

# Memorandum

To : All Commissioners and  
Advisory Committee Members

Date : March 1, 1973

From : Executive Director  
Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING  
March 15-16, 1973  
Marriott Inn  
Berkeley Marina, California

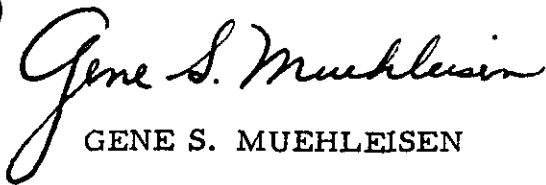
March 15: 10 a.m. - 5 p.m.  
Treasure Room

March 16: 9 a.m. - 2 p.m.  
Treasure Room

## AGENDA

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes
4. Education and Training Division
  - a. DOJ Training Program
  - b. Policy - Outside Agency Participation and Tuition
  - c. Certification of Courses
  - d. Initial Employment Training Policy
  - e. Regional Training Centers
5. Advisory Committee
  - a. Discussion of Role and Responsibilities
  - b. Goals and Objectives
6. Police Standards Division
  - a. Constable Participation in Specialized Program
7. Administration Division
  - a. Budget and Financial Report
  - b. Executive Certificate Requirement Modification

8. Technical Services Division
  - a. Center for Police Management
9. Project and Committee Reports
  - a. Minority Recruitment
  - b. Project S.T.A.R.
10. Legislative Report
11. State Personnel Board Test Validation Proposal
12. Old/New Business
13. Date and Place of Next Meeting
14. Adjournment

  
GENE S. MUEHLEISEN

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

March 15-16, 1973  
Berkeley, California

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

Present:

JACK G. COLLINS	- Chairman
FRED J. MOREY	- Vice-Chairman
LYELL C. CASH	- Commissioner
BEN J. CLARK	- Commissioner
JOHN FABBRI	- Commissioner
ROBERT F. GROGAN	- Commissioner
ROBERT S. SEARES	- Commissioner
ERIC E. YOUNGER	- Representative of the Attorney General

P. O. S. T. Advisory Committee Members.

Present:

ROBERT BLANCHARD	- Police Science Instructor, Riverside City College - CAAJE Representative
ORIN CAMENISH	- Inspector, Commander, Training Division CHP - CHP Representative
ROBERT CRESS	- Stockton Police Department - PORAC Representative
JAMES GEARY	- Sheriff, Santa Clara County - Sheriff's Association Representative
JEROME E. LANCE	- Sergeant, Long Beach P. D. - CAPTO Representative
DR. HARRY MORE	- Chairman, Administration of Justice Dept., San Jose State College - 4-yr. Education Representative
JAY RODRIGUEZ	- Manager, Community Relations, KNBC-4-LA - Representative of the public
GEORGE H. SAVORD	- Chief of Police, Cypress P. D. - CPOA Representative

J. WINSTON SILVA - Supervisor, Criminal Justice Education and Training, California Community Colleges. Community College Representative

JAY STROH - Chief of Police, Inglewood P.D. Chiefs of Police Association Representative

## Absent:

DAN KELSAY - Commissioner

E. R. STRATHMAN - Commissioner

## Also Present:

GENE S. MUEHLEISEN - Executive Director

DAVE Y. ALLAN - Bureau Chief, Education & Training Div.

CARL R. BALL - Asst. Director, Education & Training Div.

FRAVEL S. BROWN - Administrative Services Officer

MICHAEL O. HUNT - Project Coordinator, Project M. O. R. E.

BRADLEY W. KOCH - Asst. Director, Police Standards Div.

JEWELL L. ROSS - Asst. to the Executive Director

DARRELL L. STEWART - Consultant, Education & Training Div.

EDWARD M. TOOTHMAN - Asst. Director, Technical Services Div.

GERALD E. TOWNSEND - Asst. Director, Administrative Services Div.

GEORGE W. WILLIAMS - Bureau Chief, Education and Training Div.

BROOKS W. WILSON - Bureau Chief, Education and Training Div.

BEVERLEY CLEMONS - Secretary

IMOGENE KAUFFMAN - Recording Secretary

## Staff Training:

Denise Baer - Secretary, Administration Div.

Barbara Barrow - Mail Clerk, Administration Div.

Manuel Bautista - Mail Clerk, Administration Div.

Donna Brown - Secretary, Police Standards Div.

Lloyd DeVore - Consultant, Education & Training Div.

John Gist - Consultant, Police Standards Div.

Hedy Green - Secretary, Police Standards Div.

Melvin Iguchi - Consultant, Project M. O. R. E.

Cathy Kaspari - Accounting Technician, Project S. T. A. R.

James McColl - Consultant, Technical Services Div.

Claire Phipps - Librarian, Technical Services Div.

Diane Plescia - Secretary, Education & Training Div.

Bobby Richardson - Consultant, Police Standards Div.

Frederick Williams - Consultant, Project M. O. R. E.

D'Vonne Young - Receptionist & File Clerk, Administration Div.

## Visitors:

Philip Amen	- Department of Justice, Budget Analyst
Pat Casey	- Dept. of Justice, Assist, Director, O. C. C. I. B.
Larry Hoffart	- Dept. of Justice, Budget Officer
Herb Hoover	- Dept. of Justice, Chief, Field Operations Bur., O. C. C. I. B.
Leslie Menconi	- Dept. of Justice, Chief, Bureau of Narcotics Enforce.
Jack Morris	- Dept. of Justice, Supervising Training Officer, O. C. C. I. B.
George H. Puddy	- Dept. of Justice, Assist. Director Investigative Services
Jim Rasmussen	- Dept. of Justice, Liaison Officer, Program Planning
Len Silvey	- Dept. of Justice, Training Officer
Carl Carmichael	- Dept. of Finance
Karl Grossenbacher	- State Personnel Board
George P. Lloyd, II	- State Personnel Board
Dr. Stephen Wollach	- State Personnel Board, Selection Consulting Center
James Devany	- L. A. Sheriff's Dept.
Charles Emerson	- L. A. Sheriff's Dept.
John Kolman	- L. A. Sheriff's Dept.
Philip Schuyler	- San Bernardino Sheriff's Dept. , Academy Commander
Leonard Beckum	- S. F. Police Dept. , Personnel
John DeSoto	- S. F. Civil Service Commission
Roland Stegeman	- Richmond Police Dept. , PORAC Representative
D. Hendricks	- Oakland Police Dept.
Jerry McNew	- Oregon Board on Police Standards and Training

## Constables:

Gordon Beer	- San Bernardino County
Thomas Brown	- Southern District, Monterey County
Roy Clark	- First Vice President, Judges, Marshals and Constables Association
A. Galaviz	- San Luis Obispo County
John Pelletier	- Humboldt County
Henry Pumroy	- Tuolumne County
Cliff Ridley	- Stanislaus County
Lamar Tallman	- Napa County

## CHIEFS' ASSOCIATION PRESENTATION

Following the introduction of the Commissioners and members of the P.O.S.T. Advisory Committee, who were meeting jointly with the Commission, Chief Jay Stroh of the Inglewood Police Department presented, on behalf of the California Chiefs of Police Association, the emblem of the Chiefs' Association, which had been handsomely framed for display at P.O.S.T. Headquarters.

## APPROVAL OF MINUTES

MOTION by Commissioner Clark, seconded by Commissioner Cash, motion carried that the minutes of the December 14-15, 1972 commission meeting be approved.

## EDUCATION AND TRAINING DIVISION

### Department of Justice Training Program

A proposed contractual arrangement between the Department of Justice and P.O.S.T. for nine technical courses had been presented by the Department of Justice. It was considered advantageous to present all of the courses as a package so the total program could be analyzed. Each course budget was analyzed using predetermined methodology, and computations were presented to the Department of Justice representatives at a meeting on March 12, 1973. Modifications to the P.O.S.T. staff analysis were presented in a memo dated March 13 to Carl Ball from Darrell Stewart. See Attachment "A".

Mr. Ball stated that if the Commission elects to consider contractual arrangements to reimburse for training, it will set a precedent for several other state agencies involved in this type of training.

MOTION by Commissioner Clark, seconded by Commissioner Seares, motion carried that the Commission adopt a policy of contracting with competent agencies to provide education and training to regularly employed peace officers.  
(Eric Younger abstained.)

Commissioner Clark requested it be stated that the question of competency of agencies in addition to the Department of Justice be decided by the Commission on an individual basis upon application for a contract by an agency.

A final analysis of the DOJ Training Program was presented to the Commission in the form of a chart which showed two alternatives to the DOJ proposal.

MOTION by Commissioner Seares, seconded by Commissioner Cash, motion carried that Department of Justice Alternative No. 2 with the 8 stipulations as shown below be accepted for the Department of Justice Training Program.  
(Eric Younger abstaining.)

Man Yrs.	DOJ Original Proposal	POST Analysis	Agree	Alternative No. 1	Alternative No. 2
Instruction	6.	1.62	1.62	1.62	--1.62-- 3.24*
Coordination	1.32	.42	x	1.50	1.50
Clerical	3.	1.34	1.34	1.34	1.34
	10.32	3.38	x	4.46	6.08

\*No. 2 is the same figure as No. 1 with 1 hour of travel time allowed with each instructional hour.

Stipulations:

1. That P. O. S. T. recognizes DOJ budget problems in developing and presenting technical courses in which DOJ has special expertise not readily available elsewhere.
2. That any contractual arrangement between DOJ and POST shall be considered a one-year experimental arrangement.
  - a. There must be a thorough evaluation approved by POST before the conclusion of the one-year contract(s).
  - b. Should POST elect to renegotiate or renew any contract with DOJ after the first year, all direct costs (including salaries and travel costs of DOJ personnel) which exceed POST guidelines must be absorbed by the Dept. of Justice through the General Fund, C. C. C. J., L. E. A. A., or such source other than the Peace Officers Training Fund deemed appropriate by the Dept. of Justice.
3. That the Department of Justice identify geographical areas with continuing training needs and, where evaluation indicates to P. O. S. T. that a course should be presented within a geographical area, the course shall be offered in that location, utilizing regional criminal justice training centers wherever possible.
4. That the Department of Justice shall affiliate with regional criminal justice training centers or systems which exist or are created wherever DOJ training is offered.

5. That the Department of Justice shall explore the possibility of affiliation with community colleges to help offset instructional costs. (Advantages: Salaries of instructors paid; A. V. aids; library and faculty resources.)
6. That any contracts between P.O.S.T and DOJ for funds from the P.O.T.F. shall be based upon maximum allowable costs; that an accounting of actual costs incurred shall be made and, where actual costs are less than maximum allowable costs in any category, the difference shall be refunded by DOJ to the P.O.T.F. This shall include refund of direct costs should a course not be offered.
7. That a minimum number of students for each course shall be established and, should that number not be attained in enrollments for any one presentation, that presentation shall not be offered and the direct costs shall be refunded to the P.O.T.F.
8. That P.O.T.F. funds would be used only for the training of local police officers and sheriffs' deputies.

Speaking on behalf of the Department of Justice, George Puddy stated that all stipulations were acceptable as set forth.

#### Policy - Outside Agency Participation and Tuition

As directed by the Commission at the September 1972 commission meeting, a study had been made of the charges to outside agencies imposed by departments presenting certified courses, and the following recommendations were presented:

1. It is recommended that all agencies charging tuition to outside agencies for their training programs be required to submit budgets on P.O.S.T. forms, as colleges and universities charging tuition are, to assure that costs passed on to outside agencies participating in the program are appropriate. Instructional costs should be identified as a cost that cannot be passed on to participating agencies. By affiliation with a community college, instructor salaries could be accommodated in the college budget which is financed through the general budget.
2. It is recommended that outside agency enrollment requirements be only that outside participation be encouraged except in courses where circumstances might be such that more specific requirements would be necessary.



## Policy - Outside Agency Participation (continued)

3. It is recommended that the Los Angeles Police Department and any other department of comparable size be recognized as a region for curriculum considerations in certifying training courses.

MOTION by Commissioner Morey, seconded by Commissioner Younger, motion carried that the staff recommendations be accepted, with the stipulation that further clarification be presented later as to whether or not the Los Angeles Police Department can include some instructional costs in charges. This would be a consideration for L. A. P. D. only.

Certification of Courses

Commissioner Seares, as Chairman of the Course Certification Subcommittee, reported that the committee had reviewed the certification recommendations of P.O.S.T. staff, and approval was recommended.

MOTION by Commissioner Seares, seconded by Commissioner Fabbri, motion carried to accept the Certification Committee's recommendation to approve all staff recommendations of courses presented on the course certification agenda with only minor changes which have been reflected in the following.

<u>Specialized Basic Course</u>		<u>Hours</u>	<u>Reim. Plan</u>
Department of Justice	Special Agent Entry Training Program (Basic Investigators)	480	N/A
<u>Technical Courses</u>			
Los Angeles County Sheriff's Department	Advanced Patrol and Special Enforcement Training	80	A
Los Angeles Police Department	Basic Car Plan Leadership School	24	A
Los Angeles Police Department	Civilian Supervisory School	40	A
Ohlone College (Fremont)	Defensive Driver Training	22	A

Special Courses

The following 20 courses, P. C. 832-Arrest and Firearms, were certified as 40-hour courses, reimbursable under Plan D. Stipulations are shown.

Allan Hancock College, (Santa Maria)  
 Berkeley Adult School  
 Compton College  
 Contra Costa College, Retroactive to 2-7-73  
 Cuesta College, San Luis Obispo  
 F. B. I.  
 Golden West College, Huntington Beach, Retroactive to 2-5-73  
 Los Angeles City College, 26-hour course (Arrest course only)  
 Merritt College, Oakland, 26-hour course (Arrest course only)  
 Mount San Antonio College, Walnut  
 Sacramento City College  
 Sacramento Law Enforcement Training Center  
 San Mateo College, Retroactive to 2-25-73  
 Shasta College, Redding, Retroactive to 2-25-73  
 Siskiyou College, Retroactive to 1-27-73  
 Southern Pacific Transportation Police Department  
 Ventura College  
 Yuba College  
 Department of Corrections  
 Miramar College

<u>Middle Management Seminar</u>	<u>Hours</u>	<u>Reim. Plan</u>
CSU San Jose	24	B
<u>Continued Certification</u>		
State Specialized Law Enforcement Regional Academy (State Police)      Supervisory Course	80	D
<u>Certification and Reimbursement Changes</u>		
CSU - San Jose	Technical Course: Auto Theft Investigator's Workshop	35 (from 30 hrs.) Inc. tuition fm. \$77 to \$135 per student

Decertification

The basis for decertification is usually "inactivity", i. e., there is no longer demand for presentation of the course as originally certified.

Decertification - continued

- California Conference of Fire and Arson Investigators -- Technical Course
- East Los Angeles College -- Supervisory Course
- Department of Justice -- Technical Course, "Intelligence Analysts  
Followup Workshop"
- Department of Justice -- Technical Course, "Intelligence Collectors  
Followup Workshop"
- Department of Justice -- Technical Course, "Undercover Narcotics"
- CSU-Long Beach -- Technical Course, "Training Program on the Administration  
and Use of the Helicopter in Police Operations and  
General Local Government"
- CSU-Los Angeles -- Technical Course, "Police Training Officers Course"
- CSU-Los Angeles -- Technical Course, "Police Weaponless Defense and  
Baton Instruction Course
- Redwoods, College of, Eureka -- Technical Course, "Advanced  
Investigative Workshop"
- Sacramento City College -- Technical Course, "Auto Theft Investigation  
Course"
- Santa Rosa Junior College, (WPOA) -- Advanced Officer (Decertification  
does not affect certification of regular AO course.)

Initial Employment Training Policy

At the December 1972 commission meeting, a special committee consisting of Commissioners Cash, Seares and Clark, Commissioner Clark to serve as chairman, was appointed to consider the issue of an initial employment training policy. The committee had met and the considerations and recommendations were presented to the Commission. The following were pointed out:

The proposal may be premature. Project S. T. A. R. and the study for the expansion of the Basic Course are in progress and will have an impact.

Financial costs will have to be examined.

The recommendation that entry training be mandatory is an

issue that may be resolved by legislative mandate in 1973.

The question as to what number of hours is proper for basic training needs study with input from the field.

The Chairman directed staff to move ahead with the study of the concept of regulatory requirement for law enforcement training prior to assignment to any law enforcement functions. The preliminary work is to be presented to the Advisory Committee in conjunction with the evaluation of the hours of the Basic Course presently being reviewed by the Advisory Committee. The input of the Advisory Committee will be included in the staff work to be presented to the Commission at the June 14-15 meeting.

### Regional Training Centers

As a result of action taken at the December 14-15, 1972 commission meeting which directed that a consultant be assigned to explore avenues open for establishing regional training centers throughout the State. Dave Allan, Division of Education and Training, reported on the findings of the study.

The concept of regional training centers stemmed from a futurist paper presented to law enforcement several years ago, resulting in the formation of an Education and Training Task Force within CCCJ. (Presently titled the U. L. E. P. Task Force -- Upgrade Law Enforcement Personnel.) Stanford Research Institute was retained to conduct a study of the matter. That report was not approved in its entirety by the Task Force, but in 1971 the Task Force established regional training centers as the highest priority. Established criteria were:

1. Regionalization would occur in at least eight broadly defined geographical areas.
2. Training centers must serve all criminal justice personnel.
3. Close affiliation with 2 and 4 year colleges.
4. All existing local resources must be involved.
5. Each center should serve a minimum of 5,000 criminal justice personnel.
6. Must meet local needs.

The Modesto Regional Criminal Justice Training Center, established in 1971, has been highly successful. It will be self-sustaining beyond the third year's grant. In 1972 a study of Northern California, including Sacramento, was initiated through the American Justice Institute. The Riverside study has also been completed which included some architectural consideration. Other studies presently being formulated include Los Angeles, San Diego, Santa Barbara - San Luis Obispo and Ventura Counties, and the Bay area.

Problems encountered have been with misunderstandings and semantics, i. e., "Centers" v. "Systems". System rather than center is the term now used to describe utilization of all regional resources for the distribution of training within

a region. The term "region" does not imply a specific tie to any one CCCJ region. CCCJ is interested in funding regional systems, not individual agencies.

Future Trends:

1. Sacramento North appears to be the next regional system reality.
2. CCCJ Annual Report indicates a third regional system should emerge during 1973.
3. An "implementation study" rather than a "feasibility study" is current trend, and must include the means for continuation after three-year funding by CCCJ.
4. Quarterly meetings between POST consultants and CCCJ are planned.

Status Report on C. P. R. L. T. P. (Community-Police Relations Leadership Training Program)

Mr. Dave Allan reported that the Community-Police Relations Leadership Training Program, under contract with California State University at San Jose, had a projected enrollment of 42 students although designed for 60 at a cost of \$113,000, making it the most expensive program per student ever undertaken. Therefore, it was recommended that no further programs be undertaken until the need is demonstrated.

It had previously been stated that there may be a possibility that an evaluation of this program might be undertaken by the Attorney General's Advisory Commission on Community-Police Relations. Such a consideration had been declined due to lack of funding and personnel. It was recommended, therefore, that no funds be expended for an evaluation. Following discussion of the staff recommendations, the following action was taken:

MOTION by Commissioner Clark, seconded by Commissioner Fabbri, motion carried that the staff recommendations regarding the C. P. R. L. T. P. be approved:

1. In view of the lack of interest in the program concept, no funds be expended for an evaluation beyond that to be completed by CSU San Jose.
2. In view of the lack of interest by law enforcement agencies, no additional C. P. R. L. T. Programs be funded unless and until a sincere interest and commitment is displayed by potential participating agencies.

### Crime Prevention Project

George Williams reported that California Council on Criminal Justice had allocated \$100,000 to the Commission for the development of a proposal for the development of training for peace officers in crime prevention. P.O.S.T. staff had met with an advisory group to discuss attitudes as to the content of such a proposal.

MOTION by Commissioner Fabbri, seconded by Commissioner Younger, motion carried that staff proceed with preparation of a proposal to develop curricula for various levels of law enforcement personnel in crime prevention techniques. Commissioner Fabbri stipulated that it be a coordinated effort with the Attorney General's crime prevention unit.

Direction was given by the Chairman that this should be directed to the Advisory Committee for consideration and recommendation.

### Advisory Committee

#### Discussion of Role and Responsibilities, Goals and Objectives:

Mr. Townsend stated that in the three years since its inception, the P.O.S.T. Advisory Committee had undergone change in both composition and scope. In order to show their active concern and to clearly define and perform their role, a position paper had been drafted by the Advisory Committee and was presented to the Commission, Attachment "B".

MOTION by Commissioner Morey, seconded by Commissioner Cash, motion carried that the Advisory Committee's Goals and Objectives Paper be adopted by the Commission.

It was also stated that during the last year there had been considerable liaison with the C.S.E.A. Law Enforcement and Public Safety Council. This had culminated in a formal request that they be included on the P.O.S.T. Advisory Committee to represent some 10,000 employees eligible to participate in the Specialized Certification Program. Therefore, it was recommended by the Advisory Committee that James Pinnell, Occupational Representation Division, C.S.E.A. be appointed.

MOTION by Commissioner Seares, seconded by Commissioner Cash for adoption of the Advisory Committee's recommendation that James Pinnell of C.S.E.A. be appointed to the Advisory Committee to represent the participants in the Specialized Certification Program.

Discussion followed concerning the role and function of the Advisory Committee. Suggestions were made concerning improvement in communications between the Committee and the Commission.

Chairman Collins stated it would be well if, in future staff reports, the Advisory Committee's statements are so stated. He also felt, in joint meetings, both Commissioners and Advisory Committee members should contribute; however, issues requiring formal action (a vote) must be limited to Commissioners.

Commissioner Fabbri assured the Advisory Committee that minutes of their meetings are received in advance of commission meetings, thus keeping Commissioners aware of the Advisory Committee's deliberations and decisions. Sheriff Geary stated it is important for the Committee to see what impact they have on the Commission decisions.

Future joint meetings of the Commission and Advisory Committee were discussed, and the following suggestions were made:

Commissioner Clark felt joint meetings should be unstructured with a discussion of areas of concern to both, but no issues should be settled. Commissioner Seares concurred, and suggested time should be set aside for informal exchange of information.

The Executive Director suggested the Advisory Committee make a recommendation as to how they want to participate in the annual joint meetings.

Mr. Silva stated that at least once a year the Advisory Committee should attend an entire formal meeting. Unless they have the in-put from this type of meeting, it is impossible to report to their respective Associations what is going on.

## POLICE STANDARDS DIVISION

### Constable Participation in Specialized Program

On October 22, 1969 the Commission approved the inclusion of constables in the Specialized Certification Program. At the December 14, 1972 meeting the Commission was alerted that certain problems exist in the constable program. Mr. Koch presented a study done by staff which identified the constable responsibilities and the number of constables either elected, appointed or where the sheriff serves as an ex officio constable (221 judicial districts). The impact on the specialized program was set forth. The

principles encompassed included those requirements in the Specialized Regulations which provide for pre-employment interviews, including a background check (S-102 (a) (7)) and a probationary period (S-104 (a)) which would have to be waived by the Commission or a regulation change would have to be made. To do this for elected officials would be a difficult task; 201 compliance inspections would have to be made.

Constable spokesman, Ray Clark, First Vice-President of the Judges, Marshals and Constables Association, stated that he was appearing before the Commission for the primary purpose of finding out where the constables stand with regard to P.O.S.T. certification, i. e., why was a moratorium called on certification and what documentation constables would receive for having passed the Basic Course Equivalency Exam or having attended the Basic Course.

Mr. Koch stated that inasmuch as there have been no inspections made of constable agencies, there is concern regarding the validity of the certificates that have been issued since the inception of the program in 1970. Mr. Townsend added that the moratorium had been placed on the issuance of certificates over a year ago because compliance inspections could not be made. When the B. C. E. E. was given for constables they erroneously concluded that passing the examination qualified them for the P. O. S. T. Basic Certificate. Passing the exam indicates only that the training requirements have been complied with; other conditions necessary for certification must also be met.

The Executive Director explained one of the problems lies in the fact that, as required in the Regulations, there is no hiring authority to do background investigations nor oral interviews on elected officials and that the constable duties were not being disputed. He read into the record a letter from Constable James Martines, Yucaipa Judicial District, in which it was stated that it should not be required that long-employed constables pass the B. C. E. E., and that they should not carry weapons. This testimony is on file at P. O. S. T. Headquarters.

As an alternative to be considered by the Commission, the Executive Director suggested that, on the question of documentation of completion of a Basic Course by a constable, a Certificate of Completion be issued. This certificate is issued to show that the Basic Course only had been completed. The Basic Certificate shows that in addition to the Basic Course, certain personnel and agency standards have also been met.

Commissioner Morey stated that the Commission must look at the constables as 201 sheriffs' departments, and there is no practical way the inspections



can be made according to the requirements. Based upon that point and the realization that a Certificate of Completion could be issued individuals for completion of the Basic Course, the following action was taken:

MOTION by Commissioner Morey, seconded by Commissioner Clark, motion carried that the commission action taken on October 22, 1969, which approved the inclusion of constables in the Specialized Certification Program, be rescinded.

MOTION by Commissioner Younger, seconded by Commissioner Cash, motion carried that a letter be directed to all involved constables indicating that an appropriate document evidencing having passed the Basic Course Equivalency Exam will be supplied.

The Executive Director suggested that it be made known to constables through schools and associations that the Certificate of Completion could be issued to constables for completion of the Basic Course. He emphasized that the Commission is very much in favor of upgrading law enforcement people wherever they are and, if there is ever a problem in training, the help of the Commission is available at all times and is happy to help on an individual basis.

#### Division of Labor Law Enforcement

Mr. Koch reported that a request for inclusion in the Specialized Certification Program had been received from the Division of Labor Law Enforcement. An inspection had been conducted, and it was found that the Division was adhering to all requirements of the Program.

MOTION by Commissioner Seares, seconded by Commissioner Younger, motion carried for adoption of the staff recommendation that inclusion into the Specialized Certification Program be granted to the investigators of the Division of Labor Law Enforcement.

#### ADMINISTRATION DIVISION

##### Budget and Financial Report

Mr. Townsend presented the report on the Peace Officer Training Fund Revenue as of 1/31/73, Attachment "C".

It was reported that revenue was running consistently about \$100,000 below last year's revenue but still ahead of Fiscal Year 1970/71.

Also presented was the report of Reimbursement for Non-Sworn Personnel During the Second Quarter, 72/73 Fiscal Year and the Quarterly Activity Report and 1972/73 Fiscal Year Summary of October 21 to December 31, 1972. Attachment "D"

Mr. Townsend further reported that, as reported at the December 1972 commission meeting, clearance had been received from the Department of Finance and the Governor's Cabinet Review Committee on the P.O.S.T. Budget for 1973/74 for the number of positions requested. Since that time the report of the Legislative Analyst had been received with five specific recommendations, but there are no unsolved issues. Full committee approval of the budget in both Houses of the Legislature is anticipated. This will allow P.O.S.T. to operate with approximately 88.5 personnel in the next fiscal year and to reimburse local government approximately \$12,650,000.

#### Executive Certificate Requirement Modification

Mr. Townsend stated that many requests have been received from local government personnel and state-level personnel to re-examine the requirements for the issuance of the Executive Certificate, with some specificity in lowering the rank requirements in larger agencies.

This problem has been examined at staff level; the Advisory Committee has posed the question to its associations and groups, and they have reported back that the feeling of the agencies they represent was twofold:

1. There should be no change at this time in the rank requirements for eligibility of the Executive Certificate.
2. That the issue of equivalency, e.g., what is or is not equivalent of the Executive Development Course, should be addressed in more detail at a future date.

The Executive Director stated it was felt that in addition to the Advisory Committee, the issue of equivalency should go back for consideration to committees within the associations where this stipulation was originally addressed. Speaking for the Chiefs of Police Association, Chief Stroh stated this matter was of a low priority nature. Chief Savord reported that the Executive Board of the Chiefs of Police had considered this matter on February 7 and the Executive Board of the California Peace Officers Association had considered it on February 9. Both Boards voted unanimously

that there be no changes initiated in the Executive Certificate Program, and therefore suggested that the review of equivalency have low priority.

MOTION by Commissioner Fabbri, seconded by Commissioner Clark, motion carried that the recommendations of the Advisory Committee and staff be accepted as follows:

1. No change is to be made in the eligibility requirements of the Executive Certificate.
2. The issue of equivalency of the Executive Development Course is to be addressed in more detail at a future date. This is to be a low priority study.

### TECHNICAL SERVICES DIVISION

#### Center for Police Management

Mr. Toothman reported that continuous efforts were being made to accomplish the purpose of a Center for Police Management within the P.O.S.T. organization. At the regular meeting on March 1, C.C.C.J. had approved the grant for the Center in the amount of \$123,770. Implementation is projected for the last of April and is hoped to be in operation by May 1.

The Executive Director added this is a resource center to serve police management and education and training throughout the State. The library is a part of that service. Mr. Toothman was commended on behalf of the entire organization for the internal management improvements he had effected through the development of new forms and procedures while functioning with the help of a very small staff.

### PROJECT AND COMMITTEE REPORTS

#### Minority Recruitment (Project MORE ((Minority Officers Recruitment Effort))

Project Coordinator, Michael Hunt, reported on the significant steps taken in establishing an Outreach Recruitment Module and an Information Center to facilitate the hiring of minorities. The Outreach Recruitment Module package sets forth requirements, techniques and procedures for positive minority recruitment and selection process. Purpose of the module is to make available to local law enforcement agencies updated information and assistance on affirmative action strategies tailored to their needs.

Currently, relevant test validation information is being accumulated throughout the State to determine the viable methods utilized by specific agencies. This information will be available to all agencies upon request.

Other programs under consideration are the development of a "Who's Who In Law Enforcement" booklet directed at minorities, and a newspaper and magazine advertisement format, portraying minority officers, with a cutout coupon that can be mailed to P.O.S.T. requesting a Career Opportunities catalog.

Chairman Collins suggested that the importance of management commitment must not be overlooked with regard to the success of a minority recruitment program.

The Executive Director thanked the Advisory Committee for the extensive in-put received with the Minority Recruitment Program as well as the formation of the Project advisory group, consisting of:

Esther Andrews  
Emerson Elementary School  
Riverside

James Newman, Personnel Director  
Oakland

Captain Manuel Correa  
Compton Police Department

Ramon Ortiz, Labor Relations  
North American Rockwell Company

William Danielson  
Personnel Director, Sacramento

Lloyd Webb, Board Member  
Inglewood Unified Schools

The next progress report to the State Legislature concerning Project M.O.R.E. is scheduled for July 1, 1973.

#### Project S. T. A. R. - Status Report

At the last Project S. T. A. R. meeting March 13, the National Advisory Council approved Version One of the Terminal Performance Objectives for the Prosecuting and Defense Attorneys. A validation group was selected consisting of defense attorneys, prosecuting attorneys and some private Bar members. The first rundown has been received on the presentation of the Social Trends Analysis, a document projecting conditions on 10 base indicators in the next 20 years; mailing date will be in the near future.

It was also reported that New Jersey has approved a grant of \$50,000 for implementation of Project S. T. A. R. in that state.

The staff recommendation was adopted to utilize data that was developed through the Project's empirical documentation to develop the training modules. It is felt that P.O.S.T. staff will have to work very closely with Project personnel to make certain there is no detrimental deviation from the management proposal.

Project S. T. A. R. - continued

The educational level as far as college qualification may not be addressed specifically as part of the Project activities at this time.

Negotiations are still in progress with the Superintendent of Documents, Government Printing Office, Washington, D. C., for the possible publication of documents for the Project. Everything is on schedule project-wise.

### LEGISLATIVE REPORT

Mr. Townsend gave the following report on current legislative bills which relate to law enforcement and P. O. S. T.:

#### AB 322 (Townsend)          Public employer-employee relations

Gives local public employees the right of self-organization. Requires public employers to recognize certain employee organizations. Provides procedures to be used in the event of an impasse in negotiations, including mediation and factfinding. Creates California Public Employee Relations Board. Provides for enforcement of board determinations by court action. Provides provisions of chapter supersede provisions of Labor Code with respect to certain services in labor disputes between public employers and employees.

Entitles act the "Dills Public Employer-Employee Relations Act."

#### AB 372 (Brown)

Requires that a high school equivalency certificate (issued upon successful completion of GED) be deemed to be a high school diploma for purpose of meeting employment requirements of public agencies.

#### AB 466 (Foran)

Provides 5% monthly salary increase for uniformed members of Highway Patrol who acquire A. A. degree or equivalent units in police science subject approved by P. O. S. T. Provides 10% monthly salary increase for B. A. degree or equivalent units. Requires yearly completion of minimum of college courses approved by P. O. S. T. in order to retain incentive increase. Terminates incentive increase upon advancement to captain.

Discussion: It was pointed out that P. O. S. T. staff has no capability to approve the police science courses that are spelled out in this bill and opposition should be stated. A suggested alternative to opposition would be to coordinate with the author for purposes of amending the bill to remove P. O. S. T.'s involvement. Commissioner Clark stated he would be in favor of opposition which stated that P. O. S. T. should not be involved in setting

standards for an incentive pay program for the CHP even though P.O.S.T. does support the concept of incentive pay programs.

MOTION by Commissioner Seares, seconded by Commissioner Morey, motion carried that staff be directed to oppose, by whatever methods deemed appropriate, i. e., associations and author, to get A. B. 466 amended to remove P.O.S.T.'s involvement.

SB 39 (Grunsky)

An act to establish a Criminal Code, revising certain provisions of the Penal Code.

SB 61 (Dymally)

Requires state and local agencies meeting specified criteria to employ bilingual and bicultural persons in public contact positions.

SB 125 (Coombs)

Provides that any local official performing police or fire department administrative duties or prosecuting local and state misdemeanors may be deemed a local safety member for purposes of retirement at age 50 under certain conditions.

SB 130 (Mills)

Relates to the creation of the office of Ombudsman and sets up procedures for such.

SB 270 (Lagomarsino)

Permits airport districts to equip and maintain a police department. Declares such police personnel to be peace officers.

STATE PERSONNEL BOARD TEST VALIDATION PROPOSAL

In conjunction with the Selection Consulting Center of the State Personnel Board, which will complete by May 1, 1973 a validation study of selection tests used in the hiring of law enforcement personnel in local jurisdictions, as well as a test validation study for the Equal Employment Opportunities Commission, the State Personnel Board presented a proposed project to study validation of P.O.S.T. standards. The project's objectives were stated:

1. To determine the job relatedness of the standards of personnel fitness and background adopted by P.O.S.T.
2. To provide job analysis information for the development and construction of job related promotional examinations which will identify the

best potential leaders and managers.

3. To provide standards for, and demonstrate the job relatedness of the oral interview process traditionally utilized to assess maturity and judgment in the selection of peace officers in California.
4. To demonstrate the utility of job restructuring, affirmative recruiting and the appropriate use of written tests, oral interviews and other selection techniques as strategies for effecting change within the merit system context.
5. To develop job based performance criteria against which the performance of individual patrolmen may be assessed.

The goals and objectives of the project will be accomplished on a multi-stage demonstration model basis.

Staff recommendation: The Commission approve the concept and the expenditure of approximately \$200,000 and direct staff to proceed in formalizing the agreement.

It was stated that if the concept of the proposal were approved, the staff would move forward to work up a PERT chart showing what is expected, what the deliverables are, the dates involved, and the drafting of terms and conditions for a contract.

It was the consensus of the Commission that more information was needed before final approval could be made. Commissioner Clark requested specifics by way of documentation on a chart which shows presently funded programs undertaken, or completed recently, that deal with this subject, and a statement of what the requested \$200,000 will do to enhance what has already been done.

Commissioner Morey felt there was some confusion as to what the functions of local government are and what they are doing; what the Commission's responsibilities are and what the State Personnel Board's responsibilities are with regard to the proposal. Chairman Collins asked to know what other agencies are involved in terms of funding validation tests.

Commissioner Morey suggested a special meeting be called in 30 to 45 days, and in the interim several members of the Commission should ask their personnel people to review the proposal and provide input at a special meeting.

The Executive Director stressed that the Commission's standards are being questioned; therefore, as soon as possible, with the best core of people that can be found and in the best coordinated effort with other similar actions, this effort should be expedited.

Chief Savord, Cypress Police Department, referred to an article written by Terry Eisenberg of I. A. C. P., which challenges the validity of all testing

and selection standards for peace officers. He suggested staff make available to the Commission some legal research in this area that would emphasize the need for early validation of the study. He felt the Commission should fund this kind of activity as local government looks to P.O.S.T. for leadership in this area; they subscribe to P.O.S.T. standards and adhere to them, and if it is those standards that are being challenged, then it would seem appropriate that P.O.S.T. provide funding to validate them as an assistance to local entities.

MOTION by Commissioner Clark, seconded by Commissioner Cash, motion carried that P.O.S.T. staff prepare a comparison document to that of the State Personnel Board's proposed test validation project, indicating the areas of need and how a new proposal will fill a need for the peace officers in California. As soon as this information is available, there will be called a special meeting, time and place at the call of the Chairman, to consider this subject singly.

Commissioner Fabbri added that all concerned state agencies should be financially involved in this problem, e.g., Corrections, Justice, Fish and Game, etc., thereby accomplishing the study for all concerned parties and precluding a duplication of efforts at some future time for other police types in the State. The effort should be from a coordinated and consolidated effort.

#### OLD/NEW BUSINESS

As reported in December that problem claims from as far back as three years were being processed for reimbursement, Mr. Townsend reported that all prior fiscal year claims for which claims had been submitted had been cleared. A guidelines document containing instruction on course certification and procedures for claiming reimbursement had been widely disseminated throughout California. It is anticipated that with the new forms and related procedures the turn-around time from training through reimbursements will be not more than four months.

#### DATE AND PLACE OF NEXT MEETING

Chairman Collins announced that the next regular meeting of the Commission will be June 14-15 in San Diego, the exact location to be announced at a later date.

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

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



# Memorandum

: Carl R. Ball  
Assistant Director

Date : March 13, 1973

(sw)  
3-13

From : **Commission on Peace Officer Standards and Training**  
Education and Training, Northern

Subject: DEPARTMENT OF JUSTICE COURSE PROPOSALS - SUPPLEMENTAL REPORT

A meeting was held on March 12, 1973, between members of POST staff and George Puddy and Len Silvey, Department of Justice, to discuss POST analysis of budgets for DOJ proposed courses. The following modifications to the POST staff analysis were presented by DOJ:

1. All lodging and meal allowances for DOJ courses should be included in contractual arrangements to not exceed \$24 maximum daily per diem since unexpended funds will be required to be returned to the Peace Officer Training Fund.
2. Coordination costs for the Narcotic Investigation Course for Beat Patrolman should be computed at .50 man years of a Training Officer I.
3. Coordination costs for the Basic Narcotic Investigation Course should be computed at 1.0 man years of a Training Officer I.
4. The Protective Services Techniques Course should be computed at 4 presentations per year with 40 student maximum per offering.

The above modifications (referred to as DOJ Alternative #1) would increase costs as indicated:

Narcotic Investigation for Beat Patrolman (+\$11,556)....	\$38,719
Basic Narcotic Investigation (+\$31,917).....	\$126,361
Protective Services Techniques (+\$5,970).....	\$20,556
TOTAL INCREASE +\$49,443	

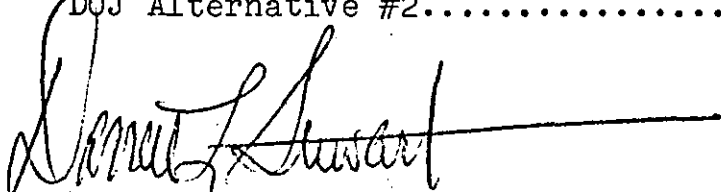
DOJ requests additional funding to subvent narcotic instructors' salaries during travel to and from course training sites. It is proposed by them, since actual expenses have not been computed,

that one hour of travel be allowed for each instructional hour. This proposal (referred to as DOJ Alternative #2) would increase costs of the courses, in addition to Alternative #1, as indicated:

Narcotic Investigation for Beat Patrolman (+\$1,442).....	\$40,161
Basic Narcotic Investigation (+\$27,754).....	\$154,115
TOTAL INCREASE +\$29,196	

Funding Alternatives:

DOJ Original Proposal (including OCCIB adjustment)....	\$471,662
POST Staff Recommendation.....	\$353,198
DOJ Alternative #1.....	\$402,641
DOJ Alternative #2.....	\$431,873



DARRELL L. STEWART  
 Consultant  
 Northern Bureau

## THE POST ADVISORY COMMITTEE

The POST Advisory Committee is a representative blend of law enforcement, educators, and the general public designed to assist the Commission meet its responsibility of improving the quality of local law enforcement.

This is accomplished by communicating advice and recommendations concerning selection, training, education, and other major programs to be implemented, or being considered by, the Commission.

The Advisory Committee handles items on assignment from the Commission, in addition to identifying possible problem areas and solutions in the field environment as they actively provide information to, and from, their constituents.

In order to maximize effectiveness while identifying priorities, the Advisory Committee may assign specific responsibilities to selected members in such areas as minority recruitment, planning curricula expansion, and others as appropriate to keep the Commission informed of changing conditions.

The Advisory Committee's recommendations normally will be reflected as staff recommendations although it is recognized that on some issues there may be divergent views to be considered by the Commission.

# Memorandum

: Gerald E. Townsend  
 Jewell L. Ross  
 Gene S. Muehleisen

Date : March 13, 1973

Administrative Services Officer *YSB*

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

Subject: PEACE OFFICER TRAINING FUND REVENUE - 1/31/73

	<u>TRAFFIC</u>	<u>CRIMINAL</u>	<u>TOTAL</u>
F.Y. 1969-70 (Final)	\$5,630,810.39	\$3,531,416.61	\$9,162,263.80
F.Y. 1970-71 (Final)	5,812,832.31	3,708,025.90	9,520,858.21
F.Y. 1971-72 (Final)	6,305,808.51	4,095,887.27	10,401,695.78
F.Y. 1970-71 - to 1/31	2,168,171.71	1,331,994.74	3,500,166.45
F.Y. 1971-72 - to 1/31	2,334,464.32	1,497,806.12	3,832,271.44
F.Y. 1972-73 - to 1/31	2,329,631.28	1,383,746.06	3,713,337.34

# Memorandum

: Mr. Fravel S. Brown  
Administrative Services Officer

Date : January 10, 1973

From : Claims Audit Unit  
**Commission on Peace Officer Standards and Training**

Subject: REIMBURSEMENT FOR NON-SWORN PERSONNEL DURING SECOND QUARTER, 72/73 FISCAL YEAR

Of those figures on the attached quarterly report, 9 of the 1,962 trainees claimed were non-sworn personnel, and \$6,073.79 of the \$765,917.00 allocated was for non-sworn personnel.

Patricia A. Murphy,  
Supervisor  
Claims Audit Unit

cc: Gerald E. Townsend  
Fravel S. Brown  
Claims Audit Unit Staff

# Memorandum

To : Mr. Fravel S. Brown  
Administrative Services Officer

Date : January 8, 1973

From : Claims Audit Unit  
**Commission on Peace Officer Standards and Training**

Subject: QUARTERLY ACTIVITY REPORT AND 1972/73 FISCAL YEAR SUMMARY  
October 21, - December 31, 1972

The following activities occurred in the Claims Audit Unit for the second quarter:

<u>COURSE</u>	<u>AMOUNT OF REIMBURSEMENT</u>	<u>NUMBER OF MEN</u>
Basic	267,476.48	142
Advanced Officer	145,311.33	624
Supervisory	<u>34,280.55</u>	<u>49</u>
Subtotal Other Courses	\$ 447,068.36	815

Technical or Special Courses:

Advanced Accident Investigation	16,207.80	81
Advanced Investigation for Coroners Case	1,416.40	3
Boating Safety Enforcement	762.32	2
Breathalyzer Course	353.97	6
Community-Police Relations	33,613.00	129
Crime Scene Investigation (Plan B)	60,143.92	81
Crime Scene Investigation (Plan D)	3,832.08	26
Criminal Investigation	9,207.20	31
Criminal Justice Information Systems	2,805.40	10
Delinquency Control Institute	8,648.00	3
Driver Training	27,607.66	269
Evidence Workshop	239.20	1
Field Evidence Technician	10,521.45	12
Fingerprint School	1,107.92	4
Firearms Instructors Course	2,249.76	7
Homicide Investigation	1,322.90	3
Human Development Clinic	3,000.00	29
Jail Operations	1,317.16	4
Juvenile Officers	30,671.40	96
Law Enforcement Legal Education	3,286.35	11
Motorcycle Training	9,801.97	15
Narcotics & Dangerous Drugs	14,638.03	19
Organized Crime Intelligence Analyst Workshop	276.20	4
Police Training Officer	1,248.40	2

<u>COURSE</u>	<u>AMOUNT OF REIMBURSEMENT</u>	<u>NUMBER OF MEN</u>
Riot & Civil Disturbance (Plan B)	6,488.28	44
Riot & Civil Distrubance (Plan D)	50,034.57	190
Specialized Surveillance Equipment	4,243.60	20
Total Immersion Spanish	3,184.50	7
Vice School	<u>10,619.20</u>	<u>38</u>
Subtotal Technical/Special Courses	\$ 318,848.64	1,147
Subtotal Other Courses	<u>447,068.36</u>	<u>815</u>
TOTAL ALL COURSES	<u>\$ 765,917.00</u>	<u>1,962</u>

Late Claims Processed for the 1971/72 Fiscal Year

<u>COURSE</u>	<u>AMOUNT OF REIMBURSEMENT</u>	<u>NUMBER OF MEN</u>
Basic	7,650.08	6
Supervisory	22,695.46	36
Middle Management Course	395.25	1
Middle Management Seminar	180.70	1
Executive Development Seminar	<u>209.15</u>	<u>1</u>
Subtotal Other Courses	\$ 31,130.64	45
Technical or Special Courses:		
Arson & Fire Investigation	167.58	1
Criminal Justice Information Systems	202.00	1
Field Evidence Technician	3,566.30	4
Narcotics & Dangerous Drugs	272.70	1
Riot & Civil Disturbance (Plan B)	166.00	1
Team Building Workshop	<u>9,000.00</u>	<u>63</u>
Subtotal Technical/Special Courses	\$ 13,374.58	71
Subtotal Other Courses	<u>31,130.64</u>	<u>45</u>
TOTAL ALL COURSES	<u>44,505.22</u>	<u>116</u>

Late Claims Processed for the 1970/71 Fiscal Year

<u>COURSE</u>	<u>AMOUNT OF REIMBURSEMENT</u>	<u>NUMBER OF MEN</u>
Middle Management Course	<u>1,875.00</u>	<u>5</u>
TOTAL ALL COURSES	<u>\$ 1,875.00</u>	<u>5</u>

A total of 450 claims were processed this quarter. Of these claims, 425 were for the 72/73 Fiscal Year, 24 claims were for the 71/72 Fiscal Year, and 1 claim was for the 70/71 Fiscal Year.

*Patricia A. Murphy*  
Patricia A. Murphy, Supervisor of Claims Audit Unit