

COMMISSION MEETING AGENDA  
Sacramento Hilton Hotel  
2200 Harvard  
Sacramento, California  
April 24, 1986

CALL TO ORDER

FLAG SALUTE

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

PRESENTATION OF RESOLUTION (TO POST MANAGEMENT FELLOW ROBERT CRAWFORD)

APPROVAL OF MINUTES

- A. Approval of minutes of the January 24, 1986 regular Commission meeting at the Bahia Hotel in San Diego

CONSENT CALENDAR

B.1. Receiving Course Certification Report

Since the January meeting, there have been 23 new certifications and 2 decertifications. In approving the Consent Calendar, your Honorable Commission takes official note of the report.

B.2. Approving Resolutions Commending Retiring Sheriff Lynn S. Wood, Chief R. Fred Ferguson, and Chief Cornelius "Con" Murphy

In approving the Consent Calendar, the Commission adopts resolutions commending Sheriff Lynn S. Wood, Chief R. Fred Ferguson, and Chief Cornelius "Con" Murphy on the occasions of their retirement.

B.3. Receiving Financial Report - Third Quarter FY 1985/86

The third-quarter financial report will be provided at the meeting for information purposes. In approving the Consent Calendar, your Honorable Commission receives the report.

PUBLIC HEARINGS

C. Receiving Testimony on a Proposal to Modify Reserve Training Requirements

At its January 1986 meeting, the Commission received a report and approved a public hearing to consider recommended changes to Commission Procedures H-3 and H-5 regarding reserve officer training

requirements. This was brought about in part because of earlier curriculum changes in the 40-hour PC 832 Course which take effect July 1, 1986.

Penal Code Section 832.6(3) requires Level III limited-function reserve officers to complete the PC 832 Course. The existing Commission Procedure H-5 relating to reserve officer training standards specifies the previous 40-hour PC 832 curriculum which needs to be revised and made consistent with the new 40-hour curriculum. Because these reserve officers are exposed to arrest situations, it is recommended that they be required to additionally complete the 16-hour Communications and Arrest Methods Course for a total minimum training requirement of 56 hours. This would, if approved, become effective July 1, 1986 or upon clearance by OAL and represent the new Module A reserve officer training requirement.

The reserve officer training study revealed that the adequacy of Level II training, which currently includes Module A (40-hour PC 832 Course) plus Module B (40-hour Ride-Along Course), is suspect. An option before the Commission is that Module B be increased to 90 hours, resulting in a total 146-hour (56 in Module A plus 90 hours) training requirement for Level II reserves effective July 1, 1988. Level II reserve officers as ride-along officers are exposed to all general law enforcement activities that a regular officer encounters, thus the need for additional training.

The current training standard for Level I (nondesignated) reserve officers is 200 hours (Modules A, B and C). It is proposed that Module C be reduced from 120 to 68 hours, which takes into account moving some curriculum to Modules A and B and adding 8 hours of domestic violence training and 6 extra hours of first aid/CPR. This training would thereby be increased from 200 to 214 hours effective July 1, 1988.

Subject to input received at the public hearing, if the Commission concurs, the appropriate action would be a MOTION to approve changes to Commission Procedures H-3 and H-5 as indicated in the attachment located behind this tab, including:

- Revision of the training curriculum for Level III (limited-function) reserve officers and increasing hours from 40 to 56 hours effective July 1, 1986 (or upon clearance by OAL), and
- Increasing the training standard for Level II (ride-along) reserve officers from 80 to 146 hours effective July 1, 1988, and
- Increasing the training standard for Level I (nondesignated) reserve officers from 200 to 214 hours effective July 1, 1988, and
- Related technical changes and curriculum specifications as described in the report.

D. Receiving Testimony on Proposal to Amend Basic Course Retraining Waiver Process

At its October 1985 meeting, the Commission approved changes in Procedure D-11 concerning the Basic Course Waiver Process. At that time the Commission also approved a public notice of intention to adopt two additional provisions for waiver of its rule requiring retraining or testing of formerly trained individuals who have had a three-year or greater break in their law enforcement service.

These two provisions, if approved, would provide:

1. That persons with a three-year break in service and who previously were awarded a basic certificate could be retrained/ tested by a Basic Course presenter. This provision would provide an alternative to the POST equivalency assessment and testing procedure.
2. Latitude for the Commission, upon a showing of good cause, to waive the retraining/testing requirement for individuals with a three-year break in service when circumstances warrant, and no other provision exists for waiver. This provision would also apply to persons not previously awarded a basic certificate.

Pursuant to the public notice, a public hearing was requested by the California Academy Directors Association (CADA). CADA expressed the desire to address to the Commission concerns about delegating retraining/testing responsibility to local academies.

Input has also been received from other individuals and agencies, and is largely favorable. There is interest by one agency in expanding such academy retraining to persons who have not been awarded a basic certificate. Another agency supports the concept but prefers that specific testing or training not be required.

It is useful to remember that these proposals are specialized exceptions to the Commission's current requirement that officers having a three-year break in service must be retrained or tested to assure their minimal currency and competency to serve as a peace officer.

Subject to input received at the public hearing, if the Commission concurs, the appropriate action would be a MOTION to adopt the changes as proposed.

SPECIAL REQUEST

E. Request from City of San Francisco for Inclusion of Patrol Special Officers in the POST Program

The San Francisco City Attorney is requesting that the Commission recognize the 34 San Francisco Patrol Special Officers (PSOs) as regular peace officers (as specified in Penal Code Section 830.1) of the San Francisco Police Department.

PSOs bid on rights to patrol a specific area of the city, generally in the business areas, and are awarded their beat by the San Francisco Police Commission. They are paid by the businesses they patrol. Most PSOs, in turn, hire assistants who do most of the actual patrol work. The City Attorney's request does not include assistant PSOs.

If this recognition is granted, these Patrol Special Officers would be subject to the same selection and training standards as other San Francisco police officers, and also would be eligible for award of the regular POST certificates if they meet the appropriate requirements.

According to the City Attorney, the purpose of this request is to ensure that these persons are selected, trained and certified in a manner consistent with current POST standards. Although a few of these Patrol Special Officers have chosen to voluntarily meet these standards, most have not routinely been subject to POST requirements. The City Attorney maintains that these persons are police officers of a city, as defined in Penal Code Section 830.1, and since the City of San Francisco is a participant in the POST program, he asserts that these persons should be required to meet the requirements of P.C. 13510 which relate to the regular POST program.

It is anticipated that representatives of the San Francisco Board of Supervisors, the City Attorney's Office, the Police Commission, the Police Department and legal counsel for the Patrol Special Officers Association will be present at the meeting to provide input on this subject. The Attorney General's Office will also be represented to advise the Commission. Options for the Commission would appear to be to either deny or express a desire to grant the request of the City Attorney, or defer the matter for further study. Should the Commission desire to grant the request, staff should be directed to prepare and process any necessary Regulation/Procedure changes to accomplish this.

#### TRAINING PROGRAM SERVICES

##### F. Civilian Training Study Report

At the October 1984 Commission meeting, the Commission directed staff to conduct a study of all civilian (non-sworn) positions in law enforcement. The direction was to identify the number and classifications of non-sworn personnel, including non-sworn supervisors and managers. This information, along with the identification of the training needs of non-sworn personnel, would be used for the purpose of developing a comprehensive training plan for civilian positions in law enforcement.

In July 1985 a questionnaire was distributed to all police departments, sheriffs' departments and campus police departments. Based upon an analysis of survey results and other field input, a proposed POST training plan for non-sworn employees was developed. The report included under this tab summarizes the results.

As background, POST already provides numerous certified courses that are expressly designed for non-sworn employees, or those courses which may be attended by both sworn and non-sworn alike. Over 2,612 non-sworn employees were trained in POST-certified courses during FY 1984/85, which is seven percent of the total 37,664 trainees. POST reimbursement for these trainees amounted to \$907,311 (including salary reimbursement), or three percent of the total reimbursement program last year.

Based upon survey results and field input, which included the POST Advisory Committee, it is recommended that the Commission (1) continue existing courses applicable to non-sworn employees, (2) expand presentations as need of existing POST-certified courses applicable to non-sworn employees (i.e., dispatcher training), (3) certify some additional designated courses applicable to non-sworn employees (i.e., property/evidence control), and (4) develop and certify a generic non-sworn supervisory course. This approach would better meet field needs and require relatively modest increases in funding and staff support.

If the Commission concurs, the appropriate action would be a MOTION to approve the proposed POST Training Plan for Non-Sworn Employees.

G. Contract Approval for a Shoot/No-Shoot Firearms Training Simulator

At the January 1986 Commission meeting, the Commission authorized staff to prepare and distribute a Request for Proposals (RFP) for a shoot/no-shoot firearms training Simulation system. The RFP describes a simulation system utilizing microcomputer/laser disc technology and state-of-the-art projection to achieve high-quality, life-size imagery. The Commission, in approving the RFP, authorized a maximum cost of \$557,000.

Five proposals were received and reviewed by a panel of two POST staff members and three outside law enforcement agency and technical persons. The proposals were rated according to pre-determined weighted criteria.

Three proposals were selected as meeting the minimum RFP requirements and were further evaluated on the basis of oral presentations. Based upon the proposal review and oral presentations, ISW, Inc., of Salt Lake City, Utah, was the highest rated. Subsequent analysis of cost quotations reveals ISW, Inc. was also the lowest at \$556,000. The proposal content and expertise of ISW, Inc., indicates this vendor has the capability and desire to develop a quality shoot/no-shoot simulation system.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to sign a contract with ISW, Inc. in the amount of \$556,000 to develop a model shoot/no-shoot firearms training simulation system. (ROLL-CALL VOTE)

## H. Basic Course Curriculum Changes

As part of POST's continuing efforts to maintain currency of the Basic Course curriculum, proposed changes are brought before the Commission from time to time. The following proposed changes are the result of curriculum/instructor update seminars conducted with Basic Course subject matter experts.

It is proposed to expand Learning Goal 8.13.0 (Wants and Warrants) to the broader subject of Telecommunications. Concerning Telecommunications, it is also proposed to expand existing Performance Objective 8.13.1 to include procedures for making inquiry to other types of law enforcement information accessible to all peace officers. Two other performance objectives are proposed for addition that require the student to identify statewide information systems and state laws/policies for obtaining, verifying and disseminating telecommunications information. Subject matter experts and staff of the California Department of Justice agree that these changes will meet recent federal training mandates for those who have access to the National Crime Information Center (NCIC).

It is also proposed that three new performance objectives be added to the Physical Disabler Learning Goal. One of the proposed objectives requires trainees to identify the short- and long-term effects of alcohol and tobacco abuse, and to identify other enumerated substances which have the potential for abuse. The other two proposed objectives would require trainees to identify the basic principles of conditioning and the components of an exercise session.

If the Commission concurs, the appropriate action would be a MOTION to approve these changes to become effective July 1, 1986.

## STANDARDS AND EVALUATION

### I. Publication of In-Service Physical Fitness/Health Promotion Resource Document

Following adoption of the newly instituted entry-level physical ability training and testing requirement, the Commission directed staff to explore alternative means of addressing the need that exists for improving the health and fitness of experienced officers, including the possible establishment of a program for formally recognizing physically fit officers.

After having extensively surveyed law enforcement agencies nationally that have fitness/health programs, as well as having reviewed the published literature on fitness/health programs in both the public and private sectors, we believe that the best course of action at this time would be for POST to publish a resource document for use by local agencies that are considering the institution of some sort of in-service physical fitness/health program and/or standards. The proposed document, a draft of which will be presented to the Commission at the Commission meeting, contains information on the following:

- Approaches to fitness/health promotion in the private sector.
- Approaches to fitness/health promotion in law enforcement.
- Existing research on the impact of employer-sponsored programs on both employees and the employing organization.
- The fundamental differences which distinguish job-related from generalized fitness programs.
- Important administrative and legal considerations associated with developing and implementing a program.
- An extensive bibliography.

This item has been reviewed by the Commission's Long-Range Planning Committee and comes to the Commission with the Committee's recommendation for approval. Further study and development of this matter will be done and further refinements, including recognition of physical fitness, may be considered in the future.

If the Commission concurs, the appropriate action would be a MOTION to authorize publication of the proposed physical fitness/health promotion resource document for distribution to local law enforcement agencies in the POST programs.

#### EXECUTIVE OFFICE

##### J. Approval to Apply for OTS Grant

The California Office of Traffic Safety has invited the Commission to submit highway safety grant proposals for the coming federal fiscal year. "Traffic records" is one of six areas of national concern that will receive funding emphasis during FY 1986/87.

Through its work with local law enforcement agencies, the Management Counseling Services Bureau has identified the need for a micro-computer-based automated traffic accident analysis and traffic records system for small law enforcement agencies. It is proposed that the Commission approve submission of a proposal to seek funds for the development of a "public domain" automated traffic records system, user's manual and related training. Estimated costs for the two-year project total approximately \$150,000 in grant funds.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to submit a proposal and sign an agreement with the Office of Traffic Safety for a grant as described above.

##### K. Request to Modify Interagency Agreement with Teale Data Center

The existing Interagency Agreement with Teale Data Center is in the amount of \$50,000. The vast majority of work performed at Teale consists of the development and maintenance of complex statistical

reporting systems for POST's various testing programs, and the performance of ad hoc statistical analyses in conjunction with the many and varied research projects conducted by POST.

Analysis of computer time needs and expenditures to date shows that the contract will fall short of providing sufficient funding to meet all needs through the end of this year. It is estimated that approximately \$13,000 additional funding will be required.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to sign a modification to the existing Interagency Agreement with Teale Data Center increasing the amount of the Agreement by \$13,000. (ROLL-CALL VOTE)

L. Policy on POST Entry-Level Reading and Writing Test Use by State Agencies

The POST entry-level reading and writing test battery has been available for several years now for the use of participating agencies. As a matter of policy, the Commission has made this test battery available free of charge for the screening of peace officer applicants. Recent activities by state agencies have generated some concern over the costs to the Peace Officer Training Fund (POTF) if state agencies were to make widespread usage of the test. The potential financial impact is significant and no specific authority exists for the expenditure of POTF monies to support state agency programs.

Depending on the volume, costs to POST for use of the test by state agencies could amount to \$50,000 or more. Of course, the amount could also be much less than this if the large agencies decide not to use the test, but the Commission has not generally approved expenditures of this nature to state agencies in the past.

It is proposed that a policy be implemented that allows the continuance of the availability of the tests for state agencies, but not at POST's expense. The matter has previously been reviewed by the Long-Range Planning Committee and comes to the Commission with their recommendation for approval.

If the Commission concurs, the appropriate action would be a MOTION to encourage nonreimbursable state agencies to use the POST tests, and provide staff support to ensure that such testing is conducted in accordance with POST testing procedures, but not underwrite the costs for such testing.

M. Informational Report on Possible Marketing/Royalty Agreements with Vendors

As Commissioners are aware, a contract has been approved under which a private vendor will develop a computer-assisted interactive video instruction program for the PC 832 Course. The Commission is also aware of the possibility of entering into an agreement with vendors of high-tech training programs whereby POST would grant exclusive rights for the marketing of the program, once developed, outside the state of



California. The advantage to the vendor would be authority to market a proprietary device. The advantage to POST would be a percentage of profits from sales outside California. In this way, a portion of start-up costs would be returned to POST.

Elsewhere on this agenda is a proposal for approval of a new contract with a private firm to develop a shoot/no-shoot training simulator. The vendor in that proposal is similarly interested in a marketing/royalty agreement. As with the automated PC 832 Course, this possibility was alluded to in the RFP.

Staff is currently exploring the legality and feasibility of engaging in such agreements. There is precedent dating to 1974 of a similar agreement which was entered into by the Department of Justice and a private media production firm. While there are certain philosophical and procedural issues associated with POST moving in this direction, the financial benefits to the State appear to be significant and warrant further serious consideration.

The matter is being brought before the Commission at this time for information and the solicitation of any comments the Commissioners might have about the development of such agreements. In the absence of direction to the contrary, the idea will be pursued and specific proposals brought back at the July 1986 meeting.

#### COMMITTEE REPORTS

##### N. Finance Committee--Contracts Approval

At the January meeting, the Commission authorized negotiation of a number of contracts for training and other services. These contracts have been reviewed by the Finance Committee. Commissioner Wilson, Chairman of the Finance Committee, will report on the Committee's recommendations on the following contracts and contract amendments:

1. An Interagency Agreement with the State Controller for auditing services for FY 1986/87. (Same amount as in FY 1985/86.) \$ 80,000
2. A contract with Cooperative Personnel Services to administer the Basic Course Proficiency Examination for FY 1986/87. CPS has done an adequate job in the past at a lesser cost than could be done by POST staff. (The FY 1985/86 amount was \$30,264.) \$ 24,275
3. A contract with the San Diego Regional Training Center for Executive Leadership Training. The San Diego Regional Training Center serves as the chief contractor for a variety of training activities of the Commission conducted by the Center for Executive Development. (The FY 1985/86 amount was \$351,137.) \$343,287

4. Management Course Contracts -- Approval of Management Course contracts with five presenters consistent with the chart below is recommended for FY 1986/87:

| <u>Presenter</u>                      | <u>Presentations</u> |           |
|---------------------------------------|----------------------|-----------|
| CSU - Humboldt                        | 5                    | \$ 58,530 |
| CSU - Long Beach                      | 5                    | \$ 65,095 |
| CSU - Northridge                      | 3                    | \$ 38,112 |
| CSU - San Jose                        | 4                    | \$ 50,112 |
| San Diego Regional<br>Training Center | 5                    | \$ 67,585 |
|                                       |                      | <hr/>     |
| Total                                 | 22                   | \$279,434 |

(The FY 1985/86 amount was \$254,530.)

5. A contract with California State Polytechnic University, Pomona, for five presentations of the Executive Development Course is recommended for FY 1986/87. (The amount last year was \$59,285.) \$ 70,270
6. An Interagency Agreement with the Department of Justice Training Center to provide training in their areas of expertise is recommended. They will be training 4,915 students in 28 separate courses. They will offer 219 presentations in FY 1986/87. (The amount last year was \$687,151.) \$733,719
7. A contract with the State's Teale Data Center allowing POST staff to utilize the Center's main frame computer capabilities to perform complex data analyses that cannot be accomplished on the Four-Phase Systems equipment. The increase in costs compared to the prior year is largely attributable to planned implementation of the automated Test Item Data Bank for testing in the basic academies. (The amount last year was \$50,000.) \$ 89,000
8. Contracts with Cooperative Personnel Services and the State Personnel Board to administer and score the POST entry-level reading and writing tests. Increased contract amounts reflect an anticipated 35% increase in the use of tests. (Contract amounts for FY 1985/86 total \$111,064.) \$158,095
9. A Computer Contract with Four-Phase Systems, Inc. POST has a Four-Phase computer which is leased under a master lease contract negotiated by the State of California. The State's contract is expiring and there is no provision

for protecting Four-Phase users such as POST after the master lease expired. Pending the start-up of POST's new computer toward the end of next fiscal year, POST must have the services of the Four-Phase computer to continue services to the field.

After reviewing the options available (to lease at \$10,099 per month or purchase at \$76,150), it is the recommendation of the Finance Committee to purchase the Four-Phase computer equipment currently in use by POST, with the intent of reselling or otherwise disposing of the machinery when the new system comes on line.

Total proposed contract costs for the FY 1986/87 are \$110,000. This will include the \$76,150 for equipment purchase, \$22,572 for maintenance agreement and \$11,278 to cover sales taxes, contingency and interest payments if the purchase is made on a payment plan commencing May 1, 1986.

\$110,000

If the Commission concurs, the appropriate action would be a MOTION to adopt the recommendation of the Finance Committee, approve the contracts as recommended, and authorize the Executive Director to sign them on behalf of the Commission. (ROLL-CALL VOTE)

The Finance Committee reports that there is a projected shortfall in resources for this fiscal year in the amount of \$2,500,000. In addition, training volumes are approximately \$1,600,000 higher than initially projected. This gap, caused by revenue shortfall and training cost increases, can be covered by uncommitted resources available within this year's budget. The results are that no additional adjustments in salary reimbursement rates should be given this year.

It is also recommended that any year-end resources be encumbered to cover this year's claims which will be submitted after the conclusion of the fiscal year. This will allow a more stable salary reimbursement baseline for FY 1986/87. A report and specific recommendation will be made to the Commission in July when the year-end cost and revenue data are available.

0. Long-Range Planning Committee

The Long-Range Planning Committee met on March 24, 1986 at UCLA. Present were Commissioners Dyer, Grande and Chairman Vernon. Commissioner Dyer will report on behalf of Chairman Vernon on the results of the meeting.

P. Legislative Review Committee

Commissioner Block, Chairman of the Commission's Legislative Review Committee, will report on the results of the Committee meeting of April 24, 1986 in Sacramento.

Q. Field Needs Survey Ad Hoc Committee

Commissioner Maghakian, Chairman of the Field Needs Survey Ad Hoc Committee, will report on the April 23, 1986 Committee meeting in Sacramento.

R. Command College Committee

Commissioner Wasserman will give a progress report on Committee issues.

S. Advisory Committee

Mike Sadleir, Chairman of the POST Advisory Committee, will report on the results of the April 23, 1986 Committee meeting in Sacramento.

OLD/NEW BUSINESS

T. Advisory Committee Member Nomination Policy

At the January 27, 1983 meeting, the Commission adopted a policy that requires agencies or associations having a position on the POST Advisory Committee to nominate a minimum of three individuals, in priority order, to represent their organization. The Commission then would appoint an individual to the Advisory Committee from the nominees submitted. In establishing this policy, the Commission expressed a desire to have the opportunity to consider more than one nominee in those rare instances when it sees fit to do so. As a matter of practice, since the inception of this policy the Commission has always selected the first choice of the agency or organization.

Because this policy has caused some concern among the agencies and organizations represented on the Advisory Committee, the matter is back before the Commission for discussion. The view has been expressed that the Commission, while retaining the right to reject any nominee, should not require more than one name to be submitted. The appropriate action of the Commission would be to either reaffirm the current policy or amend it. The matter could also be referred to the Advisory Liaison Committee for a report at the July meeting, which is also when the appointments would normally be made.

U. Report of the Nominating Committee

Commissioner Dyer, Chairman of the Nominating Committee, will report on the results of the Committee's recommendations for Commission Chairman and Vice-Chairman.

PROPOSED DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

July 24, 1986, San Diego Hilton, San Diego  
October 23, 1986, Griswold's Inn, Claremont  
January 22, 1987, Hyatt Islandia, San Diego  
April 1987, Sacramento (To Be Determined)

ADJOURNMENT


**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

 1601 ALHAMBRA BOULEVARD  
 SACRAMENTO, CALIFORNIA 95816-7083

**COMMISSION MEETING MINUTES**

January 22, 1986

Bahia Hotel

San Diego, California

The meeting was called to order at 10:00 a.m. by Chairman Vernon.

Chairman Vernon led the salute to the flag.

ROLL CALL OF COMMISSION MEMBERS

A calling of the roll indicated a quorum was present.

## Commissioners Present:

|                    |   |
|--------------------|---|
| Robert L. Vernon   | - Chairman  |
| B. Gale Wilson     | - Vice-Chairman   |
| Sherman Block      | - Commissioner  |
| Glenn Dyer         | - Commissioner  |
| Carm J. Grande     | - Commissioner  |
| Cecil Hicks        | - Commissioner  |
| Edward Maghakian   | - Commissioner  |
| Raquel Montenegro  | - Commissioner  |
| C. Alex Pantaleoni | - Commissioner  |
| Charles B. Ussery  | - Commissioner  |
| Robert Wasserman   | - Commissioner  |
| John Van de Kamp   | - Attorney General - Ex Officio Member<br>(arrived at 10:12 a.m.) |

## Also Present:

Michael Sadleir, Chairman, POST Advisory Committee

## Staff Present:

|                   |   |
|-------------------|---|
| Norman Boehm      | - Executive Director                              |
| Glen Fine         | - Deputy Executive Director                       |
| Don Beauchamp     | - Assistant to the Executive Director             |
| Dave Allan        | - Bureau Chief, Compliance & Certificate Services |
| John Berner       | - Bureau Chief, Standards and Evaluation          |
| Gene DeCrona      | - Bureau Chief, Executive Office                  |
| Katherine Delle   | - Executive Secretary                             |
| Ted Morton        | - Bureau Chief, Center for Executive Development  |
| Otto Saltenberger | - Bureau Chief, Administrative Services           |
| Harold Snow       | - Bureau Chief, Training Program Services         |
| Darrell Stewart   | - Bureau Chief, Training Delivery Services, South |
| George Williams   | - Bureau Chief, Information Services              |

POST Advisory Committee Members Present:

Ray C. Davis  
William Shinn  
J. Winston Silva  
Gary Wiley

Visitor's Roster

|                   |   |
|-------------------|---|
| Glenn Burns       | - San Bernardino Co. Sheriff's Department         |
| Pat Cameron       | - National City Police Department                 |
| Michael Cordova   | - San Bernardino Co. Sheriff's Department         |
| Robert Crumpacker | - San Bernardino Marshal's Office                 |
| Michael D'Amico   | - El Camino College (Formerly Advisory Committee) |
| Don Forkus        | - Brea Police Department                          |
| Mike Gonzales     | - Montebello Police Department                    |
| Michael Guerin    | - Pasadena Police Department                      |
| J. Michael Heard  | - Cubic Western Data Corporation                  |
| Dennis Kollar     | - San Diego County Sheriff's Department           |
| Howard Leslie     | - San Bernardino Co. Sheriff's Department         |
| Charles Lushbaugh | - Sacramento County Sheriff's Department          |
| Roger Mayberry    | - Los Angeles Co. Marshal's Office                |
| C. R. Miller      | - Santa Ana Police Department                     |
| T. G. Patino      | - Golden West College                             |
| Ernie Salgado     | - San Diego Police Department                     |
| Daniel J. Spratt  | - Orange County Sheriff's Department Academy      |
| Steve Stone       | - San Diego County Marshal's Office               |
| John Welter       | - San Diego Police Department                     |
| Earl Wentworth    | - San Diego County Sheriff's Department           |

SPECIAL ACKNOWLEDGEMENTS

Chairman Vernon presented Resolutions to outgoing POST Advisory Committee members Michael D'Amico and Michael Gonzales. Mr. D'Amico served on the Advisory Committee since 1982 and represented the California Association of Criminal Justice Educators (CAAJE). Mr. Gonzales served on the Advisory Committee since 1979 and represented the California Association of Police Training Officers (CAPTO).

A. Approval of Minutes of the October 24, 1985 Meeting

MOTION - Wilson, second - Wasserman, carried unanimously for approval of the minutes of the October 24, 1985 regular Commission meeting at the Hyatt Hotel (Airport) in Oakland.

B. Approval of Consent Calendar

MOTION - Pantaleoni, second - Maghakian, carried unanimously for approval of the following Consent Calendar:

B.1. Receiving Course Certification Report

Since the October meeting, there have been 24 new certifications and no decertifications.

B.2. Approving Resolution Commending POST Management Fellow Robert Crawford

A Resolution was approved commending POST Management Fellow Robert Crawford of the Oakland Police Department for his service as a POST Management Fellow in updating the POST Field Training Program including the curriculum guide and POST requirements.

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

It was reported that the Mammoth Lakes Police Department has met the requirements and has been accepted into the POST Regular Program.

B.4. Acknowledging Withdrawal of Agencies from the POST Regular Program

The Commission recognized the following:

- The Police Department of the City of Plymouth has been disbanded and was therefore removed from the POST Regular Program effective October 1, 1985.
- The Sacramento County Marshal's Office has been disbanded by legislation effective December 31, 1985 and was therefore removed from the POST Regular Program.

B.5. Receiving Financial Report - Second Quarter FY 1985/86

This report provided financial information relative to the local assistance budget through December 31, 1985. The report was presented and accepted and is on file at POST headquarters.

C. Public Hearing on Amendment of Commission Procedures for Reserve Officer Selection

The purpose of this public hearing was to receive testimony on the proposal that the Commission apply the same background investigation requirements to reserve officers as are required for regular officers. The public hearing was held in compliance with the requirements set forth in the Administrative Procedures Act to provide public input on the proposed changes.

A report was presented by the Executive Director which included a summarization of written testimony received from the following:

Lt. George Randall, Reserve Coordinator for the Santa Clara Police Department, supports the Commission's proposal to adopt the same background investigation requirements for reserve officers as are now required for regular officers. Lt. Randall stated that requiring the same background investigation standards is imperative in maintaining the integrity of the title, peace officer.

William Kolender, Chief of Police, San Diego Police Department, supports the Commission's proposed changes inasmuch as they apply to Level I and Level II reserve officers and recommended the Commission exempt Level III reserve officers from the background investigation procedures due to the limited functions they perform.



Raymond E. Farmer, Chief of Police, Rialto Police Department, supports the Commission's proposal and stated their department's standard policy is to conduct thorough background investigations of all reserve officers.

Jerry Boyd, Chief of Police, Coronado Police Department, supports the Commission's proposal for Level I and Level II reserve officers. Chief Boyd recommended the Commission not include Level III reserve officers in the proposed modification, stating the costs in time and money for smaller agencies to conduct lengthy background investigations would be prohibitive.

D. D. Dotson, Assistant Chief, Office of Administrative Services, Los Angeles Police Department, stated the department supports the proposed changes and that it is the department's standard policy to conduct thorough background investigations on all reserve officers.

Gene Fowler, Commander-Operations, Ceres Police Department, supports the Commission's proposal and stated the department has, since 1983, conducted the same background investigations on reserve officers as is required for regular officers.

Following the staff report, the Chairman invited oral testimony. No one present indicated the desire to be heard.

The hearing was closed, and after discussion of the issue by the Commission the following action was taken:

MOTION - Wasserman, second - Maghakian, carried unanimously to amend Commission Procedure H-2-3(e) as shown in Attachment A, effective July 1, 1986 to require that the Personal History Investigation be conducted for all reserve officers in accordance with Commission Procedure C-1.

D. Tuition Authorized for Advanced Officer Training Course Pilot Program

Staff reported that in addition to the current ways in which the Advanced Officer Course may be presented, a model Advanced Officer Course has been developed and may be used. The tentative course curriculum includes Legal Issues Relating to Liability, Officer Safety and Field Tactics, Arrest and Control, Weaponless Defense, Weapons Retention, Baton Techniques, and Interpersonal Communications. It is a 24-hour course, with an additional 8 hours allowed for locally determined curriculum found among Basic Course subjects.

Present Commission policy restricts Advanced Officer Course reimbursement to salary, travel and per diem. Under the pilot program and consistent with the Commission's desire to improve the quality of training, the proposed model Advanced Officer Course includes the need for multiple instructors, evaluators, and role players, as well as specialized facilities and equipment. To offset these costs, staff requested that a tuition not to exceed \$428 per trainee be allowed as part of the POST reimbursement for the higher-than-normal cost portions of the course.

MOTION - Van de Kamp, second - Montenegro, carried unanimously to approve three pilot presentations of a "Model" Advanced Officer Training Course under Reimbursement Plan I.

After the pilot presentations are completed, a report will be given to the Commission analyzing the effectiveness of this type of course.

E. Progress Report on Driver Training Research Project

A report was presented by staff detailing progress to date on the driver training research project. The purpose of this project is to develop a comprehensive plan for law enforcement driver training, and as part of that plan, to research the feasibility of POST supporting the development of a driver training simulator.

Among the findings presented were that significant progress has been made and the potential for driving simulators as part of an overall program appears technically feasible. An RFP for the next step toward a simulator is planned to be presented for approval at the April 1986 Commission meeting.

MOTION - Grande, second - Maghakian, carried unanimously to receive the staff report on the status of the driver training research project.

F. Approval to Release Request for Proposals (RFP) to Develop a Shoot/No-Shoot Firearms Training Simulator

Staff reported that preliminary work has been completed on the development of a simulator to support shoot/no-shoot firearms training. Work to date suggests that the most effective simulator would be one utilizing micro-computer/laser video disc technology and a state-of-the-art projection screen to achieve high-quality, life-sized imagery.

Approval was requested to release a Request for Proposals (RFP) to solicit bids to develop a shoot/no-shoot firearms training simulator. It is anticipated that Commission approval to enter into a contract will be requested at the April 1986 Commission meeting.

Discussion was held, during which the question of patent rights to the training simulators arose. Staff was directed to explore this issue and report back to the Commission.

MOTION - Maghakian, second - Dyer, carried unanimously to release a Request for Proposals (RFP) to develop a prototype shoot/no-shoot simulation system and pilot testing at a cost not to exceed \$557,000.

After discussion, consensus was reached to amend the motion omitting the maximum dollar amount to be advertised in the RFP unless required.

AMENDED MOTION - Maghakian, second - Dyer, carried unanimously to release a Request for Proposals (RFP) to develop a prototype shoot/no-shoot simulation system and pilot testing, with the understanding that the maximum dollar amount will not be advertised in the RFP unless required.

G. Public Hearing on Reserve Officer Training Requirements Set for the April 24, 1986 Commission Meeting

Staff reported that a study was conducted of reserve officer training standards in light of new curriculum changes adopted for the PC 832 Arrest and Firearms Course. As a result of the findings of this study, Commission approval was requested to schedule a public hearing to receive testimony on proposed amendment of Commission Procedures H-3 and H-5 regarding reserve officer training.

MOTION - Ussery, second - Grande, carried unanimously to schedule a public hearing in conjunction with the April 24, 1986 Commission meeting for the purpose of revising Commission Procedures H-3 and H-5 relating to the training standards of reserve officers as follows:

- Increase the training standard for Level III (limited function) reserve officers from 40 to 56 hours, and
- Increase the training standard for Level II (ride along) reserve officers from 80 to 146 hours, and
- Increase the training standard for Level I (non-designated) reserve officers from 200 to 214 hours, and
- Modify the training standard for Level I (designated) reserve officers to specify the Basic Course as defined in Commission Procedure D-1-3.

All changes are to become effective July 1, 1986.

Consensus was reached that if this issue is not ready to be addressed at the April 1986 Commission meeting, the public hearing may be postponed and rescheduled for the July 1986 Commission meeting.

Commissioner Van de Kamp requested that hereafter copies of all letters received from the field in response to a public hearing notice be provided to Commissioners prior to the public hearing.

#### H. Contract Approval for PC 832 CAIVI

Staff reported that pursuant to direction received at the October 1985 Commission meeting, a Request for Proposals (RFP) to develop a computer-assisted, interactive video instruction (CAIVI) program for the PC 832 Arrest and Firearms Course was disseminated to more than 100 potential vendors. The proposals were evaluated for key factors such as instructional design, technical approach, available expertise and experience, and ability to deliver all products.

Based on evaluation results, Commission approval was requested to allow the Executive Director to sign a contract with DiscAmerica, Inc. and Reflectone Media Services, Inc. in the amount of \$249,519.60 to develop a CAIVI program for the PC 832 Arrest and Firearms Course.

MOTION - Pantaleoni, second - Wasserman, carried unanimously by roll-call vote to authorize the Executive Director to sign a contract with DiscAmerica, Inc. and Reflectone Media Systems, Inc. in the amount of \$249,519.60 to develop a computer-assisted, interactive video instruction program for the PC 832 Arrest and Firearms Course.

#### I. Commission Procedure D-10 Revised

Commission approval was requested to adopt proposed changes to Commission Procedure D-10, which contains policies and procedures relative to training course certification. The recommended changes consisted of: (1) addition of several policies contained in either Commission meeting minutes or the Commission Policy Manual; (2) procedural changes; and (3) nonsubstantive technical changes.

MOTION - Grande, second - Montenegro, carried unanimously to adopt proposed changes to Commission Procedure D-10 effective January 22, 1986 as shown in Attachment B.

J. Authorization Given to Contract for Preparation of Request for Proposals for Computer Procurement

Staff reported that the Feasibility Study Report for a new computer for POST is nearing completion. The report will be reviewed by the Office of Information Technology, which must give approval before acquisition process can be started. The next step for POST is the preparation of an RFP leading to the acquisition of computer hardware and software.

With the recommendation of the Commission's Finance Committee, Commission approval was requested to authorize staff to engage a contractor to prepare the Request for Proposals and manage the selection of vendors that will provide POST's new computer hardware and software, at an amount not to exceed \$20,000.

MOTION - Wasserman, second - Wilson, carried unanimously by roll-call vote to authorize the Executive Director to negotiate and sign a contract not to exceed \$20,000 to prepare an RFP for procurement of the new computer system for POST and to manage the selection of vendors that will provide POST's new computer system hardware and software.

K. Tuition Guidelines Revised

Staff reported that allowable costs in existing tuition guidelines have not been reviewed or adjusted since 1981. The result has been that a number of instructors have not been available for law enforcement training under these guidelines.

Consistent with the Commission's direction to increase and improve the quality of instruction, and with the approval of the Commission's Finance Committee, changes in tuition guidelines were recommended for the Commission's approval.

MOTION - Montenegro, second - Ussery, carried by roll-call vote (Commissioners Vernon and Wasserman abstained) to adopt changes to tuition guidelines as shown in Attachment C, to be effective January 22, 1986.

COMMITTEE REPORTS

L. Finance Committee

Commissioner Wilson, Chairman of the Commission's Finance Committee, reported on the telephone conference call committee meeting of January 3, 1986.

At each January meeting, the Commission receives a report on major training and administrative contracts planned for the upcoming fiscal year. Proposed contracts to be negotiated for Fiscal Year 1986/87 were presented as follows:

1. Management Course

This course is currently budgeted at \$255,130 for 22 presentations by 5 presenters:

California State University - Humboldt  
California State University - Long Beach  
California State University - Northridge  
California State University - San Jose  
San Diego Regional Training Center

Course costs are consistent with Commission guidelines, and performance by all five presenters has been satisfactory.

2. Executive Development Course

This course is currently presented by California State Polytechnic University, Pomona, at a cost of \$59,285 for five presentations. Course costs are consistent with POST guidelines, and the performance of the presenter has been satisfactory.

3. San Diego Regional Training Center - Support of Command College and Executive Training

The San Diego Regional Training Center serves as the chief contractor for a variety of training activities of the Commission conducted by the Center for Executive Development. Curriculum development, and instructional and evaluation costs for these training activities for FY 1985/86 came to \$351,137.

4. Department of Justice - Training Center

The Department of Justice, Advanced Training Center, provides courses in the special expertise of the Department of Justice under contract with POST. For FY 1986/87 the recommendation is for 29 different technical courses providing 180 separate presentations. The total cost is projected not to exceed \$775,000 through an Interagency Agreement with DOJ. The FY 1985/86 costs for 28 courses and 160 presentations amounted to \$688,000.

5. Cooperative Personnel Services - Basic Course Proficiency Test

Cooperative Personnel Services (CPS) has administered the Basic Course Proficiency Test for POST for the past five years. CPS has demonstrated the ability to effectively administer this test at a cost that is lower than the cost would be for POST staff to administer and proctor the examinations.

6. POST Entry-Level Reading and Writing

The POST entry-level reading and writing tests have been available free of charge for the last several years to agencies for screening purposes. In addition, for a six-month period during each of the last two years these tests have been administered to all recruits entering basic training to evaluate

the impact of POST's reading and writing requirement. The evaluation has shown encouraging results in both use of the tests and in the reading and writing skills of entry-level officers.

During FY 1984/85 116 local agencies took advantage of the Commission's offer to pay for administration of the POST reading and writing tests. The cost was \$103,054 to POST. During the current fiscal year, contracts total \$111,064.

7. State Controller's Office - Agreement for Auditing Services

Each year the Commission has negotiated an Interagency Agreement with the State Controller's Office to conduct audits of selected local jurisdictions which receive POST reimbursement funds. The Commission approved an agreement not to exceed \$80,000 to continue this service for the current fiscal year.

8. Computer Services Contract - Four-Phase Systems, Inc.

The State Master Contract with Four-Phase Systems expires on June 30, 1986. To assure continuity of service, POST will need to lease or purchase existing Four-Phase equipment pending the acquisition, installation and testing of the new computer system for which the feasibility study is currently underway.

One alternative is for the Commission to make an outright purchase of existing Four-Phase equipment. Based on indications from Four-Phase Systems, Inc., the purchase amount would be comparable to the annual lease cost amounting to \$81,166.32 in the current fiscal year. As the new computer system comes on-line, POST could either sell or otherwise dispose of the Four-Phase equipment.

Another alternative is, of course, to sign another annual lease/maintenance contract for computer services. This may prove more costly, however, since the State's basic service contract has not been renewed. The new rate for an individual agency will undoubtedly be higher than heretofore. Upon installation of new equipment based upon the feasibility study and cancellation of a lease of the equipment, the Commission would be charged a substantive forfeiture.

It is proposed that the Executive Director negotiate the most favorable approach to assure continuity of data processing services during the transition to the new POST computer.

9. Computer Services Contract - Teale Data Center

POST has an Interagency Agreement with Teale Data Center (a State agency) for the current fiscal year in the amount of \$50,000. The contract provides computer "tie in" of POST's system with the Teale Data Center. This allows POST staff to utilize the Center's main frame capabilities to conduct complex computer-assisted analyses that cannot be performed by the Four-Phase Systems equipment. Continuation of this agreement is anticipated.

MOTION - Wilson, second - Dyer, carried unanimously to authorize the Executive Director to negotiate the nine contracts identified and report back through the Finance Committee at the April 1986 Commission meeting.

M. Legislative Review Committee

Commissioner Block, Chairman of the Commission's Legislative Review Committee, reported on the committee meeting of January 22, 1986 in San Diego.

MOTION - Bock, second - Wilson, carried unanimously to accept the following recommendations of the Commission's Legislative Review Committee:

- Reaffirm positions on active bills which the Commission has previously acted upon;
- Adopt a neutral position on SCR 53 (Dills) which calls for a study of the Penalty Assessment Fund by the Judicial Council, with the authorization to change this position if that becomes advisable;
- Adopt a position of support of AB 2156 (Klehs) which is legislation initiated at the Commission's request to remove references to "under consideration for hire" in Penal Code Section 13511(b).

N. Field Needs Survey Ad Hoc Committee

Commissioner Maghakian, Chairman of the Commission's Field Needs Survey Ad Hoc Committee, reported on the committee meeting of January 21, 1986 in San Diego.

The surveys will be distributed as follows: chiefs and sheriffs, supervisors/managers, rank-and-file officers, professional associations, training managers, training coordinators, training presenters, judges, prosecutors and public defenders.

The Commission approved the following timetable:

|              |   |
|--------------|---|
| April 1986   | POST staff will report to Committee and provide the actual survey documents to be used                                  |
|              | Review survey documents with the Commission at April Commission meeting   |
| May 1986     | Survey distribution   |
| July 1986    | Progress report to the Commission at the July Commission meeting  |
| October 1986 | Final report with recommendations resulting from the survey process to the Commission at the October Commission meeting |

O. Advisory Committee

Mike Sadleir reported that the POST Advisory Committee met on January 21, 1986 in San Diego. Discussion centered on three issues: (1) the civilianization study; (2) the privatization study; and (3) the dispatcher training program.

The Advisory Committee recommends endorsement of the recommendations of staff on the training needs assessment for non-sworn employees in California law enforcement, and further recommends that the Commission study the feasibility for selection and training standards for those non-sworn employees whose jurisdictions will be reimbursed by the Peace Officer Training Fund.

NEW BUSINESS

P. Private Security Officer Training

Commissioner Wilson expressed concern over the level of training of private security officers in California. It was felt that the general public sees these officers as peace officers when they do not have the training. The consensus of the Commission is that further information should be developed on this subject.

MOTION - Wilson, second - Maghakian, carried unanimously to direct staff to:

- (1) Describe the entire private security sector in broad terms (i.e., What types? How many?). Differentiate between corporate security and general private security.
- (2) Recommend the organizations which could be brought together to discuss this issue.

Q. Election of Officers

Election of officers is held during the annual April Commission meeting. Chairman Vernon appointed a Nominating Committee consisting of Commissioners Dyer (Chairman), Grande and Hicks. Any Commissioners wishing to express opinions in this matter were instructed to contact this committee.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

April 24, 1986, Sacramento Hilton, Sacramento  
July 24, 1986, San Diego Hilton, San Diego  
October 23, 1986, Griswold's Inn, Claremont  
January 22, 1987, Hyatt Islandia, San Diego



ADJOURNMENT

MOTION - Maghakian, second - Grande, carried unanimously to adjourn  
the meeting at 12:13 p.m.

*Katherine D. Delle*

KATHERINE D. DELLE  
Executive Secretary

Commission on Peace Officer Standards and Training

PUBLIC HEARING: AMENDMENT OF COMMISSION PROCEDURE  
FOR RESERVE OFFICER SELECTION

PROPOSED LANGUAGE

COMMISSION PROCEDURE H-2  
July 1, 1986

Procedure H-2 was incorporated by reference into Commission Regulation 1007, on April 15, 1982. A public hearing is required prior to revision of this directive.

RESERVE OFFICER SELECTION

Purpose

2-1. This Commission procedure sets forth the selection standards established by statute and the Commission for reserve officers and establishes policy and procedures for applying such standards.

Selection Standards

2-2. Exemption to Selection Standards: Adoption of minimum selection standards, by the Commission, does not imply that reserve officers appointed prior to January 1, 1979, are exempt from these standards. Selection standards were previously mandated by legislative action.

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.
- b. 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 records.
- c. Citizenship. Government Code Section 1031(a) and 1031.5: Specific citizenship requirements for peace officers. (Effective 1-1-85)

- d. Age. Government Code Section 1031(b): Requires minimum age of 18 years for peace officer employment.
- e. Moral Character. Government Code Section 1031(d): Requires good moral character, as determined by a thorough background investigation. For Level III, Level II, and Level I reserve officers, the background investigation shall be conducted as prescribed in PAM Procedure C-1.
- f. Education. Government Code Section 1031(e): Requires high school graduation or passage of 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 Psychological Suitability Examinations. Government Code Section 1031(f): Requires an examination of physical, emotional and mental conditions.
- h. 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 through g.

#### Selection Documentation

2-4. Selection Files and Records: Departments shall document reserve officer background investigations and maintain records security procedures which are similar to those used for regular officer selection.

#### Notice of Appointment/Termination

2-5. Notice of Appointment/Termination, POST Form 2-114, is required to be submitted in accordance with Commission Regulation 1003 and PAM, Section C-4.

COMMISSION PROCEDURE D-10

~~Revised: July 1, 1980~~Revised: January 22, 1986

## CERTIFICATION AND PRESENTATION OF TRAINING COURSES

## Purpose

10-1. Course Certification Program: This Commission procedure implements the Course Certification Program established in Section 1012(a) and (b) of the Regulations, which outlines the criteria for certification and presentation of POST courses.

## Standards

10-2. POST Standards for Training: A primary responsibility of the Commission on Peace Officer Standards and Training (POST) is to establish minimum standards for the training of personnel in ~~local police and sheriffs' departments~~ agencies that participate in POST ~~approved~~ training programs. In fulfilling this responsibility, POST conducts on-going evaluations of certified training courses ~~programs~~ to ensure continuing need and sustained quality.

~~Evaluation~~ Evaluating Course Proposals

10-3. POST Evaluation of Training: Each ~~Every~~ training course, for which reimbursement allowance is made to eligible law enforcement agencies for personnel training costs, or for which attendance is mandated by POST, ~~must~~ shall be certified by ~~the Commission on Peace Officer Standards and Training~~ POST. ~~The process purpose of the requirement for~~ of course certification ~~is to~~ includes evaluation of ~~evaluate~~ those factors that justify the need for, and ensure the quality of, ~~the~~ each training course. Factors evaluated include:

- a. Course content
- b. Qualifications of instructors and coordinators
- c. Adequacy of physical facilities
- d. Cost of course
- e. Potential clientele and volume of trainees
- f. Need and justification for course
- g. Time frame of course presentation
- h. Methods of course presentation
- i. Adequacy and availability of clerical and support staff
- j. Maximum trainees per session
- k. Adequacy of trainee testing or evaluation processes
- l. Appropriate instructor/trainee ratios

## COMMISSION PROCEDURE D-10

~~Revised: July 1, 1983~~Revised: January 22, 1986

## Policy

10-4. Statements of Policy: The following statements of policy shall govern the certification of courses by POST ~~the Commission on Peace Officer Standards and Training~~:

- a. Only those courses for which there is a definable and justifiable need shall be certified. The POST training resources are directed primarily toward the development of training according to the priorities identified by a needs assessment process. The need for training which is not thus identified must be substantiated by the requester.
- b. Funds allocated for training shall be expended judiciously and in the most cost effective manner possible.
- c. POST staff and course presenters shall develop and use appropriate means of evaluating course effectiveness.
- d. Courses shall not be certified which will be presented in conjunction with association or organizational meetings or conferences, nor shall courses be certified to associations which offer a one-time presentation if attendance is restricted to association members.
- e. POST will only endorse or co-sponsor courses, seminars, conferences or other programs, and grant permission to use POST's name, when POST takes part in the planning phase and assists in the development of the subject matter or program, and the selection of the instructors or speakers.
- f. POST will certify courses in management/labor relations, but will not certify courses to train management and/or employees in the techniques of labor negotiations.
- g. POST will certify courses for developing and improving teaching skills and expertise, but will not certify courses designed to meet state teaching credential requirements, as such training is available from the University of California.
- h. POST will only certify courses with tuitions, fees and materials charges when all costs are fully disclosed. After a course is certified, POST reserves the right to review and approve or disapprove any subsequently proposed tuition, fee or material charge. This policy applies to both reimbursable and non-reimbursable charges.
- i. No course shall be certified which restricts attendance to a single agency unless the purpose of the course is for the improvement of a specific law enforcement agency, and attendance by non-members of that agency would jeopardize the success of the course.

COMMISSION PROCEDURE D-10  
~~Revised: October 23, 1981~~  
 Revised: January 22, 1986

## 10-4. Statements of Policy (continued)

- f. j. Contracts for courses shall be awarded competitively with the training to be presented in the most cost-effective manner possible, consistent with quality, cost, and need considerations.
- g. k. Contracts for courses shall be kept to a minimum and shall be entered into only when absolutely necessary.
- h. l. ~~Course certification of courses~~ to out-of-state presenters shall be kept to a minimum, and only made on an exceptional basis and with Commission approval.
- i. m. Course certification shall be made on a fiscal year basis, subject to annual review.
- j. n. Training course certification and training activities shall be consistent with the Resource Management System.

## Forms

10-5. Forms Used for Certification and Presentation of Training Courses: There are ~~five~~ six forms to be used in requesting certification and in presenting a POST certified training course. The forms are:

- a. ~~The Course Certification Request Form~~ (POST 2-103): Submitted by the course coordinator to POST and is the basis for obtaining certification of a training course.
- b. ~~The Course Budget Form~~ (POST 2-106): Submitted with the Course Certification Request ~~Form only~~ if tuition is to be charged for the course or the course is proposed to be presented for POST under contract.
- c. ~~The Course Announcement Form~~ (POST 2-110): Submitted to obtain POST approval for the initial presentation of a specific certified course and for each separate presentation thereafter.
- d. ~~The Course Roster Form~~ (POST 2-111): Lists names of trainees attending a given class and is submitted to POST at the conclusion of each course.
- e. ~~The Course Evaluation Instrument Form~~ (POST 2-245): Distributed by the course coordinator on the first day of the presentation and completed at the end of the course by each trainee. The completed forms are to be collected on the last day of the course and submitted to POST with the Course Roster ~~Form~~ (POST 2-111).

## COMMISSION PROCEDURE D-10

~~\*Revised: December 1, 1983~~Revised: January 22, 198610-5. Forms Used for Certification and Presentation of Training Courses  
(continued)

- f. Training Reimbursement Request (POST 2-273): This form is not actually used in certification or presentation of a course, but must be collected from POST reimbursable agency trainees attending a certified course presentation and forwarded to POST attached to the Course Roster. Such trainees who do not have the form during a course presentation should be instructed to have their agencies directly contact POST if reimbursement is desired. Trainees from agencies not in the POST Reimbursement Program will not submit this form to the course coordinator.

Each of the listed forms serves to accomplish a progressive step in ensuring that training courses are approved and presented in conformance with POST standards.

The forms will be furnished by POST upon request.

Certification Process

10-6. Obtaining Course Certification: Any person who wishes to have a course certified ~~must~~ shall:

- a. Contact a POST ~~area~~ training consultant for consultation on the proposed course.
- b. Prepare the Course Certification Request (POST 2-103). ~~(Fill out a copy of the Course Budget (POST 2-106) only for those courses for which a tuition is to be charged.)~~
- c. Prepare the Course Budget (POST 2-106) if the proposed course will require a tuition or is proposed to be presented under contract.
- d. ~~e.~~ Prepare a course outline, showing dates and hours of instructions, an expanded course outline, indicating the subject main topics and sub-topics, with sufficient material to indicate technical information on the subject areas. This outline shall be more than a topical outline or synopsis but less than what is commonly known as a lesson plan or unit guide. Example formats are available from POST upon request.
- e. ~~d.~~ Prepare a synopsis statement of the course, an hourly distribution schedule, indicating the days of the week, instructors, and topics scheduled during each specific time period. Example formats are available from POST upon request.
- f. ~~e.~~ Secure Prepare a resumes of for each instructors<sup>1</sup> that describes the person's education, and job experience, teaching experience, and subjects taught.

COMMISSION PROCEDURE D-10

~~\*Revised: December 1, 1983~~Revised: January 22, 1986

## 10-6. Obtaining Course Certification (continued)

- g. ~~f.~~ Submit the above completed forms and other required material to POST, P. O. Box 20145, Sacramento, CA 95820-0145 at least 30 which must be received by POST at least 60 days prior to the first planned presentation.

Recertification Process

10-7. Annual Recertification: Consistent with Commission policy, each certified course is reviewed prior to commencement of a new fiscal year. The review includes evaluation of continuing need for each course, currency of curricula, and continuing adherence to the terms of certification.

- a. A course that has not been presented within one year of the time of review shall be decertified unless exceptional justification exists for continuing certification.
- b. POST staff will assure that for each course for recertification POST files contain a current expanded course outline, hourly distribution schedule, and instructor resume(s).
- c. The presenter of each course shall provide POST with copies of all relevant documents necessary for review of course content and instruction, and shall provide information necessary to examine adherence to the terms of certification.

~~Restrictions~~ Certification Period

~~10-9, 10-8. Restrictions to Course Certification Period: A course shall remain certified for a specified number of presentations during a fiscal year, as provided that long as it is presented in the manner in which it is certified, and subject to the restrictions or stipulations stated by POST. at the time the course is certified.~~

~~Changes~~

~~10-13. Changes in Total Hours or Tuition: Any change which increases or decreases total hours of presentation or tuition must be submitted to POST for approval.~~

## Valid Certification

~~10-14, 10-9. Validity of Course Certification: A course which that has been certified is valid for presentation only by the training facility presenter receiving the certification. It, and is not transferable to another presenter.~~



COMMISSION PROCEDURE D-10  
~~Revised: December 1, 1983~~  
 Revised: January 22, 1986

### Request for Changes

~~10-15~~, 10-10. Certified Course Not to be Changed: A course, once certified under the conditions specified in the Course Certification Request and certification confirmation letter, is not to be changed or modified without prior POST approval. If a course change is necessary or desirable, ~~course~~ any proposed change must be submitted to POST ~~staff~~ for approval prior to any change being implemented.

### Basis for Reimbursement

~~10-19~~, 10-11. Basis for Reimbursement of Certified Courses: Only ~~those~~ a training courses that is are certified by POST and assigned a certification number by POST are recognized as the basis for POST reimbursement is reimbursable.

### ~~Title and Control Number~~ Course Publicity

~~10-20~~, 10-12. ~~Course Title and Course Control Number~~ Proper Publicity: A course must be publicized under the title exactly as it is ~~was~~ certified by ~~the Commission~~ POST. Titles must also conform to the POST designated classification. The POST seven digit course ~~control~~ number ~~must~~ should also be printed in any course announcements, brochures, bulletins, or publications. When circulating information about the course presentation, POST shall be clearly indicated as having certified the training course.

### Course Numbering System

10-13. Course Numbering: Each course certified is assigned a seven digit Course Certification Number. The first three digits identify the presenter and the next four digits indicate the course category or type of training. For example, the Sacramento Training Center has a certified supervisory course. The Course Certification Number is 297-0040; 297 specifies the presenter, and 0040 indicates a supervisory course. Additionally, when a Course Announcement (POST 2-110) is forwarded to POST for approval of a specific presentation, an additional three digits are added to the Course Certification Number. The ten digit number then becomes a Course Control Number, and identifies a particular presentation of a specific course. A Course Control Number for the first presentation of the above example course is 297-0040-401.

COMMISSION PROCEDURE D-10  
~~Revised: July 1, 1980~~  
 Revised: January 22, 1986

### Tuition Guidelines

~~10-7, 10-14.~~ Approved Expenses for Establishing Tuition: The following guidelines are to be used by course coordinators and other individuals presenting or planning to present tuition-type and contract training programs certified by ~~the Commission~~ POST. These guidelines identify the expenses that may be approved in establishing the allowable tuition and contract costs, and are to be used in completing ~~POST Forms 2-103~~ the Course Certification Request (POST 2-103), and ~~2-106~~ Course Budget (POST 2-106) when requesting the initial certification or recertification.

The Budget Categories Worksheet, Pages 2 and 3 of the Course Budget (POST 2-106), shall be completed, listing the costs for each of the categories as applicable. Each category cost is to be totaled and entered on the Budget Categories Summary, Page 1 of the Course Budget. The Course Budget shall be submitted with the Course Certification Request (POST 2-103).

Direct costs are those allowable costs directly incidental to the development and presentation of a POST-certified course. The adopted guidelines for approved direct and indirect costs are as follows:

a. Instruction Costs:

- (1) Up to \$25 per hour for each certified hour of instruction per instructor. It is expected that fringe benefits and instructor preparation, when applicable, will be included in this amount.
- (2) Up to \$62 per instructional hour may be approved in instances of special need for particular expertise in an instructional area, based upon acceptable written justification from the presenter.

On those limited occasions where it may be necessary to obtain special expertise to provide executive level training, the maximum of \$62 per instructional hour may be exceeded upon prior approval of the Executive Director.

- (3) Normally, only one instructor per certified hour will be approved; however, team teaching may be approved by POST staff if deemed necessary. For the purposes of these guidelines, team teaching is defined as having two or more instructors in the classroom for actual teaching purposes and under those conditions which the particular subject matter, material, or format of instruction may require, which may include workshops, exercises, or panel discussions. No coordinator or observer, while acting as such, will be considered simultaneously a teacher.

- b. Development Costs: A one-time only cost may be approved for new courses up to \$15 per hour for each certified hour to cover the cost of necessary research and other attendant developmental activities. The cost for course development ~~are to~~ may be included in the tuition charge for the first presentation only.

## COMMISSION PROCEDURE D-10

~~Revised: October 23, 1981~~January 22, 1986~~10-7, 10-14.~~ Approved Expenses For Establishing Tuition (continued)

- c. Coordination: POST will pay fees for coordination based on the type of services performed. Coordination is categorized as: (1) General Coordination, and (2) Presentation Coordination.

General Coordination: General Coordination is the performance of tasks in the development, pre-planning, and maintenance of any certified course to be presented by a specific presenter. Maintenance includes: scheduling, selecting instructors, eliminating duplicative subject matter, providing alternate instructors/instruction as necessary, allocating subject time periods, evaluating instructors, selecting training sites, supervising support staff, and administrative reporting.

General Coordination fees may be charged as follows:

| <u>Certified Course Length</u> | <u>Amount</u>                  |
|--------------------------------|--------------------------------|
| 24 hours or less               | \$100 per presentation         |
| 25 to 40 hours                 | \$150 per presentation         |
| Over 40 hours                  | \$ 3 per hour, up to 100 hours |

Presentation Coordination: Presentation Coordination is the performance of tasks related to course quality control, i.e., insuring attendance of instructors, identifying the need and arranging for the appearance of alternate instructors through the general coordinator when assigned instructors are not available, and being responsible for the development of a positive learning environment and favorable social climate. It is required that the Presentation Coordinator be in the classroom, or immediate vicinity, to resolve problems that may arise relating to the presentation of the course.

Presentation Coordination fees may be charged as follows:

\$9 per certified hour., which is normal, and

Up to \$15 per certified hour, with POST approval, supported by written justification showing a need for a greater degree of coordination expertise.

- d. Clerical Support: Clerical hourly rates may be allowed up to \$7.50 per hour ~~for clerical support~~ based on the following formula:

| <u>Certified Course Length</u> | <u>Clerical Support</u> |
|--------------------------------|-------------------------|
| 24 hours or less               | 40 hours maximum        |
| 25 to 40 hours                 | 50 hours maximum        |
| Over 40 hours                  | 100 hours maximum       |

COMMISSION PROCEDURE D-10  
Revised: ~~December 1, 1983~~  
January 22, 1986

~~10-7, 10-14.~~ 10-14. Approved Expenses For Establishing Tuition (continued)

- e. Printing/Reproduction: Actual expenses for brochure and handout printing or reproduction may be allowed. Expenses shall include a per sheet cost breakdown.
- f. Books/Films/Instructional Materials: Actual expenses may be allowed provided each expense is identified. Expendables, such as programmed tests, may be allowed in the same manner. Textbooks may be purchased and a one-time expenditure may be allowed for textbooks which will be used in future class presentations. If the course is decertified, or if the texts are no longer necessary in this course, they shall be delivered to POST for disposition within a reasonable period of time, at the expense of the training institution.  

Films and other expensive instructional aids should normally be rented or obtained without charge from the various sources available. If a purchase is necessary, and authorized by POST, such materials shall remain the property of POST.
- g. Paper/Office Supplies/Mailing: Actual expenses may be allowed provided each expense is identified.
- h. Coordinator/Instructor(s) Travel: An estimate is to be made of the necessary travel expenses for advance budget approval. Expenses for local area travel are allowed only when travel exceeds 25 miles one way or if travel is necessary to an additional course site. If a course presentation is authorized out of the immediate vicinity of the presenter's local area, travel expenses may be allowed in accordance with existing State regulations covering travel and per diem.
- i. Miscellaneous: Any other cost of materials and other direct items of expense acquired that can be identified, justified, and approved by POST may be allowed.
- j. Indirect Costs: Indirect costs are allowable costs for services not easily assignable as direct costs but have an actual cost relatedness to the service to be provided. These may include such items as general administration or use allowances. Indirect costs may not exceed 15% of the total direct costs.

COMMISSION PROCEDURE D-10  
 Revised: ~~October 23, 1981~~  
January 22, 1986

~~10-7.~~ 10-14. Approved Expenses For Establishing Tuition (continued)

- k. Calculation of Tuition: All budgeted costs for one presentation are added to determine the total cost. The total cost is then divided by the maximum number of students, which determines the tuition cost per student.

POST policy allows a course administrator to exceed maximum enrollments up to 20 percent on a given presentation. This is done to accommodate for unavoidable under-enrollment due to students who do not show up or who cancel their reservations. It is the presenter's responsibility to monitor over-enrollment in a POST certified tuition course so that by the end of the certification period, and as nearly as possible, the total number of students does not exceed the maximum number established by the terms of certification.

As an example, in a certification period a course is certified for four presentations with a maximum number of students of twenty-five for each presentation. At the end of the certification period, if all four authorized presentations were presented, the total number of students who attended should not exceed one hundred.

Over-enrollment that is not properly managed and adjusted during the certification period may result in one of the following:

- (1) Reduction of tuition
- (2) Require presentation(s) without tuition
- (3) Require presenter to provide prorated refunds to trainees
- (4) Decertification of course.

Certification Request ~~Action~~ Process

~~10-8.~~ 10-15. Time for Certification Submission to POST: The Course Certification Request (POST 2-103) along with supporting documents enumerated in 10-6 and/or 10-7 above shall be ~~submitted to~~ received by POST at least ~~30-~~ 60 days prior to ~~before the beginning of~~ the first planned presentation.

- a. Review by POST Staff: After review and processing by POST staff, the Course Certification Request shall be submitted with recommendations to the Executive Director for action. The Executive Director has the option of: (1) certifying the course; (2) not certifying the course; (3) certifying the course with modifications or stipulated conditions; or (4) deferring action until a later date. The ~~requester~~ applicant will be notified in writing of the Executive Director's decision.

COMMISSION PROCEDURE D-10  
~~Revised: July 1, 1980~~  
 Revised: January 22, 1986

10-15 Certification Request ~~Action~~ Process (continued)

- b. Executive Director Action: The Executive Director shall report all courses newly certified to the Commission at the next regular Commission meeting. Any person who has applied to have a course certified and is not satisfied with the decision of the Executive Director may appeal it the decision to the Commission. ~~The requester applicant or other persons making the application~~ may appear before the Commission and offer oral testimony in the appeal.
- c. Appearance Before the Commission, Notification: ~~A~~ An applicant for certification of a course coordinator or training officer or other interested persons wishing to appear personally before the Commission should so notify the POST Executive Director in writing at least ~~30~~ 45 days before the scheduled Commission meeting.
- d. Time and Place of Commission Meeting: Commission meetings are normally held quarterly. The date, time and location of a scheduled Commission meeting may be obtained by contacting the POST Executive Office, ~~at P. O. Box 20145, Sacramento, CA 95820-0145, or phone (916) 739-5328.~~

~~Identification Numbers~~

~~10-10. Identification Number for Education and Training Facility: Each trainer, police academy, college or university in the State is assigned a permanent identification number. The number is used as an integral part of the numbering systems adopted by POST for purposes of identifying and controlling (1) the certification of training and education courses, and (2) course presentations.~~

~~Identification Category~~

~~10-11. Identification Numbers Assigned by Category: Each training facility and educational institution is assigned a permanent identification number within the number blocks as follows:~~

|  |                    |
|--|--------------------|
| <del>a. Academies</del>  | <del>100-299</del> |
| <del>b. Community Colleges</del>                                       | <del>300-499</del> |
| <del>c. State Universities and Colleges<br/>and Private Colleges</del> | <del>500-599</del> |
| <del>d. Universities</del>   | <del>600-699</del> |
| <del>e. Other Training Institutions</del>                              | <del>900-999</del> |

COMMISSION PROCEDURE D-10  
~~Revised: July 1, 1980~~  
 Revised: January 22, 1986

~~Course Numbers~~

~~10-12. Education and Training Course Number by Category: For purposes of identification and control, Course Control Numbers are assigned by POST for course categorization and reflected in the Course Catalog.~~

~~Certification Number~~

~~10-16. Course Certification Number: At the time of certification of a course, a course certification number is assigned. The number is recorded in the upper right hand corner of the Course Certification Request Form (POST 2-103). This number is used as the reference in all future communications and actions regarding the particular course certification.~~

~~Assignment of Number~~

~~10-17. Assignment of Course Certification Number: The Course Certification Number consists of a two part series of seven digits. The first three digits designate the permanently assigned number of the school or academy, separated by a hyphen, the next four digits designate the course category. For example, assume that the Sacramento Center has a Supervisory Course certified by POST. The Course Certification Number is shown 297-0040; 297 is the school number; 0040 is the course number.~~

~~Purpose of Number~~

~~10-18. Purpose of Course Certification Number: The Course Certification Number is essential to:~~

- ~~a. Identify and account for the courses that are certified and presented.~~
- ~~b. Maintain quality control of training courses presented.~~
- ~~c. Expedite and control the reimbursements of funds to participating agencies and institutions submitting claims.~~

Instructions for Completion of Course Certification Request Form

~~10-21.~~ 10-16. Instructions for Completion of Course Certification Request Form (POST 2-103). The numbers preceding the paragraphs that follow correspond to the numbered spaces on the form:

1. Agency Submitting Request: Enter name of ~~law enforcement or training agency~~ school, agency, individual, or firm submitting the request for course certification.

COMMISSION PROCEDURE D-10

~~Revised: July 1, 1983~~Revised: January 22, 1986~~10-21.10-16.~~ Instructions for Completion of Course Certification Request ~~Form~~  
(POST ~~2-103~~) (continued)

2. Course Title: If course has a descriptive title, other than POST category, ~~give~~ enter the title.
3. College Affiliation: If course is given by a non-college agency but is affiliated with a college or university, enter the name of that college or university.
4. POST Course Category: Enter the POST category of course, i.e., Basic, Advanced Officer, Supervisory.
5. Course Length in Hours: ~~Indicate~~ Enter the total training hours in course.
6. Format: ~~Indicate~~ Enter the chronological arrangement of the course: hours per day, days per week, and number of weeks.
7. Presentations Per Year: Enter the number of times this particular course will be given each fiscal year, July 1 to June 30.
8. Units Granted; Semester, Quarter: Enter the number of semester or quarter units granted for the course.
9. Participating Law Enforcement Agencies and Estimated Number of Trainees from Each Agency: List the law enforcement agencies that have committed personnel to attend this course, and the yearly estimated number of personnel attending from each agency.
10. Enrollment Restrictions: ~~Indicate~~ Enter any ~~pre-conditions~~ prerequisites necessary for admittance to the class, e.g., preparatory training, approval of chief, sworn police officer, etc.
11. Maximum Number of Students: ~~State~~ Enter the maximum number of trainees that will be permitted to enroll in each class.
12. Is Residency Required: Check appropriate ~~box~~ space to indicate whether or not the trainee is required to reside at the course site.
13. Living Accommodations: Check the appropriate ~~box~~ space to indicate where living accommodations are available. If the course is one ~~at~~ which the trainees ~~would~~ commute daily, check "Not Applicable."
14. Costs: State any tuition, fees or material costs in the appropriate space ~~box~~. If tuition is charged, this request must be accompanied by a detailed course budget. If there are costs other than tuition, meals and lodging, give details in narrative (~~8~~ space 18).



## COMMISSION PROCEDURE D-10

~~Revised: July 1, 1983~~Revised: January 22, 1986~~10-21.10-16. Instructions for Completion of Course Certification Request Form (2-103)~~ (continued)

15. Address of Course Site: Enter address where course is to be actually ~~given~~ presented. If course is to be ~~given~~ presented at several different locations, write "several" and give details in narrative (Space 18).
16. Facilities--Number and Size of Classrooms: ~~Indicate~~ Enter the number and size (dimensions) of ~~available~~ classrooms in which the course will be presented.
17. Total Seating Capacity: ~~Give~~ Enter seating capacity of the room where class will be presented.
18. Course Objective and Narrative Description of Course: ~~State~~ Enter precisely, the objective of the course. Present any relevant feature of the course not stated elsewhere. Narrative description is optional. Attach ~~topical~~ expanded course outline and hourly class distribution schedule. Lesson plans are to be kept on file at the presenters facility for POST inspection.
19. Method of Presentation: ~~Indicate~~ Enter all instructional techniques to be employed utilized in presenting the training course.
20. Number of Instructors: ~~Indicate~~ Enter the number of instructors to be used and attach a brief resume of each instructor's education, job experience, and teaching experience. ~~for each, showing his qualifications to teach his subject.~~
21. Training Aids Used: ~~Indicate specifically,~~ Enter the training aids to be used.
22. Texts and Reference Material: ~~List~~ Enter the text books or other reference material to be used.
23. Required Project: ~~Describe briefly,~~ Enter any required project.
24. Method of Evaluating Stated Objectives: ~~State briefly,~~ Enter how achievement of course objectives will be evaluated and measured, e.g., written examination, performance examination, critique, etc.
25. Name and Title of Person Requesting Course Certification: Self-explanatory.
26. Date of Request: Self-explanatory.

COMMISSION PROCEDURE D-10  
~~Revised: July 1, 1983~~  
 Revised: January 22, 1986

Instructions for Completion of Course Budget Form

~~10-22~~ 10-17. Instructions for Completion of Course Budget Form (POST 2-106): The Course Budget Form is to be submitted only for tuition-type and contract training programs. See PAM Section D-10-7 14 for tuition guidelines.

Course Announcement Process

~~10-23~~ 10-18. Procedures Required For Presentation of a Course: Course coordinators who wish to present a course of instruction which has been is currently previously certified by POST must prepare and submit a Course Announcement form (POST 2-110). The course shall not be presented until the form Course Announcement has been approved by POST and returned to the course coordinator.

- a. Deadline for Submission: The Course Announcement form must be submitted to POST ~~(1)~~ at least 30 calendar days, but not more than 60 days, prior to the offering of the course. described, if the course was previously approved at time of course certification. An hourly distribution schedule must be attached to each Course Announcement. (2) At least 90 calendar days prior to the offering of the course described, if the course was not previously approved at the time of course certification.
- b. Course Control Number: After the Course Announcement has been reviewed and approved by POST ~~staff~~, the final digits are added to the course certification number. This action changes the course certification number to a course control number and identifies a particular offering of a specific course. The course control number must be used when making any references pertaining to a particular course offering.
- c. Sequence for Submission: Each time a course is offered, a new Course Announcement and hourly distribution schedule must be submitted for approval.
- d. Concurrent Sessions: In those instances where two sessions of the same certified course are scheduled to run concurrently, two Course Announcement forms must be submitted. In the Comment Section of each Course Announcement form, a remark should be made to the effect that this is one of two sessions of the same course being conducted concurrently.
- e. Modification Procedures: If, subsequent to POST having approved a the receipt of an approved Course Announcement, the course coordinator becomes aware of a need to make any course changes, such as dates of presentation, scheduled times, presentation location, or hours of presentation, POST must be contacted for approval prior to the presentation. Corrections for Course Announcements/Rosters (POST 1-140) may be used for this notification.

## COMMISSION PROCEDURE D-10

~~Revised: July 1, 1983~~Revised: January 22, 2986~~10-23~~ 10-18. Procedures Required for Presentation of a Course: (Continued)

- f. Approval: Once the Course Control Number is ~~given~~ assigned by POST to a particular course presentation, it is recorded on the Course Announcement ~~form~~ and a copy of the form is returned to the coordinator. The returned Course Announcement ~~form~~ constitutes course approval and is the basis for the presentation of a certified course.

Instructions for Completion of Course Announcement

~~10-24~~ 10-19. Instructions for Completion of ~~the~~ Course Announcement Form (POST 2-110): The Course Announcement ~~form shall is to~~ be completed and submitted to ~~the Commission on~~ POST each time a certified course is to be presented. ~~Refer to PAM D-10-23(a) for the deadline for submission.~~ Complete each lettered ~~section where applicable~~ space on the form.

- ~~A~~.a. Course Certification Number: Enter the POST-approved course certification number for the course.
- ~~B~~.b. Certified Course Title: Enter the title approved by POST and as shown in the Catalog of Certified Courses, PAM Section D-14.
- ~~C~~.c. Course Presenter: Enter the name of the school, agency, individual, or firm authorized to present the course as indicated on the Course Certification Request.
- ~~D~~.d. Address Where Course Will be Presented: Enter the address where the main course of instruction will take place.
- ~~E~~.e. Course Presentation Dates and Times: Enter the dates and times ~~the~~ course is scheduled to begin and end.
- ~~F~~.f. Basic Course Only-List Dates of Driver Training: If ~~this~~ the Course Announcement is for a Basic Course presentation, enter the dates of The "behind the wheel" driver training portion of the Basic Course. This information will be used to determine if a trainee completed this training and whether his/her agency is eligible for reimbursement of the Driver Training fee.
- ~~G~~.g. Total Certified Hours: Enter the total number of hours approved on the ~~Course Certification,~~ Certification Confirmation Letter.
- ~~H~~.h. Hours for This Presentation: Enter the number of hours of instruction for this course presentation.
- ~~I~~.i. Total Number of Training Days: Enter the number of classroom days that training will be presented in session.

COMMISSION PROCEDURE D-10

~~Revised: July 7, 1982~~Revised: January 22, 198610-24, 10-19. Instructions for Completion of the Course Announcement Form  
(POST 2-110) (continued)

d.j. Maximum Enrollment: Enter the maximum number of trainees that will be allowed to enroll for this course presentation. This must conform to the maximum number of students permitted by the course certification.

\*.k. List Dates That Class Will Not be Held: Enter as appropriate. Particular attention should be paid to local or school district holidays in addition to legal holidays. It is not necessary to list weekend dates unless they ~~it~~ would be a normal class days.

t.l. Tuition: Enter the POST-approved tuition amount charged per ~~student~~ trainee or per agency for this course presentation. For Basic Course presentations enter the amount charged for the driver training portion of the course. If the amount varies per ~~student~~ trainee for any reason i.e., tuition was less because agency vehicle will be used for driver training, explain in comments (space P).

\*.m. Travel: Enter number of miles from the training site to the closest off-campus accommodation if the closest affordable lodging accommodation is greater than 5 miles away.

Occasionally ~~students~~ trainees are required to travel to locations away from the normal training site, i.e., to a shooting range. If this course presentation includes training at another location, complete the spaces on the form ~~blanks~~ as follows:

o Indicate if a ~~student~~ trainee must provide his/her own transportation to another site or if the course presenter has made arrangements for the transportation of ~~students~~ trainees. If the latter is the case, explain the arrangements made and any cost to the ~~student~~ trainee or agency.

o Indicate the number of round-trip miles for one round trip to the other training site.

o Enter the number of round trips required to attend training at another site.

\*.n. Lodging: If lodging is arranged by the ~~training institution~~ presenter, provide information necessary for POST to process subsistence reimbursement by completing the applicable spaces. ~~and boxes.~~

A mandatory lodging requirement indicates that all trainees are required to reside at the accommodations provided/arranged by the ~~training institution~~ presenter with no exceptions.

## COMMISSION PROCEDURE D-10

~~Revised: July 1, 1983~~Revised: January 22, 1986~~10-24~~ 10-19. Instructions for Completion of the Course Announcement Form  
(POST 2-110) (continued)

If the lodging accommodations arranged by the ~~training institution~~ presenter cannot be provided for the full length of the course, it will be necessary at the end of the course to provide POST with an itemized report of the number of lodging days charged for each trainee. Situations of this type should be avoided if possible.

- ~~o.~~ o. Meals: If meals are arranged by the ~~training institution~~ presenter, enter the daily meal charge, and check the applicable ~~box(es)~~ space(s) explaining what meals are provided for this charge. Check the applicable ~~box~~ space indicating the days of the week meals are arranged by the ~~training institution~~ presenter.
- ~~p.~~ p. Comments: Enter information that will serve to clarify or supplement the course presentation information.
- ~~q.~~ q. Signature of Coordinator: The course coordinator or designee must sign the Course Announcement.
- ~~r.~~ r. Phone: It is important that POST ~~staff have~~ has the phone number of the coordinator in the event there is a need for additional data or clarification of information.
- ~~s.~~ s. Name of Alternate: The name of the coordinator's alternate is essential as a contact person when the coordinator is not available.

## Course Roster Process

~~10-25~~ 10-20. Purpose of Course Roster (POST 2-111): The Course Roster provides POST with a record of all ~~students~~ trainees who have attended a POST-Certified Course. The information is used by the Reimbursement Section in approving reimbursements, and by the Certificate Section in maintaining training records and verifying training information for training points.

~~10-26~~ 10-21. Procedures Required Upon Course Completion: A Course Roster Form (POST 2-111) must be prepared and submitted to POST after completion of each certified course presentation.

- a. Deadline for Submission: The Course Roster ~~form~~ must be submitted to POST ~~upon completion of a course presentation and~~ no later than seven calendar days following the ending date of the course.
- b. Modification Procedures: If subsequent to the submission of a Course Roster ~~to POST~~ the course coordinator becomes aware of errors on the form submitted ~~roster,~~ he/she ~~POST should~~ shall ~~be contacted~~ POST

COMMISSION PROCEDURE D-10  
~~Revised: July 1, 1983~~  
 Revised: January 22, 1986

~~10-26.~~ 10-21. Procedures Required Upon Course Completion (continued)

immediately about corrections. Corrections for Course Announcements/Rosters (POST 1-140), may be used for this notification.

- c. Forms to Accompany Course Roster: The Course Roster must be submitted to POST with:
- (1) The Course Evaluation ~~form~~ Instrument (POST 2-245), that was completed by each trainee listed on the roster. These forms should not be stapled to the roster form.
  - (2) The Training Reimbursement Request ~~form~~ (POST 2-273) must be collected from trainees at the beginning of the course. These forms should be stapled together with the Course Roster on top.

Instructions For Completion of Course Roster

~~10-27.~~ 10-22. Instructions For Completion of ~~The Course Roster Form~~ (POST 2-111): The Course Roster ~~form~~ is to be completed and submitted to POST each time a certified course has been presented. ~~Refer to PAM D-10-26(a) for the deadline for submission.~~

Enter the appropriate information in ~~Complete~~ the lettered sections of the form for each trainee attending the course presentation. Ditto marks may be used where appropriate.

- ~~A.~~ a. Course Control Number: Enter the course control number assigned by POST on the approved Course Announcement ~~form~~ (POST 2-110).
- ~~B.~~ b. Course Presenter: Enter name of the school, agency, individual or firm authorized to present the course as indicated on the course certification.
- ~~C.~~ c. Course Presentation Dates: Enter beginning date and ending date of training.
- ~~D.~~ d. Name of Trainee: Enter the names of all trainees enrolled in this course by last name, first name, middle initial. Names should appear in the same order as on the Training Reimbursement Requests, ~~POST forms~~ (POST 2-273) attached behind the Course Roster. Trainees whose employers are not eligible for reimbursement should be listed in alphabetical order on the roster, following the names shown on the Training Reimbursement Request forms.
- ~~E.~~ e. Social Security Number: Enter each trainee's social security number. ~~This~~ This number will be used on appropriate POST records as a reliable identifier.

## COMMISSION PROCEDURE D-10

~~Revised: July 1, 1983~~Revised: January 22, 1986~~10-27.10-22.~~ Instructions For Completion of ~~The Course Roster Form~~ (POST 2-111): (continued)

- ~~f.f.~~ f.f. Trainee Status: If the trainee's name did not appear on a Training Reimbursement Request form, check the most applicable box indicating the trainee's status. Brief definitions of each status follow:
- (1) Peace Officer - Is an employee designated as a peace officer as described in ~~subject to assignment to the prevention and detection of crime and the general enforcement of the criminal laws of this state.~~ Penal Code Chapter 4.5, starting at Section 830.
  - (2) Non-Peace Officer - Is a civilian, non-sworn employee, ~~or a peace officer that does not exercise the general enforcement of laws, i.e., a jailer, or that does not have authority to exercise peace officer powers~~ field evidence technician.
  - (3) Reserve Officer - Is an individual appointed as a Level I, II, or III Reserve Officer as described in ~~under the authority of~~ Section 832.6(a) of the Penal Code.
- ~~g.g.~~ g.g. Department or Agency: Enter the name of the current agency employing the trainee. If the trainee has no agency affiliation, enter "NONE".
- ~~h.h.~~ h.h. Number Course Hours Attended: Enter the total number of hours attended by the trainee. It is important that ~~the~~ instructors keep a daily account of the trainee's hours of attendance, as the hours will affect the reimbursement process.
- ~~i.i.~~ i.i. Satisfactory Completion?, (Y/N): Enter an "X" ~~mark~~ in the appropriate column. An "X" ~~mark~~ in the "yes" column indicates the trainee ~~satisfactorily~~ successfully completed all the requirements of the course. When a trainee is reported as successfully completing but has missed more than 5% of the certified hours of a Basic Course, or 10% of the certified hours of other classifications of courses, a statement by the course coordinator must be attached to the Course Roster explaining how successful completion was accomplished.
- ~~j.j.~~ j.j. Dates of Class Not attended by This Trainee: Enter the date of any full-day of training that was not attended by the trainee for any reason. If the trainee does not attend several consecutive days, the range of days may be shown rather than an individual listing. If additional space is needed, attach an additional sheet of paper.
- ~~k.k.~~ k.k. Reason for Absence/Failure: Provide a brief explanation of the reason for absence or failure. If further explanation is required, attach an additional sheet of paper.

COMMISSION PROCEDURE D-10  
~~Revised: July 1, 1983~~  
Revised: January 22, 1986

- ~~t.l.~~ Lodging Billed: Place an "X" in this space ~~area~~ if ~~student~~ the trainee resided in accommodations arranged by the ~~training institution~~ presenter and will be billed the amount shown on the Course Announcement ~~form~~. If the per day rate for lodging varied from the amount ~~entered~~ shown on the Course Announcement ~~form~~, explain on a separate sheet of paper.
- ~~t.m.~~ Meals Billed: Place an "X" in this space ~~area~~ if ~~student~~ the trainee obtained meals arranged by the ~~training institution~~ presenter and will be billed the amount shown on the Course Announcement ~~form~~. If the per day rate for meals varied from the amount shown on the Course Announcement ~~form~~, explain on a separate sheet of paper.
- ~~t.n.~~ Signature of Coordinator: The course coordinator or designee shall sign the Course Roster ~~form~~.
- ~~t.o.~~ Date Approved: Self-Explanatory.
- ~~t.p.~~ Phone: It is important that POST ~~staff have~~ is provided the phone number of the coordinator in the event there is need for additional data or clarification of information.
- ~~t.q.~~ Page of Pages: ~~Record~~ Indicate the roster page number followed by the total number of roster pages submitted. This is done to account for all pages submitted.

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### Tuition Guidelines

~~10-7, 10-14.~~ Approved Expenses for Establishing Tuition: The following guidelines are to be used by course coordinators and other individuals presenting or planning to present tuition-type and contract training programs certified by the Commission POST. These guidelines identify the expenses that may be approved in establishing the allowable tuition and contract costs, and are to be used in completing ~~POST Forms 2-103~~ the {Course Certification Request} (POST 2-103), and ~~2-106~~ {Course Budget} (POST 2-106) when requesting the initial certification, or recertification.

The Budget Categories Worksheet, Pages 2 and 3 of the Course Budget (POST 2-106), shall be completed, listing the costs for each of the categories as applicable. Each category cost is to be totaled and entered on the Budget Categories Summary, Page 1 of the Course Budget. The Course Budget shall be submitted with the Course Certification Request (POST 2-103).

Direct costs are those allowable costs directly incidental to the development and presentation of a POST-certified course. The adopted guidelines for approved direct and indirect costs are as follows:

a. Instruction Costs:

- (1) Up to ~~\$25~~ \$33 per hour for each certified hour of instruction per instructor. It is expected that fringe benefits and instructor preparation, when applicable, will be included in this amount.
- (2) Up to \$62 per instructional hour may be approved in instances of special need for particular expertise in an instructional area, based upon acceptable written justification from the presenter.

On those limited occasions where it may be necessary to obtain special expertise to provide ~~executive level~~ training, the maximum of \$62 per instructional hour may be exceeded upon prior approval of the Executive Director.

- (3) Normally, only one instructor per certified hour will be approved; however, team teaching may be approved by POST staff if deemed necessary. For the purposes of these guidelines, team teaching is defined as having two or more instructors in the classroom for actual teaching purposes and under those conditions which the particular subject matter, material, or format of instruction may require, which may include workshops, exercises, or panel discussions. No coordinator or observer, while acting as such, will be considered simultaneously a teacher.

~~b. Development Costs: A one-time only cost may be approved for new courses up to \$15 per hour for each certified hour to cover the cost of necessary research and other attendant developmental activities. The cost for course development are to be included in the tuition charge for the first presentation only.~~

b. Development Cost: Development cost for new courses and/or revision of courses when requested by POST may be negotiated by the presenter and POST with the approval of the Executive Director. The cost shall be prorated to all tuitions approved during the first fiscal year of the certification of the course or for an agreed upon number of presentations.

~~10-7.10-14.~~ Approved Expenses For Establishing Tuition (continued)

- c. Coordination: POST will pay fees for coordination based on the type of services performed. Coordination is categorized as: (1) General Coordination, and (2) Presentation Coordination.

General Coordination: General Coordination is the performance of tasks in the development, pre-planning, and maintenance of any certified course to be presented by a specific presenter. Maintenance includes: scheduling, selecting instructors, eliminating duplicative subject matter, providing alternate instructors/instruction as necessary, allocating subject time periods, evaluating instructors, selecting training sites, supervising support staff, and administrative reporting.

General Coordination fees may be charged as follows:

| <u>Certified Course Length</u> | <u>Amount</u>                             |
|--------------------------------|---|
| <del>24 hours or less</del>    | <del>\$100 per presentation</del>         |
| <del>25 to 40 hours</del>      | <del>\$150 per presentation</del>         |
| <del>Over 40 hours</del>       | <del>\$ 3 per hour, up to 120 hours</del> |

\$50 for each 8 hours, or portion thereof, of a presentation not to exceed \$400.

Presentation Coordination: Presentation Coordination is the performance of tasks related to course quality control, i.e., insuring attendance of instructors, identifying the need and arranging for the appearance of alternate instructors through the general coordinator when assigned instructors are not available, and being responsible for the development of a positive learning environment and favorable social climate. It is required that the Presentation Coordinator be in the classroom, or immediate vicinity, to resolve problems that may arise relating to the presentation of the course.

Presentation Coordination fees may be charged as follows:

~~\$9~~ \$12 per certified hour, which is normal, and

Up to ~~\$15~~ \$20 per certified hour, with POST approval, supported by written justification showing a need for a greater degree of coordination expertise.

- d. Clerical Support: Clerical hourly rates may be allowed up to ~~\$7.50~~ \$10 per hour for clerical support based on the following formula:

| <u>Certified Course Length</u> | <u>Clerical Support</u> |
|--------------------------------|-------------------------|
| 24 hours or less               | 40 hours maximum        |
| 25 to 40 hours                 | 50 hours maximum        |
| Over 40 hours                  | 100 hours maximum       |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

|  |   |   |
|--|---|---|
| Agenda Item Title<br><b>Course Certification/Decertification Report</b>  |   | Meeting Date<br><b>April 24, 1986</b>     |
| Bureau<br><b>Training Delivery Services</b>  | Reviewed By<br><b>Darrell L. Stewart, Chief</b> | Researched By<br><b>Rachel S. Fuentes</b> |
| Executive Director Approval<br><i>Mouman C. Boehm</i>  | Date of Approval                                | Date of Report<br><b>March 31, 1986</b>   |
| Purpose:<br><input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report            Financial Impact <input type="checkbox"/> Yes (See Analysis per details)<br><input type="checkbox"/> 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 January 22, 1986 Commission meeting:

CERTIFIED

|     | <u>Course Title</u>                         | <u>Presenter</u>                     | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Annual Fiscal Impact</u> |
|-----|---|--------------------------------------|------------------------|---------------------------|-----------------------------|
| 1.  | Law Enforcement Occupant Protect.           | Glendale Community College           | Technical              | IV                        | \$ 2,240                    |
| 2.  | Vehicle Theft Investigation                 | NCCJTES - Santa Rosa Center          | Technical              | II                        | 11,888                      |
| 3.  | Crime Prevention-Community                  | Los Angeles Police Department        | Technical              | IV                        | -0-                         |
| 4.  | Special Agent In-Service Training           | DOJ Training Center                  | Technical              | N/A                       | -0-                         |
| 5.  | Interviewing & Interrogation                | Los Angeles Police Department        | Technical              | IV                        | -0-                         |
| 6.  | Officer Tactics & Firearms Course           | Los Angeles Police Department        | Technical              | III                       | 90,000                      |
| 7.  | Supervisory Course                          | Southwestern Col/ San Diego Co. S.D. | Supv. Course           | II                        | 55,332                      |
| 8.  | Supervisors Update Effect. Discipline       | San Diego RTC                        | Supv. Sem.             | III                       | 19,440                      |
| 9.  | Modular Skills & Knowledge Training         | NCCJTES, Sacramento Center           | Technical              | IV                        | 27,300                      |
| 10. | Detection, Inv. & Pros. of Financial Crimes | DOJ Training Center                  | Technical              | IV                        | 11,100                      |
| 11. | Radar Operator Training                     | San Diego LETC                       | Technical              | IV                        | 3,000                       |

CERTIFIED - Continued

|     | <u>Course Title</u>                 | <u>Presenter</u>                            | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Annual Fiscal Impact</u> |
|-----|-------------------------------------|---|------------------------|---------------------------|-----------------------------|
| 12. | Chemical Agent Instructor           | NCCJTES, Butte Center                       | Technical              | IV                        | 8,100                       |
| 13. | Advanced Officer Training           | Santa Barbara City College                  | A0                     | II                        | 18,000                      |
| 14. | Narcotics Investigation             | Los Angeles Police Department               | Technical              | II                        | 18,000                      |
| 15. | Skills & Knowledge Modular Training | Napa Valley College                         | Technical              | IV                        | 9,290                       |
| 16. | Criminal Invest.                    | NCCJTES, Sacramento Center                  | Technical              | II                        | 18,000                      |
| 17. | Reserve Training, Module C          | Lassen College                              | Reserve                | N/A                       | -0-                         |
| 18. | Skills & Knowledge Modular Training | NCCJTES, Los Medanos College                | Technical              | IV                        | 8,850                       |
| 19. | Supervisory Seminar                 | Southwestern Col/ San Diego Co. S.D.        | Supv. Trng.            | IV                        | 24,000                      |
| 20. | Comm. Veh. Enforc. Trng.            | Calif. Highway Patrol                       | Technical              | III                       | 61,440                      |
| 21. | Skills & Knowledge Modular Training | NCCJTES, Redwood Center                     | Technical              | IV                        | 6,194                       |
| 22. | In-Service Driver Training Course   | Los Angeles P.D.                            | Technical              | IV                        | 3,000                       |
| 23. | Domestic Violence                   | Southwestern Col/ San Diego Co. S.D.        | Technical              | IV                        | 69,120                      |
| 24. | Skills & Knowledge Modular Training | Allan Hancock College                       | Technical              | IV                        | 6,000                       |
| 25. | Domestic Violence                   | Ventura Co. Police & Sheriff's Trng Academy | Technical              | IV                        | 1,500                       |

DECERTIFIED

| <u>Course Title</u>                | <u>Presenter</u>              | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Annual Fiscal Impact</u> |
|------------------------------------|-------------------------------|------------------------|---------------------------|-----------------------------|
| 1. Training Managers-<br>Module II | Justice Training<br>Institute | Technical              | I                         | -0-                         |
| 2. Jail Operations -<br>80 Hours   | Modesto CJTC                  | Technical              | II                        | -0-                         |

TOTAL CERTIFIED 25

TOTAL DECERTIFIED 02

TOTAL MODIFICATIONS 76

762 courses certified as of 03/31/86  
149 presenters certified as of 03/31/86



*Resolution* OF THE  
*Commission on Peace Officer Standards and Training*  
STATE OF CALIFORNIA

WHEREAS, Lynn S. Wood, Sheriff of Stanislaus County, has announced his retirement effective March 28, 1986; and

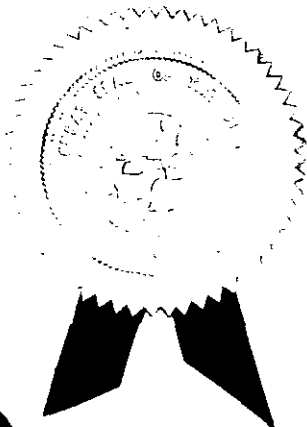
WHEREAS, Sheriff Wood has served as Sheriff of Stanislaus County since January of 1975, having been handily reelected each time he ran; and

WHEREAS, Sheriff Wood has been a supporter and champion of standards and training for law enforcement; and

WHEREAS, it is fitting that the Commission recognize the Sheriff upon his retirement for his many contributions and support; now, therefore, be it

RESOLVED, that the Commission on Peace Officer Standards and Training does hereby recognize and commend Lynn S. Wood, Sheriff of Stanislaus County, on his retirement for his many contributions to the field of law enforcement; and be it

FURTHER RESOLVED, that the Commission extends to Sheriff Wood its best wishes for a productive and successful retirement from his chosen field.

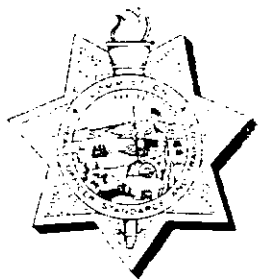


*Robert L. Vernon*  
Chairman

*Norman C. Brehus*  
Executive Director

March 19, 1986

Date



*Resolution* OF THE  
*Commission on Peace Officer Standards and Training*  
STATE OF CALIFORNIA

WHEREAS, Chief R. Fred Ferguson has announced his retirement effective February 28, 1986; and

WHEREAS, Chief Ferguson has served as Chief of Police for the City of Salinas, California, from 1977 through his retirement, and prior to that served as Chief of Police for the City of Riverside from 1972 to 1977 and as Chief of Police for the City of Covina from 1962 to 1972; and

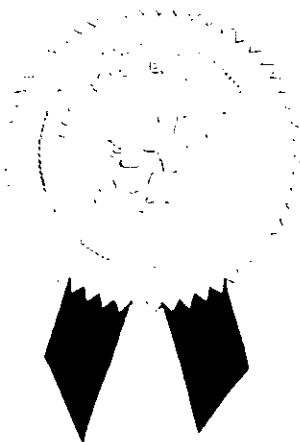
WHEREAS, Chief Ferguson has served as a peace officer in the law enforcement profession since 1950; and

WHEREAS, during that time, Chief Ferguson has distinguished himself in his innovative approaches to administration of police services and excelled in academic pursuits, including a Masters Degree from the University of Southern California in 1969; and

WHEREAS, it is fitting that the Commission on Peace Officer Standards and Training recognize and honor Chief Ferguson for his contributions and accomplishments as a leader in the law enforcement profession in California for many years; now, therefore, be it

RESOLVED, that the Commission on Peace Officer Standards and Training does hereby recognize and proclaim its respect for Chief Ferguson's accomplishments; and be it

FURTHER RESOLVED, that the Commission does hereby convey its best wishes to Chief Ferguson for a successful retirement.



*Robert L. Vernon*

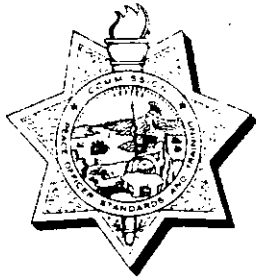
Chairman

*Norman L. Perkins*

Executive Director

March 1, 1986

Date



*Resolution* OF THE  
*Commission on Peace Officer Standards and Training*  
STATE OF CALIFORNIA

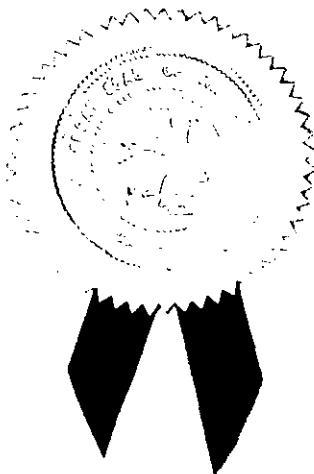
WHEREAS, Cornelius "Con" Murphy has served as the Chief of Police for the City of San Francisco for six years, completing a total of thirty-three years in law enforcement;

WHEREAS, Chief Murphy has announced his retirement effective January 16, 1986; and

WHEREAS, it is fitting and appropriate that the Commission on Peace Officer Standards and Training commend Chief Cornelius P. Murphy for his many contributions to the profession of law enforcement and public safety, and the upholding of high standards of training; now, therefore, be it

RESOLVED, that the Commission on Peace Officer Standards and Training does hereby commend Chief Cornelius P. Murphy on his service at his retirement; and be it

FURTHER RESOLVED, that the Commission does hereby convey its best wishes for his continuing success in his retirement and any future endeavors.



*Robert L. Vernon*  
Chairman

*Morgan C. Boehm*  
Executive Director

March 1, 1986  
Date



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

| COMMISSION AGENDA ITEM REPORT  |   |   |
|--|---|---|
| Agenda Item Title  | Public Hearing - Amendment of Commission Procedure For Reserve Training | Meeting Date<br>April 24, 1986  |
| Bureau   | Reviewed By<br>Glen Fine  | Researched By<br>Hal Snow   |
| Executive Director Approval<br><i>Morgan C. Boehm</i>  | Date of Approval<br>4-8-86  | Date of Report<br>February 7, 1986  |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report                       Financial Impact |   | <input type="checkbox"/> Yes (See Analysis per details)<br><input checked="" type="checkbox"/> No |

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

ISSUE

Should the Commission approve revisions to Commission Procedures D-7, H-3 and H-5 relating to training standards for reserve peace officers?

BACKGROUND

POST is required by Penal Code Sections 832.6 and 13510 to establish training standards for reserve officers (See Attachment A). Pursuant to the passage of Section 832.6 in 1977, the Commission, effective January 1, 1979, adopted the existing reserve training standards for Reserve Level I (Work Alone, General Enforcement), Level II (Ride-Along), and Level III (Limited Function). Training standards for each level are described in Commission Procedures D-7, H-3 and H-5.

As approved by the Commission at its October 1985 meeting, a study of reserve officer training standards was begun in light of the approved curriculum changes to P.C. 832, Arrest and Firearms Course. The Commission approved curriculum changes to the P.C. 832 Course effective July 1, 1986, which impact reserve officer training standards for Levels I and II. In addition, to these technical modifications, it was noted that particular attention would be devoted to the training requirements of Level II Reserves which are currently considered to be most in need of improvement. With the input of an Ad Hoc Advisory Committee on Reserve Officer Training Standards (Attachment B), staff has developed proposed revised training standards for reserve officers. The Commission, at its January 22, 1986 meeting, approved this matter being set for a public hearing in conjunction with the April 1986 regular meeting. See Attachment C for POST Bulletin and Notice of Public Hearing announcing that this matter will be considered at this meeting.

## ANALYSIS

The existing training requirements for Reserve Officers are as follows:

|                                 | <u>Existing Training Requirement</u>  |
|---------------------------------|---|
| Level III<br>(Limited Function) | - Module A (Minimum 40 Hours of P.C. 832 Arrest and Firearms Course)  |
| Level II<br>(Ride Along)        | - Module A + Module B (minimum 40 hours of First Aid, CPR, and Role of Backup Officer)  |
| Level I<br>(Non-Designated)     | - Modules A + B + Module C (minimum 120 hours) (200 hours total - Modules A, B, and C). In addition, 200 hours of Field Training is required. |
| Level I<br>(Designated)         | - Regular Basic Course  |

The curriculum standards for the 40-hour Arrest and Firearms Course were modified by Commission action in October 1985 and become effective July 1, 1986. The changes included adding the subjects (Law and Preliminary Investigation) to the 24-hour Arrest Course and removing the subject of Arrest and Control. At the same time, the Commission approved a change to adopt a 16-hour Communications and Arrest Methods Course which is recommended for those peace officers that make arrests. Penal Code Section 832.6(3) specifically requires Level III Limited Function Reserve Officers to complete the 40-hour P.C. 832 Course. The existing Commission Procedure H-5 relating to Reserve Officer Training Standards specifies the previous P.C. 832 curriculum which needs to be revised and made consistent with the new curriculum. Because these reserve officers are exposed to arrest situations, it is being recommended that they be required to additionally complete the 16-hour Communications and Arrest Methods Course for a total minimum training requirement of 56 hours. This would, if approved, become the new Module A Reserve Officer Training Requirement.

The current training requirement for Level II, Ride-Along Reserve Officers, is Module A and the 40-hour Module B that includes First Aid, CPR, and Role of Backup Officer. The current training requirements for Level II Reserve Officers have long been considered inadequate when compared with their commonly performed duties, which can be virtually everything a regular officer performs, except this reserve officer does so under the immediate supervision of a certificated regular officer. It is recommended that 50 hours of Module C (Required Training For Non-Designated Level I Reserve Officers) be reassigned to Module B (Required Training for Level II, Ride Along Reserve Officers). The proposed 90-hour Module B would include an additional six hours of First Aid-CPR training mandated to go into effect before July 1, 1986 by the Emergency Medical Services Authority. See Attachment D for proposed revisions to Commission Procedures D-7, H-3 and H-5.

This study does not attempt to address in any significant way the question of how much additional training beyond 200 hours is needed for non-designated Level I Reserve Officers. It is believed, however, that this training standard is in

substantial need of updating because of the recently updated 520-hour Basic Course and the fact these peace officers perform or have authority to perform the same functions as a regular officer. To update this training standard would require a separate study because of the additional research necessary. However, it appears reasonable to recommend at this time that Module C (Required Training For Non-Designated Level I Reserve Officers) be increased by 8 hours because of the recent legislatively mandated domestic violence training that has been determined by the Commission to be 8 hours. Thus, Module C is recommended for 68 hours which takes into account moving 16 hours to Module A, 50 hours to Module B, and adding the 8 hours of domestic violence and the 6 extra hours of First Aid-CPR training. The revised training standard for Non-Designated Level I Reserve Officers would, if approved, be increased from 200 to 214 hours.

Current Commission Procedure D-7 (Approved Courses) specifies that Designated Level I Reserve Officers are required to complete the POST Basic Course as described in PAM Section D-1-3. It is proposed to revise Commission Procedure H-5 (Reserve Officers) to remove the out-of-date reference to the 400-hour Basic Course and substitute the above D-7 language.

The proposed revised training standards would be as follows:

Proposed Revised Training Standards

- |                                 |   |   |
|---------------------------------|---|---|
| Level III<br>(Limited Function) | - | Module A - Minimum 56 Hours<br>(P.C. 832 Arrest and Firearms Course + 16 Hours<br>Communications and Arrest Methods Course) |
| Level II<br>(Ride Along)        | - | Modules A + B = Minimum 146 Hours<br>(Module B increased hours from 40 to 90)   |
| Level I<br>(Non-Designated)     | - | Modules A + B + C = Minimum 214 Hours<br>(Module C - decrease hours and content from<br>120 to 68)                          |
| Level I<br>(Designated)         | - | Basic Course as defined in Commission<br>Procedure D-1-3 (no change)  |

It is proposed that these training standards continue in topical outline format but be organized similarly to the Basic Course functional areas and learning goals. Course presenters can thus use the Basic Course performance objectives and unit guides as illustrative content, yet would not be required to teach/test to each performance objective. Course presenters would be encouraged to use the Basic Course materials. For a comparison of all three Modules, see Attachment E.

Although it was originally proposed that these changes become effective July 1, 1986, a revised implementation schedule appears necessary. Because the revised P.C. 832 Arrest and Firearms Course becomes effective July 1, 1986, it is appropriate that the proposed Module A (40-hour P.C. 832 Arrest and Firearms Course as well as the 16-hour Communications and Arrest Methods Course) coincide with this date. Therefore, it is recommended the proposed Module A become effective July 1, 1986 or upon approval by the office of Administrative Law (OAL). It is proposed that changes to Modules B and C (Reserve Level I and II) become effective

July 1, 1988 to provide sufficient transition time for presenters and agencies and to accommodate reserve officers in the training pipeline. Also, it is proposed that Commission Procedures H-3 and H-5 be amended to require Level II and III Reserve Officers to complete after July 1, 1988 revised Modules B and C if they desire to qualify for Level I Reserve Officer. The purpose of this change is to ensure that these reserve officers are trained at least to the present minimum level. Because reserve officers are generally considered non-paid volunteers, there should be no adverse fiscal impact upon local agencies.

Commission Procedures H-3 and H-5 are subject to public hearing requirements. Commission Procedure D-7 is not subject to public hearing and thus should be approved separately from the public hearing items.

#### ALTERNATIVES TO THE RECOMMENDATIONS

The Commission should be aware that other alternatives to the above recommendations exist. Beginning with the absolute minimum, they include:

- A. Revise Commission Procedure H-3 and H-5 to substitute the revised 40-hour PC 832 Arrest and Firearms Course curriculum for Module A. As a minimum, this would be necessary since these procedures specify previous curriculum and Penal Code Section 832.6 requires reserve officers to complete the PC 832 Course. This alternative would not include the recommended 16-hour Communications and Arrest Methods Course nor any changes to Modules B and C.
- B. Revise Commission Procedure H-3 and H-5 to substitute the revised 40-hour PC 832 Arrest and Firearms Course and include the 16-hour Communications and Arrest Methods Course as required for Module A, resulting in a total of 56 hours. This alternative would include a 16-hour reduction in hours for Modules B and C combined so that the total hours for Level I would remain at 200.
- C. Same as Alternative B except to leave Modules B and C at 40 and 120 hours respectively but modify the curriculum of Modules B and C to eliminate content redundancy. This alternative would thus increase the minimum training time for Level I from 200 to 216 hours.

#### RECOMMENDATIONS

1. Subject to input from the public hearing, approve changes to Commission Procedures H-3 and H-5 including:
  - o Increasing the training standard for Level III (limited function) reserve officers from 40 to 56 hours, effective upon approval of OAL and
  - o Increasing the training standard for Level II (ride along) reserve officers from 80 to 146 hours, effective July 1, 1988 and

- o Increasing the training standard for Level I (non-designated) reserve officers from 200 to 214 hours, effective July 1, 1988 and
  - o Related technical changes and curriculum specifications as described in the attachments.
2. Approve changes to Commission Procedure D-7 relating to the increase of training standards for Reserve Officer Levels I, II, and III, consistent with the above effective dates.

#8450B 4/04/86

PENAL CODE SECTION 832.6

832.6 Deputies or appointees as reserve or auxiliary officers; powers of peace officer; conditions

(a) On or after January 1, 1981, every person deputized or appointed as described in subdivision (a) of Section 830.6 shall have the powers of a peace officer only when such person is:

(1) Deputized or appointed pursuant to paragraph (1) of subdivision (a) of Section 830.6 and is assigned to the prevention and detection of crime and the general enforcement of the laws of this state, whether or not working alone, and the person has completed the basic training prescribed by the Commission on Peace Officer Standards and Training.

A person deputized or appointed pursuant to paragraph (2) of subdivision (a) of Section 830.6 shall have the powers of a peace officer when assigned to the prevention and detection of crime and the general enforcement of the laws of this state whether or not working alone and the person has completed the basic training course for deputy sheriffs and police officers prescribed by the Commission on Peace Officer Standards and Training; or

(2) Assigned to the prevention and detection of crime and the general enforcement of the laws of this state while under the immediate supervision of a peace officer possessing a basic certificate issued by the Commission on Peace Officer Standards and Training, the person is engaged in a field training program approved by the Commission on Peace Officer Standards and Training, and the person has completed the course required by Section 832 and such other training prescribed by the commission; or

(3) Deployed and authorized only to carry out limited duties not requiring general law enforcement powers in their routine performance. Those persons shall be permitted to perform these duties only under the direct supervision of a peace officer possessing a basic certificate issued by the commission, and shall have completed the training required under Section 832 and any other training prescribed by the commission for those persons. Notwithstanding the provisions of this paragraph, a Level III reserve officer may perform search and rescue, personnel administration support, community public information services, communications technician services, and scientific services, which do not involve direct law enforcement without supervision. (Effective 1-1-85)

## Commission on Peace Officer Standards and Training

## RESERVE OFFICER TRAINING COMMITTEE

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STATE OF CALIFORNIA

GEORGE DEUKMEJIAN, Governor

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General


 1601 ALHAMBRA BOULEVARD  
 SACRAMENTO, CALIFORNIA 95816-7083

February 21, 1986

BULLETIN: 86-4

SUBJECT: PUBLIC HEARING--TRAINING STANDARDS FOR RESERVE PEACE OFFICERS

A public hearing has been scheduled, in conjunction with the April 24, 1986 Commission meeting in Sacramento, for the purpose of considering proposed changes to update training standards for reserve peace officers.

Current and proposed reserve peace officer training requirements are as follows:

| <u>Reserve Type</u>             | <u>Current</u>   | <u>Proposed</u>   |
|---------------------------------|--|---|
| Level III<br>(Limited Function) | Module A (40 hrs.) -<br>(PC 832 Course)  | Module A (56 hrs.) -<br>(Including the revised PC<br>832 Course)                            |
| Level II<br>(Ride Along)        | Module A (40 hrs.) plus<br>Module B (40 hrs.)<br>Total: 80 hrs.                              | Module A (56 hrs.) plus<br>Module B (90 hrs.)<br>Total: 146 hrs.                            |
| Level I<br>(Non-Designated)     | Module A (40 hrs.) plus<br>Module B (40 hrs.) plus<br>Module C (120 hrs.)<br>Total: 200 hrs. | Module A (56 hrs.) plus<br>Module B (90 hrs.) plus<br>Module C (68 hrs.)<br>Total: 214 hrs. |

The reasons for the proposed changes are to: (1) maintain consistency between the Level III Reserve Peace Officer Training Course (Module A) and the P.C. 832 Arrest and Firearms Course; (2) make the Level II Reserve Peace Officer Training Course more related to the tasks actually performed; and (3) add 14 hours of legislatively mandated training (i.e., Domestic Violence and First-Aid/CPR) to the Level I Reserve Peace Officer Training Course. The increases in the length of Level III and Level II Reserve Peace Officer Training (i.e., Modules A and B) will be offset substantially by reducing hours in the Level I Reserve Peace Officer Course (Module C).

To implement the changes, the Commission proposes to amend Procedures H-3 and H-5. If adopted, the change will become effective July 1, 1986.

The Commission invites input on this matter.

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 Georgia Pinola at (916) 739-5400.

NORMAN C. BOEHM  
 Executive Director

Commission on Peace Officer Standards and Training

NOTICE OF PUBLIC HEARING

Amendment of Commission Procedure for Reserve Officer Training Standards

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested in Section 13506 of the Penal Code to interpret and make specific Sections 832.6, 13503, 13506, 13510, and 13512 of the Penal Code, proposes to adopt, amend, or repeal procedures incorporated by reference into Regulations in Chapter 23 of Title 11 of the California Administrative Code. A public hearing to adopt the proposed amendments will be held before the Commission on:

Date: Thursday, April 24, 1986  
Time: 10:00 a.m.  
Place: Sacramento Hilton Hotel  
Sacramento, California

Notice is also hereby given that any interested person may present oral statements or arguments relevant to the action proposed, during the public hearing.

INFORMATIVE DIGEST

Existing Commission Procedure H-3 sets forth minimum training standards for reserve peace officers. The proposed amendments would change the minimum training standard for:

- (1) Level III Reserve Peace Officers (Module A) from 40 to 56 hours;
- (2) Level II Reserve Peace Officers (Module B) from 40 to 90 hours plus (Module A - 56 hours), totaling 146 hours; and
- (3) Level I Non-Designated Reserve Peace Officers (Module C) from 120 to 68 hours, plus (Module A - 56 hours) plus (Module B - 90 hours), totaling 214 hours.

Existing Commission Procedure H-5 sets forth specific training course content and minimum hourly requirements for Level I, Level II, and Level III Reserve Peace Officers. The proposed amendments would:

- (1) increase the training requirements for each category of reserve peace officers as specified in the above proposed revisions to Commission Procedure H-3;
- (2) revise curriculum content for Reserve Peace Officer Training Module A by substituting the recently revised PC 832 Arrest and Firearms Course curriculum for the existing PC 832 Arrest and Firearms Course curriculum;
- (3) revise the curriculum for Reserve Peace Officer Training Module B, to add content relevant to tasks performed by Level II Reserve Officers; and

- (4) revise curriculum for Reserve Peace Officer Training Module C to add recent legislatively mandated training (i.e., Domestic Violence and First Aid/CPR).

#### PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions that are described in this notice. Written comments relevant to the proposed actions must be received at POST no later than April 14, 1986, at 4:30 p.m. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

#### ADOPTION OF PROPOSED REGULATIONS

After the hearing, the Commission may adopt the proposal substantially as described in this notice, if approved, or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any modified language will be made available to the public at least 15 days before adoption. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified language for 15 days after the date on which the revised text is made available.

#### TEXT OF PROPOSAL

Copies of the Statement of Reasons and exact language of the proposed action may be obtained at the hearing, or prior to the hearing, upon request in writing to the contact person at the above address. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commission's normal business hours (8 a.m. to 5 p.m.).

#### ESTIMATE OF ECONOMIC IMPACT

The Commission has determined that the proposed changes: (1) will have no effect on housing costs; (2) do not impose any new mandate upon local agencies or school districts; (3) involve no increased nondiscretionary costs of savings to any local agency, school district, state agency, or federal funding to the State, (4) will have no adverse economic impact on small businesses, and (5) involve no significant cost to private persons or entities.

#### CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Georgia Pinola, Staff Services Analyst, at the above-listed address, or by telephone at (916) 739-5400.

Commission on Peace Officer Standards and Training

NOTICE OF PUBLIC HEARING

Amendment of Commission Procedure for Reserve Officer Training Standards

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested in Section 13506 of the Penal Code to interpret and make specific Sections 832.6, 13503, 13506, 13510, and 13512 of the Penal Code, proposes to adopt, amend, or repeal procedures incorporated by reference into Regulations in Chapter 23 of Title 11 of the California Administrative Code. A public hearing to adopt the proposed amendments will be held before the Commission on:

Date: Thursday, April 24, 1986  
Time: 10:00 a.m.  
Place: Sacramento Hilton Hotel  
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INFORMATIVE DIGEST

Existing Commission Procedure H-3 sets forth minimum training standards for reserve peace officers. The proposed amendments would change the minimum training standard for:

- (1) Level III Reserve Peace Officers (Module A) from 40 to 56 hours;
- (2) Level II Reserve Peace Officers (Module B) from 40 to 90 hours plus (Module A - 56 hours), totaling 146 hours; and
- (3) Level I Non-Designated Reserve Peace Officers (Module C) from 120 to 68 hours, plus (Module A - 56 hours) plus (Module B - 90 hours), totaling 214 hours.

Existing Commission Procedure H-5 sets forth specific training course content and minimum hourly requirements for Level I, Level II, and Level III Reserve Peace Officers. The proposed amendments would:

- (1) increase the training requirements for each category of reserve peace officers as specified in the above proposed revisions to Commission Procedure H-3;
- (2) revise curriculum content for Reserve Peace Officer Training Module A by substituting the recently revised PC 832 Arrest and Firearms Course curriculum for the existing PC 832 Arrest and Firearms Course curriculum;
- (3) revise the curriculum for Reserve Peace Officer Training Module B, to add content relevant to tasks performed by Level II Reserve Officers; and

- (4) revise curriculum for Reserve Peace Officer Training Module C to add recent legislatively mandated training (i.e., Domestic Violence and First Aid/CPR).

#### PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions that are described in this notice. Written comments relevant to the proposed actions must be received at POST no later than April 13, 1986, at 4:30 p.m. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

#### ADOPTION OF PROPOSED REGULATIONS

After the hearing, the Commission may adopt the proposal substantially as described in this notice, if approved, or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any modified language will be made available to the public at least 15 days before adoption. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified language for 15 days after the date on which the revised text is made available.

#### TEXT OF PROPOSAL

Copies of the Statement of Reasons and exact language of the proposed action may be obtained at the hearing, or prior to the hearing, upon request in writing to the contact person at the above address. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commission's normal business hours (8 a.m. to 5 p.m.).

#### ESTIMATE OF ECONOMIC IMPACT

The Commission has determined that the proposed changes: (1) will have no effect on housing costs; (2) do not impose any new mandate upon local agencies or school districts; (3) involve no increased nondiscretionary costs of savings to any local agency, school district, state agency, or federal funding to the State, (4) will have no adverse economic impact on small businesses, and (5) involve no significant cost to private persons or entities.

#### CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Georgia Pinola, Staff Services Analyst, at the above-listed address, or by telephone at (916) 739-5400.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
PUBLIC HEARING: TRAINING STANDARDS FOR RESERVE OFFICERS

STATEMENT OF REASONS

The Commission is required by Penal Code Section 13510 to set selection and training standards for all peace officer members of sheriffs' departments and police officers of cities and districts that receive State aid from POST. Penal Code Section 832.6 requires POST to develop training standards for all categories of reserve peace officers. POST has prescribed these training standards and they are specified in Commission Procedures H-3 and H-5.

Existing Commission Procedures H-3 and H-5 set forth minimum standards for reserve peace officers. The proposed amendments would change the training standard for: (1) Level III Reserve Peace Officer Training (Module A) from 40 to 56 hours; (2) Level II Reserve Peace Officer Training (Module B) from 40 to 90 hours plus (Module A - 56 hours) totaling 146 hours; and (3) Level I Non-Designated Reserve Peace Officer Training (Module C) from 120 to 68 hours (Module A - 56 hours) plus (Module B - 90 hours), totaling 214.

The reasons for the proposed changes are to: (1) maintain consistency between Level III Reserve Peace Officer Training Course (Module A) and the PC 832 Arrest and Firearms Course as required by Penal Code Section 832.6; (2) make the Level II Reserve Peace Officer Training Course more related to the tasks actually performed; and (3) add 14 hours of legislatively mandated training (i.e., Penal Code Section 13519 - Domestic Violence and Penal Code Section 13518 - First Aid and Cardiopulmonary Resuscitation). The increases in the length of Level III and II Reserve Peace Officer training (Modules A and B) would be offset substantially by reducing hours in the Level I Course (Module C).

Commission on Peace Officer Standards and Training

PUBLIC HEARING: AMENDMENT OF COMMISSION PROCEDURE FOR RESERVE  
OFFICER TRAINING STANDARDS

PROPOSED LANGUAGE

Procedure H-3 was incorporated by reference into Commission Regulation 1007, on July 15, 1982. A public hearing is required prior to revision of this directive procedure.

## RESERVE OFFICER TRAINING

### Purpose

3-1. This Commission procedure sets forth the minimum training standards for reserve officers, explains exemptions and the application of previous training as a method of meeting standards, and addresses the required field training for Level I and Level II reserve peace officers.

### Training Standard

3-2. Minimum Training Standard: Minimum training relates to the training requirements for the level of assignment and duties being performed by reserve peace officers. The level of assignments are defined in Penal Code Section 832.6.

- a. Each person seeking to be a Level III reserve peace officer shall satisfactorily complete a Module A - (POST-certified Penal Code Section 832 Arrest and Firearms, and Communications and Arrest Methods Course).
- b. Each person prior to exercise of duties as a Level II reserve peace officer shall satisfactorily complete ~~training consisting of a POST-certified~~ Module A Reserve Peace Officer Training Course (Penal Code Section 832), and a POST-certified Module B Reserve Peace Officer Training Course consisting of a minimum of 80 hours. In addition, a Level II reserve peace officer must be continuously engaged in a field training program approved by POST, unless the reserve peace officer was appointed prior to January 1, 1979 and exempted by his or her department head from the provisions of Penal Code Section 832.6 (See PAM, Section H-3-3).
- c. Each person prior to exercise of duties as a "non-designated" Level I reserve peace officer (See PAM, Section H-1-2a) shall satisfactorily complete a POST-certified Reserve Peace Officer Training Course(s) consisting of at least ~~200~~ 214 hours, (which includes Modules A, B, and C) and shall satisfactorily complete 200 hours of structured field training; OR satisfactorily meet the training requirements of the POST-certified Basic Course for regular officers, as prescribed in PAM, Section D-1.

Between January 1, 1981 and January 1, 1984, the minimum 200 hours of non-designated Level I ~~Reserve Peace Officer Training~~ may also be fulfilled by satisfactory completion of any POST-certified reserve training course(s) of 200 or more hours and 200 hours of structured field training, provided the reserve peace officer's department head attests that all requirements of Modules A, B, and C have been met. (During this period, completion of less than 200 hours of POST-certified ~~Reserve Peace Officer Training~~, that includes Modules A



COMMISSION PROCEDURE H-3

Revised: ~~July 15, 1982~~

July 1, 1986

3-2. Minimum Training Standard (continued)

and B, shall in addition require completion of a POST-certified Module C Course to meet the minimum training standard for non-designated Level I reserves.)

- d. Each person prior to exercise of duties as a "designated" Level I reserve peace officer (See PAM, Section H-1-2a), shall satisfactorily meet the training requirements of the Basic Course for regular officers (See PAM, Section D-1).
- e. To be eligible to exercise full powers and duties of a peace officer as provided by Penal Code Section 830.1 (Reference Penal Code Section 832.6(b)), ~~any those~~ reserve peace officers appointed prior to January 1, 1981, who ~~hasve~~ not satisfactorily met the Commission's training requirements of the regular Basic Course (PAM, Section D-1) and ~~hasve~~ been determined by the appointing authority to be qualified to perform general law enforcement duties by reason of the person's training and experience, must have been issued the Reserve Officer Certificate prior to January 1, 1981.
- f. Equivalent training may be established through the Basic Course Waiver Evaluation and Examination Process described in PAM Section D-11. A department head may request an evaluation (based on PAM, Section D-1) if an individual is under consideration for appointment as a Level I reserve peace officer.

3-3. Reserve Officer Training Requirements: Training shall be completed prior to assignment of peace officer duties. The following minimum training requirements apply to reserve peace officers:

| <u>Level III</u>   | <u>Level II*</u>   | <u>Level I*</u><br>(non-designated)   | <u>Level I</u><br>(designated)   |
|--|--|---|--|
| Module A -<br>( <del>40</del> 56 hours)<br><del>Certified</del><br>P.C. 832<br>Arrest & Fire-<br>arms Course<br><u>plus Communi-<br/>cations and<br/>Arrest Methods<br/>Course</u> | Module A ( <del>40</del> 56 hours)<br>PLUS<br><del>Certified</del><br>Module B ( <del>40</del> 90 hours) | Module A ( <del>40</del> 56 hours)<br>PLUS<br>Module B ( <del>40</del> 90 hours)<br>PLUS<br>Module C ( <del>720</del> 68 Hours) | Shall satisfacto-<br>rily meet the train-<br>ing requirements of<br>the Basic Course<br>(PAM, Section D-1) |
| <u>Minimum</u>   | <u>Minimum</u>   | <u>Minimum</u>  | <del><u>Minimum</u></del>  |
| <del>40</del> 56 hours   | <del>60</del> 146 hours  | <del>200</del> 214 hours  | 400 hours  |

\*Refer to PAM, Section H-3-8, Field Training, for additional training require-  
ments.

3-4. Exemption to Minimum Training: Only reserve officers appointed prior to January 1, 1979, may be exempted by the appointing authority from Level I or Level II training requirements. (See Penal Code Section 832.6, Stats. 1977 C. 987)

3-5. Transfer of Exemption: Any reserve peace officer appointed prior to January 1, 1979, and exempted by the appointing authority from the minimum training standards for Level I or Level II reserve officers, cannot after that date be appointed to either of these levels by another law enforcement department, unless the reserve officer has been awarded the POST Reserve Officer Certificate or has met the training requirements for the appropriate level of reserve peace officer assignment on or before the date of the officer's appointment as a reserve peace officer by the subsequent appointing law enforcement agency.

Procedure H-5 was incorporated by reference into Commission Regulation 1007, on July 15, 1982. A public hearing is required prior to revision of this directive procedure.

## RESERVE OFFICER COURSES - MODULES A, B, & C

### Purpose

5-1. Specifications of Reserve Officer Courses: This Commission procedure sets forth the specific requirements for Level I, Level II and Level III ~~Reserve Peace~~ ~~Officer Training~~ ~~Courses~~ established in PAM, Section H-3.

### Training Methodology

5-2. Recommended Methodology: The Commission encourages use of the performance-objective training methodology described for the Basic Course in PAM, Section D-1. That methodology is not mandated for ~~Reserve Peace~~ ~~Officer~~ ~~Course~~ presentations.

### Content and Minimum Hours

5-3. Reserve Course Content and Minimum Hours: Subject matter and hourly requirements are outlined in the following pages, which describe Modules A, B, & C. ~~References in these outlines to "Illustrative Performance Objectives" are to be considered advisory only.~~ Course presenters are encouraged to use Basic Course performance objectives and unit guides as illustrative content but are not required to do so.

MODULE A - 40 HOURS - ARREST AND FIREARMS (P.C. 832) AND  
16 HOURS - COMMUNICATIONS AND ARREST METHODS

(For full satisfaction of Level III reserve training requirements)

Course Outline

|   | <u>Hours</u> |
|---|--------------|
| <b>A. Introduction</b>  |              |
| 1. Orientation  | 1            |
| a. Administrative procedures  |              |
| Registration and processing   |              |
| b. Overview of course   |              |
| Description of course content and examination procedures;<br>notification of graduates to P.O.S.T. and attendance<br>requirements   |              |
| c. Purpose of course (P.C. 832)   |              |
| History of and reasons for enactment of P.C. 832  |              |
| 2. Ethics   | 2            |
| a. Philosophy: Role of peace officer in society   |              |
| Explanation of the peace officer function within the criminal<br>justice system and society; discussion of role perceptions<br>and discrepancies among various segments of the public |              |
| Illustrative Performance Objective: 1.2   |              |
| b. Professional obligations   |              |
| Law Enforcement Code of Ethics; discuss interagency coopera-<br>tion within the criminal justice system; opportunities for<br>individuals and professional improvement                |              |
| Illustrative Performance Objectives: 1.2, 8.38  |              |
| c. Personal and organization conduct and integrity  |              |
| Discusses ethical and unethical acts on and off duty;<br>discusses how to maintain integrity within the organization  |              |
| Illustrative Performance Objectives: 1.3, 1.4   |              |

|   | <u>Hours</u> |
|---|--------------|
| B. Discretionary Decision Making  | 2            |
| Discretion in criminal justice problems; identification of situation and alternative actions possible; alternatives to invoking the criminal justice process; the decision-making process   |              |
| Illustrative Performance Objective: 2.1   |              |
| C. Arrest, Search and Seizure   | 20           |
| 1. Laws of arrest   |              |
| a. Definition of arrest   |              |
| Explains those acts and circumstances which constitute a legal arrest; definition of a crime; explains when arrest may be deemed detention only   |              |
| b. Explains statutes and case decisions which authorize arrests by peace officers   |              |
| c. Probable cause   |              |
| d. P.C. 150 and its limitations   |              |
| Explains statutes which require and restrict citizen aid to peace officers  |              |
| e. Rights of accused (Miranda)  |              |
| Explains Miranda warning, admonition; rights to bail, telephone calls, counsel and arraignment, juvenile procedures   |              |
| Illustrative Performance Objective: 3.38  |              |
| 2. Search and seizure   |              |
| Defines search and seizure; explains exclusionary rule; defines circumstances under which searches and seizures are permissible; discusses Constitutional principles, federal and state case decisions affecting searches; stop and frisk |              |
| a. Incident to arrest   |              |
| b. Search warrant   |              |
| c. Consent  |              |

C. Arrest, Search and Seizure (continued)

Hours

- d. Exceptions to laws of search and seizure (e.g., court ordered search of probationer; agricultural inspections; parolee)

Illustrative Performance Objectives: 4.7, 4.8

3. Methods of arrest

- a. Physical arrest, search and transportation

How to make an arrest; safety precautions; when and how to handcuff; techniques of searching person and premises; how to safely transport prisoners

- b. Citation

Explains legal and procedural provisions for releasing on written promise to appear in lieu of taking into physical custody; mechanics of citations

- c. Arrest warrant

Defines warrants of arrest; differentiates between felony and misdemeanor warrants; explains endorsements; execution of warrants

Illustrative Performance Objectives: 8.14, 8.18, 8.19, 8.20

D. Firearms

4

1. Moral aspects, legal aspects

Reviews those situations in which the use of deadly force is warranted; the legal restrictions imposed on the use of weapons by law, court decisions and agency firearms use policy. The moral aspects in the use of deadly force are stressed

2. Safety aspects of firearms

2

Explains basic nomenclature; care and cleaning; storage; transportation; range rules; emergency treatment of firearms injuries

~~D. Firearms (continued)~~

Hours

~~3. Range~~

~~8~~

~~Firing of weapons used in employment. Emphasis is on function, capabilities, firing positions and accuracy; officer must demonstrate familiarity with weapon assigned~~

~~Illustrative Performance Objectives: 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.10, 7.13, 7.14, 7.15, 7.16, 7.17, 7.18~~

E. Examination

(1)

Written examination on all subject matter in the course including firearms when officer is required to carry firearm

Arrest Course 24 Hours  
(Required for all peace officers)

A. Professional Orientation (4 Hours)

1. Professionalism
2. Ethics/Unethical Behavior
3. Administration of Justice Components
4. California Court System
5. Discretionary Decision Making

B. Law (12 Hours)

1. Introduction to Law
2. Crime Elements
3. Intent
4. Parties to a Crime
5. Defenses
6. Probable Cause
7. Obstruction of Justice
8. Constitutional Rights Law
9. Laws of Arrest
10. Effects of Force
11. Reasonable Force
12. Deadly Force
13. Illegal Force Against Prisoners

C. Laws of Evidence (4 Hours)

1. Concepts of Evidence
2. Rules of Evidence
3. Search Concept
4. Seizure Concept

D. Investigation (3 Hours)

1. Preliminary Investigation
2. Crime Scene Notes
3. Identification, Collection, and Preservation of Evidence
4. Chain of Custody

Examination (1 Hour)

Firearms Course 16 Hours  
(Required for peace officers carrying firearms)

A. Firearms Safety

B. Firearms Care and Cleaning

C. Firearms Shooting Principles

D. Firearms Range (Target)

E. Firearms Range (Combat)

F. Firearms Range (Qualification)

Communications and Arrest Methods 16 Hours  
(Recommended for those peace officers that make arrests)

A. Community Relations (2 Hours)

1. Community Service Concepts
2. Community Attitudes and Influences

B. Communications (5 Hours)

1. Interpersonal Communication
2. Note Taking
3. Introduction to Report Writing
4. Interviewing Techniques

C. Arrest and Control (8 Hours)

1. Weaponless Defense/Control Techniques
2. Person Search Techniques
3. Restraint Devices
4. Prisoner Transportation

Examination (1 Hour)



MODULE B - ~~40~~ 90 HOURS

(For partial satisfaction of Level II reserve training requirements;  
refer to PAM, Section H-3-3 for additional training requirements.)

## Course Outline\*

|   | <u>Hours</u> |
|---|--------------|
| A. First Aid and Cardiopulmonary Resuscitation content as specified by the State Department of Health   | 15           |
| B. Role of Back-Up Officer  | 25           |
| 1. Orientation  |              |
| a. Course   |              |
| Registration, Overview of Course, Content, Purpose, History and Reason for Enactment of P.C. 832.6  |              |
| b. The Back-Up Officer  |              |
| History and Role of Reserves, Duties and Responsibilities, Relationships with Regular Officers and Citizens, Personal Conduct and Attitude, Appearance, Equipment |              |
| c. Laws Related to Reserves   |              |
| d. Department Rules and Regulations - Typical Content   |              |
| 2. Officer Survival   |              |
| Patrol Techniques, Sniper-Ambush, Firebombs, Patrol Hazards, Pedestrian Approach  |              |
| Illustrative Performance Objectives: 8.37, 8.6, 8.7   |              |
| 3. Weaponless Defense and Baton   |              |
| Principles of Weaponless Defense, Armed Suspects, Baton Techniques, Demonstration and Practice  |              |
| Illustrative Performance Objectives: 12.6, 12.7, 12.8, 12.9   |              |

4. Traffic Control  
Violator Contact, Traffic Stop Hazards, Citations, Traffic Direction, Vehicle Pullover, Miscellaneous Vehicle Stops, Felony High Risk Pullover  
Illustrative Performance Objectives: 9.7, 9.9, 9.10, 9.11, 9.12, 8.9, 8.10, 8.11
5. Crime Scene Procedures  
Crimes-in-Progress, Preliminary Investigation, Search  
Illustrative Performance Objectives: 8.21, 8.22, 8.23, 8.24, 8.25, 10.1, 10.2
6. Shotgun  
Capabilities, Shooting Principles, Practice, Night  
Illustrative Performance Objectives: 7.8, 7.11, 7.17, 7.18
7. Crowd Control  
Principles, Field Problems, Unusual Occurrences  
Illustrative Performance Objectives: 8.43, 8.44, 8.39
8. Booking Procedures  
Custody Orientation and Procedures, Illegal Force Against Prisoners, Adult and Juvenile Booking  
Illustrative Performance Objectives: 11.1, 11.2, 11.3, 11.4, 11.5
9. Community Relations  
Community Attitudes and influences  
Illustrative Performance Objective: 2.2
10. Radio and Telecommunications; Use of Telephone and Radio  
Illustrative Performance Objective: 5.6
11. Examination

|  | <u>Minimum<br/>Hours</u> |
|--|--------------------------|
| <u>A. Professional Orientation</u>                       | <u>1</u>                 |
| <u>1. History and Principles of Law Enforcement</u>      |                          |
| <u>2. Law Enforcement Profession</u>                     |                          |
| <u>B. Law</u>  | <u>4</u>                 |
| <u>1. Theft Law</u>                                      |                          |
| <u>2. Burglary Law</u>                                   |                          |
| <u>3. Receiving Stolen Property Law</u>                  |                          |
| <u>4. Malicious Mischief Law</u>                         |                          |
| <u>5. Assault/Battery Law</u>                            |                          |
| <u>6. Assault with Deadly Weapon Law</u>                 |                          |
| <u>7. Mayhem Law</u>                                     |                          |
| <u>8. Crimes Against Public Peace Law</u>                |                          |
| <u>C. Communications</u>                                 | <u>8</u>                 |
| <u>1. Report Writing Mechanics</u>                       |                          |
| <u>2. Report Writing Application</u>                     |                          |
| <u>3. Uses of the Telephone/Radio/Telecommunications</u> |                          |
| <u>D. Vehicle Operation</u>                              | <u>8</u>                 |
| <u>1. Introduction to Vehicle Operation</u>              |                          |
| <u>2. Vehicle Operation Factors</u>                      |                          |
| <u>3. Code 3</u>   |                          |
| <u>4. Vehicle Operation Liability</u>                    |                          |
| <u>5. Vehicle Inspection</u>                             |                          |
| <u>6. Vehicle Control Techniques</u>                     |                          |
| <u>E. Force and Weaponry</u>                             | <u>12</u>                |
| <u>1. Simulated Use of Force</u>                         |                          |
| <u>2. Handgun</u>  |                          |
| <u>3. Shotgun</u>  |                          |
| <u>4. Shotgun Shooting Principles</u>                    |                          |
| <u>5. Handgun/Night Range/(Target)</u>                   |                          |
| <u>6. Handgun/Combat/Night Range</u>                     |                          |
| <u>7. Shotgun/Combat/Day Range</u>                       |                          |
| <u>8. Shotgun/Combat/Night Range</u>                     |                          |

\*Topics correspond to Basic Course Functional Areas and Learning Goals

F. Patrol Procedures

42

1. Patrol Concepts
2. Perception Techniques
3. Observation Techniques
4. Beat Familiarization
5. Problem Area Patrol Techniques
6. Patrol "Hazards"
7. Pedestrian Approach
8. Vehicle Pullover Technique
9. Miscellaneous Vehicle Stops
10. Felony/High-Risk Pullover Field Problem
11. Wants and Warrants
12. Search/Handcuffing/Control Simulation
13. Tactical Considerations/Crimes-in-Progress
14. Officer Survival
15. Hazardous Occurrences
16. First Aid and CPR

G. Traffic

4

1. Initial Violator Contact
2. License Identification
3. Traffic Stop Hazards
4. Issuing Citations and Warnings
5. Traffic Direction

H. Custody

1

1. Custody
2. Custody Procedures
3. Prisoner Rights and Responsibilities

I. Physical Fitness and Defense Techniques

8

1. Baton Techniques
2. Baton Demonstration

J. Examinations

2

Note: Other subjects may be included as local needs suggest. However, chemical agent training should not be considered as a part of the Level II Reserve Course. In adding subjects, consideration should be given to the content in Module A.

MODULE C - ~~120~~ 68 HOURS

(For partial satisfaction of "non-designated" Level I reserve training requirements; refer to PAM, Section H-3-3 for additional requirements.)

|   | <u>Hours</u> |
|---|--------------|
| A. Professional Orientation   | <u>-31</u>   |
| 1. <del>History and Principles of Law Enforcement</del> <u>Department Orientation</u> |              |
| 2. <del>Unethical Behavior</del> <u>Career Influences</u>                             |              |
| 3. Administration of Justice Components   |              |
| 4. Related Law Enforcement Agencies   |              |
| 5. <del>California Court System</del>   |              |
| <u>5.6. California Corrections System</u>   |              |
| <del>Illustrative Performance Objectives: 1.1, 1.4, 1.7, 1.8, 1.9, 1.10</del>         |              |
| B. Police Community Relations   | <u>-101</u>  |
| 1. Citizen Evaluation   |              |
| 2. Crime Prevention   |              |
| 3. <del>Stress Factors</del> <u>Factors Influencing Psychological Stress</u>          |              |
| <del>Illustrative Performance Objectives: 2.3, 2.4, 2.5</del>                         |              |
| C. Law  | <u>-2524</u> |
| 1. Introduction to Law  |              |
| 2. Crime Elements   |              |
| 3. Intent   |              |
| 4. Parties to a Crime   |              |
| 5. Defenses   |              |
| 6. Probable Cause   |              |
| 7. Attempt/Conspiracy/Solicitation Law  |              |
| 8. Obstruction of Justice Law   |              |
| 9. Theft Law  |              |
| 10. Extortion Law   |              |
| 11. Embezzlement Law  |              |
| 12. Forgery/Fraud Law   |              |
| 13. Burglary Law  |              |
| 14. Receiving Stolen Property   |              |
| 15. Malicious Mischief Law  |              |
| 16. Arson Law   |              |

COMMISSION PROCEDURE H-5  
~~July 15, 1982~~ July 1, 1986

Hours

- ~~17. Assault/Battery Law~~
- ~~18. Assault With Deadly Weapon Law~~
- ~~19. Mayhem Law~~
- ~~20. Felonious Assaults Law~~
- 1.21. Crimes Against Children Law
- ~~2.22. Public Nuisance Law~~
- ~~23. Crimes Against Public Peace Law~~
- ~~24. Deadly Weapons Law~~
- 3.25. Robbery Law
- ~~26. Kidnapping Law~~
- 4.27. Homicide Law
- ~~5.28. Sex Crimes Law and Crimes Against Children~~
- ~~6.29. Rape Law~~
- ~~30. Gaming Law~~
- 7.31. Controlled Substance Law
- 8.32. Hallucinogens Law
- 9.33. Narcotics Law
- 10.34. Marijuana Law
- ~~35. Poisonous Substances Law~~
- 11.36. Alcoholic Beverage Control Law
- ~~37. Constitutional Rights Law~~
- ~~38. Local Ordinances~~
- 12.39. Juvenile Alcohol Law
- 13.40. Juvenile Law and Procedure

~~Illustrative Performance Objectives: 3.1-37, 3.39-41~~

D.F.      Laws of Evidence

- ~~1. Concepts of Evidence~~
- 1.2. Privileged Communications
- ~~3. Witness Qualifications~~
- 2.4. Subpoena
- 3.5. Burden of Proof
- ~~6. Rules of Evidence~~
- 4.7. Legal Showup

D.      Communications

- 1. Interpersonal
- 2. Note Taking
- 3. Introduction to Report Writing
- 4. Report Writing Mechanics
- 5. Report Writing

~~Illustrative Performance Objectives: 5.1-5~~

8

7

~~July 15, 1982~~July 1, 1986Hours50~~E. Vehicle Operations~~

1. Introduction to Vehicle Operation
2. Vehicle Operation Factors
3. Code 3
4. Vehicle Operation Liability
5. Vehicle Inspection
6. Vehicle Control Techniques
7. Stress Exposure and Hazardous Awareness Emergency Driving

Illustrative Performance Objectives: 6.1-6

~~Illustrative Performance Objectives: 4.1, 4.2, 4.3, 4.5, 4.6, 4.9~~E.G. Patrol Procedures

- 1.1. Patrol Concepts Interrogation
- ~~2. Perception Techniques~~
- ~~3. Observation Techniques~~
- ~~4. Beat Familiarization~~
- ~~5. Problem Area Patrol Techniques~~
- ~~6. Vehicle Checks~~
- ~~7. Wants and Warrants~~
2. 8. Vehicle Search Techniques
3. 9. Building Search Techniques
4. 10. Missing Persons
5. Burglary-in-Progress Calls
6. Robbery-in-Progress Calls
7. Prowler Calls
8. Crimes-in-Progress/Field Problems
9. 11. Handling Disputes
10. 12. Family Disputes
11. 13. Repossessions
12. 14. Landlord/Tenant Disputes
- ~~15. Labor Disputes~~
13. 16. Defrauding an Innkeeper
- ~~17. Handling Sick and Injured Persons~~
14. 18. Handling Dead Bodies
15. 19. Handling Animals
- ~~20. Vehicle Impound and Storage~~
16. 21. Mentally Ill
- ~~22. Mutual Aid~~
- ~~23. Unusual Occurrences~~
17. 24. Fire Conditions
18. 25. News Media Relations Barricaded Suspects/Hostage Situations
19. 26. Agency Referral Domestic Violence

~~Illustrative Performance Objectives: 8.1-5, 8.8, 8.13, 8.15-17, 8.26-34, 8.36, 8.40-42~~

F.H. Traffic

1. Introduction to Traffic
2. Vehicle Code
3. Vehicle Registration
4. Vehicle Code Violations
5. Alcohol Violations
6. ~~Psychology of Violator Contacts~~ Auto Theft Investigation
7. ~~License Identification~~
- 7.8. Traffic Accident Investigation
9. ~~Traffic Accident Field Problem~~

~~Illustrative Performance Objectives: 9.1-6, 9.8, 9.13-16~~

G.I. Criminal Investigation

1. Crime Scene Notes Search
2. ~~Crime Scene Sketches~~
3. ~~Latent Prints~~
4. ~~Identification, Collection, and Preservation of Evidence~~
5. ~~Chain of Custody~~
6. ~~Interviewing~~
7. ~~Local Detective Function~~
- 2.8. Information Gathering
- 3.9. Courtroom Demeanor
10. ~~Auto Theft Investigation~~
11. ~~Burglary Investigation~~
12. ~~Grand Theft Investigation~~
13. ~~Felonious Assault Investigation~~
- 4.14. ~~Sex Crimes Investigation~~ Sexual Assault Investigation
15. ~~Homicide Investigation~~
16. ~~Suicide Investigation~~
17. ~~Kidnapping Investigation~~
18. ~~Robbery Investigation~~
- 5.19. ~~Child Abuse Investigation~~ Child Sexual Abuse and Exploitation Investigation
20. ~~Vice and Organized Crime~~
21. ~~Controlled Substance Abuse~~

~~Illustrative Performance Objectives: 10.3-21~~

J. Custody

1. Prisoner Rights and Responsibilities
2. Prisoner Release

~~Illustrative Performance Objectives: 11.6, 11.7~~



Hours

~~K. Physical Fitness and Defense Techniques~~

- ~~1. Physical Disablers~~
- ~~2. Prevention of Disablers~~
- ~~3. Weight Control~~
- ~~4. Self Evaluation~~
- ~~5. Life-Time Fitness~~

~~-40~~

~~Illustrative Performance Objectives: 12.1-5~~

H.L. Examinations

-42

Note: Hours and instructional topics may be adjusted with prior POST approval.

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083

GENERAL INFORMATION

(916) 739-5328

EXECUTIVE OFFICE

(916) 739-3864

March 10, 1986

BUREAUS

Administrative Services

(916) 739-5354

Center for Executive

Development

(916) 739-2093

Compliance and Certificates

(916) 739-5377

Information Services

(916) 739-5340

Management Counseling

(916) 739-3868

Standards and Evaluation

(916) 739-3672

Training Delivery Services

(916) 739-5394

Training Program Services

(916) 739-5372

Course Control

(916) 739-5399

Professional Certificates

(916) 739-5399

Reimbursements

(916) 739-5367

Resource Library

(916) 739-5353

Gary D. Milliman  
City Administrator  
City of Fort Bragg  
416 N. Franklin St.  
Fort Bragg, CA 95437

Dear Mr. Milliman:

This is to acknowledge your letter regarding the Commission's proposal to amend Commission Procedures H-3 and H-5, Reserve Officer Training Standards.

The Commission appreciates your interest regarding this issue. Your letter will be provided to the Commission for consideration at the April 24, 1986, public hearing.

Sincerely,



NORMAN C. BOEHM  
Executive Director



SW-  
3-7-8



**City of Fort Bragg**

*Incorporated August 5, 1889*

416 N. Franklin St.

Fort Bragg, Ca 95437

707-964-5325

March 3, 1986

COMMISSION ON POST  
MAR 6 2 42 PM '86

Mr. Norman C. Boehm  
Executive Director  
Commission on Peace Officer Standards & Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7038

Dear Mr. Boehm:

We are in receipt of your bulletin of February 21, 1986, concerning the upcoming public hearing on training standards for reserve peace officers.

We fully understand the need for an adequate level of training for law enforcement personnel at all levels. We would, however, like to take this opportunity to express our concern about the impact of higher training requirements on the ability of small cities to utilize reserve peace officers.

As is the case with most small cities, Fort Bragg is dealing with the issue of reduced federal financial assistance, expanding service levels in response to citizen demands and State mandates, and maintaining existing levels of service by restructuring programs. Small cities are promoting increased citizen involvement and voluntarism in an effort to respond.

The increased POST training requirements for reserve peace officers will essentially eliminate our police reserve program. It is the rare individual in Fort Bragg that can take time from his/her regular job to travel 112 miles (nearest academy) and expend hundreds of dollars of his/her own funds in order to qualify for a volunteer position.

As POST considers increased training standards, it would seem appropriate to also consider the impacts on small cities, and to study the possibilities of:

- Offering alternate methods of obtaining the training, such as "weekend academies," a home study curriculum, individual courses that could be taught by the department locally or other modes.
- Offering a greater level of financial assistance to small cities for reserve training.

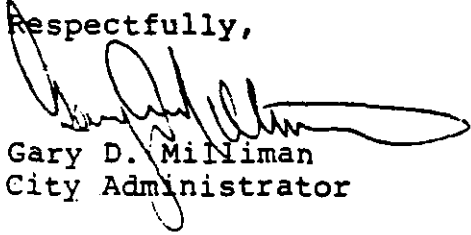
Mr. Norman C. Boehm  
Page 2

- Offer some form of stipend to employers to authorize  
release time for reserve training.

I am sure that additional ideas could be developed.

Thank you for the opportunity to comment on the proposed changes  
in reserve peace officer training.

Respectfully,



Gary D. Milliman  
City Administrator

nc

cc: City Council  
Police Chief  
League of California Cities

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

AMENDMENT OF COMMISSION PROCEDURE  
FOR WAIVER OF A POST-CERTIFIED BASIC COURSE

APRIL 24, 1986 PUBLIC HEARING

SCRIPT

CHAIRMAN: THE HEARING ON THE PROPOSED MODIFICATION OF COMMISSION PROCEDURE FOR WAIVER OF A POST-CERTIFIED BASIC COURSE IS NOW CONVENED.

EXECUTIVE  
DIRECTOR: THIS HEARING IS BEING CONDUCTED IN COMPLIANCE WITH REQUIREMENTS SET FORTH IN THE ADMINISTRATIVE PROCEDURES ACT. THE RECORDS OF COMPLIANCE ARE ON FILE AT POST HEADQUARTERS. THE PROPOSED AMENDMENTS ARE DESCRIBED IN AGENDA ITEM D AND WERE ANNOUNCED IN POST BULLETIN 86-5 AND PUBLISHED IN THE CALIFORNIA ADMINISTRATIVE NOTICE REGISTER AS REQUIRED BY LAW. COPIES OF THESE ITEMS ARE AVAILABLE AT THE REGISTRATION TABLE.

CHAIRMAN: THE PURPOSE OF THIS PUBLIC HEARING IS TO CONSIDER THE PROPOSED CHANGES TO COMMISSION PROCEDURE D-11, SUBSECTIONS 11-12(e) AND 11-13.

EXECUTIVE  
DIRECTOR: A SUMMARY OF THE WRITTEN COMMENTARY THAT HAS BEEN RECEIVED REGARDING THIS PROPOSAL WILL NOW BE READ INTO THE RECORD:

D. D. DOTSON, ASSISTANT CHIEF, OFFICER OF ADMINISTRATIVE SERVICES, LOS ANGELES POLICE DEPARTMENT, STATED THE DEPARTMENT SUPPORTS THE PROPOSED ADDITION AMENDMENT OF SUBSECTION D-11-12(e). THE DEPARTMENT WOULD LIKE THE COMMISSION TO CONSIDER INTERPRETATION OF SUBSECTION D-11-13 TO COVER CANDIDATES WHO APPLY FOR REINSTATEMENT WITHIN THE 3 YEAR LIMIT BUT ARE NOT HIRED IN A TIMELY MANNER THROUGH NO FAULT OF THEIR OWN.

IN A SEPARATE LETTER, ASSISTANT CHIEF DOTSON PRESENTED THE DEPARTMENT'S OPPOSITION TO THE DEVELOPMENT OF A RIGID RETRAINING CURRICULUM (D-11-12(E)) STATING THAT IT WOULD NOT BE COST-EFFECTIVE OR PRODUCTIVE TO BE LOCKED-IN TO A RIGID TESTING PROCEDURE AND RETRAINING CURRICULUM.

DETECTIVE DANNY E. SHRIDER, PLANNING, RESEARCH AND TRAINING, BAKERSFIELD POLICE DEPARTMENT, STATED THE DEPARTMENT SUPPORTS THE PROPOSED AMENDMENTS OF COMMISSION PROCEDURE D-11.

DOMINICK PELOSO, DIRECTOR OF PUBLIC SAFETY, CITY OF BRISBANE, STATED HE SUPPORTS THE PROPOSED CHANGES.

FORREST J. BROWN, CHIEF OF POLICE, REEDLEY POLICE DEPARTMENT, STATED THE DEPARTMENT SUPPORTS THE COMMISSION'S PROPOSAL STRESSING THAT IT WOULD LESSEN THE TIME AND COST ELEMENTS FOR SMALL DEPARTMENTS TO HIRE NEW PERSONNEL.

LESLIE A. CLARK, CHAIRMAN, CALIFORNIA ACADEMY DIRECTORS ASSOCIATION, STATED THE ASSOCIATION IS OPPOSED TO THE CHANGE FOR THE FOLLOWING REASONS:

- o IT CONFLICTS WITH THE RECENTLY ESTABLISHED TESTING AND EVALUATION STANDARDS FOR OUT-OF-STATE, OR REENTRY LAW ENFORCEMENT PERSONNEL.
- o ANOTHER JOB-RELATED TESTING PROCEDURE DIFFERENT FROM THE ESTABLISHED ONE REMOVES THE STANDAND.
- o THE PROCEDURE WILL NEGATIVELY IMPACT THE TRAINING DELIVERY SYSTEM.

J. E. SMITH, COMMISSIONER, CALIFORNIA HIGHWAY PATROL, REQUESTED APPROVAL OF AN ALTERNATIVE TESTING/RETRAINING PROGRAM BASED ON THE PROPOSED D-11-12(e).

IN A SECOND LETTER, COMMISSIONER SMITH STATED THE CALIFORNIA HIGHWAY PATROL IS REQUIRED, AT TIMES, TO REINSTATE RETIRED OR DISMISSED UNIFORMED EMPLOYEES WHO HAVE A THREE-YEAR OR LONGER BREAK IN SERVICE. COMMISSIONER SMITH STATES IT IS NOT COST EFFECTIVE OR REASONALBE TO REQUIRE THESE INDIVIDUALS TO COMPLETE ANOTHER BASIC COURSE OR TO COMPLETE THE EXISTING WAIVER PROCESS. ONLY THROUGH THE ADOPTION OF THE PROPOSED ADDITION OF D-11-12(e) WILL THE CHP BE ABLE TO COMPLY WITH THE TESTING/RETRAINING REQUIREMENT.

WENDELL PHILLIPS, PRESIDENT, SACRAMENTO COUNTY DEPUTY SHERIFFS' ASSOCIATION, REQUESTED THE COMMISSION CONSIDER A MODIFICATION TO THE PROPOSED D-11-12(e) AMENDMENT WHICH WOULD ALLOW THE SACRAMENTO SHERIFF'S DEPARTMENT'S ON-CALL RESERVE OFFICERS TO BE HIRED AS FULL-TIME EMPLOYEES WITHOUT RETRAINING.

ROBBIE WATERS, SHERIFF, SACRAMENTO SHERIFF'S DEPARTMENT, REQUESTS THE COMMISSION TO CONSIDER INCLUDING ACTIVE LEVEL I RESERVE OFFICERS WITHIN THE PARAMETERS OF SUBSECTION D-11-12(e).

THE WRITTEN COMMENTARY THAT HAS BEEN READ INTO THE RECORD HAS BEEN RESPONDED TO BY POST. RESPONSE TO THE CONCERNS EXPRESSED IN THE WRITTEN COMMENTARY MUST AWAIT THE DECISION OF THE COMMISSION.

CHAIRMAN: WE WILL NOW HEAR STAFF'S REPORT ON MODIFYING COMMISSION PROCEDURE D-11 REGARDING WAIVER OF ATTENDANCE OF A POST-CERTIFIED BASIC COURSE.

CHAIRMAN: WE WILL NOW RECEIVE, FOR THE RECORD, TESTIMONY FROM THE AUDIENCE. PERSONS TESTIFYING ON THE ISSUE BEFORE US TODAY ARE REQUESTED TO PLEASE STATE THEIR FULL NAME AND AGENCY AFFILIATION.

THOSE WHO OPPOSE THE RECOMMENDATION, PLEASE COME FORWARD.

CHAIRMAN: THOSE WHO SUPPORT THE RECOMMENDATION, PLEASE COME FORWARD.

CHAIRMAN: THERE BEING NO FURTHER TESTIMONY, THE HEARING IS ADJOURNED TO ALLOW THE COMMISSION TO ACT ON THIS ISSUE.

CHAIRMAN: HAVING CONSIDERED STAFF'S RECOMMENDATIONS AND THE WRITTEN AND ORAL TESTIMONY, THE CHAIR WILL NOW ENTERTAIN MOTIONS BY THE COMMISSION TO AMEND COMMISSION PROCEDURE D-11 REGARDING WAIVER OF ATTENDANCE OF A POST-CERTIFIED BASIC COURSE.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

AMENDMENT OF COMMISSION PROCEDURE  
FOR WAIVER OF A POST-CERTIFIED BASIC COURSE

APRIL 24, 1986 PUBLIC HEARING

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CHAIRMAN:

THOSE WHO SUPPORT THE RECOMMENDATION, PLEASE COME FORWARD.

CHAIRMAN:

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# LOS ANGELES POLICE DEPARTMENT



**TOM BRADLEY**  
Mayor

**DARYL F. GATES**  
Chief of Police

February 25, 1986

Mr. Norman C. Boehm  
Executive Director  
Commission on Peace Officer Standards  
and Training  
4949 Broadway  
Sacramento, CA 95820-0145

Dear Mr. Boehm:

Our Department has reviewed the proposal to amend Commission Procedure D-11, Waiver of a POST-Certified Basic Course. While we recognize that returning officers must be remediated, we request that the language not be adopted in its current form. Specifically, we are opposed to the requirement that mandates a test and the development of a rigid retraining curriculum.

It is recommended that language in Commission Procedure D-11 be changed to:

"The individual's department have obtained prior written approval from POST for the use of an alternative job related retraining/evaluation procedure, conducted by a presenter of the POST-Certified Basic Course, which verifies that the individual is currently proficient."

In 1985, only four officers were reappointed that would be impacted by this rule change. All four had applied for reappointment prior to expiration of the three-year limit but were not reappointed in a timely manner because of the lack of available positions or processing delays.

It is this Department's practice to evaluate the training needs of every officer that is reappointed and provide whatever remediation is needed regardless of the length of separation. Our Department takes into consideration the officer's employment during the past three years, including the years of experience in law enforcement. Since each officer's training needs are different, we do not feel that it would be cost-effective or productive to be locked-in to a rigid testing procedure and retraining curriculum.

It is requested that the Department be allowed to continue to assess each individual's needs in order to develop and implement appropriate retraining. This would include a review of the changes that have occurred over the past three years. The Department would then certify to POST that the officer has been satisfactorily returned to the level that the Department desires.

P. O. Box 20158  
Los Angeles, Calif. 90020  
Telephone:  
(213) 485-4018  
Ref # 2.1

*60*  
*seen*  
*Don*  
*Jeff*  
*Spring*  
*at*

Page two  
2.1

If you have any questions, please contact Commander Bernard C. Parks, Acting Commanding Officer, Personnel and Training Bureau, at (213) 485-5241.

Very truly yours,

DARYL F. GATES  
Chief of Police



D. D. DOTSON, Assistant Chief  
Director  
Office of Administrative Services

## FACT SHEET

In a letter dated October 24, 1985, the Department requested that POST Manual Section 1008 (Waiver of Attendance of a POST Certified Basic Course) be amended to allow a waiver for officers who have applied for reinstatement within the three-year limit, but who are not actually reappointed until after that time due to processing delays or class availability.

In response, POST advised that a regulation change was being considered that would allow the Department to test/evaluate and provide remedial training for future returnees affected by the three-year rule. The proposed change is included under Commission Procedure D-11-12(e) and states as follows:

"The individual's department have obtained prior written approval from POST for the use of an alternative job related testing/retraining procedure, conducted by a presenter of the POST-Certified Basic Course, which verifies that the individual is currently proficient."

Mr. Harold Snow, Bureau Chief, Training Program Services, POST, was interviewed telephonically in order to determine the impact this would have on the Department. He stated that the rule requires a one-time approval for agencies that conduct their own academy course. In order to receive approval, the Department must submit, in writing, the proposed testing/retraining procedure. The request should describe what tests will be given and what the proposed curriculum will include, i.e., firearms training, policy, driver's training, law, etc.

According to Mr. Snow, this change was enacted after concerns were expressed by the California Highway Patrol and LAPD. He stated that the change only affects departments that provide their own academy course. The CHP and LAPD are the only major police agencies in the state which allow officers to reapply within three years. LASD and San Francisco allow two years to reapply, Long Beach and Oakland allow only one year. These agencies are not adversely affected by the POST regulations.

Lt. Schussman, CHP Academy, stated that their primary concerns with the regulation were officers that had been ordered back from disability pensions by the courts beyond the three-year limit. He stated that the CHP had been granted a waiver of the requirements for these officers. The CHP seldom re-appoints anyone gone for more than three years. In 1985, LAPD only reappointed four officers who had more than a three year break in service. In the past it has been our practice to evaluate the training needs of every officer that is reappointed or reinstated and provide whatever remediation is required. Because the needs of officers are different, it would not be cost-effective to be locked in to a rigid training curriculum for returning officers. Our academy staff is qualified to assess an individual's training needs and provide them. The proposed change should allow for flexibility in the curriculum so that remedial courses can be tailored to the individual.

Adoption of the proposal would require that Training Division devise a comprehensive examination that would identify the areas in which the individual needs training. If the officer passes the examination, no remediation would be required beyond what the Department normally provides.

Mr. George Williams, POST, stated that should the Department have concerns with the proposal it is not necessary to request a public hearing. He recommended that the Department submit its comments to POST for review. POST is required to evaluate our proposals and respond.



7-2-86

# LOS ANGELES POLICE DEPARTMENT



**DARYL F. GATES**  
Chief of Police

P. O. Box 30158  
Los Angeles, Calif. 90030  
Telephone:  
(213) 485-4018  
Ref #: 2.1

**TOM BRADLEY**  
Mayor

COMMISSION ON POST  
APR 1 4 32 PM '86

March 25, 1986

Mr. Norman C. Boehm  
Executive Director  
Commission on Peace Officer Standards  
and Training  
4949 Broadway  
Sacramento, CA 95820-0145

Dear Mr. Boehm:

Our Department has reviewed the proposal to amend Commission Procedure D-11, Waiver of a POST-Certified Basic Course. We are in agreement with the provisions of Subsection D-11-12(e), however, we do have concerns regarding Subsection D-11-13.

Subsection D-11-13 would be acceptable if we could be assured that the interpretation would be that any candidate who applies for reinstatement to our Department within three years can be certified by our Academy staff as qualified to perform police officer duties for the City of Los Angeles without having to attend or take a specific amount of required training. This interpretation need only apply to candidates for restoration that have applied within the three year limit and were not hired in a timely manner through no fault of their own but due to processing delays, lack of positions, budget constraints, etc.

Thank you for your consideration in this matter.

Very truly yours,

**DARYL F. GATES**  
Chief of Police

**D. D. DOTSON**, Assistant Chief  
Director  
Office of Administrative Services

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083

## GENERAL INFORMATION

(916) 739-5328

## EXECUTIVE OFFICE

(916) 739-3864

## BUREAUS

*Administrative Services*

(916) 739-5354

*Center for Executive**Development*

(916) 739-2093

*Compliance and Certificates*

(916) 739-5377

*Information Services*

(916) 739-5340

*Management Counseling*

(916) 739-3868

*Standards and Evaluation*

(916) 739-3872

*Training Delivery Services*

(916) 739-5394

*Training Program Services*

(916) 739-5372

*Course Control*

(916) 739-5399

*Professional Certificates*

(916) 739-5391

*Reimbursements*

(916) 739-5367

*Resource Library*

(916) 739-5353

April 8, 1986

D.D. Dotson, Assistant Chief  
Director  
Office of Administrative Services  
P.O. Box 30158  
Los Angeles, CA 90030

Dear Assistant Chief Dotson:

This is to acknowledge your letter regarding the Commission's proposal to amend Commission Procedure D-11, Waiver of Attendance of a POST-Certified Basic Course.

The Commission appreciates your interest and concern regarding this issue. Your letter will be provided to the Commission for consideration at the April 24, 1986 public hearing.

Sincerely,



NORMAN C. BOEHM  
Executive Director



65W  
3-248

# CITY OF BAKERSFIELD

CALIFORNIA

POLICE DEPARTMENT

R. O. PRICE  
CHIEF OF POLICE

IN REPLY  
REFER TO:

March 19, 1986

Mr. Norman C. Boehm  
Executive Director  
P. O. S. T.  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

Dear Mr. Boehm:

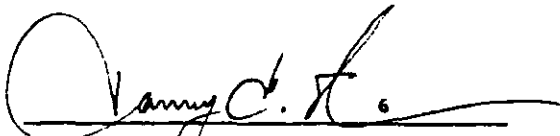
The Bakersfield Police Department supports the proposed amendment of commission procedure D-11, "Waiver of attendance of a P.O.S.T. certified basic course."

Adoption of the two new subsections appears to be a wise decision which will benefit all concerned parties.

You may consider this correspondence a yes vote for adopting the proposed subsections.

Sincerely,

R. O. Price,  
Chief of Police



By: Detective Danny E. Shrider  
Planning, Research & Training

ROP/des/vrw

98. MAR 21 1 44 PM '86  
COMMISSION ON POST

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083

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March 28, 1986

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Course Control

(916) 739-5399

Professional Certificates

(916) 739-5353

Reimbursements

(916) 739-5357

Resource Library

(916) 739-5353

Detective Danny E. Shrider  
Bakersfield Police Department  
P.O. Box 59  
Bakersfield, CA 93302

Dear Detective Shrider:

This is to acknowledge your letter regarding the Commission's proposal to amend Commission Procedure D-11, Waiver of Attendance of a POST-Certified Basic Course.

The Commission appreciates your interest and concern regarding this issue. Your letter will be provided to the Commission for consideration at the April 24, 1986 public hearing.

Sincerely,



NORMAN C. BOEHM  
Executive Director





City of Brisbane  
Department of Public Safety

E. A. Martini  
Director of Public Safety  
Police - Fire

March 18, 1986

Norman C. Boehm  
Executive Director  
Commission on P.O.S.T.  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

Dear Mr. Boehm:

I am responding to your 86-5 bulletin. I fully support the changes proposed. However, I feel they do not go far enough.

Returning officers going through the whole P.O.S.T. Basic Academy after three years is much like teaching people to swim everytime they have a long absence from the pool. P.O.S.T. should seriously consider having an abbreviated academy program for those returning officers, concentrating on those areas that have changed (e.g., legal update). The department's FTO program should be able to handle further training evaluation.

The present arrangement hurts all departments trying to attract qualified candidates. I also feel confident that an experienced formerly trained officer, under my proposal, would still be a superior product than the brand new recruit when measured at the end of their FTO program. If that is true, let's cut the red tape. What's so magic about three years?

Thank you for your consideration. I hope you can reduce the bureaucracy.

Sincerely,

DOMINICK PELOSO  
Director of Public Safety

DP/bp

GW 3-21-86  
700 SAN BRUNO AVENUE  
BRISBANE, CA 94005  
(415) 467-1122

MAR 20 1 58 PM '86  
COMMISSION ON P.O.S.

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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March 28, 1986

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(916) 739-5399Professional Certificates  
(916) 739-5397Reimbursements  
(916) 739-5367Resource Library  
(916) 739-5353

Dominick Peloso  
Director of Public Safety  
City of Brisbane  
700 San Bruno Avenue  
Brisbane, CA 94005

Dear *Dominick* Peloso:

This is to acknowledge your letter regarding the Commission's proposal to amend Commission Procedure D-11, Waiver of Attendance of a POST-Certified Basic Course.

The Commission appreciates your interest and concern regarding this issue. Your letter will be provided to the Commission for consideration at the April 24, 1986 public hearing.

Sincerely,



NORMAN C. BOEHM  
Executive Director



3-12-8



# CITY OF REEDLEY

POLICE SERVICES  
843 G STREET  
REEDLEY, CA 93654-2697

CITY HALL  
845 G STREET  
REEDLEY, CA 93654-2696

PARKS AND RECREATION  
100 N. EAST AVENUE  
REEDLEY, CA 93654-3103

TELEPHONE  
209-638-6881

CITY COUNCIL  
DR. LAWRENCE R. WILDER  
MAYOR  
EMERY L. HUEBERT  
MAYOR PRO TEMPORE  
CHARLES Y. TAGUCHI  
RONALD H. NISHINAKA  
RAY SOLENO

March 11, 1986

COMMISSION ON POST  
MAR 16 12 00 PM '86

Norman C. Boehm, Executive Director  
Commission on Peace Officer Standards and Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

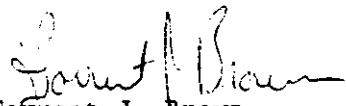
Dear Mr. Boehm:

RE: AMENDMENT OF COMMISSION PROCEDURE D-11, WAIVER OF ATTENDANCE OF A  
POST-CERTIFIED BASIC COURSE

Our agency would support your proposed two subsection (D-11-12e and D-11-13)  
addition to Procedure D-11 in that it would lessen the time and cost elements  
for us to hire new personnel.

We, of course, want trained personnel on our force, and, since we are a  
small, limited staff department, we need to put new hires on the street  
as soon as possible. Under the current procedure, we cannot afford to  
look twice at candidates who have not kept their POST certification active  
within the three-year designation.

Sincerely yours,

  
Forrest J. Brown  
Chief of Police

FJB:jh

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083GENERAL INFORMATION  
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EXECUTIVE OFFICE  
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March 28, 1986

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(916) 739-5399Professional Certificates  
(916) 739-5397Reimbursements  
(916) 739-5367Resource Library  
(916) 739-5353Forrest J. Brown  
Chief of Police  
Reedley Police Department  
843 G Street  
Reedley, CA 93654Dear *Forrest* Brown:

This is to acknowledge your letter regarding the Commission's proposal to amend Commission Procedure D-11, Waiver of Attendance of a POST-Certified Basic Course.

The Commission appreciates your interest and concern regarding this issue. Your letter will be provided to the Commission for consideration at the April 24, 1986 public hearing.

Sincerely,

NORMAN C. BOEHM  
Executive Director



2-24-86



DEDICATED TO EXCELLENCE IN LAW ENFORCEMENT  
THROUGH EDUCATION AND TRAINING.

February 18, 1986

Norman C. Boehm  
Executive Director  
Commission on Peace Officer Standards and Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

Dear Dr. Boehm:

I'm writing on behalf of the California Academy Directors Association with regard to the proposal to amend Commission Procedure D-11. This proposal was outlined in P.O.S.T. Bulletin 86-1, dated January 17, 1986.

The California Academy Directors Association is opposed to the change for the following reasons:

It conflicts with the recently established testing and evaluation standards for out-of-state, or re-entry California law enforcement personnel.

Suggesting that allowance be given for yet another job-related testing procedure different from that already established removes the standard.

The procedure will negatively impact the training delivery system with requests to either test, evaluate or train at the local level where no such implementation plans have been made.

Please schedule the above item for public hearing as provided for.

Sincerely,

Leslie A. Clark  
Chairman

LC:rr

COVERED BY POST  
FEB 21 1 21 PM '86

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

**ROUGH DRAFT**

Implementation of Commission Procedure D-11-12(e)

(Academy Testing of Returning Certificated Officers  
with Three Year or More Break In Service)

Commission Procedure D-11-12(e) authorizes the Executive Director to approve alternative job-related testing/retraining, conducted by a presenter of the POST-certified Basic Course, to verify current proficiency of an individual returning to law enforcement employment after a three-year or longer break in service and who possesses a POST Basic Certificate.

Intent - It is the intent of POST that academy testing/retraining requirements for returning certificated officers be equivalent to or higher than those used by POST in its Basic Course Waiver Testing. Regardless of whether retraining is provided by academies approved under this program, testing requirements specified below apply.

Applicant Approval Process - Employing agencies shall request in writing approval to test/retrain each candidate, indicating that the candidate: (1) has been employed or is under consideration for hire, (2) has been issued a POST Basic Certificate, (3) his/her social security number, and (4) which academy will conduct the testing/retraining. POST approval is contingent upon verification of the candidate possessing a POST Basic Certificate and the particular academy having been approved for this program.

Academy Approval Process - Each academy desiring to be approved pursuant to D-11-12(e), must submit a letter to the Executive Director making application for the program and indicating proposed testing/retraining procedures and standards. The request shall include a copy of the written examination and all skill testing materials, procedures, and evaluators (including performance objectives) to be tested.

Academy Notification of Successful Completion - Academies approved by POST for this program shall: (1) verify that the candidate is eligible based upon a POST approval letter to the employing agency and his/her identity, and (2) notify POST within seven working days of an individual candidate's successful completion of the testing/retraining. Notification shall take the form of a letter indicating the full name of the candidate, social security number, and date of requalification.

Minimum Testing/Retraining Requirements - To maintain equivalency to the POST Basic Course Waiver Testing Requirements, the following are minimum testing requirements in order for an academy to be approved by POST:

Scope of Testing - Both written and manipulative skills testing are required and shall include:

1. Written examination must test a representative sample of at least 25% of the Basic Course performance objectives that can be tested by a written examination. Particular emphasis shall be placed on testing frequently changing subjects, i.e., Law, etc. Successful completion requirements shall be consistent with POST's Basic Course success criteria.

2. Manipulative testing shall minimally include evaluation of the following skills using the same performance standards as those for the Basic Course. Academies may use the procedures and check sheets used by POST for the POST Basic Course Waiver Skills Test. Candidates must pass each skill performance objective.

|                                       | <u>Performance Objectives</u> |
|---------------------------------------|-------------------------------|
| Report Writing Application            | 5.5.1                         |
| Principles of Weaponless Defense      |                               |
| Control Hold/Search Restraint Devices | 12.6.4, 8.18.2,<br>8.19.3     |
| Take-Down                             | 12.6.5                        |
| Carotid Restraint                     | 12.6.6                        |
| Armed Suspect/Weaponless Defense      |                               |
| Foot Movements                        | 12.7.2                        |
| Front/Rear Gun Take-Aways             | 12.7.5                        |
| Disarming Suspect                     | 12.7.6                        |
| Baton Demonstration                   | 12.9.1-12.9.3                 |
| Firearms (Handgun)                    |                               |
| Safe Handling                         | 7.5.1                         |
| Marksmanship                          | 7.10.1                        |
| Shooting Positions                    | 7.10.2                        |
| Course of Fire                        | 7.15.1                        |
| Firearms (Shotgun)                    |                               |
| Safe Handling                         | 7.5.2                         |
| Principles of Shotgun Use             | 7.11.1                        |
| Shooting Positions                    | 7.11.2                        |
| Course of Fire                        | 7.17.1                        |
| Traffic Stop Field Problem            | 9.11.1-9.11.2                 |
| Felony/High Risk Pullover             | 8.11.1                        |

Administrative Requirements - Academies approved for this program are required to:

- A. Maintain in file pass/fail rates on the examinations, current copies of examination including skill checksheets, and individual test results.
- B. Use skill testing evaluators qualified to teach the same or similar subject areas in the Basic Course.
- C. Comply with POST's notification requirement.

Fees - Fees charged may not exceed actual costs for testing/retraining, and must be approved by POST as part of the application process.

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083

## GENERAL INFORMATION

(916) 739-5328

## EXECUTIVE OFFICE

(916) 739-3864

March 5, 1986

## BUREAUS

Administrative Services

(916) 739-5354

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Leslie A. Clark, Chairman  
Sacramento Training Center  
570 Bercut Drive, Suite A  
Sacramento, CA 95814

Dear Mr. Clark:

This is to acknowledge your letter regarding the Commission's proposal to amend Commission Procedure D-11, Waiver of Attendance of a POST-Certified Basic Course.

This matter will be the subject of a public hearing before the Commission, Thursday, April 24, 1986, 10:00 a.m., in Sacramento, at the Sacramento Hilton Hotel. Your letter will be provided to the Commission for consideration at the hearing.

Sincerely,



NORMAN C. BOEHM  
Executive Director



51(N)=  
3-1786

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

P.O. BOX 898  
SACRAMENTO, CALIFORNIA 95804  
(916) 445-7473



February 28, 1986

File No.: 1.A2838.A5607

Mr. Norman C. Boehm  
Executive Director  
Commission on Peace Officer  
Standards and Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

COMMISSION ON POST  
MAR 3 5 00 PM '86

Dear Mr. Boehm:

The California Highway Patrol is required, at times by the Public Employees' Retirement System or by court order, to reinstate retired or dismissed uniformed employees that have a three-year or more break in active service. When a reinstatement of this nature occurs, the affected employee is returned to the Academy for retraining and testing.

Upon arrival at the California Highway Patrol Academy, each reinstated employee is assigned a counselor and is administered a battery of preinstructional tests. Test results are evaluated and deficiencies identified. A modified basic course covering the twelve functional areas is developed. Training may include one-on-one instruction, self study, or assignment to a cadet training class. Proficiency is ultimately demonstrated by the successful completion of all Academy basic course examinations, demonstrated proficiency in officer safety/physical methods of arrest techniques and emergency vehicle operations.

It is our request that this alternative basic course retraining and testing process for mandatorily reinstated employees be approved by P.O.S.T. as provided for in Commission Procedure D-11, Subsection 12 (e).

If you should have any questions concerning our retraining process, please feel free to contact the Commander of our Personnel and Training Division, Chief Bill Oliver.

Sincerely,

J. E. SMITH  
Commissioner

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
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(916) 739-5353

March 11, 1986

J.E. Smith, Commissioner  
Department of California  
Highway Patrol  
P.O. Box 898  
Sacramento, CA 95804Dear *Jim* Commissioner Smith:

This is to acknowledge your letter requesting approval of an alternative retraining/testing program under proposed Procedure D-11-12(e). The decision as to adoption of this procedure has been delayed due to a request for public hearing on the proposal. Your request must be held in abeyance pending the hearing.

This matter will be the subject of a public hearing before the Commission, Thursday, April 24, 1986, 10:00 a.m., in Sacramento, at the Sacramento Hilton Hotel. Your letter will be provided to the Commission for consideration at the hearing.

Sincerely,

NORMAN C. BOEHM  
Executive Director

357

**S**ACRAMENTO  
**C**OUNTY  
**D**EPUTY  
**S**HERIFFS'  
**A**SSOCIATION



Street Address:  
1515-30th Street  
Suite 200  
Sacramento, CA  
95816

Mailing Address:  
P.O. Box 160994  
Sacramento, CA  
95816

Phone: (916) 736-1111

March 24, 1986

Norm Boehm  
Executive Director  
California P.O.S.T. Commission  
1601 Alhambra  
Sacramento, California 95816

COMMISSION ON P.O.S.  
MAR 25 5 15 PM '86

Dear Mr. Boehm:

I am directing this correspondence to you in regard to the notice about the amendment of POST Commission procedure D-11, and its failure to remedy a serious problem presently being encountered by the Sacramento County Sheriff's Department.

A special situation exists in our agency involving the use of On-Call Reserve Deputy Sheriffs. To the best of my knowledge, our predicament is unique within the state in regard to local law enforcement. Our On-Calls are utilized as permanent intermittent employees to fill the temporary needs in our manpower requirements created by the fact that, although our full-time employees are paid salary and benefits for 2080 hours a year, they are present at the job site approximately 1760 hours per year. This is due to military leave, vacations, CTO, sick leave, training, etc..

Our On-Calls receive the same Academy training as full-time Deputy Sheriffs. They also receive the same in-service training, including first aid, fire arms qualifications and CPR as do regular employees. Additionally, they work alongside regular employees on an average of 60 hours per pay period. Except for Patrol and Detective Divisions, they perform exactly the same tasks as full-time employees. Many times during these assignments, they work without direct supervision. In our jail facilities, On-Calls are regularly utilized as Training Officers.

Current POST regulations are working a hardship on On-Calls and on the Department. On-Calls are currently informed that even though they work side by side with regular employees and perform the same duties, once On-Calls are beyond three years from their Academy graduation date, they must take the POST recertification test at their own expense if they expect to be hired as full-time employees. This places a financial hardship on these officers that is unnecessary due to the utilization of these individuals within the Department. It also causes them to embark on a "paper chase" to find an employing department before the three year expiration date. This is counter-productive since the On-Call classification has served the Department well as a testing ground for future permanent employees, and the last thing we need is the expense of serving as a training facility for other departments.

Norm Boehm  
March 24, 1986  
Page two —

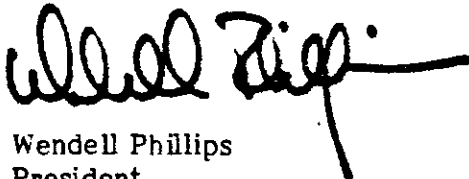
The only other alternative available to On-Calls who wish to stay with our Department other than paying for the POST test, is to go back through our Academy upon being hired. Based on my understanding of POST reimbursement policy, this means that your Commission could end up paying to train the same individual more than once. In my opinion, this is totally unnecessary.

I know the Commission is often unwilling to make exceptions in their regulations for individual departments. In this case, however, it is vitally important to consider doing so. At the very least, a modification which allows any local agency to recertify their own permanent part-time employees who have never been able to obtain a POST certificate based on lack of participation in a retirement system, etc., is indicated. Such a change would definitely be in the best interests of the Department, the employees, our Association, and may well help to eliminate future unnecessary financial reimbursements by the POST Commission.

If my interpretation of the amendment to D-11 is correct, please consider this letter as a formal request that the Commission consider a further modification which will permit the Sacramento County Sheriff's Department to continue to utilize our time-tested system with respect to On-Call Reserve Deputy Sheriffs.

I will be more than happy to appear at the Commission meeting on April 24th, 1986, to testify in support of this position, and to answer any additional questions from the Commission.

Thank you,



Wendell Phillips  
President

cc: Sheriff Robbie Waters  
Chief George Lotz  
Lt. Jerry Johnson  
Sgt. Charles Lushbaugh



DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD  
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March 28, 1986

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(916) 739-5353

Wendell Phillips  
President  
Sacramento County  
Deputy Sheriff's Association  
P.O. Box 160994  
Sacramento, CA 95816

Dear *Wendell* Phillips:

This is to acknowledge your letter regarding the Commission's proposal to amend Commission Procedure D-11, Waiver of Attendance of a POST-Certified Basic Course.

The Commission appreciates your interest and concern regarding this issue. Your letter will be provided to the Commission for consideration at the April 24, 1986 public hearing.

Sincerely,

NORMAN C. BOEHM  
Executive Director

SACRAMENTO COUNTY



SHERIFF'S DEPARTMENT

WIKI  
30486

**Robbie Waters**  
*Sheriff*

March 13, 1986

Ref. 3-20

Norman Boehm  
Executive Director  
Commission on P.O.S.T.  
1801 Alhambra Blvd.  
Sacramento, CA 95816-7083

MAR 20 4 58 PM '86

COMMISSION ON POST

Dear Mr. Boehm,

In 1980 the P.O.S.T. Commission endorsed the concept of pre-service training through the certification of the extended format basic academy. Since the programs inception the Sacramento County sheriff's Department has held three to four academies a year. Our students, through their hard work, effort and at their own time and expense, have created a manpower pool from which this agency and other agencies in the area draw upon to fulfill their staffing commitments. In addition these officers have gained valuable experience and served their community as volunteer Level One Reserve Officers. This program has not only saved taxpayer dollars but also supplied us with experienced officers with above average motivation and capabilities.

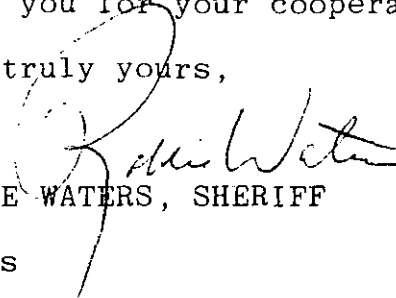
Recently these officers have felt the impact of the provisions of Prop 13 as well as law enforcements shift towards civilization. The law enforcement vacancies are simply not there for these officers as they have been in the past. Consequently P.O.S.T.'s three year rule has impacted these officers and the expense of the Basic Course Waiver Examination has created a financial burden on them.

I am, for these reasons, requesting that the P.O.S.T. Commission consider including active Level One Reserve Officers within the parameters of Commission procedure D-11, Subsection 12(e). This amendment would allow us, as a presenter of the Basic Course, to verify current proficiency of these officers prior to being hired as regular officers after three years have elapsed since their graduation from the Basic Academy.

I am prepared to appear before the Commission at its next meeting on April 24, 1986 to discuss this issue. I would appreciate a reply prior to this date outlining your position regarding this request.

Thank you for your cooperation in this matter.

Very truly yours,



ROBBIE WATERS, SHERIFF

RW/das

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083GENERAL INFORMATION  
(916) 739-5328EXECUTIVE OFFICE  
(916) 739-3864

## BUREAUS

*Administrative Services*  
(916) 739-5354*Center for Executive  
Development*  
(916) 739-2093*Compliance and Certificates*  
(916) 739-5377*Information Services*  
(916) 739-5340*Management Counseling*  
(916) 739-3868*Standards and Evaluation*  
(916) 739-3872*Training Delivery Services*  
(916) 739-5394*Training Program Services*  
(916) 739-5372*Course Control*  
(916) 739-5399*Professional Certificates*  
(916) 739-5391*Reimbursements*  
(916) 739-5367*Resource Library*  
(916) 739-5353

April 9, 1986

Robbie Waters, Sheriff  
Sacramento County Sheriff's Department  
P.O. Box 988  
Sacramento, CA 95805

Dear Sheriff Waters:

Thank you for your March 13 letter requesting that POST consider including active Level One Reserve Officers within the parameters of Commission Procedure D-11, Subsection D-11-12 (e). As we understand the request, this would allow the Sacramento County Sheriff's Department, as a presenter of the Basic Course, to verify current proficiency of these officers after three years have lapsed since their graduation from the Basic Academy.

You have also asked for my views on your proposal. We understand your concern for the affect of the three-year rule on your department. Your hiring practice involves appointment of reserve officers who may have completed the basic course more than three years prior to their appointment. The three-year rule has applied to such appointments for several years now. Our proposed Procedure D-11-12(e) is intended to provide an option only for former officers who already possess a basic certificate. We are doubtful that the change you propose could legally be adopted at this public hearing because of the legal limitations imposed on our regulation adoption processes by the State Administrative Procedures Act.

The overall impact of your proposal would cause us some concern if it were implemented and applied to all "active" Level I Reserve Officers. We would foresee difficulty in defining the term "active."

The Commission has however proposed the adoption of new Procedure D-11-13. This Procedure, if approved, could provide the Commission with latitude to consider a waiver for such appointments in your department. It might be best to pursue that approach. Certainly there is merit in your proposal as it relates to the apparently unique practice of your department.



This issue is scheduled for public hearing at the April 24 meeting. If there is a change in the schedule, we will notify you. Your letter will be provided to the Commission as part of public comment on this item.

We appreciate your comments on this matter and look forward to it being resolved as soon as possible.

Sincerely,

*Norman C. Boehm*

NORMAN C. BOEHM  
Executive Director

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

|   |                                   |   |
|---|-----------------------------------|---|
| Agenda Item Title<br><b>Public Hearing - Basic Course Waiver Changes</b>  |                                   | Meeting Date<br><b>April 24, 1986</b>   |
| Bureau<br><b>Training Program Services</b>  | Reviewed By<br><b>Glen Fine</b>   | Researched By<br><b>Hal Snow</b>  |
| Executive Director Approval<br><i>Thomas C. Behm</i>  | Date of Approval<br><b>4-8-86</b> | Date of Report<br><b>March 6, 1986</b>  |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report |                                   | Financial Impact <input type="checkbox"/> Yes (See Analysis per details)<br><input type="checkbox"/> No |

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

ISSUE

Subject to input from the public hearing, approve additions to Commission Procedure D-11, Waiver of Attendance of a POST-certified Basic Course.

BACKGROUND

The Commission, at its October 1985 meeting, revised Regulation 1008 and Commission Procedure D-11, amending the Basic Course Waiver (BCW) Process. At that meeting the Commission also expressed intention to adopt two additions to Commission Procedure D-11 including: (1) providing authority to the Executive Director to approve alternative job-related testing/retraining conducted by a presenter of the POST-certified Basic Course to verify current proficiency of an individual who is returning to law enforcement employment after a three-year or longer break in service and (2) providing authority to the Commission to waive the testing/retraining process for an individual who has satisfied the basic training requirement and is re-employed as a peace officer after a three-year or longer break in service.

Notice was given to law enforcement agencies and other interested organizations on January 17, 1986 (Attachment A - POST Bulletin 86-1) that it was the intention of the Commission to adopt these changes on March 3, 1986, unless a public hearing is requested. Subsequently, a request for a public hearing was received (Attachment B) necessitating this public hearing. Attachment C is the POST Bulletin and Notice of Public Hearing that is required to conduct this public hearing.

ANALYSIS

The two proposed additions to Commission Procedure D-11 specify the following:

1. Add Subsection D-11-12(e) - The individual's department has obtained prior written approval from POST for the use of an alternative job-related testing/retraining procedure, conducted by a presenter of the POST-certified Basic Course, which verifies that the individual is currently proficient. Note that this, if adopted, would apply only to previously POST-certificated officers returning to law enforcement employment.

2. Add Subsection D-11-13 - The Commission in response to a written request or on its own motion may, upon a showing of good cause, waive the testing/retraining process for any individual, other than one described in paragraph 11-12, who has satisfied the basic training requirement and is re-employed as a peace officer after a three-year or longer break in service.

The first proposed change is being made in response to a request from the California Highway Patrol to expeditiously retest, and when necessary, retrain former California peace officers who have had a three-year or longer break in service (See Attachment C). Agencies with POST-certified Basic Courses were responsible for training these officers initially, and there is good reason to believe these agencies can satisfactorily perform their responsibility to test/retrain former peace officer employees. This proposed change would permit all Basic Course presenters to optionally seek approval to test/retrain qualified officers as no justification can be found to limit this option to only law enforcement agency academies. Current data indicates that less than 100 certificated officers annually re-enter California law enforcement. This proposed change would permit employing agencies and officers an alternative to the POST BCW Process.

POST has received a letter from the California Academy Directors Association representing POST-certified Basic Course presenters that requests a public hearing, and for POST to require approved academies to use as a minimum POST's Basic Course Waiver Testing standards. This request appears to be reasonable since it insures that at least a minimal degree of uniformity would be achieved. It is envisioned that approval of individual POST Basic Course presenters for this purpose would be based upon a written request specifying the testing/retraining procedures and that as a minimum it would be expected that POST's BCW testing standards be followed. These include a written exam covering a representative sample of the cognitive knowledge performance objectives and a manipulative skills test. Although POST's testing requirements for certificated and non-certificated are identical, staff intends to research the feasibility for developing a separate written test for retraining certificated officers that would emphasize changing course content, e.g., laws, court decisions, etc. Basic academy presenters can, if they deemed necessary, charge fees to recover testing/retraining costs.

The second proposed change would allow the Commission to grant a waiver upon the showing of good cause that describes a circumstance not addressed in current waiver guidelines. The purpose is to accommodate unforeseen circumstances without having to hold a public hearing to remedy individual situations which can create personal and agency hardships due to time delays. This will enable the Commission to be reasonably speedy and responsive.

These proposed changes would have no adverse fiscal impact upon POST, Basic Course presenters, nor law enforcement agencies.

#### RECOMMENDATION

Subject to input from the public hearing, approve additions to Commission Procedure D-11, Waiver of Attendance of a POST-certified Basic Course.

# Commission on Peace Officer Standards and Training

## NOTICE OF PUBLIC HEARING

### Amendment of Commission Procedure D-11, Waiver of Attendance of a POST-Certified Basic Course

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested in Section 13506 of the Penal Code to interpret and make specific Section 13511 of the Penal Code, proposes to adopt, amend, or repeal regulations in Chapter 2 of Title 11 of the California Administrative Code. A public hearing to adopt the proposed amendment will be held before the full Commission on:

Date: Thursday, April 24, 1986  
Time: 10:00 a.m.  
Place: Sacramento Hilton Hotel  
Sacramento, California

Notice is also hereby given that any interested person may present oral statements or arguments relevant to the action proposed during the public hearing.

### INFORMATIVE DIGEST

Procedure D-11-12 specifies the guidelines for determining, after a three-year or longer break in law enforcement service, whether an individual's prior law enforcement training is sufficient for a waiver of attendance of a POST-certified basic course.

The proposed changes would:

- o Add new subsection to D-11-12(e) authorizing the Executive Director to approve alternative job-related testing/retraining conducted by a presenter of the POST-certified Basic Course.
- o Add new section D-11-13 authorizing the Commission upon a showing of good cause, involving unanticipated circumstances faced by an individual who has satisfied the basic training requirement, to waive the basic course testing/retraining process.

### PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions that are described in this notice. Written comments relevant to the proposed actions must be received at POST no later than April 21, 1986 at 4:30 p.m. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

### ADOPTION OF PROPOSED ACTION

Following the close of the public comment period, the Commission may adopt the proposal substantially as described in this notice or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language



before adoption, the text of any modified language, clearly indicated, will be made available to the public at least 15 days before adoption. A request for the modified text should be addressed to the contact person identified in this notice. The Commission will accept written comments on the modified language for 15 days after the date on which the modified text is made available.

#### PROPOSED TEXT, STATEMENT OF REASONS, AND OTHER INFORMATION

Copies of the Statement of Reasons and exact language of the proposed action may be obtained by a request in writing to the contact person at the above address. In addition, all information considered as the basis for these proposals will be maintained at the above address for inspection during the Commission's normal business hours (8:00 a.m. to 5:00 p.m.).

#### ESTIMATE OF ECONOMIC IMPACT

The Commission has determined that the proposed changes: (1) will have no effect on housing costs; (2) do not impose any new mandate upon local agencies or school districts; (3) involve no increased nondiscretionary costs of savings to any local agency, school district, state agency, or federal funding to the State; (4) will have no adverse economic impact on small businesses; and (5) involve no significant cost to private persons or entities.

#### CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Georgia Pinola, Staff Services Analyst, at the above listed address or by telephone at (916) 739-5400.

Commission on Peace Officer Standards and Training

PUBLIC HEARING: AMEND COMMISSION PROCEDURE D-11, WAIVER OF ATTENDANCE  
OF POST-CERTIFIED BASIC COURSE

Proposed Language

COMMISSION PROCEDURE D-11  
REVISED: ~~January 7, 1986~~  
April 24, 1986

Waiver of Testing/Retesting Requirement

11-12. The Executive Director may waive the testing/retraining requirement for an individual who is returning to law enforcement employment after a three-year or longer break in service, possesses a POST basic certificate, and:

- a. Is re-entering a middle management or executive rank and who will function at least at the second level of supervision; or
- b. Has been (with no more than a 60-day break between law enforcement employers) employed continuously in another state as a full-time peace officer; or
- c. Has served (with no more than a 60-day break in service between law enforcement employers) continuously as a Level I or Level II reserve officer in California and the individual's department head attests in writing that the reserve officer is currently proficient; or
- d. The individual's employment, training, and education during the break in service provide assurance, as determined by POST, that the individual is currently proficient; or

- e. The individual's department has obtained prior written approval from POST for the use of an alternative job-related testing/retraining procedure, conducted by a presenter of the POST-certified Basic Course, which verifies that the individual is currently proficient.

11-13. The Commission in response to a written request or on its own motion may, upon a showing of good cause, waive the testing retraining process for any individual, other than one described in paragraph 11-12, who has satisfied the basic training requirement and is re-employed as a peace officer after a three-year or longer break in service.

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12-30-85

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

### PUBLIC HEARING: AMEND COMMISSION PROCEDURE D-11, WAIVER OF ATTENDANCE OF A POST-CERTIFIED BASIC COURSE

#### STATEMENT OF REASONS

The first proposed change would amend Commission Procedure D-11-12 by adding subsection (e) giving to the Executive Director authority to approve alternative job-related testing/retesting conducted by a presenter of the POST-certified Basic Course to verify current proficiency of an individual who is returning to law enforcement employment after a three-year or longer break in service. The reason for this change is to accommodate the needs of law enforcement agencies that desire to expeditiously retest, and when necessary, retrain former California peace officers who have had a three-year or longer break in service. These agencies were responsible for training these officers initially, and the Commission knows that these agencies can satisfactorily perform their responsibility to train their returning former peace officer employees. This proposed change would allow many agencies to avoid the usual costs to the agency or applicant for POST and a trainer to conduct the full evaluation and testing process.

Based upon its inquiry, the Commission has determined that a significant number of former peace officers, after a three-year or longer absence from law enforcement, once again return to their former employers. The absence of these persons may have been related to injuries that were job related, poor health, or personal reasons; but the thing that is of greatest importance is that these persons are judged to be desirable former employees who had already been thoroughly trained and whose satisfactory performance had already been demonstrated. To these employers, their investment in the achievement of a journeyman status by these former employees represents a considerable financial investment. A great part of the cost of this investment was for the training of these persons; the employers and POST know that the substance, design and quality of that training is already identifiable and is thus known to meet or exceed POST's minimum training requirements. Therefore, this proposal permits the avoidance by both POST and the employer of any expenditures related to the evaluation of previous training of these persons. All that is necessary is to determine their current knowledge and skills, which can be best demonstrated through testing conducted by the presenters of entry level training, followed when it is necessary by remedial training conducted by the training presenters.

It is the judgement of the Commission that a prescriptive procedure relative to D-11-12(e) is not desirable nor was this contemplated because of the countless rehiring circumstances that arise in the hundreds of local law enforcement jurisdictions. The development of a single formula that would accommodate the needs of each jurisdiction, if devised, would of necessity have to be quite complex and would likely be difficult to comply with and oversee. It is the objective of the Commission that the current proficiency of these rehired individuals is accurately determined through the use of accepted testing/appraisal measures that are already in use, and that when found to be necessary that appropriate remedial training is provided. The presenters of POST-certified Basic Courses on a daily basis apply these same principles of testing and retraining to ensure that the thousands of entry-level basic training students that they train can demonstrate satisfactory learning achievement.

The second proposed change would add Commission Procedure D-11-13, which would allow the Commission, upon a showing of good cause, to waive POST's testing/retraining process, for an individual, other than one described in D-11-12, who has satisfied the basic training requirement and is re-employed as a peace officer after a three-year or longer break in service. It has been repeatedly demonstrated to the Commission, and to the agencies that participate in the POST program, that all circumstances that can arise can not be anticipated or completely and accurately predicted. As a result of this, the Commission, at best, has had to impose an existing ill-suited provision of its Regulations and Procedures (because of the absence in the Regulations of a better solution to the problem). For example, to require the completion of certain costly processing or training that was really unnecessary but unfortunately and perplexingly nevertheless required by the Commission's Regulations. Such results not only reflect poorly upon the ability of state and local governments to function adequately but are wasteful. It is the judgement of the Commission that it must have the present ability to intelligently address certain unforeseeable problems that arise while determining the qualifications of persons who return to law enforcement employment. Many employers and apparently qualified prospective employees cannot, or chose not to, accept the imposition of what they view as impractical rules, nor can they await the eventual adoption of an adequate remedy by the amendment of the Commission's Regulations--these persons are lost insofar as California law enforcement is concerned. Law enforcement expects the Commission to be capable of reasonably speedy responsiveness to its needs--this proposal would permit this.



**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

March 7, 1986

BULLETIN: 86-5

SUBJECT: PUBLIC HEARING - AMENDMENT OF COMMISSION PROCEDURE D-11, WAIVER OF ATTENDANCE OF A POST-CERTIFIED BASIC COURSE

A public hearing has been scheduled, in conjunction with the April 24, 1986 Commission meeting in Sacramento, for the purpose of considering proposed changes to Commission Procedure D-11, Waiver of Attendance of a POST-certified Basic Course.

The Commission proposes to adopt two new subsections:

1. D-11-12(e) which would provide that the Executive Director may approve alternative job-related testing/retraining conducted by a presenter of the POST-certified Basic Course to verify current proficiency of an individual who is returning to law enforcement employment after a three-year or longer break in service and possesses a POST basic certificate.
2. D-11-13 which would authorize the Commission to waive the testing/retraining process upon a showing of good cause, involving unanticipated circumstances faced by an individual who has satisfied the basic training requirement.

The Commission believes that adoption of the two proposed subsections would allow avoidance of the usual costs paid by agencies or returning employees that result when POST and a trainer must conduct the full evaluation and testing process.

Please reference Bulletin 86-1 which announced the Commission's proposal to adopt the above provisions without a public hearing. A public hearing regarding this matter has been requested.

The Commission invites input on this matter.

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 Georgia Pinola, Staff Services Analyst, at (916) 739-5400.

Handwritten signature of Norman C. Boehm in cursive.

NORMAN C. BOEHM  
Executive Director

Attachment

# Commission on Peace Officer Standards and Training

## NOTICE OF PUBLIC HEARING

### Amendment of Commission Procedure D-11, Waiver of Attendance of a POST-Certified Basic Course

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested in Section 13506 of the Penal Code to interpret and make specific Section 13511 of the Penal Code, proposes to adopt, amend, or repeal regulations in Chapter 2 of Title 11 of the California Administrative Code. A public hearing to adopt the proposed amendment will be held before the full Commission on:

Date: Thursday, April 24, 1986  
Time: 10:00 a.m.  
Place: Sacramento Hilton Hotel  
Sacramento, California

Notice is also hereby given that any interested person may present oral statements or arguments relevant to the action proposed during the public hearing.

#### INFORMATIVE DIGEST

Procedure D-11-12 specifies the guidelines for determining, after a three-year or longer break in law enforcement service, whether an individual's prior law enforcement training is sufficient for a waiver of attendance of a POST-certified basic course.

The proposed changes would:

- o Add new subsection to D-11-12(e) authorizing the Executive Director to approve alternative job-related testing/retraining conducted by a presenter of the POST-certified Basic Course.
- o Add new section D-11-13 authorizing the Commission upon a showing of good cause, involving unanticipated circumstances faced by an individual who has satisfied the basic training requirement, to waive the basic course testing/retraining process.

#### PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions that are described in this notice. Written comments relevant to the proposed actions must be received at POST no later than April 21, 1986 at 4:30 p.m. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

#### ADOPTION OF PROPOSED ACTION

Following the close of the public comment period, the Commission may adopt the proposal substantially as described in this notice or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language

before adoption, the text of any modified language, clearly indicated, will be made available to the public at least 15 days before adoption. A request for the modified text should be addressed to the contact person identified in this notice. The Commission will accept written comments on the modified language for 15 days after the date on which the modified text is made available.

#### PROPOSED TEXT, STATEMENT OF REASONS, AND OTHER INFORMATION

Copies of the Statement of Reasons and exact language of the proposed action may be obtained by a request in writing to the contact person at the above address. In addition, all information considered as the basis for these proposals will be maintained at the above address for inspection during the Commission's normal business hours (8:00 a.m. to 5:00 p.m.).

#### ESTIMATE OF ECONOMIC IMPACT

The Commission has determined that the proposed changes: (1) will have no effect on housing costs; (2) do not impose any new mandate upon local agencies or school districts; (3) involve no increased nondiscretionary costs of savings to any local agency, school district, state agency, or federal funding to the State; (4) will have no adverse economic impact on small businesses; and (5) involve no significant cost to private persons or entities.

#### CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Georgia Pinola, Staff Services Analyst, at the above listed address or by telephone at (916) 739-5400.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Implementation of Commission Procedure D-11-12(e)

(Academy Testing of Returning Certificated Officers  
with Three Year or More Break In Service)

Commission Procedure D-11-12(e) authorizes the Executive Director to approve alternative job-related testing/retraining, conducted by a presenter of the POST-certified Basic Course, to verify current proficiency of an individual who is returning to law enforcement employment after a three-year or longer break in service and who possesses a POST Basic Certificate.

Intent - It is the intent of POST that academy testing/retraining requirements for returning certificated officers be equivalent to or higher than those used by POST in its Basic Course Waiver Testing. Regardless of whether retraining is provided by academies approved under this program, testing requirements specified below apply.

Applicant Approval Process - Employing agencies shall request in writing approval to test/retrain each candidate, indicating: (1) that the candidate has been employed or is under consideration for hire, (2) that the candidate has been issued a POST Basic Certificate, (3) the candidate's social security number, and (4) which academy will conduct the testing/retraining. POST approval is contingent upon verification of the candidate possessing a POST Basic Certificate and the particular academy having been approved for this program.

Academy Approval Process - Each academy desiring to be approved pursuant to D-11-12(e), must submit a letter to the Executive Director making application for the program and indicating proposed testing/retraining procedures and standards. The request shall include documentation of all performance objectives to be tested and descriptions of all skill testing materials and procedures including test checksheets and test evaluator qualifications.

Academy Notification of Successful Completion - Academies approved by POST for this program shall: (1) verify that the candidate is eligible based upon a POST approval letter to the employing agency and his/her identity, and (2) notify POST within seven working days of an individual candidate's successful completion of the testing/retraining. Notification shall take the form of a letter indicating the full name of the candidate, social security number, and date of requalification.

Minimum Testing/Retraining Requirements - To maintain equivalency to the POST Basic Course Waiver Testing Process, the following minimum testing requirements must be satisfied for an academy to be approved by POST:

Scope of Testing - Both written and manipulative skills testing are required and shall include:

1. Written examination must evaluate a representative sample of Basic Course performance objectives. The minimum passing score must be set in accordance with POST's Basic Course success criteria.

2. Manipulative testing shall minimally include evaluation of the following skills using the same performance standards as those for the Basic Course. Academies may use the procedures and check sheets used by POST for the POST Basic Course Waiver Skills Test. Candidates must pass each skill performance objective.

|                                       | <u>Performance Objectives</u> |
|---------------------------------------|-------------------------------|
| Report Writing Application            | 5.5.1                         |
| Principles of Weaponless Defense      |                               |
| Control Hold/Search Restraint Devices | 12.6.4, 8.18.2,<br>8.19.3     |
| Take-Down                             | 12.6.5                        |
| Carotid Restraint                     | 12.6.6                        |
| Armed Suspect/Weaponless Defense      |                               |
| Foot Movements                        | 12.7.2                        |
| Front/Rear Gun Take-Aways             | 12.7.5                        |
| Disarming Suspect                     | 12.7.6                        |
| Baton Demonstration                   | 12.9.1-12.9.3                 |
| Firearms (Handgun)                    |                               |
| Safe Handling                         | 7.5.1                         |
| Marksmanship                          | 7.10.1                        |
| Shooting Positions                    | 7.10.2                        |
| Course of Fire                        | 7.15.1                        |
| Firearms (Shotgun)                    |                               |
| Safe Handling                         | 7.5.2                         |
| Principles of Shotgun Use             | 7.11.1                        |
| Shooting Positions                    | 7.11.2                        |
| Course of Fire                        | 7.17.1                        |
| Traffic Stop Field Problem            | 9.11.1-9.11.2                 |
| Felony/High Risk Pullover             | 8.11.1                        |

Administrative Requirements - Academies approved for this program are required to:

- A. Maintain in file pass/fail rates on the examinations, current copies of examination including skill checksheets, and individual test results.
- B. Use skill testing evaluators qualified to teach the same or similar subject areas in the Basic Course.
- C. Comply with POST's notification requirement.

Fees - Fees charged by academies may not exceed actual costs for testing/retraining, and must be approved by POST as part of the application process.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

January 17, 1986

BULLETIN: 86-1

SUBJECT: PROPOSAL TO AMEND COMMISSION PROCEDURE D-11, WAIVER OF A  
POST-CERTIFIED BASIC COURSE

The Commission, at its October 1985 meeting, revised Regulation 1008 and Commission Procedure D-11, amending the Basic Course Waiver Process.

At that meeting the Commission also expressed intention to adopt two additions to Commission Procedure D-11:

1. Subsection D-11-12(e) to provide that the Executive Director may approve alternative job-related testing/retraining conducted by a presenter of the POST-certified Basic Course to verify current proficiency of an individual who is returning to law enforcement employment after a three-year or longer break in service. Adoption of this language would provide greater latitude for employers of former peace officers returning to the job. Such employees could receive refresher training at an academy rather than be tested through existing processes.
2. Subsection D-11-13 to provide the Commission with broader authority to waive the testing/retraining process for an individual who has satisfied the basic training requirement and is re-employed as a peace officer after a three-year or longer break in service. Adoption of this provision would allow the Commission to grant a waiver upon the showing of good cause that describes a circumstance that is not addressed in current waiver guidelines.

The Commission believes that enactment of the two proposed changes would allow avoidance of the usual costs paid by the agency or the returning employee that result when POST and a trainer must conduct the full evaluation and testing process.

The Commission invites input on this matter.

Notice is hereby given that these proposed changes will be adopted on March 3, 1986, unless a public hearing is requested. The attached Notice of Proposed Regulatory Action provides details concerning the proposed Regulation changes and procedures for public comment. Inquiries concerning the proposed action may be directed to Georgia Pinola at (916) 739-5400.

Handwritten signature of Norman C. Boehm in cursive.

NORMAN C. BOEHM  
Executive Director

## Commission on Peace Officer Standards and Training

### NOTICE OF PROPOSED REGULATORY ACTION TO AMEND COMMISSION PROCEDURE D-11, WAIVER OF ATTENDANCE OF A POST-CERTIFIED BASIC COURSE

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested in Section 13506 of the Penal Code to interpret and make specific Section 13511 of the Penal Code, proposes to adopt, amend, or repeal regulations in Chapter 2 of Title 11 of the California Administrative Code.

#### INFORMATIVE DIGEST

Procedure D-11-12 specifies the guidelines for determining, after a three-year or longer break in law enforcement service, whether an individual's prior law enforcement training is sufficient for a waiver of attendance of a POST-certified basic course.

The proposed changes would:

- Add new subsection to D-11-12(e) authorizing the Executive Director to approve alternative job-related testing/retraining conducted by a presenter of the POST-certified Basic Course.
- Add new section D-11-13 authorizing the Commission upon a showing of good cause, involving unanticipated circumstances faced by an individual who has satisfied the basic training requirement, to waive the basic course testing/retraining process.

#### PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions that are described in this notice. Written comments relevant to the proposed actions must be received at POST no later than March 3, 1986, at 4:30 p.m. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

A public hearing is not scheduled. Pursuant to Government Code Section 11346.8, any interested person or his or her duly authorized representative may request in writing, no later than March 3, 1986, that a public hearing be held.

#### ADOPTION OF PROPOSED ACTION

Following the close of the public comment period, the Commission may adopt the proposal substantially as described in this notice or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language

before adoption, the text of any modified language, clearly indicated, will be made available to the public at least 15 days before adoption. A request for the modified text should be addressed to the contact person identified in this notice. The Commission will accept written comments on the modified language for 15 days after the date on which the modified text is made available.

#### PROPOSED TEXT, STATEMENT OF REASONS, AND OTHER INFORMATION

Copies of the Statement of Reasons and exact language of the proposed action may be obtained by a request in writing to the contact person at the above address. In addition, all information considered as the basis for these proposals will be maintained at the above address for inspection during the Commission's normal business hours (8:00 a.m. to 5:00 p.m.).

#### ESTIMATE OF ECONOMIC IMPACT

The Commission has determined that the proposed changes: (1) will have no effect on housing costs; (2) do not impose any new mandate upon local agencies or school districts; (3) involve no increased nondiscretionary costs of savings to any local agency, school district, state agency, or federal funding to the State; (4) will have no adverse economic impact on small businesses; and (5) involve no significant cost to private persons or entities.

#### CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Georgia Pinola, Staff Services Analyst, at the above listed address or by telephone at (916) 739-5400.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

| COMMISSION AGENDA ITEM REPORT  |                            |   |
|--|----------------------------|---|
| Agenda Item Title San Francisco Patrol Special Officer<br>Request for Inclusion in POST Program  |                            | Meeting Date<br>April 24, 1986  |
| Bureau<br>Executive Office   | Reviewed By                | Researched By<br>Don Beauchamp <i>DB</i>  |
| Executive Director Approval<br><i>Norman C. Boehm</i>  | Date of Approval<br>4-8-86 | Date of Report<br>April 7, 1986   |
| Purpose:<br><input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report   Financial Impact  |                            | <input type="checkbox"/> Yes (See Analysis per details)<br><input checked="" type="checkbox"/> No |
| In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.  |                            |   |
| <p><u>Issue</u></p> <p>Should POST recognize the San Francisco Patrol Special Officer as a regular member of the San Francisco Police Department?</p> <p><u>Background</u></p> <p>As a result of a recent inquiry from the Training Manager of the San Francisco Police Department as to whether or not Patrol Special Officers and Assistant Patrol Special Officers of San Francisco were eligible to receive the POST Basic Certificate, POST indicated that neither of these classifications appeared to qualify. This decision was based in part on an interpretation of Commission Procedures, which stipulate that the regular program certificate may only be issued to "a full-time regular peace officer employed and paid as such in a participating California agency", etc. POST's definition of "full-time" employment was not deemed to include Patrol Special Officers or Assistant Patrol Special Officers.</p> <p>Upon receiving a copy of POST's response to the original correspondence from the Training Manager, the San Francisco City Attorney forwarded a letter to POST indicating that if the Commission "does not announce its intention to train Patrol Specials", the City would initiate a lawsuit seeking appropriate relief. As a result of this letter, a meeting was subsequently held with the City Attorney and his staff, as well as the San Francisco Police Chief and his staff, to further define the issue. At the conclusion of this meeting, it became clear that the matter should be brought before the Commission as a policy issue. The City Attorney was therefore requested to prepare a formal request for a hearing before the Commission, the letter to outline the primary request of his agency.</p> <p><u>Analysis</u></p> <p>There are currently 34 Patrol Special Officers appointed by the San Francisco Police Commission. Although there are additionally approximately 110 Assistant Patrol Special Officers who are employed by the Patrol Special Officers, these assistants are not included in the request being made by the City Attorney. As of April 1985, only 2 of the 34 Patrol Special Officers had completed the POST Basic Course. Most of the Patrol Special Officers are in the 40- to 60-year-old age range.</p> |                            |   |

Patrol Special Officers are not specifically identified along with other peace officer groups which are defined in the 830 series of the Penal Code. They are provided for only in the Charter of the City and County of San Francisco. These officers are appointed directly by the Police Commission and may be suspended or dismissed only by this body after an appropriate hearing. The limited qualifications for these officers are specified in the City Charter. They require that the applicant be at least 21 years of age and not more than 40 years of age at the time of appointment, and meet any physical qualification specified by the Police Commission. Patrol Special Officers are appointed to a specific beat or territory within the city and are thereafter considered "owner" of that area, with the sole right to provide certain police services, at a fee, to persons or businesses residing within the territory. These services do not normally include general law enforcement duties, but rather relate more to security and guard-type activities. The salary for these officers consists entirely of the fees they are allowed to collect. Beat owners may, with Police Commission approval, sell or otherwise dispose of their beat or territory at whatever price they consider appropriate.

According to the City Attorney, the Patrol Special Officers are considered by his office to be "police officers" of the City of San Francisco as defined in Penal Code Section 830.1. Further, these Patrol Special Officers are also considered "city police officers" as mentioned in Penal Code Section 13510, which addresses those agencies eligible to participate in the regular POST program. Because POST has authority under Penal Code Section 13523 to define "full-time regularly paid employees" as it relates to reimbursement to cities and counties for training expenses, recognition of Patrol Special Officers under PC 830.1 and 13510 would not constitute automatic eligibility for reimbursement.

The City Attorney indicates the sole purpose of his request to have POST recognize the Patrol Special Officers as city police officers is to ensure that they are selected, trained and certified in a manner consistent with current POST standards. Although this classification of police officer is unique to San Francisco, there is no justification in his mind for these officers to not meet contemporary standards.

Because the request for inclusion of these Patrol Special Officers in the regular POST program does not include a request for reimbursement of training expenses, the fiscal impact on the Peace Officers Training Fund is not considered significant. It is anticipated that selection, training and certification activities can be accommodated using existing resources.

It should be noted that in the San Francisco City Charter, the "police department" consists of a Police Commission, a Chief of Police, a police force and an Office of Citizen Complaints. The Police Commission retains the sole responsibility for the appointment of Patrol Special Officers; therefore, the Chief of Police and the police force are not required to be consulted in matters relating to Patrol Special Officers. As a matter of practice, these officers wear uniforms almost identical to the "police force", attend daily roll-call at the various police stations, attend some police training courses, and otherwise interact with the "police force" on a regular basis. According

to the City Attorney, Patrol Special Officers are required to respond in the same fashion as a member of the "police force" in situations requiring police action, although the primary duty of these officers is to provide service to their clients within the beat area defined by the Police Commission. Because of this unique organizational arrangement of the San Francisco "Police Department", the Chief of Police and the police force to this point in time have not been directly involved in this effort to include Patrol Special Officers in the POST selection, training and certification program.

Historically, the Commission has generally accepted the decisions made by local government in determining the class of peace officers they wish to appoint. In this case, however, there is some reason to question the City Attorney's decision relating to the designation of Patrol Special Officers as PC 830.1 peace officers, particularly in light of a State Attorney General Index Letter from 1972 which indicates these persons may, in fact, be reserve officers as defined in PC 830.6.

Although the city/county ordinance making the San Francisco Police Department a part of the POST program was passed in 1961, there has been no previous formal request by the City Attorney or any other San Francisco official body, to consider Special Patrol Officers as regular police officers subject to POST regulation. It should also be noted that this current request is not from the San Francisco Board of Supervisors, the originator of the original ordinance. There is no indication, past or present, from that body that they intended Patrol Special Officers be included or excluded from the provisions of the 1961 ordinance.

#### Comments

Further information on the request may be furnished at the meeting by representatives of the San Francisco City Attorney's Office, the San Francisco Board of Supervisors, the San Francisco Police Commission, the San Francisco Police Department, and the legal counsel for the San Francisco Patrol Special Association. The Attorney General's Office will also be in attendance to provide the Commission with legal options and advice.





George Agnost,  
City Attorney

March 5, 1986

Mr. Norman Boehm  
Executive Director  
Commission on Peace Officer  
Standards and Training  
1601 Alhambra Blvd.  
Sacramento, CA 95816

Re: POST Certification of San Francisco  
Patrol Special Police Officers

Dear Mr. Boehm:

It has come to my attention through a letter dated June 26, 1985 from David Y. Allan, Chief of the Compliance and Certificate Services Bureau of POST to Lieutenant Donald P. Carlson, San Francisco Police Department Training Manager, that POST is of the opinion that the positions of Patrol Special Officer and Assistant Patrol Special Officer in San Francisco do not meet POST's definition of peace officers eligible for POST training as mandated by Penal Code Section 13510. The basis for POST's conclusion is that POST has certain criteria for ascertaining who is, and who is not, a peace officer, including a specific requirement of full-time employment by a municipality.

This letter is to advise you that it is my conclusion that Patrol Special Officers ("Patrol Specials") are full members of the San Francisco Police Department and should be so recognized by POST. Patrol Specials serve and are appointed under the authority of the Charter of the City and County of San Francisco and are police officers and peace officers within the meaning of Section 830.1 and related sections of the Penal Code, as is more fully discussed below.

On various occasions over the years, this office has been asked to render its formal opinion regarding the legal status of Patrol Specials. For your convenience, I am attaching hereto copies of those opinions plus copies of the applicable

provisions of law.<sup>1/</sup> My predecessors and I have uniformly given the same advice on what appears to me to be a straightforward and uncomplicated issue, to wit: the status of San Francisco Patrol Specials as members of the San Francisco Police Department and as peace officers.

The pertinent underlying facts behind my opinion are as follows:

1. The City and County of San Francisco is a chartered city and county of the State of California.
2. Under Section 3.530 of the Charter of the City and County of San Francisco, the Police Commission has been delegated authority to manage and control the San Francisco Police Department.
3. Under Section 3.536 of the Charter of the City and County of San Francisco, Patrol Specials are appointed directly by the Police Commission of the City and County of San Francisco.
4. Under Section 3.536 of the Charter of the City and County of San Francisco, Patrol Specials are subject to regulation and control by the Police Commission in all matters pertaining to their performance and conduct.
5. Claims and lawsuits concerning professional misconduct by Patrol Specials in the course and scope of their employment are the responsibility of the City and County of San Francisco which, in turn, provides for the officers' legal defense. The City and County of San Francisco indemnifies Patrol Specials for liability which they might incur in that regard.

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- <sup>1/</sup>
- Attachment 1: Opinion No. 85-16
  - Attachment 2: Opinion No. 80-66.
  - Attachment 3: Letter Opinion No. 69-55
  - Attachment 4: Letter Opinion No. 66-73-A.
  - Attachment 5: Penal Code Section 13510
  - Attachment 6: Penal Code Section 830.1
  - Attachment 7: Section 3.530 of the Charter of the City and County of San Francisco
  - Attachment 8: Section 3.536 of the Charter of the City and County of San Francisco
  - Attachment 9: Section 8.515 of the Charter of the City and County of San Francisco
  - Attachment 10: Penal Code Section 832
  - Attachment 11: Penal Code Section 13523
  - Attachment 12: Penal Code Section 830.6

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Executive Director

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6. Under Section 8.515 of the Charter of the City and County of San Francisco, Patrol Specials are treated as employees of the City and County of San Francisco and receive workers' compensation benefits from the City when they are injured while preventing the commission of a crime or while apprehending the person(s) committing such crime.<sup>2/</sup>

7. Patrol Specials are responsible and accountable to the captain of the district in which the officer's beat may be located. In addition to their patrol responsibilities within the beats allocated to them by the Police Commission, Patrol Specials may be specially assigned by supervising captains to particular services at such times and places as may be required by the Police Department.

8. Under Rule 2.01 of the Rules and Procedures for Patrol Specials adopted by the Police Commission in 1970 ("Rules and Procedures"), Patrol Specials are required to enforce all of the laws and ordinances of the State of California and the City and County of San Francisco.

9. Under Rule 3.423 of the Rules and Procedures, Patrol Specials are authorized, expected, and required to carry firearms while on duty as are other members of the Police Department. Patrol Specials are trained in the use of firearms by the Police Department.

10. Patrol Specials are required to conduct themselves according to the standards prescribed for them by the San Francisco Police Department in Rule 2.00 of the Rules and Procedures. Patrol Specials are appointed, disciplined, terminated, recognized and rewarded by the Police Commission. Assistant Patrol Specials are appointed by the Chief of Police.

11. Under Rule 2.00 of the Rules and Procedures, Patrol Specials are authorized and required to report for duty in official San Francisco Police Department uniform. The only distinguishing features between a patrol special uniform and the uniform of other members of the Department are a shoulder patch insignia containing the legend "Patrol Special" worn directly above the Police Department emblem on the shoulder, one less point on the star, and one black stripe on the pants.

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<sup>2/</sup> For example, the City and County of San Francisco has paid workers' compensation benefits to a Patrol Special who was shot and paralyzed about fifteen years ago while he was attempting to apprehend an armed robber. The City installed a wheelchair ramp at the officer's home and will pay his medical expenses for life.

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12. Patrol Specials are required to use official forms and to file regular departmental reports of all incidents and arrests.

Based on the foregoing facts, my legal analysis is that Patrol Specials are peace officers according to both constitutional<sup>1/</sup> and statutory<sup>2/</sup> authority. The fact that Patrol Specials are not directly paid by the City and County of San Francisco in no way alters their legal status as peace officers.<sup>3/</sup> In any case, the manner in which Patrol Specials are compensated is entirely a municipal affair.<sup>4/</sup> POST has no authority either to create or to redefine peace officer status.<sup>5/</sup> Since all peace officers in the State must be trained under POST standards, POST must immediately accept Patrol Specials for training.

I.

CONSTITUTIONAL AUTHORITY

The police power resides in the people of the State. Such power has been directly granted by the people of the State to chartered municipalities by the provisions of the State Constitution. Ex Parte Braun (1903) 141 Cal. 204 and West Coast Advertising v. City and County of San Francisco (1939) 14 Ca. 2d 516.

Article XI, Section 3(a) of the California Constitution provides:

"For its own government a county or city may adopt a charter . . . . The provisions of a charter are the law of the State and have the force and effect of legislative enactments."

Article XI, Section 5(b) provides:

"It shall be competent in all city charters to provide . . . for: (1) the constitution, regulation, and government of a city police force . . . ."

and Section (4) provides:

"plenary authority is hereby granted, subject only to the restrictions of this article, to provide therein or by amendment thereto, the manner in which, the method by which, the times at which, and the terms for which the several municipal officers and employees whose

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<sup>1/</sup> See Section I, pages 4, 5, infra.

<sup>2/</sup> See Section II, pages 5, 6, 7, infra.

<sup>3/</sup> See Section III, pages 7, 8, infra.

<sup>4/</sup> See Section IV, pages 8, 9, 10, infra.

<sup>5/</sup> See Section V, pages 10, 11, 12, infra.

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compensation is paid by the city shall be elected or appointed, and for their removal, and for their compensation, and for the number of deputies, clerks and other employees that each shall have, and for the compensation, method of appointment, qualifications, tenure of office and removal of such deputies, clerks and other employees."

The Charter of the City and County of San Francisco, then, is the authority by which power is delegated to the City and County to determine the membership of the City's municipal police force. Only by virtue of Charter authority can police status be conferred upon municipal employees. Therefore, exactly who is or is not a peace officer in San Francisco is determined by the provisions of the Charter and the actions of the Police Commission pursuant thereto.

Under Section 3.530 of the Charter, the Police Commission has been delegated authority to appoint and manage the San Francisco Police Department. Under Section 3.536 the Police Commission is empowered to appoint "Patrol Special Police Officers." The unequivocal use of both the words "Police" and "Officers", singly and in conjunction, in describing this position in the Police Department is a clear manifestation of the intent of the framers of the Charter to invest Patrol Specials with police power and with peace officer status.

Section 2.01 subd. .5 of the Rules and Procedures confers on Patrol Specials the "power and duty" to enforce all "Penal Laws and Ordinances." This is the unequivocal conferral of police power and peace officer status upon Patrol Specials by the Police Commission. As stated in 27 Ops. Atty. Gen. 213, a peace officer is a member of a recognized government unit charged with the duty of enforcing the laws of the State. Hence, Patrol Specials are peace officer under the Attorney General's definition.

## II.

### STATUTORY AUTHORITY

The statutory basis for the grant of "peace officer" status to Patrol Specials can be found in Penal Code Section 830.1 and the Charter of the City and County of San Francisco.

Penal Code Section 830.1 provides:

Any sheriff, undersheriff, or deputy sheriff, regularly employed and paid as such, of a county, any policeman of a City, any

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police of a district authorized by statute to maintain a police department, any marshall or deputy marshall of a munciipal court, any constable paid as such, of a judicial district . . . is a peace officer."

Further, Black's Law Dictionary, Rev. 4th Ed., 1968, West Publishing Co., defines "Police Officer" as follows:

"POLICE OFFICER. One of the staff of men employed in cities and towns to enforce the municipal police, i.e., the laws and ordinances for preserving the peace and good order of the community. Otherwise called 'policeman.'" (Id., p. 1317).

In effect, Black's Law Dictionary defines "police officer" and "policeman" as persons employed to enforce the penal laws and ordinances of a municipality. Under the Charter and the regulations of the Police Commission, Patrol Specials are employed to perform exactly that function. Hence, Patrol Specials are "policemen" and, therefore, are peace officers under the language of Penal Code Section 830.1, analyzed below.

Pursuant to the Charter of the City and County of San Francisco, Section 3.536:

"The Police Commission may appoint patrol special officers and for cause may suspend or dismiss said patrol special police officers after a hearing on charges duly filed with the commission . . . ."

The case of Maggi v. Pompa, 105 Cal.App. 496 held that since Patrol Specials are appointed, controlled and supervised by public authority they are public officers, and when performing required duties they act as police officers.

Further, San Francisco Charter Section 3.536 specifically retains in the Police Commission the power to discipline for misfeasance any act of the Patrol Specials they empower. This retained power is an element of control and supervision that supersedes, and is independent of, any relationship between Patrol Specials and their private employers. Since the Patrol Special is answerable to the Police Commission for any violation of his public duties (as set forth in Rule 2.01 of the Rules and Procedures, below), he is distinct from a private security guard who has no public duty and is not so answerable. The extent of this control indicates the public character of the Patrol Special's position.

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Rule 2.01 of the Rules and Procedures states, "The Police Department and its members shall have the power and it is their duty to:

1. Prevent crime.
2. Protect life and property.
3. Detect and arrest offenders.
4. Preserve the public peace.
5. Enforce all penal laws and ordinances."

Thus, the Rules and Procedures do not set forth the mere regulation of a local industry but establish an investiture of the powers and duties of public office in the Patrol Special. The Rules and Procedures are a clear pronouncement of the Police Commission's intent to create police officers within the plain and ordinary meaning of those words. (See Black's Law Dictionary "Police Officer", supra; and 27 Ops. Atty. Gen. 213, supra).

In summary, the statutory grant of peace officer status, specified in Penal Code Section 830.1, to any "policeman of a City", is the statutory basis for the power exercised by the Police Commission.

Since the control and supervision exercised by the Police Commission and the Chief of Police has been shown to be the same or substantially the same as that exercised over regular police officers, then Patrol Specials must be considered to possess the powers of a policeman of the City. These powers are the powers of a "peace officer" (see Penal Code Section 830.1). If under the Charter a Patrol Special is a policeman, then a Patrol Special is a peace officer pursuant to Penal Code Section 830.1.

### III.

#### EFFECT OF PRIVATE PAYMENT TO PATROL SPECIALS

Penal Code Section 70, provides as follows:

"Every executive or ministerial officer, employee or appointee of the State of California, county or city therein or political subdivision thereof, who knowingly asks, receives or agrees to receive any emolument, gratuity or reward, or any promise thereof excepting such as may be authorized by law for doing an official act, is guilty of a misdemeanor . . . ."

A careful reading of Section 70 indicates that it is concerned with gratuities or special payments and not with salary and compensation as authorized by local statutory authority. Penal Code Section 70 expressly provides that other (private) payment of special officers may be authorized by law.

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The San Francisco Charter, the controlling law herein, authorizes the payment of Patrol Specials by the private sector for official acts, in that the Charter implicitly permits such private contractual payments by granting private ownership of patrol territory to those officers designated as Patrol Specials by the Police Commission. A fair reading of Penal Code Section 70 is that the section does not apply to the private remuneration for the doing of official acts by Patrol Specials since these services have been to use the words of Penal Code Section 70, "authorized by law."

It is clear by its express provisions that Penal Code Section 70 does not apply to the on-duty compensation through private sources of Patrol Specials since such compensation is authorized by the Charter, and the Rules and Regulations of the Police Commission and the Police Department. (See Charter Section 3.536). In any case, as more particularly set forth below, the compensation of on-duty Patrol Special Officers is a municipal affair and is well within the plenary authority of a municipality to regulate pursuant to Article XI of the California Constitution.

#### IV.

#### COMPENSATION OF CITY POLICEMEN IS A MUNICIPAL AFFAIR

As stated above, both Penal Code Sections 70 and 830.1 cannot be given a valid constitutional construction if interpreted in such a manner as to deny peace officer status to Patrol Specials. The Legislature cannot, by enactments, take police power away from any group or category of persons which has been delegated this power by operation of the state Constitution.

While it is true that municipal powers may not conflict with the general laws of the state where the legislature has constitutionally preempted the field, "Bearing in mind that San Francisco is acting under a charter, the general laws . . . have no application in the case at bar. (Citations omitted.)" Shewbridge v. The Police Commission of the City and County of San Francisco (1944) 64 Cal.App.2d 787, at 791. And as stated in Lossman v. City of Stockton (1935) 6 Cal.App.2d 324, "There is no question but what the regulation of the organization and maintenance of a police or fire department by a chartered city is a municipal affair, as, for instance, such matters as relate to the fixing of compensation . . . (citations omitted)" Id., 6 Cal.App.2d 332. Thus, the field of how the police personnel of a chartered city will be paid, and what they shall be called, is not amenable to general statewide legislation. Jurisdiction over these areas is conferred upon chartered municipalities by Article XI, State Constitution, supra, and case law has established that this area of concern is a municipal affair.



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In a case concerning the power of a municipality to license and tax, Ex Parte Braun (1903) 141 Cal. 204, at 211-212, the court articulated the rule for discerning "municipal affairs";

"It is of course true that the local power of taxation, like all other local powers, must have its origin in a grant by the state, and that it may at all times be controlled by the sovereign power. But it does not follow that the legislative department of the state may so control it. In the absence of constitutional provisions relating to the subject, the legislative department would necessarily have unlimited sway, and could, for the state, confer, modify, or withdraw the power and prescribe such regulations as it saw fit for its exercise. The state Constitution is, however, the highest expression of the will of the people of the state, and so far as it speaks, represents the state. . . . The power of cities operating under freeholders' charters to raise money by taxation for municipal purposes does not find its source in any grant by the legislature. There is no enactment of the legislature purporting to vest such authority in such cities. Such power has been directly granted by the people of the state by the provisions of the state Constitution."

See also West Coast Advertising v. City and County of San Francisco, (1939) 14 Cal.2d 516. The authority to create Patrol Specials and to grant to them peace officer status concerns a power "given in the constitutional method by special charter, and not by direct legislative enactment, it can be withdrawn only by amendment to the Charter in the manner provided by the constitution. It is only when the local power is not conferred by the state constitution, that legislative enactment is essential to its existence (citation omitted), or is of adequate force to withdraw it." Ex parte Braun 141 Cal. 211.

The analyses of Braun, supra, and West Coast v. San Francisco, supra, apply equally to the power to appoint police as they would to the power of licensing and taxation which these cases upheld despite contrary enactments by the legislature by virtue of a direct and specific Constitutional grant of authority to chartered municipalities. As in these cases, the Charter of the City controls the point of law. It is the Charter of San Francisco, therefore, which determines which personnel enjoy the

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Executive Director

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powers and duties of a City policeman, and therefore are peace officers. Accordingly, action by the state Legislature does not restrict a municipal charter in determining the titles, authority, duties, privileges, or manner of compensation of City policemen. The rule of construction which applies herein is that absent a valid statewide concern, the general laws are inapplicable to the chartered cities. Payment of municipal employees has been held to be a purely local affair.

In the case of Sonoma County Organization of Public Employees v. Sonoma County, and related actions, (1979) 23 Cal.3d 296, the California Supreme Court invalidated two enactments of the Legislature (Government Code Sections 16280 and 16280.5) restricting the compensation of municipal employees. The court found that the plenary authority granted municipalities by Article XI Sections 4 and 5 of the California Constitution precluded any legislation on the subject of payment without a valid statewide concern. With citations reaching back to 1899, the court ruled "that the salaries of local employees of a charter city constitute municipal affairs and are not subject to general laws . . . that the determination of wages paid to employees of charter cities as well as charter counties is a matter of local rather than statewide concern." (23 Cal.3d 317).

Under this holding, the payment of a police officer in San Francisco is a municipal affair, and the general laws are not controlling. Thus, because the Charter provides for the private payment of Patrol Specials by the citizens who have contracted for their services, that manner of compensation becomes the law of the State itself. Sonoma County Organization of Public Employees, supra.

V.

#### POST TRAINING AND CERTIFICATION

Under Sections 832(a) and 15310 of the Penal Code, it is mandatory that all peace officers in the State be trained under POST standards. Section 830.1 of the Penal Code provides that "any police officer of a city" is a "peace officer". Penal Code Section 832 provides, in part, that: "every person described in this chapter as a peace officer shall receive a course of training prescribed by the Commission on Peace Officer Standards and Training."

Section 13510 of the Penal Code specifically requires that POST "shall adopt, and may, from time to time amend, rules establishing minimum standards relating to physical, mental, and moral fitness, which shall govern the recruitment of any City police officers . . ." and "shall adopt, and may, from time to time amend, rules establishing minimum standards for training of

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Executive Director

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City police officers . . . ." Nothing in that, or in any other provision of law, mandates, or even permits, POST to define who is a peace officer. Rather, POST is given the ministerial duty of ascertaining who, under the applicable provisions of law, qualifies for peace officer status. POST has no authority either to create or to redefine peace officer status.

POST's Commission Procedure F-1-2a., cited by Mr. David Allan as the basis for not certifying the training of Patrol Specials, requires applicants to be "full-time regular peace officer(s) employed and paid as such in a participating California agency". Such a regulation, however, applies only in the context of eligibility for financial assistance. Under Penal Code Section 13523, POST may only adopt rules defining "full-time regularly paid employees" for the purpose of establishing eligibility for State financial aid for the cost of mandated training. In pertinent part, Penal Code Section 13523 provides as follows: "State aid shall only be provided for training expenses of full-time regularly paid employees, as defined by the Commission, of eligible agencies from cities, counties, or districts." Eligibility for aid is obviously not the same as eligibility for training.

Section 13510 of the Penal Code mandates the training of "any city police officers". Nowhere in that statute, or in any other statute, is there a requirement that city police officers be full-time employees paid by a municipality. Such qualifications are expressly omitted in Section 13510 and appear only in reference to "regularly paid inspectors and investigators of a district attorney's office as defined in Section 830.1 who conduct criminal investigations." Penal Code Section 13510 applies to all peace officers acting under the authority of a municipality (see Penal Code Sections 830.1, 830.6, and 13510, and, cf. Section 13523). Section 13510 permits POST to establish "standards relating to physical, mental, and moral fitness" of peace officers. POST's requirement that peace officers be full-time employees of a municipality is not related to physical, mental, or moral fitness and is, therefore, an unlawful restriction upon the City and County of San Francisco in the designation of the membership of its own police force.

Pursuant to the provisions of Article XI, Section 3(a) of the California Constitution, the Charter of the City and County of San Francisco is the authority by which power is delegated to the City and County to determine the membership of the City's municipal police force. Lossman, supra. The staff of POST has misconstrued the provisions of Section 13510 of the Penal Code and has failed to take account of the Home Rule Doctrine as it affects chartered jurisdictions. Therefore, notwithstanding any contrary provision of POST regulations, I look directly to constitutional, statutory and charter authority to ascertain

Mr. Norman Boehm  
Executive Director

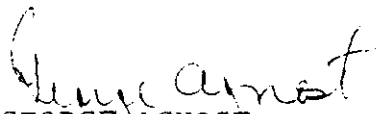
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whether San Francisco Patrol Special Officers and Assistant  
Patrol Special Officers are, in fact, peace officers.

Under existing law, Patrol Specials are peace officers of  
the City and County of San Francisco. As such, they must be  
trained to POST prescribed standards. POST's refusal to comply  
with the law has deprived the City and County of San Francisco of  
the services of a valuable and effective arm of the San Francisco  
Police Department and has further denied Patrol Specials of their  
vested employment interest. Accordingly, in the event that POST  
refuses to accept Patrol Specials for training, my office is  
fully prepared to pursue other means to compel POST to comply  
with the law. If POST does not announce its intention to train  
Patrol Specials by March 17, 1986, the City will file a lawsuit  
against POST seeking the appropriate relief.

Very truly yours,

  
GEORGE AGNOST  
City Attorney

GA/ca

cc: Hon. Dianne Feinstein  
Frank Jordan, Chief of Police  
Commissioner David Sanchez  
Steven A. Diaz, Esq.

8431d

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OFFICE OF THE ATTORNEY GENERAL

Department of Justice

STATE BUILDING, SAN FRANCISCO 94102

June 16, 1972

IL 72-121  
LB 382 p 96  
Formerly Op. 72/33 2L

Honorable John Jay Ferdon  
District Attorney  
City and County of San Francisco  
Hall of Justice  
880 Bryant Street  
San Francisco, California 94103

Dear Mr. Ferdon:

Re: Status of Patrol Special  
Officers as Peace Officer

In your letter of December 22, 1971, you requested our opinion on the following question:

Is a patrol special officer, as defined by section 35.10 of the San Francisco City Charter and by regulations of the San Francisco Police Commission, a peace officer within the meaning of Penal Code section 830.6 or any other statutory provision?

The conclusion is:

A patrol special officer, as defined above, is a peace officer for purposes of making arrests and searches and for purposes of the Penal Code sections prescribing increased punishment for assaults and batteries upon peace officers.

ANALYSIS

Section 35.10 of the San Francisco City Charter provides that the police commission may appoint patrol special officers, and may suspend or dismiss them after a hearing on charges filed with the police commission. Such officers must, at the time of their appointment, be between the ages of 21 and 40 and must possess such physical qualifications as may be required by the commission. Such officers are designated by the police commission as the owners of a certain "beat" or territory, as may be fixed by the commission, and may dispose of their interest in their "beat" to persons approved by the commission and who are themselves eligible for appointment as patrol special officers.

On September 28, 1970, the police commission adopted rules and procedures relating to patrol special officers and assistant patrol special officers. Among the pertinent provisions of these regulations are the following:

QUALIFICATIONS

Each patrol special officer (owner of a beat), at the time of appointment shall:

- (1) have received approval of the commanding officer of the police district(s) involved,
- (2) have been examined and certified by the police surgeon,
- (3) have graduated from an approved San Francisco Police Academy Training Course.
- (4) be approved and appointed by the police commission.

ADVERTISING

Must be approved by the chief of police.

DUTIES

- (1) Prevent crime
- (2) Protect life and property
- (3) Detect and arrest offenders
- (4) Preserve the public peace
- (5) Enforce all penal laws and ordinances
- (6) Must report to the police station at least one every two hours.

UNIFORM AND EQUIPMENT:

- (1) Shall carry firearm while on duty.
- (2) Uniform shall be same as that of regular members of San Francisco Police Department except for special identification insignia.

PAY:

Patrol special officers are not paid by the City and County of San Francisco. They are paid by individual citizens who subscribe to their services.

One recent case (People v. Melchor, 237 Cal.App.2d 685 (1965)) held that a patrol special officer is not a peace officer for purposes of making an arrest and possesses only the powers of arrest which are afforded to private persons. However, such a person is a reliable informant. This decision was based on former Penal Code section 817 which, as it read at the time, provided:

"A peace officer is the sheriff . . . regularly employed and paid as such of a county . . . policeman of a city or town. . . ."

This statute was repealed in 1968. The present statute, Penal Code section 830.6(a), provides:

"Whenever any qualified person is deputized or appointed by the proper authority as a reserve or auxiliary sheriff or city policeman . . . and is assigned specific police functions by such authority, such person is a peace officer; provided, that the authority of such person as a peace officer shall extend only for the duration of such assignment."

Section 4 of Chapter 645 of the Statutes of 1969 provides:

"It is the intent of the Legislature that the changes effected by this act shall serve only to define peace officers, the extent of their jurisdiction, and the nature and scope of their authority, powers, and duties, and that there be no change in the status of individual peace officers or classes of peace officers for purposes of retirement, workmen's compensation or similar injury or death benefits, or other employee benefits."

Patrol special officers are specifically exempted from the regulatory and licensing provisions for private operators or operators of a private patrol service. Business and Professions Code section 7522(e) and 7523; People v. Melchor, supra, at 691-592, n. 1.

By reason of their appointment and dismissal by the police commission, their close supervision and control by the police commission and their authority to aid in regular police activities, which authority has been granted to them by the police commission, it would appear that patrol special officers are "reserve or auxiliary" police officers within the meaning of Penal Code section 830.6(a) for purposes of making arrests and conducting searches and for purposes of the Penal Code

Honorable John Jay Ferdon

-4-

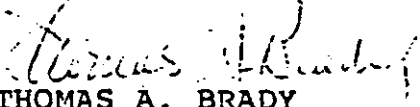
June 16, 1972

sections prescribing increased punishment for assaults and batteries upon peace officers.

Very truly yours,

EVELLE J. YOUNGER  
Attorney General

ROBERT R. GRANUCCI  
Deputy Attorney General

  
THOMAS A. BRADY  
Deputy Attorney General

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**FILE NO. 170-81 ORD. NO. 80-81  
AMENDING CHAPTER 16 OF SAN  
FRANCISCO ADMINISTRATIVE  
CODE BY ADDING SECTION 16.9-2  
RELATING TO RECEIVING AID  
FROM STATE OF CALIFORNIA FOR  
TRAINING OF PEACE OFFICERS.**

Be it ordained by the People of the City and County of San Francisco: Section 1, Article I, Chapter 16, of the San Francisco Administrative Code is hereby amended by adding thereto Section 16.9-2, to read as follows:

**Section 16.9-2. Peace Officer Training:**

The City and County of San Francisco declares that it desires to receive aid from the State of California under the provisions of Chapter 1 of Title 4, Part 4 of the Penal Code of the State of California.

Pursuant to Section 13522 of said Chapter 1, the City and County of San Francisco, which receives aid from the State of California pursuant to said Chapter 1, will adhere by the standards for recruitment and training established by the California Commission on Peace Officer Standards and Training.

The Chief of Police is hereby authorized and directed to execute such application forms as may be required by said California Commission on Peace Officer Standards and Training pursuant to said Section 13522.

I hereby certify that the foregoing ordinance was passed for second reading by the Board of Supervisors of the City and County of San Francisco at its meeting of April 3, 1961.

ROBERT J. DOLAN,  
Clerk.  
apr 7, 1961-1t

**NOTICE OF FINAL PASSAGE  
FILE NO. 170-81 ORD. NO. 80-81  
AMENDING CHAPTER 16 OF SAN  
FRANCISCO ADMINISTRATIVE  
CODE BY ADDING SECTION 16.9-2  
RELATING TO RECEIVING AID  
FROM STATE OF CALIFORNIA FOR  
TRAINING OF PEACE OFFICERS.**

I hereby certify that the foregoing ordinance was read for the second time and finally passed by the Board of Supervisors of the City and County of San Francisco at its meeting of April 10, 1961.

ROBERT J. DOLAN, Clerk.  
Approved April 13, 1961.  
GEORGE CHRISTOPHER,  
Mayor.  
apr 18, 1961-1t

## REGULAR AND SPECIALIZED LAW ENFORCEMENT CERTIFICATE PROGRAM

## Purpose

1-1. The Professional Certificate Program: This Commission procedure describes the Professional Certificate Program established in Section 1011 of the Regulations.

## General Provisions

1-2. Eligibility:

- a. To be eligible for the award of a Regular Program Certificate, an applicant must currently be a full-time regular peace officer employed and paid as such in a participating California agency in one of the following categories: a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, the California Highway Patrol, the University of California Police, or the California State University and Colleges Police.
- b. To be eligible for the award of a Specialized Law Enforcement Certificate, an applicant must currently be a full-time, paid peace officer employee of a state, county, city, or special district investigative or law enforcement agency participating in the Specialized Law Enforcement Certificate Program.
- c. Full-time, paid peace officer employees of cities, counties and districts authorized to maintain police departments are eligible for award of a basic certificate if they are required by Penal Code Section 832.4 to attain such a certificate, and their employing agency does not participate in the POST Program. This eligibility shall pertain only to award of a basic certificate, which shall be issued only after compliance with all other conditions for basic certificate award expressed elsewhere in law and the PAM.

1-3. Application Requirements:

- a. All applications for award of certificates covered in this procedure shall be completed on the prescribed Commission form entitled "POST Certificate Application," POST 2-116 (Rev. 1/85).
- b. Each applicant shall attest that he or she subscribes to the Law Enforcement Code of Ethics.
- c. The application for a certificate shall provide for the following recommendation of the department head:

COMMISSION PROCEDURE F-1  
Revised: January 1, 1980

1-3. Application Requirements (continued)

- (1) "I recommend that the certificate be awarded. I attest that the applicant has completed a period of satisfactory service of no less than 12 months and has been employed in compliance with the minimum standards set forth in Section 1002 of the Commission's Regulations. The applicant in my opinion is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction/agency substantiate my recommendation."
- (2) When a department head is the applicant, the above recommendation shall be made by the department head's appointing authority such as the city manager or mayor, or in the case of a Specialized Agency, the applicant's superior. Elected department heads are authorized to submit an application with only their personal signature.

Education, Training, Experience

1-4. Basis for Qualification: To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.

- a. Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.
- b. Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited college or university.
- c. All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the Application for POST Certificate. Units of credit transferred from one accredited college to another must be documented by transcripts from both such colleges. When college credit is awarded, it may be counted for either training or education points, whichever is to the advantage of the applicant.
- d. Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education points or the training points.
- e. For the Regular Program, law enforcement experience in California as a full-time, paid peace officer employee of a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, the California Highway Patrol, or the University of California and the California State University and Colleges Police may be accepted for the full period of such experience; or for the Specialized Certificate Program specialized peace officer experience may be acceptable for the full period of such experience.



George Agnost,  
City Attorney

April 7, 1986

Commission on Peace Officer Standards and Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

Attention: Norman Boehm  
Executive Director

RE: P.O.S.T. Certification of San Francisco Patrol  
Special Police Officers

Dear Members of the Commission:

On April 1, 1986 I met with Norman Boehm, Executive Director of P.O.S.T., in Sacramento to discuss the City and County of San Francisco's demand that San Francisco Patrol Special Officers be deemed eligible for the regular P.O.S.T. certificate program. Prior to that meeting, I provided P.O.S.T. and the California Attorney General with extensive points and authorities that these unique officers are peace officers and members of the San Francisco Police Department pursuant to Penal Code Section 830.1 and provisions of the Charter of the City and County of San Francisco. After a thorough discussion of the matter, Mr. Boehm suggested that the City and County of San Francisco frame this narrow legal issue in a letter and submit it to the Commission.

The issue which is being presented to P.O.S.T. is purely one of statutory and Charter interpretation. The City Attorney of San Francisco is solely authorized by the Charter of the City and County of San Francisco to act as its chief legal officer in regard to such matters. Accordingly, it is in that capacity, and on behalf of the City and County of San Francisco, that I submit the following issue to P.O.S.T. for consideration:

Shall P.O.S.T. comply with the provisions of Penal Code Section 13510 and recognize that San Francisco Patrol Special Officers are City Police Officers as specified in that section?

Commission On Peace Officers  
Standards and Training

2

April 7, 1986

I understand that this issue will be considered during the Commission's meeting on April 24, 1986 in Sacramento. I plan to attend that meeting and look forward to an early resolution of this matter.

Very truly yours,

*George Agnost*  
GEORGE AGNOST  
City Attorney

GA/ca

cc: The Honorable Dianne Feinstein  
Frank Jordan, Chief of Police  
Dr. David Sanchez, President, Police Commission

8701d

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

|  |                                   |  |
|--|-----------------------------------|--|
| Agenda Item Title<br><b>Civilian Training Study</b>  |                                   | Meeting Date<br><b>April 24, 1986</b>  |
| Bureau<br><b>Training Program Services</b>   | Reviewed By<br><b>Glen Fine</b>   | Researched By<br><b>Hal Snow</b>       |
| Executive Director Approval<br><i>Morgan C. Beckler</i>  | Date of Approval<br><b>4-7-86</b> | Date of Report<br><b>March 3, 1986</b> |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report           Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details)<br><input type="checkbox"/> No |                                   |  |

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

ISSUE

Approval of a POST Training Plan for Non-Sworn employees.

BACKGROUND

At the October 1984 meeting, the Commission, after receiving a report on the Public Safety Dispatcher Study directed staff to conduct a study of all civilian (non-sworn) positions in law enforcement. The report indicated that a manpower assessment should be directed to determining the classifications and numbers of non-sworn personnel holding these positions including non-sworn supervisors and managers. This information along with the identification of the training needs of non-sworn personnel would be used for the purpose of developing a comprehensive training plan for civilian positions in law enforcement.

A survey of California Law Enforcement Non-Sworn Employee Allocation and Training Needs was distributed to all police departments, sheriffs departments, and campus police departments in July 1985. Based upon an analysis of this survey results and other field input, a proposed POST training plan for non-sworn employees was developed. This study focuses on an analysis of survey results and the proposed plan.

For economic and other reasons, California law enforcement is increasingly turning to the use of non-sworn employees. Assumption of a wide variety of activities by non-sworn employees has permitted greater attention to operational and traditional law enforcement functions by sworn peace officers. While POST was created to expressly address the selection and training needs of sworn officers, it has increasingly provided selected training courses for non-sworn personnel.

ANALYSIS

Current Commission policy on training for non-sworn and paraprofessional personnel is embodied in Commission Regulation 1014 and Procedure E-1-4a (Attachment A). Generally, POST policy is to require employing jurisdictions to obtain prior written approval from the Commission for non-sworn personnel to attend reimbursable training except as provided in Procedure E-1-4a. Non-sworn persons performing police tasks

who are to be assigned or are assigned to certain specified job classes are eligible, without prior approval from POST, to attend training courses that are specific to their job assignments. Reimbursement for training which is not specific to one of the job classes enumerated must be approved by POST on an individual basis prior to the beginning of the course. Reimbursement for non-sworn personnel is computed in the same manner as for sworn personnel according to the reimbursement plan for each course. No reimbursement is provided for the training of non-sworn personnel for expenses associated with POST-mandated courses, except for police trainees/cadets/ community service officers/non peace officer Deputy I attending the Basic Course and full-time, non-sworn employees assigned to a middle management or higher position attending a certified Management Course.

POST currently provides numerous certified courses that are expressly designed for non-sworn employees or those which may be attended by both sworn and non-sworn alike. As indicated in Attachment B, over 2,612 non-sworn employees were trained in POST-certified courses during the 1984-85 fiscal year which is 7% of the total 37,664 trainees. POST reimbursement for these trainees amounted to \$907,311 or 3% of the total \$27,385,939. It is anticipated that this cost will be reduced for the forthcoming year because of the transfer of Jail Operations and Management Courses to the Board of Corrections. See Attachment C for a listing of Existing POST-Certified Courses applicable to non-sworn.

POST has no legal mandate to reimburse for the training of non-sworn employees. Legal advice previously received concluded POST does have such authority and has been doing so since the late 1960's. Unlike the situation for sworn officers, POST has no training or selection mandates for non-sworn personnel and thus there is less imperative to provide reimbursement. It appears POST has no legislative authority to establish standards for non-sworn.

To provide greater emphasis to the training of sworn officers, it has also been suggested that non-sworn training receive a lesser rate of reimbursement. The Commission may wish to consider eliminating salary reimbursement for non-sworn training; the majority of such courses include salary reimbursement as Job Specific Technical. It is estimated that POST's current expenditure of \$907,311 would be reduced by at least 50% or \$453,655, by eliminating salary reimbursement for non-sworn employees. Elimination of salary reimbursement would require a public hearing to change Regulation 1014.

To determine the view of law enforcement officials on POST's training program for non-sworn employees, all police, sheriffs and campus law enforcement agencies were sent a questionnaire in July, 1985. The following is a brief summary of the results for the Survey of California Law Enforcement Non-Sworn Employee Allocation and Training Needs (Attachment I):

Survey Response--280 or (68%) of 412 surveys were returned including 228 from police departments, 37 from sheriff's departments and 15 from campus police departments.

Classification of Persons Completing Survey:

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| 59 - Chief or Sheriff               | 10 - Officer or Deputy            |
| 6 - Undersheriff, Deputy Chief      | 12 - Civilian Manager, Supervisor |
| 92 - Lieutenant, Captain, Commander | 15 - Other Civilian               |
| 52 - Sergeant                       | 42 - Training Manager/Officer     |

Responding Agencies--Represent 36,518 sworn officers or 77% of the 47,236 total number of officers employed in agencies surveyed.

Non-Sworn Employees--17,438 represented by the sample of agencies responding. It can be projected that there are a total of 20,173 non-sworn employees. See Attachment D for Projected Number of Non-Sworn Employees by Job Assignment.

Job Titles--Over 312 different job titles were identified for non-sworn employees. See Attachment E for Job Titles of Non-Sworn Employees.

Non-Sworn Training Needs Identified--Suggestions for new courses vary from agency to agency depending on size, use of non-sworn employees, and local conditions. Law enforcement is very much divided regarding the need to provide training for some categories of non-sworn, i.e., clerical, records, animal control, etc. See Attachment F for List of Non-Sworn Training Needs.

Additional Presentations of POST-Certified Courses--Were suggested for certain geographical areas, i.e., Basic Complaint Dispatcher, Complaint Dispatcher Update, Records Clerk, etc., etc. See Attachments B and G.

Miscellaneous Survey Results--Overwhelmingly (86%), survey response indicated POST should continue to certify courses for non-sworn employees and should consider certifying a few additional selected courses. Over 79% indicated POST should certify a general Supervisory Course that would be applicable to any non-sworn, supervisory assignment. Over 53% support POST developing a combined Supervisory/Management Course for non-sworn that would be applicable to both supervisors and managers. See Attachment G.

With these survey results in mind, a tentative POST Training Plan For Non-Sworn Employees was developed. The plan was further refined as the result of input from law enforcement organizations and the POST Advisory Committee. The plan reflects by-in-large the desires of law enforcement by modestly expanding POST training for non-sworn, yet stops well short of providing every course suggested in the survey as a need. For example, it is recommended POST not certify the following for specified rationale:

| <u>Course</u>  | <u>Rationale</u>   |
|--|--|
| a. Supervisory Courses for Particular Assignments, i.e., Dispatch. | The generalist course for Non-Sworn Supervisor/Managers will satisfy the need.   |
| b. Stress Awareness<br>Stress Reduction                            | POST policy is to provide such training to train trainers and supervisors. It is also part of the curriculum of other courses i.e., Basic Dispatchers. Such courses are readily available through community colleges, adult education, or internally within some agencies. |



- |   |  |
|---|--|
| c. Self-Development Courses<br>Not Related to a Particular Job.   | POST certifies only training related to the law enforcement function.                      |
| d. Non-Law Enforcement Functions, i.e.,<br>Janitorial, Fleet Maintenance, Clerical, Computer Operator, Cooks, Accounting, Animal Control etc. | Local agency responsibility. These functions are normally not performed by peace officers. |

The following is a proposed POST Training Plan For Non-Sworn Employees.

POST Training Plan For Non-Sworn Employees

1. CONTINUE EXISTING POST-CERTIFIED COURSES AVAILABLE TO NON-SWORN EMPLOYEES (See Attachment C for Existing Courses)
2. EXPAND PRESENTATIONS OF EXISTING POST-CERTIFIED COURSES APPLICABLE TO NON-SWORN BASED UPON SURVEY RESULTS AND DEMONSTRATED NEED. SUCH COURSES SHOULD RESTRICT CURRICULUM TO THE LAW ENFORCEMENT FUNCTION. (See Attachment H)
  - a. Basic Complaint Dispatcher Course
  - b. Complaint Dispatcher Update Course
  - c. Records Clerk
  - d. Community Service/Public Safety Officer
3. CERTIFY THE FOLLOWING ADDITIONAL COURSES FOR NON-SWORN EMPLOYEES WHICH FOCUS ON THE LAW ENFORCEMENT FUNCTION AND PERMIT MULTIPLE AGENCY ATTENDANCE BY SWORN OFFICERS AND NON-SWORN PERSONNEL: (See Attachment F)
  - a. Property/Evidence Control Course
  - b. Warrants Course
  - c. Telecommunications Training mandated by FBI
  - d. Dealing With The Public Course
4. DEVELOP AND CERTIFY A NON-SWORN SUPERVISORY COURSE

This plan has the support of various law enforcement groups including the POST Advisory Committee primarily because it maintains the present emphasis on the training of sworn officers, yet proposes to modestly increase training opportunities for non-sworn employees. The plan can serve as a guide for the immediate future in developing and certifying additional courses. It is recognized that the plan should be periodically examined and updated.

RECOMMENDATIONS

Approve the following as POST policy on the training of non-sworn employees:

1. Continue existing POST-certified courses applicable to non-sworn employees.
2. Expand presentations of selected existing POST-certified courses applicable to non-sworn employees as indicated in the survey.
3. Certify additional designated courses applicable to sworn officers and non-sworn employees as indicated in the survey.
4. Develop and certify a generic non-sworn supervisory course.

## COMMISSION REGULATION 1014

## 1014. Training for Non-Sworn and Paraprofessional Personnel

- (a) Reimbursement shall be provided to Regular Program agencies for the training of non-sworn personnel performing police tasks and paraprofessional personnel, provided for by POST Administrative Manual Section E-1-4a, (adopted effective April 15, 1982), herein incorporated by reference.
- (b) Request for Approval
  - (1) Non-Sworn or Paraprofessional Personnel. Whenever it is necessary for the employing jurisdiction to obtain prior written approval from the Commission for non-sworn or paraprofessional personnel to attend reimbursable training, the agency shall include in the approval request the following information regarding each individual. (See PAM Section E-1-4a):
    - (A) The trainee's name and job title.
    - (a) Job description.
    - (C) Course title, location and dates of presentation.
  - (2) Request for approval must reach the Commission 30 days prior to the starting date of the course.

## (c) Reimbursement

Reimbursement for non-sworn and paraprofessional personnel is computed in the same manner (except as noted below) as for sworn personnel according to the reimbursement plan for each course appropriate for the employee's classification as set forth in the POST Administrative Manual, Section E-1-4a, (adopted effective April 15, 1982), herein incorporated by reference.

No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005(a)(b)(c)(d)(e), except as provided in PAM Section E-1-4a (3) and (4).

## COMMISSION PROCEDURE E-1-4

1-4. General Requirements: General requirements relating to reimbursement are as follows:

- a. Training for Non-sworn and Paraprofessional Personnel: Reimbursement is provided for the training of non-sworn personnel performing police tasks and for paraprofessionals attending a certified Basic Course.
  - 1. The training shall be specific to the task currently being performed by an employee or may be training specific to a future assignment which is actually being planned.
  - 2. Non-sworn personnel may attend the courses identified in Section 1005(a)(b)(c)(d)(e), but reimbursement shall not be provided except as indicated in sub-paragraphs 3 and 4 below.

3. Paraprofessional personnel in, but not limited to, the classes listed below may attend a certified Basic Course and reimbursement shall be provided to the employing jurisdiction in accordance with the regular reimbursement procedures. Prior to training paraprofessional personnel in a certified Basic Course, the employing jurisdiction shall complete a background investigation and all other provisions specified in Section 1002(a)(1) through (7) of the Regulations.

Eligible job classes include the following:

- Police Trainee
- Police Cadet
- Community Service Officer
- Deputy I (nonpeace officer)

4. A full-time, non-sworn employee assigned to a middle management or higher position may attend a certified management course and the jurisdiction may be reimbursed the same as for a regular officer in an equivalent position. Requests for approval shall be submitted in writing to POST, Center for Executive Development, at least 30 days prior to the start of the concerned course. Request for approval must include such information as specified in Section 1014 of the Regulations. Approval will be based on submission of written documentation that the non-sworn manager is filling a full-time position with functional responsibility in the organization above the position of first-line supervisor.
5. Non-sworn persons performing police tasks who are to be assigned or are assigned to the following job classes are eligible, without prior approval from POST, to attend training courses, as provided by Regulation Section 1014, that are specific to their assignments. Job descriptions shall be used to determine those positions eligible:

- Administrative Positions
- Communications Technician
- Complaint/Dispatcher
- Criminalist
- Community Service Officer
- Evidence Technician
- Fingerprint Technician
- Identification Technician
- Jailer and Matron
- Parking Control Officer
- Polygraph Examiner
- Records Clerk
- Records Supervisor
- School Resource Officer
- Traffic Director and Control Officer

6. Reimbursement for training which is not specific to one of the job classes enumerated in the above paragraph, must be approved by the Commission on an individual basis prior to the beginning of the course, providing such information as specified in Section 1014 of the Regulations.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Comparison of Sworn vs. Non-Sworn Trainees  
and Reimbursement for the 1984-85 Fiscal Year

|                     | Reimbursable<br>Trainees | Reimbursement         | Average<br>Reimbursement<br>Trainee |
|---------------------|--------------------------|-----------------------|-------------------------------------|
| Sworn Officers      | 35,052<br>(93%)          | \$26,478,628<br>(97%) | \$755                               |
| Non-Sworn Employees | 2,612<br>(7%)            | \$907,311<br>(3%)     | \$347                               |
|                     | <hr/>                    | <hr/>                 | <hr/>                               |
| TOTAL               | 37,664                   | \$27,385,939          | \$727                               |

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## Existing POST-Certified Courses Applicable to Non-Sworn

| Primary Assignment/<br>Course Title              | No. of<br>Presentors | No. of<br>Present-<br>ations<br>85-86 FY | No. of<br>Non-Sworn<br>Trainees<br>Annually | Primary Assignment/<br>Course Title | No. of<br>Presentors | No. of<br>Present-<br>ations<br>85-86 FY | No. of<br>Non-Sworn<br>Trainees |
|--|----------------------|--|---|-------------------------------------|----------------------|--|---------------------------------|
| <u>Administrative</u>                            |                      |  |   | <u>Investigation</u>                |                      |  |                                 |
| —  |                      |  |   | Criminal Invest. Course             | 2                    | 17                                       | 11                              |
|  |                      |  |   | Adv. Crim. Invest.                  | 0                    |  |                                 |
| <u>Animal Control</u>                            |                      |  |   | <u>Jail</u>                         |                      |  |                                 |
| —  |                      |  |   | Jail Operations                     | 21                   | 73                                       | 2,351                           |
|  |                      |  |   | Jail Management                     | 1                    | 4  | 12                              |
| <u>Clerical</u>                                  |                      |  |   | <u>Janitorial</u>                   |                      |  |                                 |
| —  |                      |  |   | —                                   |                      |  |                                 |
| <u>Community Relations</u>                       |                      |  |   | <u>Juvenile</u>                     |                      |  |                                 |
| Community Service Officer                        | 1                    | 2  | 60  | Juvenile Procedures                 | 3                    | 16                                       | 12                              |
| Public Safety Aide Academy                       | 1                    | 2  | 80  |                                     |                      |  |                                 |
| <u>Complaint Dispatcher</u>                      |                      |  |   | <u>Media Development</u>            |                      |  |                                 |
| Complaint Disp. Course                           | 11                   | 34                                       | 1,240                                       | Video Workshop                      | 1                    | 4  | 5                               |
| Complaint Disp. Update                           | 1                    | 2  | 60  |                                     |                      |  |                                 |
| <u>Computer</u>                                  |                      |  |   | <u>Parking/Traffic Control</u>      |                      |  |                                 |
| Computer In LE, Intro.                           | 2                    | 11                                       | 55  | —                                   |                      |  |                                 |
| Systems Analysis for LE                          | 1                    | 3  | 7   |                                     |                      |  |                                 |
| <u>Coroner</u>                                   |                      |  |   | <u>Planning Research</u>            |                      |  |                                 |
| Coroner Invest. Course                           | 1                    | 2  | 0   | Systems Analysis                    | 1                    | 3  | 7                               |
| <u>Court</u>                                     |                      |  |   | <u>Polygraph</u>                    |                      |  |                                 |
| Civil Process/Procedures                         | 2                    | 4  | 39  | —                                   |                      |  |                                 |
| <u>Crime Analysis</u>                            |                      |  |   | Property/Evidence                   |                      |  |                                 |
| Crime Analysis Course                            | 1                    | 3  | 30  | —                                   |                      |  |                                 |
| Intelligence Data Anal.                          | 1                    | 3  | 15  |                                     |                      |  |                                 |
| <u>Crime Lab/Identification/<br/>Criminalist</u> |                      |  |   | <u>Records</u>                      |                      |  |                                 |
| Clandestine Lab Crim.                            | 1                    | 4  | 14  | Records Clerk                       | 4                    | 10                                       | 284                             |
|  |                      |  |   | Records Supervisors                 | 2                    | 6  | 112                             |
|  |                      |  |   | Records Margin                      | 1                    | 4  | 72                              |
| <u>Crime Prevention</u>                          |                      |  |   | <u>Report Takers</u>                |                      |  |                                 |
| Crime Prevention Course                          | 2                    | 20                                       | 393   | —                                   |                      |  |                                 |
| <u>Crime Scene Processing<br/>(Technician)</u>   |                      |  |   | <u>School Resource</u>              |                      |  |                                 |
| Field Evidence Tech.                             | 7                    | 25                                       | 128   | —                                   |                      |  |                                 |
| Basic Fingerprint Latent                         | 1                    | 4  | 14  | <u>Traffic Accident Invest.</u>     |                      |  |                                 |
| Crime Scene Investigation                        | 3                    | 8  | 4   | Traffic Inv. Course                 | 18                   | 58                                       | 186                             |
|  |                      |  |   | Adv. Traffic Inv.                   | 1                    | 2  | -0-                             |
| <u>Firearms Range</u>                            |                      |  |   | <u>Training</u>                     |                      |  |                                 |
| Firearms Invest. Course                          | 6                    | 19                                       | 99  | —                                   |                      |  |                                 |
|  |                      |  |   | <u>Warrants</u>                     |                      |  |                                 |
|  |                      |  |   | —                                   |                      |  |                                 |

## Commission on Peace Officer Standards and Training

NON-SWORN EMPLOYEES FROM CALIFORNIA LAW ENFORCEMENT  
(1985-86 Fiscal Year) \*

| <u>Primary Assignment/Position</u> | <u>Entry Level</u> | <u>Supervisory Level</u> | <u>Management Level</u> | <u>Total</u>  |
|------------------------------------|--------------------|--------------------------|-------------------------|---------------|
| Administrative                     | 267                | 65                       | 103                     | 435           |
| Animal Control                     | 171                | 29                       | 8                       | 208           |
| Clerical                           | 4,113              | 564                      | 43                      | 4,720         |
| Community Relations                | 65                 | 8                        | 1                       | 74            |
| Community Service Officer          | 1,105              | 21                       | 0                       | 1,126         |
| Complaint Dispatcher               | 3,457              | 352                      | 25                      | 3,834         |
| Computer                           | 364                | 57                       | 14                      | 435           |
| Coroner                            | 26                 | 5                        | 3                       | 34            |
| Court                              | 88                 | 18                       | 0                       | 106           |
| Crime Analysis                     | 129                | 29                       | 14                      | 172           |
| Crime Lab                          | 430                | 75                       | 14                      | 519           |
| Crime Prevention                   | 162                | 9                        | 3                       | 174           |
| Crime Scene Tech                   | 186                | 26                       | 0                       | 212           |
| Firearms Range                     | 58                 | 5                        | 0                       | 63            |
| Fiscal (Accounting)                | 236                | 43                       | 35                      | 314           |
| Fleet Maintenance                  | 490                | 38                       | 13                      | 541           |
| Investigation                      | 161                | 30                       | 0                       | 191           |
| Jail                               | 1,800              | 208                      | 16                      | 2,024         |
| Janitorial                         | 313                | 42                       | 3                       | 358           |
| Juvenile                           | 34                 | 1                        | 4                       | 39            |
| Media Development                  | 14                 | 3                        | 1                       | 18            |
| Parking/Traffic                    | 578                | 27                       | 8                       | 613           |
| Planning Research                  | 14                 | 8                        | 17                      | 39            |
| Polygraph                          | 12                 | 4                        | 0                       | 16            |
| Property/Evidence                  | 270                | 48                       | 9                       | 327           |
| Records                            | 1,499              | 317                      | 125                     | 1,941         |
| Report Takers                      | 145                | 0                        | 1                       | 146           |
| School Resource                    | 29                 | 5                        | 0                       | 34            |
| Traffic Accident Investigation     | 25                 | 0                        | 0                       | 25            |
| Training                           | 35                 | 8                        | 3                       | 46            |
| Warrants                           | 101                | 12                       | 0                       | 113           |
| Other (Miscellaneous)              | 2,056              | 181                      | 34                      | 2,271         |
| <b>Total</b>                       | <b>17,438</b>      | <b>2,238</b>             | <b>497</b>              | <b>20,173</b> |

\* Projected data based upon a 77% sample of agencies

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Job Titles of Non-Sworn Employees of  
Law Enforcement Agencies by Primary Assignment

(Listed in descending order of frequency)

Primary Assignment/PositionAdministrative

Administrative Assistant (20)  
Secretary (19)  
Administrative Analyst (8)  
Admin. Services Officer (8)  
Chief's Secretary (6)  
Division Manager (6)  
Records & Comm. Supervisor (3)  
Business Office Manager (3)  
Technical Services Manager (2)  
Administrative Aide (2)  
Steno (2)  
Department Analyst (2)  
Medical Services Admin. (2)  
Administrative Coordinator (1)  
Management Assistant (1)  
Staff Technician (1)  
Chief Dept. Administrator (1)

Animal Control

Animal Control Officer (8)  
Humane Officer (2)  
Animal Control Aide (1)  
Field Services Officer (1)

Clerical

Secretary (22)  
Clerk (19)  
Clerk Typist (17)  
Clerk Dispatcher (6)  
Department Secretary (5)  
Senior Steno (2)  
Administrative Secretary (2)  
Senior Clerk (2)  
Intermediate Clerk (2)  
Office Assistant (2)  
Junior Clerk (1)  
Legal Clerk (1)  
Intermediate Acctng. Clerk (1)  
Booking Clerk (1)  
Payroll Clerk (1)  
Technical Writer (1)  
Program Technician (1)  
Microphotographer (1)  
Receptionist (1)

Community Relations

Comm. Relations Rep. (4)  
Comm. Service Officer (3)  
Crime Prevention Aide (2)  
Neighborhood Water Coord. (2)  
Police Services Rep. (1)  
Community Aide (1)  
Public Information Officer (1)  
Police Cadet (1)  
Police Record Clerk (1)

Primary Assignment/PositionCommunity Services Officer

Community Service Officer (10)  
Public Service Aide (9)  
Police Cadet (8)  
Police Service Technician (6)  
Police Aide (5)  
Safety & Police Assistant (4)  
Support Services Aide (4)  
Dispatch/Jailer (1)  
Personal Safety Officer (1)  
Security Patrol Officer (1)  
Crime Prevention Coord. (1)  
Desk Clerk (1)  
Civil Division Officer (1)

Complaint Dispatcher

Dispatcher (16)  
Public Safety Dispatcher (14)  
Communication Operator (10)  
Dispatcher Clerk (7)  
Communication Technician (3)  
Dispatcher Matron (3)  
Police Services Technician (3)  
Communication Records Clerk (1)  
Administrative Secretary (1)  
Sheriff's Aide (1)  
Community Service Officer (1)  
Data Processing (1)  
Emergency Service Operator (1)  
Administrative Secretary (1)  
Sheriff's Aide (1)  
Community Service Officer (1)  
Data Processing (1)  
Emergency Service Operator (1)

Computer

Key Data Operator (16)  
Program Analyst (5)  
Police Records Clerk (3)  
Police Inf. System Spec. (2)  
Computer Operator (2)  
Programmer (2)  
Systems Analyst (1)  
Information Technician (1)  
Senior Data Entry Operator (1)  
Administrative Assistant (1)  
Senior Word Processor (1)  
Sheriff Services Clerk (1)

Coroner

Senior Deputy Coroner (1)

Court

Court Liaison (4)

Primary Assignment/PositionCourt (continued)

Community Service Officer (3)  
Police Service Aide (3)  
Bailliff (1)  
Police Service Tech. (1)  
Civil Deputy (1)  
Subpoena Server (1)  
Tech. Services Specialist (1)  
Lead Police Services Spec. (1)

Crime Analysis

Systems Analyst (5)  
Community Service Officer (4)  
Administrative Analyst (2)  
Administrative Aid (2)  
C Cap Officer (1)  
Police Records Clerk (1)  
Fingerprint Examiner (1)

Crime Lab

I. D. Technician (11)  
Fingerprint Technician (4)  
Criminalist (2)  
Photo/Video Technician (3)  
Associate Adm. Analyst (1)  
Community Service Officer (1)  
Darkroom Operator (1)  
I. D. Manager (1)  
Crime Lab Assistant (1)

Crime Prevention

Community Service Officer (8)  
Crime Prevention Officer (5)  
Public Safety Technician (1)  
Police Service Rep. (1)  
Sheriff's Aide (1)  
Staff Analyst (1)  
Community Reaction Assistant (1)

Crime Scene Processing (Technician)

Evidence Technician (9)  
Community Services Officer (6)  
I. D. Technician (6)  
Police Service Assistant (3)  
Photo Technician (2)  
Crime Scene Investigator (1)  
I. D. Manager (1)  
Clinical Lab Technologist (1)  
Forensic Specialist (1)



Primary Assignment/PositionFirearms Range

Range Master ( 8 )  
 Range Master Assistant ( 1 )  
 Assistant Weapon Coord. ( 1 )  
 Weapons Instructor ( 1 )  
 Community Services Officer ( 1 )  
 Senior Police Analyst ( 1 )

Fiscal Accounting

Account Clerk (19)  
 Account Technician ( 3 )  
 Administrative Assistant ( 3 )  
 Management Analyst ( 3 )  
 Fiscal Affairs Officer ( 1 )  
 Fiscal Service Supervisor ( 1 )  
 Admn. Services Officer ( 1 )  
 Associate Analyst ( 1 )  
 Office Manager ( 1 )  
 Accountant II ( 1 )  
 Mgmt. Svcs. Administrator ( 1 )  
 Personnel/Payroll Clerk ( 1 )  
 Cashier ( 1 )

Fleet Maintenance

Equipment Mechanic ( 3 )  
 Maintenance Service Worker ( 2 )  
 Technician ( 1 )  
 Cadet ( 1 )  
 Community Service Officer ( 1 )  
 Auto Appraiser ( 1 )  
 Helicopter Worker ( 1 )  
 Lead Worker ( 1 )

Investigation

Community Service Officer ( 8 )  
 Police Service Technician ( 6 )  
 Youth Service Counselor ( 1 )  
 Non-sworn Investigator ( 1 )  
 Microfilm Technician ( 1 )  
 Fingerprint Classifier ( 1 )

Jail

Jailers ( 6 )  
 Correctional Officers ( 4 )  
 Police Assistance ( 4 )  
 Detention Officers ( 3 )  
 Custodial Officers ( 3 )  
 Community Service Officers ( 2 )  
 Matron/Jailer ( 2 )  
 Sheriff's Aide Cooks ( 2 )  
 Special Services Coord. ( 1 )  
 Directors ( 1 )  
 Cadet ( 1 )  
 Station Officer ( 1 )  
 Records Officer ( 1 )  
 Senior Booking Clerk ( 1 )  
 Nurse ( 1 )  
 Correctional Officer ( 1 )  
 Detention Technician ( 1 )  
 Utility Worker ( 1 )  
 Kitchen Helper ( 1 )  
 Storekeeper ( 1 )  
 Laundryman ( 1 )

Primary Assignment/PositionJanitorial

Custodian ( 4 )  
 Maintenance Worker ( 2 )  
 Janitor ( 1 )  
 Executive Housekeeper ( 1 )

Juvenile

Youth & Family Svcs. Cnslr. ( 5 )  
 Community Service Officer ( 4 )  
 Youth Services Specialist ( 1 )  
 Cadet ( 1 )

Media Development

Community Services Officer ( 2 )  
 Media Prod. Specialist ( 2 )  
 Instructional Media Tech. ( 1 )  
 Photographer ( 1 )  
 Communication Electrician ( 1 )

Parking/Traffic

Parking Control Officer (10)  
 Community Service Officer ( 8 )  
 Police Cadets ( 2 )  
 Police Assistants ( 2 )  
 Prkng. Enforce. Meter Repair ( 1 )  
 Prkng. Enforcement Rep. ( 1 )  
 Reserve Officer ( 1 )  
 Special Services Coord. ( 1 )  
 Substation Attendant ( 1 )  
 Technician ( 1 )  
 Police Service Technician ( 1 )

Planning Research

Administrative Analyst ( 2 )  
 Administrative Aide ( 1 )  
 Administrative Assistant ( 1 )  
 Facilities Planner ( 1 )  
 Management Analyst ( 1 )  
 Planning & Research Coord. ( 1 )  
 Staff Technician ( 1 )

Polygraph

Polygraph Examiner ( 1 )

Property/Evidence

Community Services Officer ( 6 )  
 Property Clerk ( 5 )  
 Property Control Officer ( 4 )  
 Clerk II ( 3 )  
 Police Service Asst. ( 3 )  
 Cadet ( 3 )  
 Evidence Technician ( 2 )  
 Police Technician ( 2 )  
 Property Assistant ( 2 )  
 Sheriff's Aide ( 2 )  
 Estate Mover ( 1 )  
 Field Evidence Tech. ( 1 )  
 Fingerprint Tech. ( 1 )

Primary Assignment/PositionProperty/Evidence (continue)

I. D. Technician ( 1 )  
 Prop. & Evidence Tech. ( 1 )  
 Property Technician ( 1 )  
 Police Technician ( 1 )  
 Property Investigation ( 1 )  
 Public Safety Tech. ( 1 )  
 Senior Clerk Dispatcher ( 1 )  
 Storekeeper ( 1 )  
 Station Officer ( 1 )  
 Technical Service Officer ( 1 )

Records

Records Clerks (29)  
 Clerk Typists ( 9 )  
 Office Technicians ( 5 )  
 Police Clerks ( 3 )  
 Record Technicians ( 3 )  
 Typists ( 3 )  
 Police Service Asst. ( 2 )  
 Senior Records Processor ( 2 )  
 Senior Clerk Typist ( 2 )  
 Administrative Assistant III ( 1 )  
 Aide ( 1 )  
 Administrative Secretary ( 1 )  
 Clerk Dispatcher ( 1 )  
 Principal Clerk ( 1 )  
 Public Safety Clerk ( 1 )  
 Receptionist ( 1 )  
 Records Coordinator ( 1 )  
 Records Officer I, II, & III ( 1 )  
 Messenger Clerk ( 1 )  
 Secretary ( 1 )

Report Takers

Community Service Officers ( 8 )  
 Clerk ( 4 )  
 Complaint Desk Officer ( 3 )  
 Administrative Secretary ( 1 )  
 Sheriff's Aide ( 1 )

School Resource

School Crossing Guards ( 2 )  
 Sheriff's Aide ( 1 )  
 Desk Technician ( 1 )

Traffic Accident Investigation

Community Service Officers ( 5 )  
 Crossing Guard ( 1 )

Training

Intermediate Clerk Typist ( 2 )  
 Training Coordinator ( 1 )  
 Training Specialist ( 1 )  
 Personnel Analyst ( 1 )  
 Management Analyst ( 1 )  
 Assistant Training Officer ( 1 )  
 Sheriff's Aide ( 1 )

Primary Assignment/Position

Warrants

|                           |       |
|---------------------------|-------|
| Warrant Clerk             | ( 9 ) |
| Special Operations Sec.   | ( 1 ) |
| Community Service Officer | ( 1 ) |
| Police Service Aide       | ( 1 ) |
| Reserve Officer           | ( 1 ) |

Other

|                            |       |
|----------------------------|-------|
| Police Technician          | ( 3 ) |
| Volunteer Services         | ( 2 ) |
| Department Psychologist    | ( 2 ) |
| Civil Process              | ( 2 ) |
| Nurse                      | ( 2 ) |
| Storekeeper                | ( 2 ) |
| Emergency Service Coord.   | ( 2 ) |
| School Crossing Guard      | ( 2 ) |
| Legal Process Clerk        | ( 1 ) |
| Summer Boat Patrol Officer | ( 1 ) |
| Microfilm Technician       | ( 1 ) |
| Family Counselor           | ( 1 ) |
| Legal Adviser              | ( 1 ) |
| Master Social Worker       | ( 1 ) |
| Civil Defense Coordinator  | ( 1 ) |
| Communications Coordinator | ( 1 ) |
| PBX Operator               | ( 1 ) |
| Cook                       | ( 1 ) |
| Confidential Secretary     | ( 1 ) |
| Security Officer           | ( 1 ) |
| Helicopter Maintenance     | ( 1 ) |
| Documents Examiner         | ( 1 ) |
| Food Administrator         | ( 1 ) |
| Medical Technologist       | ( 1 ) |
| Documents Examiner         | ( 1 ) |
| Public Security Assistant  | ( 1 ) |

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Most Frequently Identified Non-Sworn  
Training Courses by Geographical Area  
(Summary)

| <u>Needed Training Courses</u>    | Geographical Area * |          |          |          |          |          |          |          | <u>Total</u> |
|-----------------------------------|---------------------|----------|----------|----------|----------|----------|----------|----------|--------------|
|                                   | <u>1</u>            | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> |              |
| Property/Evidence Room or System  | 7                   | 7        | 9        | 5        | 10       | 2        | 4        | 8        | 52           |
| Animal Control Officer Course     | 1                   |          | 7        | 3        | 12       |          | 2        | 4        | 29           |
| Update Course for Complaint Disp. | 9                   | 3        | 2        | 3        | 3        |          | 2        | 2        | 24           |
| Advanced Dispatchers Course       | 5                   | 5        | 2        | 2        | 4        | 1        | 2        | 1        | 22           |
| Stress for Dispatchers            | 1                   | 1        | 4        | 3        | 3        |          | 4        | 5        | 21           |
| Basic Parking Officer Course      | 2                   |          | 4        | 1        | 5        |          | 5        | 4        | 21           |
| Basic Dispatchers Course          | 3                   | 2        | 3        | 2        | 5        |          | 1        | 2        | 18           |
| Warrants Course                   | 2                   | 2        | 6        | 4        | 2        |          |          | 1        | 16           |
| Supvsry. Course for Dispatchers   | 3                   | 3        | 4        | 3        | 1        |          | 2        |          | 16           |
| Basic Property/Evidence           | 3                   |          | 5        | 3        | 1        |          | 4        |          | 16           |

\*Geographical Areas based upon POST Training Delivery Consultant Areas.  
(See Attached Index, page 18)

Numbers reflect individual responses and not the number of needed courses.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Non-Sworn Training Courses Needed  
by Primary Job Assignment and  
Geographical Area

| <u>Primary Assignment/Needed<br/>Training Courses *</u> | <u>Geographical Area **</u> |          |          |          |          |          |          |          | <u>Total</u> |   |
|---|-----------------------------|----------|----------|----------|----------|----------|----------|----------|--------------|---|
|   | <u>1</u>                    | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> |              |   |
| <u>Administration</u>                                   |                             |          |          |          |          |          |          |          |              |   |
| Supervision/Management                                  | 1                           | 1        | 4        |          | 1        |          |          |          |              | 7 |
| Executive Development                                   | 1                           |          | 1        | 1        |          | 1        |          | 1        |              | 5 |
| Stress Management                                       |                             |          | 1        |          | 3        |          |          | 1        |              | 5 |
| Accounting Tech. Course                                 | 1                           | 2        |          |          |          |          |          |          |              | 3 |
| Budget  |                             |          |          |          |          | 1        |          | 1        |              | 2 |
| Adm. Aide for Office of COP                             | 1                           |          |          |          |          |          |          | 1        |              | 2 |
| Management Budget                                       | 2                           |          |          |          |          |          |          |          |              | 2 |
| Training  | 1                           | 1        |          |          |          |          |          |          |              | 2 |
| Personnel Management                                    | 1                           |          |          |          |          |          |          |          |              | 1 |
| Personnel Records Keeping                               | 1                           | 1        |          |          |          |          |          |          |              | 2 |
| Police Manager  |                             |          | 1        |          |          |          |          | 1        |              | 2 |
| Skills Improvement                                      |                             |          | 1        |          |          |          |          | 1        |              | 2 |
| POST Reimbursement                                      |                             |          |          |          | 1        |          |          | 1        |              | 2 |
| Time Management   |                             |          |          |          |          | 1        |          | 1        |              | 2 |

\* Only needed training courses that were identified more than one time are included.

\*\* Geographical Areas based upon POST Training Delivery Consultant Areas.  
(See attached Index, page 18)

| <u>Primary Assignment/Needed<br/>Training Courses</u> | Geographical Area ** |          |          |          |          |          |          |          |          |
|---|----------------------|----------|----------|----------|----------|----------|----------|----------|----------|
|   | <u>1</u>             | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> | <u>9</u> |
| <u>Animal Control</u>                                 |                      |          |          |          |          |          |          |          |          |
| Animal Control Off. Course                            | 1                    |          | 7        | 3        | 12       |          | 2        | 4        | 29       |
| Training Course                                       | 1                    |          | 3        |          |          |          |          |          | 4        |
| Advanced Training                                     |                      |          | 2        |          |          |          |          |          | 2        |
| Legal Update  |                      |          |          | 2        |          |          |          |          | 2        |
| Time Management                                       |                      |          |          | 1        |          |          |          |          | 1        |
| <u>Clerical</u>                                       |                      |          |          |          |          |          |          |          |          |
| Computer Op. (Word Processing)                        | 1                    |          |          |          | 1        |          | 3        | 4        | 9        |
| Records Clerk Training                                |                      | 1        | 3        | 3        | 1        |          |          | 1        | 9        |
| Secretary Course                                      |                      | 1        | 2        | 1        | 1        |          | 1        | 1        | 7        |
| Records Security                                      | 1                    | 2        |          |          |          | 1        | 1        | 1        | 6        |
| POST Clerical Requirements                            | 1                    | 2        | 3        |          |          |          |          |          | 6        |
| Stress Management                                     |                      |          | 1        |          | 1        |          | 1        | 2        | 5        |
| Police Records Management                             |                      |          | 2        | 1        |          |          |          |          | 3        |
| Management  |                      |          | 1        | 1        |          |          |          | 1        | 3        |
| Time Management                                       | 1                    |          |          |          | 1        |          |          | 1        | 3        |
| Overview of Crim. Justice                             | 1                    |          | 1        |          |          | 1        |          |          | 3        |
| Matron Training/PR                                    | 1                    | 1        | 1        |          |          |          |          |          | 3        |
| Public Relations                                      |                      |          |          | 1        | 1        |          |          |          | 2        |
| <u>Community Relations</u>                            |                      |          |          |          |          |          |          |          |          |
| Update  |                      |          |          |          |          | 1        |          | 2        | 3        |
| <u>Community Service Officer (CSO)</u>                |                      |          |          |          |          |          |          |          |          |
| CSO Course  |                      |          |          |          | 5        |          |          |          | 5        |
| Report Writing  |                      |          |          | 2        |          |          | 1        | 1        | 4        |
| Computer Use Update                                   |                      |          |          |          |          | 1        |          | 1        | 2        |
| Public Relations                                      |                      |          |          |          |          |          |          | 2        | 2        |
| Traffic   | 1                    |          | 1        |          |          |          |          |          | 2        |

| <u>Primary Assignment/Needed<br/>Training Courses</u> | Geographical Area ** |          |          |          |          |          |          |          | <u>Total</u> |
|---|----------------------|----------|----------|----------|----------|----------|----------|----------|--------------|
|   | <u>1</u>             | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> |              |
| <u>Complaint Dispatcher</u>                           |                      |          |          |          |          |          |          |          |              |
| Update Courses  | 9                    | 3        | 2        | 3        | 3        |          | 2        | 2        | 24           |
| Advanced Dispatcher Course                            | 5                    | 5        | 2        | 2        | 4        | 1        | 2        | 1        | 22           |
| Stress  | 1                    | 1        | 4        | 3        | 3        |          | 4        | 5        | 21           |
| Basic Course  | 3                    | 2        | 3        | 2        | 5        |          | 1        | 2        | 18           |
| Supervisory Course                                    | 3                    | 3        | 4        | 3        | 1        |          | 2        |          | 16           |
| Computer Aided Dispatch                               |                      |          | 1        | 2        |          |          | 1        |          | 4            |
| Officer Safety  |                      |          | 1        |          |          |          | 1        | 1        | 3            |
| Management  |                      |          |          | 2        |          |          |          | 1        | 3            |
| Dispatch Supervisor                                   | 1                    |          | 1        |          |          |          |          |          | 2            |
| Training  | 1                    |          | 1        |          |          |          |          |          | 2            |
| First Aid/CPR   |                      |          |          |          | 1        |          |          | 1        | 2            |
| Public Relations                                      |                      |          |          |          |          |          | 1        | 1        | 2            |
| <u>Computer</u>                                       |                      |          |          |          |          |          |          |          |              |
| Computer Literacy                                     |                      | 1        |          |          |          |          | 1        |          | 2            |
| Advanced Systems Development                          |                      |          |          | 1        |          |          | 1        |          | 2            |
| <u>Coronor</u>  |                      |          |          |          |          |          |          |          |              |
| <u>Court</u>  |                      |          |          |          |          |          |          |          |              |
| Criminal Process                                      |                      |          | 2        |          |          |          | 1        |          | 3            |
| <u>Crime Analysis</u>                                 |                      |          |          |          |          |          |          |          |              |
| <u>Crime Lab/Identification/<br/>Criminologist</u>    |                      |          |          |          |          |          |          |          |              |
| <u>Crime Prevention</u>                               |                      |          |          |          |          |          |          |          |              |

| <u>Primary Assignment/Needed<br/>Training Courses</u> | Geographical Area ** |          |          |          |          |          |          |          | T |   |
|---|----------------------|----------|----------|----------|----------|----------|----------|----------|---|---|
|   | <u>1</u>             | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> |   |   |
| <u>Crime Scene Processing (Tech.)</u>                 |                      |          |          |          |          |          |          |          |   |   |
| Photography   | 1                    |          |          | 1        | 1        |          |          |          |   | 3 |
| Advanced Latent Print                                 |                      |          | 1        | 3        |          |          |          |          |   | 4 |
| <u>Firearms Range</u>                                 |                      |          |          |          |          |          |          |          |   |   |
| Update Course State of Art                            |                      |          | 1        |          |          |          |          | 2        |   | 3 |
| <u>Fiscal</u>   |                      |          |          |          |          |          |          |          |   |   |
| Administration/Budget                                 | 2                    |          |          |          |          |          |          |          |   | 2 |
| <u>Fleet Maintenance</u>                              |                      |          |          |          |          |          |          |          |   |   |
| Basic Course  |                      |          |          |          | 5        | 1        | 2        | 1        |   | 9 |
| Maintenance Fleet Program                             | 1                    |          | 1        |          |          |          |          |          |   | 2 |
| <u>Investigation</u>                                  |                      |          |          |          |          |          |          |          |   |   |
| <u>Jail</u>   |                      |          |          |          |          |          |          |          |   |   |
| Short-term Facility Op. Training                      |                      |          | 2        |          | 1        |          |          |          |   | 3 |
| First Aid/CPR   |                      |          |          | 1        |          |          | 1        | 1        |   | 3 |
| <u>Janitorial</u>                                     |                      |          |          |          |          |          |          |          |   |   |
| <u>Juvenile</u>                                       |                      |          |          |          |          |          |          |          |   |   |
| <u>Media Development</u>                              |                      |          |          |          |          |          |          |          |   |   |
| Making Training Films/Video                           | 1                    |          | 1        |          |          |          |          |          |   | 2 |
| News Media Development                                |                      |          |          | 1        |          |          |          | 1        |   | 2 |

| <u>Primary Assignment/Needed<br/>Training Courses</u> | Geographical Area** |          |          |          |          |          |          |          | <u>Total</u> |
|---|---------------------|----------|----------|----------|----------|----------|----------|----------|--------------|
|   | <u>1</u>            | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> |              |
| <u>Parking/Traffic Control</u>                        |                     |          |          |          |          |          |          |          |              |
| Basic Prkng. Officer Course                           | 2                   |          | 4        | 1        | 5        |          | 5        | 4        | 21           |
| Vehicle Code Law                                      |                     | 1        | 2        |          | 1        | 1        |          |          | 5            |
| Public Relations                                      |                     |          |          |          | 1        |          |          | 1        | 2            |
| Stress  |                     |          |          |          |          |          | 1        | 1        | 2            |
| Public Relations Update                               |                     |          |          |          |          |          |          | 2        | 2            |
| <u>Planning Research</u>                              |                     |          |          |          |          |          |          |          |              |
| Intro. to Computers in LE                             |                     |          |          | 1        |          |          |          | 1        | 2            |
| Report Writing  |                     |          |          |          | 1        |          |          | 1        | 2            |
| Planning and Research                                 |                     |          |          |          |          |          |          | 2        | 2            |
| <u>Polygraph</u>                                      |                     |          |          |          |          |          |          |          |              |
| Polygraph Operator Course                             |                     | 1        |          |          | 1        | 2        |          | 1        | 5            |
| <u>Property/Evidence</u>                              |                     |          |          |          |          |          |          |          |              |
| Prop./Evidence Room or System                         | 7                   | 7        | 9        | 5        | 10       | 2        | 4        | 8        | 52           |
| Basic Course  | 3                   |          | 5        | 3        | 1        |          | 4        |          | 16           |
| Advanced  | 1                   |          |          |          | 2        |          |          |          | 3            |
| Laws on Release & Dispatch                            |                     |          |          | 1        |          |          |          | 2        | 3            |
| Computers Course                                      |                     |          |          |          | 1        |          |          | 1        | 2            |
| <u>Records</u>  |                     |          |          |          |          |          |          |          |              |
| Update  | 4                   |          | 2        | 1        | 2        |          | 1        | 1        | 11           |
| Advanced Records Clerk                                | 2                   |          | 1        |          | 1        |          |          | 1        | 6            |
| Advanced Records Management                           | 1                   |          | 2        |          |          |          | 1        |          | 5            |
| Public Relations                                      |                     | 1        |          | 1        |          |          | 1        | 1        | 4            |
| Records Security                                      |                     | 1        | 1        | 2        |          |          |          |          | 4            |
| Basic Course  | 1                   |          | 1        | 1        |          |          | 1        |          | 4            |
| Basic Computer Use                                    |                     |          | 1        | 2        |          |          |          |          | 3            |
| Stress Management                                     |                     |          |          | 1        | 1        |          |          | 1        | 3            |



| <u>Primary Assignment/Needed<br/>Training Courses</u> | Geographical Area** |          |          |          |          |          |          |          | Total |
|---|---------------------|----------|----------|----------|----------|----------|----------|----------|-------|
|   | <u>1</u>            | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> |       |
| <u>Report Takers</u>                                  |                     |          |          |          |          |          |          |          |       |
| Crime Report Writing                                  |                     |          | 1        | 1        | 5        | 2        | 1        | 3        | 13    |
| Basic Report Writing                                  |                     |          |          |          |          |          | 1        | 1        | 2     |
| <u>School Resource</u>                                |                     |          |          |          |          |          |          |          |       |
| Basic School Resource Course                          |                     |          |          |          |          |          | 1        | 1        | 2     |
| <u>Traffic Accident Investigation</u>                 |                     |          |          |          |          |          |          |          |       |
| <u>Training</u>                                       |                     |          |          |          |          |          |          |          |       |
| Training  |                     |          |          |          |          | 1        |          | 1        | 2     |
| Training Records Maint.                               |                     |          |          |          |          | 1        |          | 1        | 2     |
| Training Management                                   |                     |          |          |          | 1        |          |          | 1        | 2     |
| Field Training Officer                                | 1                   |          |          | 1        |          |          |          |          | 2     |
| Training For Trainers                                 | 2                   |          |          |          |          |          |          |          | 2     |
| <u>Warrants</u>                                       |                     |          |          |          |          |          |          |          |       |
| Warrants Course                                       | 2                   | 2        | 6        | 4        | 2        |          |          | 1        | 17    |
| Update Training                                       | 1                   |          | 1        |          |          |          |          |          | 2     |
| <u>Other</u>  |                     |          |          |          |          |          |          |          |       |
| Supervisor Course                                     | 3                   |          |          |          |          |          |          | 1        | 4     |
| General Supervision                                   | 1                   |          | 1        |          |          |          |          |          | 2     |
| Civil Process Prep.                                   | 1                   |          | 1        |          |          |          |          |          | 2     |

POST Training Delivery Consultant Areas

| <u>Area Number</u> | <u>Area (Counties)</u>   |
|--------------------|--|
| 1                  | <u>North Coast</u> - Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, San Francisco, Sonoma, Solano  |
| 2                  | <u>North Interior</u> - Butte, Colusa, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo, Yuba |
| 3                  | <u>Bay Area South</u> - Alameda, Monterey, San Benito, San Mateo, Santa Clara, Santa Cruz  |
| 4                  | <u>Central Valley</u> - Alpine, Amador, Calaveras, El Dorado, Fresno, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus, Tulare, Tuolumne               |
| 5                  | <u>South Desert Area</u> - Inyo, Kern, Mono, Riverside, San Bernardino, Los Angeles County East of I-5   |
| 6                  | <u>Los Angeles</u> - Los Angeles P.D. and S.D.   |
| 7                  | <u>South Coast</u> - San Luis Obispo, Santa Barbara, Ventura, Remainder of Los Angeles County  |
| 8                  | <u>South</u> - Imperial, Orange, San Diego   |

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## Miscellaneous Survey Results Relating To Non-Sworn Training

Which of the following best describes your agency's position in regard to POST certifying courses for non-sworn employees of law enforcement agencies?  
(Circle one or more)

Response

- |            |    |  |
|------------|----|--|
| 224 (46%)  | a. | POST should certify and reimburse for the training of non-sworn employees.                 |
| 3 (.6%)    | b. | POST should not certify or reimburse for any training of non-sworn employees.              |
| 51 (10.6%) | c. | POST's existing courses for non-sworn employees are about the right number and variety.    |
| 135 (28%)  | d. | POST should consider certifying a few additional selected courses for non-sworn employees. |
| 67 (14%)   | e. | POST should provide certified training for all non-sworn positions.                        |

The regular POST Supervisory Course is designed for non-sworn supervisors, i.e., sergeants. Should POST certify a general Supervisory Course that would be applicable to any non-sworn, supervisory assignment?

Response

- |           |             |
|-----------|-------------|
| 12 (4%)   | No Response |
| 49 (17%)  | No          |
| 232 (79%) | Yes         |

Should POST develop a combined Supervisory/Management Course for non-sworn that would be applicable to both?

Response

- |             |             |
|-------------|-------------|
| 22 (7.5%)   | No Response |
| 109 (37.2%) | No          |
| 162 (55.3%) | Yes         |

(continued)

From the list of non-sworn assignments/positions on Chart 2, list below the assignments or positions for which POST should not develop training courses.

Response (listed in descending order of frequency)

|    |                         |
|----|-------------------------|
| 74 | Fleet Maintenance       |
| 46 | Animal Control          |
| 41 | Clerical                |
| 31 | Parking/Traffic         |
| 25 | Polygraph               |
| 15 | Other (Misc.)           |
| 14 | Janitorial              |
| 11 | Fiscal                  |
| 11 | Warrants                |
| 10 | Administrative          |
| 9  | Court                   |
| 9  | School Resource         |
| 8  | Report Takers           |
| 9  | Media Development       |
| 6  | Property/Evidence       |
| 4  | Coronor                 |
| 3  | Computer                |
| 2  | Crime Lab               |
| 2  | Traffic Accident Inv.   |
| 1  | Community Relations     |
| 1  | Community Services Off. |
| 1  | Firearms Range          |
| 1  | Jail                    |

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Additional Suggested POST-Certified Courses for  
Non-Sworn Employees by Geographical Area

Open Ended Question #3 - List any existing Post-certified courses for non-sworn employees needed in your geographical area for which you believe there are sufficient trainees to justify additional courses.

| <u>Suggested Course</u> (listed<br>(alphabetically) | Geographical Area |          |          |          |          |          |          |          | <u>Total</u> |
|---|-------------------|----------|----------|----------|----------|----------|----------|----------|--------------|
|   | <u>1</u>          | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> |              |
| Advanced Traffic Accident Inv.                      | 1                 |          |          |          |          |          |          |          | 1            |
| Budget  |                   |          | 1        |          |          |          | 1        | 1        | 3            |
| Civil Process                                       | 1                 |          |          |          |          |          | 1        | 1        | 3            |
| Community Service Off. (Aide)                       | 1                 | 1        |          | 1        |          | 7        | 1        | 4        | 15           |
| Complaint Dispatcher (Basic)                        | 10                |          | 9        | 5        | 6        |          | 8        | 3        | 41           |
| Complaint Disp. (Update/Advanced)                   | 3                 |          | 1        | 1        |          |          |          |          |              |
| Computer Systems                                    | 2                 | 1        | 2        | 1        |          |          | 1        | 1        | 8            |
| Crime Analysis                                      |                   |          | 1        |          |          | 1        | 1        |          | 3            |
| Crime Prevention                                    |                   | 1        |          |          |          |          |          | 2        | 3            |
| Field Evidence Technician                           |                   |          |          |          |          |          | 1        |          | 1            |
| Investigation                                       |                   |          |          |          |          |          | 1        |          | 1            |
| Jail Operations                                     |                   |          | 2        | 1        | 2        |          | 1        |          | 6            |
| Public Safety Officer (Aide)                        |                   |          | 2        |          | 4        |          | 1        | 3        | 10           |
| Records Clerk                                       | 7                 | 1        | 8        |          | 5        | 4        | 7        | 3        | 35           |
| Records Supervisor                                  | 1                 | 1        | 2        |          | 2        |          | 1        |          | 7            |
| Records Management                                  | 1                 | 1        |          |          |          |          | 3        |          | 6            |
| Research Analysis                                   |                   |          |          |          |          |          | 1        | 1        | 2            |
| Stress Management                                   |                   |          |          | 1        |          |          | 1        | 1        | 3            |

Numbers reflect individual responses and not the number of needed responses

State of California  
Commission on  
Peace Officer Standards and Training



**SURVEY OF  
CALIFORNIA LAW ENFORCEMENT  
NON-SWORN EMPLOYEE  
ALLOCATION  
AND  
TRAINING NEEDS**

July 1985

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

POST Survey of California Law Enforcement  
Non-Sworn Employee  
Allocation and Training Needs

\_\_\_\_\_  
(Agency)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Person Completing This Questionnaire)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Title or Rank)

PURPOSE - To ensure POST is meeting the training needs of law enforcement agencies, we need to know the number of non-sworn employees employed by your agency, their assignment, and job titles. This information will enable us to design both immediate and long range training plans.

INSTRUCTIONS - Please indicate on chart 1 on the next page the number of full-time non-sworn employee positions. Place the entry opposite each primary assignment/position in the appropriate column, depending on the employee's status (e.g., entry level, supervisory, or management). For the purposes of this questionnaire, "Primary Assignment" indicates that even though an individual may have multiple assignments, the employee's listed category constitutes the major portion of the employee's workload. Use actual/current numbers rather than the number of authorized positions. Do not include explorer scouts, volunteers, non-paid reserve officers, or other employees that are not directly employed and supervised by your law enforcement agency. Questions concerning this survey may be directed to Senior Consultant Ray Bray at (916) 739-5383.





TRAINING

PURPOSE - POST currently has certified a variety of courses that are either expressly designed for non-sworn employees or courses that may be attended by both sworn and non-sworn employees. The purpose of this section of the questionnaire is to identify additional training needed.

INSTRUCTIONS - First, examine the chart on page 4, which indicates the non-sworn employee positions and existing POST-certified training available. Second, review the non-sworn positions in your agency as indicated on page 2 of this survey. Third, list in column C, opposite the appropriate non-sworn employee category, the title(s) of courses that are needed but not available.

Chart 2

| Column A<br>Primary Assignment/Position<br>for Non-Sworn Employees | Column B<br>Existing POST Certified<br>Courses                              | Column C<br>Additionally Needed<br>Courses |
|--|---|--|
| 1. Administrative  | ---   |  |
| 2. Animal Control  | ---   |  |
| 3. Clerical (All)  | ---   |  |
| 4. Community Relations   | Community Ser. Officer<br>Course<br>Public Safety Aide Academy              |  |
| 5. Community Service Officer                                       | Public Safety Aide<br>Community Ser. Officer                                |  |
| 6. Complaint Dispatcher (Public Safety)                            | Complaint Disp. Course  |  |
| 7. Computer  | Computer Systems, Info.<br>Systems, Systems Analysis<br>for Law Enforcement |  |
| 8. Coroner   | Coroner Invest. Course  |  |
| 9. Court   | Civil Process   |  |
| 10. Crime Analysis   | Crime Analysis Course<br>Intelligence Data Analy.                           |  |
| 11. Crime Lab/Identification/Criminalist                           | Clandestine Lab<br>Criminalist  |  |
| 12. Crime Prevention   | Crime Prevention Course   |  |
| 13. Crime Scene Processing (Technician)                            | Field Evidence Tech.<br>Basic Fingerprint Latent<br>Crime Scene Invest.     |  |
| 14. Firearms Range   | Firearms Inst. Course   |  |
| 15. Fiscal (Accounting, Management, etc.)                          | Budget Analyst Course   |  |
| 16. Fleet Maintenance  | ---   |  |
| 17. Investigation  | Criminal Investigation<br>Course<br>Advanced Criminal Inv.                  |  |
| 18. Jail   | Jail Operations Course<br>Jail Management                                   |  |
| 19. Janitorial   | ---   |  |
| 20. Juvenile   | Juvenile Procedures<br>Course   |  |
| 21. Media Development  | Video Workshop  |  |
| 22. Parking/Traffic Control  | ---   |  |
| 23. Planning Research  | Systems Analysis Course   |  |
| 24. Polygraph  | ---   |  |
| 25. Property/Evidence  | ---   |  |
| 26. Records  | Records Clerk/<br>Records Supervisor<br>Records Management                  |  |
| 27. Report Takers  | ---   |  |
| 28. School Resource  | ---   |  |
| 29. Traffic Accident Investigation                                 | Traffic Inv. Course<br>Advanced Traffic Inv.                                |  |
| 30. Training   | ---   |  |
| 31. Warrants   | ---   |  |
| 32. Other (Specify)  | ---   |  |

MISCELLANEOUS

PURPOSE - Non-Sworn, employee training generates special issues which are important to POST in establishing a training plan.

INSTRUCTIONS - Please answer the following questions:

1. Is your agency dispatched by a consolidated communications center (radio dispatch).

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, identify area or agencies served.

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What entity of government is responsible for the communications center operations?

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2. Which of the following best describes your agency's position in regard to POST certifying courses for non-sworn employees of law enforcement agencies?

Circle One or More

- a. POST should certify and reimburse for the training of non-sworn employees.
- b. POST should not certify or reimburse for any training of non-sworn employees.
- c. POST's existing courses for non-sworn employees are about the right number and variety.
- d. POST should consider certifying a few additional selected courses for non-sworn employees.
- e. POST should provide certified training for all non-sworn positions.

Additional Comments: \_\_\_\_\_

---

3. List any existing POST-certified courses for non-sworn employees needed in your geographical area for which you believe there are sufficient trainees to justify additional courses. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Comments: \_\_\_\_\_

---

4. The regular POST Supervisory Course is designed for sworn supervisors, i.e., sergeants. Should POST certify a general Supervisory Course that would be applicable to any non-sworn, supervisory assignment?

YES \_\_\_\_\_ NO \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

5. Should POST develop a combined Supervisory/Management Course for non-sworn that would be applicable to both?

YES \_\_\_\_\_ NO \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

6. From the list of non-sworn assignments/positions on Chart 2, list below the assignments or positions for which POST should not develop training courses.

Example: Janitorial \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Additional comments pertaining to POST-certified training for non-sworn employees.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMMISSION AGENDA ITEM REPORT

|  |  |  |
|--|--|--|
| Agenda Item Title<br><b>Contract Approval for Shoot/No-Shoot<br/>Firearms Training Simulator</b>   |  | Meeting Date<br><b>April 24, 1986</b>  |
| Bureau<br><b>Training Program Services</b>   | Reviewed By<br><b>Hal Snow</b> <i>HS</i> | Researched By<br><b>Lou Trovato</b>    |
| Executive Director Approval<br><i>Norman C. Boehm</i>  | Date of Approval<br><b>4-8-86</b>        | Date of Report<br><b>April 7, 1986</b> |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report            Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No |  |  |

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

ISSUE

Approval of vendor selection and award of contract to develop a working Model Shoot/No-Shoot Firearms Training Simulator.

BACKGROUND

The 1985/86 Fiscal Year POST Budget contained a \$1.3 million augmentation for "Specialized Training for Peace Officers in Critical, Liability-Causing Subjects," which includes a study to determine the feasibility of developing simulators or simulation systems to more effectively train officers in handling shoot/no-shoot situations. Traditional instructional techniques have limited ability to closely simulate street conditions and the stresses they induce.

At its January 1986 meeting, the Commission authorized staff to prepare and distribute a Request for Proposal (RFP) for a Shoot/No-Shoot Firearms Training Simulation System. The RFP was completed and distributed to 110 potential vendors on February 11, 1986.

ANALYSIS

The RFP describes a simulator utilizing micro-computer/laser disc technology and state-of-the-art projection system to achieve high quality, life-size imagery. The RFP requires the vendor to evaluate and apply training and technological concepts to the delivery of this type of training, devise a fully interactive computer/video-based delivery system, devise a methodology for measurement of student performance, develop software to support the program, develop ten video scenarios depicting actual shooting cases including decision-based branching, and present to POST a complete workable system within one year. The system objectives in the RFP include:

1. Provide realistic training and evaluation of decision-making during simulated shoot/no-shoot situations.
2. Provide fine tuning of decision-making and performance of trainees already considered competent.

3. Remediate trainees who demonstrate incorrect judgment and performance.
4. Provide diagnostic information for followup, off-site instruction.
5. Assist trainees to better cope with stress-providing factors arising from shoot/no-shoot situations.

Five proposals were ultimately received after several potential vendors indicated they could not submit a proposal because of insufficient funding specified in the RFP. Proposals were reviewed by a panel of two POST staff members and three outside law enforcement agencies and technical persons. Three proposals were selected as meeting the minimum RFP qualifications. The three proposals were numerically rated on key factors such as conceptualization, instructional design, administrative needs, technical approach, available experience and expertise, technical assistance, work plan, and the ability to deliver all products. The proposals were ranked by this formula, and the three most promising ones were further evaluated on the basis of oral presentations. Cost estimates were then reviewed for the final adjustment of ranking of competitors.

Based upon the proposal review and oral presentations, ISW, Inc., of Salt Lake City, was the highest rated. Subsequent analysis of cost quotations indicates ISW, Inc. was also the lowest at \$556,000. A breakdown of these costs includes \$32,500 for travel and per diem, \$195,000 labor and indirect costs, \$96,000 video production, and \$232,500 for hardware. Based upon the capabilities and expertise of ISW, Inc., it is reasonable to believe that this vendor will develop a quality shoot/no-shoot simulation system as described in the proposal and RFP. The Commission earlier was advised, and expressed some interest in the possibility of recovering some of the costs of this type of advanced training technology through a marketing agreement under which the vendor could market the device outside of California with POST receiving an appropriate percentage. Staff continues to research the legalities and merits of this issue in connection with both the PC 832 CAIVI and this project. Because of the complexity of this project and the POST commitment to provide scenario descriptions, POST will closely monitor the project. The earliest this project can begin is June 1, 1986, because of the state contract approval process. It is expected that the system will require one year to develop.

#### RECOMMENDATION

Approve a contract with ISW, Inc. for \$556,000 to develop a Model Shoot/No-Shoot Firearms Training Simulator, effective June 1, 1986. Funds from this year's budget for this purpose will be encumbered.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

| COMMISSION AGENDA ITEM REPORT   |   |                                  |
|---|---|----------------------------------|
| Agenda Item Title   | Basic Course Curriculum Changes-<br>Telecommunications and Physical Disablers | Meeting Date<br>April 24, 1986   |
| Bureau  | Reviewed By<br>Training Program Services Hal Snow HS                          | Researched By<br>Bob Spurlock    |
| Executive Director Approval   | Date of Approval<br>Mouman C. Boehm 4-7-86                                    | Date of Report<br>March 19, 1986 |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report                   Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No |   |                                  |

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

ISSUE

Commission approval of Basic Course Curriculum changes relative to Telecommunications and Physical Disablers.

BACKGROUND

POST routinely conducts curriculum/instructor update seminars to review, revise, and update the Basic Course Curriculum. The proposed changes are the result of seminars conducted with subject matter experts and Basic Course instructors during January and February 1986. Proposed curriculum changes relevant to Telecommunications were, in part, generated by a request from the California Department of Justice, which administers the California Law Enforcement Telecommunications System. All states having access to the National Crime Information Center including California are under mandate from the Federal Bureau of Investigation to train all persons who input or have access to NCIC information. At DOJ's request, POST and DOJ have developed the following Telecommunications curriculum which meets the FBI's requirements to train sworn officers. It is planned that this curriculum, if approved, will also be made available as an optional instructional package for Advanced Officer Courses and internal agency presented training.

ANALYSIS

The POST Basic Course curriculum currently contains one learning goal and performance objective requiring students to identify procedures in determining if there are any "wants" or "warrants" on persons and/or property. It is proposed to expand Learning Goal 8.13.0 (Wants and Warrants) in Functional Area 8 - Patrol Procedures to the broader subject of Telecommunications. This revision includes expanding the existing performance objective 8.13.1 to include procedures for making inquiry to other types of law enforcement information accessible to all peace officers. In addition, two other performance objectives; 8.13.2 and 8.13.3 are proposed for addition that require the student to identify statewide information systems and state laws/policies for obtaining, verifying, and disseminating telecommunication information. Both subject matter experts and the staff of the Department of Justice indicate these changes will meet the mandates of the new federal requirements.

Subject matter experts have identified the need to include three new performance objectives on substance abuse within the Physical Disabler Learning Goal and two new objectives within the Lifetime Fitness Learning Goal. The existing curriculum on Physical Disablers addresses the abuse of alcohol and tobacco. The three new performance objectives would require trainees to identify the short and long term effects of alcohol and tobacco abuse and would require trainees to identify other enumerated substances which have the potential for abuse. The two new recommended performance objectives in Lifetime Fitness would require trainees to identify the basic principles of conditioning and the components of an exercise session. See Attachment A.

These proposed curriculum changes have been endorsed by the Basic Course Consortium. It is estimated that these curriculum changes will have nominal impact on academies and can be accommodated within the present minimum hours. See Attachment A for proposed revised language.

#### RECOMMENDATION

Effective July 1, 1986, approve Basic Course Curriculum changes in Telecommunications and Physical Disablers.

#9125B



PATROL PROCEDURES  
(Functional Area)

8.13.0 WANTS AND WARRANTS TELECOMMUNICATIONS

(Revised) Learning Goal: The student will know the procedures relative to "wants" and "warrants." understand law enforcement telecommunications network.

Performance Objective(s)

80% 8.13.1  
(Revised) Given a word picture or audio visual presentation depicting possible "wants" or "warrants" situations, the student will correctly identify the procedures in determining if there are any "wants" or warrants" on persons and/or property. The student will identify the procedures for making inquiry into law enforcement information systems and the capability of cross-referencing the information obtained within these systems for:

- A. Wants and warrants
- B. Stolen property - includes vehicles and firearms
- C. Criminal histories
- D. DMV information
- E. Miscellaneous information

80% 8.13.2  
(New) The student will identify the statewide information systems directly accessible to California law enforcement agencies.

80% 8.13.3  
(New) The student will identify state laws and policies for obtaining, verifying, and disseminating telecommunication information including:

- A. Restricted information
- B. Unrestricted information

PHYSICAL FITNESS  
(Functional Area)

12.1.0 PHYSICAL DISABLERS

Performance Objective(s)

70% 12.1.2  
(Revised) The student will identify the following ~~hazards~~ short term effects of consuming alcohol.

- A. Addiction Intoxication
- B. Raised triglyceral level in the blood Impairment to physical exertion
- C. General physiological influence

70% 12.1.3  
(Revised)

The student will identify the following hazards long-term effects of consuming alcohol.

- A. Effects upon cardiovascular system
- A. Addiction
- B. Cancer: lung, lip, and throat
- B. Chronic degenerative diseases, including cirrhosis of the liver, damage to the nervous system, and arteriosclerosis.
- C. Lung disorders

70% 12.1.4  
(New)

The student will identify the following short-term physiological effects of tobacco use:

- A. Constriction of arteries.
- B. Changes in blood chemistry

70% 12.1.5  
(New)

The student will identify the following long-term physiological effects of tobacco use:

- A. Addiction
- B. Cardiovascular disease
- C. Respiratory disease
- D. Cancer

70% 12.1.6  
(New)

The student will identify the following substances in addition to alcohol and tobacco which have the potential for abuse.

- A. Caffeine
- B. Prescription drugs
- C. Non-prescription drugs
- D. Illegal drugs

12.5.0

LIFETIME FITNESS

70% 12.5.2  
(New)

The student will identify the following basic principles of conditioning.

- A. Progression
- B. Specificity
- C. Frequency
- D. Overload
- E. Duration

70% 12.5.3  
(New)

The student will identify the following components of an exercise session.

- A. Warm up
- B. Conditioning period
- C. Cool-down

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

| COMMISSION AGENDA ITEM REPORT   |                            |   |
|---|----------------------------|---|
| Agenda Item Title<br>Publication of In-Service Physical Fitness/<br>Health Promotion Resource Document  |                            | Meeting Date<br>April 24, 1986            |
| Bureau<br>Standards & Evaluation  | Reviewed By                | Researched By<br>John G. Berner <i>JK</i> |
| Executive Director Approval<br><i>Morgan C. Boehm</i>   | Date of Approval<br>4-7-86 | Date of Report<br>March 14, 1986          |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report                    Financial Impact <input type="checkbox"/> Yes (See Analysis per details)<br><input checked="" type="checkbox"/> No |                            |   |

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

ISSUE

Request for authorization to publish a resource document to assist local agencies that are considering adoption of in-service physical fitness/health promotion programs.

BACKGROUND

Concerns about the health and physical readiness of law enforcement officers have been widespread for some time. POST has undertaken several endeavors in an attempt to address such concerns, the most notable of which culminated July 1985 in the incorporation of a standardized physical conditioning program and associated graduation test into the Basic Course training curriculum. Upon achieving this landmark accomplishment, the Commission turned its attention to the need that exists for improving the health and fitness of experienced officers, and in late 1985 directed staff to explore what steps the Commission could take to address this need. In so doing, staff was further directed to explore the feasibility of establishing some sort of program that would make it possible for POST to officially recognize physically fit officers.

ANALYSIS

During the past several months, POST staff have conducted a statewide survey of California law enforcement agencies, made inquiries of all member organizations in NASDLET, and combed the extensive literature on fitness/health programs in the public and private sectors, all in an attempt to address such questions as:

- What are the key factors that distinguish successful from unsuccessful programs?
- Are fitness/health programs cost effective?
- What are the relative advantages and disadvantages of voluntary versus mandatory programs?

What has emerged from this effort is the realization that there is no uniformly agreed upon definition of "fitness," that the goals of so-called "fitness" programs can vary greatly, that the content and conduct of programs vary greatly as a function of program goals and objectives, and that very little empirical data exists to either refute or support the commonly accepted proposition that "fitness" programs enhance both long- and short-term job performance and health/wellness.

Having reached these conclusions, staff have directed their efforts to the development of a resource document that is intended to assist local agencies that may be considering the institution of some sort of in-service physical fitness/health program and/or standards. The document, a draft of which will be presented to the Commission at the Commission meeting, contains information on the following:

- Approaches to fitness/health promotion in the private sector.
- Approaches to fitness/health promotion in law enforcement.
- Existing research on the impact of employer-sponsored programs on both employees and the employing organization.
- The fundamental differences which distinguish job-related from generalized fitness programs.
- Important administrative and legal considerations associated with developing and implementing a program.
- An extensive bibliography.

Given the great diversity in physical fitness/health program goals and objectives, no attempt is made within the document to identify the fitness program that POST feels will best meet the needs of California Law enforcement. Consistent with this orientation, it is recommended that the Commission refrain from instituting a program for formally acknowledging the "fitness" levels of incumbent officers at this time. Furthermore, the adoption by POST of any fitness/health standards for purposes of recognizing individual achievement would necessitate the encumbrance of significant POST resources.

A further reason for advocating that the Commission not adopt some sort of program for recognizing individual "fitness" achievement at this time is the recent introduction of Senate Concurrent Resolution 67. As currently worded, the Resolution would require that POST undertake research to develop and make available a standardized fitness program for California law enforcement agencies by January 1, 1988. Given the opportunity and resources to conduct such research, it is believed that POST would be in a far better position to institute a program for recognizing physical "fitness" of incumbent officers at the conclusion of this project.

#### RECOMMENDATION

Authorize the publication of a physical fitness/health resource document for distribution to local law enforcement agencies in the POST program.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

|  |  |  |
|--|--|--|
| Agenda Item Title<br><b>Approval to Apply for OTS Grant</b>  |  | Meeting Date<br><b>April 24, 1986</b>  |
| Bureau<br><b>Management Counseling</b>   | Reviewed By<br><b>Michael DiMiceli</b> | Researched By<br><b>Holly Mitchum</b>  |
| Executive Director Approval<br><i>Mouman C. Boehm</i>  | Date of Approval<br><i>4-9-86</i>      | Date of Report<br><b>4/2/86</b>  |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report           Financial Impact |  | <input type="checkbox"/> Yes (See Analysis per details)<br><input type="checkbox"/> No |

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

ISSUE

Should the Commission seek a grant from the California Office of Traffic Safety (OTS) to develop a microcomputer based program for traffic accident analysis and traffic records management?

BACKGROUND

POST has successfully utilized OTS funds to provide highway safety training programs for California law enforcement. Previous grant funded projects include enforcement of child restraint device legislation, advanced accident reconstruction techniques, D.A.R.T. (Drug-Alcohol Recognition Training) and motor officer and driver training.

OTS has asked the Commission to submit project proposals for the coming federal fiscal year. The need for a microcomputer based automated traffic records system has been identified by Management Counseling Services Bureau through its work with local law enforcement agencies. Traffic records is one of six areas of national concern that will receive OTS funding emphasis during FY 1986/87.

ANALYSIS

The proposed project would result in the development of a "public domain" automated traffic accident analysis and traffic records system for small law enforcement agencies that would minimally provide the following services:

- o Analysis of traffic collisions by type (fatality, injury, non-injury); location; time of day; day of week; primary collision factor; degree of drug/alcohol impairment by involved parties; and use of seat belts by drivers and passengers; etc.
- o Analysis of citations issued by location; time of day; day of week; violation(s) charged; and issuing officer; etc.
- o Production of agency traffic reports for submission to the Statewide Integrated Traffic Records System.

All software would be designed for use on IBM-compatible microcomputers and made available to law enforcement agencies free of charge. As part of the project, a user's manual would be developed to accompany the software. In addition, an eight (8) hour training seminar on use of the system would be designed and presented for local agencies.

It is anticipated that two years will be required to complete the project. Estimated project costs total approximately \$150,000.00 in grant funds.

RECOMMENDATION

Approve submission of a proposal to OTS to seek funds for the development of a public domain automated traffic accident analysis and traffic records system, as previously described, an amount not to exceed \$150,000.00.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

| COMMISSION AGENDA ITEM REPORT  |                                   |   |
|--|-----------------------------------|---|
| Agenda Item Title<br>Teale Data Center: Contract Amendment   |                                   | Meeting Date<br>April 24, 1986  |
| Bureau<br>Standards & Evaluation   | Reviewed By                       | Researched By<br>John G. Berner <i>JGB</i>  |
| Executive Director Approval<br><i>Herman C. Boehm</i>  | Date of Approval<br><i>4-8-86</i> | Date of Report<br>April 7, 1986   |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report                   Financial Impact |                                   | <input checked="" type="checkbox"/> Yes (See Analysis per details)<br><input type="checkbox"/> No |

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

**Issue:** Request for authorization to amend FY 85/86 Teale Data Center contract in the amount of \$13,000.

**Background:** For the past several years, POST has entered into timesharing contracts with the State's Teale Data Center for all data processing that cannot be performed on POST's Four-Phase computer. The vast majority of work performed at Teale consists of the development and maintenance of complex statistical reporting systems for POST's various testing programs, and the performance of ad hoc statistical analyses in conjunction with the many and varied research projects conducted by POST. The amount of the FY 85/86 contract is \$50,000.

**Analysis:** Year-to-date expenditures have exceeded projections, in part because of greater than anticipated data processing needs, and in part because of delays in conversion to an alternate, less costly, operating system at Teale, which was scheduled to occur January 1. Remaining contract monies as of April 1 are estimated to total approximately \$3,000.

Cost projections for work considered essential to POST operations which is scheduled to be performed at the Teale Data Center during the last 3 months of the fiscal year are shown below:

|   |                 |
|---|-----------------|
| • Analyses of Peace Officer Population to Develop Sample Plans and Identify Individual Respondents to POST Field Survey (Ongoing) | \$2,000         |
| • Read/Write Test Analyses for Report to Commission in July   | \$2,000         |
| • Software Development - Basic Course Test Item Bank (Ongoing)  | \$2,500         |
| • Production Software Development - Basic Course Proficiency Test Feedback Report (Ongoing)                                       | \$5,000         |
| • Fixed Costs (Equipment Rental/Storage Costs) @ \$1,500/mo.  | \$4,500         |
| <b>Total</b>  | <b>\$16,000</b> |

The anticipated expenditures of \$16,000, less the estimated April 1 balance of \$3,000, leaves a projected shortfall of \$13,000.

RECOMMENDATION: Authorize the Executive Director to amend the FY 85/86 Teale Data Center contract in the amount of \$13,000.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

| COMMISSION AGENDA ITEM REPORT   |                                   |  |
|---|-----------------------------------|--|
| Agenda Item Title Policy on POST Entry-Level Reading and Writing Test Use by State Agencies   |                                   | Meeting Date<br>April 24, 1986   |
| Bureau<br>Executive Office  | Reviewed By                       | Researched By<br>John Berner <i>[Signature]</i>  |
| Executive Director Approval<br><i>Morgan C. Belin</i>   | Date of Approval<br>April 8, 1986 | Date of Report<br>April 7, 1986  |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report |                                   | Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details)<br><input type="checkbox"/> No |

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

ISSUE

Request to modify current Commission policy with respect to underwriting POST entry-level reading and writing testing costs.

BACKGROUND

Since the inception of the POST reading and writing testing program, it has been Commission policy to defray the costs associated with use of the tests by agencies in the POST program. This policy has had the desired effect of increasing agency use of the tests, and contributing to observed improvements in reading and writing ability among new recruits.

At the time the Commission acted to defray the costs of testing, no distinction was made between reimbursable and nonreimbursable agencies in the POST program. There are over 40 nonreimbursable agencies in the POST program. Approximately half of the nonreimbursable agencies are state agencies (Departments of Justice, Fish and Game, Forestry, Parks and Recreation, Motor Vehicles, CHP, State Police, etc.), and half are local agencies (airport police, harbor police, several district attorneys' offices, and a variety of special district police agencies).

As an inducement to community college-affiliated basic academies to screen open-enrollment candidates for reading and writing ability, it has also been POST's policy to underwrite testing costs for those community colleges that choose to use the POST tests for this purpose.

ANALYSIS

Historically, the costs to POST for underwriting use of the tests by nonreimbursable state agencies, nonreimbursable local agencies, and community college-affiliated basic academies have constituted a small percentage of total POST expenditures. For example, total POST expenditures to administer the testing program in calendar year 1985 were slightly in excess of \$100,000. By comparison, approximate costs to underwrite the use of the tests by these three agency types were as shown below:

Nonreimbursable local agencies: \$500.00  
 Nonreimbursable state agencies: \$ 0.00  
 Community college-affiliated basic academies: \$5,000.00

Recent developments in the form of heightened interest on the part of nonreimbursable state agencies to use the POST tests suggest that this trend may not continue. In particular, in late December the Department of Justice used the POST tests to screen over 1,500 special agent applicants at a cost to POST of approximately \$4,000. More significantly, the California Highway Patrol has expressed an interest in using the tests in August to screen 15,000-20,000 state traffic officer applicants. A test administration of this size could reasonably be expected to cost POST \$45,000-\$50,000.

In light of these developments, POST requested and received legal advice from the State Attorney General's Office regarding POST's authority to underwrite use of the tests by other than local, reimbursable agencies. In the request, reference was made to the three different types of such agencies currently benefiting from cost underwriting (nonreimbursable state agencies, non-reimbursable local agencies, and community college-affiliated basic academies).

A copy of the response from the Attorney General's Office is attached. While not definitive, the response suggests that POST's policy of underwriting testing costs for each of the three types of agencies probably is permissible provided that such policy does not result in excessive funds being diverted from local agencies in the reimbursable program.

There is obvious reason to believe that significant funds would need to be diverted if POST were to continue to underwrite the costs of testing for nonreimbursable state agencies. Such is not the case for nonreimbursable local agencies or for community college-affiliated basic academies. Interest in the tests by nonreimbursable local agencies is not significant, and even if interest increased dramatically, the agencies are relatively small. A significant number of the community college-affiliated basic academies are currently using the POST tests, thereby precluding a significant increase in costs for this group.

Aside from costs, other arguments would tend to favor continued defrayal of testing costs for nonreimbursable local agencies and community college-affiliated basic academies. With respect to nonreimbursable local agencies, limited defrayal of expenses for this group, as opposed to nonreimbursable state agencies, would appear to be more in keeping with the essential purpose of the Peace Officers' Training Fund which was created "...exclusively for costs of administration and for grants to local (emphasis added) governments and districts pursuant to this chapter." (PC 13520). In reimbursing testing costs for community college-affiliated basic academies, POST is taking direct action to ensure that the most qualified open-enrollment candidates are the beneficiaries of POST-certified training, and subsequently are available for employment by local agencies.

In consideration of the above, it is recommended that POST policy with regard to the underwriting of costs to administer the POST reading and writing tests by nonreimbursable agencies be modified as follows:

## RECOMMENDATIONS

- (1) Encourage nonreimbursable state agencies to use the POST tests, and provide staff support to ensure that such testing is conducted in accordance with POST testing procedures, but discontinue the current policy of underwriting the costs for such testing.
- (2) Continue the current policy of underwriting testing costs for those nonreimbursable local agencies and community college-affiliated basic academies that wish to use the tests for screening purposes.

**Memorandum**

DON BEAUCHAMP  
Assistant to the Executive Director  
Commission on Peace Officer Standards  
and Training

Date : January 3, 1985

File No.:

Telephone: ATSS ( 8 ) 473-1990  
( 916 ) 323-1990

CORINNE MURPHY MARSHALL  
Deputy Attorney General

From : Office of the Attorney General—Sacramento

Subject: Legal Advice - POST Underwriting of Reading and Writing Test Costs

This is in response to your memorandum of December 17, 1985 in which you seek legal advice regarding the underwriting of the costs of administration of reading and writing tests. Your first question deals with state and local agencies who are not eligible for reimbursement. It is reasonably arguable that the Commission has the broad authority to underwrite the tests pursuant to their general powers under § 13503 of the California Penal Code. Subdivision E provides that the commission may implement and develop programs to increase the effectiveness of law enforcement and subdivision section G allows the Commission to do "any and all things necessary or convenient to enable it fully and adequately to perform its duties and to exercise the power granted to it." I would caution the Commission, however, that section 13505 of the California Penal Code mandates the Commission to minimize costs of administration so that a maximum of funds will be expended for the purpose of providing training and other services to local law enforcement agencies. It is obvious the intent of the Legislature in this chapter to primarily benefit local agencies and the more funds that are diverted to other uses the less likely it is that the diversions will be considered reasonable under the general powers.

The same arguments can be made in your second example for the students not affiliated with law enforcement agencies, but they are much more tenuous in these circumstances. It certainly can be argued that it may be benefitting law enforcement in the long run inasmuch as many of the students may go into law enforcement; however, I believe that the mandates of section 13505 should be carefully considered and the competing interests weighed.

JAN 7 1 52 PM '85  
COMMISSION ON POST

DON BEAUCHAMP  
January 3, 1985  
Page 2

In summation, the ultimate decision as to the underwriting is an administrative one with the caveat that if the diversions are excessive, a court could find that the Commission exceeded its authority.

Please contact me if you have any questions. Thank you for your cooperation.

*Corinne Murphy Marshall*  
CORINNE MURPHY MARSHALL  
Deputy Attorney General

CMM:dt

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

| COMMISSION AGENDA ITEM REPORT  |   |                                |
|--|---|--------------------------------|
| Agenda Item Title  | 1986-87 Interagency Agreement for Auditing Services - State Controller's Office | Meeting Date<br>April 24, 1986 |
| Bureau<br>Administrative Services  | Reviewed By<br>Otto H. Saltenberger   | Researched By<br>Staff         |
| Executive Director Approval<br><i>Norman C. Bednar</i>   | Date of Approval<br>3-27-86   | Date of Report<br>3/27/86      |
| Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report    Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No  |   |                                |
| In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.  |   |                                |
| <p><u>ISSUE</u><br/>Commission review and final approval of Interagency Agreement for Auditing Services - State Controller's Office for Fiscal Year 1986/87.</p> <p><u>BACKGROUND</u><br/>There is a need to audit the training claims made by local agencies against the Peace Officer Training Fund. These audits have been conducted by the State Controller on a yearly basis.</p> <p><u>ANALYSIS</u><br/>Each year for the past several years POST has negotiated an interagency agreement with the State Controller's Office to conduct audits of selected local agencies which receive POST reimbursement funds. The Controller's Office continues to do an acceptable job in auditing selected jurisdictions to assure that reimbursement funds are being appropriately expended. Approval is requested to negotiate a similar agreement for 1986-87 in the amount of \$80,000.</p> <p><u>RECOMMENDATION</u><br/>It is recommended that the Commission authorize the signing of an interagency agreement with the State Controller in an amount not to exceed \$80,000 to audit local agency reimbursement claims for Fiscal Year 1986-87.</p> |   |                                |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

|   |                             |   |
|---|-----------------------------|---|
| Agenda Item Title<br>Contract with Cooperative Personnel Services For<br>Administration of POST Proficiency Examination   |                             | Meeting Date<br>April 24, 1986  |
| Bureau<br>Standards and Evaluation  | Reviewed By                 | Researched By<br>John Berner <i>JB</i>  |
| Executive Director Approval<br><i>Thomas C. Behm</i>  | Date of Approval<br>3/27/86 | Date of Report<br>March 14, 1986  |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report    Financial Impact |                             | <input checked="" type="checkbox"/> Yes (See Analysis per details)<br><input type="checkbox"/> No |

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

ISSUE: Continuation of the POST contract with Cooperative Personnel Services (CPS) to administer the POST Basic Course Proficiency Examination.

BACKGROUND: Penal Code Section 832(b) requires POST to develop and administer a basic training proficiency test to all academy graduates. POST has contracted with Cooperative Personnel Services (CPS) for administration of the exam each of the last five years.

ANALYSIS: CPS has done an acceptable job of administering the POST Basic Course Proficiency Examination over the last five years. Moreover, CPS can administer the exam for much less than it would cost if POST staff were to assume this function.

The amount of the FY 85/86 contract is \$30,264. The proposed contract for FY 86/87 is for an amount not to exceed \$24,275. This decrease is due to the fact that the recently developed new form of the Proficiency Examination is shorter and less time consuming to administer and score than previous forms of the exam.

RECOMMENDATION: Authorize the Executive Director to sign a contract with CPS for the administration of the POST Proficiency Examination during FY 86/87, for an amount not to exceed \$24,275.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

| COMMISSION AGENDA ITEM REPORT  |                                   |  |
|--|-----------------------------------|--|
| Agenda Item Title<br>Contract for Command College and Executive Training   |                                   | Meeting Date<br>April 24, 1986                 |
| Bureau<br>Center for Executive Development   | Reviewed By<br><i>[Signature]</i> | Researched By<br>Ted Morton <i>[Signature]</i> |
| Executive Director Approval<br><i>[Signature]</i>  | Date of Approval<br>3-13-86       | Date of Report<br>Mar 5, 1986                  |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report                   Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No |                                   |  |

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

ISSUE

This item is presented for Commission review and final approval of the Command College and Executive Training contract for Fiscal Year 1986/87. Total maximum cost is \$343,287.00.

BACKGROUND

The Command College graduation for Class 1 took place January 30 - 31, 1986. Class 6 will start June 16, 1986. Four classes are now continuously in session. During the 1986/87 Fiscal Year, a total of twenty, four- and five-day workshops will be presented at Cal-Poly Pomona.

The contract will provide funds to present twenty Command College workshops, including site, materials, and faculty costs. In addition, costs will be funded for Independent Study Project Committee meetings; Planning Committee meetings; faculty advisors for scoring and evaluating students' intersession projects; advisors for evaluating and scoring students' independent study project proposals and final products; training for academic advisors; funds for continuous redesign of workshops, upgrading instruction (case studies), hiring, and orientation for new instructors; and funds for two Assessment Centers for student selection.

The contract also includes funds for development and presentation of the on-going sheriff and undersheriff training program and regional workshops for chiefs of police. In addition, funds will be provided to assess training needs for law enforcement executives and senior managers.

ANALYSIS

The two-year Command College program is receiving some recognition as being the development of the premiere law enforcement executive training program in the country. A visit by four New York Police Department officials resulted in a letter from their agency comparing the California Command College to England's Bramshill, the Defense Department's War Colleges, Xerox and IBM executive development programs.



POST has taken a leadership position in design and presentation of a futures oriented executive development program. The Commission is setting new standards in the public sector for quality of training. The total contract for 1986/87 is \$343,287.00. This is a 2% decrease from the 1985/86 contract of \$351,137.00. The decrease has come about because experience has permitted some refinements and better controls than were possible when the program was new and untried.

#### RECOMMENDATION

The action for the Commission would be to authorize the Executive Director to enter into a contract agreement with the San Diego Regional Training Center to provide expert management consultants, educators, and trainers for Command College programs and special seminars for law enforcement executives and senior managers at a maximum cost of \$343,287.00 for Fiscal Year 1986/87.

Description of Services and Budget

- A. Contractor will provide Command College workshops, faculty, facilitators, site, student independent study advisors, faculty intersession project graders, faculty reviewers and graders for independent study projects, and continuous development costs for Classes 3 through 8. Twenty 4- and 5-day workshops are scheduled between July 1, 1986 and June 30, 1987.

1986

|                  |  |             |
|------------------|--|-------------|
| July 15 - 18     | Class 3, Hi Tech                               | \$ 6,175.00 |
| July 22 - 25     | Class 5, Strategic Planning                    | 6,772.00    |
| August 5 - 8     | Class 4, Human Resource<br>Management II       | 10,395.00   |
| September 9 - 12 | Class 6, Strategic Decision Making             | 5,003.00    |
| September 9 - 11 | Class 4, Independent Study Project<br>Workshop | 4,800.00    |
| October 7 - 10   | Class 4, Finance                               | 7,800.00    |
| October 28 - 31  | Class 5, Transition Management                 | 8,896.00    |
| December 2 - 5   | Class 4, Hi Tech                               | 6,175.00    |
| December 9 - 12  | Class 6, Strategic Planning                    | 6,772.00    |

1987

|                 |  |           |
|-----------------|--|-----------|
| January 5 - 9   | Class 7, Defining the Future                   | 9,257.00  |
| January 12 - 16 | Class 5, Human Resource<br>Management I        | 10,744.00 |
| January 26 - 30 | Class 3, Project Presentation/<br>Graduation   | 6,000.00  |
| March 10 - 13   | Class 5, Human Resource<br>Management II       | 10,395.00 |
| March 24 - 27   | Class 6, Transition Management                 | 8,896.00  |
| April 14 - 17   | Class 7, Strategic Decision Making             | 5,003.00  |
| April 15 - 17   | Class 5, Independent Study Project<br>Workshop | 4,800.00  |
| May 12 - 15     | Class 5, Finance                               | 7,800.00  |
| June 1 - 5      | Class 8, Defining the Future                   | 9,257.00  |
| June 15 - 19    | Class 4, Project Presentation/<br>Graduation   | 6,000.00  |
| June 22 - 26    | Class 6, Human Resource<br>Management I        | 10,744.00 |

## Cal-Poly conference facilities cost

|                                    |          |           |
|------------------------------------|----------|-----------|
| Six 5-day workshops x \$962 =      | \$ 5,772 |           |
| Fourteen 4-day workshops x \$842 = | 11,788   | 17,560.00 |

|   |              |
|---|--------------|
| Independent Study Project evaluators and graders<br>Classes 3 and 4   | 7,396.00     |
| Command College Planning Committee meetings   | 4,000.00     |
| Assessment Centers<br>November 8, 1986 and April 11, 1987   | 20,400.00    |
| Independent Study Project advisors<br>Classes 3 and 4 - 20 hours x \$40 per student   | 38,400.00    |
| Faculty graders for intersession projects   | 7,000.00     |
| Redesign, upgrading instruction, new case studies,<br>orientation, and preparation for new instructors -<br>needs assessment survey | 28,500.00    |
| Training day for independent study advisors<br>20 advisors x \$500  | 10,000.00    |
| Lead faculty meeting (8 persons) x \$750.00   | 6,000.00     |
|   | <hr/>        |
| Command College Budget 1986/87 Subtotal   | \$290,940.00 |
| Chiefs of police and sheriff training programs  |              |
| Chief of police - 8 seminars x \$3,000.00 = \$24,000  |              |
| Sheriff - 4 seminars x \$3,000.00 = 12,000  |              |
| Subtotal  | 36,000.00    |
|   | <hr/>        |
|   | \$326,940.00 |
| Indirect Costs 5%   | 16,347.00    |
|   | <hr/>        |
| Total   | \$343,287.00 |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

|   |                                    |  |
|---|------------------------------------|--|
| Agenda Item Title<br>MANAGEMENT COURSE CONTRACTS - FISCAL YEAR 1986/87  |                                    | Meeting Date<br>April 24, 1986   |
| Bureau<br>Center for Executive Development  | Reviewed By<br><i>J. D. Norton</i> | Researched By<br>Jan R. Duke   |
| Executive Director Approval<br><i>Morgan C. Boehm</i>   | Date of Approval<br>3/27/86        | Date of Report<br>March 7, 1986  |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report |                                    | Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details)<br><input type="checkbox"/> No |

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

ISSUE

Commission review and final approval of the Management Course contracts for Fiscal Year 1986/87. The total maximum cost is \$279,434 for 22 presentations.

BACKGROUND

Staff has met with each coordinator representing the five contract presenters for the Management Course. Staff has identified a need for 22 contract course presentations during Fiscal Year 1986/87.

ANALYSIS

Course costs are consistent with POST tuition guidelines. Required learning goals are being satisfactorily presented by each contractor. The Fiscal Year 1986/87 contract costs for 22 presentations will not exceed a total of \$279,434. The following costs have been agreed to by the presenters:

|   |             |
|---|-------------|
| California State University Long Beach Foundation - 5 presentations | \$65,095.00 |
| San Jose State University Foundation - 4 presentations              | \$50,112.00 |
| Humboldt State University - 5 presentations                         | \$58,530.00 |
| San Diego Regional Training Center - 5 presentations                | \$67,585.00 |
| California State University Northridge Foundation - 3 presentations | \$38,112.00 |

Total cost of contract for FY 85/86 was \$254,530.00 for 22 presentations. The 9.6% increase in contract costs over 1985/86 primarily relates to the new tuition guidelines approved by the Commission. A minimum number of 440 law enforcement middle managers will attend the 22 presentations during the fiscal year.

RECOMMENDATION

If approved, the action of the Commission will be to authorize the Executive Director to enter into contract agreements with the current five contractors to present twenty-two (22) presentations of the Management Course during fiscal Year 1986/87, not to exceed total contract costs of \$279,434.00..

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

|   |                                   |                                     |
|---|-----------------------------------|-------------------------------------|
| Agenda Item Title<br>EXECUTIVE DEVELOPMENT COURSE CONTRACT - FY 1987/87   |                                   | Meeting Date<br>April 24, 1986      |
| Bureau<br>Center for Executive Development  | Reviewed By<br><i>[Signature]</i> | Researched By<br>Everitt A. Johnson |
| Executive Director Approval<br><i>[Signature]</i>   | Date of Approval<br>3/27/86       | Date of Report<br>February 28, 1986 |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report           Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No |                                   |                                     |

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

ISSUE

This item is presented for Commission review and final approval of the Executive Development Course Contract costs for Fiscal Year 1986/87. The total maximum cost is \$70,270.00.

BACKGROUND

Commission Regulation 1005(e) provides that every regular peace officer who is appointed to an executive position may attend the Executive Development Course, and the jurisdiction may be reimbursed provided the officer has satisfactorily completed the training requirements of the Management Course.

The single contractor for the Executive Development Course is Cal-Poly Kellogg Foundation, located on the California State Polytechnic University, Pomona campus. The Cal-Poly Kellogg Foundation has been under contract to present the course since October 1979. The 1985/86 contract was for \$59,285.00 for five presentations. The 18.5% increase in contract costs over 1985/86 primarily relates to the new tuition guidelines approved by the Commission. In addition, increases were negotiated for faculty and increased site costs.

ANALYSIS

The presentations by the Cal-Poly Kellogg Foundation have been well received. The coordinators of the course have developed a special expertise in identifying law enforcement management needs and developing an excellent core of subject materials that meet the needs of the trainees. This expertise has attracted a top level group of instructors. The instructors are recognized for their expertise in law enforcement management, psychology, management consulting, legal matters, education, and social issues.

The contract provides for five presentations in Fiscal Year 1986/87. A minimum of 100 chiefs, sheriffs, and senior managers will receive training in the 80-hour course.

RECOMMENDATION

If approved, the action of the Commission would be to authorize the Executive Director to enter into contract agreements with Cal-Poly Kellogg Foundation for five presentations of the POST Executive Development Course for Fiscal Year 1986/87, at a maximum cost of \$70,270.00.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

|   |  |  |
|---|--|--|
| Agenda Item Title<br><b>POST/DOJ Interagency Agreement For Training</b>   |  | Meeting Date<br><b>April 24, 1986</b>                |
| Bureau<br><b>TDSB, North</b>  | Reviewed By<br><b>Ronald T. Allen</b> <i>RTA</i> | Researched By<br><b>George A. Estrada</b> <i>GAE</i> |
| Executive Director Approval<br><i>William C. Boehm</i>  | Date of Approval<br><b>3/27/86</b>               | Date of Report<br><b>March 26, 1986</b>              |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report           Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No |  |  |

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

ISSUE

The Department of Justice (DOJ) has requested the approval of an Interagency Agreement (IAA) in the amount of \$733,719.11 for Fiscal Year 1986/87. This is 6.8% more than the current agreement. The purpose of the agreement is to support presentation cost of law enforcement training certified by POST to the Department of Justice Advanced Training Center.

BACKGROUND

POST has contracted with DOJ to present certified courses to law enforcement for more than a decade. The amount of the agreement each year has been based on cost to DOJ for instruction, coordination, clerical support, supplies and travel. Each year in the past the total cost to POST for training law enforcement has been at or below the allowable cost established by the tuition guidelines.

ANALYSIS

The Fiscal Year 1986/87 proposal is for 28 separate courses, with a total of 219 presentations. Seventy-five of the 219 presentations are one day modular training programs.

Using previous years method of determining the number of presentations, this years presentations will be at 170 as opposed to 157 presentations in Fiscal Year 1985/86.

The IAA for Fiscal Year 1985/86 called for an 8.2% increase over the previous contract year, this IAA is calling for a 6.8% increase. DOJ will conduct 5,330 hours of classroom instruction and they will train 4,915 students.

RECOMMENDATION

Authorize the Executive Director to enter into an Interagency Agreement with the Department of Justice to present the described training courses for an amount not to exceed \$733,719.11.

TRAINING PROGRAM 1986/87

| Course  | Hours | Offsite  | Training Center | Total | Est. Class Sizes (3*) | Total Classroom Hours | Est. Attend. All Present. (*3) | Average Cost Per Course(*1) | POST Cost on IAA (*1) (*2) |
|---|-------|----------|-----------------|-------|-----------------------|-----------------------|--------------------------------|-----------------------------|----------------------------|
| Advanced Financial Investigation              | 32    | 2        | 2               | 4     | 10                    | 128                   | 40                             | \$ 4,090.91                 | \$ 16,363.64               |
| Analyst (C.I. Data)                           | 36    | 1        | 2               | 3     | 20                    | 108                   | 60                             | 4,187.57                    | 12,562.71                  |
| Basic Elements (C.I.)                         | 36    | 2        | 2               | 4     | 24                    | 144                   | 96                             | 4,174.71                    | 16,698.84                  |
| Camp Supervision & Field Operations           | 53    | 2        | 0               | 2     | 24                    | 106                   | 48                             | 4,348.43                    | 8,696.86                   |
| Card Room & Gambling Investigation            | 36    | 2        | 2               | 4     | 20                    | 144                   | 80                             | 5,233.93                    | 20,935.72                  |
| Clandestine Drug Laboratory                   | 20    | 2        | 2               | 4     | 24                    | 80                    | 96                             | 3,238.43                    | 12,953.72                  |
| Criminal Intell. Institute                    | 72    | 1        | 1               | 2     | 20                    | 144                   | 40                             | 9,845.70                    | 19,691.40                  |
| Commander(C.I.,Vice,Narc.)                    | 36    | 0        | 4               | 4     | 24                    | 144                   | 96                             | 4,013.76                    | 16,055.04                  |
| Drug Influence-11550-H&S                      | 24    | 12       | 0               | 12    | 40                    | 288                   | 480                            | 4,346.76                    | 52,161.12                  |
| Economic Crime Investigation                  | 36    | 2        | 2               | 4     | 24                    | 144                   | 96                             | 5,001.66                    | 20,006.64                  |
| Executive Protection                          | 36    | 2        | 2               | 4     | 20                    | 144                   | 80                             | 6,213.23                    | 24,852.92                  |
| Financial Investigation                       | 36    | 2        | 2               | 4     | 24                    | 144                   | 96                             | 4,332.89                    | 17,331.56                  |
| Fingerprint Pattern Recognition               | 24    | 4        | 0               | 4     | 24                    | 96                    | 60                             | 1,966.92                    | 7,867.68                   |
| Informant Development & Maintenance (O.C.)    | 32    | 3        | 5               | 8     | 24                    | 256                   | 192                            | 4,534.64                    | 36,277.12                  |
| Information Services-DOJ                      | 8     | 4        | 0               | 4     | 25                    | 32                    | 100                            | 1,240.43                    | 4,961.72                   |
| Introduction to Crime Analysis                | 36    | 1        | 1               | 2     | 20                    | 72                    | 40                             | 4,650.90                    | 9,301.80                   |
| Investigation of Computer Crimes              | 36    | 2        | 2               | 4     | 24                    | 144                   | 96                             | 4,089.52                    | 16,358.08                  |
| Investigation of Homicide & Violent Crime(*4) | 40    | 3        | 3               | 6     | 24                    | 240                   | 144                            | 6,209.81                    | 37,258.86                  |
| Latent Print Techniques                       | 36    | 0        | 4               | 4     | 15                    | 144                   | 60                             | 2,208.90                    | 8,835.60                   |
| Link Analysis Techniques                      | 8     | 4        | 0               | 4     | 15                    | 32                    | 60                             | 850.82                      | 3,403.28                   |
| Modular Training                              | 8     | 75       | 0               | 75    | 20                    | 600                   | 1500                           | 815.18                      | 61,138.50                  |
| Narcotic Enforcement for Peace Officers       | 20    | 18       | 0               | 18    | 35                    | 360                   | 630                            | 3,193.71                    | 57,486.78                  |
| Narcotic Investigation (*4)                   | 80    | 0        | 10              | 10    | 20                    | 800                   | 200                            | 13,837.26                   | 138,372.60                 |
| Officer Involved Shooting                     | 36    | 3        | 3               | 6     | 24                    | 216                   | 144                            | 5,707.07                    | 34,242.42                  |
| Records Management                            | 36    | 3        | 1               | 4     | 24                    | 144                   | 96                             | 5,693.75                    | 22,775.00                  |
| Search Warrant Preparation & Service          | 24    | 8        | 0               | 8     | 15                    | 192                   | 120                            | 3,547.56                    | 28,380.48                  |
| Specialized Surveillance Equipment            | 36    | 0        | 7               | 7     | 15                    | 252                   | 105                            | 3,603.06                    | 25,221.42                  |
| Visual Investigative Analysis                 | 8     | 4        | 0               | 4     | 15                    | 32                    | 60                             | 881.90                      | 3,527.60                   |
|   |       | 162(74%) | 57(26%)         | 219   |                       | 5,330                 | 4,915                          |                             | \$733,719.11               |



- (1\*) Includes 11% indirect.
- (2\*) Budget based on established class size.
- (3\*) 20% overenrollment each presentation allowable.
- (4\*) Funded by POST Plan II.

3/4/86

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

|   |                                    |  |
|---|------------------------------------|--|
| Agenda Item Title<br><b>Interagency Agreement With Teale Data Center</b>  |                                    | Meeting Date<br><b>April 24, 1986</b>  |
| Bureau<br><b>Information Services</b>   | Reviewed By                        | Researched By<br><b>George W. Williams</b>   |
| Executive Director Approval<br><i>Thomas C. Boehm</i>   | Date of Approval<br><b>3-27-86</b> | Date of Report<br><b>March 26, 1986</b>  |
| Purpose:<br><input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report           Financial Impact |                                    | <input type="checkbox"/> Yes (See Analysis per details)<br><input type="checkbox"/> No |

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

ISSUE

Authorize the Executive Director to negotiate an Interagency Agreement with the Teale Data Center for Fiscal Year 1986/87, for computer services.

BACKGROUND

POST has an Interagency Agreement with Teale Data Center (a State agency) for the current fiscal year in the amount of \$50,000. The contract provides computer "tie in" of POST's system with the Teale Data Center. This allows POST to utilize the Center's main frame computer capabilities to process complex data processing needs that cannot be processed by POST's inhouse Four-Phase Systems computer equipment. The continuation of this agreement is necessary.

ANALYSIS

POST's inhouse Four-Phase computer lacks the ability to perform routine computer analytical tasks that are conducted by the Standards and Evaluation Services Bureau; i.e., regarding POST Reading and Writing Tests administration. These and a number of necessary ad hoc computer reports can only be performed by computer facilities of greater sophistication than POST's current computer system.

The Arthur Young International conducted a study of POST's computer use and will, according to schedule, when approved by the Office of Information Technology, permit the acquisition of a new computer system that provides greater utility. It is hoped that the new system will be capable eventually of performing most, if not all, of POST's complex data processing tasks; at that time POST's dependence upon the Teale Data Center will no longer be a routine necessity. The \$39,000 increase over last year's costs pertain to the Test Item Bank project. Of this amount, \$27,000 is for communications from the academies to the Teale Data Center, and \$12,000 is for required data processing related to the Test Item Bank.

RECOMMENDATION

Authorize the Executive Director to negotiate an Interagency Agreement not to exceed \$89,000 with the Teale Data Center for computer services in Fiscal Year 1986/87.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

|   |                             |   |
|---|-----------------------------|---|
| Agenda Item Title<br>Contract Services for Administration of POST Reading and Writing Tests   |                             | Meeting Date<br>April 24, 1986  |
| Bureau<br>Standards and Evaluation  | Reviewed By                 | Researched By<br>John Berner <i>JBS</i>   |
| Executive Director Approval<br><i>Thomas C. Belton</i>  | Date of Approval<br>3-27-86 | Date of Report<br>March 14, 1986  |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report    Financial Impact |                             | <input checked="" type="checkbox"/> Yes (See Analysis per details)<br><input type="checkbox"/> No |

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

ISSUE: Continuation of POST contracts with Cooperative Personnel Services and the State Personnel Board to administer and score the POST entry-level reading and writing tests during fiscal year 1986/87.

BACKGROUND: For the past several years, the Commission has authorized that the POST entry-level reading and writing tests be made available to agencies in the POST program free of charge. In addition, for each of the last two years the Commission has authorized that the test be administered to all entering basic recruits for a six month period, thereby permitting an evaluation of the impact of POST's reading and writing requirements for entry-level employment. During this time, yearly increases have been experienced with regard to the use of the tests for entry-level selection, and yearly improvements have been experienced with regard to the reading and writing skills of entry-level officers. All test administration and scoring services associated with academy recruit testing and local agency use of the tests for entry-level selection have been provided to POST under contracts with the State Personnel Board and Cooperative Personnel Services.

ANALYSIS: All contract services have been acceptable. In addition, POST lacks both the personnel resources and the equipment necessary to perform the services being provided under contract. Current year contracts for test administration and scoring services are shown below. Also shown are proposed contract amounts for FY 86/87.

| <u>Contractor</u>     | <u>Services</u>  | <u>Current Year Contracts (FY 85/86)</u> | <u>Proposed FY 86/87 Contracts</u> |
|-----------------------|--|--|------------------------------------|
| State Personnel Board | Scan answer sheets/<br>generate computer<br>printouts of results | \$20,000                                 | \$20,000                           |

| <u>Contractor</u>                 | <u>Services</u>   | <u>Current Year<br/>Contracts (FY 85/86)</u> | <u>Proposed FY 86/87<br/>Contracts</u> |
|-----------------------------------|---|--|--|
| Cooperative Personnel<br>Services | Printing, cleaning,<br>mailing, inventory-<br>ing, etc. of all test<br>booklets; performing<br>all other administrative<br>activities (with excep-<br>tion of answer sheet<br>scanning) associated<br>with use of tests by<br>local agencies  | \$74,300                                     | \$124,765                              |
| Cooperative Personnel<br>Services | All administrative<br>activities, including<br>actual administration<br>of tests (but exclud-<br>ing answer sheet scan-<br>ning), associated with<br>testing of all entering<br>academy cadets for a<br>6-month period (result-<br>ing data used to<br>evaluate impact of<br>reading and writing<br>requirements) | \$16,764                                     | \$ 13,330                              |
|                                   |   | <u>TOTAL: \$111,064</u>                      | <u>\$158,095</u>                       |

Under the proposed contracts, POST would again conduct testing of all academy recruits for a 6 month period to permit evaluation of the impact of POST's reading and writing testing requirements for entry-level employment.

All proposed FY 86/87 contracts contain labor cost increases of 5%. The reduction in total contract costs for the 6 month academy testing program is due in part to the fact that more academies are using the POST tests to screen potential academy cadets and thus the cadets attending the academies need not be retested by POST. The increases in costs for local agency use of the tests is due, in large part, to the continued increased use of the tests Statewide for entry-level selection. The degree of such increases, in terms of number of job applicants screened with the POST tests during FY 86/87, is projected to be 35 percent.

- RECOMMENDATIONS: 1. Authorize the Executive Director to sign a contract with the State Personnel Board for the scoring of the POST reading and writing tests during FY 86/87, for an amount not to exceed \$ 20,000.

2. Authorize the Executive Director to sign the following contracts with Cooperative Personnel Services for the administration of the POST reading and writing tests during FY 86/87:

Six-month Academy Testing Program: \$ 13,330

Local Agency Screening Program: \$ 124,765

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

|   |                            |   |
|---|----------------------------|---|
| Agenda Item Title<br>Computer Contract with Four-Phase Systems, Inc.  |                            | Meeting Date<br>April 24, 1986  |
| Bureau<br>Information Services  | Reviewed By                | Researched By<br>George W. Williams <i>(Signature)</i>  |
| Executive Director Approval<br><i>Norman C. Boehm</i>   | Date of Approval<br>4/7/86 | Date of Report<br>3-27-86   |
| Purpose:<br><input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report |                            | Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No |

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

ISSUE

Authorize staff to negotiate a contract with Four-Phase Systems, Incorporated, for computer services during fiscal year 1986/87.

BACKGROUND

For a number of years the State has had a master agreement with Four-Phase, Inc. for lease/maintenance of equipment; this agreement expires June 30, 1986 and the State has no plans to renew it. POST has a lease/maintenance contracts with Four-Phase Systems, Inc., for the current fiscal year of approximately \$81,000. This contract is a three-year commitment which began in Fiscal Year 1983/84. As a consequence of these events, POST must arrange a new contractual relationship with Four-Phase, Inc., effective July 1, 1986.

ANALYSIS

Staff is working to assure that in Fiscal Year 1986/87, following approval of the feasibility study that has been completed by the Arthur Young consultants, that POST can begin the procurement, installation, implementation and testing of its new computer system. Until POST's antiquated Four-Phase computer is replaced by the new computer system that has been determined to be operational, we must either purchase or lease the Four-Phase computer and provide for its maintenance. POST has been provided two basic options: (1) the purchase of the computer for \$76,150 plus tax plus monthly maintenance of \$1881 (plus 8.5 % interest on the declining balance if payment is made on the basis of a year or longer); or (2) lease on a monthly basis at \$10,099 (which includes maintenance). At about the 10th month of leasing, the purchase price would have been exceeded. The cost of the purchase of the computer can be further reduced by making the purchase effective May 1, 1986 thus avoiding our current monthly lease payments of \$6700—a saving of \$13,400. We estimate that the Four-Phase computer will be needed for approximately a year to provide necessary services until the new computer is fully operational. We anticipate that the Four-Phase computer can be sold at that time, which would further offset the cost of its purchase. Were we to lease the computer there would be no recovery of expenses when the lease is terminated.

RECOMMENDATION

Authorize the Executive Director to negotiate an agreement not to exceed \$110,000 with Four-Phase Systems, Incorporated, for the purchase and services for the Four-Phase computer.

| ISSUE   | Future Issues Binder Tab | INITIAL FINDING  | SUGGESTED ACTION   |
|---|--------------------------|--|--|
| Ensuring Growth of POTF   | A                        | Climate not favorable for accumulating surplus funds. Law enforcement needs all available funds now.   | (1) Seek elimination now of "sunset" established for a portion of POST funding scheduled to take effect in January 1986.<br>(2) Explore possibility of a foundation with report back to L.R.P.C.   |
| Alternative strategies in POST fund   | B                        |  | (1) Staff to prepare analysis of alternative law enforcement training funding approaches as:<br>a) per capita subvention<br>b) grant program<br>c) reimbursement program (including pro & con)<br>(2) Field reaction to automated reimbursement should be evaluated.<br>(3) White paper on encouraging local government to use revolving fund accounting techniques for POST funds to be prepared. |
| Assuring competent and sufficient POST staffing                                   | C                        | It is staff's responsibility to recommend needed staffing levels and expertise, e.g., recent addition of technical and research personnel.   | Commission will consider, monitor, and lend support as indicated.  |
| Acquiring short-term staff expertise  | D                        | Tapping expertise from agencies or private sector is a good idea as the need arises.   | Resolve questions: What is meant by<br>Obj. 3 "Reduce full-time staff needs in speciality areas"<br>Obj. 4 "Eliminate need to deliver a product for which the Commission is actually setting standards."   |
| Which peace officers in POST?   | E                        | Policy now is not to oppose groups who come in with new money. State agencies should be discussed at this time. Information to be developed. | Feasibility Study regarding bringing all peace officers into the program within five years.  |
| Private security & private patrol in POST   | F                        | This is being handled by the Dept. of Consumer Affairs.  | Commission could help Consumer Affairs with its thought and expertise. Look at issue again after all peace officers in program.  |
| Future training for private patrol & security                                     | G                        | Consumer Affairs' responsibility   |  |
| What selection criteria should be developed for peace officers                    | H                        | The Commission is conducting research in reading, writing, education, vision, hearing, emotional stability, and physical agility.            | Evaluate results.  |
| Pre-employment training Requirement   | I                        | Complex issue.   | Continue study.  |
| Future of certificate   | J                        | Complex issue.   | Continue study.  |
| Compliance inspection to improve quality of trainers, agencies, and institutions  | K                        | This is a good idea, esp. course outlines, agency adherence, trainees, quality, and availability of equipment, etc.                          | Specific quality control plans could be developed.   |
| What type of certificates in future?  | L                        | Complex issue.   | Additional review & development needed. Unless overriding need is shown, present system should continue.   |
| What personnel records should be kept by POST?                                    | M                        | L.R.P.C. agreed that certain personnel records should be maintained by POST.   | A plan should be developed--including an information system data base approach. Concept to be brought back to L.R.P.C.   |
| Optimum working library   | N                        | Idea of a comprehensive library to be planned, developed & maintained a good one.  | Proposal study to be done to assess costs, benefits, including ease of use and access.   |
| Assistance in field operations research needed                                    | O                        |  | Support the idea. The Command College is to be the primary vehicle.  |
| Types of management counseling studies  | P                        | L.R.P.C. concurs and notes that the present system is being viewed as helpful and positive.  |  |
| "Real Time" training needs assessment system requiring training plans of agencies | Q                        | Planning of training a part of POST's management system but not done in-depth.   | Staff to develop a pilot program design and return it to L.R.P.C. for further discussion & evaluation before submittal to full Commission.   |
| Training delivery system in 5 or 10 years   | R                        | More information will be needed.   | Continue study.  |
| No reimbursement for after promotion required training                            | S<br>T<br>U              | Sympathetic with the idea but present system allows needed flexibility.  |  |
| Future of executive training  | V                        | Adequately being addressed by Executive course, law enforcement executive series, and Command College.                                       |  |
| Needs to keep officers' training current  | W                        | Agree in principle.  | Approach to improving in-service training, including use of new technology, roll-call training, and structured AG alternative to be investigated.  |
| Future of FTO programs  | X                        | POST should continue to be active in the development of FTO  | Ideas for thought:<br>• Implication of FTO as screening device<br>• evaluation of effectiveness of current FTO programs<br>• POST FTO guidelines to be improved and updated.   |
| Future Training Reserves.   | Y                        | More information needed.   | Continue study.  |

| ISSUE   | Future Issues Binder Tab | INITIAL FINDING  | ACTIONS TAKEN  |
|---|--------------------------|--|--|
| Ensuring Growth of POTF   | A                        | Climate not favorable for accumulating surplus funds. Law enforcement needs all available funds now.   | 1. Completed elimination of partial funding "sunset."<br>2. Preliminary exploration of a foundation indicates that it would be difficult for the Commission or Commission staff itself to begin this. Private individuals might do it. Nothing more has been done.                                 |
| Alternative strategies in POST fund   | B                        |  | Of the alternatives noted, the most salient one was the preparation a white paper encouraging local government to use revolving fund accounting techniques for POST funds. That has not been done, but POST can work something up for <u>Western City</u> magazine or other suitable publications. |
| Assuring competent and sufficient POST staffing                                   | C                        | It is staff's responsibility to recommend needed staffing levels and expertise, e.g., recent addition of technical and research personnel.   | We are hiring high-caliber, highly qualified personnel throughout POST staff as positions become available for filling.  |
| Acquiring short-term staff expertise  | D                        | Tapping expertise from agencies or private sector is a good idea as the need arises.   | We have made use of Requests for Proposals to get the best and most economical expertise for specialty items. In addition, the POST Management Fellowship program provides short-term expertise from the field.  |
| Which peace officers in POST?   | E                        | Policy now is not to oppose groups who come in with new money. State agencies should be discussed at this time. Information to be developed. | By 1990, a feasibility study on bringing all peace officers into the POST program can be completed.  |
| Private security & private patrol in POST   | F                        | This is being handled by the Dept. of Consumer Affairs.  | The Commission, at its January 1986 meeting, decided to take a more active look at this matter.  |
| Future training for private patrol & security                                     | G                        | Consumer Affairs' responsibility   | Part of the above item.  |
| What selection criteria should be developed for peace officers                    | H                        | The Commission is conducting research in reading, writing, education, vision, hearing, emotional stability, and physical agility.            | Since 1984, the Commission has adopted standards for reading and writing, education, emotional stability and physical ability in addition to guidelines for vision and hearing. Results are still being evaluated but look favorable.  |
| Pre-employment training Requirement   | I                        | Complex issue.   | Under continuing review.   |
| Future of certificate   | J                        | Complex issue.   | This was determined to be a complex issue. Field opinion will be gathered as part of an upcoming field needs survey.   |
| Compliance inspection to improve quality of trainers, agencies, and institutions  | K                        | This is a good idea, esp. course outlines, agency adherence, trainees, quality, and availability of equipment, etc.                          | Specific quality control plans (course reviews, program evaluation, instructor update workshops, etc.) are being implemented and can be improved through planned, updated CEI's, computerized tracking, follow-up evaluations.   |
| What type of certificates in future?  | L                        | Complex issue.   |  |
| What personnel records should be kept by POST?                                    | M                        | L.R.P.C. agreed that certain personnel records should be maintained by POST.   | This is, in large part, being addressed in the new computer study by POST, which will include a data base information system approach.   |
| Optimum working library   | N                        | Idea of a comprehensive library to be planned, developed & maintained a good one.  |  |
| Assistance in field operations research needed                                    | O                        |  | The POST Command College is now operational and is complemented by the POST Management Fellowship Program.   |
| Types of management counseling studies  | P                        | L.R.P.C. concurs and notes that the present system is being viewed as helpful and positive.  |  |
| "Real Time" training needs assessment system requiring training plans of agencies | Q                        | Planning of training a part of POST's management system but not done in-depth.   |  |
| Training delivery system in 5 or 10 years   | R                        | More information will be needed.   |  |
| No reimbursement for after promotion required training                            | S<br>T<br>U              | Sympathetic with the idea but present system allows needed flexibility.  |  |
| Future of executive training  | V                        | Adequately being addressed by Executive course, law enforcement executive series, and Command College.                                       |  |
| Needs to keep officers' training current  | W                        | Agree in principle.  | A structured alternative has been developed and is now being pilot-te  |
| Future of FTO programs  | X                        | POST should continue to be active in the development of FTO  | POST FTO guidelines have been improved and updated.  |
| Future Training Reserves  | Y                        | More information needed  |  |



Commission on Peace Officer Standards and Training  
Legislative Review Committee Meeting  
April 24, 1986, 9 a.m.  
Sacramento Hilton Hotel, Board Room

AGENDA

1. Status Report
2. New Legislation
  - AB 2702 (LaFollette) - Hazardous Substance Training
  - AB 2791 (Davis) - Missing Person Training
  - AB 2916 (Stirling) - Missing Person Training
  - AB 3883 (Hill) - Firearms for Training Purposes
  - AB 3945 (Sher) - Corrections Training and Research
  - SB 2463 (Richardson) - Child Welfare Worker Training
  - SCR 67 (Seymour) - Physical Fitness Program Standards
3. Open Discussion
4. Adjournment

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BILL-FILE - COMMISSION ON POST-MASTER  
COMMENTS -ACTIVE LEG  
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| BILL NO | AUTHOR      | TITLE   | SUBJECT    | POSITION   | COMMENTS   |
|---------|-------------|---|------------|------------|------------|
| AB 1988 | WATERS, N   | CRIMINAL TRIALS AND INVESTIGATIONS                  | POST RELAT | NEUTRAL    | ACTIVE LEG |
| AB 2156 | KLEHS       | PEACE OFFICER TRAINING.                             | TRAINING   | SUPPORT    | ACTIVE LEG |
| AB 2702 | LAFOLLETTE  | HAZARDOUS SUBSTANCES:<br>INCIDENT RESPONSE TRAINING | TRAINING   | NOT CONSID | ACTIVE LEG |
| AB 2791 | DAVIS, G    | CHILDREN  | TRAINING   | NOT CONSID | ACTIVE LEG |
| AB 2916 | STIRLING, L | MISSING AND EXPLOITED CHILDREN                      | TRAINING   | NOT CONSID | ACTIVE LEG |
| AB 3883 | HILL        | FIREARMS  | TRAINING   | NOT CONSID | ACTIVE LEG |
| AB 3945 | SHER        | CORRECTIONAL TRAINING AND RESEARCH                  | FUNDING    | NOT CONSID | ACTIVE LEG |
| SB 159  | FRESLEY     | ELECTRONIC SURVEILLANCE                             | TRAINING   | SUPPORT    | ACTIVE LEG |
| SB 1374 | KEENE       | FINES AND FORFEITURES: CALIFORNIA HIGHWAY PATROL    | FUNDING    | NEUTRAL    | ACTIVE LEG |
| SB 2463 | RICHARDSON  | CHILD WELFARE SERVICES: EMPLOYEE TRAINING           | TRAINING   | NOT CONSID | ACTIVE LEG |
| SCR 53  | DILLS       | PENALTY ASSESSMENTS: TRAFFIC ASSESSMENTS            | FUNDING    | NEUTRAL    | ACTIVE LEG |
| SCR 67  | SEYMOUR     | PEACE OFFICER STANDARDS AND TRAINING                | STANDARDS  | NOT CONSID | ACTIVE LEG |

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 BILL-FILE - COMMISSION ON POST-MASTER  
 COMMENTS - INFO LEG  
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| BILL NO | AUTHOR      | TITLE   | SUBJECT   | POSITION | COMMENTS |
|---------|-------------|---|-----------|----------|----------|
| AB 277  | STIRLING, L | CORRECTIONS RESEARCH AND TRAINING                                   | GENERAL   | NONE     | INFO LEG |
| AB 588  | FERGUSON    | COUNTY OFFICERS: CORONER, SHERIFF                                   | GENERAL   | NONE     | INFO LEG |
| AB 1981 | WATERS, M   | CHILD ABUSE STUDY   | GENERAL   | NONE     | INFO LEG |
| AB 2657 | ELDER       | HAZARDOUS WASTE: ENFORCEMENT TRAINING PROGRAM                       | STND/TRNG | NONE     | INFO LEG |
| AB 2659 | LANCASTER   | PUBLIC EMPLOYEES  | GENERAL   | NONE     | INFO LEG |
| AB 2692 | HARRIS      | ILLEGAL DRUG LABORATORIES   | TRAINING  | NONE     | INFO LEG |
| AB 2819 | CALDERON    | PEACE OFFICERS: TRANSIT DISTRICTS: RESERVE<br>POLICE OFFICERS       | GENERAL   | NONE     | INFO LEG |
| AB 2867 | FLOYD       | STATE POLICE OFFICER/FIREFIGHTER MEMBERS OF PERS:<br>LOTTERY AGENTS | GENERAL   | NONE     | INFO LEG |
| AB 4062 | WATERS, M   | PENAL LAW: VICTIMS AND WITNESSES                                    | TRAINING  | NONE     | INFO LEG |
| AB 4196 | FLOYD       | DEPUTY LABOR COMMISSIONERS: PEACE OFFICERS                          | GENERAL   | NONE     | INFO LEG |
| SB 1048 | TORRES      | ENVIRONMENTAL AFFAIRS AGENCY: DEPARTMENT OF<br>WASTE MANAGEMENT     | GENERAL   | NONE     | INFO LEG |
| SB 1402 | ROBERTI     | ANIMALS: CRUELTY TO: HUMANE OFFICERS:<br>SCIENTIFIC RESEARCH        | GENERAL   | NONE     | INFO LEG |
| SB 1850 | NIELSEN     | PEACE OFFICERS  | GENERAL   | NONE     | INFO LEG |
| SB 2079 | MARKS       | CRIMINAL STATISTICS   | GENERAL   | NONE     | INFO LEG |
| SB 2084 | MARKS       | PEACE OFFICERS  | GENERAL   | NONE     | INFO LEG |
| SB 2533 | LOCKYER     | PEACE OFFICERS  | GENERAL   | NONE     | INFO LEG |

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 BILL-FILE - COMMISSION ON POST-MASTER  
 COMMENTS - ACTIVE LEG  
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AB 1988 CRIMINAL TRIALS AND INVESTIGATIONS  
 WATERS, N

SUMMARY: UNDER EXISTING LAW AND UNTIL JANUARY 1, 1989,  
 02/11/86 COUNTIES WITH A POPULATION OF 300,000 OR LESS MAY  
 RECEIVE REIMBURSEMENT FROM THE STATE, WITHOUT  
 REGARD TO FISCAL YEAR, OF 90% OF THE COSTS  
 INCURRED BY THE COUNTY FOR EACH HOMICIDE TRIAL OR  
 HEARING.  
 THIS BILL WOULD ALLOW A COUNTY WITH A POPULATION  
 OF 150,000 OR LESS TO OBTAIN REIMBURSEMENT, REVISE  
 THE AMOUNT OF REIMBURSEMENT THAT A COUNTY FOR ANY  
 AND ALL HOMICIDE TRIALS.

URGENCY FISCAL

NOTES: REQUIRES POST TO REVISE CHILD ABUSE GUIDELINES

STATUS: CHAPTERED 84-32

| SUBJECT    | POSITION | COMMENTS   |
|------------|----------|------------|
| POST RELAT | NEUTRAL  | ACTIVE LEG |

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 AB 2156 PEACE OFFICER TRAINING.  
 KLEHS

SUMMARY: EXISTING LAW REQUIRES THE TRAINING OF PEACE  
 01/06/86 OFFICERS AND TO ALLOW REQUIRED TRAINING TO BE  
 OBTAINED AT APPROVED INSTITUTIONS. IN LIEU OF  
 TRAINING AT AN INSTITUTION, THE COMMISSION IS  
 REQUIRED TO PROVIDE THE OPPORTUNITY FOR TESTING  
 OF THOSE PERSONS WHO HAVE ACQUIRED PRIOR  
 EQUIVALENT PEACE OFFICER TRAINING AND ARE UNDER  
 CONSIDERATION FOR HIRE BY AN AGENCY PARTICIPATING  
 IN THE PEACE OFFICER STANDARDS AND TRAINING  
 (POST) PROGRAM. THIS BILL WOULD DELETE THE  
 REQUIREMENT THAT PERSONS ELIGIBLE FOR TESTING  
 MUST BE UNDER CONSIDERATION FOR HIRE BY AN AGENCY  
 PARTICIPATING IN THE POST PROGRAM.

NOTES: TO BE AMENDED TO INCLUDE SECTION DELETING "LIMIT OF  
 CONSIDERATION FOR HIRE BY AGENCY IN POST PROGRAM" TO  
 TAKE FORCE

STATUS: CHAPTERED 84-32

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 \* COMMISSION ON POST 04/08/86 SUMMARY REPORT \*  
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 BILL-FILE - COMMISSION ON POST-MASTER  
 COMMENTS - ACTIVE LEG  
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| SUBJECT  | POSITION | COMMENTS   |
|----------|----------|------------|
| TRAINING | SUPPORT  | ACTIVE LEG |

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 AB 2702 HAZARDOUS SUBSTANCES;  
 LAFOLLETTE INCIDENT RESPONSE TRAINING

SUMMARY: 03/12/86 THIS BILL WOULD REQUIRE THE OFFICE OF EMERGENCY SERVICES TO ESTABLISH THE CALIFORNIA HAZARDOUS SUBSTANCES INCIDENT RESPONSE TRAINING AND EDUCATION PROGRAM.

URGENCY FISCAL

STATUS: ASSEMBLY COMMITTEE ON WAYS & MEANS

| SUBJECT  | POSITION   | COMMENTS   |
|----------|------------|------------|
| TRAINING | NOT CONSID | ACTIVE LEG |

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 AB 2791 CHILDREN  
 DAVIS, G

SUMMARY: 03/12/86 THIS BILL WOULD ESTABLISH REQUIREMENTS REGARDING CHILD ABUSE NEGLECT, TRANSFER OF RECORDS, A STATEWIDE MISSING CHILDREN INFORMATION COMPUTER SYSTEM, CHILD CUSTODY ORDERS, TRAINING AGENCIES IN TRAINING MISSING CHILDREN, THE ABDUCTION OF CHILDREN, AND LICENSED ADOPTION AGENCIES.

FISCAL STATE-MANDATED

CALENDAR: 04/15/86 ASSEMBLY COMMITTEE ON JUDICIARY  
 # 4 Room 126 9 a.m.

STATUS: ASSEMBLY COMMITTEE ON JUDICIARY

| SUBJECT  | POSITION   | COMMENTS   |
|----------|------------|------------|
| TRAINING | NOT CONSID | ACTIVE LEG |

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 \* COMMISSION ON POST 04/08/86 SUMMARY REPORT \*  
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 BILL-FILE - COMMISSION ON POST-MASTER  
 COMMENTS - ACTIVE LEG  
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AB 2914 MISSING AND EXPLOITED CHILDREN  
 STIRLING, I.

SUMMARY: THIS BILL WOULD PRESCRIBE AND REVISE THE DUTIES  
 03/17/86 OF LOCAL LAW ENFORCEMENT AGENCIES WITH RESPECT  
 TO REPORTS INVOLVING MISSING MINORS. IT WOULD  
 REQUIRE STATE AND LOCAL LAW ENFORCEMENT AGENCIES  
 TO MAKE PUBLIC CERTAIN INFORMATION RELATING  
 TO MISSING PERSONS.

FISCAL STATE-MANDATED

STATUS: ASSEMBLY COMMITTEE ON WAYS & MEANS

| SUBJECT  | POSITION   | COMMENTS   |
|----------|------------|------------|
| TRAINING | NOT CONSID | ACTIVE LEG |

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 AB 3883 FIREARMS  
 BILL

SUMMARY: THIS BILL WOULD AUTHORIZE THE RELEASE OF FIREARMS  
 OR PARTS OF FIREARMS WHICH ARE SUBJECT TO  
 DESTRUCTION PURSUANT TO LAW, TO A BASIC  
 TRAINING ACADEMY SO THAT THE FIREARMS MAY BE USED  
 FOR INSTRUCTIONAL PURPOSES IN COURSES CERTIFIED  
 BY THE COMMISSION ON PEACE OFFICER STANDARDS  
 AND TRAINING.

CALENDAR: 05/05/86 ASSEMBLY COMMITTEE ON PUBLIC SAFETY  
 # 4 Room 44 1:30 p.m.

STATUS: ASSEMBLY COMMITTEE ON PUBLIC SAFETY

| SUBJECT  | POSITION   | COMMENTS   |
|----------|------------|------------|
| TRAINING | NOT CONSID | ACTIVE LEG |

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 BILL-FILE - COMMISSION ON POST-MASTER  
 COMMENTS - ACTIVE LEG  
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AB 3945 CORRECTIONAL TRAINING AND RESEARCH  
 CHER

SUMMARY: THIS BILL WOULD REDUCE THE PERCENTAGE OF MONEYS  
 IN THE ASSESSMENT FUND ALLOCABLE MONTHLY TO THE  
 DRIVER TRAINING PENALTY ASSESSMENT FUND FROM  
 29.73% TO 15.35%, WITH 12.20% GOING TO THE  
 STATE CORRECTIONS TRAINING FUND.

FISCAL

STATUS: ASSEMBLY COMMITTEE ON WAYS & MEANS

| SUBJECT | POSITION   | COMMENTS   |
|---------|------------|------------|
| FUNDING | NOT CONSID | ACTIVE LEG |

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 SB 159 ELECTRONIC SURVEILLANCE  
 PRESLEY

SUMMARY: 09/13/85 EXISTING LAW GENERALLY PROHIBITS ELECTRONIC  
 EAVESDROPPING OR RECORDING OF CONFIDENTIAL  
 COMMUNICATIONS WITH CERTAIN EXCEPTIONS FOR  
 CERTAIN LAW ENFORCEMENT OFFICERS. THIS BILL  
 WOULD ALSO AUTHORIZE THE INTERCEPTION OF WIRE  
 OR ORAL COMMUNICATIONS BY CERTAIN LAW ENFORCE-  
 MENT OFFICERS UNDER SPECIFIED JUDICIAL  
 AUTHORIZATION PROCEDURES. ANY VIOLATION OF THESE  
 PROVISIONS WOULD BE PUNISHABLE AS A MISDEMEANOR  
 OR FELONY, AND PERSONS AGGRIEVED BY A VIOLATION  
 WOULD HAVE A CIVIL CAUSE OF ACTION FOR DAMAGES, AS  
 SPECIFIED.

FISCAL STATE-MANDATED

NOTES: REQUIRES POST TO PROVIDE TRAINING

STATUS: ASSEMBLY COMMITTEE ON PUBLIC SAFETY

| SUBJECT  | POSITION | COMMENTS   |
|----------|----------|------------|
| TRAINING | SUPPORT  | ACTIVE LEG |

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 BILL-FILE - COMMISSION ON POST-MASTER  
 COMMENTS - ACTIVE LEG  
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SB 1374 FINES AND FORFEITURES: CALIFORNIA HIGHWAY PATROL  
 KEENE

SUMMARY: THIS BILL WOULD ESTABLISH A PENALTY ASSESSMENT  
 05/29/85 OF \$1 FOR EVERY \$10 OR FRACTION THEREOF FOR  
 CRIMINAL OFFENSES, INCLUDING VEHICLE CODE OFFENSES  
 TO BE DEPOSITED IN THE CALIFORNIA HIGHWAY PATROL  
 EDUCATIONAL TRAINING FUND.  
 THUS IMPOSING A STATE MANDATED LOCAL PROGRAM BY  
 REQUIRING A HIGHER LEVEL OF EXISTING SERVICES.

FISCAL STATE-MANDATED

NOTES: ADDS ANOTHER \$1 TO PENALTY ASSESSMENT FOR CHV

STATUS: ASSEMBLY COMMITTEE ON PUBLIC SAFETY

| SUBJECT | POSITION | COMMENTS   |
|---------|----------|------------|
| PENDING | NEUTRAL  | ACTIVE LEG |

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 SB 2463 CHILD WELFARE SERVICES: EMPLOYEE TRAINING  
 RICHARDSON

SUMMARY: EXISTING LAW REQUIRES THE COMMISSION ON PEACE  
 OFFICER STANDARDS AND TRAINING TO PREPARE AND  
 IMPLEMENT AN OPTIONAL COURSE OF TRAINING OF  
 SPECIALISTS IN THE INVESTIGATION OF CASES IN WHICH  
 A MINOR IS A VICTIM OF AN ACT OF ABUSE OR NEGLECT  
 PROHIBITED BY THE PENAL CODE. THIS BILL  
 WOULD REQUIRE THE COMMISSION ON PEACE  
 OFFICER STANDARDS TO ESTABLISH A TASK FORCE TO  
 ADAPT THE CURRICULUM FOR AN THIS OPTIONAL COURSE  
 OF TRAINING TO THE NEEDS OF SOCIAL WORKERS  
 EMPLOYED IN COUNTY CHILD WELFARE SERVICES.

FISCAL STATE-MANDATED

CALENDAR: 04/15/86 SENATE COMMITTEE ON JUDICIARY  
 # 47 ROOM 4808 1:30 p.m.

STATUS: SENATE COMMITTEE ON JUDICIARY

| SUBJECT  | POSITION   | COMMENTS   |
|----------|------------|------------|
| TRAINING | NOT CONSID | ACTIVE LEG |



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 \* COMMISSION ON POST 04/08/86 SUMMARY REPORT \*  
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 BILL-FILE - COMMISSION ON POST-MASTER  
 COMMENTS - ACTIVE LEG  
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SCR 53 PENALTY ASSESSMENTS: TRAFFIC ASSESSMENTS  
 DILLS

SUMMARY: THIS MEASURE WOULD REQUEST THE JUDICIAL COUNCIL TO ESTABLISH A COMMITTEE TO STUDY AND REPORT TO THE LEGISLATURE REGARDING THE USE OF PENALTY ASSESSMENTS ON TRAFFIC AND OTHER VIOLATIONS, AS SPECIFIED.

FISCAL

STATUS: SENATE COMMITTEE ON JUDICIARY

| SUBJECT | POSITION | COMMENTS   |
|---------|----------|------------|
| FUNDING | NEUTRAL  | ACTIVE LEG |

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 SCR 47 PEACE OFFICER STANDARDS AND TRAINING  
 SEYMOUR

SUMMARY: THIS MEASURE WOULD DIRECT THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING TO UNDERTAKE NECESSARY MEASURES IN ORDER THAT THE CALIFORNIA HIGHWAY PATROL'S PHYSICAL FITNESS PROGRAM MAY BE MODIFIED FOR USE BY LOCAL LAW ENFORCEMENT AGENCIES. IT WOULD DIRECT CERTAIN STATE AGENCIES TO COOPERATE IN THE DEVELOPMENT OF THAT PHYSICAL FITNESS PROGRAM. ALLOW THE COMMISSION IN COOPERATION WITH STATE AND LOCAL LAW ENFORCEMENT AGENCIES TO OPERATE A PILOT PROGRAM AND DIRECT THE COMMISSION TO REPORT TO THE LEGISLATURE ON OR BEFORE JANUARY 1, 1988, CONCERNING THE DEVELOPMENT OF THE PROGRAM.

FISCAL

STATUS: SENATE COMMITTEE ON JUDICIARY

| SUBJECT   | POSITION   | COMMENTS   |
|-----------|------------|------------|
| STANDARDS | NOT CONSID | ACTIVE LEG |

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 BILL-FILE - COMMISSION ON POST-MASTER  
 COMMENTS - INFO LEG  
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AB 277 CORRECTIONS RESEARCH AND TRAINING  
 STIRLING, L

SUMMARY: THIS BILL WOULD REQUEST THE REGENTS OF THE  
 08/23/85 UNIVERSITY OF CALIFORNIA, IN COOPERATION WITH THE  
 CALIFORNIA STATE UNIVERSITY, THE CALIFORNIA  
 COMMUNITY COLLEGES, THE CALIFORNIA POSTSECONDARY  
 EDUCATION COMMISSION, AND THE DEPARTMENT OF  
 CORRECTIONS, TO UNDERTAKE A STUDY TO IDENTIFY  
 RESEARCH AND TRAINING NEEDS IN THE FIELD OF  
 CORRECTIONS.

FISCAL

CALENDAR: 04/08/86 IN SENATE--INACTIVE FILE  
 # 34 9 A.M.

STATUS: IN SENATE--INACTIVE FILE

| SUBJECT | POSITION | COMMENTS |
|---------|----------|----------|
| GENERAL | NONE     | INFO LEG |

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 AB 588 COUNTY OFFICERS: CORONER, SHERIFF  
 FERGUSON

SUMMARY: THIS BILL WOULD DELETE THE AUTHORITY OF COUNTIES  
 04/22/85 HAVING A POPULATION OF 200,000 OR MORE TO COMBINE  
 THE OFFICES OF SHERIFF AND CORONER AND IN THOSE  
 COUNTIES WOULD PROHIBIT A PERSON WHO HOLDS OFFICE  
 AS CORONER OR MEDICAL EXAMINER FROM, AT THE SAME  
 TIME, SERVING AS SHERIFF OR DEPUTY SHERIFF OF THE  
 SAME COUNTY.

FISCAL STATE-MANDATED

STATUS: ASSEMBLY COMMITTEE ON LOCAL GOVERNMENT

| SUBJECT | POSITION | COMMENTS |
|---------|----------|----------|
| GENERAL | NONE     | INFO LEG |

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 \* COMMISSION ON POST 04/08/86 SUMMARY REPORT \*  
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 BILL-FILE - COMMISSION ON POST-MASTER  
 COMMENTS - INFO LEG  
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AB 1981 CHILD ABUSE STUDY  
 WATERS, W

SUMMARY: THIS BILL WOULD REQUIRE THE DEPARTMENT OF JUSTICE  
 01/27/86 TO STUDY CURRENT CHILD ABUSE INVESTIGATIVE AND  
 INTERVIEW PRACTICES AND TO REPORT THEREON TO THE  
 LEGISLATURE, WITH ITS RECOMMENDATIONS, BY JULY 1,  
 1987.

FISCAL

STATUS: SENATE COMMITTEE ON JUDICIARY

| SUBJECT | POSITION | COMMENTS |
|---------|----------|----------|
| GENERAL | NONE     | INFO LEG |

-----  
 AB 2657 HAZARDOUS WASTE: ENFORCEMENT TRAINING PROGRAM  
 ELDER

SUMMARY: THIS BILL WOULD ESTABLISH THE COMMISSION ON  
 HAZARDOUS WASTE ENFORCEMENT TRAINING WITHIN THE  
 DEPARTMENT OF HEALTH SERVICES.

FISCAL

CALENDAR: 04/09/86 ASSEMBLY COMMITTEE ON ENVIRONMENTAL SAFETY  
 # 1 Room 444 6:30 p.m.

STATUS: ASSEMBLY COMMITTEE ON ENVIRONMENTAL SAFETY

| SUBJECT   | POSITION | COMMENTS |
|-----------|----------|----------|
| STND/TRNG | NONE     | INFO LEG |

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 \* COMMISSION ON POST                      04/08/86                      SUMMARY REPORT \*  
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 BILL-FILE - COMMISSION ON POST-MASTER  
 COMMENTS - INFO LEG  
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AB 4062                      PENAL LAW: VICTIMS AND WITNESSES  
 WATERS, N

SUMMARY:                      THIS BILL WOULD APPROPRIATE \$200,000 FROM THE  
                                  VICTIM-WITNESS ASSISTANCE FUND TO THE OFFICE OF  
                                  CRIMINAL JUSTICE PLANNING FOR THE ESTABLISHMENT OF  
                                  A STATEWIDE VICTIM-WITNESS TRAINING CENTER FOR THE  
                                  PROVISION OF COMPREHENSIVE STANDARDIZED TRAINING  
                                  TO VICTIM AND WITNESS SERVICE PROVIDERS.

FISCAL

CALENDAR:                      04/14/86    ASSEMBLY COMMITTEE ON PUBLIC SAFETY  
                                  # 60 Room 447                      1:30 p.m.

STATUS:                      ASSEMBLY COMMITTEE ON PUBLIC SAFETY

| SUBJECT  | POSITION | COMMENTS |
|----------|----------|----------|
| TRAINING | NONE     | INFO LEG |

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 AB 4196                      DEPUTY LABOR COMMISSIONERS: PEACE OFFICERS  
 FLOYD

SUMMARY:                      THIS BILL WOULD PROVIDE THAT ALL INVESTIGATORS  
 04/02/86                      AND DEPUTY LABOR COMMISSIONERS IN THE FIELD  
                                  ENFORCEMENT UNIT HAVE THE AUTHORITY OF PEACE  
                                  OFFICERS, PROVIDED THAT THE PRIMARY DUTY OF THE  
                                  PEACE OFFICER IS THE ENFORCEMENT OF THE LAW WITHIN  
                                  THE RESPONSIBILITY OF THE FIELD ENFORCEMENT UNIT.

FISCAL

CALENDAR:                      04/09/86    ASSEMBLY COMMITTEE ON PUBLIC EMPLOYEES  
                                  # 19 Room 437                      9 a.m.

STATUS:                      ASSEMBLY COMMITTEE ON PUBLIC EMPLOYEES

| SUBJECT | POSITION | COMMENTS |
|---------|----------|----------|
| GENERAL | NONE     | INFO LEG |

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\* COMMISSION ON POST 04/04/86 SUMMARY REPORT \*  
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BILL-FILE - COMMISSION ON POST-MASTER  
COMMENTS - INFO LEG  
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SB 1048 ENVIRONMENTAL AFFAIRS AGENCY: DEPARTMENT OF  
TORRES WASTE MANAGEMENT

SUMMARY: THIS BILL WOULD REPEAL THE AUTHORITY OF THE CHAIR-  
02/03/86 PERSON OF THE STATE AIR RESOURCES BOARD CONCERN-  
ING ENVIRONMENTAL PROTECTION MATTERS.

URGENCY FISCAL STATE-MANDATED

CALENDAR: 04/08/86 IN SENATE--UNFINISHED BUSINESS--VETO  
# 35 9 A.M.

STATUS: IN SENATE--UNFINISHED BUSINESS--VETO

SUBJECT POSITION COMMENTS

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GENERAL NONE INFO LEG

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SB 1402 ANIMALS: CRUELTY TO; HUMANE OFFICERS:  
ROBERTI SCIENTIFIC RESEARCH

SUMMARY: THIS BILL WOULD SPECIFY THOSE PLACES WITHIN THE  
07/01/85 STATE AT WHICH A HUMANE OFFICER MAY LAWFULLY INTER-  
FERE INCLUDE RESEARCH LABORATORIES WHERE ANIMALS  
ARE USED.

FISCAL STATE-MANDATED

STATUS: SENATE DESK RS-0000

SUBJECT POSITION COMMENTS

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GENERAL NONE INFO LEG  
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 \* COMMISSION ON POST 04/08/86 SUMMARY REPORT \*  
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 BILL-FILE - COMMISSION ON POST-MASTER  
 COMMENTS - INFO LEG  
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SB 1850 PEACE OFFICERS  
 NIELSEN

SUMMARY: THIS BILL WOULD INCLUDE HOSPITAL PEACE OFFICERS  
 EMPLOYED AND DESIGNATED BY THE HOSPITAL  
 ADMINISTRATOR OF THE VETERANS HOME OF THE  
 DEPARTMENT OF VETERANS AFFAIRS AS PEACE OFFICERS  
 WHILE ENGAGED IN THE PERFORMANCE OF THEIR DUTIES.  
 THESE PEACE OFFICERS WILL NOT BE ALLOWED TO CARRY  
 FIREARMS.

FISCAL

CALENDAR: 04/08/86 SENATE COMMITTEE ON JUDICIARY  
 # 14 Room 4203 1:30 p.m.

STATUS: SENATE COMMITTEE ON JUDICIARY

| SUBJECT | POSITION | COMMENTS |
|---------|----------|----------|
| GENERAL | NONE     | INFO LEG |

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 SB 2079 CRIMINAL STATISTICS  
 MARKE

SUMMARY: THIS BILL WOULD REQUIRE THE DEPARTMENT OF JUSTICE  
 TO DEVELOP AND IMPLEMENT STATEWIDE CLASSIFICATION  
 STANDARDS WHICH PRECLUDE NONUNIFORM STATISTICAL  
 REPORTING AND INTERPRETATION OF THESE STATISTICS  
 REGARDING CITIZENS' COMPLAINTS BY LAW ENFORCEMENT  
 AGENCIES.

FISCAL

CALENDAR: 04/08/86 SENATE COMMITTEE ON JUDICIARY  
 # 20 Room 4202 1:30 p.m.

STATUS: SENATE COMMITTEE ON JUDICIARY

| SUBJECT | POSITION | COMMENTS |
|---------|----------|----------|
| GENERAL | NONE     | INFO LEG |





Commission on Peace Officer Standards and Training  
Advisory Committee Meeting  
POST Headquarters, Sacramento  
April 23, 1986, 10 a.m.

AGENDA

|  |               |
|--|---------------|
| Call to Order and Roll Call                                    | Chair         |
| Approval of Minutes of Previous Meeting                        | Chair         |
| Announcements  | Chair         |
| Commission Liaison Committee Remarks                           | Commissioners |
| Sub-Committee Report - Privatization in Law Enforcement        | Clark         |
| Sub-Committee Report - Dispatcher Selection/Training Standards | Owens         |
| Commission Meeting Agenda Review                               | Staff         |
| Advisory Committee Member Reports                              | Members       |
| Open Discussion  | Chair         |
| Adjourn  | Chair         |

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083



## POST ADVISORY COMMITTEE MEETING

January 21, 1986

Bahia Hotel

San Diego, California

MINUTESCALL TO ORDER

The meeting was called to order at 10 a.m. by Chairman Mike Sadleir.

ROLL CALL OF ADVISORY COMMITTEE MEMBERS

Roll was called.

Present were: Michael Sadleir, Chairman, Specialized Law Enforcement  
Carolyn Owens, Public Member  
Ray Davis, Calif. Peace Officers' Assoc.  
Barbara Gardner, Women Peace Officers' Assoc. of Calif.  
Derald Hunt, Calif. Assoc. of Administration of Justice  
Educators  
William Oliver, Calif. Highway Patrol  
Jack Pearson, State Law Enforcement Management  
William Shinn, Peace Officers' Research Assoc. of Calif.  
J. Winston Silva, Community Colleges  
Gary Wiley, Calif. Assoc. of Police Training Officers

Absent were: Don Brown, Calif. Organization of Police and Sheriffs  
Ben Clark, Calif. State Sheriffs' Assoc.  
Ron Lowenberg, Calif. Police Chiefs' Assoc.  
Joe McKeown, Calif. Academy Directors' Assoc.  
Mimi Silbert, Public Member

Commission Advisory Liaison Committee Members present:

Commissioner Carm Grande, Committee Chairman  
Commissioner Glenn Dyer  
Commissioner Edward Maghakian  
Commissioner Alex Pantaleoni  
Commissioner Robert Wasserman

POST Staff present:

Norman Boehm, Executive Director  
Don Beauchamp, Assistant to Executive Director  
Harold Snow, Bureau Chief, Training Program Services  
Imogene Kauffman, Executive Secretary

## APPROVAL OF MINUTES

MOTION - Silva, second - Pearson, carried unanimously for approval of the minutes of the October 23, 1985, Advisory Committee Meeting at the Hyatt Airport Hotel in Oakland.

## ANNOUNCEMENTS

Following discussion, it was decided that the April 23 Advisory Committee meeting will be held at POST headquarters in Sacramento and will include a tour of the POST facility.

## SUB-COMMITTEE REPORT - PRIVATIZATION IN LAW ENFORCEMENT

In the absence of Sub-Committee Chairman Ben Clark, Sub-Committee member Bill Oliver stated Sheriff Clark had conducted a conference call to ask the sub-committee members to gather information locally. He will be holding another conference call to further discuss the issue. The report will be presented at the April meeting.

## SUB-COMMITTEE REPORT - CIVILIANIZATION IN LAW ENFORCEMENT

Mike Sadleir, Chairman of the Subcommittee on Civilianization, announced that the Subcommittee had met twice and had reviewed the Rough Draft of the report titled "Training Needs Assessment for Non-Sworn Employees of California Law Enforcement", which had been developed by POST staff.

After discussion, the following motions were made:

MOTION - Pearson, second - Davis, carried unanimously that it be recommended to the Commission that a study be done on the feasibility of establishing selection and training standards for non-sworn law enforcement employees employed by agencies participating in the POST program.

MOTION - Hunt, second - Shinn, carried unanimously that the Advisory Committee approve the staff report and endorse the recommendations set forth thereon.

## SUBCOMMITTEE REPORT - DISPATCHER SELECTION/TRAINING STANDARDS

Carolyn Owens, Chairperson of the Subcommittee, reported that at the July Commission meeting the Commission assigned the Advisory Committee to study the selection and training standards of public safety dispatchers. The subcommittee met in December, 1985, and decided to develop a questionnaire for the gathering of information from the Advisory Committee regarding the dispatcher standards. This questionnaire was subsequently produced and distributed to the members of the Advisory Committee with the information gathered to be discussed at the April Advisory Committee meeting. Recommendations will be finalized at the July Advisory Committee meeting.

## PSYCHOLOGICAL TESTING OF STATE EMPLOYEES

Mike Sadleir, representative of California Specialized Law Enforcement, reported that after many problems, the psychological testing of state employees process is now in place and will be "going" by May, 1986. Bill Oliver stated that progress had been made due to the help of CPOA, the support of POST, and a letter from Assemblyman Louis Papan.

## COMMISSION MEETING AGENDA REVIEW

Norman Boehm, Executive Director, reviewed the Commission meeting Agenda for the Commission meeting.

The Executive Director also presented a video tape of the Daimler-Benz simulator in conjunction with the consideration of simulator application in law enforcement driver training.

## COMMITTEE MEMBER REPORTS

Public Member - Public Member Carolyn Owens welcomed all the Advisory Committee members who will be attending the Law Enforcement Symposium on the Future at Kellogg West - Pomona to be held January 30-31, 1986.

California Association of Police Training Officers - Gary Wiley reported that in response to the Chairman's request that a proper memento be found to present to Advisory Committee members when they leave the Committee, a sample plaque was obtained and circulated to the Advisory Committee for their consideration. The plaque can be purchased for a reasonable rate depending on the amount of printing requested.

MOTION - Owens, second - Sadleir, motion carried that the process for purchase of the plaque be pursued.

California Community Colleges - Win Silva reported that the contract for doing the development for course revision to modernize the curriculum for preemployment and academy programs has been let to Tom Anderson at the Justice Training Institute at Santa Rosa. The Advisory Committee will be receiving this material in the near future.

Peace Officers' Research Association of California - Bill Shinn reported that at the PORAC Conference in November he was elected Legislative Director. The legislative staff will be meeting with POST and law enforcement associations on all legislative issues of common concern. At the Conference the membership brought up several areas of concern, including:

- The need to have revolving training accounts established to ensure local law enforcement training funds are not siphoned off into other areas.
- The need for training on AIDS, hazardous materials, and boating operations.

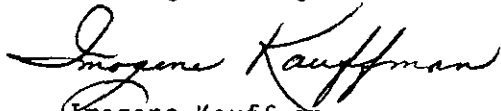
California Association of Administration of Justice Educators - Derald Hunt reported that the CAAJE annual conference is set for April 17-18, 1986 in Anaheim.

Specialized Law Enforcement - Mike Sadleir announced that CAUSE had recently conducted an election of officers. The new Director for 1986 is Lewis Hayden.

OPEN DISCUSSION

Gary Wiley reported that he has received comments from training officers statewide regarding their concern on the lack of availability of eight-hour Domestic Violence Courses.

There being no further business to come before the Advisory Committee, the meeting was adjourned at 12:45.



Imogene Kauffman  
Executive Secretary

POST COMMISSION POLICY

B. COMMISSION

B7. Advisory Committee, Service and Appointment of Members

- a) Members are appointed by the full Commission.
  - (1) Members representing an association or agency are nominated by the association or agency. Associations or agencies shall nominate a minimum of three (3) individuals in priority order. The Commission will appoint an individual from the nominees.
  - (2) The public members are nominated by members of the Commission. If more than one nomination exists for an opening, the Chairman of the Commission shall poll the Commissioners to determine the nominee.
- b) Members always serve at the pleasure of the Commission, with a normal term for members being three years.
- c) The appointment cycle of members is on a September-to-September basis, in conformance with Commission Appointments, with staggered terms.
- d) The Advisory Committee Chairman and Vice-Chairman are elected by their fellow members at the last scheduled meeting of each calendar year.
- e) A member's unexcused absence from two consecutive regularly scheduled meetings shall result in formal review by the Commission of the member's status for consideration of removal from the Advisory Committee.
- f) A member's service shall, where appropriate, be reviewed annually by the Commission with the association or group represented.
- g) Members are not allowed to send alternates to represent them at meetings.

(continued)

POST COMMISSION POLICY

B. COMMISSION

B7. Advisory Committee, Service and Appointment of Members  
(continued)

- h) The Advisory Committee shall schedule as far in advance as practical at least four meetings annually, any one or more of which may be canceled if deemed not necessary by the Chairman. One of the four scheduled meetings shall be with the Commission or its representatives, preferably at or near the site of the Commission meeting and the day before.
- i) The Chairman of the Advisory Committee shall attend Commission meetings and serve as spokesman for the Advisory Committee.

Commission Meeting 1-27-83  
(Also see 10-25-79)

B8. Advisory Committee, Orientation

- a) New POST Advisory Committee Members shall 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.
- b) After the initial orientation meeting in Sacramento, Advisory Committee members shall only be reimbursed for expenditures incurred while attending scheduled Advisory Committee meetings, with the exception of the annual joint Commission/Advisory Committee meeting.
- c) The annual Commission/Advisory Committee meeting should include a no-host informal luncheon, for all Commissioners and Advisory Committee Members.

Commission Meeting 4-19-84





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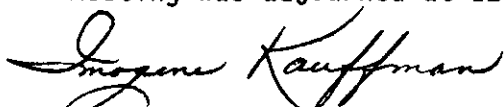
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