

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

July Commission Meeting

Islandia Hotel - Dolphin Room
1414 Quivira Road
Mission Bay Park
San Diego

July 18: 10 a.m. to 5 p.m.

July 19: 9 a.m. to 3 p.m.

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Approval of Minutes: April 25-26 and May 15, 1974
- D. Administration Division
 - 1. Fiscal Year 1974/75 Budget - Report
 - 2. Revenue and Reimbursement - Report
 - 3. Impact of Revised Reimbursement Schedule
 - 4. POTF Reserve Required - Policy Statement
 - 5. General Certificates - U.C. Police
- E. Standards and Training Division
 - 1. Certification of Courses
 - 2. Basic Course Revision - Status Report
 - 3. Executive Development Course Revision
 - 4. Course Evaluation System
 - 5. Six-Hour Per Day Course Structure
 - 6. Sheriffs Orientation Course
 - 7. Standards Validation Study - Status Report
 - 8. Community College Average Daily Attendance Issue - Status Report
- F. Project STAR Corporation
- G. Technical Services Division
 - 1. Divisional Status Report
 - 2. Proposed POST Procedures for PAM
 - 3. POST - Reorganization
- H. Administrative Counseling Division - Status Report

- I. Proposed Regulation Changes - August 28, 1974 Hearing
 - 1. Section 1015 (b)(3) - Grandfather Clause for Payment of Outstanding Claims
- J. Legislative Report
- K. Old/New Business
 - 1.
 - 2.
 - 3.
- L. Date of Next Meeting/Hearing
 - August 28, 1974 - Hearing and Meeting - Sacramento
 - October 17/18, 1974 - Regular Meeting - Northern California
- M. Adjournment

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

July 18-19, 1974
Islandia Hotel
San Diego, California

The meeting was called to order at 10:00 a.m. by Chairman Grogan. A quorum was present.

Commissioners Present:

Robert F. Grogan	- Chairman
Dan Kelsay	- Vice Chairman
Wesley R. Barrett	- Commissioner
Floyd O. Barton	- Commissioner
Jack G. Collins	- Commissioner
Loren W. Enoch	- Commissioner
Edwin R. McCauley	- Commissioner
Donald F. McIntyre	- Commissioner
Robert S. Seares	- Commissioner
Jack R. Winkler	- Representative of the Attorney General

Advisory Committee Present:

Jay Stroh	- Chief of Police, Inglewood Police Department, Chairman of Advisory Committee, and Chiefs of Police Association Representative
Jerome E. Lance	- Long Beach Police Department, Vice Chairman of Advisory Committee, and California Association of Police Training Officers' Representative
Robert Blanchard	- American Justice Institute, California Association of Administration of Justice Educators Representative
Orin K. Camenish	- California Highway Patrol Representative
Robert Cress	- Peace Officers' Research Association of California Representative
Karen Hawkins	- Student Representative
William G. McGinnis	- California State Employees' Association Representative

David B. Michel	- California Peace Officers Association Representative
Dr. Harry More	- California State University, San Jose Representative
Jay Rodriguez	- KNBC Representative
J. Winston Silva	- California Community Colleges Representative

Staff Present:

Gene S. Muehleisen	- Executive Director
David Y. Allan	- Project STAR Coordinator
Ronald T. Allen	- Special Assistant to the Executive Director
Carl R. Ball	- Director, Administrative Counseling
Ray A. Bray	- Project Supervisor, Crime Prevention Project
Bradley W. Koch	- Director, Technical Services
Gene S. Rhodes	- Consultant, Standards and Training
Jewell L. Ross	- Assistant to the Executive Director
Otto H. Saltenberger	- Chief, Standards and Training
Harold L. Snow	- Consultant, Standards and Training
Edward M. Toothman	- Director, Administration
Gerald E. Townsend	- Director, Standards and Training
George W. Williams	- Chief, Standards and Training
Brooks W. Wilson	- Chief, Standards and Training
Imogene Kauffman	- Recording Secretary

Visitors:

Phil Amen	- Budget Analyst, Department of Justice
David L. Anderson	- Fresno County Law Enforcement Association
Robert J. Beren	- Department of Justice, Division of Law Enforcement
Gerald Brody	- San Bernardino County Sheriff's Office
R. W. Drake	- Department of Justice, Division of Law Enforcement
Charles Ellison	- San Diego Police Department
David S. Fairbairn	- Bahn-Fair Institute
Walt Fath	- Orange County Sheriff's Office
Brad Gates	- Sheriff, Orange County
Larry K. Gore	- San Diego Police Department
Joel Greenfield	- NCCJTES-SACTO and CAAJE
Thomas C. Lean	- Fresno County Law Enforcement Association
Don Matthews	- Boeing Computer Service
Jay Probst	- San Jose Police Department
George H. Puddy	- Department of Justice, Division of Law Enforcement
Leonard F. Silvey	- Department of Justice, Advanced Training Center
Dennis M. Smith	- Department of Justice, Advanced Training Center

APPROVAL OF MINUTES

MOTION by Commissioner Seares, seconded by Kelsay, motion carried that the minutes of the last two meetings -- April 25-26 and May 15, 1974, be approved as mailed.

ADMINISTRATION DIVISION

Mr. Toothman presented a status report on the proposed budget, including Revenue and Reimbursements. Reference documents are set forth as Attachments A.1, .2 and .3. Various Commissioners discussed projected revenues including the question of a lack of increase in traffic funds. Commissioner McCauley inquired about the possibility of setting up a procedure to reduce the time-lag between the collecting of fines by the court and the time they are sent to the State.

The Chairman directed staff to study the problem.

It was reported that a deficit has developed in the P. O. T. F. The major causes for the deficit were a lesser reserve than had been projected by the fiscal office and the magnitude of the late claims received.

It was requested that some immediate action be taken to correct the existing deficit. It was stated that there are a number of decisions that will have to be made during the next two meetings, to insure an adequate reserve for anticipated reimbursements.

A MOTION was made by Commissioner Seares, seconded by Winkler, to rescind the action taken on May 15, and for the immediate future resume reimbursements at the level in effect prior to July 1, which reimbursed all salaries at 60%. (tabled)

Following discussion, the motion was tabled in favor of postponing the voting until 9 a.m. the next day, at which time staff was to present to the Commission some alternate reimbursement plans that would hold expenditures within the estimated income for the 1974/75 budget year. In preparing the alternate plans, staff was to utilize the rough estimates that had been presented by the fiscal office and Department of Finance. Just prior to convening the meeting, Bob Gray of the Department of Finance had telephonically advised the Executive Director that due to anticipated late claims of \$1,500,000, they were recommending the following:

Reduce Aid to Local Government to	\$ 6,680,513
Reduce Administrative costs to	<u>1,763,858</u>
Hold total expenditures to	\$ 8,444,371

It was requested by Mr. Toothman that Agenda Item I., Proposed Regulation Change for Payment of Outstanding Claims, be addressed prior to further discussions on budget action. The following action resulted:

MOTION by Commissioner Seares, seconded by Barrett, motion carried unanimously that the following proposed regulation change in Section 1015 (b)(3) go to public hearing on August 28, 1974, in Sacramento:

Claims must be forwarded on forms provided by the Commission no later than 90 days after the completion of a certified course.

All claims eligible for reimbursement from the Peace Officers' Training Fund for training which occurred after January 1, 1975, are subject to the following provisions:

- (1) Claims forwarded more than 90 days following the date of completion of a certified training course shall be reduced by 25% of the approved reimbursable amount.
- (2) Claims forwarded more than 180 days following the completion of a certified training course shall not be reimbursed.

In response to the need to establish a definite reserve figure,

A MOTION was made by Commissioner Seares, seconded by Collins, motion failed, that for the present time there be established in the P. O. T. F. a reserve not to exceed \$1,000,000. (Staff recommendation was \$1,500,000.)

A SECOND MOTION was made by Commissioner Seares, seconded by Collins, carried unanimously that the reserve balance be established at \$500,000.

Using all estimated figures available, including the accepted reserve figure of \$500,000, the following 1974/75 P. O. T. F. condition was presented to the Commission during the first order of business on the second meeting day, July 19:

PEACE OFFICER TRAINING FUND

1974/75 Fund Condition

Balance (June 30, 1974)		\$ (150,000)
Revenue, 1974/75		<u>10,050,000</u>
	Total Resources	\$ 9,900,000
Expenditures;		
Administration		\$ 1,820,000
Local Assistance Contracts		500,000
Reimbursement Claims		<u>7,080,000</u>
	Total	\$ 9,400,000
Balance, June 30, 1975		\$ 500,000

Based on an expenditure figure of \$9,400,000 seven alternate reimbursement plans were presented for consideration:

Alternate Reimbursement Plans

Plan 1	50% Across the Board		\$ 6,599,500
Plan 2	100% Out-of-Pocket	\$ 2,138,000	
	60% All Salaries	<u>6,636,600</u>	8,774,600
Plan 3	100% Out-of-Pocket	2,138,000	
	50% All Salaries	<u>5,530,000</u>	7,668,000
Plan 4	100% Out-of-Pocket	2,138,000	
	44% All Salaries	<u>4,862,000</u>	7,000,000
Plan 5	100% Out-of-Pocket	2,138,000	
	40% All Salaries	<u>4,424,000</u>	6,562,000
Plan 6	100% Out-of-Pocket	2,138,000	
	60% Mandatory Salaries only	<u>5,064,000</u>	7,202,000
Plan 7	100% Out-of-Pocket	2,138,000	
	60% Mandatory Salaries only	<u>4,862,000</u>	7,000,000

A MOTION was made by Commissioner Kelsay, seconded by Enoch, motion passed (Collins, nay) that salary reimbursement be made on mandatory courses only.

A MOTION was made by Commissioner Collins, seconded by Barton, for adoption of Plan 6 - 1005 Out-of-Pocket reimbursement plus 60% reimbursement for salaries for mandatory courses only.

Following further discussion, the motion was amended to state that the reimbursement plan adopted May 15, 1974 (100% salary reimbursement for the Basic Course and 60% for Advanced Officer, Supervisory and Middle Management) be in effect until August 1, 1974, at which time salaries shall be reimbursed in accordance with Plan 6 above. This action to include all schools that had started during July.

Vote Ayes - Collins
Barton
McIntyre
Scares
Winkler
Grogan

Noes - Barrett
Kelsay
McCauley
Enoch

Motion carried.

It was emphasized that this action was a temporary measure to balance the budget for the coming fiscal year.

Commissioner Winkler made reference to a request by the Executive Director at a previous meeting and during a prior agenda item that it was essential that some time be taken for putting together a technique that would give absolute control of course expenditures and to resolving what are the training needs of law enforcement in California. Some points to be addressed are to identify the priority needs of departments and control reimbursement by the number of presentations offered. Mandatory courses should be unrestricted. Estimates on mandatory courses can be quite accurate, however accurate estimates, based upon history and other factors, cannot be applied to technical and special courses.

In response to the Chairman's inquiry of the date staff could present the study on these kinds of controls, Commissioner Winkler proposed appointing a special 3 or 4-man subcommittee, and Chairman Grogan felt the Budget Committee would be the logical committee to do this.

MOTION by Commissioner Winkler, seconded by Barton, motion carried that up-front controls analysis be referred to the Budget Committee to

study the proposal in-depth and report back to the Commission with recommendations at the October meeting.

STANDARDS AND TRAINING DIVISION

Certification of Courses

The Course Certification Subcommittee -- Robert Seares, Chairman, Commissioners Don McIntyre and Floyd Barton, members, met with POST staff on July 17. Chairman Seares reported that the subcommittee had reviewed the certification recommendations of staff and approval was recommended. Exceptions were requested on the Technical Courses presented and the Bahn-Fair Institute, agenda item 18 of the Course Roster, set forth as Attachment "B" of the minutes.

MOTION by Commissioner Seares, seconded by Enoch, motion carried to accept the Certification Committee's recommendation to approve all staff recommendations of courses presented on the course agenda with the exception of the two Technical Courses and the certification status of Bahn-Fair Institute.

Technical Courses

It was announced that the Department of Justice course, Burglary Investigation, had been withdrawn.

Department of Justice 1974-75 Training Proposal was presented.

Following presentations by George Williams of POST and George Puddy of the Department of Justice, discussions on issues and several motions and amendments to motions were proposed. The following motion was passed.

MOTION by Commissioner Enoch, seconded by Collins, motion passed that the staff recommendation be approved with the exception of the \$150,000 funding level. The amount approved for the contract was limited to the amount calculated in accordance with Commission guidelines, being \$72,893. The amended recommendation read:

It is recommended that the DOJ be certified for the Fiscal Year 1974/75 to present the eight technical courses, as listed, under Reimbursement Plan IV, and that a \$72,893 Plan of Financial Adjustment be executed to subvent the costs of instruction, administration, coordination and clerical support for the Basic Narcotic Investigation for Beat Patrolmen courses and Protective Services Techniques Course. Commission stipulations previously agreed to by DOJ to remain effective.

Vote: Ayes -	Enoch	Noes -	Barrett
	Collins		Barton
	Seares		Kelsay
	McCauley		Winkler
	McIntyre		
	Grogan		

Motion carried.

Chairman Grogan asked if there was merit in DOJ re-examining their proposal and bringing it back to the Commission. On the second meeting day, July 19, as the third order of business, Commissioner Winkler presented a motion:

MOTION by Commissioner Winkler, seconded by Barrett, motion failed, to ratify an inter-office memo (Townsend to Toothman) which stated, in effect, that the DOJ contract should be extended to November 1, 1974, and requested that the validity of this memo be verified.

Vote: Ayes -	Winkler	Noes -	Collins
	Barrett		Seares
	Barton		Kelsay
			McCauley
			McIntyre
			Enoch
			Grogan

A second motion was presented:

MOTION by Commissioner Kelsay, seconded by Seares, motion carried for extension of the existing DOJ contract until the Commission meeting scheduled August 28, 1974, at which time DOJ will present a revised proposal. Until that time, DOJ will continue the same program with regard to processing expenditures and training.

Commissioner Collins questioned the authority of the staff to extend the life of a contract or to enter into "financial adjustments" without approval of the Commission -- as has allegedly been done in this instance.

MOTION by Commissioner McIntyre, seconded by Seares, motion carried (Collins abstaining) that staff prepare a policy statement as to what discretion the staff has to enter into a contractual "financial adjustment" or extend the life of a contract without approval of the Commission. The proposed policy is to be presented to the Commission for approval at a future meeting.

Stockton Police Department - Chemical Agents Instructors Course

The discussion addressed the need for instructors to teach the Chemical Agents Instructors Course in California, since the instruction is normally received in basic training. Collins stated Los Angeles Police Department receives this training at Pendleton. Barton stated that this course was designed to train instructors, and was not of a priority nature.

MOTION by Commissioner Seares, seconded by Barrett, motion carried for certification of the Chemical Agents Instructors Course presented by Stockton Police Department.

Vote: Ayes -	Barrett	Noes -	Collins
	Seares		Barton
	McIntyre		Kelsay
	Enoch		McCauley
	Winkler		
	Grogan		

Bahn-Fair Institute - Evidence Collection
Course Certification Status

George Williams reported staff and Bahn-Fair Institute had agreed on all issues addressed to the Commission at the April meeting, and all issues have been satisfied. Staff had reported concern to the subcommittee regarding the appropriateness of the students enrolled in the class. An application has been developed that will be used for screening attendees to insure that trainees will be assigned to tasks of a general nature to the field.

Recommendation: Certify under existing Reimbursement Plan III -- cost of living and tuition.

It was further stated that POST does not intend to pursue actions to recover costs from F. Y. 1972/73 originally considered as over-charges. Since the issues were not in writing, the original staff position could not be supported.

Commissioner Winkler inquired as to whether a profit was made on this course. Mr. Williams explained that there is a profit due to a new 5-day course that will augment the schedule of classes. Commissioner Kelsay requested that it be determined that, although the facilities are designed to handle 16 trainees, there be a maximum of 12 attendees trained in each class as per the agreement. Mr. Fairbairn requested the prerogative of training 14 to a class. Commissioner Winkler requested this issue be tabled until the question of the number of trainees could be resolved.

- Recessed for Lunch -

- Reconvened following lunch -

Bahn-Fair Institute - Course Certification Status (continued)

Mr. Fairbairn stated he had been in touch with Mr. Bahnsen who had confirmed that there will be not more than 12 students per class.

MOTION by Commissioner Kelsay, seconded by Seares, motion carried for acceptance of the proposal agreement with the Bahn-Fair Institute for the Evidence Collection Course as presented. (Collins - nay)

Commissioner McIntyre voiced concern about the action as he felt staff had put in a great deal of time in getting Bahn-Fair recertified. He stated the Commission should know how many hours of staff time and expenses involved in meetings to get the differences resolved. It was questioned to what extent the staff should be required to "lead people by the hand" to maintain certification. He requested staff to prepare an estimate of time and expenses involved in resolving the issues.

It was so ordered by the Chairman to prepare this estimate and report back to the Commission.

Basic Course Revision - Status Report

POST entered into an agreement with the Los Angeles Sheriff's Department in May 1973 to provide four staff members (one part-time) to review the POST Basic Course. A rough draft of the Performance Objectives was presented to the Commission, and it was explained by Brooks Wilson that this package is being edited by the Sheriff's Department consultants.

The research, which included visits to all academies in California and selected locations in other states, showed that the original Basic Course was quite accurate in the identification of the 12 subject areas. The deficiency was in the inability to control the exact nature of the presentations within the 12 subject areas.

The POST recommendations, at this point, included 14 functional areas which were divided into learning goals within each functional area. The learning goals are additionally divided into performance objectives. There are approximately 85 learning goals and 500 performance objectives. The next step after editing and rewrite will be the consensus review which will essentially consist of exposure to operating personnel, training officers, and academy coordinators. In doing this, it is hoped to capture any differences they perceive that may relate to agency size or location.

After consensus review, the recommended course will be reviewed by professional groups, i. e., CAAJE, CAPTO, CPOA, the Chiefs' Association and Sheriffs' Association before being presented for public hearing. It is anticipated that the revised course will be presented to the Commission for adoption in January 1975.

It is realized that there will be a dramatic change in format and it will involve some implementation problems, particularly in the smaller academies.

A PERT chart for the final six months of the project was distributed. Mr. Wilson stated it is hoped that the implementation process can be started in September 1974. More staff time will be required but with the recent cutback in POST staff, a six month's contract may be needed for the services of a special consultant at an estimated cost of \$15,000, to provide implementation strategy and assist in coordinating consensus review meetings.

Part of the implementation process, in addition to teaching POST staff and academy coordinators how to write performance objectives, is the development of the test criteria to determine whether or not the trainees are actually able to perform the behavioral objectives.

Chief Stroh, Chairman of the Advisory Committee, commented that the Commission should be informed that the phase-out date for the assistance being contributed by the Los Angeles Sheriff's Department is January 1975.

Executive Development Course Revision

Hal Snow reported on the final results of the Executive Development Course Revision and presented 9 recommendations requiring Commission approval:

Course Administration: It is recommended that:

1. The Executive Development Course be singularly and centrally administered by a source or individual under direct contract with POST.
2. Course development funds be authorized to be expended for (approximately 2 months) services of a program coordinator. (Approximately \$6,000 was quoted as being needed for further course development.)

MOTION by Commissioner Collins, seconded by McCauley, motion unanimously carried for adoption of the staff recommendation.

Course Format: It is recommended that:

3. The Executive Development Course be revised to a two week (80 hours) course with an average instructional day consisting of six hours of organized or structured instructional activities with an additional two hours/day of independent or informal small work group activities.

MOTION by Commissioner Collins, seconded by Barrett, motion carried for adoption of the staff recommendation.

Course Prerequisites: It is recommended that:

4. The Middle Management Course or its equivalent be a required prerequisite to the Executive Development Course.

MOTION by Commissioner Collins, seconded by Seares, motion carried for adoption of the staff recommendation.

Executive Certificate Requirements: It is recommended that:

5. Requirements for the Executive Certificate be revised to include both the Executive Development Course and two other Middle Management or Executive level seminars. (Referral to appropriate professional associations.)

Commission consensus was that there be no objection to this recommended action.

Grading: It is recommended that:

6. Routine student evaluation be conducted on a pass/fail system based upon pre-established course standards with no letter grades issued unless requested by the student for college credit purposes.

MOTION by Commissioner Collins, seconded by Barrett, motion carried for approval of the staff recommendation.

Mandatory Course: It is recommended that:

7. Since there was considerable field interest expressed for a mandatory Executive Development Course, the issue be formally referred by the Commission to the appropriate professional associations for their recommendation.

MOTION by Commissioner Collins, seconded by Kelsay, motion carried that this recommendation not be adopted.

Implementation Plan: It is recommended that:

8. The Executive Development Course be approved on the basis of the Implementation Plan presented to the Commission.

MOTION by Commissioner Seares, seconded by Collins, motion carried for approval of the staff recommendation.

Curriculum Specification: It is recommended that:

9. Present Executive Development Course curriculum

specifications be revised according to those presented to the Commission.

MOTION by Commissioner Collins, seconded by Seares, motion carried for approval of the staff recommendation.

Course Evaluation System Project - Progress Report

Brooks Wilson presented the following report on the Course Evaluation System Project.

In reviewing the 1972/73 POST Budget, the Legislative Analyst recommended that the Commission develop a system for evaluating the effectiveness of their training programs. On June 15, 1973, the Commission authorized staff to negotiate a contract with Bruce Olson to develop a comprehensive system which would provide for student evaluation of every presentation of every certified course. The objective of the project was a questionnaire requiring less than 20 minutes to complete which would measure the prime elements of a training program and would lend itself to tabulation and analysis by electronic data processing. The final report was submitted on March 29, 1974.

Further, the final course evaluation instrument (CEI) had been developed; a process of distribution, collection and analysis by E. D. P. In considering the process, a number of decisions were identified which must be made by POST staff and by the Commission before implementation of the evaluation instrument. A task force of POST staff had considered 6 elements of the process and presented the Commission with the following recommendation:

It is recommended that the Commission authorize staff to determine the cost of electronic data processing through the State, or if State capabilities are inadequate for our needs, to issue RFP's to private firms to support the course evaluation system outlined above, with the capabilities and stipulations outlined on pages 46-48 of the Project's final report.

MOTION by Commissioner Seares, seconded by Kelsay, motion carried for adoption of the staff recommendation, above.

Commissioner Kelsay requested it be stated that the recommendation was approved with the stipulation that it does not bind the Commission to any costs at this time.

Six-Hour Per Day Course Structure - Status Report

Hal Snow stated that the six-hour instruction day has been a POST staff study for approximately one year, primarily as a result of comments from the field on the length of present academy courses -- some as as long as 10 to 12 hours a

day. This bears upon the quality of the training programs. Staff has looked at the advantages of a reduced instructional day and identified a number of companion issues:

- The matter of POST reimbursement would be affected because of increased salary costs (could increase amount of time by 25%).
- The State system of funding community colleges for ADA and how that impacts on the numbers.
- The Fair Labor Standards Act amendments that have been approved by Congress impact upon the public sector.

The end result of the study will present some recommendations, working through the Advisory Committee and other organizations that will simultaneously contribute to two things:

- Improvement of instruction
- Be consistent with the Fair Labor Standards Act.

It was deemed advisable that the Commission be apprised that some study is being given to this matter.

Sheriffs' Orientation Course

Gene Rhodes presented the background analysis for the proposed Sheriffs' Orientation Course. During many meetings, a consensus was achieved on the following:

- The course should be designed to assist the new sheriff and under-sheriff in overcoming some of the problems they may encounter after taking office. It should be problem identification and resolution oriented.
- The course should be no longer than one week (50 hours).
- Class size should be limited to 20 students.
- The course should be handled by direct contract. In all probability the course will not be needed more than once or twice every 4 years.

- The presentation location should provide live-in and eating accommodations.
- The course should be presented during the interim of election (Nov.) and assumption of office (Jan.).
- P. C. 832 will not be offered in conjunction with this course; however, it will be identified and appropriate locations suggested to those persons needing to satisfy that requirement.
- The course will not supplant existing POST certified Management and Executive Development courses.
- Request for Contract:

It is requested a contract be prepared for Allan Ellis to develop and coordinate the "Sheriffs' Orientation Course;" the cost not to exceed \$2,465 for developmental expenses and \$5,355 for course presentation expenses. Two presentations are anticipated. The contract should include that the completed training package be the property of POST.

The objectives of the course is to present a 50-hour course satisfying the Legislative requirements of P. C. 832.3 and to assist new sheriffs and undersheriffs who will be taking office in January 1975. The course will be designed toward problem identification and resolution oriented.

Mr. Ellis will be responsible for developing the course, securing instructors, lesson plans, course site and on-site coordination for this course.

The two course presentations will be presented between November 1974 and January 1975. Expenses to Mr. Ellis will be paid upon submission of appropriate vouchers. Student expenses will be reimbursed under Plan IV.

Request the period of contract to extend from August 1, 1974, through January 15, 1975. All expenditures are to be paid from the aid to local government in accord with the Board of Control and the State Administrative Manual. Contract control officer will be Gene Rhodes of the POST staff.

MOTION by Commissioner Seares, seconded by Kelsay, motion carried unanimously for approval of the following:
 Concurrence with identified curriculum.
 Certification of the Sheriffs' Orientation Course.
 Authority to contract for detailed curriculum development, course administration and coordination.

Standards Validation Study

Mike Freeman reported on the progress of the study and stated there was a need to set a date for a special commission meeting to present the recommendations for Component A - The Validation of Job-Related Selection Standards. It was felt a full day should be devoted to this special meeting -- preferably following the next regular commission meeting in October. The Advisory Committee will also have reviewed the recommendations prior to that meeting.

It was agreed that the Validation Study presentation be at a special meeting on November 7; exact location to be announced.

Community College Average Daily Attendance Issue - Status Report

George Williams gave a report on S. B. 2450 (vetoed by the Governor) which would have legitimized the apportionment practices that have been in effect for 16 years. S. B. 1418, a spot bill (gone through the Senate) has replaced it as it will, in essence, take the substance of S. B. 2450, with amendments, and provide a vehicle for satisfying the legislative objectives of proponents of S. B. 2450 as well as the Director of Finance.

By direction of the Chairman, staff was requested to do whatever is necessary to support this legislation.

Project STAR Corporation

Dave Allan reported that on June 5, 1974, the National Advisory Council of Project STAR unanimously accepted the implementation plans and directed staff to continue with development of the Project STAR Corporation.

The grant for STAR has been extended to December 31, 1974, within existing fund allocations and the third party contract has been amended accordingly. It is anticipated all technical efforts will be completed by October.

TECHNICAL SERVICES DIVISION

Division Status Report

Brad Koch reported on the four out-put elements in Technical Services and activities for F. Y. 1973/74:

Technical research projects and publications	20 completed
General research projects	47 completed
Graphic arts projects	275 completed
Library research projects	85 completed

During the ensuing year some of the major programs of the Division will be the maintenance of PAM (POST Administrative Manual), the on-going development of the POST-PAR program, a records system study, and a personnel procedures study. It is also hoped that the POST Internal Manual will be completed.

In January 1974 the Commission authorized staff, at the request of Chief of Police Duane Baker of Glendale, to conduct a firearms use policy study of the local law enforcement jurisdictions in California, working with the California Chiefs' Association and CPOA. A questionnaire was developed and sent out to all law enforcement agencies in the State, and there has been an 84% response. The completed report will be forwarded to the CPOA and Chiefs' Association within two weeks. He further stated that POST would not be involved in the actual development of the firearms use policy.

The Crime Prevention Training Program, developed through grant funds to implement a training institute and develop curricula to be integrated into the POST Basic, Middle Management and Executive Development Course, is well underway. Ray Bray, Project Supervisor, was introduced. Ray, who is on loan from the Concord Police Department, has an extensive background in the crime prevention field.

Initial efforts were devoted to:

- Development of a flow chart on work activities of the grant.
- Collecting input from administrators and operational personnel of jurisdictions and developing an advisory committee.

Meetings were conducted on June 19 and 20 with top police administrators from both Northern and Southern California to obtain their support and input as to curricula and methods of student selection. Kellog-West, Pomona, has been selected as the site for the Crime Prevention Training Institute scheduled for February and March 1975.

Proposed POST Procedures for PAM

Mr. Koch announced that the POST Administrative Manual had been completed and distributed throughout California on schedule. A proposed supplement to Section 1003, Notice of Peace Officer Appointment, was presented for approval to be Commission Procedure C-4, Attachment "C".

MOTION by Commissioner Enoch, seconded by McIntyre, carried unanimously that POST Administrative Manual Procedure C-4, "Notice of Peace Officer Appointment", be approved as presented to be added to PAM.

It was explained that the form presented, POST 2-114, was a revision of the form previously used for notification of lateral entry and is available for use

upon request. POST will work with agencies who wish to have individual forms approved. Large agencies may wish to have a type of "print-out" procedure approved.

POST Reorganization

The Executive Director reported that Bureau Chief Glen Fine of Technical Services Division had done a complete audit on the POST organization. The report has been submitted to all Directors for discussion and final decision. Although the Commission has stated this decision is the prerogative of the Executive Director, it was stated the final reorganization chart will be presented to the Commission .

ADMINISTRATIVE COUNSELING DIVISION

Division Status Report

Carl Ball presented a chart showing present status of surveys, Attachment "D".

A summary showed:

Comprehensive Surveys Pending	31
Surveys in Progress	9
Surveys Completed	84

He stated that in the compilation of the 84 surveys, nine law enforcement trends had been observed:

1. A growing trend toward unionism and militancy.
2. "Rank and File" dissatisfaction with management.
3. Increase in number of consolidated enforcement efforts.
4. Increased utilization of services and resources available in POST, i. e., Administrative Counseling and the Police Management Center.
5. Development of regional police training concept and the lessening of local training academies.
6. Expanded efforts in smaller agencies to involve community resources in crime prevention, community relations, and other programs.
7. An increase in youth diversion programs and youth counseling activities within agencies and schools.

8. Implementation of ADP-computer programs without determining need and researching thoroughly.
9. Dissatisfaction with structure of educational incentive programs that are not based on educational achievement and merit or satisfactory job performance.

LEGISLATIVE REPORT

George Williams informed the Commission on the current legislation affecting POST.

A. B. 2896 - BART in POST program (To Assembly, 3rd reading file.)

MOTION by Commissioner Kelsay, seconded by Collins, motion carried that POST take no action.

A. B. 4425 - School district security officers in POST program (In Criminal Justice Committee, if still alive.)

MOTION by Commissioner Kelsay, seconded by Collins, motion carried that this bill should be disapproved by the POST Commission.

S. B. 1994 - Adds training of correctional personnel to the POST program. (In Assembly June 28, held at desk - was opposed by Department of Finance in Senate Finance Committee - even though supported by Governor - Finance estimates \$12.5 million costs over 3-year period.)

Chairman directed staff to watch any attempt to change funding section of this bill -- if changed, support will be asked to kill this bill.

S. B. 2408 - Peace Officer licensing

MOTION by Commissioner Barrett, seconded by Kelsay, motion carried that the Commission approve the concept but disapprove the bill as written.

OLD/NEW BUSINESS

Planning Future Commission meetings

Commissioner McIntyre requested the following constructive suggestion be

considered for coordinating future Commission meetings:

- Make agenda more meaningful by identifying items with a paragraph after each item to give the Commissioners a feeling of what it is about. Mail the agenda well in advance with an explanatory paragraph and a statement of when and what kind of action is to be taken.

Commissioner Seares suggested the following:

- Consider setting aside a certain time for information reports to make certain adequate time will be allowed. Time constraints for agenda items will be relieved when a budgetary system on courses is finalized. Estimate each year how much money will be available next year -- 65% for mandated programs and 35% for non-mandated was suggested. Chairman Grogan reminded Commissioner Seares that the Budget Subcommittee had been assigned that item.

It was directed by the Chairman that the Budget Subcommittee will meet at 10 a.m. on July 25 at POST headquarters for the purpose of reviewing the proposed POST Budget for F. Y. 1975/76.

Announcements:

The Executive Director announced that Carl Ball, Assistant Director, Administrative Counseling Division, will be leaving POST as of August 1, 1974. He has accepted the position of Chief Special Agent of The Atchison, Topeka and Santa Fe Railway Company. Carl was commended for the magnificent job and dedication he has given to POST since he joined the staff as the third professional staff member in 1966. Paula Carlton Ball, who has also been an outstanding member of POST since 1968, was commended for exceptional contributions and dedication to POST.

MOTION by Commissioner Seares, seconded by Collins, motion carried that an appropriate Resolution from the Commission be presented to Carl and Paula Ball for their loyal and distinguished services to POST.

It was also announced that with the resignation of Mr. Ball, the responsibility of the executive duties of the Advisory Committee be transferred to the Executive Office. Jewell Ross, Assistant to the Executive Director, has been selected as the Executive Secretary to the Advisory Committee.

DATE AND PLACE OF NEXT MEETING

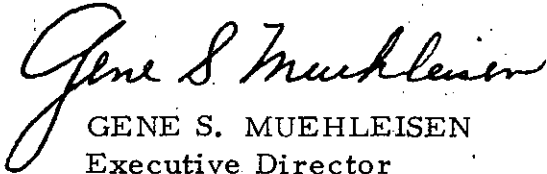
Chairman Grogan set October 31 - November 1 as the dates for the next regular Commission meeting. It is to be held in Northern California.

A special meeting of the Commission will follow the Public Hearing scheduled for August 28 at POST headquarters' conference room.

ADJOURNMENT

Having no further business to come before the Commission, the Chairman adjourned the meeting at 2 p. m.

Respectfully submitted,


GENE S. MUEHLEISEN
Executive Director

BUDGET 1974-75

Report of POST Budget Requests as shown in final Budget adopted for 1974-75.

The POST budget as approved by the Governor for 74-75 is as follows:

Administration

One new position of stenographer is requested for the Executive Director's office to assist with the increased work load.

Three Clerk/Typists and three Clerk positions were requested for the Administration Division. Four of the six positions requested are presently filled with temporary help to provide for current volume of work.

Of the seven positions requested, two and one half positions were approved.

The request for \$10,000 to conduct automated records study was disapproved.

Education and Training Division

In 1972, ten positions, six consultants and four clerical staff, were authorized to establish and implement PC 832 Program. The positions were authorized until July, 1974. POST desired to retain the positions in order to provide continued service for the PC 832 Program and to maintain and improve POST education and training services to the field. Three positions were proposed to perform ongoing work load generated by the PC 832 Program. Seven positions were proposed to maintain the current level of service.

The ten positions were disapproved.

Project STAR

Three positions, one Senior Law Enforcement Consultant, one Senior Stenographer, and one Accounting Technician are presently filled.

The STAR Project terminates August 31, 1974. In order to further implement the program, it was requested for the balance of 1974-75 Fiscal Year.

The Program was disapproved.

Technical Services Division

The Budget request was to transfer one Law Enforcement Consultant and one Clerk/Typist, who were working under grant funds, to permanent positions in POST. This is in accord with the terms of the grant proposal to assimilate the personnel of the Center within the three-year grant period.

Three new positions, one Senior Law Enforcement Consultant, one Law Enforcement Consultant II and one Stenographer were requested to establish a Publications Management Office.

The transfer of the two positions from the grant funds to permanent positions in POST was approved. The three additional positions for the Publications Management Office were disapproved.

REVENUE RECEIVED FOR THE PEACE OFFICER
TRAINING FUND FOR THE FISCAL YEAR 1973-74

July	Traffic Criminal	<u>175,698.52</u> <u>118,154.81</u>	60% 40%	293,853.33
August	Traffic Criminal	<u>565,319.60</u> <u>273,716.24</u>	67% 33%	839,035.84
September	Traffic Criminal	<u>397,063.37</u> <u>207,296.37</u>	66% 34%	604,359.74
October	Traffic Criminal	<u>705,737.35</u> <u>304,490.71</u>	67% 33%	1,046,228.06
November	Traffic Criminal	<u>598,378.05</u> <u>281,556.69</u>	68% 32%	879,934.74
December	Traffic Criminal	<u>504,162.21</u> <u>226,636.98</u>	69% 31%	730,799.19
January	Traffic Criminal	<u>432,912.83</u> <u>194,624.03</u>	69% 31%	627,536.86
February	Traffic Criminal	<u>453,889.72</u> <u>229,345.00</u>	66% 34%	683,234.72
March	Traffic Criminal	<u>486,062.49</u> <u>170,352.29</u>	74% 26%	656,414.78
April	Traffic Criminal	<u>594,068.15</u> <u>215,635.14</u>	72% 28%	809,703.29
May	Traffic Criminal	<u>651,739.44</u> <u>272,082.85</u>	70% 30%	923,822.29
June	Traffic Criminal	<u>622,658.71</u> <u>237,511.58</u>	70% 30%	860,170.29
TOTAL				<u>88,955,093.13</u>

State of California
Department of Justice
Commission on Peace Officer Standards and Training

Administration Division

QUARTERLY REIMBURSEMENTS - Fiscal Year 1973-74

Course	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fiscal Year Total
Basic	\$ 417,202.91	\$ 1,242,517.87	\$ 1,368,774.85	\$ 1,195,789.32	\$ 4,224,284.95
Advanced Officer	30,167.28	178,412.75	221,357.84	395,757.98	825,695.85
Supervisory Course	8,581.90	76,842.62	55,563.18	106,793.22	247,780.92
Supervisory Seminar	-0-	6,183.75	7,279.65	11,362.95	24,826.35
Middle Management Course	26,330.43	95,348.73	53,374.89	88,394.16	263,448.21
Middle Management Seminar	67,926.34	110,953.05	118,636.33	117,274.99	414,790.71
Executive Development Course	26,329.92	13,011.15	8,572.13	-0-	47,913.20
Executive Development Seminar	34,548.60	67,836.05	29,552.93	22,262.95	154,200.53
Technical/Special Courses (Detail list attached)	229,145.25	729,977.33	609,120.35	871,801.33	2,430,044.26
Sub-Total	\$ 840,232.63	\$ 2,511,083.30	\$ 2,472,232.15	2,809,436.90	\$ 8,632,984.98
Claims for prior years paid from current FY funds	68 Interim	124.40	(-) 124.40*	-0-	-0-
	70-71 F.Y.	1,528.40	(-) 1,528.40*	1,528.40**	-0- 1,528.40
Adjustments on prior payments	(-) 10,738.90	(-) 4,768.62	2,324.40	(-) 19,894.24	(-) 33,077.36
Audit adjustments by Controller	(-) 12,703.25	(-) 1,464.76	(-) 23,130.14	(-) 2,599.61	(-) 39,897.76
ADJUSTMENTS TO PREVIOUS QUARTER AIDY ADJUSTMENTS		(+) 230.27		-0-	(+) 230.27
GRAND TOTAL	\$ 818,503.28	\$ 2,503,267.39	\$ 2,452,954.81	2,786,943.05	\$ 8,561,768.53

10000000

* Payment denied by Controllers, exceeds Statute of Limitations.
** Resubmitted, will be paid.

MEMORANDUM

To: Gene S. Muehleisen
Executive Director
Commission on POST

Date: June 25, 1974

From: Standards & Training Division

SUBJECT: COURSE CERTIFICATION AGENDA, JULY 18/19, 1974

<u>TECHNICAL COURSES</u>	<u>HOURS</u>	<u>CERTIFICATION RECOMMENDED</u>	<u>REIMBURSEMENT RECOMMENDED</u>
1. Dept. of Justice 1974-75 Training Proposal - (no advance handout)			Contract
2. Dept. of Justice - Burglary Investigation	40	No	IV (withdrawn)
3. Stockton Police Dept. Chemical Agents Instructors Course	24	Yes	IV

<u>MODIFICATIONS</u>		<u>ACTION RECOMMENDED</u>
4. Univ. of So. Cal. MMS - Improving Productivity in Police Service		Topic specific certification - decreased hours from 24 to 18; reduced tuition from \$175 to \$100; Plan III
5. Univ. of So. Cal. MMS - Grantsmanship in Law Enforcement		Topic specific certification - decreased hours from 24 to 18; reduced tuition from \$175 to \$100; Plan III

Attachment "B"

MODIFICATIONS continuedACTION RECOMMENDED

6.	Univ. of So. Cal.	MMS - Career Development In Law Enforcement	Topic specific certification - decreased hours from 24 to 18; reduced tuition from \$175 to \$100; Plan III.
7.	Univ. of So. Cal.	MMS - Police Planning & Research	Same as above.
8.	Univ. of So. Cal.	EDS - Change Agent	Same as above.
9.	Univ. of So. Cal.	EDS - Personal Growth	Same as above.
10.	Univ. of So. Cal.	EDS - Organizational Development	Same as above.
11.	Cal Poly Pomona	Technical - Traffic Program Management Institute	Continued certification; reduction of tuition from \$197 to \$165; Plan III.
12.	Cal Poly Pomona	Jail Management Course	Reduce students from 30 to 20; increase tuition from \$172 to \$220; Plan III

DECERTIFICATIONSRECOMMENDATION

13.	Mira Costa College	Military Basic	Decertify
14.	Monterey Peninsula College	Military Basic	Decertify
15.	DeAnza College	Supervisory	Decertify

DECERTIFICATIONS continuedRECOMMENDATION

16.	DeAnza College	Community Police Relations	Decertify
17.	Richmond Police Dept.	Juvenile Crisis Intervention	Decertify

COURSE CERTIFICATION STATUS

18.	Bahn-Fair Institute	Evidence Collection - (no advance handout)
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REIMBURSEMENT PLANS

I.	Meals & Lodging	100%
	Travel	100%
	Tuition	100%
	Salary	As specified
II.	Meals & Lodging	100%
	Travel	100%
	Salary	As specified
III.	Meals & Lodging	100%
	Travel	100%
	Tuition	100%
IV.	Meals & Lodging	100%
	Travel	100%

COURSE CATEGORIES PLANS

Basic	Plan II	100% salary
Advanced Officer	Plan II	60% salary
Supervisory	Plan II	60% salary
Middle Management	Plan I	60% salary
Middle Management Seminar	Plan III	
Executive Development Seminar	Plan III	
Executive Development Course	Plan III	
Technical/Special	Plan III	if there is a tuition
	Plan IV	if no tuition



OTTO H. SALTENBERGER
Acting Director
Standards & Training Division

Attachments

NOTICE OF APPOINTMENT

STATE OF CALIFORNIA DEPARTMENT OF JUSTICE
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
7100 BOWLING DRIVE, SACRAMENTO, CALIFORNIA 95823

1. NAME Last First Middle	2. Birth Date	3. Sex	4. Race	5. Social Security Number
------------------------------	---------------	--------	---------	---------------------------

6. High School Graduate Yes <input type="checkbox"/> No <input type="checkbox"/>	7. GED Examination Successfully Completed Yes <input type="checkbox"/> No <input type="checkbox"/>
---	---

8. College/University	Attended	Units	Degree	Major
	From _____ To _____	Semester _____ Quarter _____		
	From _____ To _____	Semester _____ Quarter _____		
	From _____ To _____	Semester _____ Quarter _____		
	From _____ To _____	Semester _____ Quarter _____		

9. Name of Law Enforcement Agency Where Now Employed	10. Date Employed
--	-------------------

11. Is the Officer Sworn With Full Peace Officer Powers? Yes <input type="checkbox"/> No <input type="checkbox"/>
--

12. Present Rank or Title	13. Date Promoted to Present Rank
---------------------------	-----------------------------------

14. Has the Officer Been Employed in the Criminal Justice System Prior to Present Employment? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, List Those Previous Employers and Dates of Employment.
--

15. Signature of Employee	16. Date this Form Completed
---------------------------	------------------------------

17. Signature of Agency Head

18. Comments:

July 1, 1974

Personnel Selection and Standards

NOTICE OF PEACE OFFICER APPOINTMENT

Purpose

4-1. Peace Officer Appointments: This Commission Procedure implements that portion of the Personnel Selection and Standards Program established in Section 1003 of the Regulations which provides that law enforcement departments shall notify the Commission when a peace officer is newly appointed or enters a department laterally. The data requested will serve as a permanent, historical record of the officer's employment in the Criminal Justice System in California as well as documentation of his educational achievements. Establishment of such a record will be of benefit to individual officers in validating claims of prior employment and educational experience, and will be of equal benefit to appointing departments in verifying the background of lateral transfer applicants.

Manner of Notification

4-2. Notice of Appointment Form, POST 2-114: Whenever a peace officer is newly appointed or enters a department laterally, the department shall, within 30 days, notify the Commission of such appointment on POST Form 2-114 (see Illustration 4-1) or on a suitable form previously approved by the Commission.

Information Required

4-3. Required Information: The required information includes the appointee's full name, date of birth, sex, race, and social security number. Educational achievements will be detailed to reflect whether or not the appointee is a high school graduate, has successfully completed the GED examination, and the name of any colleges or universities attended, dates of attendance, units completed, type of degree received, and major. The information submitted should also show the name of the law enforcement agency where the appointee is currently employed and the date of employment, whether or not the officer is sworn with full peace officer powers, current rank and date promoted to current rank. Additional information should show whether or not the officer has been employed in the Criminal Justice System prior to his present employment and, if so, a list of his previous employers and dates of employment should also be submitted. The form shall be signed and dated by the employee and finally signed by the agency or department head. Pertinent comments should also be included on the form.

Submission of Form

4-4. Processing of Information: Completed Notice of Appointment forms or department approved forms shall be submitted within 30 days to the POST Administration Division for processing and recording of information.

Agency	Date Requested
1. Laguna Beach	November 15, 1971
2. Dunsmuir	March 17, 1972
3. Lynwood	June 10, 1972
4. Capitola	July 12, 1972
5. Marin County	September 7, 1972
6. Santa Barbara	September 22, 1972
7. Grover City	November 7, 1972
8. Firebaugh	November 28, 1972
9. Escondido	January 11, 1973
10. Half Moon Bay*	January 15, 1973
11. Watsonville*	January 16, 1973
12. Turlock	January 24, 1973
13. Butte County*	February 18, 1973
14. Bakersfield*	February 28, 1973
15. Claremont	April 12, 1973
16. Coachella	April 20, 1973
17. La Mesa*	May 23, 1973
18. Fortuna	May 29, 1973
19. Kings County*	June 1973
20. Irwindale*	June 1973
21. Anaheim	July 1973
22. Larkspur	August 1973
23. Napa County*	August 2, 1973
24. Pacifica	October 9, 1973
25. Walnut Creek	December 1973
26. Bell Gardens (Feasibility - Bell, Bell Gardens, Commerce, Cudahy, Huntington Park, and Maywood)	January 16, 1974
27. Patterson	February 4, 1974
28. Reedley	February 28, 1974
29. Campbell	March 18, 1974
30. Cotati	March 29, 1974
31. Clayton	April 30, 1974

* Limited surveys have been completed for these departments, pending full surveys.

SURVEYS IN PROGRESS

Agency	Date Started
1. Compton (Ongoing Implementation)	November 2, 1973
2. Tustin Police Department	December 17, 1973
3. Mendocino County Sheriff's Department	February 5, 1974
4. El Segundo Police Department	March 26, 1974
5. Placerville Police Department	May 8, 1974
6. Corte Madera Police Department	June 12, 1974
7. Patterson Police Department	June 14, 1974
8. Garden Grove Police Department	June 18, 1974
9. Newman Police Department	June 24, 1974

COMPLETED STUDIES

No.	Survey	Date	No.	Survey	Date
1	Brawley	2/69	42	Angels Camp	8/72
2	Pacifica	3/69	43	Paso Robles*	10/72
3	Hermosa Beach*	2/69	44	Sonora	10/72
4	San Marino	5/69	45	Pismo Beach	10/72
5	Lompoc	5/69	46	Isleton**	11/72
6	Cypress	8/69	47	South San Francisco**	11/72
7	Los Alamitos	8/69	48	Woodlake	12/72
8	La Palma	8/69	49	Pittsburg	12/72
9	Huntington Park	6/69	50	Oxnard	2/73
10	Ontario	9/69	51	Santa Ana*	3/73
11	Humboldt County*	11/69	52	Lodi	3/73
12	Monterey	1/70	53	Gardena	3/73
13	Novato	3/70	54	Fontana	4/73
14	Torrance**	3/70	55	Coronado*	4/73
15	Madera County	4/70	56	Willits	5/73
16	Ukiah	6/70	57	Tulare County	5/73
17	Chowchilla	6/70	58	Half Moon Bay*	5/73
18	San Bruno	7/70	59	Newark	6/73
19	San Rafael	9/70	60	Bakersfield*	7/73
20	Fremont*	11/70	61	Mono County	7/73
21	Amador County	1/71	62	La Mesa*	8/73
22	Calaveras County	2/71	63	Tracy	8/73
23	Suisun	2/71	64	Seal Beach	8/73
24	Cloverdale	3/71	65	Antioch	9/73
25	Sonoma	4/71	66	Watsonville*	9/73
26	Madera	5/71	67	Irwindale*	10/73
27	Sacramento	6/71	68	Modesto*	10/73
28	Healdsburg	3/71	69	Modesto*	10/73
29	Santa Paula	7/71	70	Buena Park	11/73
30	Stockton	9/71	71	Kings County*	12/73
31	San Jose	11/71	72	Gilroy	12/73
32	Fairfield	11/71	73	Inyo County	1/74
33	Colusa*	11/71	74	Placentia	2/74
34	Eureka	12/71	75	Grass Valley	2/74
35	Siskiyou County	12/71	76	Crescent City	2/74
36	Chula Vista	12/71	77	Bishop	3/74
37	Arroyo Grande	2/72	78	Butte County*	3/74
38	Marysville	6/72	79	Napa County*	3/74
39	Livermore	6/72	80	Fairfax	4/74
40	Tuolumne County	6/72	81	Santa Cruz	4/74
41	Patterson**	7/72	82	Fountain Valley*	4/74
			83	Clovis	5/74
			84	Santa Clara	5/74

* Limited Surveys
** Staff Assistance

Attachment "D"

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ADVISORY COMMITTEE MEETING

July 18, 1974 - San Diego, California

The Advisory Committee met with the Commission on Thursday and Friday, July 18 and 19, 1974. The Advisory Committee meeting, held separately, was called to order at 5:10 p. m. by Chairman Jay Stroh. A quorum was present.

Present:

ROBERT BLANCHARD	CAAJE	- Training & Education Systems American Justice Institute
ORIN K. CAMENISH	CHP	- Commander, Training Division California Highway Patrol, Sacramento
ROBERT CRESS	PORAC	- Past President, Peace Officers' Research Association of California
KAREN HAWKINS	STUDENT	- Criminal Justice Student Cal- State University at Sacramento
JEROME E. LANCE	CAPTO	- Lieutenant, Long Beach Police Department
DAVID B. MICHEL	CPOA	- Chief of Police, Anaheim Police Department
WILLIAM G. MCGINNIS	SPECIALIZED LAW ENFORCE- MENT	- California State Employees' Association, Sacramento
HARRY MORE	4-YR. EDUC.	- Chairman, Administration of Justice Department, California State University, San Jose
JAY RODRIGUEZ	PUBLIC	- Manager, Community Relations KNBC-4, Los Angeles
J. WINSTON SILVA	COMMUNITY COLLEGES	- Supervisor, Criminal Justice Education & Training, California
JAY STROH	COP ASSOC.	- Chief of Police, Inglewood Police Department

Absent:

W. BERT RITCHEY

POST Staff Present:

CARL R. BALL

- Director, Administrative
Counseling Division

JEWELL L. ROSS

- Assistant to the Executive
Director

RICHARD A. BARATTA

- Senior Consultant, Admin-
istrative Counseling Division

PEACE OFFICER LICENSING, SENATE BILL 2408

Jerry Lance, Chairman of the Subcommittee on Peace Officer Licensing, reported that a copy of the minutes of the Subcommittee meeting of June 28, 1974 had been distributed to Advisory Committee members. For background, the Subcommittee members had preliminarily agreed that the concept of licensing could be supported and already exists to a degree. Their approach was to review the provisions of the bill to determine if objectionable elements could be deleted and acceptable provisions be written into it. As reported in the minutes, some of the issues were so significant that they could not be resolved within the framework of the proposed legislation. After six hours of work, the Subcommittee members then present concluded its meeting listing six major points. (See Attachment, Minutes of the Subcommittee Meeting of June 28th.) Lance concluded his oral report with suggestions that the POST Commission should recognize that even though Senate Bill 2408 would not pass in 1974, it or a similar bill will be introduced again; that the Commission should take an affirmative position on such legislative matters; that staff resources be committed to work with others to support an acceptable bill and prevent bad law from being enacted.

A summary of the points made in the discussion that followed were:

- The proposed bill addressed itself only to local government police officers and deputy sheriffs and did not apply to other peace officers.
- PORAC had initially suggested licensing all categories of peace officers but the proposed legislation became unworkably cumbersome and was narrowed in application to municipal police and deputy sheriffs.
- It was not considered as a bill applicable to state peace officer categories.
- State peace officers were concerned that the licensing of municipal and county officers could be used to the detriment of state officers in salary negotiations.

- An effort was made to incorporate the concept of professionalization into it, an impossibility within the existing bill.

It was the Subcommittee's recommendation that the Advisory Committee inform the Commission that it is opposed to the Police Licensing Bill as written, but that if the objectionable features are removed and suggested improvements are written into it, that the matter should again be referred to the Advisory Committee for study and recommendation.

MOTION by Win Silva, seconded by Dave Michel and passed that the Advisory Committee support the recommendation of the Subcommittee on Peace Officer Licensing.

OTHER BUSINESS

Jerry Lance notified staff that secretarial assistance should be provided at all committee and subcommittee meetings. Carl Ball and Jewell Ross acknowledged that this shall be done.

Dave Michel asked if an Advisory Committee member who is unable to attend a scheduled meeting could send a representative in his place. Carl Ball responded that a representative could certainly attend, but that only duly appointed Advisory Committee members are authorized to be paid for travel expenses.

Carl Ball announced that this was his final meeting with the Advisory Committee and that Jewell Ross would replace him as the Committee's Executive Secretary. Chairman Stroh expressed the pleasure of the Advisory Committee for Carl's service with it.

DATE AND PLACE OF NEXT MEETING

The next Advisory Committee meeting is scheduled for 10:00 a. m. to 3:00 p. m., Thursday, October 3, 1974, at the Host of Sacramento Airport Hotel, located at the Sacramento Metropolitan Airport.

ADJOURNMENT

There being no further business, the meeting was adjourned by Chairman Stroh.



JEWELL L. ROSS
Executive Secretary

Attachment

Distribution: Advisory Committee Members
Commissioners
POST Staff

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ADVISORY COMMITTEESUBCOMMITTEE ON PEACE OFFICERS LICENSING MEETING

(June 28, 1974 - Los Angeles, California)

The meeting was called to order at 10:15 a.m. by the Vice Chairman, Jerry Lance.

Present:

ROBERT BLANCHARD	CAAJE	- Training and Education System American Justice Institute
JEROME E. LANCE	CAPTO	- Lieutenant, Long Beach Police Department
DONALD A. TAMM		- Representing James Geary, Sheriff, Santa Clara County, and California Sheriffs' Association

POST Staff Present:

CARL R. BALL		- Executive Secretary, Advisory Committee, and Director, Admin- istrative Counseling Division
RICHARD A. BARATTA		- Senior Consultant, Administra- tive Counseling Division

Absent:

ROBERT CRESS
JAMES GEARY
DAVID MICHEL

Donald A. Tamm, Lieutenant, Santa Clara Sheriff's Department stated that he represented Sheriff Geary and the California Sheriffs' Association. He indicated that the Association was opposed both to the concept of licensing peace officers and to the current legislation.

The Subcommittee stated that they supported the concept of peace officer licensing, but could not support the legislation. It was decided to discuss each section of the bill and provide suggestions for amending it to a more acceptable document.

The bill was then discussed in depth and comments, suggestions, and recommendations for amendments were noted (see attachment).

The meeting concluded with the following specific comments:

1. The Subcommittee supports the concept of licensing peace officers.
2. S.B. 2408 is not acceptable to the Subcommittee in its present form.
3. If certain substantive changes were made in the legislation, the Subcommittee would consider recommending a supportive position.
4. Since the bill involves POST significantly, it is considered by many as a POST-sponsored bill. Further, this type of legislation vitally concerns POST and affects all law enforcement. For these reasons, POST cannot assume a "Hands Off" or "Wait and See" position, but should be involved.
5. Sufficient staff time should be allocated to work with the sponsors and author to provide input, guidance, and expertise.
6. POST should develop a position paper on certain areas of the bill, describing the anticipated procedures and regulation changes. This would provide substance to some of the enabling sections.

Adjournment

The meeting was adjourned by Chairman Lance.

SUGGESTED AMENDMENTS AND COMMENTS

CHAPTER 2 - PEACE OFFICER LICENSING

Article 1. Definitions

13525a - Objection to the use of the term "profession," - as a statement of an existing fact or condition.

13526 - Group all license definitions together.

Article 3. Examinations

It was recommended that either the procedures that are to be followed be placed in the bill, or a "position paper" be drafted by POST to describe how tests would be developed and administered at the local level.

Also suggested was the addition of an advisory committee in the bill. This committee would assist staff in decisions related to the examination content and process.

13532 - Delete. Requires the Commission to determine whether or not the examinations contain any cultural bias.

Article 4. Licensing

13536 - Delete "each type" of license. There should be only one type of license issued.

13538 - Delete reference to a "probationary period of at least one year."

Despite Commission regulations the Committee felt POST should not pass on length of probationary period as selected by local jurisdictions.

13539 - Period of license validity.

The committee felt that the provision to renew licenses should clearly state its purpose is to raise supportive revenue. There should be no inference that the process is a re-qualification of the officer.

13540 - Renewal of license.

Same as 13539.

13542 - Amend four year educational requirement to two years, same graduated scale.

The Committee considered a four-year college requirement by 1982 would:

- Be adverse to minority recruitment.
- Produce far too few qualified applicants.
- Be too restrictive, and place a burden on smaller cities.

13543 - Check constitutionality of oaths.

13544 - Check constitutionality of oaths.

13545 - Check constitutionality relative to privacy.

Article 5. Peace Officer Hearing Board

13552 - Representation of board.

Committee suggests including a layman on the board and increasing it to seven members: three sergeants or below, three above sergeants, and one layman.

13556 - Add "or two consecutive meetings."

This is relative to vacating a board position for absences.

13558 - Delete lines 29 to 34, relative to secretarial assistance being provided to board member by local agency.

13563 - Delete here, and in other sections, reference to suspending licenses. The opinion of the Committee was that only severe violations should be acted on by the board. Violations would call for revoking a license, and nothing less. This would possibly preclude questions of State involvement in local affairs except for gross breaches of conduct.

13564c - Delete. This section appears redundant and is covered in 13564g.

New Section - Add. It should be articulated that the intention of this article is to have the board investigate only those charges that are of such severity as to warrant the revocation of an officers license if confirmed. It should not be the intention of this article to have the board interferring with the affairs of local government in minor disciplinary actions or activities.

Memorandum

: POST Advisory Committee

Date : September 12, 1974

Assistant to the Executive Director
From : **Commission on Peace Officer Standards and Training**

Subject: **ADVISORY COMMITTEE MEETING**

The Advisory Committee meeting will be held:

DATE: Thursday, October 3, 1974

TIME: 10 a. m. to 3 p. m.

PLACE: Camelia Room A
Host of Sacramento Airport Hotel
Across the street from the Sacramento
Metropolitan Airport
Sacramento, California 95837
(916) 922-8071

The hotel is less than 100 yards from the Terminal access roadway.

A block of rooms has been reserved. Quoted rates are \$20-24 for a single; \$24-28 for a double. For those who plan to arrive the night before, please notify Gail Bomar by September 26 so that reservations may be confirmed.

If you wish us to obtain and send you airline tickets, please notify Mrs. Bomar as soon as conveniently possible at (916) 445-4515.

Lunch will be available on a no-host basis in the Airport Terminal Restaurant.

An agenda and other items are enclosed for your information.

Other Significant Dates:

Friday, October 4, 1974. New Commission and Advisory Committeemen Orientation at POST headquarters. (Committee members who wish to attend, please notify my office.)

September 12, 1974

Friday, November 7, 1974. Joint Commission and Advisory Committee meeting to review the recommendations on validated Minimum Selection Standards developed under contract by Selection Consulting Center staff. (Additional information will be mailed later.)

Should you have any question, please feel free to call.



JEWELL L. ROSS
Executive Secretary
POST Advisory Committee

Enclosures

cc: Commissioners

Memorandum

POST Advisory Committee

Date : September 12, 1974

Assistant to the Executive Director
From : **Commission on Peace Officer Standards and Training**

Subject: AGENDA - THURSDAY, OCTOBER 3, 1974 COMMITTEE MEETING

1. Call to Order, 10:00 a. m.
2. Introductions
3. Approval of Minutes

Standards and Training Division - Update

4. 832.3 Penal Code Course - Status
5. Basic Course Revision - Consensus Review
6. Executive Development Course - Status

Administrative Counseling Division - Update

7. Surveys Completed and in Progress

Technical Services Division - Update

8. Crime Prevention Project - Status
9. Center for Police Management - Personnel Records Management, Report
10. Selection Validation Study - Status
11. Reports from Members
12. Executive Secretary's Report

September 12, 1974

13. Old/New Business

14. Adjournment



JEWELL L. ROSS
Executive Secretary
POST Advisory Committee

cc: Commissioners