

# Memorandum

To : All Commissioners

Date : September 4, 1968

From : Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING  
Holiday Inn Riviera  
1600 North Indian Avenue  
Palm Springs, California  
September 13, 1968

## AGENDA

1. Call to Order - 9:30 a.m.
2. Introduction of Guests
3. Approval of Minutes of June 27, 1968 Meeting
4. Approval of Expense Claims
5. Certification of Courses

### Pre-Service

Moorpark College

### Technical and Special Courses

Delinquency Control Institute, University of Southern California

*Police Management Institute, U. S. C.*

### Advanced Officer Course

Riverside City College - Peace Officers Advanced Training Course  
(Police Science 63).

6. The Impact of AB-1203
7. Financial Report
  - a. Status Report on Staff Salaries
  - b. Recommendations for Budget Adjustment

September 4, 1968

8. Regulations - Action Pending

*Tab* c a. Policy on Eligibility for Certificates

*Tab* d b. Guideline on Counseling Service

*Tab* e c. Specifications

(1) Executive Development Courses

(2) Technical and Special Courses

- 9. California Law Enforcement Recruitment Project
- 10. San Bernardino Case
- 11. Legislation
- 12. Miscellaneous  
*ATTENTION CNSC - San Joaquin County  
A13-870*
- 13. Date and Place of Next Meeting
- 14. Adjournment

*Gene S. Muehleisen*  
GENE S. MUEHLEISEN  
Executive Officer

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

September 13, 1968  
Palm Springs, California

The meeting was called to order at 9:30 a. m. by Chairman McCann. A quorum was present:

WILLIAM J. McCANN, Chairman  
LYELL C. CASH  
BERNARD J. CLARK  
JOHN FABBRI  
T. M. HEGGLAND  
DAN KELSAY

Also present:

GENE S. MUEHLEISEN, Executive Officer  
GEORGE H. PUDDY, Assistant Executive Officer  
EDWARD M. TOOTHMAN, Program Director, CLERP  
KENNETH W. SHERRILL, Senior Consultant  
CARL R. BALL, Senior Consultant  
MARILEE LEWIS, Stenographer

Absent:

THOMAS REDDIN, Vice Chairman  
ROBERT S. SEARES  
EARL R. STRATHMAN  
O. J. HAWKINS, Representing the Attorney General

Visitors:

Lt. JOHN ELLIOTT, President, Southern California Police Training  
Officers Association  
JOHN D. GERLETTI, Director, Delinquency Control Institute, U. S. C.  
ROBERT HARVEY, Assistant Supervisor, Peace Officers Training,  
Department of Education  
NATHAN F. IANNONE, President, Police Educators Association of  
California; Police Science Coordinator, Fullerton Jr. College  
T. JACK LYALL, California State Employees Association  
ERWIN B. VASSAR, Alcoholic Beverage Control Department, San Jose

APPROVAL OF MINUTES

MOTION by Commissioner Kelsay, seconded by Commissioner Fabbri, carried unanimously, that the minutes of the last meeting be approved as mailed.

APPROVAL OF EXPENSE CLAIMS

MOTION by Commissioner Heggland, seconded by Commissioner Fabbri, carried unanimously, that the following expense claims of the Executive Officer be approved:

6-6-68	Compton	\$ 3.05
6-21-68	Davis	5.65
6-26 & 27-68	Oakland	37.92
7-9-68	Sacramento	4.50
7-15-68	Newport Beach	13.00
7-16-68	Long Beach	18.85
7-17-68	Compton	11.50
8-12 & 13-68	Santa Ana	36.25
		<u>\$130.72</u>

CERTIFICATION OF COURSES

Pre-Service Course

Moorpark College (Ventura County)

Mr. Ball described the facility and the police science course. He reported that it is very progressive and makes wide use of training aids, such as audio-visual equipment. There are presently 145 students, and this number will increase rapidly. The course meets the Commission's standards and certification was recommended.

MOTION by Commissioner Kelsay, seconded by Commissioner Clark, unanimously approved for certification.

Technical and Special Courses

Delinquency Control Institute, University of Southern California

Dr. John Gerletti, Director of the Institute, presented a written report to the Commission and described this internationally known program. The Institute provides college credit at the graduate level. It is anticipated that about 100 juvenile officers would be trained per year. Mr. Ball stated that the staff recommended certification as a technical course.

MOTION by Commissioner Kelsay, seconded by Commissioner Cash, unanimously approved for certification.

Police Management Institute, University of Southern California

Mr. Ball stated that this is a seminar-type course of 70 hours. If it were a full 100 hours, as it is planned to be next year, it would be submitted as a Middle Management Course. It covers a broad area of subject matter and trains about 30 students annually at the present time. The course has been offered for many years and has been very well received. Certification was recommended.

MOTION by Commissioner Clark, seconded by Commissioner Cash, unanimously approved for certification.

Traffic Control Institute, Northwestern University, Illinois

The Contra Costa County Sheriff's Department had requested certification of this Institute as a technical course so that their department could be reimbursed for the training. The course is tailored for police instructors of traffic control, and it covers 14 subjects in 66 hours for 2 weeks. Mr. Ball conceded that certification of this course would be unusual but stated that it is an excellent one and left it open to the Commission's consideration. The Commission felt that, since traffic courses of this type had been taught in California and could be taught here, certification should be denied.

Advanced Officers Course

Riverside City College

This was the first such course to have been developed and presented for approval. Mr. Ball noted that the Specification provides that any Advanced Officers Course could be very broad in nature, allowing a wide choice of subject matter and methods of presentation. Riverside's course comprises 80 hours of training over a 2-week period and provides 3 units of college credit. A broad range of subjects would be presented to an anticipated enrollment of 23 students. Prerequisites for the course include 5 years of police experience and completion of the POST Basic Course. The staff recommended certification.

MOTION by Commissioner Kelsay, seconded by Commissioner Fabbri, unanimously approved for certification retroactively to the date the course began, July 1, 1968.

THE IMPACT OF AB-1203

The Executive Officer expressed appreciation for the efforts made by the bill's sponsors, authors and supporters, especially the League of California Cities. Mr. Puddy provided the Commissioners with a report summarizing the projected revenue from this bill to the Peace Officers Training Fund and anticipated allotments to each of the types of courses to be taught, allotted in accordance with the established priority. See Attachment A to these minutes.

The staff had recommended that a change be made in Section 1015 of the Regulations to allow reimbursement for more than 200 hours of basic training. It was recommended that reimbursement be provided up to a maximum of 400 hours, in increments of 40 hours. The Commission concurred, and it was decided to make the change by means of a hearing to be held in Sacramento, following the notification procedures required by law.

MOTION by Commissioner Clark, seconded by Commissioner Heggland, unanimously approved, to hold a special hearing to amend Section 1015 of the Regulations to conform with Section 13523 PC.

FINANCIAL REPORT

Status Report on Staff Salaries

Mr. Puddy reported that the staff salaries and organization restructuring recommendations of the Commission were presently being considered by the Department of Finance. When Finance has finished its study of the changes and made its recommendation, the Personnel Board can then take action to complete the processing. A proposed organization chart of the administrative staff was provided the Commissioners. This chart has been made Attachment B to these minutes.

Mr. Muehleisen discussed the desirability of an Educational and Training Advisory Committee within POST to work with the various police and police training groups within the State.

Recommendations for Budget Adjustment

The proposed Administrative and Program Budgets for Fiscal 1968-69 were summarized by Mr. Puddy as follows.

Administrative Budget Revision Summary

An increase of 8 positions, 4 consultants and 4 clerical, effective no later than January 1, 1969 was proposed. These positions add \$47,100 in personal services. Operating expenses and equipment were increased \$24,500 for the remainder of the year, raising the total for personal services, operating expenses and equipment to \$231,800.

Special administrative projects designed to aid in rapidly implementing the total program in Fiscal Year 1968-69 total \$49,070. Total administrative costs equal \$280,870 for the Fiscal Year 1968-69, an overall increase of \$115,172 over the amount approved in June, 1968.

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### Program Budget Revision Summary

It is proposed that the total allocation for Basic, Supervisory, Middle Management, Executive Development, Advanced Officer and Technical and Special Courses training be increased from the approved level of \$2,156,000 to \$3,948,300 for Fiscal 1968-69. This is an increase of \$1,792,300 and is based on the presumption that most of the total proposed POST program will be in full operation by January, 1969.

### Estimated Revenues and Expenditures Summary—1968-69

Criminal fine assessments receipts remain at the estimated level of \$2,200,000. Traffic fines assessment receipts will begin to accrue after November 13, 1968 and are expected to yield \$2,400,000 during the remaining 8 months of the Fiscal Year, with a carryover of \$597,000 from 1967-68 resources. Anticipated revenues total an estimated \$5,197,000 for Fiscal Year 1968-69. With expenditures totaling \$4,229,200 a balance of \$967,800 is estimated in the Peace Officers Training Fund on July 1, 1969.

Details of the proposed program and administrative budget revisions are included in Attachment C.

### POLICY ON ELIGIBILITY FOR CERTIFICATES

The policy proposed at the previous Commission meeting was reviewed. The visitors present who were concerned with this matter made brief statements to the Commission. Mr. Vassar indicated that he felt more State employees in law enforcement should be included in the scope of the POST program from the standpoint of training and certification; reimbursement is not particularly important to them. Mr. Lyall echoed this view. Mr. Harvey pointed out the increasing importance of POST certificates for career advancement in the field of law enforcement. Mr. Muehleisen responded that perhaps the California Council on Criminal Justice could play a role in this case; they could set up other commissions to set hiring standards and training programs tailored to the needs of the various types of law enforcement agencies.

After discussion the Commission was still unable to agree upon a firm policy for certification. The decision was tabled until the next meeting. It was decided that during the interim a new proposed policy should be drafted by a special committee.

MOTION by Commissioner Clark, seconded by Commissioner Fabbri, unanimously approved, to appoint a three-man committee of Commission members to study the issue of certification.

The members of the committee appointed by Chairman McCann were: Commissioner Clark, chairman, Commissioner Fabbri, and Commissioner Cash. They were instructed to bring their recommendations to the next Commission meeting.

### GUIDELINES FOR COUNSELING SERVICE

The Executive Officer presented the staff's proposal on policies for the counseling service, with which responsibility the Commission has been charged in Section 13513 of the Penal Code. The Commission discussed possible risks of the POST staff becoming overextended in conducting surveys and examined the phrasing of the proposed guidelines to try to avoid this possibility.

MOTION by Commissioner Heggland, seconded by Commissioner Cash, unanimously approved, to accept the proposed policy guidelines on the counseling service as revised.

A copy of the guidelines as adopted is set forth as Attachment D. Copies will be provided to all interested persons and groups via the POST mailing lists. Chairman McCann directed that until a formal policy is established in the form of a specification for counseling services, the Executive Officer should call upon the existing Commission Subcommittee on Counseling for review and advice.

### SPECIFICATION FOR EXECUTIVE DEVELOPMENT COURSE

Mr. Ball reviewed the progress to date on development of the Executive Development Course. He reported that an ad hoc committee at USC had received copies of the proposed course and been asked for their review and advice. After that committee has finished its review, their recommendations will be presented to the Training Committee of the California Peace Officers Association on October 30. Following that committee's work, the proposals will be presented to the Commission at its next meeting for adoption of a specification.

### SPECIFICATION FOR TECHNICAL AND SPECIAL COURSES

The staff's proposal for this Specification was presented to the Commission. It was adopted unchanged, and copies will be mailed to all appropriate groups and persons on the POST mailing lists.

MOTION by Commissioner Clark, seconded by Commissioner Kelsay, carried unanimously, to approve the Specification for Technical and Special Courses as presented to the Commission.

### CALIFORNIA LAW ENFORCEMENT RECRUITMENT PROJECT

Mr. Toothman reported that confirmation had been received of a continuation grant for the project in the amount of \$34,950. To carry out the project for the grant year, September, 1968 through August, 1969, Mr. Toothman has allotted approximately 50 percent of his time and has secured the services of Mr. Leslie Menconi, a former agent of the Department of Alcoholic Beverage Control and more recently an administrative assistant in the Department of Justice, to direct the project. Mr. Menconi comes to us highly recommended. The new project is planned to be primarily a research project concerned with problems of salary, lateral entry, promotional opportunities, and pension systems.



It was reported that CLERP had submitted to OLEA a rough draft of the final report on the first year phase of Project 232. Mr. Toothman provided the Commission with a chart showing the current status of police employment, indicating unfilled positions in California as of July 1, 1968, compared with November 1, 1967.

#### CITY OF SAN BERNARDINO CASE

The Executive Officer reported that the matter had been resolved satisfactorily in that the City of San Bernardino had removed the employee in question from his position as a sworn police officer and had placed him with the city's fire department. Mr. Muehleisen advised the Commission that as soon as this had been accomplished and verified by the staff, the city had been informed that inasmuch as this barrier to their conformity with Commission standards had been removed they were again eligible for reimbursement and that their claims for training reimbursement would be honored. The staff action followed procedure established at a previous meeting and was cleared through the Chairman.

#### AB 870 AND COMMUNITY RELATIONS TRAINING

AB 870 (Unruh) was vetoed by the Governor. Mr. Muehleisen pointed out that its passage by the Legislature was an indication that more should be done in the area of community relations training. In vetoing the bill the Governor stated that the Commission was empowered to carry out the intent of this bill, hence a change in the law was not necessary. The staff proposed that community relations courses be offered by all colleges with police science programs. Further, all POST training courses should include community relations. At least 10 percent of all subject matter taught in the new Basic Course is devoted to the subject. Several junior colleges have already implemented 2- and 3-unit community relations courses, and it was suggested that the Commission might consider this kind of training under "special courses." Mr. Muehleisen mentioned that the California Council on Criminal Justice has received a grant of \$20,000 to implement riot control and community relations programs, and in this connection the Council, POST, and the Peace Officer Training section of the California Community Colleges Board would work together. A rough draft proposal on a program to be called "The California Community Relations Leadership Training Program" was presented to the Commission for consideration. The program would entail small groups of selected law enforcement officers from various departments attending specially designed training courses in community relations throughout the State. A part of this training would take place in areas of social unrest in our largest cities. It was envisioned that POST would reimburse for the cost of training, which would total approximately \$150,000 per year. Approximately 40 officers per year would be trained. The program would be administered under the guidance of a Community Relations Leadership Training Committee appointed by the Commission. The Committee would include law enforcement educators and trainers, members of law enforcement associations, and lay citizens. The Commission expressed a favorable response to the concept.

MOTION by Commissioner Kelsay, seconded by Commissioner Cash, carried unanimously, that there be developed a California Community Relations Leadership Training Program.

MOTION by Commissioner Clark, seconded by Commissioner Fabbri, unanimously approved, that the Commission appoint a committee for the purpose of assisting the Commission in developing and implementing programs to raise the level of competency of local law enforcement.

#### SAN JOAQUIN COUNTY CASE

Sheriff Canlis had requested the Commission's consideration of a waiver in the case of a Mr. Richard Pittman who had applied to his department for a deputy sheriff position. Mr. Pittman had lost the sight of one eye in heroic combat action for which he was awarded the Congressional Medal of Honor. Following his discharge from the service he wanted to obtain a position as a law enforcement officer. The Sheriff had expressed a desire to hire the man if he could secure a waiver of the physical standards regarding vision from the Commission. The Commission felt they could not grant such a waiver, although they expressed great sympathy toward the young man. The reasons for denial were: (1) potential danger to the individual in performing peace officer duties; (2) possible danger to the public; (3) public liability and risk of tort action against San Joaquin County; and (4) questionable competency as a court witness. It was observed that Mr. Pittman could more appropriately serve in a civilian law enforcement capacity. Further, a waiver of this sort would open the door to requests for waivers on all sorts of physical disabilities on the basis that it would be for a good cause. The Executive Officer was instructed to convey to San Joaquin County the Commission's sympathy and desire to assist but to state that it was necessary to deny the request for a waiver.

#### LEGISLATION

The Commissioners were provided with a final summary of legislative action affecting POST during the last session of the Legislature. The nature of this legislation has been previously described. The Commission noted the kinds of bills introduced as an indication of public awareness in areas where the Commission might take action independent of legislative action. A summary of the bills is set forth as Attachment E.

#### DATE AND LOCATION OF NEXT MEETING

The Commission set the date of the next meeting for December 6, 1968 to coordinate this meeting with that of the California Council on Criminal Justice being held December 5 in Sacramento inasmuch as two Commissioners and the Executive Officer are Council members. Further particulars will be arranged and transmitted to the Commission at a later date.

ADJOURNMENT

The meeting was adjourned at 4:05 p. m.

Respectfully submitted,

*Gene S. Muehleisen*  
GENE S. MUEHLEISEN  
Executive Officer

# Memorandum

To : Executive Officer

Date : September 10, 1968

From : Commission on Peace Officer Standards and Training

Subject : The Impact of AB 1203 on the Existing POST Program

The successful passage and the signing of AB 1203 on August 9 and the subsequent adjournment of the Legislature indicates that the new law will take effect within the first two weeks of November 1968. Estimates made by the Office of Legislative Analyst regarding this bill, are that the \$1.00 additional assessment on traffic fines to be paid to the Peace Officer Training Fund will yield approximately \$4,000,000 annually. This should amount to, during the remaining portion of fiscal year 1968-69, approximately \$2,400,000. Adding the estimated \$2,200,000 to be realized from the assessment on criminal fines, a total revenue for fiscal 1968-69 should amount to \$4,600,000. Adding the balance in the Peace Officer Training Fund as of July 1, 1968, of \$597,000, total resources by the end of the fiscal year should be \$5,197,000. A program budget of \$3,948,300 recommended for the remainder of this fiscal year to be expended as follows:

Basic Course \$2,412,300.

It is recommended that we increase reimbursement for Basic Courses, as follows: Increase from 200 to 400 hours in length in increments of 40 hours. It is estimated that 65% of the officers now being trained receive 400 hours or more of training. Therefore, 65% of all of the estimated 3,300 officers who will be trained in basic courses during 1968-69 will receive reimbursement based on the 400 hours of training. The remaining 35% are estimated on the basis of 240 hours, for a total of \$2,412,300 reimbursements for the Basic Course.

Supervisory Course 176,000.

The Supervisory Course will continue at the 80-hour level, but will include approximately 300 additional officers who were ineligible or have been ineligible for reimbursed training because of

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time in grade for a total of 800 officers. This will mean that all officers performing the duties of a supervisory officer will be eligible for supervisory training.

Middle Management Course \$ 150,000.

100 hours maximum - 400 officers are expected to complete this course during the remainder of fiscal 1968-69.

Executive Development Course 120,000.

100 hours - Seminar 24 hours - It is expected that at least 200 department heads and assistants will undertake the 100-hour executive development course during the remaining part of this fiscal year. In addition, an executive development short seminar of three days totaling 24 hours is proposed for those department heads desiring to increase their knowledge and awareness of current developments in the law enforcement field.

Advanced Officers Course 840,000.

It is estimated that approximately 28,000 officers are eligible for this training. Under the scheduling plan as suggested at the last Commission meeting, approximately one-fourth of these, or 7,000 officers could undergo training in the Advanced Officer Course during the remainder of fiscal year 1968-69.

Technical and Special Training Courses 250,000.

Because of the lack of program experience and information on potential course offerings that would fall under this category, only a rough estimate can be made of the number of officers involved and the total cost for these courses for the remainder of the present fiscal year. Salary and living cost reimbursement, for example, of the Delinquency Control Institute of 12-weeks duration would approximate \$1,500 per officer. Reimbursement, therefore, for 40 officers completing the course during a given year would amount to \$60,000. This would more than defray the cost to cities and counties for tuition and living costs. The only cost realized by the cities and counties would be the salary

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cost of the officer during his absence from his regular assignment hence their budgeted training costs for this course would be fully reimbursed.

TOTAL PROGRAM BUDGET \$3,948,300.

ADMINISTRATION

Operations Costs 230,900.

The already approved 1968-69 budget has allocated a total of \$155,253 for the operation of the POST Program, exclusive of the federally financed project. Proposals are being made to the Department of Finance, Budget Division, to increase the consultant staff by four positions to become effective on or about November 1, 1968. In addition, four clerical positions consisting of two stenographer II and one Intermediate clerk-typist together with one clerk are proposed, for a total staff increase of eight. This will add to the present total budget the sum of approximately \$70,000, bringing the total budget for the fiscal year to \$230,000. The administrative budget approved by the Commission on August 25, 1967 was \$396,100. It is the intention of the staff to continue the additional personnel needs that may accrue by the beginning of fiscal year 1969-70.

Special Projects Costs 50,000.

Under this category a sum of money is allocated to defray costs of preparing lesson plan material, employing consultants in the counseling service, and other special administrative cost associated with the development of the complete POST Program.

TOTAL ADMINISTRATIVE COSTS \$ 280,900.

The proposals for the 1969-70 budget have not been completed but will be proposed at the next Commission meeting.

September 10, 1968

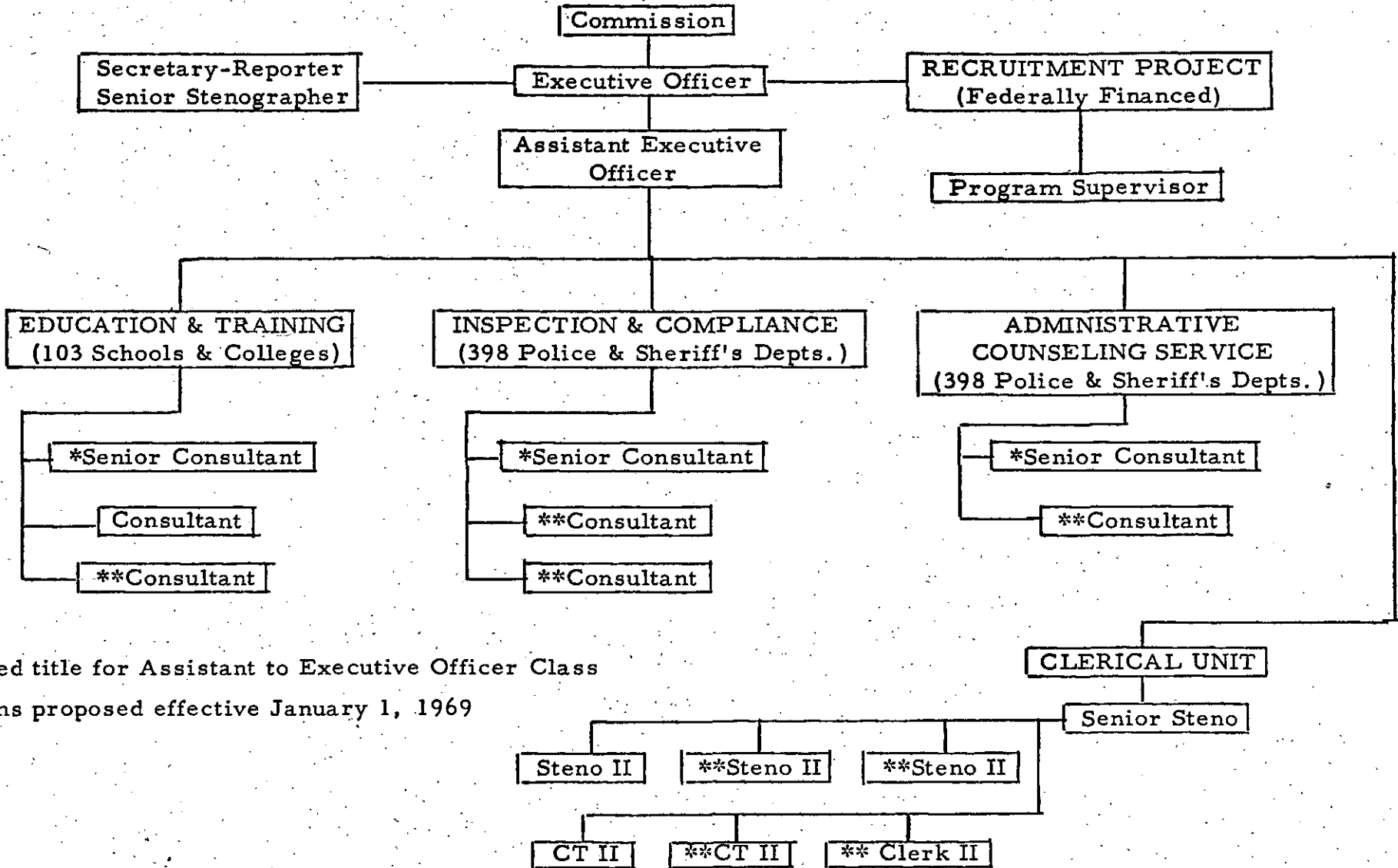
SUMMARY

TOTAL RESOURCES		\$5,197,000.
Less Reimbursements		3,948,300.
ADMINISTRATION:		
Operations	\$230,900.	
Special Projects	50,000.	380,900.
		<hr/>
	TOTAL	\$4,229,200
Peace Officer Training Fund Balance July 1, 1968		\$ 597,000.
Revenue: 1968-69		<u>4,600,000.</u>
TOTAL RESOURCES - June 30, 1968		\$5,197,000.
EXPENDITURES		4,229,200.
BALANCE PEACE OFFICERS TRAINING FUND		
January 1, 1969		\$ 967,800.

### PROPOSED ORGANIZATION

Commission on Peace Officer Standards and Training

September 1, 1968



\* Proposed title for Assistant to Executive Officer Class

\*\* Positions proposed effective January 1, 1969

ATTACHMENT "B"



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PROPOSED ADMINISTRATIVE BUDGET

Fiscal 1968 - 69

DETAILS	<u>No. of Positions</u>			Actual 1967-68	Approved 1968-69	Proposed 1968-69
<b><u>PERSONAL SERVICES</u></b>						
Authorized Positions	7	10	18		\$ 115,000	\$ 157,800
		- .5	3.25			
<b>TOTALS</b>	<b>7</b>	<b>9.5</b>	<b>14.75</b>			
Staff Benefits					<u>11,500</u>	<u>15,800</u>
<b>TOTALS (Actual)</b>					<b>\$ 126,500</b>	<b>\$ 173,600</b>
<b><u>OPERATING EXPENSES</u></b>						
<b>Administration:</b>						
General Expense					\$ 2,450	\$ 3,650
Printing					700	1,000
Communications					2,950	4,450
Traveling — in-state					10,300	15,500
Traveling — out-of-state					600	1,000
Rent — Office Space					7,500	7,500
Pro rata charges					5,900	8,800
Services from other agencies					<u>6,000</u>	<u>9,000</u>
<b>Totals, Operating Expenses</b>					<b>\$ 36,400</b>	<b>\$ 50,900</b>
<b><u>EQUIPMENT</u></b>					<b>\$ 2,798</b>	<b>\$ 7,300</b>
<hr style="border-top: 1px dashed black;"/>						
<b><u>TOTAL EXPENDITURES:</u></b>						
Personal Services,						
Operating Expenses and						
Equipment					\$ 165,698	\$ 231,800
Special Administrative Projects						49,070
						<u>\$ 280,870</u>
<b>Proposed increase for remainder of F. Y. 1968-69:</b>						<b>\$ 115,170</b>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PROPOSED PROGRAM BUDGET

Fiscal - 1968-69

	APPROVED	PROPOSED
<b><u>EXPENDITURES:</u></b>		
1. Basic Course		
a. (200 hrs.) 3300 officers @ \$4.25	\$1,396,000.	
b. (400 hrs.) 2145 officers @ \$4.25		\$1,823,250.
c. (240 hrs.) 1155 officers @ \$4.25		589,050.
		\$2,412,300.
2. Supervisory Course		
a. (80 hrs.) 500 officers @ \$200.	100,000.	
b. (80 hrs.) 800 officers @ \$220.		176,000.
3. Middle Management Course		
a. (100 hrs.) 200 officers @ \$375.	75,000.	
b. (100 hrs.) 400 officers @ \$375.		150,000.
4. Executive Development Course		
a. (100 hrs.) 100 officers @ \$450.	45,000.	
b. (40 hrs.) 200 officers @150.		30,000
c. (100 hrs.) 200 officers @ \$450.		90,000
		120,000
5. Technical and Special Courses ( 50 - 240 hours )		
a. (average 160 hrs.) 100 officers @ \$400.	40,000.	
b. (average 200 hrs.) 500 officers @ \$500.		250,000.

	APPROVED	PROPOSED
6. Advanced Officers Course		
a. (average 40 hrs.) 5000 officers @ \$100.	\$ 500,000.	
b. (average 40 hrs.) 7000 officers @ \$120.		<u>\$ 840,000.</u>
<b>TOTAL PROGRAM BUDGET</b>	<b>\$2,156,016.</b>	<b>\$3,948,300.</b>

**ANTICIPATED REVENUES:**

a. Estimated Balance Peace Officers Training Fund July 1, 1968		\$ 597,000.
b. Revenue - Criminal Fines Assessment		2,200,000.
c. Revenue - Traffic Fines		<u>2,400,000.</u>
<b>TOTAL June 30, 1968</b>		<b>\$5,197,000.</b>
<b>LESS: Reimbursements Administration</b>	<b>\$3,948,300.</b> <b>280,900.</b>	
		<b>4,229,200.</b>
<b>BALANCE - July 1, 1969</b>		<b>967,800.</b>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Proposed Administrative Budget

Special Administrative Projects

EDUCATION AND TRAINING

Consultant Services

- |  |         |
|--|---------|
| 1. Course Development (500 hrs. @ \$8)           | \$4,000 |
| 2. Course Preparation (700 hrs. @ \$8)           | 5,600   |
| 3. Course Planning<br>Police Community Relations | 5,300   |

ADMINISTRATIVE COUNSELING

- |   |       |
|---|-------|
| 1. Special Consultants Services<br>960 hrs @ \$10                           | 9,600 |
| 2. Department Policy and Procedures<br>Manuals Development<br>640 hrs @ \$9 | 5,760 |
| 3. Publication Costs<br>Policy and Procedures Manual<br>500 copies @ \$6    | 3,000 |

COMPLIANCE INSPECTION

- |  |       |
|--|-------|
| Development and Publication Costs of<br>Background Investigator's Manual<br>1,350 copies @ \$3 | 4,050 |
|--|-------|

OFFICE

Conversion of Office Records to  
IBM Card System

- |  |       |
|--|-------|
| 1. Temporary Clerical Assistance<br>960 hrs. @ \$4 | 3,840 |
| 2. Form Preparation and Publications Costs         | 2,500 |

LIBRARY

1. Development	
Temporary Assistance	
80 hrs @ \$6	480
2. Special Books and Publications	2,220

EDUCATIONAL AND TRAINING ADVISORY COMMITTEE

Six Meetings @ \$300	<u>2,400</u>
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TOTAL OPERATING BUDGET \$231,800

SPECIAL ADMINISTRATIVE PROJECTS 49,070

\$280,870

Approved 1968-69 Budget \$165,698

Total Increase 1968-69 \$115,170



**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

ROOM 700 FORUM BUILDING  
SACRAMENTO 14, CALIFORNIA

September 13, 1968

**GUIDELINES FOR COUNSELING SERVICE**

The following guidelines are established to implement Section 13513 of the Penal Code, which is quoted as follows:

"Upon the request of a local jurisdiction, the Commission shall provide a counseling service to such local jurisdiction for the purpose of improving the administration, management or operations of a police agency and may aid such jurisdiction in implementing improved practices and techniques."

Upon request, the Commission shall provide the following types of counseling service:

1. Preliminary Evaluation
2. Administrative Counseling
3. Specialized Surveys
4. General Surveys

**PRELIMINARY EVALUATION**

A preliminary evaluation is normally made by P.O.S.T. staff consultants to determine the extent and scope of the counseling services needed by a department and make a recommendation as to the most suitable type to be used.

This could include one of the following:

1. Administrative Counseling
2. Specialized Surveys
3. General Surveys

**ADMINISTRATIVE COUNSELING**

Administrative counseling consists of informal discussions or conferences between an administrator of a department and P.O.S.T. staff concerning departmental needs. Administrative counseling is done without preparation of a formal report, unless such report is requested. This may include, but is not limited to, such considerations as:

Methods and techniques for internal analysis by an agency.  
Establishing citizen anti-crime programs.  
Developing a planning and research section.

### **SPECIALIZED SURVEYS**

A specialized survey consists of an analysis of a single or limited number of functions within a police agency, such as an analysis of one or more of the following:

- Patrol
- Traffic
- Detective
- Juvenile
- Record Systems
- Personnel Selection and Training
- Promotion Systems
- Planning a New Facility
- Operations and Policy Manuals
- Communications Systems
- Pooling and Sharing of Resources
- Community Relations

### **GENERAL SURVEYS**

A general survey includes extensive review and analysis of the entire administration, operation and services provided by a police agency, and a written report of the analysis with recommendations.

A general survey considers the entire spectrum of a police operation. It examines the role of the police agency and its relationship to other functions of local, state and federal government; its administrative, organizational and personnel problems; its staff and line operations; information systems; communications; equipment and facilities.

The purpose of the general survey is to analyze the entire police operation, and where appropriate, recommend new or improved systems and procedures, techniques and methods to improve the capability of the police agency to effectively perform its mission.

### **CONSULTANTS**

1. The Commission shall maintain a resource list of qualified special consultants who are not members of the P.O.S.T. staff and are available periodically to assist in conducting a survey or to provide special staff assistance.

2. No special consultant or P.O.S.T. staff consultant shall be assigned to conduct a survey or provide assistance unless the jurisdiction concerned and the Commission mutually agree on the consultant selected for the assignment.

#### COUNSELING SERVICE COSTS AND CONTRACTS

1. Counseling services must be requested of the Commission in writing. A written agreement or a written contract shall exist when deemed appropriate.
2. When counseling is provided by the P.O.S.T. full-time staff, there will be no charge.
3. When part-time special consultants are required beyond the capacity of the Commission staff, costs of the special consultants' official travel, per diem, and fees will be provided for in the written contract.

#### IMPLEMENTATION

Staff assistance is available in the implementation of survey or counseling recommendations and to evaluate the progress a department is making in its own efforts to implement the recommendations.

#### SECURITY OF INFORMATION

The jurisdiction requesting counseling service shall have distribution control over reports resulting from the service.



STATUS OF LEGISLATION AND THE RESULTS OF ACTION  
BY THE LEGISLATURE IN THE 1968 SESSION

Present Status of Bills Affecting P. O. S. T.

AB 79, AB 81

These bills were combined into omnibus bill, AB 260, which sought to increase the responsibilities of the P. O. S. T. Commission. The bill passed the Assembly but failed to pass the Senate although it had been modified to a great degree by the Senate Governmental Efficiency Committee to the extent that it would not have any appreciable effect on the operations of the P. O. S. T. Commission.

AB 80

This bill appropriated \$396,000 to the Commission from the General Fund for administrative expense. The bill was not needed and accordingly was not pursued.

AB 448

This bill was an attempt to utilize P. O. S. T. for financial and training support of reserve police in cities adjoining state recreational facilities. The bill was finally referred in the Senate Judiciary to the Rules Committee for assignment for interim study.

AB 870

The bill, authored by Speaker Unruh, was modified to the extent that the P. O. S. T. Commission would have full control over the administration of the proposed Law Enforcement Community Relations Leadership Training Program. In spite of these modifications, Governor Reagan vetoed the bill in August on the grounds that present resources and authority were vested in the Commission to carry out the intent of the proposed law.

SB 1107

This was a second effort by Senator Alquist to implement the provisions of SB 585 (1967) proposed to appropriate 2.4 million dollars from the General Fund to the Commission to put into effect the provisions of SB 585. The legislation did not pass the Senate Judiciary because of lack of support.

AB 1203

As you are aware, this law passed the Senate by the bare two-thirds majority of votes of senators present on July 30, 1968, and was signed by the Governor on August 9, 1968. Effective date of the bill is on or about October 15, 1968.

AB 1813

This bill was designed to be utilized, in the event AB 1203 did not pass, in making changes in the existing law so that administrative costs of the staff could be taken from the special Peace Officer Training Fund. Since this bill was not needed, it was allowed to die in committee.

AB 1978

This bill by Assemblyman John Miller sought to change the composition of the Commission by increasing the membership from 9 to 11 and reducing the number of peace officers from 5 to 4, and reducing the number of elected or appointed officers of cities and counties. It would have added a representative of the Regents of the University of California and the Trustees of the California State Colleges, and a representative of the Board of Governors of Community Colleges. Additionally, two members of minority races with experience in the field of human relations would have been added. This bill also required the Commission to develop and implement programs for development of more effective law enforcement community relations programs, and would permit the Commission to make special additional allocations to agencies providing bonus pay for officers establishing residence in the community which employed them. Since no monetary appropriation was included in the bill, a simple majority was all that was needed. It passed the Assembly, but the Senate Governmental Efficiency Committee permitted the bill to die at the close of the 1968 Regular Session.