user) $ ____ Preview $ ____ Rental $ ____

Copy (tape provided by producer) $ ____ Purchase $ ____

L. MEDIA PRODUCER

NAME ____
(Law enforcement agency, training institution or commercial vendor)

ADDRESS ____

____ ZIP ____ TELEPHONE (____) ____

CONTACT PERSON'S TITLE AND WORK UNIT ____

M. PREFERRED MODE OF CONTACT

☐ TELEPHONE ☐ DEPARTMENT LETTER ☐ PURCHASE ORDER ☐ POST ORDER FORM

COMPLETION OF THE INSTRUCTIONAL MEDIA CATALOG (IMC) ITEM FORM

The IMC Item form is to be completed and submitted to POST by the *producer* (not simply holder) of each media item to be entered for the first time into the data bank at POST. Media information in the data bank is the basis for printing of the annual Instructional Media Catalog and quarterly updates to the catalog. It is important, therefore, for the information to be complete, accurate, and in accord with instructions given below.

Instructions For Completing The Form:

A. TOPIC CATEGORY: Enter number(s) only from applicable topics listed below, primary topic separate from secondary topic(s). If you are in doubt about which number applies to the primary topic, refer to the Expanded Subjects List in Section B of the Instructional Media Catalog. Identification of all appropriate topic categories for an item will aid catalog users in finding available instructional media on a given subject.

1. Administration of Justice Components
2. Alcohol Abuse
3. Communications, Interpersonal and Written
4. Community Relations
5. Crime Prevention
6. Custody
7. Evidence: Law, Concepts, Techniques
8. First Aid/CPR/EMT
9. Force, Weaponry, Defensive Tactics
10. Health and Physical Fitness
11. Investigation: Basic Concepts and Techniques
12. Investigation: Specific Crimes or Situations
13. Interrogation and Interviewing
14. Law: Basic Concepts and Techniques
15. Law: Specific Crimes or Situations
16. Law Enforcement Agency Support Functions
17. Law Enforcement Profession and Ethics
18. Major Incidents (Disasters, Riots, Terrorism)
19. Narcotics and Dangerous Drugs
20. Officer Safety/Survival
21. Patrol: Basic Concepts and Techniques
22. Patrol: Specific Situation Techniques
23. Stress: Identification, Cause and Cure
24. Supervision and Management
25. Traffic: Law, Concepts, Techniques
26. Vehicle Operations

B. TITLE: Enter full title of media item.

C. MONTH AND YEAR PRODUCED: Enter actual date if known, or your best estimate, in numerals.

D. DURATION: Enter length in minutes for discrete-time media item.

E. PRODUCER CATALOG NUMBER: Enter *your* media identification number for the item.

F. CONTENT: Describe clearly the instructional objectives of the training media item titled above. Be specific and concise. DO NOT repeat information provided elsewhere on this form. DO indicate any particular emphasis(es), type of presentation (documentary, interview, simulation, reenactment, etc.), content (action, analysis, conclusion), etc. that can aid the catalog user to determine if the media item is appropriate for his/her department's need. EXAMPLES:

CIVIL LIABILITY OF POLICE OFFICERS

Reviews what acts can be sued for, seeking to define the officer's duties on and off the job with regard to cases that invite intervention. Examines the growing vulnerability to civil suits and emphasizes the importance of good decisions.

A LADY CALLED CAMILLE

Portrays the devastation of hurricane Camille, emphasizing the emergency plans, the role of rescue teams, the help from volunteer groups and from the military, which helped reduce the suffering and casualties. Excellent documentary footage for emergency planning and civil defense training.

OFFICER STRESS AWARENESS (INTRODUCTORY FILM)

Brings to the attention of officers the sources of stress in their profession, and the possible long-term effects of stress that is not deliberately de-fused by awareness and release techniques. Suggests ways to deal with the wide range between boredom and anxiety occasioned by most police work. Emphasizes the importance of recognizing the multiple aspects of the problem.

THE RIOT MAKERS

Films actual demonstrations and riots, portraying the role of radical organizers. Based on a book by Eugene Methuin, designed to expose the real causes of civil commotion.

THE SHOPLIFTER

Details techniques used by amateur and professional shoplifters. Emphasizes how much of this stealing could be prevented by alert employees. A convicted shoplifter demonstrates stealing methods under actual business conditions.

G. TARGET AUDIENCE: Check appropriate box(es).

H. FORMAT: Check appropriate box(es).

I. SUPPORTING MATERIAL: Check appropriate box(es).

J. DISTRIBUTION: Check one box only.

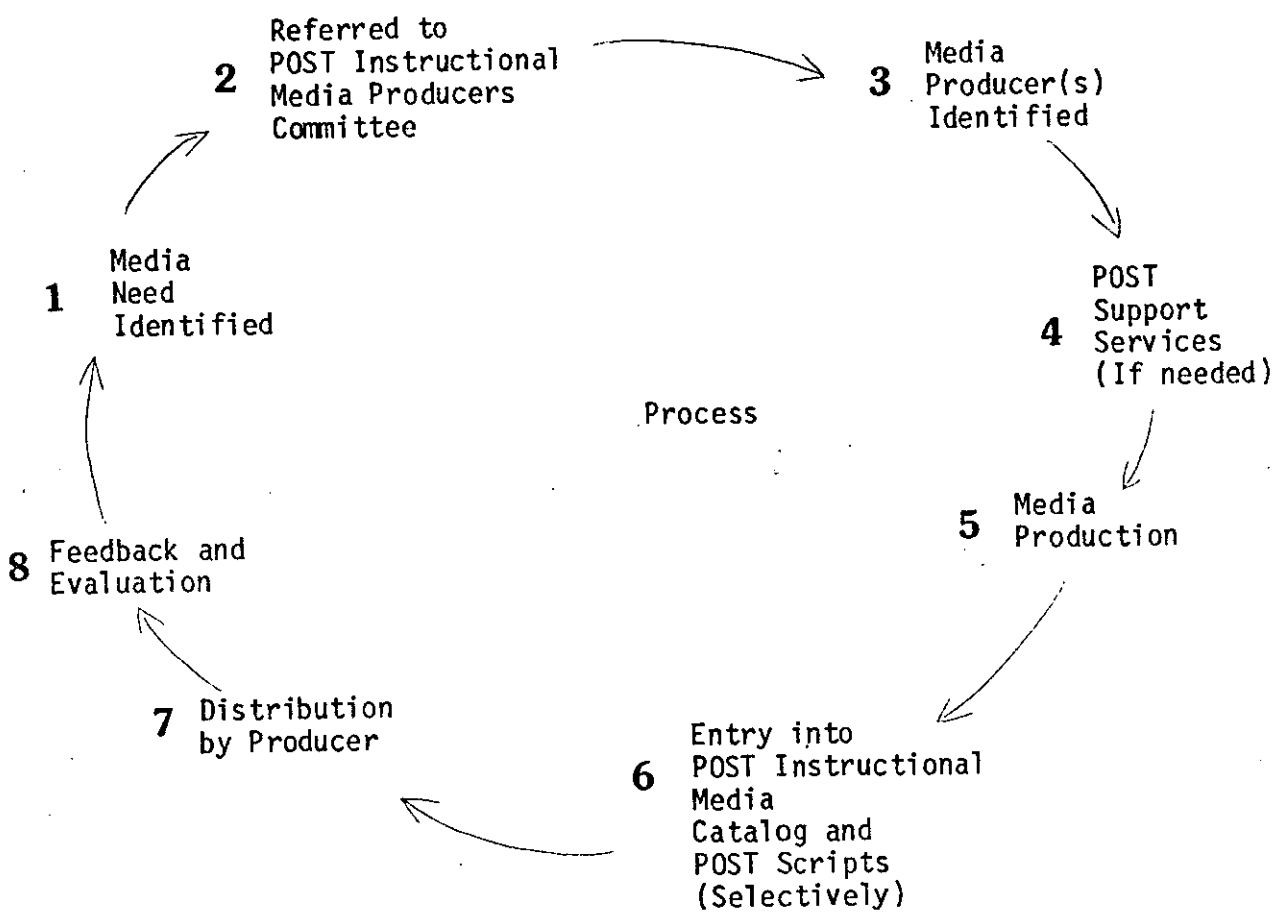
K. COSTS: Check appropriate box(es).

L. MEDIA PRODUCER: Enter completely your agency/institution/company name, address, and telephone number. Enter only the title and work unit of the contact person who will handle distribution of the media item.

M. PREFERRED MODE OF CONTACT: Check appropriate box(es).

ATTACHMENT B

POST As Coordinator And Provider of Supportive Services of Media Productions



62288/231
9-26-84

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Length Of And Reimbursement For The Basic Course		October 18, 1984
Bureau	**Reviewed By**	**Researched By**
Training Program Services		Hal Snow
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	10-3-84	October 2, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUES

Should the present 400-hour minimum length of the Basic Course be increased? Should the 400 hours maximum reimbursement for the Basic Course be increased?

BACKGROUND

The Commission, at its October 1979 meeting, approved converting the Basic Course curriculum to performance objectives, effective July 1, 1980. At that time there was uncertainty as to whether the newly adopted performance objectives could be satisfied in 400 hours. Since the inception of Basic Course-mandated performance objectives in 1980, curriculum has been added based on legislative and job task mandates (Report Writing, Child Abuse, Sexual Exploitation, and Sexual Abuse of Children, etc.) which has further stretched the 400-hour minimum Basic Course.

POST reimbursement for the Basic Course has been at a maximum 400-hour level since 1969. The average length of the certified Basic Course has exceeded 600 hours for several years. Only two academies (State Parks and Recreation and State Forestry) present the course in less than 500 hours.

During 1983, the certified Basic Course presenters were surveyed as to the number of actual instructional and testing hours being devoted to the presentation of the Basic Course. In addition to the academies' completion of the survey instrument, follow-up interviews were conducted in order to properly analyze the survey results. Because of the uniqueness of some individual presentations and the method of data presentation, data from only 24 academies were able to be used in studying the adequacy of the POST minimum Basic Course. (The average Basic Course length of the 7 academies not utilized in the analysis is 714 hours).

The survey results are found in Attachment A. The academies were asked to state the actual instructional and testing hours they devote to the minimum POST Basic Course by learning goal area (Part A of the survey results). They additionally were asked to list the locally determined subjects (actual instructional/testing hours) that they additionally present in their certified courses (Part B of the survey results).

A profile of the average academy length statewide reveals:

Instructional Hours to Meet POST Minimum	500
Testing Hours to Meet POST Minimum	48
Total Average Hours to Present/Test POST Minimum Basic Course	548
Average Hours for Locally Determined Subjects	92
Total	640

The minimum reported length was 445 hours. The data reflect formalized instructional and testing hours and does not include individual remediation hours.

ANALYSIS

Based on the survey data and follow-up interviews with all of the academies, staff concluded that the minimum number of hours to present the Basic Course was 480 hours. (See Attachment B for staff recommendations for functional area instructional and testing hours modifications to Commission Procedure D-1.)

When reviewing the optional/locally determined instruction, 93 different subjects were listed. The only consistent and significant optional item presented statewide is physical training. The Basic Course does not now include physical training performance objectives.

Under a separate item on this agenda it is recommended that physical training and conditioning become a required part of the Basic Course. Should the Commission accept that recommendation, the actual minimum time required for the course would increase from the presently estimated 480 hours to approximately 520 hours.

It seems appropriate for the Commission to address the issue at this time. An increase in the length of the course would result in a more accurate statement of the actual time required for the mandated performance objectives and would not likely have any adverse effects on presenters or law enforcement agencies. An increase in the course would require a public hearing and would require addressing the related issue of maximum reimbursement.

Reimbursement has been held to a maximum of 400 hours since 1969 when the minimum course length was 200 hours. Though it has not been a stated reason, it is believed that financial constraints have, in part, prevented an increase in the maximum reimbursement. There has been a desire to maintain a "balanced program," and consequently a feeling that the Basic Course should not consume too great a percentage of total reimbursements.

Reflection on this issue suggests that it might be more appropriate to set the length of the course at its reasonable minimum - and address the financial aspect in a different manner. The Commission could now, and in future years, effectively control Basic Course reimbursement by adjustments in the salary reimbursement rate. Salary is by far the largest expense category in Basic Course reimbursement. Salary rate for that course could be set independent of salary rate for other courses.

In 1983-84, Basic Course reimbursement of $8.2 million represented 35.8% of the total reimbursements paid. The Commission could hold to that same percentage this year by allocating no more than $9.7 million. Conservatively, that amount would provide reimbursement for 2800 trainees approximately as follows:

Basic Course Hours	Salary Rate
400	70%
440	65%
480	60%
520	55%

Income to the POTF has increased substantially in recent years, and an increase in reimbursement for the Basic Course can be accommodated now at some level and in future years. Should the Commission concur with the need for increasing both the length of, and reimbursement for, the Basic Course, both issues could be resolved at a public hearing in January 1984. Actual reimbursement rate for this fiscal year could then be determined with a reasonably clear view of the overall status of this year's reimbursement budget.

RECOMMENDATION

Schedule a public hearing for the January 1985 meeting to consider an increase in the minimum length of the Basic Course to 520 hours, and to consider increasing maximum reimbursement to the same level.

ATTACHMENT A

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

LENGTH OF BASIC COURSE STUDY

RESULTS OF SURVEY QUESTIONNAIRE
APRIL 1983

PART A - POST MINIMUM BASIC

		Instructional Hours			Testing Hours		
	(Name of Academy)	Indivi. Academy	State Average	Range	Indiv. Academy	State Average	Range
1.0	Professional Orientation (10 Hours)*		16.25	7.5-28		1.0	.5-2.5
	1.1.0 History and Principles of Law Enforcement		1.5	0-4			
	1.2.0 Law Enforcement Profession		1.2	0-3			
	1.3.0 Ethics		1.7	.5-4			
	1.4.0 Unethical Behavior		1.6	.5-4			
	1.5.0 Department Orientation		2.8	0-11			
**	1.6.0 Career Influences		**	**			
	1.7.0 Administration of Justice Components		1.9	1-4			
	1.8.0 Related Law Enforcement Agencies		1.3	0-4			
	1.9.0 California Court System		2.2	.5-4			
	1.10.0 California Corrections System		1.8	.5-4			
2.0	Police Community Relations (15 Hours)		18.5	12-58		1.0	.5-2.15
	2.1.0 Community Service Concept		2.5	1-6			
	2.2.0 Community Attitudes and Influences		5	1-40.5			
	2.3.0 Citizens Evaluation		2	.5-5			
	2.4.0 Crime Prevention		3.4	1.5-9			
	2.5.0 Factors Influencing Psychological Stress		5.4	2-16			
3.0	Law (45 Hours)		65.3	45-92.5		4.3	2-7
	3.1.0 Introduction to Law		1.4	.2-5.5			
	3.2.0 Crime Elements		1.2	.2-1.5			
	3.3.0 Intent		1.0	.3-1.5			
	3.4.0 Parties to a Crime		1.0	.2-1.0			
	3.5.0 Defenses		1.1	.5-2.0			
	3.6.0 Probable Cause		1.5	.5-4			
	3.7.0 Attempt/Conspiracy/Solicitation		1.4	.4-2			
	3.8.0 Obstruction of Justice		1.4	0-3.5			
	3.9.0 Theft Law		1.4	.4-4			
	3.10.0 Extortion Law		.8	.3-1.5			
	3.11.0 Embezzlement Law		.9	.3-1.5			
	3.12.0 Forgery/Fraud Law		.9	.2-1.3			
	3.13.0 Burglary Law		1.6	.3-4			
	3.14.0 Receiving Stolen Property Law		.9	.3-1.5			
	3.15.0 Malicious Mischief Law		1.0	.2-1.5			
	3.16.0 Arson Law		1.5	.2-4			
	3.17.0 Assault/Battery Law		1.1	.3-2			
	3.18.0 Assault With Deadly Weapon Law		1.1	.3-2.5			
	3.19.0 Mayhem Law		.7	.1-1			
	3.20.0 Felonious Assaults Law		1.3	.2-2			
	3.21.0 Crimes Against Children Law		2.6	.4-6			

*Minimum POST Hours
**Omitted from Questionnaire

		Instructional Hours			Testing Hours		
		Indivi. Academy	State Average	Range	Indiv. Academy	State Average	Range
Law (cont.)							
3.22.0	Public Nuisance Law		1.3	.2-2.5			
3.23.0	Crimes Against Public Peace Law		1.5	.4-2.5			
3.24.0	Deadly Weapons Law		1.9	.4-4			
3.25.0	Robbery Law		1.3	.3-3			
3.26.0	Kidnapping/False Imprisonment Law		1.3	.2-4			
3.27.0	Homicide Law		2.0	.4-4			
3.28.0	Sex Crimes and Crimes Against Children		1.8	1-4			
3.29.0	Rape Law		1.5	.5-3			
3.30.0	Gaming Law		1.6	.4-3			
3.31.0	Controlled Substances Law		1.8	.5-3.5			
3.32.0	Hallucinogens Law		1.4	.5-2			
3.33.0	Narcotics Law		1.8	.5-5			
3.34.0	Marijuana Law		1.3	.5-3.5			
3.35.0	Poisonous Substances Law		1.2	.5-3			
3.36.0	Alcoholic Beverage Control Law		2.3	.2-4			
3.37.0	Constitutional Rights Law		2.1	1-6			
3.38.0	Laws of Arrest		5.7	2-12			
3.39.0	Local Ordinances		1.0	0-8			
3.40.0	Juvenile Alcohol Law		1.0	.5-2			
3.41.0	Juvenile Law and Procedure		5.6	1-16			
4.0	Laws Of Evidence (15 Hours)		19.7	12.5-38		1.76	.5-4
4.1.0	Concepts of Evidence		1.9	.2-4			
4.2.0	Privileged Communication		1.1	.3-4			
4.3.0	(Deleted)		.6	0-4			
4.4.0	Subpoena		1.0	.2-4			
4.5.0	Burden of Proof		1.3	.5-4			
4.6.0	Rules of Evidence		2.5	1-4.5			
4.7.0	Search Concept		5.2	1-14.5			
4.8.0	Seizure Concept		4.2	2-9.5			
4.9.0	Legal Showup		1.7	.5-6			
5.0	Communications (15 Hours)		30.8	15-54		3.9	1-21
5.1.0	Interpersonal Communications		3.4	.5-10			
5.2.0	Note Taking		2.5	1-8			
5.3.0	Introduction to Report Writing		3.0	1-8			
5.4.0	Report Writing Mechanics		8.0	2-20			
5.5.0	Report Writing Application		13.4	.5-33			
5.6.0	Use of the Telephone		1.1	0-3			
6.0	Vehicle Operation (15 Hours)		21.9	16-31		2.7	.3-11
6.1.0	Introduction to Vehicle Operation		2.0	1-6			
6.2.0	Vehicle Operation Factors		1.8	.5-4			
6.3.0	Code 3		3.0	.5-9			
6.4.0	Vehicle Operation Liability		1.8	.5-4			
6.5.0	Vehicle Inspection		1.0	.5-2			
6.6.0	Vehicle Control Techniques		11.9	3.5-24			
6.7.0	Stress Exposure and Hazardous Awareness Emergency Driving		**	**			

*Omitted from Questionnaire

			Instructional Hours			Testing Hours		
			Indivi. Academy	State Average	Range	Indiv. Academy	State Average	Range
7.0	Force And Weaponry	(40 Hours)		58	40-96		7.9	1-27
7.1.0	Effects of Force			1.3	.5-3			
7.2.0	Reasonable Force			1.4	.5-3			
7.3.0	Deadly Force			1.8	.5-4			
7.4.0	Simulated Use of Force			2.4	0-10			
7.5.0	Firearms Safety			1.9	1-4			
7.6.0	Handgun			1.3	0-5			
7.7.0	Care and Cleaning of Service Handgun			1.0	.5-3			
7.8.0	Shotgun			1.4	.5-6			
7.9.0	(Deleted)			.7	0-4			
7.10.0	Handgun Shooting Principles			2.2	.5-5			
7.11.0	Shotgun Shooting Principles			1.8	.5-4			
7.12.0	Identification of Agency Weapons and Ammunition			.7	0-3.2			
7.13.0	Handgun/Day/Range (Target)			7.4	.5-24			
7.14.0	Handgun/Night/Range (Target)			3.4	.5-8			
7.15.0	Handgun/Combat/Day/Range			8.0	2-30			
7.16.0	Handgun/Combat/Night/Range			3.9	1-9			
7.17.0	Shotgun/Combat/Day/Range			5.4	2-18			
7.18.0	Shotgun/Combat/Night/Range			2.8	0-7			
7.19.0	Use of Chemical Agents			4.9	3-8			
7.20.0	Chemical Agent Simulation			3.2	1-4			
8.0	Patrol Procedures	(105 Hours)		127.4	90-203		10.9	1-27
8.1.0	Patrol Concepts			1.6	.5-4			
8.2.0	Perception Techniques			1.2	.5-2			
8.3.0	Observation Techniques			1.3	.5-2			
8.4.0	Beat Familiarization			1.3	.5-3			
8.5.0	Problem Area Patrol Techniques			1.5	.5-4			
8.6.0	Patrol "Hazards"			1.5	.2-3			
8.7.0	Pedestrian Approach			2	.5-5			
8.8.0	Interrogation			2	.5-8			
8.9.0	Vehicle Pullover Technique			3.5	.2-9			
8.10.0	Miscellaneous Vehicle Stops			2.4	.5-6			
8.11.0	Felony/High Risk Pullover Field Problem			6.3	2-16			
8.12.0	(Deleted)			.8	0-2			
8.13.0	Wants and Warrants			1.6	0-4.5			
8.14.0	Person Search Techniques			4.7	0-20			
8.15.0	Vehicle Search Techniques			1.7	0-6			
8.16.0	Building Area Search			1.8	.5-4			
8.17.0	Missing Persons			1.3	.5-2			
8.18.0	Search/Handcuffing/Control Simulation			7	0-35			
8.19.0	Restraint Devices			5.3	0-30			
8.20.0	Prisoner Transportation			1.5	0-3.5			
8.21.0	Tactical Considerations/Crimes-In-Progress			2.6	.5-8			
8.22.0	Burglary-In-Progress Calls			1.7	.5-3			
8.23.0	Robbery-In-Progress Calls			1.8	.5-5			
8.24.0	Prowler Calls			1.3	.5-3			
8.25.0	Crimes-In-Progress/Field Problems			5.3	0-25			
8.26.0	Handling Disputes			2.7	0-11			
8.27.0	Family Disputes			3.9	1-20.5			
8.28.0	Repossessions			1.2	.5-2.5			
8.29.0	Landlord/Tenant Disputes			2	.5-6			
8.30.0	Labor Disputes			1.4	.5-2.5			
8.31.0	Defrauding an Innkeeper			.9	.5-2			
8.32.0	Handling Sick and Injured Persons			1.8	0-15			

		Instructional Hours			Testing Hours		
		Indivi. Academy	State Average	Range	Indiv. Academy	State Average	Range
Patrol Procedures (cont.)							
8.33.0	Handling Dead Bodies		1.8	.5-4			
8.34.0	Handling Animals		1	0-2			
8.35.0	(Deleted)		.8	0-2			
8.36.0	Mentally Ill		2.6	.5-5			
8.37.0	Officer Survival		7.4	0-20			
8.38.0	Mutual Aid		1.1	0-2			
8.39.0	Unusual Occurrences		2	.5-4			
8.40.0	Fire Conditions		1.9	.5-4			
8.41.0	News Media Relations		3.2	1-4			
8.42.0	Agency Referral		1.1	0-3			
8.43.0	Crowd Control		3.6	1-12			
8.44.0	Riot Control Field Problem		2.9	1-8			
8.45.0	First Aid and CPR		21.7	14-48			
9.0	Traffic (30 Hours)		39.2	23-59		2.18	1-8.5
9.1.0	Introduction to Traffic		1.1	.2-3			
9.2.0	Vehicle Code		2.6	.5-16			
9.3.0	Vehicle Registration		1.7	.5-6			
9.4.0	Vehicle Code Violations		4.3	1-11.5			
9.5.0	Alcohol Violations		3.5	1-8			
9.6.0	Auto Theft Investigation		2.9	0-6			
9.7.0	Initial Violator Contact		.9	0-2			
9.8.0	License Identification		1.2	.3-2			
9.9.0	Traffic Stop Hazards		1.0	.5-2			
9.10.0	Issuing Citations and Warnings		2.6	.5-10			
9.11.0	Traffic Stop Field Problems		1.6	.5-6			
9.12.0	Traffic Direction		2.6	0-6.5			
9.13.0	Traffic Accident Investigation		1.9	1-4			
9.14.0	Traffic Accident Field Problem		6.1	2-9.5			
9.15.0	Vehicle Impound and Storage		4.6	1-16			
10.0	Criminal Investigation (45 Hours)		47.8	35.5-80		5.2	1-20
10.1.0	Preliminary Investigation		3.0	1-6			
10.2.0	Crime Scene Search		2.3	1-8			
10.3.0	Crime Scene Notes		1.6	.5-4			
10.4.0	Crime Scene Sketches		1.8	.5-3			
10.5.0	Fingerprints		3.5	1-7			
10.6.0	Identification, Collection, and Preservation of Evidence		5-1	.5-18			
10.7.0	Chain of Custody		1.3	.5-3			
10.8.0	Interviewing		2.9	1-10			
10.9.0	Local Detective Function		.5	0-2			
10.10.0	Information Gathering		1.2	.5-2			
10.11.0	Courtroom Demeanor		4.8	.5-10			
10.12.0	(Deleted)						
10.13.0	Burglary Investigation		2.2	.3-6			
10.14.0	Grand Theft Investigation		1.9	.5-5			
10.15.0	Felonious Assault Investigation		1.8	1-4			
10.16.0	Sexual Assault Investigation		3.1	1-5			
10.17.0	Homicide Investigation		2.9	1-6			
10.18.0	Suicide Investigation		1.3	.5-3			
10.19.0	Kidnapping Investigation		1.3	.5-2			

		Instructional Hours			Testing Hours		
		Indivi. Academy	State Average	Range	Indiv. Academy	State Average	Range
Criminal Investigation (cont.)							
10.20.0	Poisoning Investigation		**	**			
10.21.0	Robbery Investigation		2.3	1-7			
10.22.0	Child Sexual Abuse and Exploitation Investigation		3.1	0-8			
11.0	Custody (5 Hours)		7.3	3-12		.7	.3-1.5
11.1.0	Custody Orientation		1.0	.5-4.2			
11.2.0	Custody Procedures		2.1	.5-24			
11.3.0	Illegal Force Against Prisoners		.9	.5-2			
11.4.0	Adult Booking		.8	.5-1.5			
11.5.0	Juvenile Booking		.8	0-2			
11.6.0	Prisoner Rights and Responsibilities		.9	.5-2			
11.7.0	Prisoner Release		.7	.5-2			
12.0	Physical Fitness and Defense Techniques (40 Hours)		48	13.5-91.5		6.5	1-45.5
12.1.0	Physical Disablers		1.2	.5-2			
12.2.0	Prevention of Disablers		1.2	.5-2			
12.3.0	Weight Control		1.1	.5-2			
12.4.0	Self-Evaluation		1.2	0-4			
12.5.0	Lifetime Fitness		4.7	.5-23.5			
12.6.0	Principles of Weaponless Defense		13.2	1.2-30			
12.7.0	Armed Suspect/Weaponless Defense		8.6	2-20			
12.8.0	Baton Techniques		10.1	2-22			
12.9.0	Baton Demonstration		7.1	0-32			
	Examinations (20 Hours)						
a.	Written and Performance						
	TOTAL REQUIRED HOURS: (400 Hours)		500			48	
				*** 548	(POST minimum basic subjects)		
	Average Hours for Locally Determined Subjects			92			
	TOTAL AVERAGE HOURS			630			

** Omitted from survey
*** 548 is the average of the combined instructional and testing hours for POST minimum basic subjects. (excludes locally determined subjects)

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

LENGTH OF BASIC COURSE STUDY
RESULTS OF SURVEY QUESTIONNAIRE

April 1983

PART B - Optional/Locally Determined Instruction

	Subjects*	No. of Academies	Average Inst. Hours	Average Test Hours		Subjects*	No. of Academies	Average Inst. Hours	Average Test Hours
1.	Physical Training	27	39.7	3.7	48.	Motorcycle Gangs	1	2	
2.	Radio Procedures	10	4.2	-	49.	Miranda Hearsay	1	1	
3.	Intoxilyzer	9	4.4		50.	Internal Affairs	1	2	
4.	Bombs/Explosives	9	3.2		51.	Decision Making	1	5	
5.	Orient/Registeration	8	6.5		52.	How to Study	1	2	
6.	POST Testing	8		4.4	53.	Workbook Intro.	1	2	
7.	Hazardous Materials	7	5.6		54.	City Gov't Geog.	1	1	
8.	Graduation/Debrief	7	5.7		55.	Community Stress Factors	1	2	
9.	Barricaded Suspect/Hostage	6	2.1		56.	Neighborhood Watch	1	2	
10.	Command Time	6	28.6	19.6 **	57.	PCP Training	1	1	
11.	Coroners Resp/Trip	5	3.6		58.	Missing Persons	1	1	
12.	Agency Ride Along	5		19.8	59.	Mach/ Operations	1	1	
13.	Prison/Street/Motor Gang	5	3.8		60.	Mobile 5 mm's Gas Check	1	4	
14.	Records/Auto Slots/Telety	5	1.7		61.	Van Stops	1	2	
15.	Race Ethenic Relations	4	4.3	1.3	62.	Intro. Crime Lab	1	1	
16.	Firearms, Miscellaneous	3	5.6	2.6	63.	Indust. Injury	1	1	
17.	Career Influences	3	1		64.	Speeches	1	3	
18.	Crisis Management	3	7.7	1.3	65.	Court Case Prep.	1	10	
19.	Forgery, Fraud, Bunko	3	2.9		66.	Strip Searches	1	2	
20.	Poisoning Insurance	3	1.8		67.	Highway Engineering	1	2	
21.	[illegible]loyee Organizations	3	2.8		68.	Fed Civil Rights Law	1	1	
22.	[illegible]t. Aviation Craft	3	3		69.	Railroad Police	1	1	
23.	[illegible]cial Community Prob.	2	1.5		70.	ABC Insurance	1	1	
24.	Developmentally Disabled	2	3		71.	Photography	1	2	
25.	Emergency Spanish	2	57.5	4	72.	Review Exams	1		6
26.	Use of Dogs	2	2		73.	Baton	1	3	5
27.	Counseling Motivation	2	8		74.	Oral Interviews	1	2	1
28.	Phys./Psy. Attitudes	2	2	1.5	75.	Search/Seizure Scene	1	4	
29.	Emergency Driving	2	7		76.	FTO Day Practice	1	12	2
30.	Insurance/Retirement Benefits	2	1.5		77.	Care Handling Mental Ill	1	4	3
31.	Dept. Rules/Regulations	2	9.5	.3	78.	Field Problems	1	1	
32.	Spelling Exams	2		7.3	79.	Paramedic Service	1	1	
33.	Victims of Violent Crimes	2	5		80.	Detox Center	1	1	
34.	Arson	2	1.4		81.	D.A. Office	1	1	
35.	Prison Tour/Jail	2	2.3		82.	P/O Bill of Rights	1	1	
36.	Family Orientation	2	1.8		83	Recruit Manual	1	2	
37.	Court Trial Sim.	2	4	4	84.	Misdemeanor Citation	1	2	
38.	Deaf Awareness	1	2		85.	Tactical Movements	1	2	
39.	Daily Log	1	2		86.	Target Detection	1	2	
40.	Off Duty Ofc. Surv.	1	2		87.	City Codes Permits	1	3	
41.	Nutrition	1	1		88.	Civil Liabilities	1	1	
42.	Time Mgmt./Test Strat	1	2		89.	SWAT	1	4	4
43.	Patrol Line Assign	1	104		90.	Police Clergy	1	1	
44.	Academy Operations	1	27		91.	Officer Stress Management	1	5	
45.	Practical Exercise	1	2		92.	Officer Alcohol Abuse	1	3	
46.	POST Critique	1	1		93.	Personnel Counseling	1	1	
47.	Annoyancy/Loaded Calls	1	1						

*Listed in decending order of frequency
** One Academy

33079/0268A
4-25-83

Procedure D-1-3 was incorporated by reference into Commission Regulation 1005 on April 15, 1982. A public hearing is required prior to revision of this directive.

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.

Training Methodology

1-2. Training Methodology: The standards for the Basic Course are the Performance Objectives contained in the document "Performance Objectives for the POST Basic Course." This document is part of a dynamic basic course training system designed for change when required by new laws or other circumstances. Supporting documents, although not mandatory, that complete the system are the POST Basic Course Management Guide and Instructional Unit Guides (58).

a. Performance objectives are divided into mandatory and optional objectives. Mandatory objectives must be achieved as dictated by the established success criteria; whereas optional objectives may be taught at the option of each individual academy. No reimbursement for optional performance objective training will be granted unless they conform to the adopted performance objectives standards.

b. Training methodology is optional.

c. Tracking objectives by student is mandatory; however, the tracking system to be used is optional.

d. A minimum of ~~460~~ 480 hours of instruction in the Basic Course is required.

Content and Minimum Hours

1-3. Basic Course Content and Minimum Hours: The Performance Objectives listed in the POST document "Performance Objectives for the POST Basic Course" are contained under broad Functional Areas and Learning Goals. The Functional Areas and Learning Goals are descriptive in nature and only provide a brief overview of the more specific content of the Performance Objectives. The Basic Course contains the following Functional Areas and minimum hours. Within the framework of hours and functional areas, flexibility is provided to adjust hours and instructional topics with prior POST approval.

COMMISSION PROCEDURE D-1
Revised: July 1, 1980

1-4.	Functional Areas:		
	a. Professional Orientation	~~10 hours~~	10 hours
	b. Police Community Relations	~~15 hours~~	15 hours
	c. Law	~~45 hours~~	55 hours
	d. Laws of Evidence	~~15 hours~~	20 hours
	e. Communications	~~15 hours~~	30 hours
	f. Vehicle Operations	~~15 hours~~	25 hours
	g. Force and Weaponry	~~40 hours~~	50 hours
	h. Patrol Procedures	~~105 hours~~	120 hours
	i. Traffic	~~30 hours~~	30 hours
	j. Criminal Investigation	~~45 hours~~	45 hours
	k. Custody	~~5 hours~~	5 hours
	l. Physical Fitness and Defense Techniques	~~40 hours~~	40 hours
1-5.	Examinations:	~~20 hours~~	35 hours
1-6.	Total Minimum Required Hours	~~400 hours~~	480 hours

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
CONTRACT REQUEST - CITY OF REDDING		October 18, 1984
Bureau	**Reviewed By**	**Researched By**
Training Program Services		Hal Snow HP
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	9/21/84	September 12, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission approve a $19,744 contract with the City of Redding for the services of Lieutenant Robert Blankenship?

BACKGROUND

POST has had a longstanding interest in temporary exchanges of staff with law enforcement agencies for individual training and development purposes and the resulting sharing of expertise and ideas.

Recently, Police Chief Robert Whitmer, Redding Police Department, expressed a desire to further develop one of his key managers, Lieutenant Robert Blankenship, by means of gaining experience working with POST on a temporary basis. Staff subsequently met with Lieutenant Blankenship which resulted in this request to secure his services for a four-month period beginning approximately December 1, 1984.

ANALYSIS

This proposal is for POST to contract with the City of Redding at a cost of $19,744, which includes $15,152 for the four-month salary and fringe benefits of Lieutenant Blankenship and $4,592 for his long-term per diem. If this contract is approved, one or more of the following examples of projects are being considered for assignment to Lieutenant Blankenship, including research relating to Senate Bill 1472 (Domestic Violence), development of a mediated audio-visual package to satisfy Advanced Officer training needs of regular and reserve officers in remote areas, update the POST Field Training Guide, or conduct a POST training needs assessment.
Existing staff is insufficient to address all of these and numerous other pending projects.

It is proposed that Lieutenant Blankenship would perform these services at POST, under the direct supervision of POST staff. It has been determined that Lieutenant Blankenship is exceptionally competent, with extensive experience in personnel and training issues.

Staff believes that periodically bringing in existing law enforcement officers for temporary project assignment at POST has mutual benefits to both POST and law enforcement, including the sharing of ideas and building of future leadership.

It is anticipated that the Commission will be routinely made aware of progress on Lieutenant Blankenship's project.

RECOMMENDATION

Approve POST's entering into a $19,744 contract with the City of Redding for the four-month services of Lieutenant Robert Blankenship.

POST Advisory Committee Meeting

Holiday Inn - Holidome, Sierra Room
5321 Date Ave.
Sacramento, California
October 17, 1984, 10 a.m.

AGENDA

Call to Order and Roll Call	Chair
Introduction of New Member, Jack Pearson	Chair
Approval of Minutes of Previous meeting	Chair
Commission Liaison Committee Remarks	Commissioners
AB 1310 Report Discussion	Staff (Berner)
Revolving Fund Concept	Staff (Williams)
Use of Civilians in Law Enforcement	Staff (Williams)
Commission Meeting Agenda Review	Staff
Legislative Review	Staff
Committee Member Reports	Members
Election of Officers	Members
Adjournment	Chair

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, *Governor*
JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

4949 BROADWAY
P. O. BOX 20145
SACRAMENTO 95820-0145

POST ADVISORY COMMITTEE MEETING
June 27, 1984
Bahia Hotel
San Diego, California

MINUTES

CALL TO ORDER

In the absence of Adisory Committee Chairman, Mike Gonzales, the meeting was called to order by Vice-Chairman Joe McKeown at 10 a.m.

ROLL CALL OF ADVISORY COMMITTEE MEMBERS

Roll was called.

Present were:
Joe McKeown, Vice-Chairman
Ben Clark
Michael D'Amico
Ray Davis
Barbara Gardner
Ron Lowenberg
William Oliver
Carolyn Owens
Michael Sadleir
William Shinn
Mimi Silbert
J. Winston Silva

Absent were:
Michael Gonzales, Chairman
Don Brown

Commission Advisory Liaison Committee:

C. Alex Pantaleoni (Arrived at 10:30)
Glenn E. Dyer (Arrived at 11:00)

POST Staff:
Norman Boehm, Executive Director
Glen Fine, Deputy Executive Director
Ron Allen, Chief, Training Delivery Services, North
Imogene Kauffman, Executive Secretary

INTRODUCTION OF NEW MEMBERS

Vice-Chairman McKeown introduced two new members to the Advisory Committee; Ron Lowenberg, Chief of Police, Cypress Police Department, replacing John Dineen as the representative of the California Police Chiefs' Association; and William Oliver, Chief, Personnel and Training Division, CHP, replacing Maurice Hannigan as representative of the California Highway Patrol.

APPROVAL OF MINUTES

MOTION - Davis, second - Clark, carried unanimously for approval of the minutes of the April 18, 1984 Advisory Committee meeting at the Holiday Inn Holidome in Sacramento.

COMMISSION LIAISON COMMITTEE REMARKS

On behalf of the Commission Liaison Committee, Commissioner Pantaleoni stated that the Commission continues to have interest in the activities of the Advisory Committee. One of the agenda items to be addressed by the Commission's Long Range Planning Committee when they meet on June 27 at 2 p.m. is the review of the Future Issues proposed by the Advisory Committee.

Following the Commission Liaison Committee remarks the following items were discussed:

1. New Police Corps Legislation (A.B. 3939)

Several Members voiced the interest of the associations they represent in the concept of the New Police Corps and the desire to resolve some problems ahead of time to give guidance to the Legislature regarding the views of law enforcement.

MOTION - Clark, second - Davis, carried unanimously that the Advisory Committee recommend to the Commission that they appoint a group to conduct a seminar or symposium to include members of the Advisory Committee to meet and discuss recommendations on the current legislation on the New Police Corps or to propose new ideas on the concept.

(In a later discussion while reviewing the Commission agenda, it was noted by Chief Davis that this body would not be a substitute for any legislatively appointed body for the purpose of studying A.B. 3939, which has been referred to interim study.)

2. Emergency Medical Technician Training

It was stated that remote area sheriffs' departments feel far removed from emergency medical services and feel they should have more than a basic First Aid Training Program. It was pointed out that sheriffs of five counties, selected in conjunction with Sheriff Cook, President of the California State Sheriffs' Association, will meet with POST on August 1, 1984, to review training needs that are of specific interest to California Sheriffs' Departments. Chief Oliver, CHP representative, referred to a task force study that had been done with regard to what areas are in need of additional Emergency Medical Technician training and response availability, and stated the Sheriffs at the August 1 meeting are welcome to the research the CHP has developed. Ron Allen stated the EMT training would be discussed at the August 1 meeting of the Sheriffs, and a report will be brought back to the Advisory Committee.

COMMUNITY COLLEGE FUNDING ISSUE

The Community College Funding bill was discussed.

This issue is on A.B. 2808, which is a bill designed to:

1. Allow Community Colleges to continue requiring police academy students to furnish personal equipment necessary for employment.

2. Provide a $300 per police academy student subsidy from the State General Fund to Community Colleges presenting this program.

3. In the event this amount is insufficient to cover the required costs, priority for funding these programs within certain limitations shall be given by the Chancellor.

A.B. 2808 is stalled and has been placed on the inactive file in the Senate. It was the feeling of staff that the bill would not proceed further until after major amendments have been made to the bill. Primary opposition to the bill was the money and the author (Republicans do not favor a Democratic author at this point.).

COMMISSION MEETING AGENDA REVIEW

Executive Director Norman Boehm reviewed the Commission Meeting Agenda for the next day's meeting.

Following the agenda briefing, for general information, Lieutenant Shinn reported on a recently attended three-day symposium on Street Gangs at the Street Gang Investigators' Meeting in San Jose. He stated it was an excellent symposium, and if POST is approached for certification for a future offering, he would recommend POST support the request. The Executive Director stated he would be interested in receiving a copy of any notes taken at the Symposium or any information available. Street gangs are a big problem, and POST would be interested in any future symposia presentations.

Joe McKeown reported on a problem at Los Medanos College with regard to the inablility of reimbursing for travel and per diem for the instructors for the District Attorney Investigators 80-hour course on Trial Preparation and Investigative Techniques. Presently they are able to pay salary only, and consequently are limited to using instructors from the local area almost entirely. It was being requested that POST give some consideration for POST reimbursement for travel and per diem for instructors of this course. The Executive Director stated POST is aware of the problem, and is looking into it.

COMMITTEE MEMBER REPORTS

Committee Member Sadleir (CAUSE) - Mike Sadleir reported that CAUSE is deeply involved in negotiations and expects to have contracts completed before too long. They have met with the Health and Welfare Agency and worked out an agreement whereby they will start getting POST training. CAUSE has met with POST and other state law enforcement groups to discuss problems unique to state law enforcement. This group recommended that the Governor sponsor a workshop to address law enforcement issues relating to state-employed law enforcement officers.

Committee Member Silbert (Public Member) - Mimi Silbert reported on the slow penetration of drugs into law enforcement. She has been doing some work with New York with the same problems, and some programs are being designed. As a public member, Dr. Silbert urged pro-active action by the Advisory Committee and the Commission to have an early study of the cadet program (New Police Corps) and to be well prepared with the problems of the concept.

Committee Member Gardner (WPOA) - Barbara Gardner announced that the WPOA had met in May and will be meeting again July 27 in San Jose for a one-day training session.

Committee Member Clark (CSSA) - Ben Clark stated, as a reminder, that the POST program was not started by the State. It was a program started by local law enforcement, and he would like it emphasized that it is a local program. The people in the police field should remember it is their program, and if they sit back constantly and abdicate their responsibility, it will not be their program. Secondly, he would like to reaffirm, there are fewer and fewer times anything is heard about the real proof of what the Commission (and Advisory Committee) are here to do, i.e., to improve law enforcement. We don't really have any proof of the level of education it takes to do the job and to improve law enforcement.

Committee Member Shinn (PORAC) - William Shinn reported PORAC headquarters is settling its internal politics. He announced that PORAC has moved to new offices across the street in a much bigger building at 1911 F Street. The phone number is still the same. The new offices contain a nice-sized auditorium that will accommodate large meetings and may be available for POST meetings.

Committee Member Owens (Public Memer) - Carolyn Owens reported she had recently attended the first formal inspection that the Chino Police Department had had for 12 years. It was found that it added to the public knowledge of the Police Department and helped the public in the community to have a better understanding of law enforcement.

Committee Member D'Amico (CAAJE) - Mike D'Amico reported that CAAJE had its conference a month and a half ago. The new President is Fred Bowman of Yuba College. They are looking into the possibility of holding meetings as training functions for reimbursement purposes. CAAJE has had many inquiries regarding the effects on academies of 832 training and the 100-hour requirement. Reading and writing proficiency exams are now being presented in the classes. Low scorers are receiving remedial training within the community colleges learning system which is proving to be very beneficial.

CAAJE would like POST's consideration on the possibility of Administration of Justice instructors being reimbursed for attending seminars and training programs as they, too, need to be updated and retrained.

CAAJE is currently reassessing its role within the State. The results of the survey have not been completed as yet.

Committee Member McKeown (CADA) - Joe McKeown reported the academy directors met last week in conjunction with the Basic Course consortium. The community college funding bill was discussed, and it was concluded that the Legislature is uninformed as to what happens in community colleges and how the system works with regard to law enforcement training. The Legislature should be kept informed. One of CADA's projects will be trying to get more information to the Leislature about what is happening in the community colleges and the role they play in police training.

At the consortium meeting there were some concerns expressed about the 832 training and how it would change the reserve modules.

POST amd Golden West College were complimented on three classes recently presented which were designed for academy directors and coordinators. It was excellent. As a result, they are moving forward to try to come up with guidelines for requirements that coordinators have formal training.

INFORMATION ITEM

Chief Ray Davis remarked on the topic of civilianization in law enforcement having been discussed by the U. S. Conference of Mayors. There is a drawback presented in civilianization in that civilians are not used to the degree they should be used. A video tape is available on the use of non-sworn civilians in law enforcement and involving more community members in law enforcement. This subject will be on the agenda for the October Advisory Committee meeting.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 12:30.

Imogene Kauffman
Secretary

State of California

Department of Justice

Memorandum

To : Legislative Review Committee
Members: Robert L. Vernon
B. Gale Wilson
Attorney General John Van de Kamp

Date : September 26, 1984

From : Robert A. Edmonds, Committee Chairman
Commission on Peace Officer Standards and Training
Legislative Review Committee

Subject: LEGISLATIVE REVIEW COMMITTEE MEETING

The Legislative Review Committee of the Commission will meet at 8 a.m. October 18, 1984, in the Coffee Shop of the Holiday Inn - Holidome, Sacramento. The Chairman will report the Committee's action to the Commission at the regular meeting later that date.

AGENDA

1. Final Report - Active Bills for 1984
2. Discussion of 1985 Legislative Program
3. Adjourn

BILL-FILE - COMMISSION ON POST-MASTER
COMMENTS -ACTIVE LEG

BILL NO	AUTHOR	TITLE		SUBJECT	POSITION	COMMENTS
AB 1020	LEONARD	STATE POLICE		TRAINING	NEUTRAL	ACTIVE LEG
		FAILED PASSAGE				
AB 1530	MOORE	LAW ENFORCEMENT: CHOKEHOLDS		TRAINING	NEUTRAL	ACTIVE LEG
		FAILED PASSAGE				
AB 2026	NAYLOR	DOMESTIC VIOLENCE		TRAINING	NEUTRAL	ACTIVE LEG
		CHIEF CLERK OF THE ASSEMBLY				
AB 2110	ALATORRE	PEACE OFFICERS		TRNG/CERT	NEUTRAL	ACTIVE LEG
		CHAPTERED	84-43			
AB 2605	ALLEN	PEACE OFFICER TRAINING: CRIMINAL HISTORY		TRAINING	SUPPORT	ACTIVE LEG
		CHAPTERED	84-785			
AB 2765	SHER	RESTITUTION FINES: VICTIMS OF CRIME		FUNDING	SUPPORT	ACTIVE LEG
		CHAPTERED	84-1340			
AB 2808	OCONNELL	COMMUNITY COLLEGE DISTRICTS: BUDGETS: POLICE ACADEMY TRAINING		FUNDING	SUPPORT	ACTIVE LEG
		CHAPTERED	84-1282			
AB 3482	HARRIS	PEACE OFFICERS		STANDARDS	NEUTRAL	ACTIVE LEG
		CHAPTERED	84-387			
AB 3809	CONDIT	COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING		POST RELAT	OPPOSE	ACTIVE LEG
		SENATE COMMITTEE ON JUDICIARY				
AB 3903	SEBASTIANI	DOMESTIC VIOLENCE		TRAINING	NEUTRAL	ACTIVE LEG
		INTERIM STUDY				
AB 3939	HAYDEN	POLICE CORPS PILOT PROGRAM		TRAINING	NONE	ACTIVE LEG
		FAILED PASSAGE				

BILL-FILE - COMMISSION ON POST-MASTER
COMMENTS -ACTIVE LEG

BILL NO	AUTHOR	TITLE	SUBJECT	POSITION	COMMENTS
AB 4022	MOORE	LAW ENFORCEMENT: CHOKEHOLDS ASSEMBLY COMMITTEE ON CRIMINAL LAW	TRAINING	NEUTRAL	ACTIVE LEG
SB 1383	WATSON	PEACE OFFICERS SENATE COMMITTEE ON JUDICIARY	STND/TRNG	OPPOSE	ACTIVE LEG
SB 1472	WATSON	DOMESTIC VIOLENCE: LAW ENFORCEMENT TRAINING GOVERNOR'S OFFICE	TRAINING	NEUTRAL	ACTIVE LEG
SB 1515	DAVIS, E	COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING SENATE COMMITTEE ON JUDICIARY	POST RELAT	OPPOSE	ACTIVE LEG
SB 1536	RUSSELL	CHILD ABUSE AND NEGLECT ASSEMBLY COMMITTEE ON WAYS AND MEANS	TRAINING	NEUTRAL	ACTIVE LEG

BILL-FILE - COMMISSION ON POST-MASTER
COMMENTS -INFO LEG

BILL NO	AUTHOR	TITLE		SUBJECT	POSITION	COMMENTS
AB 767	MCALISTER	SANTA CLARA COUNTY TRANSIT DISTRICT: POLICE OFFICERS		GENERAL	NONE	INFO LEG
		CHIEF CLERK OF THE ASSEMBLY				
AB 873	FELANDO	PEACE OFFICERS		GENERAL	NONE	INFO LEG
		CHIEF CLERK OF THE ASSEMBLY				
AB 1078	CORTESE	CRIMES		TRAINING	NONE	INFO LEG
		CHAPTERED				
AB 1904	SEASTRAND	PEACE OFFICERS		GENERAL	NONE	INFO LEG
		CHAPTERED	84-424			
AB 2114	ROOS	STATE OLYMPIC TASK FORCE		GENERAL	NONE	INFO LEG
		CHIEF CLERK OF THE ASSEMBLY				
AB 2194	ALATORRE	PEACE OFFICERS		GENERAL	NONE	INFO LEG
		CHAPTERED	84-610			
AB 2491	SHER	FINES		FUNDING	NONE	INFO LEG
		CHAPTERED	84-216			
AB 2518	TUCKER	PEACE OFFICERS		GENERAL	NONE	INFO LEG
		CHAPTERED	84-518			
AB 2624	LAFOLLETTE	COMMUNITY COLLEGES: REGISTRATION		TRAINING	NONE	INFO LEG
		FAILED PASSAGE				
AB 2670	BERGESON	SEARCHES		GENERAL	NONE	INFO LEG
		FAILED PASSAGE				
AB 3714	JOHNSTON	PEACE OFFICERS		GENERAL	NONE	INFO LEG
		CHAPTERED	84-761			

BILL-FILE - COMMISSION ON POST-MASTER
COMMENTS -INFO LEG

BILL NO	AUTHOR	TITLE		SUBJECT	POSITION	COMMENTS
AB 3874	FILANTE	PEACE OFFICERS		GENERAL	NONE	INFO LEG
		CHAPTERED	84-905			
AB 3905	WRIGHT	SCHOOL DISTRICTS: SCHOOL DISTRICT POLICE DEPARTMENT EMPLOYEES: TRAINING: FINANCE		FUNDING	NONE	INFO LEG
		CHAPTERED	84-982			
AB 3990	KONNYU	PEACE OFFICERS		GENERAL	NONE	INFO LEG
		FAILED PASSAGE				
SB 185	BEVERLY	PEACE OFFICERS		GENERAL	NONE	INFO LEG
		GOVERNOR'S OFFICE				
SB 931	MARKS	PEACE OFFICERS		GENERAL	NONE	INFO LEG
		CHAPTERED	84-211			
SB 961	JOHNSON, RAY	PEACE OFFICERS		GENERAL	NONE	INFO LEG
		CHAPTERED	84-940			
SB 1140	DILLS	CALIFORNIA STATE POLICE DEPARTMENT		GENERAL	NONE	INFO LEG
		FAILED PASSAGE				
SB 1394	ROBBINS	SURCHARGES AND PENALTY ASSESSMENTS		FUNDING	NONE	INFO LEG
		CHAPTERED	84-726			
SB 1533	ROBBINS	SURCHARGES AND PENALTY ASSESSMENTS		FUNDING	NONE	INFO LEG
		CHAPTERED	84-1339			
SB 1557	AYALA	MENTAL HEALTH		TRAINING	NEUTRAL	INFO LEG
		GOVERNOR'S OFFICE				
SB 2025	RICHARDSON	PEACE OFFICERS		GENERAL	NONE	INFO LEG
		CHAPTERED	84-702			

BILL-FILE - COMMISSION ON POST-MASTER
COMMENTS -INFO LEG

BILL NO	AUTHOR	TITLE		SUBJECT	POSITION	COMMENTS
SB 2080	WATSON	RACIAL, ETHNIC, AND RELIGOUS CRIMES		GENERAL	NONE	INFO LEG
		CHAPTERED	84-1482			
SB 2247	SEYMOUR	CRIMES: PENALTY ASSESSMENTS		FUNDING	NONE	INFO LEG
		ASSEMBLY COMMITTEE ON CRIMINAL LAW				
SCR 75	PRESLEY	SUICIDE STUDIES		POST RELAT	NONE	INFO LEG
		CHAPTERED	R-99			

REPORT OF THE AD HOC COMMITTEE ON NEW POLICE CORPS

The full Ad Hoc Committee on the New Police Corps issue met at POST headquarters on Wednesday, September 12, 1984. The Committee reviewed the history of the New Police Corps proposal and considered the Advisory Committee's recommendation that the matter be reviewed further, even though legislation on the concept is no longer pending.

The Committee has discussed the New Police Corps concept as well as other issues relating to selection of peace officers. We noted in the process that approximately 400-500 more persons are trained in the Basic Course than are hired each year. There are ample trained recruits available for hire statewide. Moreover, many of the issues relating to recruitment and placement are local responsibilities, including salaries, working conditions, and other local concerns.

Since there is no legislation or specific proposal at hand, the Commission should not pursue the New Police Corps concept further at this time. The Commission should remain in the position of being able to study any future proposals objectively, should they arise.

Our recommendtion is that the Commission take no further action at this time, and that the Ad Hoc Committee be found to have completed its work.

LONG RANGE PLANNING COMMITTEE MEETING
Kellogg West, Pomona
September 6, 1984

MINUTES

The meeting was called to order at 10:10 a.m. by Committee Chairman Jay Rodriguez. Present, in addition to the Chairman, were Commissioners Carm Grande, Alex Pantaleoni, and Robert Vernon. Staff members present were Executive Director Norman Boehm, Glen Fine, and John Berner.

Advisory Committee Report on Future Issues

Committee members reviewed a draft of a final report to the Commission on the 25 issues identified by the Advisory Committee. With some modifications, the report was approved. Copies are to be sent to the Commission and the Advisory Committee Members along with a letter from the Chairman thanking them for their help.

There was consensus that more discussion was needed regarding:

- Private sector assistance with funding of a foundation to support the Command College,
- POST Certificate Program, and
- Potential eligibility of all law enforcement agencies for the POST program.

There was also consensus that a letter be sent to the Advisory Committee thanking the members for their excellent work.

Selection Standards Research

John Berner reviewed for Committee members the research completed to date as required by PC Section 13510(b). Recommendations have been formulated by staff and a full report will be presented at the Commission meeting on October 18.

Eligibility of New Agencies For the POST Program

This issue was set for discussion because of the possibility of legislation by a state law enforcement agency for POST program participation. Discussion centered on the desirability of a "universal" program that addresses all law enforcement; and the assistance to local government basis for the Peace Officer Training Fund. No conclusions were reached but it was recognized that if legislation is introduced, the matter will require further discussion.

Standards and Training for Corrections (STC)

The Executive Director briefed the Committee on inputs received from Sheriffs regarding overlap and duplication between POST and STC.

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

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Executive Director Vacation Credits		Ocotber 18, 1984
Bureau	**Reviewed By**	**Researched By**
Executive Office		D. Beauchamp
Executive Director Approval	**Date of Approval**	**Date of Report**
Norman C. Boehm	10-2-84	September 28, 1984

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The approval of a vacation credit plan and the setting of vacation credits for Fiscal Year 1984/85 for the Executive Director.

BACKGROUND

Existing law provides that the Commission may establish regulations governing the granting of vacation credits for the Executive Director. In the absence of these regulations, the Executive Director's vacation is determined according to State Civil Service rules. The Commission, to date, has not acted to establish such regulations.

The Commission's Organizational and Personnel Policies Committee, addressing the issue at the request of the full Commission, is proposing that regulations be established that would allow the Commission to determine the Executive Director's vacation credits annually, after a performance review.

ANALYSIS

It is the opinion of the Organizational and Personnel Policies Committee that the Commission should exercise its right, under law, to set the Executive Director's vacation credits. As this is the only segment of the Executive Director's compensation package that can be affected by the Commission, it seems appropriate that this management tool be utilized. There is no direct cost related to this action.

RECOMMENDATION

Based on the above, the appropriate action for the Commission would be to:

1. Adopt proposed regulation 1017, as attached, relating to the setting of vacation credits for the Executive Director.

2. Adopt the appropriate vacation credits for the Executive Director for the 1984/85 Fiscal Year.

PROPOSED REGULATION

1017. Executive Director Evaluation and Vacation Allowance

The Commission, at the first meeting held after the beginning of each fiscal year, shall review the performance of the Executive Director and after such review, assign vacation credits that will accrue to that position for that fiscal year. Such vacation credits may accrue, without respect to annual vacation allowances, to a maximum of 60 working days at any given time.

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, *Governor*
JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
4949 BROADWAY
P. O. BOX 20145
SACRAMENTO 95820-0145

August 31, 1984

BULLETIN: 84-9

SUBJECT: REGULATION TO PROVIDE VACATION CREDITS FOR EXECUTIVE DIRECTOR

At its October 18, 1984 meeting, the Commission will consider a proposal to establish a regulation relating to vacation accrual for the Executive Director.

The attached Notice of Proposed Action, required by the Administrative Procedures Act, provides details concerning the proposed regulation and information regarding the process of adopting the regulation. Inquiries concerning the proposed action may be directed to Patricia Cassidy at (916) 739-5348.

Norman C. Boehm

NORMAN C. BOEHM
Executive Director

Commission on Peace Officer Standards and Training

NOTICE OF PROPOSED ACTION

REGULATION TO PROVIDE VACATION CREDITS FOR EXECUTIVE DIRECTOR

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Section 13506 of the Penal Code and to interpret, implement and make specific Section 19857 of the Government Code, proposes to adopt a regulation in Chapter 2 of Title II of the California Administrative Code.

Notice is also given that any person interested may present statements or arguments in writing relevant to the action proposed. Written comments must be received by the Commission on Peace Officer Standards and Training, P.O. Box 20145, Sacramento, California, 95820-0145, no later than October 15, 1984.

INFORMATIVE DIGEST

Existing law provides for the employment of an Executive Secretary (Executive Director) by the Commission on Peace Officer Standards and Training (POST). This position is exempt from civil service, and the incumbent serves at the pleasure of the twelve members of the Commission, who are Gubernatorial appointees. Currently, the Executive Director's compensation package, including vacation credits, is determined by the Department of Personnel Administration in accordance with various State rules and regulations.

Existing law also provides that the appointing power of any employee not a member of civil service may promulgate regulations governing vacations for such employee. In the absence of such regulations, the rules for civil service employees relating to vacations shall govern. Currently, the Commission has no regulations regarding this subject.

This proposal will establish in regulation the Commission's authority to grant appropriate annual vacation credits to the Executive Director. The exact number of vacation hours granted will be determined annually after a review of the Executive Director's performance by the Commission. This review shall be conducted at the first Commission meeting in each fiscal year.

ADOPTION OF PROPOSED REGULATION

A public hearing is not scheduled. A public hearing will be held if any interested person, or his or her duly authorized representative, submits a written request for a public hearing to the Commission on Peace Officer Standards and Training no later than 15 days prior to the close of the written comment period. Following the public hearing if one is requested, or following the written comment period if no public hearing is requested, the Commission on Peace Officer Standards and Training, at its own motion, may adopt the proposed regulation if it remains substantially the same as described in the Informative Digest.

If the regulation adopted by the Commission on Peace Officer Standards and Training differs from, but is sufficiently related to the action proposed, it will be available to the public for at least 15 days prior to the date of adoption. Any person interested may obtain a copy of any modified regulations prior to the date of adoption by contacting the agency officer named herein.

FISCAL IMPACT

The Commission on Peace Officer Standards and Training has determined that no savings or increased costs to any State agency, no reimbursable costs or savings under Section 2231 of the Revenue and Taxation Code to local agencies or school districts, no non-discretionary costs or savings to local agencies or school districts, and no costs or savings in federal funding to the State will result from the proposed action. The Commission has also determined that the proposed changes do not impose a mandate on local agencies or school districts and will involve no significant cost to private individuals or businesses.

The proposed regulation will have no effect on housing costs.

The proposed regulation will have no adverse economic impact on small business.

INFORMATION REQUESTS

The Commission on Peace Officer Standards and Training has prepared a Statement of Reasons for the proposed action. A copy of the Statement of Reasons and the exact language of the proposed regulation may be obtained upon request by writing to the Commission on Peace Officer Standards and Training, P.O. Box 20145, Sacramento, California, 95820-0145. This address is also the location of public records, including reports, documentation, and other materials related to the proposed action.

Inquiries concerning the proposed action may be addressed to Patricia Cassidy at (916) 739-5348.

Commission on Peace Officer Standards and Training

REGULATION TO PROVIDE VACATION CREDITS FOR THE EXECUTIVE DIRECTOR

STATEMENT OF REASONS

The Commission on Peace Officer Standards and Training (POST) will consider, at its October 18, 1984 meeting, the addition of a regulation relating to vacation accrual for the Executive Director. Current law allows the Commission to promulgate regulations regarding vacations for this position, or, in the absence of such regulations, to allow the regular civil service rules relating to vacation to apply. The Commission has not, in the past, chosen to exercise its option in setting the vacation allowance for the Executive Director.

The purpose of this change is to allow the Commission to assign vacation credits on the basis of job performance, rather than civil service rules. The current process does not allow for the acknowledgement of performance which exceeds that required for the position. Because of the limitations imposed on the Commission by State rules and regulations, the granting of additional vacation credits is the only option in the Executive Director's compensation package which may be directly addressed by the Commission. Salary and benefits, other than vacation, are a direct responsibility of the Department of Personnel Administration.

It is the Commission's intent to annually review the performance of the Executive Director and assign vacation credits accordingly. Such credits will remain in effect for a one-year period, until the next such evaluation.

POLICE
1050 South
L

August 30, 1984

P.O.S.T. Commission
% Norman Boehm
Executive Director
P. O. Box 20145
Sacramento, Ca. 95820

Dear Norman and Commissioners:

My compliments on your new Pacesetter Newsletter. I find it refreshingly brief and to the point, while providing a broad spectrum of needed information.

Very well done!

Respectfully,

MEL NELSON
Chief of Police

MN/dd

OCEANSIDE POLICE DEPARTMENT

LAURENCE R. MARSHALL, CHIEF OF POLICE

September 5, 1984

Jay Rodriguez, Chairman
P.O.S.T. Center for Executive Development
4949 Broadway,
Sacramento, CA 95820

Dear Mr Rodriguez:

I have just received my first copy of your Pacesetter Newsletter which I find very informative and well put together. This is something that will be of great value to executives in the field and fills a long-standing need.

I would like to offer my best wishes for your continued success with this newsletter.

Sincerely,

Gene N. Berry, Lieutenant
Detective Commander

GNB:mbc

DEPARTMENT OF POLICE
ROGER M. MOULTON, CHIEF

401 DIAMOND STREET
P.O. BOX 639
ZIP CODE 90277

TEL: (213) 379-2477

CITY OF REDONDO BEACH
CALIFORNIA

September 4, 1984

Mr. Norman C. Boehm
Executive Director
P.O.S.T.
P. O. Box 20145
Sacramento, CA 95820-0145

SEP 7 12 31 PM '84

Dear Norm:

Congratulations on the first edition of the Pacesetter. You have captured the essence of the need for busy police executives and managers. In the past I have found it necessary to sift through numerous publications to identify articles of this nature that are relevant to my needs as a Police Chief.

I have already received an outpouring of support for this type of newsletter from my upper and middle management staff. My prediction is that we will become a stronger team as a result of the exposure to this and future newsletters.

Quite frankly, I believe this newsletter will be instrumental in the personal and professional development of our management team and enhance our ability to better serve the community.

A special note of commendation is due for your editor, Beverly Short and other staff members who put together this attractive, practical, and educational "Newsletter for Law Enforcement Leaders."

Once again, you have proven that California Peace Officers Standards and Training is number one!

Yours for professional law enforcement,

Roger

Roger M. Moulton
Chief of Police

County of FRESNO

Harold McKinney
Sheriff

September 4, 1984

Norman C. Boehm, Executive Director
State of California
Commission on Peace Officer
Standards and Training
Center for Executive Development
4949 Broadway
P.O. Box 20145
Sacramento, California 95820-0145

Dear Mr. Boehm:

Congratulations to you and your fine staff for the new Pacesetter publication. The Pacesetter is designed for easy reading with short, concise articles, and future course schedules. Information about what is occurring in the Command College along with descriptions of the new programs in the Management and Executive Seminar areas was very informative. I also appreciated the capsule review of the Executive Training Needs Assessment (ETNA) completed in 1983.

It is obvious that much work was devoted by many people developing the format and style of the new Pacesetter. The Pacesetter has been needed for a long time. I believe that management and executive personnel will find it most informative and beneficial to their career goals.

Best regards,

Harold McKinney, Sheriff

By Steve Magarian
Steve Magarian, Assistant Sheriff

SM:sp

CITY OF CYPRESS
5275 ORANGE AVENUE, CYPRESS, CALIFORNIA 90630 | AREA CODE (714) 828-9390

September 4, 1984

Mr. Norman C. Boehm
Executive Director
Commission on POST
Center for Executive Development
P. O. Box 20145
Sacramento, California 95820-0145

Dear Norm:

A short note to let you know that the newsletter PACESETTER is everything you promised, plus more. You should be very proud of your and your staff's accomplishments on this particular project.

As a police executive I sincerely appreciate your leadership and your staff's efforts in what I hope is an ongoing search for innovation in training and human resource development.

Sincerely,

Ron

RONALD E. LOWENBERG
Chief of Police

REL:am

CITY OF GARDEN GROVE, CALIFORNIA

11301 ACACIA PARKWAY, GARDEN GROVE, CALIFORNIA 92640

MAILING ADDRESS: P.O. BOX 3070, GARDEN GROVE, CALIFORNIA 92642

POLICE DEPARTMENT

September 6, 1984

Mr. Norman Boehm
4949 Broadway
P. O. Box 20145
Sacramento, CA 95820-0145

Dear Mr. Boehm,

I just reviewed the September issue of "Pacesetter." I think that the newsletter is informative and an excellent method of communicating with police managers.

"Keep up the good work!"

Very truly yours,

S. L. KNEE, CAPTAIN
BUREAU COMMANDER
OPERATIONAL SERVICES BUREAU

SLK:lw

CITY OF CYPRESS
5275 ORANGE AVENUE, CYPRESS, CALIFORNIA 90630 | AREA CODE (714) 828-9390

August 31, 1984

Commission on Peace Officer Standards & Training
Center for Executive Development
4949 Broadway
P. O. Box 20145
Sacramento, California 95820-0145

Gentlemen:

Having just received the initial issue of "PACESETTER" I must tell you how pleased I am that such a publication has come into being.

I have seen similar publications in business and industry for years and always found them most interesting and informative.

Looks like the police executive has arrived on the scene and is being recognized as a professional.

Congratulations!

Status Change - Lieutenant to Captain (CYPRESS POLICE DEPARTMENT)

Address Change - 5172 Orange Avenue to:
5275 ORANGE AVENUE
CYPRESS, CALIFORNIA 90630

Sincerely,

Daryl Wicker, Captain
Cypress Police Department

MONTEREY COUNTY

SHERIFF - MARSHAL - CORONER - PUBLIC ADMINISTRATOR'S DEPARTMENT

P.O. BOX 809 • SALINAS, CALIFORNIA 93902 • AREA CODE (408)
EMERGENCY ONLY - DIAL 911

RECORDS SECTION - 424-0421
WARRANTS SECTION - 758-2744
CIVIL/PUBLIC ADMINISTRATOR - 424-0578
CORONER DIVISION - 758-3878
PATROL DIVISION - 424-0421

COUNTY JAIL AND
ADULT REHABILITATION - 757-1073
INVESTIGATIONS DIVISION - 424-0352
CRIME PREVENTION - 757-8975
ADMINISTRATION & BUSINESS - 424-6487

D. B. "BUD" COOK
SHERIFF - MARSHAL - CORONER - PUBLIC ADMINISTRATOR

September 5, 1984

Norman C. Boehm, Executive Director
Commission on Peace Officer Standards & Training
P.O. Box 20145
Sacramento, CA 95820-0145

Dear Norm:

I just completed reading my first issue of "Pacesetter". I was very impressed with the format and content. It contained many informative articles which were of particular interest to me.

I think it is an excellent idea and I'm sure it will meet with much approval by other law enforcement managers and executives.

With best regards,

D. B. "BUD" COOK
Sheriff-Coroner-Public Administrator

DBC/gs

P.S. I'm also enclosing a list of my lieutenants and above so that they can be placed on your mailing list for future publications.

SECURITY PACIFIC NATIONAL BANK

HANK E. KOEHN
VICE PRESIDENT

September 13, 1984

Ms. Beverly Short
POST
Center for Executive Development
4949 Broadway
Post Office Box 20145
Sacramento, CA 95820-0145

Dear Beverly:

I've just received and read Pacesetter.

It's a fine newsletter. I am sure it will have a positive impact. I'm impressed, it's very well done.

Sincerely,

Hank E. Koehn
Vice President/Director

FUTURES RESEARCH DIVISION

HEK/smj

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

SHERMAN BLOCK, SHERIFF

September 18, 1984

SEP 21 12 35 PM '84

Norman C. Boehm, Executive Director
Commission on POST
Center For Executive Development
P.O. 1 Box 20145
Sacramento, California 95820-0145

Dear Mr. Boehm:

The Los Angeles County Sheriff's Department's Data Systems Bureau was very pleased with your new newsletter entitled "Pacesetter". We would like to be added to your mailing list. Please address the newsletter as follows:

Captain, Data Systems Bureau
Los Angeles County Sheriff's Department
211 West Temple, Room 530
Los Angeles, California 90012

Thank you in advance for adding us to your mailing list and for putting together this informative publication.

Sincerely,

SHERMAN BLOCK, SHERIFF

Larry L. Anderson, Captain
Data Systems Bureau

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

POST OFFICE BOX 2991
SAN DIEGO, CALIFORNIA 92112
TELEPHONE (714)

JOHN F. DUFFY, Sheriff

September 17, 1984

Commission On POST
Center For Executive Development
4949 Broadway
P.O. Box 20145
Sacramento, CA 95820-0145

To Whom It May Concern:

I appreciate "Pacesetter" and wish to compliment you on developing this law enforcement newsletter.

Effective September 28, 1984 I will be promoted to Captain and transferred, however, my mailing address will remain the same.

Keep up the good work.

Sincerely,

JOHN F. DUFFY, SHERIFF

B. McLaughlin, Lieutenant
Reserve Support Detail

JFD:BM:rgm

ADVISORY COMMITTEE APPOINTMENTS

Summary Sheet

As of September 1984, there are several vacancies on the POST Advisory Committee, and it appeared appropriate that these vacancies, and the nominee, be summarized for the convenience of the Commission. The vacancies and the nominee are as follows:

California State Sheriffs' Association

1st Choice: Sheriff Ben Clark, Riverside County
2nd Choice: Sheriff Lloyd Wilson, Mono County
3rd Choice: Sheriff Rod Graham, Yolo County

Department of California Highway Patrol

1st Choice: Chief William Oliver, Commander, Personnel & Training
2nd Choice: Assistant Chief Ken Anderson, Personnel & Training
3rd Choice: Captain William Carlson, Commander of the Academy

California Community Colleges

1st Choice: J. Winston Silva, Supervisor, Criminal Justice Education and Training, Chancellor's Office
2nd Choice: Bill Anderson, Chancellor's Office
3rd Choice: Doug Cronin, Chancellor's Office

Public Members

The terms of two public members serving on the Advisory Committee also expired in September 1984:

Dr. Mimi Silbert, Executive Director of the Delaney Street Foundation, San Francisco, appointed to the Advisory Committee in July 1981 and has served one term.

Carolyn Owens, Program Representative and Criminal Justice Program Administrator of all POST programs at Kellogg West, California State Polytechnic University in Pomona, appointed in February 1984 and has attended two meetings.

We have received a recommendation from Chief Bob Whitmer in Redding that Mr. Joseph Gazzigli be considered. Mr. Gazzigli, an attorney, was formerly a prosecutor in Orange County, and is now in private practice. He is active in community affairs in Redding and comes highly recommended by the Chief.

California State Sheriffs' Association

Organization Founded by the Sheriffs in 1894

August 27, 1984

Jay Rodriguez, Chairman
Commission on Peace Officer Standards & Training
P. O. Box 20145
Sacramento, CA 95820-0145

Re: POST Advisory Committee Recommendation

Dear Chairman Rodriguez:

As president of the California State Sheriffs' Association I would like to re-nominate Sheriff Ben Clark, Riverside County, as our nominee to the POST Advisory Committee.

Sheriff Clark has served in this capacity as a representative of CSSA for the last several years and is well aware of the duties and responsibilities. His experience as one of the senior sheriffs and his well known interest in training makes him the wise choise. Sheriff Clark has indicated to me his strong interest in continuing in this role.

I would ask that he be re-appointed to the Advisory Committee.

Very truly yours,

D. B. "BUD" COOK
Sheriff-President
Calif. State Sheriffs' Association

DBC/gs

cc: Sheriff Ben Clark, Riverside County
Sheriff Richard Pacileo, Secretary, El Dorado Co.

1st Runner Up: Sheriff Lloyd Wilson, Mono County
2nd Runner Up: Sheriff Rod Graham, Yolo County

STATE OF CALIFORNIA--BUSINESS, TRANSPORTATION AND HOUSING AGENCY GEORGE DEUKMEJIAN, Governor

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
BOX 898
SACRAMENTO, CALIFORNIA 95804
(916) 445-7473

August 23, 1984

File No.: 1.2295.A2262

Jay Rodriquez
Commission Chairman
Commission on Peace Officer
Standards and Training
P. O. Box 20145
Sacramento, CA 95820-0145

Dear Chairman Rodriquez:

As you requested, the following personnel of this Department are submitted to you in prioritized order to represent the California Highway Patrol as a member of the POST Advisory Committee:

1. Chief William Oliver, Commander, Personnel and Training Division.

2. Assistant Chief Ken Anderson, Personnel and Training Division.

3. Captain William Carlson, Commander of the Academy.

As you recall, Chief Oliver was appointed in April of this year to complete the unexpired term of Deputy Commissioner Hannigan (former Assistant Chief). Since that term expires September 1984, it is our recommendation that he be reappointed for a full term.

Your consideration of our request is greatly appreciated. If you have any questions in this matter, please do not hesitate to contact me.

Sincerely,

J. E. SMITH
Commissioner

CHANCELLOR'S OFFICE

CALIFORNIA COMMUNITY COLLEGES
NINTH STREET
SACRAMENTO, CALIFORNIA 95814
(916) 445-8752

September 11, 1984

SEP 11 12 25 PM '84

Mr. Jay Rodriguez
Commission on Peace Officer
Standards and Training
4949 Broadway
PO Box 20145
Sacramento, CA 95820-0145

Dear Mr. Rodriguez:

This is in response to your request for a prioritized list of three nominees from my office to fill the Chancellor's Office position on the POST Advisory Committee.

I certainly appreciate the opportunity to continue to have my office represented on the committee. As you may know, Mr. J. Winston Silva of my staff has sole responsibility in the area of administration of criminal justice including curriculum development, inservice training of community college staff, and program approval. Because of this, I nominate him to continue on the POSt Advisory Committee.

Sincerely,

Gerald C. Hayward

Gerald C. Hayward
Chancellor

GCH/mh

cc: Bill Anderson (445-0486)

SEP 17 12 46 PM '84

9-17-84 Bill Anderson advised we should add the following two names as nominees, in addition to Win Silva.

2. Bill Anderson
3. Doug Cronin