

Meetings and Public Hearings
of the
Commission on Peace Officer Standards and Training

to be held on
October 25, 10 a.m. to 5 p.m.
~~October 26, 9 a.m. to Noon (approx.)~~

at the
Sacramento Inn - Comstock III
1401 Arden Way (at Freeway 80)
Sacramento, California

Commission's Executive Summary
AGENDA

The agenda for this meeting is in the format of the agenda items being accompanied by an executive summary highlighting the issue, its policy implications and staff recommendation where such is indicated. Further staff reports and backup material are found under the appropriate tabs, as usual. This executive summary approach is offered in the belief that it will be convenient for members of the Commission and facilitate agenda review.

CALL TO ORDER

ROLL CALL OF COMMISSION MEMBERS

A. INTRODUCTIONS and ACKNOWLEDGEMENTS

1. Introducing new Commissioner John Van de Kamp.

John Van de Kamp, District Attorney for Los Angeles County, was appointed to the POST Commission by Governor Brown on September 12, 1979, filling the county official designation.

2. Acknowledging outgoing Commissioner Ed McCauley.

Ed McCauley, retired County Administrator of Monterey County, served on the POST Commission from June 1973 to September 1979, in the county official designation. In keeping with the Commission's past practice, a MOTION would be appropriate to order the preparation of a POST Special Commendation Plaque recognizing Mr. McCauley's service and instruct staff to prepare it and see that it is fittingly presented.

3. Commending Brad Koch on his service as Interim Director

At the July 1979 meeting, your Honorable Commission asked that a plaque commending Brad Koch on his service as an Interim Director be prepared for presentation at this meeting. As of this writing, the plaque is being completed by the Perma Plaque Company in Los Angeles, and we anticipate it will be available for presentation to Mr. Koch at this meeting.

Introductions & Acknowledgements - cont.

4. Commending Otto Saltenberger

Otto Saltenberger resigned effective September 24, 1979, to assume the position of Chief of the Division of Investigation, Department of Consumer Affairs. Otto served POST well for the past eight years, five years of which was at a division director level. In view of this, the Commission may feel it appropriate to commend Mr. Saltenberger for his service as a member of the staff of the Commission on Peace Officer Standards and Training, and order that a plaque be prepared and duly presented on behalf of the Commission.

B. APPROVAL OF MINUTES

Meeting of July 26-27, 1979. This meeting was held at the Airport Park Hotel, Inglewood, California. The minutes of the meeting have been prepared and are included in the agenda packet under tab. B. After any corrections, additions or deletions, the appropriate action would be a MOTION to approve the minutes of the July 26-27, 1979 POST Commission meeting.

C. PUBLIC HEARINGS

The following public hearings will be held as four distinct and separate hearings. Each matter will be taken up, heard, and acted on in turn.

1. Specialized Executive Certificates

This public hearing is to consider a Regulation revision of Commission Regulation 1001 (h) and (i) and Commission Procedure F-1-10, to include designated chief executives in specialized agencies as being eligible for the award of the POST Professional Executive Certificate. This issue was approved in concept by the Commission at its July 1979 meeting and scheduled for public hearing at this meeting. After the hearing, the Commission will consider formal adoption of this position in the Regulations.

Staff recommends adoption of the above proposal.

2. Supervisory, Management and Executive Course Reimbursement

This public hearing is to consider a Regulation revision of Commission Regulations 1005(c)(2) and 1005 (e)(1) and Commission Procedure E-1-3(c) and (e).

In October 1978, the Commission adopted a Regulation change for reimbursement related to the Supervisory Course. That change requires that persons must actually be appointed to supervisory positions at the time the course is completed in order for jurisdictions to be reimbursed. Subsequently, the Commission adopted a similar policy for

Public Hearings - cont.

Management and Executive Course reimbursement. The Commission, at this hearing, will consider changing the Regulations to bring them into line with the Commission's policy.

Staff recommends adoption of the above proposal.

3. Specialized Investigators Basic Course Revision

This hearing concerns changes in the curricula and hour requirement of the Specialized Investigators Basic Course. The Regulation change under consideration, revision of Commission Procedure D-12, will establish the P. C. 832, 40-hour Arrest and Firearms Course as a prerequisite and will also establish a 180-hour course, all of which would be attended by all users. In addition, any agency-specific training would be completed separately following the Basic Course. This curriculum has been developed by POST and the major users and presenters of the Specialized Investigators Basic Course. Adoption recommended.

4. Certificate Cancellation Policy

This hearing is to consider a Regulation revision of Commission Regulation 1011(b) and Commission Procedure F-2.

Penal Code Section 13510.1 enacted by Assembly Bill 1637 mandates the POST professional certificate program and, in addition, requires that certificates be cancelled if the certificate holder is convicted of a felony subsequent to certificate issuance. This requires appropriate regulation and procedure changes. In essence, certificates will no longer be merely awards for achievement of certain requirements, (e. g., which include education, training and experience) but in addition, certificate holders will have to satisfy a continuing behavior requirement, i. e., no felony conviction. This regulation change will accommodate the legislative change.

Staff recommends adoption of the above proposal.

D. CONSENT CALENDAR

1. Financial Report - 1st Quarter F. Y. 1979/80

This report will be handed out at the meeting as it has been specifically exempted by Commission action from the premail requirement. This report will outline the revenues and reimbursements for the first quarter of F. Y. 1979/80.

2. Course Certification/Modification/Decertification Report

Since the July meeting, there have been 44 new certifications, 19 modifications, and 5 decertifications. Of the 44 new certifications 10 are reserve courses.

Consent Calendar - cont.

3. This is a reaffirmation of policy decisions made by the Commission at the July 1979 meeting. Upon approval, they become a part of the Commission's Policy Manual.
 - a. The Executive Director is authorized administrative discretion to resolve situations of equity, for example, allowing reimbursement when a trainee successfully completes a major portion of a course but for some reason - such as injury - is prevented from completing the entire course. All such actions are to be reported annually to the Commission.
 - b. The Executive Director is instructed to report to the Commission annually on the memberships and activities of POST staff in professional organizations.
 - c. Paraprofessionals will be included in the regular reimbursement process for attendance at the Basic Course.
4. Correspondence

Twenty-two agencies have indicated a desire to continue a driver training allotment. The letters will be available in a notebook at the secretary's desk. Two samples and POST's response are included here.

E. BUDGET REVIEW COMMITTEE

The 1980-81 Fiscal Year Budget has been completed and submitted to the Department of Finance:

	<u>Actual</u> <u>1978-79</u>	<u>Estimated</u> <u>1979-80</u>	<u>Proposed</u> <u>1980-81</u>
1. Budget Summary			
Adm. Budget	\$ 2,230,388	\$ 2,746,261	\$ 2,825,825
Asst. Cities & Count.	<u>10,799,173</u>	<u>11,652,392</u>	<u>11,652,392</u>
Sub Total	\$13,029,561	\$14,398,653	\$14,478,217
Add:			
Tab 2 - Move to DOJ Bldg. ¹	-	-	51,800
Tab 3 - Valid. Unit	-		\$ 234,972
Tab 4 - Computer Fund ²	-	(48,000)	(48,000)
Tab 5 - $\frac{1}{2}$ Office Asst. II	-		- 3,889
Tab 6 - Asst. Cities & Count.			<u>901,222</u>
TOTALS	<u>\$13,029,561</u>	<u>\$14,398,653</u>	<u>\$15,662,322</u>
Percent of Increase			
Over 1978-79		10.5	20.2

¹ Staff has just been advised that the DOJ building may be delayed for six months to a year which would permit elimination of the BCP. We will know more about this in the next two weeks.

² To be financed from resources currently budgeted.

Budget - cont.

Commissioner Trives, Chairman of the Budget Review Committee, will report on the issues addressed at the Committee meeting of August 23, 1979 at POST Headquarters, Sacramento. Details of these issues are shown at tabs E. 2 through 6. (Minutes of the Budget Committee are included at tab 8)

2. Move to the Department of Justice Facility

The amount of \$51,800 was approved. This is the estimated cost of a new Centrex telephone system, moving costs, movable partitions and task lights for each work station. (See Tab 2. Also see Note² on previous page re. DOJ building delay.)

3. Validation Unit

Continuation of this unit was approved. Estimated full-year costs are \$234,972. The existing LEAA funding will be sufficient to carry the unit from May 1 through June 30, 1980. (See Tab E. 3.)

4. Computer Funding

The amount of \$48,000 was approved. This is a shift from purchase to lease arrangement. The \$48,000 is in addition to the \$52,000 already authorized for computer purposes. (See Tab E. 4.)

5. Half-Time Office Assistant II Position

This half-time position will result in a net savings of \$3,889 per year. Effective July 1, 1979, POST began performing that portion of the personnel work previously done by the Department of Justice. The Department of Justice performed this service at a cost of \$9,271 per year vs POST's estimated cost of \$5,382 per year. (See Tab E. 5.)

6. Assistance to Cities and Counties

It was agreed that the Assistance to Cities and Counties Budget should be increased to approximately \$12,500,000 for F. Y. 1980-81. Based on expected increases in salaries, per diem, travel and number of trainees, an increase of \$901,222 was approved. (See Tab E. 6.) A meeting with the Deputy Director, Department of Finance, indicates it would not be possible for an increase during the current 1979-80 Fiscal Year.

7. Please refer to a three-year budget flow summary under Tab E. 7. to see the dynamics of fund balances, receipts and disbursements for fiscal years 1978-79, 1979-80, and 1980-81.

F. DEPARTMENT OF JUSTICE REQUEST FOR INCREASED CONTRACT MONIES

Members of the Commission are aware that the Department of Justice (DOJ) has a \$511,000 contract to present a number of POST certified courses throughout the State. Last year there was a similar DOJ/POST contract amounting to approximately \$502,000. A number of out-of-state tuition paying participants attended the DOJ courses last year. The Legislature required that the tuition revenue from out-of-state participants be remitted to POST. This amounted to approximately \$75,000 for last year. The remittance of this money to POST caused a short fall in anticipated revenues for DOJ.

DOJ has now requested a \$75,000 amendment to the 1979-80 contract for which they would put on a number of additional courses.

Staff does not recommend that the contract be adjusted:

First, any new course proposals which are stronger or more desirable than the present DOJ curriculum can be accommodated by way of substituting a better course for less needed ones within the existing contract.

Second, there is no money in the budget for a contract supplement. Even though POST is in the process of receiving the \$75,000 tuition reimbursement, the amount is not budgeted this year, and augmentation of the budget has been strongly discouraged by Finance.

G. CSTI REQUEST FOR CONTRACT AMENDMENT FOR TERRORIST DEVICES TRAINING

Included in the agenda booklet is a letter from Commissioner Gates requesting that an attached letter from Colonel Giuffrida asking for \$185,000 to begin work on a terrorists devices disposal school at CSTI be included on the agenda of this meeting. Unfortunately, staff did not receive an application for a contract amendment and course certification from CSTI until October 2. This did not permit sufficient time to do the research and prepare a staff report and recommendation at this meeting. Still, the matter is on the agenda and may be treated by the Commission at one or more of the three following levels;

Level I: Receive this as an information item and request that it be brought back at the January meeting after there is opportunity for staff work to be completed.

Level II: Discuss some of the practical and policy implications of this request, such as:

1. What bomb disposal capability currently is available to California law enforcement agencies?

CSTI Request - cont.

2. If additional and updated training is needed, what sources are available to provide this training in addition to CSTI's proposal?
3. Is it appropriate for POST to fund the building of facilities for other agencies?
 - a. What are the guidelines in handling future requests for facilities from other agencies?
 - b. Who would own the facilities at San Luis Obispo?
 - c. What kind of useful lifespan do we expect for the facilities?
 - d. What will the cost beyond capital start-up costs be?
4. What are the trends for bomb disposal needs in California?
5. Should a more coordinated "network" organization among departments be encouraged?
6. Which existing training programs should be cut to carve \$185,000 to \$195,000 out of this year's budget in view of impracticality budget augmentation?

In the absence of instructions from the Commission, staff would normally plan on researching the issues typified by the questions posed here and report back with recommendations at the January meeting of the Commission.

Level III: The Commission might wish to address the immediate and the eventual organization and financial relationship of CSTI to POST in view of almost certain cutbacks in CSTI funding by LEAA. Is CSTI anything more to POST than a training vendor? If so, what is its relationship? What should CSTI's role be? Who should define it? What is the impact of CSTI's involvement with the National Guard?

H. ADVANCED OFFICER COURSE REIMBURSEMENT POLICY

At its April 1979 meeting, the Commission received a recommendation to fund the Advanced Officer (AO) Course program on the basis of one Plan II (salary) reimbursement every four years; that is, agencies would be reimbursed for an officer attending AO Course once every four years. The suggestion was also discussed that more frequent attendance of the AO Course would be encouraged but be reimbursed by POST at the Plan IV rate (travel and per diem only). The reason for this recommendation was the potential for uncontrolled AO expenditures. At that meeting Commission's action was to set a \$2 million dollar cap on AO reimbursements.

Advanced Office - cont.

POST is experiencing an accelerated trend in requests for AO reimbursements, well above the normal rate of AO training. The Commission's \$2 million dollar cap on AO training will most likely be reached before the end of this fiscal year. In view of this apparent inevitability, the response possibilities for POST would include:

1. When the \$2 million cap is reached, POST would simply not honor a request for reimbursement above that limit. This would leave a number of departments unreimbursed or unable to complete regular program of AO training and raises questions of equity in a first come first served environment.
2. Ignore the \$2 million cap and pay for AO training at the expense of other anticipated training this year. Such a course has the dangers of another budget over-run on the one hand, or displacing established training needs and programs on the other.

Neither of these alternatives seems to bode well for POST or for the agencies we serve.

In view of the dilemma, staff respectfully recommends that your Honorable Commission again consider a policy of controlling AO reimbursements to read as follows:

Effective immediately, an individual may attend only one Advanced Officer Course for which salary reimbursement will be made every four years. When additional Advanced Officer Courses are attended during the same four-year period, salary reimbursement is not authorized, but subsistence and travel expense may be claimed. In no event will any more than 25% of the personnel of any law enforcement agency be eligible for salary reimbursement for Advanced Officer training during a fiscal year (July 1 through June 30). Salary reimbursement will not be paid to supervisors and above who attend Advanced Officer Courses.

In essence, this policy would pay salary reimbursement for 25% of a department attending AO Courses during a year. Any AO attendance above 25% of a department is reimbursed at the Plan IV travel and per diem only.

Staff estimates that if 100% of the officers in California were to attend the AO Course each year on recommended 25% - 75% formula, the cost to POST would be \$2,594,515. By comparison, this cost would be \$7,088,284 if all officers attended each year under the present salary reimbursement formula. The cost to POST for training 25% of the officers each year under the salary reimbursement amounts to approximately \$1,772,071. By going to the 25% salary/75% travel & per diem formula, the total cost of AO training will likely approximate the \$2 million dollar cap.

Advanced Officer - cont.

This recommended policy is consistent with POST's desire that officers have regular training beyond the Basic Course and still retains an equitable control on the amount of POST funds being used for this particular type of training. It is also consistent with the Commission's policy that the mandated courses contain salary reimbursement in that the law prescribes that the regulations provide that an officer will attend an AO Course not less than once every four years.

If the Commission concurs, the appropriate action would be a MOTION to amend the POST Administrative Manual, Section E, to reflect the language of the policy stated above.

The Commission should be aware that with the adoption of the recommended policy, there may be a tendency among departments to shift the training emphasis away from the AO Course to the job specific and technical courses where salary reimbursement is now authorized in all instances. In view of that potential problem, staff is going to be studying possible recommendations for further guidelines on this type of training as well, and plan on bringing a report back to the Commission at its January meeting.

I. BASIC COURSE EQUIVALENCY PROCEDURE

Included in the agenda packet under Tab I. is an Agenda Item Summary Sheet and detailed analysis outlining some recommended guidelines and policy statements pertaining to the Basic Course Equivalency procedure. Among these, a couple of salient points are worthy of special attention.

1. The recommended guidelines provide that POST will only evaluate and test persons for Basic Course Equivalency (BCE) who are currently employed as full-time law enforcement officers. This is consistent with 1008; however, it is a departure from past practice where POST has acted as sort of a recruitment screen by evaluating potential hires. The supporting concept is that agency hiring decisions should be made on standard selection criteria with the presumption that qualifying persons are either trained or trainable.
2. Also, the recommended guidelines instruct POST staff to evaluate the training and education relating to the degree to which reserve course training may be compared to regular basic training for purposes of making judgments on equivalencies.

J. LEGISLATIVE REVIEW COMMITTEE

Commissioner Edmonds, Chairman of the Legislative Review Committee, will report on the issues discussed at the Committee meeting of October 16 in Los Angeles. Items to be discussed include (1) active legislation, (2) Attorney General's Opinion on A. B. 1637 (cancelling POST certificates for felons), and (3) proposed legislation.

K. ORGANIZATIONAL SURVEY COMMITTEE

The Organizational Survey Committee met with the POST Advisory Committee on August 23, 1979, and discussed the Commission's expectations of the Advisory Committee. The "Role of the POST Advisory Committee" was defined, and the proposed Role Statement is in the agenda packet under Tab J. This has been sent to the Organizational Survey Committee and the Advisory Committee for final editing at a joint meeting to be held on October 24. The Commission will receive a verbal report, and the matter will then be before the Commission for discussion and adoption.

L. ADVISORY COMMITTEE APPOINTMENTS

The Commission's Advisory Committee consists of 13 positions so that a number of constituencies can be represented. Members of the Committee are selected to 3-year overlapping terms. A number of terms have expired and are before your Honorable Commission for appointment. As members of the Commission are aware, the practice has been to receive nominees from respective organizations. The following renominations/recommendations have been received:

C. Alex Pantaleoni (CAAJE)
 Barbara Ayres (WPOA)
 Robert Wasserman (CPOA)
 John Riordan (PORAC)
 Edward Meese, III (Public Member)
 Robert H. Coombs (Public Member)
 (Nominated by Chairman Holloway)

The representative from CAPTO (Dale Rickford) has asked not to be reappointed, and CAPTO will designate their nominee by the time the Commission meets.

M. AD HOC BASIC COURSE REVIEW COMMITTEE

As the Commission has been previously advised, the Ad Hoc Committee to study and make recommendations on mandatory and voluntary performance objectives in the Basic Course is in the process of meeting. It is anticipated that their report will be forwarded to members of the Commission separately from the agenda, and yet in time for members of the Commission to review the report for discussion at the October meeting.

N. OLD/NEW BUSINESS

1. Request from CPOA for Printing of "Code of Professional Conduct and Responsibilities for Peace Officers"

Included in the agenda packet is a copy of the "Code of Professional Conduct and Responsibilities for Peace Officers", prepared,

Old/New Business - cont.

copyrighted, and published by the California Peace Officers' Association. Hal Snow, Executive Director of CPOA, had given a copy to the Executive Director in August, along with a request that POST publish it. In the crush of business, the copy and the request just plain was not handled until the matter surfaced again in the midst of preparation of this agenda.

We are bringing this to the Commission although, as of this writing, we do not have cost figures but plan on having them by the Commission meeting date. CPOA is requesting approximately 45,000 copies to be printed and distributed to all peace officers in the State. Though we will try to have cost data on printing available at the meeting, we are including a copy of the text in this packet for Commission's review. (Note: The copy has already been duplicated by the Los Guilucos Criminal Justice Training Center in Santa Rosa, but we understand that CPOA had something more formal in mind.)

2.

3.

O. ELECTION OF OFFICERS

Traditionally, the Commission has considered the election of officers (Chairman and Vice-Chairman) at the conclusion of its October meeting. In view of this past practice, the election of officers is placed on the agenda at this point as a reminder should your Honorable Commission decide to act on it.

P. DATES OF FUTURE MEETINGS

January 17-18, 1980 - San Diego Hilton, San Diego
 April 17-18, 1980 - Northern California (Redding suggested, not confirmed)
 July 24-25, 1980 - Southern California (Santa Barbara suggested, not confirmed)
 October 16-17, 1980 - Northern California

Q. ADJOURNMENT

I would be pleased to discuss matters concerning items on the agenda and other items of Commission business with members of the Commission at any time.

Respectfully submitted,



NORMAN C. BOEHM
 Executive Director

Commission on Peace Officer Standards and Training
Commission Meeting/Public Hearings

(Short Form)

October 25, 1979, 10 a.m. to 5 p.m.
Sacramento Inn - Comstock III
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ROLL CALL OF COMMISSION MEMBERS

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2. Acknowledging outgoing Commissioner Ed McCauley
3. Commending Brad Koch on his service as Interim Director.
4. Commending Otto Saltenberger

Otto Saltenberger resigned effective September 24, 1979, to assume the position of Chief of the Division of Investigation, Department of Consumer Affairs.

- B. Approval of Minutes of July 26-27, 1979, Commission Meeting at the Airport Park Hotel, Inglewood, California.

C. PUBLIC HEARINGS

1. Specialized Executive Certificates

To consider a regulation revision of Commission Regulation 1001 (h) and (i) and Commission Procedure F-1-10, to include designated chief executives in specialized agencies as being eligible for the award of the POST Professional Executive Certificate.

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Public Hearings - cont.

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To consider a regulation revision of Commission Regulation 1011(b) and Commission Procedure F-2.

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2. Course Certification/Modification/Decertification Report

Since the July meeting, there have been 44 new certifications, 19 modifications, and 5 decertifications. Of the 44 new certifications 10 are reserve courses.

3. Commission Policy

This is a reaffirmation of policy decisions made by the Commission at the July 1979 meeting. Upon approval, they become a part of the Commission's Policy Manual.

- a. The Executive Director is authorized administrative discretion to resolve situations of equity, for example, allowing reimbursement when a trainee successfully completes a major portion of a course but for some reason - such as

Consent Calendar - cont.

injury - is prevented from completing the entire course.
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E. BUDGET REVIEW COMMITTEE

Commissioner Trives, Chairman of the Budget Review Committee, will report on the issues addressed at the Committee meeting of August 23, 1979, at POST Headquarters, Sacramento:

- 1. Budget Summary
- 2. Move to the Department of Justice Facility
- 3. Validation Unit
- 4. Computer Funding
- 5. Half-Time Office Assistant II Position
- 6. Assistance to Cities and Counties

It was agreed that the Assistance to Cities and Counties Budget should be increased to approximately \$12,500,000 for F. Y. 1980-81. Based on expected increases in salaries, per diem, travel and number of trainees, an increase of \$901,222 was approved.

- 7. Three-year budget flow summary for Fiscal Years 1978/79, 1979/80, and 1980/81.

F. DEPARTMENT OF JUSTICE REQUEST FOR INCREASED CONTRACT MONIES.G. GSTI REQUEST FOR CONTRACT AMENDMENT FOR TERRORIST DEVICES TRAINING.

H. ADVANCED OFFICER COURSE REIMBURSEMENT POLICY

Staff respectfully recommends as follows:

Effective immediately, an individual may attend only one Advanced Officer Course for which salary reimbursement will be made every four years. When additional Advanced Officer Courses are attended during the same four-year period, salary reimbursement is not authorized, but subsistence and travel expense may be claimed. In no event will any more than 25% of the personnel of any law enforcement agency be eligible for salary reimbursement for Advanced Officer training during a fiscal year (July 1 through June 30). Salary reimbursement will not be paid to supervisors and above who attend Advanced Officer Courses.

I. BASIC COURSE EQUIVALENCY PROCEDURE

1. The recommended guidelines provide that POST will only evaluate and test persons for Basic Course Equivalency (BCE) who are currently employed as full-time law enforcement officers.
2. Guidelines permit evaluation of training and education in reserve courses for comparability to regular basic training for equivalencies.

J. LEGISLATIVE REVIEW COMMITTEE

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K. ORGANIZATIONAL SURVEY COMMITTEE

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M. AD HOC BASIC COURSE REVIEW COMMITTEE

The Ad Hoc Committee to study and make recommendations on mandatory and voluntary performance objectives in the Basic report will be reviewed.

N. OLD/NEW BUSINESS

1. Request from CPOA for Printing of "Code of Professional Conduct and Responsibilities for Peace Officers"
- 2.
- 3.

O. ELECTION OF OFFICERS

Traditionally, the Commission has considered the election of officers (Chairman and Vice-Chairman) at the conclusion of its October meeting.

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Q. ADJOURNMENT

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

July 26-27, 1979
Airport Park Hotel, Inglewood

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

Commissioners present:

Kay Holloway	- Chairman
Nathaniel Trives	- Vice-Chairman
Al Angele	- Commissioner
Robert Edmonds	- Commissioner
Brad Gates	- Commissioner (present 7/26-79 only)
Jacob Jackson	- Commissioner
William Kolender	- Commissioner
Edwin McCauley	- Commissioner (present 7/26-79 only)
Jay Rodriguez	- Commissioner
Louis Sporrer	- Commissioner
George Deukmejian	- Attorney General, Commission Member Ex Officio (present 7/26-79 only)

Commissioner absent:

Joe Williams

Advisory Committee Representative:

Robert Wasserman, Advisory Committee Chairman and representative of the
California Peace Officers' Association, present July 26 only.

Staff present:

Norman Boehm	- Executive Director, Incoming
Bradley Koch	- Executive Director, Acting
Don Beauchamp	- Legislative Coordinator
Ron Allen	- Bureau Chief, Program Services Bureau
Bobby Richardson	- Bureau Chief, Northern Bureau
Otto Saltenberger	- Director, Operations Division
Gerald Townsend	- Director, Administration Division
George Williams	- Bureau Chief, Center for Police Management
Brooks Wilson	- Bureau Chief, Central Bureau
Imogene Kauffman	- Executive Secretary

Visitors:

Fred Allen	- Northern California Criminal Justice Training and Education System (NCCJTES)
Tennise Allen	- Sacramento County Sheriff's Department
Don Antoine	- Garden Grove Police Department
Barbara Ayres	- Captain, Orange County Sheriff's Department
Dorothy Baggett	- CSU, Long Beach
Jack Beecham	- California District Attorneys' Association
Pierre Bidou	- Benecia Police Department
Saundra Brown	- Consultant, Assembly Criminal Justice Committee
John Burt	- Riverside Police Department
Lee Clingan	- Pasadena Police Department
Chuck Conaway	- Orange County Sheriff's Department
Richard Dana	- Riverside Police Department
Gary Davis	- Huntington Beach Police Department
Robert Dlugos	- Inglewood Police Department
Lee Dohm	- Sacramento Police Department
Ed Doonan	- Sacramento County Sheriff's Department
L. O. Giuffrida	- Director, C. S. T. I.
John P. Gruber	- Chapman College
A. L. Hartfield, Jr.	- Compton
John Hastie	- San Luis Obispo Sheriff's Department
Michael Hebel	- San Francisco Police Department
Herb Hoover	- DOJ Advanced Training Center
Michael Jacobs	- Huntington Beach Police Department
Frank Kessler	- Garden Grove Police Department
Richard Klapp	- San Francisco Police Department
Sam Lowery	- Riverside Sheriff's Department
Eugene Majors	- San Bernardino Sheriff's Department
Martin J. Mayer	- League of California Cities
Gerald Martin	- C. S. T. I.
Joseph McKeown	- Los Medanos College
Robert Metzger	- Montclair Police Department
Donald Meyers	- DOJ Advanced Training Center
Beauford T. Miller, Jr.	- League of California Cities, Criminal Justice Planning
C. C. Norment	- C. J. T. C., San Jose
Jerry O'Brien	- Academy of Defensive Driving
C. A. Pantaleoni	- Rio Hondo College
David Parker	- College of Sequoias
Donald Peterson	- College of the Redwoods
Norman Phillips	- South Gate Police Department
Phillip Ponders	- San Bernardino Sheriff's Department
John Riordan	- San Rafael Police Department - PORAC Representative
J. Winston Silva	- California Community Colleges
Harold Snow	- C. P. O. A.
Michael Sorg	- Training Sergeant, Huntington Beach Police Dept.
Ed Steckman	- District Attorney's Office - San Diego
Bernie Swain	- San Diego Police Department
C. Vaughan	- Sacramento

Larry Watkins	- CHP, Personnel and Training Division
R. S. Weaver	- Rio Hondo R. T. C.
Herman Wiles	- San Diego
Shelby Worley	- Riverside Sheriff's Department
David Yancey	- Sacramento Police Department

A. Introductions

California Attorney General George Deukmejian and the following newly appointed Commissioners were introduced:

Al Angele	- General Manager, California Organization of Police and Sheriffs (C. O. P. S.), to fill the vacant public member position.
Robert A. Edmonds	- Assistant Sheriff, Los Angeles Sheriff's Department, to replace William Anthony
Jay Rodriguez	- Publicity Manager, KNBC, to fill vacant public member position.

B. Approval of Minutes of April 19-20, 1979, Commission Meeting

MOTION - Trives, second - Jackson, carried unanimously for approval of the minutes of the April 19-20, 1979 meeting.

C. New Executive Director

MOTION - Trives, second - Jackson, carried unanimously that the appointment of Norman C. Boehm to the position of Executive Director be ratified by the Commission in public session.

Newly appointed Executive Director Boehm was introduced and welcomed.

D. Consent Calendar

1. Report of final approval of F. Y. 1979/80 Budget

It was reported that the F. Y. 1979/80 budget had been approved as presented. A Management Memo from the Director of Finance was distributed. It stated POST will be required to make an additional salary savings of 3% of the 1979-80 salary budget.

2. Yearly Contract Report

The required yearly report of all contracts entered into during F. Y. 1978/79 was presented. Some questions were raised on the propriety of budget category given the Korn/Ferry contract and clarification of unproportionate amounts on presentations of the Intergovernmental Training Development Center contract #78-384-3. With clarification of the questions raised, the following action was taken:

MOTION - Trives, second - Edmonds, carried unanimously for approval of the annual contract report.

3. Course Certification/Modification/Decertification Report (Made Attachment "A" of these minutes.)

Discussion was requested on certification #42, Third Annual National Homicide Symposium.

Jack Beecham, Training Director, District Attorneys' Association, responded to questions regarding disbursement of funds.

MOTION - Jackson, second - Trives, carried unanimously for approval of the Certification Report and the remaining items on the Consent Calendar as follows:

4. Commission Policy and Procedures

The following action was taken at the April 1979 meeting, presented for final approval for inclusion in the Commission Policy Manual:

1. Advanced Officer Reimbursement: Effective F. Y. 1979/80, A. O. reimbursement will be limited to a total of two million dollars per year. This limit will be reviewed annually.
2. Advanced Officer Course Content: The A. O. Course is designed to provide update and refresher training at the operations level. It is not to be used to present single subject presentations. Since these are designed to train personnel in a specific subject area, single subjects are more properly addressed in POST-certified Technical Courses.

The A. O. Course shall not be used to circumvent Commission-imposed limitations on funding for specific training.

3. Computing First 18 Months of Employment -- P. C. 832.4(a):

In adhering to P. C. Section 832.4 which requires a peace officer to obtain the POST Certificate within 18 months of the date of hire, POST may count the most recent 18 months of continuous service.

4. Teacher Training Course Certification: The Commission will not allow certification of teacher training courses that are required for state credentials on the premise that the training is available in the state college system.

The Commission reaffirmed the existing policy regarding legislatively mandated training. (Policy D2, April 1979 Commission Policy Manual): Legislatively Mandated Training: The Commission shall be supportive of only those legislatively mandated training programs which include funding provisions.

The Commission eliminated its policy allowing reimbursement of paraprofessionals for attending the Basic Course, if subsequently appointed as regular officers. (Policy F3-2, April 1979 Commission Policy Manual.)

5. Specialized Agency Approvals

- Allan Hancock Community College District.
- Trinity County District Attorney Investigators

6. Resolutions

Special Awards for Commissioners Grogan and Anthony.

7. Facilitators Report on POST Staff Team Building Workshop

8. Correspondence

E. Financial Report - F. Y. 1978/79

The complete Financial Report is on file at POST headquarters. The report covering revenue, reimbursements and analysis of accumulated reserve is made Attachment "B" of these minutes.

MOTION - Trives, second - Kolender, carried unanimously to accept the Financial Report as presented.

F. Public Hearing - Basic Course Equivalency

The Public Hearing addressed the proposed elimination of POST Regulation 1008 as it applies to basic training. The regulation provides that ^{for an already trained peace officer} ~~there~~ ~~completion of additional~~ requirements for basic training may be waived by the Commission upon acceptance of documentation submitted by a department that a peace officer has satisfactorily completed equivalent training.

Oral testimony was received from the following:

Sergeant Ed Doonan, representing the Sacramento Sheriff's Department, stated the Sheriff's Department agreed with the staff recommendation to eliminate equivalencies for the Basic Course and the proposed suggested policy guidelines for administering Section 1008 excepting paragraph 2. e., on page 3 of the guidelines.

Chief Francis Kessler, Garden Grove Police Department, addressed the Commission in opposition of elimination of the B. C. E. E. process.

Captain Eugene Majors, representing Sheriff Frank Bland, San Bernardino Sheriff's Department, addressed the Commission in support of maintaining the B. C. E. E. process with the stipulation that the testing procedure be performance objectives oriented.

John Hastie, San Luis Obispo Sheriff's Department, stated the Sheriff's Department was opposed to elimination of the B. C. E. E. process; however, they would like to see some definite guidelines established regarding equivalency testing.

The following written testimony was received:

J. P. Connole, Chief of Police, Escondido Police Department, sent a telegram stating support of retaining the B. C. E. E. process.

Duane Lowe, Sheriff, Sacramento Sheriff's Department, opposed elimination of the B. C. E. E. .

Gerald T. Galvin, Director of Public Safety/Chief of Police, City of Marina, opposed elimination of B. C. E. E. as it pertains to out-of-state reciprocity.

William J. Anthony, Chief of Police, Santa Maria Police Department, wrote in support of elimination of the B. C. E. E.

Francis Kessler, Chief of Police, Garden Grove, opposed as it creates a form of "closed shop".

Roger L. Neuman, Chief of Police, San Luis Obispo Police Department, opposed to elimination of B. C. E. E.

Roy J. Kundtz, Chief of Police, Carlsbad Police Department, opposed.

E. M. Spatz, Chief of Police, Imperial Beach, opposed

R. A. Henze, Chief of Police, Oceanside, opposed.

Donald Forkus, Secretary, Orange County Chiefs of Police and Sheriffs Association, stated the Association opposed elimination of the B. C. E. E. because of the negative impact on recruitment options.

After hearing all written and oral testimony, the public hearing was closed, and discussion evolved the following motions:

MOTION - Kolender, second - Trives (question not called)
to redirect staff to investigate the problems of examination

and procedural validity and report back to the Commission at the next meeting.

The legal problems that could arise in dealing with out-of-state challenges to the Basic Course requirement were discussed.

The Attorney General suggested the Commission give staff some direction on whether or not the regulation is to be eliminated and under what guidelines the regulation is to be administered if it is retained.

SUBSTITUTE MOTION - Rodriguez, second - McCauley, motion carried (no - Sporrer) that Regulation Section 1008, as it applies to basic training, be retained.

There was Commission CONSENSUS that staff will make a study of how the regulation is to be more effectively administered and present the proposed guidelines for consideration at the October 1979 Commission meeting.

Commissioner Gates made a motion, seconded by McCauley, which failed. The motion stated that until the next Commission meeting and approval of the guidelines, any applications for Basic Course equivalency testing be suspended.

G. Public Hearing - Chemical Agent Training Standard for Private Security

The Public Hearing addressed the issue of POST changing the chemical agent training standard for private security from the peace officer course to the private citizen course. The recommended changes would provide a more appropriate training vehicle for private security personnel and furnish them with official documentation of training. It would also resolve the Commission's problem relating to private vendor course approval.

No oral testimony was presented.

Written testimony was received from John Duffy, Sheriff, San Diego County Sheriff's Department, which addressed the exceptions to be considered.

MOTION - Gates, second - Kolender, carried unanimously for approval of the staff recommendation that effective October 1, 1979, the private citizen chemical course, certified by the Department of Justice, will be the chemical agent training standard required under 12403.5 of the Penal Code for private security personnel. Private security personnel assigned to duties requiring the use of defensive tear gas weaponry may satisfy the provision of P. C. 12403.5 by attending the peace officer tear gas course established under P.C. 12403.

H. Basic Course Revision Committee

Commissioner Trives, Chairman of the Basic Course Revision Committee, reported the Committee met May 18, 1979. The Committee's recommendations to the Commission and Commission action follows:

1. The Committee recommended to increase the reimbursement rate for this fiscal year.

MOTION - McCauley, second - Jackson, motion carried that there be a 90-day grace period for staff to study the surplus in the budget and make recommendations at the October Commission meeting on the highest possible rate that can be reimbursed for F. Y. 1979/80.

A roll-call vote was requested:

Ayes:	Holloway Trives Angele Edmonds Jackson McCauley Rodriguez Deukmejian	Noes:	Gates Kolender Sporrer
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2. The Committee agreed to recommend to the Commission that the performance objectives, as proposed by those agencies who studied the problem and formalized the performance objectives, be adopted.

MOTION - Trives, second - Sporrer, carried unanimously that the Commission accept the performance objectives as drafted by the Performance Objectives Consortium Committee.

3. The Committee recommended that those performance objectives which have commonality throughout all law enforcement agencies in the State be mandated, and those performance objectives which remain should be identified as optional to be taught within the prerogative of the academy, its advisory group, and to fit local needs.

MOTION - Trives, second, Sporrer, motion carried unanimously to accept the recommendation of the Committee.

4. The Committee recommended that the Commission establish an ad hoc advisory group of six to eight agencies (choice to be the prerogative of the Executive Director) to provide a recommendation to the Commission as to those performance objectives which should be mandated and the number of hours required for their training.

MOTION - Trives, second - Sporrer, motion carried (4 Noes: Trives, McCauley, Angele, and Jackson) to accept the recommendation of the Committee.

Basic Course Committee - cont.

5. It was the recommendation of the Committee that the mandated performance objectives be reimbursed not to exceed a maximum of 400 hours, and that if the mandatory content is less than 400 hours, it is proposed that optional performance objectives may be added to make up the difference between the mandatory hours and the 400-hour maximum. It was also recommended that no reimbursement for optional performance objective training will be granted unless they conform to the adopted performance objectives standards.

MOTION - Trives, second - Sporrer, motion carried
(Noes: Trives, Edmonds, and Angele) to accept the Committee's recommendation.

6. The Committee recommended that these performance objectives not become mandatory until July 1, 1980.

MOTION - Trives, second, Sporrer, carried unanimously
to accept the Committee's recommendation.

7. It was the recommendation of the Committee that there be no requirement to use a particular instructional or tracking technique.

MOTION - Trives, second - Edmonds, motion carried
(Noes: Kolender, Rodriguez, Deukmejian, and Gates)
to accept the Committee's recommendation.

I. Driver Training Committee

Commissioner Gates, Chairman of the Driver Training Committee including Brad Gates and Joe Williams as members, reported that Committee had been unable to meet. The data prepared for the Committee meeting had been reviewed and Commissioner Gates presented a number of recommendations.

The following action was taken on the recommendations:

MOTION - Sporrer, second - Trives (question not called) that the Academy of Defensive Driving be certified for 1,000 training slots for F.Y. 1979-80. Staff would develop a bid proposal with supportive data on the most effective driver training program and submit it to the Commission at the January 1980 meeting for consideration, then open a bidding process for this training.

During discussion, the Attorney General expressed concern at allocating 1,000 trainee slots in any method other than going through the bid process first. Further, if it is a quality course, it should be given to basic trainees as well as experienced officers. Since there are no time constraints, this matter should be reviewed further followed by a bidding process for this training.

Driver Training Committee - cont.

SUBSTITUTE MOTION - McCauley, second - Trives, motion carried (Noes: Sporrer, Rodriguez; Abstention - Gates) that staff be directed to review alternative approaches to present driver training and report the findings at the January 1980 meeting.

J. Organizational Survey Committee

Commissioner Sporrer, Chairman of the Organizational Survey Committee, reported the Committee had met on June 20, 1979. The Committee discussed the possible development of guidelines for Commissioners and staff relating to Commissioner-staff communication. The Committee believed that staff communication activities on a personal basis should be encouraged, but whenever it relates to Commission business or activity, communications should be more appropriately directed to the Executive Director.

A conceptual role of the Advisory Committee was formulated which will be discussed with the Organizational Survey Committee and the Advisory Committee before bringing the suggested role of the Advisory Committee before the Commission at the October meeting. The Committee felt the Advisory Committee should be continued until the Commission reviews the conceptual role, frequency of meetings, and its responsibilities.

The Committee also reviewed and approved for finalization, subject to the Executive Director's review, four procedures for inclusion in the POST Internal Manual:

1. POST Policy Designation of Inconsistent, Incompatible, or Conflict of Interest Activities.
2. Work Adjustment Time Off For Personnel in Work Group 4C (professional staff).
3. Travel Expenses and Policies
4. Procedures and Policy for Staff Training, Education, and Related Reimbursement.

K. Future Basic Training Committee

Commissioner Jackson, Chairman of the Future Basic Training Committee, reported on the Committee's meeting on July 9, 1979. The following Committee recommendation was presented:

Effective in F. Y. 1981/82, or any subsequent year selected by the Commission, Commission Procedure E, 2-6, be changed as follows:

Future Basic Training - cont.

CP E, 2-6 REIMBURSEMENT RATES

Subsistence - no change
 Travel - no change
 Tuition - no change
 Salary - The rate of reimbursement for the trainee's salary in the Basic Course will be actual rate up to \$4.33 per hour. For all other courses for which salary is reimbursed, the percent of reimbursement will be 50%. The plans for which salary may be reimbursed are:

Plan I 50% salary
 Plan II Actual rate up to \$4.33 per hour for the Basic Course, 50% of salary for all others.
 Plan III No salary reimbursed.
 Plan IV No salary reimbursed.

MOTION - Trives, second - Jackson, carried unanimously, to set for public hearing at the April 17, 1980 Commission meeting, the issue of establishing a fixed rate of salary reimbursement for trainees who attend the Basic Course.

L. Legislative Report

A status report was made on pending legislation affecting POST. That report is made Attachment "C" of these minutes.

M. Executive Certificate for Specialized Program

At the April Commission meeting, staff was directed to present a proposal at the July meeting to consider issuing the Specialized Executive Certificate to eligible executives in the POST Specialized Program. It was reported that sufficient information had been received from specialized agencies to identify chief law enforcement executive positions.

MOTION - Trives, second - Kolender, carried unanimously for approval of the following staff recommendation:

A public hearing will be held on the following proposal at the October 1979 Commission meeting to consider:

1. Approval of the issuance of Specialized Executive Certificates to qualified specialized agency executives in the POST Specialized Program.
2. Staff is to be required to evaluate Specialized Executive Certificate requests to insure applicants are performing executive level duties.

N. POST Standards Validation Unit

The issue of the POST Standards Validation Unit being continued after the termination of the grant, April 1980, is to be reviewed by the Standards Validation Committee as soon as possible, and appropriate recommendations will be made at the October 1979 Commission meeting.

O. Reimbursement for Paraprofessionals Attending Certified Courses

At the April 1979 meeting, the Commission eliminated a two-year pilot study of "cadets", "community service officers", and other nonsworn personnel whose employing jurisdiction could be reimbursed for the Basic Course if the individual was subsequently appointed as a regular peace officer. Staff was directed to develop guidelines which would more effectively accommodate the possible reimbursement of paraprofessionals.

The guidelines were discussed, and the following action was taken:

MOTION - Trives, second - Jackson, carried unanimously to approve for implementation the following staff recommendations:

1. Include paraprofessionals in the category definition in Regulation 1001 (o), which states:

"Nonsworn Personnel Performing Police Tasks" are those full-time, nonpeace officer employees of participating departments for whom reimbursement may be claimed, based upon actual job assignment, as determined and approved by the Commission."
 (Note: Community service officer is already included.)
2. Include completion of Background Investigation requirements, as stated in Regulation Section 1002 (a) through (6), for paraprofessionals prior to attending the Basic Course. (As set forth in Procedure E-1 3(f) (2).)
3. Include paraprofessionals successfully completing the Basic Course in the regular reimbursement process.
4. Include paraprofessionals successfully completing portions of the Basic Course (designated in advance by the agency head; i. e., "all but Firearms Range Training") in the regular reimbursement process.
5. Include paraprofessionals unsuccessful in the Basic Course in the same pro rata as the regular reimbursement process.
6. Allow reimbursement to be continued from March 25, 1979, (the date the pilot program was suspended).

Paraprofessionals - cont.

7. Require approval by POST of all paraprofessional trainees to be enrolled in the Basic Course for a two-year period beginning January 1, 1980, to allow staff to "track" the success/failure of the program relative to fiscal impact and retention in the police service.

- P. The Commission has established policy that reimbursement can only be paid for completion of the Supervisory, Management and Executive Courses to persons actually appointed to these classifications. This policy is in conflict with the Regulations as presently worded.

MOTION - Edmonds, second - Jackson, carried unanimously for approval of the following staff recommendation:

Approve for public hearing at the October 1979 Commission meeting the following Regulation changes:

- 1005 (c)(2). Every regular officer who will be appointed within 12 months to a middle management or higher position may attend a Certified Management Course; notwithstanding the provisions of Regulation 1015 (b), the regular officer's jurisdiction, upon the officer's appointment and within one year from the satisfactory completion of such training, may be reimbursed, provided that the officer has met the training requirements of the Supervisory Course.
- 1005 (e)(1). The Executive Development Course is designed for department heads and their executive staff. Every regular officer who will be appointed within 12 months to such an executive position may attend a Certified Executive Development Course; notwithstanding the provisions of Regulation 1015 (b), the regular officer's jurisdiction, upon the officer's appointment and within one year from the satisfactory completion of such training, may be reimbursed, provided that the officer has satisfactorily completed the training requirements of the Management Course. The Executive Development Course is optional.

Q. Reimbursement Policy Appeal - Torrance Police Department

Torrance Police Department submitted a claim for reimbursement of Basic training for Officer Cindy Elliot. The claim was reduced as another agency had previously been paid for 192 hours for partial completion of the Basic Course six years previously.

Commission Procedures normally preclude reimbursement more than once for the Basic Course, but Torrance Police Department appealed reduction of the claim.

Torrance Appeal - cont.

MOTION - Trives, second - Edmonds, carried unanimously for approval of the following staff recommendation:

1. Allow full reimbursement of the claim from the Torrance Police Department for completed training of Officer Cindy Elliot.
2. Add to Commission Procedure E-1-3 (h) and Regulation 1015(c) the underlined requirement:
 - h. Trainee May be Claimed Only Once: When a trainee has attended a course certified by the Commission, for which reimbursement has been legally claimed and paid, the employing jurisdiction may not receive reimbursement for repetition of the same course unless the course is authorized to be repeated periodically. For example, Seminars or Advanced Officer Courses and selected Technical Courses which deal with laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change. Exceptions or special circumstances must be approved by the Executive Director prior to beginning the training course.
3. Add as Commission Policy the following:

The Executive Director is authorized administrative discretion to resolve situations of equity (for example, allowing reimbursement when a trainee successfully completes a major portion of a course but for some reason, such as injury, is prevented from completing the entire course.)

All such actions are to be reported annually to the Commission.

R. Specialized Investigators' Basic Course Revision

Presently, the minimum course for Specialized Investigators Basic Course, established in Section 1005 (a)(3) and described in Commission Procedure D-12, is 200 hours. The present format presents some major problems:

- Each user of the course requests a variance of up to 45 hours of instruction for agency-specific material.
- There is not adequate time left for such training as pistol range; driving activities nor 832 P. C.
- There is a major problem for POST staff in drafting an equivalency examination for this curriculum.

Following discussion on the staff recommendations addressing these issues,

Specialized Investigators' Basic Course - cont.

this action was taken:

MOTION - Trives, second - Edmonds, carried unanimously for approval of the following staff recommendation:

The following proposal is to be set for public hearing at the October 1979 Commission meeting:

832 P.C. is to be required as a prerequisite for the Specialized Basic Investigators Course and require a 180-hour core of instruction. Any additional agency-specific instruction is to be completed separately subsequent to the Specialized Basic Investigators Course.

S. Old/New Business

1. Professional Associations - POST Membership and Activities

A request for information from Commissioner Jackson to Chairman Holloway was referred to the Organizational Survey Committee for a response to the question, "Are POST staff time and expenses appropriate in professional associations?"

Brad Koch responded with a written report in answer to the eight questions posed by Commissioner Jackson. That report is on file at POST headquarters. Commissioner Jackson requested that his response to the report be reflected in the minutes, which were to the effect that he was not satisfied with the response to the questions asked in his correspondence. They were "less than candid, misleading, and there should be a limit to the liaison afforded any one association."

MOTION - Sporrer, second - Edmonds, carried unanimously that a policy is to be set which would require the Executive Director to report to the Commission annually on the memberships and activities of POST staff in professional organizations.

2. Department of Justice Request for Increased Contract Monies

The proposed contract with the Department of Justice for training courses in 1979/80 is \$511,028. Department of Justice wishes to increase the contract by \$75,857, to a total of \$586,985, and in return for the increase, present 32 additional courses.

MOTION - Edmonds, second - Trives, carried unanimously for approval of the following staff recommendation:

The Commission's Budget Committee is to study the request

Justice Contract - cont.

from Department of Justice that their contract for 1979/80 be increased by \$75,857 to provide 32 additional presentations, and to include the adequacy of the 15% indirect cost allowance, and report its findings at the next Commission meeting in October 1979.

3. Data Processing Implementation Contracts

At the January 1979 Commission Meeting, POST staff informed the Commission of the Department of Finance's approval for POST to buy a minicomputer and of the implementation schedule for the purchase and installation of that computer. Staff also requested and received approval for the Executive Director to enter into a data conversion contract with the lowest bidding, qualifying vendor.

MOTION - Jackson, second - Trives, carried unanimously for approval of the following staff recommendation:

1. That the Commission authorize the Executive Director to enter into an interagency agreement not to exceed \$20,000 with another state agency for assistance in developing the Invitation for Bid and supportive tasks, and
2. that the Commission renew its authorization for the 1979/80 fiscal year for the Executive Director to enter into a contract not to exceed \$40,000 with the lowest bidding qualifying vendor for the conversion of POST's file to an electronic storage medium.

4. Annual Report - Management Counseling Bureau

A report was presented which showed the departments which were provided counseling services in F. Y. 1978/79 and the types of services provided. The recap of the report is made Attachment "D" of these minutes.

5. POST Commission Committee Appointments

Due to the changes in Commission appointments, committee appointments were also necessary. The Chairman made the following appointments to serve on standing Committees:

Budget Review Committee

Nat Trives - Chairman
 Brad Gates
 Jake Jackson
 Kay Holloway
 Ed McCauley
 Louis Sporrer - Alternate

Contract Committee

Brad Gates - Chairman
 Jay Rodriguez
 Jake Jackson
 Kay Holloway - Alternate

Committees - cont.

Legislative Review Committee

Bob Edmonds - Chairman
 George Deukmejian (or designee)
 Jake Jackson
 Brad Gates
 Louis Sporrer - Alternate

Standards Validation Committee

Kay Holloway - Chairman
 William Kolender
 Louis Sporrer
 Bob Edmonds

Driver Training Committee - Ad Hoc

Brad Gates - Chairman
 Louis Sporrer
 Joe Williams

Future Basic Training Requirements

Jake Jackson - Chairman
 Kay Holloway
 Ed McCauley
 Nat Trives

Organizational Survey Committee

Louis Sporrer - Chairman
 Kay Holloway
 Bob Edmonds
 Jay Rodriguez
 Joe Williams

Basic Course Revision Committee

Nat Trives, Chairman
 Brad Gates
 Louis Sporrer
 Al Angele

6. Award for Interim Executive Director

MOTION - Sporrer, second - Holloway, carried unanimously that an appropriate award be prepared for presentation to Bradley Koch to signify the Commission's debt of gratitude for an outstanding job as Acting Executive Director for the past nine months.

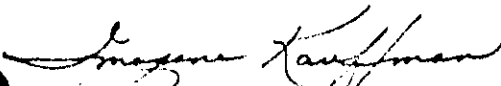
Commissioners Sporrer and Rodriguez will act as a two-man committee to handle this award.

T. Dates of Future Meetings

October 25-26, 1979 - Sacramento Inn, Sacramento
 January 17-18, 1980 - San Diego Hilton, San Diego
 April 17-18, 1980 - Redding (to be confirmed)
 July 24-25, 1980 - Santa Barbara (to be confirmed)

U. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 9:45. Chairman Holloway called an Executive Session of the Commission.


 Inogene Kauffman
 Executive Secretary

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Certification/Modification/Decertification Report		Meeting Date July 26-27, 1979
Division Operations	Division Director Approval <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature]</i>	Date of Approval 7-6-79	Date of Report June 29, 1979
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes <input type="checkbox"/> (See Analysis per details) No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

C E R T I F I E D

<u>Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
1. Reserve Officer Course Level II	NCCJTES - Santa Rosa	--
2. Traffic Accident Investigation	NCCJTES - Redwoods	\$10,850
3. Reserve Officer Course Level II	Ventura College	--
4. Reserve Officer Course Level I	Ventura College	--
5. Background Investigation	Ventura College	925
6. Reserve Officer Course Level II	Cabrillo College	--
7. Reserve Officer Course Level II	San Diego Sheriff's Dept.	--
8. Reserve Officer Course Level I	San Diego Sheriff's Dept.	--
9. Reserve Officer Course Level II & III	Los Angeles Sheriff's Dept.	--
10. Reserve Officer Course Level I	Los Angeles Sheriff's Dept.	--
11. Reserve Officer Course Level II	Long Beach Police Dept.	--

Utilize reverse side if needed

	<u>Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
12.	Reserve Officer Course Level I.- Module C	Long Beach Police Dept.	--
13.	Reserve Officer Course Level I - Non-modular	Long Beach Police Dept.	--
14.	P.C. 832	California Youth Authority	--
15.	Chemical Agents Trng. for Peace Officers	California Youth Authority	--
16.	Field Training Officer	NCCJTES - Santa Rosa	9,168
17.	Staff Officers Update Seminar	Los Angeles Police Dept.	4,561.92
18.	Crime Scene Investigation	Bahn-Fair Institute	3,706
19.	Physical Evidence Presentation	Bahn-Fair Institute	2,912
20.	Reserve Officer Course Level III	Mendocino Community College	--
21.	Reserve Officer Course Level II	Mendocino Community College	--
22.	Organized Crime Gambling	DOJ - Training Center	3,970
23.	Reserve Officer Course Level II	Monterey Peninsula College	--
24.	Radar Enforcement Training	Los Angeles Sheriff's Dept.	810
25.	Reserve Officer Course Level II	Reedley College	--
26.	Skidmark Analysis in Accident Investigation	NCCJTES - Redwoods	5,000
27.	Trng. Managers Techniques	NCCJTES - Santa Rosa	4,260
28.	Reserve Officer Course Level II	College of the Sequoias	--
29.	Advanced Arson Investigation	Columbia Junior College	6,352
30.	Advanced Officer Course	California Dept. of Forestry	498
31.	Team Building Workshop	Thomas H. Anderson	3,984.12
32.	Reserve Officer Course Level II	Solano Community College	--

<u>Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
33. Management Seminar	Los Medanos College	4,692
Reserve Officer Course	Lassen Community College	--
35. Jail Operations	Santa Clara Valley Criminal Justice Training Center	14,616
36. Sexual Assault Investi- gation	Central Coast Counties Police Academy	3,653
37. Advanced Officer Course	Dept. Parks & Recreation	--
38. Crisis Intervention	Central Coast Counties Police Academy	3,176
39. Jail Operations	"	6,090
40. Child Abuse Investigation	"	6,510
41. Arson & Explosive Invest.	State Fire Marshal	6,307.20
42. Third Annual National Homicide Symposium	University of San Diego & CA DA Association	51,987.60

MODIFICATION

<u>Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
1. Advanced Officer - Traffic Officer In-Service hr. decrease 38 to 32	California Highway Patrol	--
2. Narcotic Commanders Course hr. decrease 40 to 36	DOJ - Training Center	4,860
3. Juvenile Justice Update tuition increase \$72 to \$150	DCI/USC	7,779
4. Chief Executive Criminal Intelligence Seminar change course to partial Plan IV - travel only reimbursed by POST	DOJ - Training Center	--
5. Police Supervision Recertification	San Bernardino Sheriff's Dept.	12,600
6. Jail Operations 40 or 80 hr. presentation	NCCJTES - Butte	10,250
7. Motorcycle Training Tuition increase from \$460 to \$500	California Highway Patrol	7,468.92
8. Jail Operations	San Bernardino Co. Sheriff's Office	11,200

D E C E R T I F I C A T I O N

<u>Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
1. Officer Survival Course	Public Safety Educators, Inc.	--
2. Organized Crime in Pornography	DOJ - Training Center	--
3. Investigation & Prosecution of Pornography	DOJ - Training Center	--
4. Field Evidence Technician	NCCJTES - Sacramento	--
5. P.C. 832	State Spec. Law Enforcement Regional Academy	--
6. Jail Operations	Sacramento Law Enforcement Training Center	--
7. P.C. 832	FBI - Sacramento	--
8. Police Defensive Driving	Rio Hondo College	--
9. PR-24 Baton Instructors Course	Rio Hondo College	--
Driver Training, Allied Agency	California Highway Patrol	--
11. Defensive Driver Training	California Highway Patrol	--
12. Advanced Officer	FBI - San Diego	--
13. Instructor Development Course	FBI - San Diego	--
14. Firearms Instructors Course	FBI - San Diego	--
15. Sex Crimes Investigation	FBI - San Diego	--
16. Practical Investigation	FBI - San Diego	--
17. Fingerprint School	FBI - San Diego	--
18. Advanced Latent Finger- print School	FBI - San Diego	--

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Annual Financial Report 1978-79 F.Y.		Meeting Date July 26-27, 1979
Division Administration	Division Director Approval Gerald E. Townsend <i>[Signature]</i>	Researched By Staff
Executive Director Approval Bradley W. Koch <i>[Signature]</i>	Date of Approval	Date of Report July 11, 1979
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Year Base Analysis <input type="checkbox"/> No per detail <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

This report is the annual financial report for the 1978-79 Fiscal Year, July 1, 1978 through June 30, 1979, showing revenue for the Peace Officers Training Fund and expenditures made from the Fund for administrative costs and for reimbursements for training costs to cities, counties, and districts in California. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition and salary of the trainee (Schedule I). Also included is the annual cumulative report of reimbursement (Schedule II) made from the Peace Officers Training Fund year to date, 1978-79 Fiscal Year, providing detailed information on:

- Reimbursements made for each course category of training
- Number of trainees
- Cost per trainee
- Hours of training

REVENUE

Revenue from traffic and criminal fines for the 1978-79 Fiscal Year totaled \$13,691,852.85 compared to \$12,931,408.64 for the 1977-78 Fiscal Year, an increase of \$760,444.21 (+5.88%). (See Page 3 showing detail of revenue by month.)

REIMBURSEMENTS

Reimbursements to cities, counties, and districts for the 1978-79 Fiscal Year totaled \$9,396,015.90 compared to \$10,550,977.58 for the corresponding period, 1977-78 Fiscal Year, a decrease of \$1,154,961.68 (-10.95%). See page 4 showing detail of reimbursement by month.

The new fiscal accounting procedure of paying claims without regard to fiscal year of training will result in approximately \$1,200,000 being paid from 1979-80 Fiscal Year funds for 1978-79 training. This carry-over results from claims being received after the end of the fiscal year in which the training occurred. The number of trainees, types of training and amount reimbursed for this training will not be reflected on 1978-79 Fiscal Year reports but will be included with 1979-80 Fiscal Year reimbursement figures without a differentiation between fiscal years.

Write reverse side if needed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS
7/1/78 - 6/30/79

Resources

Accumulated Reserve July 1, 1978	\$ 1,573,237.81	
Less Prior Year Adjustment	- 13,208.75	
Adjustment Made in Error	13,208.75	
Total Accumulated Reserve	<u>1,573,237.81</u>	\$ 1,573,237.81
Revenue July 1, 1978 through June 30, 1979		<u>14,219,728.47</u>
Total Resources		\$15,792,966.28

Expenditures

Administrative Costs		
Cash Disbursed	\$ 2,409,687.60	
Debts to be Paid	<u>43,306.25</u>	
Total Administrative Costs		\$ 2,452,993.85
Aid to Local Governments		
Training Claims Paid	\$ 5,960,687.51	
Training Claims to be Paid	3,471,633.33	
Contractual Services	986,826.00	
Letters of Agreement & Room Rentals	83,526.88	
Contractual Services to be Paid	296,051.25	
Letters of Agreement to be Paid	<u>448.31</u>	
Total Aid to Local Governments		\$10,799,173.28
Training Proficiency Testing Program	13,295.90	
Reserve Peace Officer Training Program	16,791.00	
Prior Year Net Expenditures	- 23,148.55	\$ <u>6,938.35</u>
Total Expenditures		\$13,295,105.48
Plus Reimbursements		<u>252,692.50</u>
Accumulated Reserve June 30, 1979		<u>\$ 2,786,553.30</u>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE
1978-79 Fiscal Year

<u>Month</u>	<u>Traffic</u>	<u>Criminal</u>	<u>Surplus Investment and Other</u>	<u>Total</u>
July	\$ 727,190.36	\$ 308,847.16	\$	\$ 1,036,037.52
August	845,064.51	387,727.42		1,232,791.93
September	707,006.88	346,145.65		1,053,152.53
October	797,942.46	372,183.63	35.98	1,170,162.07
November	707,525.47	328,909.31		1,036,434.78
December	798,990.50	342,590.96		1,141,581.46
January	863,832.54	385,378.00	237,657.64	1,486,868.18
February	666,125.34	285,681.55		951,806.89
March	877,395.04	393,877.86		1,271,272.90
April	609,805.06	265,975.10	7,274.70	883,054.86
May	911,558.00	378,474.59		1,290,032.59
June	<u>994,568.38</u>	<u>389,057.08</u>	<u>282,907.30</u>	<u>1,666,532.76</u>
Total	<u>\$ 9,507,004.54</u>	<u>\$ 4,184,848.31</u>	<u>\$ 527,875.62</u>	<u>\$14,219,728.47</u>

STATUS OF PENDING LEGISLATION OF INTEREST TO POST

ACTIVE*

<u>Bill/Author</u>	<u>Subject</u>	<u>Status</u>	<u>Commission Position</u>
SB 313 (Briggs)	State Police - expands authority of State Police	In Senate	Watch
AB 332 (Mountjoy)	Court Funding: Disposition of Fines - requires the State to reimburse each county for the total amount salary for court personnel - makes technical changes to code sections relating to penalty assessments	Two Year Bill	Watch
SB 468 (Dillis)	Motorcycle and Motorized Bicycle Rider Training: Funding and Penalty Assessments - creates new special fund - used part of Driver Training Fund	In Assembly	Watch
AB 493 (Moore)	Revise Penalty Assessment to Percentages - deletes the formula \$5 on every \$20 fine or increment	2 Year Bill	Oppose
AB 529 (Bannai)	First Aid & CPR Training: Exemptions - exempts peace officers assigned to clerical and administrative functions	Signed by Governor 7-9-79 Chapter No. 228	Support (POST Bill)
AB 530 (Bannai)	Technical Cleanup: Training Laws - amends Penal Code Sections 831, 13510.5 - repeals PC 13510.5, amends CVC 40600	Signed by Governor 7-9-79 Chapter No. 229	Support (POST Bill)
SB 729 (Richardson)	POST Reimbursement (same as AB 937)	Dropped by Author 7-23-79	Oppose
AB 796 (McAllister)	Penalty Assessments: Additional Assessment - adds additional penalty assessment of \$3 on traffic offenses to reimburse DMV for costs of processing traffic citations	2 Year Bill	Watch
SB 922 (Wilson)	Advanced Driver Training - POST to establish standards	2 Year Bill	Watch
SB 924 (Smith)	Correctional Standards - Board of Corrections to establish	In Assembly	Watch
AB 937 (McVittie)	DA's Investigators: POST Reimbursement (same as SB 729) - makes counties eligible for reimbursement of DA's investigators training	Set for hearing in Senate Finance 8-20-79	Oppose
AB 1055 (Fenton)	Basic Course: Knowledge and Skills, Testing	In Senate	Oppose
AB 1310 (Young)	Selection and Training - POST to develop job-related education and selection standards	Referred to Study	Oppose
AB 1337 (Alatorre)	White Collar and Crime Prevention Training - POST to provide	In Senate	Oppose
AB 1637 (Tanner)	Certificates - POST to provide	Signed by Governor 7-10-79 Chapter No. 231	Oppose

*Active means the Commission has or may take an official position.

7/2/79
Rev. 8/14/79

COMMISSION ON POST
MANAGEMENT COUNSELING BUREAU
F.Y. 1978-79

Following is a list of departments which were provided counseling services in the 1978-79 Fiscal Year.

I. Services which resulted in a bound report:

<u>Agency</u>	<u>Subject of Report</u>
Atwater Police	Organization-Records-Communications-Property Control
Brea Police	Records
Dos Palos Police	Records-Property Control-Deployment
Exeter Police	Organization-Records-Property Control
Hayward Police	Records
La Mesa Police	Patrol-Assessment of Crime
Livermore Police	Organization-Administration-Property Control
Marysville Police	Records-Communications
Monterey Park Police	Records-Patrol
Monterey County Sheriff	Organization
Needles Police	Organization-Administration-Records-Property Control
Pleasanton Police	Organization-Administration-Operations
Salinas Police	Property Control-Crime Reporting-Management Information
Victorville, City of	Assessment of Sheriff's Services Identification of Costs & Concerns Regarding the Establishment of a Police Department
Waterford Police	Organization-Records-Property Control
Yuba County Sheriff	Records

II. The following agencies received services which were not sufficiently extensive to require an extensive written report and which were handled by letter.

Clayton Police	Communications-Property Control
Fairfax Police	Communications-Records
Galt Police	Records
Rocklin Police	Facility-Records-Property Control
San Mateo Police	Records-Communications

III. Many agencies contracted the Management Counseling Bureau for information on patrol workload measurement. The following agencies took on the task of conducting a patrol workload study and were provided consulting services to assist in getting the study underway and to analyze and organize the data after it had been collected. Some of these studies are still underway.

Atwater	Monterey
Baldwin Park	Monterey Park
Burlingame	Oceanside
Contra Costa County	Pleasanton
Foster City	Pomona
La Mesa	Salinas
Livermore	Turlock
Marysville	
Menlo Park	

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Financial Report - First Quarter 1979-80		Meeting Date October 25-26, 1979
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature]</i>	Date of Approval 19 October 1979	Date of Report October 12, 1979
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

This report covers the First Quarter of the 1979-80 Fiscal Year, July 1 through September 30, 1979, showing revenue for the Peace Officers' Training Fund and expenditures made from the Fund for administrative costs and for reimbursements for training costs to cities, counties, and districts in California. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition and salary of the trainee (Schedule I). Also included is the cumulative report of reimbursement (Schedule II) made from the Peace Officers' Training Fund providing detailed information on:

Reimbursements made for each course category of training,
Number of trainees,
Cost per trainee,
Hours of training.

REVENUE

Revenue from traffic and criminal fines for the first three months of the 1979-80 Fiscal Year totaled \$3,355,235.99 compared to \$3,321,981.98 for the corresponding quarter in 1978-79, an increase of \$33,254.01 (1%). (See Page 3 showing detail of revenue by month.)

REIMBURSEMENTS

Reimbursements to cities, counties, and districts for the first three months of the 1979-80 Fiscal Year totaled \$2,113,100.91. Included in this amount is approximately \$1,600,000 in reimbursement for training completed during the 1978-79 Fiscal Year. Revised accounting procedures beginning July 1, 1979, provide for the payment of claims from funds available for the fiscal year in which the claims are received by POST without regard to the fiscal year of training.

Caution must be exercised in estimating reimbursements solely from the first quarter experience as the following quarters historically have been larger. This is due to increased training activity following the summer vacation period.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS
7/1/79 - 9/30/79

RESOURCES

Accumulated Reserve July 1, 1979		\$ 2,786,553.30
Revenue July 1, 1979 through September 30, 1979		<u>3,355,235.99</u>
TOTAL RESOURCES		\$ 6,141,789.29

EXPENDITURES

Administrative Costs			
Cash Disbursed	\$	602,440.27	
Debts to be Paid		<u>546,011.26</u>	
Total Administrative Costs			1,148,451.33
Aid to Local Governments			
Training Claims Paid	\$	0	
Training Claims to be Paid		2,113,100.91	
Contractural Services		9,352.15	
Letters of Agreement & Room Rentals		7,655.82	
Contractural Services to be Paid		1,175,966.68	
Letters of Agreement to be Paid		<u>2,041.70</u>	
Total Aid to Local Governments			3,308,117.26
Prior Year Net Expenditures			<u>245,331.89</u>
TOTAL EXPENDITURES			<u>4,211,236.90</u>
Subtotal, Accumulated Reserve			\$ 1,930,552.39
Plus Reimbursements Due			57,193.99
ACCUMULATED RESERVE SEPTEMBER 30, 1979			<u>\$ 1,987,746.38</u>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE
1979-80 Fiscal Year

<u>Month</u>	<u>Traffic</u>	<u>Criminal</u>	<u>Surplus Investment and Other</u>	<u>Total</u>
July	\$ 894,060.10	\$ 474,508.67	\$	\$ 1,368,568.77
August	907,291.92	427,382.27		1,334,674.19
September	<u>437,654.95</u>	<u>214,338.08</u>		<u>651,993.03</u>
Total	<u>\$ 2,239,006.97</u>	<u>\$ 1,116,229.02</u>	<u>\$ 0</u>	<u>\$ 3,355,235.99</u>

ADMINISTRATION DIVISION
Claims Audit Section

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
7100 Bowling Drive, Sacramento, CA 95823

Reimbursement By Month	Claims Received	Claims Returned	Claims Processed	Reimbursement	Accumulated Total Reimbursement
July	549	22	531	\$ 925,369.08	\$ 925,369.08
August	507	18	490	501,215.07	1,426,584.15
September	426	10	461	695,105.75	2,121,689.90
Adjustments on Prior Reimbursements 1st Qtr				(+)1,894.77	
Audit Adjustments by Controller 1st Qtr				(-)10,483.76	2,113,100.91
October					
November					
December					
Adjustments on Prior Reimbursements 2nd Qtr					
Audit Adjustments by Controller 2nd Qtr					
January					
February					
March					
Adjustments on Prior Reimbursements 3rd Qtr					
Audit Adjustments by Controller 3rd Qtr					
April					
May					
June					
Adjustments on Prior Reimbursements 4th Qtr					
Audit Adjustments by Controller 4th Qtr				\$	\$

ADMINISTRATION DIVISION
Claim Audit Section

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
7100 Bowling Drive, Sacramento, CA 95823

Reimbursement By Month	1979-80 F.Y. Reimbursement	Contract Reimbursement & Ltr. of Agree.	Adjustments and Audit Reports	Total Aid to Local Gov't Item 384
July	\$ 925,369.08	\$ 0 235.06		\$ 925,604.14
August	501,215.07	9,352.15 341.80		1,436,513.16
September	695,105.75	0 * 7,078.96	\$ (+) 1,894.77 (-) 10,483.76	2,130,103.88
October				
November				
December				
January				
February				
March				
April				
May				
June				\$
Total for Fiscal Year	\$	\$	\$	

* Includes room rent \$360.00

DISTRIBUTION OF REIMBURSEMENT

During the first three months of the 1979-80 Fiscal Year \$2,113,100.91 was reimbursed for training. Of this amount, \$1,341,416.82 (68%) was reimbursed for mandated training; \$2,464.69 for the Executive Development course; \$353,509.38 (17%) for Job Specific courses; and \$334,299.01 (15%) for Technical courses. The difference of (-) \$8,588.99 was for adjustments to prior reimbursement payments.

<u>Course</u>	<u>Reimbursed</u>	<u>%</u>	<u># Trainees</u>
Basic	\$ 1,099,399.93	52%	581
Advanced Officer	186,054.10	9%	1,010
Supervisory Course	88,308.16	4%	126
Management Course	57,654.63	3%	60
Executive Development Course	2,464.69	0%	4
Job Specific Course	353,509.38	17%	746
Technical Courses and Seminars	<u>334,299.01</u>	<u>15%</u>	<u>1,415</u>
Subtotal	\$ 2,121,689.90	100%	3,942
Net Adjustments to prior payments	<u>(-) 8,588.99</u>		<u> </u>
GRAND TOTAL	<u>\$ 2,113,100.91</u>		<u>3,942</u>

REIMBURSEMENT BY CATEGORY OF EXPENSE							State of California Department of Justice COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 7100 Bowling Drive, Sacramento, CA 95823				
MONTH	FOR TRAINING TO DATE FOR 1979-80 FISCAL YEAR										
COURSE		Subsistence	%	Travel	%	Tuition	%	Salary	%	TOTAL	%
BASIC	Total this Month	44,448.16		15,853.84				323,183.81		383,485.81	
	Previous Months	162,379.36		22,175.78				531,358.93		715,914.12	
	Total to Date	206,827.52	19	38,029.62	03			854,542.79	73	1,099,399.93	52
ADVANCED OFFICER	Total this Month	6,336.15		766.82				39,467.16		46,660.13	
	Previous Months	7,714.83		4,482.10				127,197.04		139,393.97	
	Total to Date	14,100.98	08	5,268.92	03			166,684.20	89	186,054.10	09
SUPERVISORY COURSE	Total this Month	4,433.03		1,393.46				15,609.43		21,435.92	
	Previous Months	18,353.42		4,240.54				44,278.28		66,872.24	
	Total to Date	22,786.45	25	5,634.00	07			59,887.71	63	88,303.16	04
MIDDLE MANAGEMENT COURSE	Total this Month	5,314.64		955.22		0		6,698.53		12,968.39	
	Previous Months	15,951.37		3,272.19		2,100.00		23,362.68		44,686.24	
	Total to Date	21,266.01	37	4,227.41	07	2,100.00	04	30,061.21	52	57,654.63	03
EXECUTIVE DEVELOPMENT COURSE	Total this Month	553.03		128.50						681.53	
	Previous Months	1,539.36		240.80						1,783.16	
	Total to Date	2,092.39	85	372.30	15					2,464.69	0
JOB SPECIFIC COURSES	Total this Month	37,101.24		9,751.82		11,800.50		56,593.99		115,247.55	
	Previous Months	71,597.83		17,911.10		17,094.00		131,658.90		238,261.83	
	Total to Date	108,699.07	31	27,662.92	08	28,894.50	08	188,252.89	53	353,509.38	17
TECHNICAL/SPECIAL COURSES	Total this Month	62,040.67		17,500.45		35,082.30				114,626.42	
	Previous Months	130,641.84		40,806.27		48,224.48				219,672.59	
	Total to Date	192,682.51	58	58,309.72	17	83,306.78	25			334,299.01	15
TOTAL FOR MONTH		160,276.92		46,373.11		46,832.80		441,572.92		695,105.75	
TOTAL FOR PREVIOUS MONTHS		408,178.01		93,131.78		67,418.48		857,855.88		1,426,584.15	
GRAND TOTAL TO DATE		568,454.93	27	139,504.89	07	114,301.28	05	1,299,428.80	61	2,121,689.90	00

POST 1-223 (Rev. 10-77)

\$2,121,689.90 Less Adjustments (-) \$8,538.99 = Grand Total Reimbursement \$2,113,100.91

Schedule I

State of California - Department of Justice

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

Total 1979-80 Fiscal Year
July 1, 1979 through September 30, 1979

Page 1 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
0010	Basic	\$ 1,099,399.93	\$ 1,892.25	581	215,715
0030	Advanced Officer	186,054.10	184.21	1,010	30,740
0040	Supervisory	88,308.16	700.86	126	10,541
0050	Management Course	57,654.63	960.91	60	4,800
7000	Executive Development Course	2,464.69	616.17	4	320
	Job Specific	353,509.38	473.87	746	38,279
	Technical Courses	334,299.01	236.25	1,415	48,558
	Subtotal	2,121,689.90		3,942	348,953
	Adjustments to Prior Payments	+ 1,894.77			
	State Controller Audit Adjustments	- 10,483.76			
	TOTAL REIMBURSEMENTS	\$ 2,113,100.91		3,942	348,953
0000-0999	MANDATORY TRAINING				
0010	Basic Course	1,099,399.93	1,892.25	581	215,715
0030	Advanced Officer Course	186,054.10	184.21	1,010	30,740
0040	Supervisory Course	88,308.16	700.86	126	10,541
0050	Management Course	57,654.63	960.91	60	4,800
1000-1999	SEMINARS				
1010-1050	Management Seminars	8,343.87	160.46	52	1,344
1110-1150	Executive Development Seminars	19,935.77	188.07	106	2,376
1200	Supervisory Seminars				
1310	Legislative Update Seminars				
1320	POST Special Seminars	1,224.21	42.21	29	626
1330	Chief Executive Criminal Intelligence Seminars				
2000-2999	TECHNICAL, SKILLS - KNOWLEDGE TRAINING				
2010	Analysis of Urban Terrorist Activities	8,540.14	275.49	31	1,443
2011	Advanced Terrorism Analysis Course	658.50	329.25	2	94
2020	Boating Safety and Enforcement	183.29	183.29	1	40
2030	Breathalyzer Course				
2031	Driving Under the Influence	76.20	76.20	1	24
2040	Civilian Supervisory School				
2050	Community Police Relations	161.34	40.34	4	160
2060	Criminal Justice Information Systems	210.33	210.33	1	24
2070	Criminal Justice Role Training Program				
2080	Crisis Intervention				
2090	Workshop on the Mentally Ill	640.73	320.37	2	48
2100	Defensive Tactics				
2110	Driver Training	1,780.71	296.79	6	136
2111	Advanced Driver Training	20,849.04	365.77	57	1,368
2120	Fingerprint School	1,504.36	167.15	9	360

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

Page 2 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
2121	Advanced Latent Fingerprint School	417.39	139.13	3	120
2130	Firearms and Toolmark Identification				
2140	Forensic Microscopy				
2150	Hostage Negotiation Techniques	6,003.75	207.03	29	1,160
2151	Hostage Negotiation, Advanced	5,088.02	267.79	19	456
2160	Instructor Development, Skills				
2161	PR-24 Baton Instructor's Course	639.40	319.70	2	80
2162	Chemical Agents Instructors Course	703.92	175.98	4	96
2163	Defensive Tactics	470.00	78.33	6	480
2164	Firearms Instructors Course	5,954.23	330.79	18	1,048
2170	Instructor Development Course	484.81	121.20	4	160
2171	Techniques of Teaching Criminal Justice Role Training				
2172	Writing POST Performance Objectives				
2180	Interpersonal Communications				
2190	Juvenile Justice Update	10,426.40	254.30	41	1,272
2200	Specialized Surveillance Equipment	5,909.72	227.30	26	900
2210	Law Enforcement Legal Education Program	17,173.96	350.49	49	1,945
2211	Law Enforcement Legal Education Update	13,037.61	188.95	69	1,656
2220	Narcotic Investigation for Peace Officers	278.50	55.70	5	100
2222	Heroin Influence Course	2,806.86	155.94	18	360
2230	Non-Sworn Police Personnel Training	177.87	59.29	3	48
2240	Officer Survival Techniques	49,928.26	268.43	186	8,843
2250	Organized Crime Informant Development and Maintenance	5,309.78	165.93	32	1,152
2260	Personal Stress Reduction				
2270	Report Writing	5,362.87	144.94	37	864
2280	Riot Control				
2290	Spanish for Peace Officers				
2300	S.W.A.T. Training				
2310	Underwater Search and Recovery				
2320	Prison Gang Activity	5,433.46	150.93	36	1,296
2330	Radar Enforcement Training	305.50	101.83	3	48
2340	Computer Programming				
2990	Law Enforcement Skills and Knowledges	459.91	16.43	28	416
3000-3999	TECHNICAL, SPECIAL FUNCTION TRAINING				
JS 3010	Bomb Scene Investigation	1,825.99	228.25	8	196
3010	Arson and Explosive Investigation				
3011	Arson Investigation Course	840.68	280.23	3	120
JS 3020	Auto Theft Investigation	10,349.15	431.21	24	870
3020	Auto Theft Investigation	449.45	224.73	2	70
3021	Advanced Auto Theft Investigators Workshop	2,137.81	305.40	7	245

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

Page 3 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
3030	Background Investigation	533.66	106.73	5	105
3052	Burglary Investigation, Advanced	816.49	204.12	4	96
JS 3060	Questioned Document Investigation	6,476.66	588.79	11	418
3060	Questioned Document Investigation				
JS 3070	Civil Process	2,430.82	405.14	6	384
3070	Civil Process				
JS 3080	Commercial Vehicle Enforcement	1,538.17	256.36	6	240
3080	Commercial Vehicle Enforcement				
JS 3090	Complaint/Dispatcher	13,820.80	363.71	38	1,744
3090	Complaint/Dispatcher	715.03	178.76	4	160
3110	Contingency Planning for Hazardous Materials	2,679.01	297.67	9	423
3120	Coroners Course				
3121	Advanced Investigation for Coroners Cases	876.00	438.00	2	160
JS 3130	Crime Prevention	33,825.22	1,252.79	27	2,146
3130	Crime Prevention	2,840.77	710.19	4	320
3131	Advanced Crime Prevention	7,428.90	436.99	17	680
JS 3140	Criminal Investigation, General	22,626.11	580.16	39	3,628
3140	Criminal Investigation, General				
3141	Criminal Investigation II				
3142	Visual Investigation Analysis				
JS 3160	Field Evidence Technician	47,757.22	1,085.39	44	4,132
3160	Field Evidence Technician	3,870.21	430.02	9	480
3161	Physical Evidence Presentation	6,207.81	775.98	8	640
JS 3170	Field Training Officer Course	36,365.48	336.72	108	4,438
3170	Field Training Officer Course	1,212.78	242.56	5	213
JS 3190	Homicide Investigation	9,212.55	541.91	17	704
3190	Homicide Investigation	1,093.75	273.44	4	172
JS 3191	Homicide Institute	22,389.68	722.25	31	2,464
3191	Homicide Institute				
3201	Criminal Intelligence Data Collector	4,109.84	513.73	8	608
3202	Criminal Intelligence Data Analyst	1,536.18	307.24	5	374
3204	Link Analysis	25.30	12.65	2	16
JS 3210	Internal Affairs	802.08	401.04	2	48
3210	Internal Affairs	5,351.78	232.69	23	552
JS 3220	Jail Operations (80-hour course)	3,899.77	487.47	8	516
3220	Jail Operations (80-hour course)	1,113.58	371.19	3	200
JS 3221	Jail Operations (40-hour course)	35,028.07	199.02	176	7,036
3221	Jail Operations (40-hour course)	562.32	281.16	2	120
JS 3230	Juvenile Training				
3230	Juvenile Training				

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

Page 4 of 5

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
JS 3231	Juvenile Law Enforcement Officer's Training Course	12,282.09	646.43	19	760
3231	Juvenile Law Enforcement Officer's Training Course				
3232	Child Abuse: Intervention, Referral and Investigation	9,178.81	382.45	24	960
3233	School Resource Officer	1,547.91	309.58	5	118
JS 3250	Motorcycle Operation	12,280.43	1,116.40	11	762
3250	Motorcycle Operation	360.50	360.50	1	32
JS 3260	Narcotics Investigation	27,721.41	660.03	42	2,960
3260	Narcotics Investigation	1,152.66	576.33	2	160
3261	Narcotics Investigation, Advanced				
JS 3262	Air and Marine Narcotics Smuggling	2,787.03	398.15	7	224
3262	Air and Marine Narcotics Smuggling Investigation and Prosecution of				
3282	Organized Crime in Pornography				
3300	Protective Services	3,511.21	250.80	14	560
JS 3310	Records Officer Course	3,274.88	297.72	11	440
3310	Records Officer Course				
JS 3320	Research and Development				
3320	Research and Development				
JS 3330	Robbery Investigation	2,936.78	326.31	9	180
3330	Robbery Investigation	705.06	235.02	3	60
JS 3340	Sex Assault Investigation	4,889.65	325.98	15	405
3340	Sex Assault Investigation	464.22	92.84	5	100
JS 3360	Traffic Accident Investigation	9,443.63	295.11	32	1,272
3360	Traffic Accident Investigation	19.88	19.88	1	40
3362	Skidmark Analysis	4,383.33	313.10	14	560
JS 3370	Vice Investigation	2,582.02	516.40	5	200
3370	Vice Investigation	418.54	418.54	1	40
JS 3380	Investigation of Violent Crimes	20,346.15	508.65	40	1,712
3380	Investigation of Violent Crimes	753.60	376.80	2	80
3390	White Collar Crime	4,646.90	357.45	13	882
3400	Introduction to Crime Analysis	1,426.36	203.77	7	168
3410	Organized Crime Gambling Investigation	2,971.48	198.10	15	592
4000-4999	TECHNICAL, MANAGEMENT TRAINING				
4020	Civil Emergency Management	10,423.62	248.18	42	1,713
4030	Cost Analysis and Budgeting				
4050	Criminal Intelligence Commanders Course	59.00	59.00	1	36
4060	Managing Criminal Investigations				
4080	Jail Management	1,446.65	482.22	3	132
4090	Narcotic Commanders Course	4,636.12	257.56	18	648
4120	Managing Patrol Operations				
JS 4150	Police Training Managers Course				

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Specialized Executive Certificates		Meeting Date October 25-26, 1979
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature]</i>	Date of Approval October 10, 1979	Date of Report October 10, 1979
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact		Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUE:

This issue is to consider a revision of Commission Regulation 1001(h) and (i) and Commission Procedure F-1-10. This will include designated chief executives in specialized agencies as being eligible for the award of the POST Professional Executive Certificate.

BACKGROUND:

This issue was approved in concept by the Commission at its July 1979 meeting. At this hearing, the Commission will accept additional testimony before considering formal adoption of this program in the Regulations.

ANALYSIS:

In order to identify the chief law enforcement executive of a specialized agency for POST certification purposes, there is a need to further define "department," "department head" and "chief executive" in POST Regulations 1001(h) and (i) and revise PAM F-1-10. (See Attachment #1 for Recommended Revision.)

All existing requirements for the Regular Program Certificates included in PAM Procedure F-1-2 through F-1-4 would also apply to specialized agency chief law enforcement executives.

Most specialized agencies have provided necessary job descriptions and organization charts to allow POST to identify the chief executive.

Only supportive material has been received relative to this proposed change, which has an estimated financial impact the first year of only \$525.00 and an additional cost thereafter of \$265.00 per year.

RECOMMENDATION:

Adopt proposed revisions to allow issuance of Specialized Executive Certificates.

Specialized Program Executive Certificates

In order to implement this program, the following PAM Revisions are recommended:

1001(h) "department" in the Regular or Specialized Program is a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, the California Highway Patrol, the University of California Police, and the California State University and Colleges Police; or in the Specialized Program is a specialized agency, department, division, branch, bureau, unit, section, office or district that provides investigative or general law enforcement services.

1001(i) "department head" in the Regular or Specialized Program is the chief of police, sheriff, or chief executive of a department; or in the Specialized Program is the peace officer chief law enforcement executive, directly responsible for administration of the specialized law enforcement agency.

PAM F-1-10 The Regular or Specialized Program Executive Certificate: In addition to the requirements set forth in Paragraphs F-1-2, F-1-3 and F-1-4, the applicant for the award of the Executive Certificate or Specialized Executive Certificate must:

- a. Possess or be eligible to possess the appropriate Regular or Specialized Advanced Certificate; and
- b. Have no less than 60 college semester units awarded by an accredited college; and
- c. Satisfactorily meet the training requirements of the Executive Development Course; and
- d. Currently serving and, for a period of two years have served satisfactorily as a department head, as defined in Sections 1001(h) and (i) of the Regulations.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Supervisory, Management and Executive Course Reimbursement		Meeting Date October 25-26, 1979
Division Administration	Division Director Approval <i>Albama</i>	Researched By Staff
Executive Director Approval <i>William C. Beck</i>	Date of Approval October 10, 1979	Date of Report
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

ISSUE:

This issue is to consider a revision of Commission Regulations 1005(c)(2) and 1005(e)(1) and Commission Procedure E-1-3(c) and (e).

BACKGROUND:

In October 1978, the Commission adopted a Regulation change for reimbursement related to the Supervisory Course. That change requires that persons must actually be appointed to supervisory positions at the time the course begins or within one year from the time the course is completed in order for the jurisdiction to be reimbursed. Subsequently, the Commission adopted a similar policy for Management and Executive Course reimbursement. The Commission, at this hearing, will consider changing the Regulations that currently allow reimbursement without the necessity of being appointed to a management or executive position to make all of the Regulations consistent.

ANALYSIS:

The Regulations now permit any officer to attend a Management or Executive Development Course, and the jurisdiction to receive reimbursement, without regard to the officer being appointed as a Manager or Executive. In observance of current fiscal constraints, the suggested amendments would permit the training to be provided with reimbursement for those having a need and who are required to have this training. Agencies that might like to support such training as a type of career development could do so at their own expense.

To accommodate the intent of this change, a definition for "Executive Position" must be added to the Regulations.

RECOMMENDATION: Adopt the following regulations.

- 1005(c)(2) Every regular officer who will be appointed within 12 months to a middle management or higher position may attend a Certified Management Course; notwithstanding the provisions of Regulation 1015(b), the regular officer's jurisdiction, upon the officer's appointment and within one year from the satisfactory completion of such training, may be reimbursed, provided that the officer has met the training requirements of the Supervisory Course.
- 1005(e)(1). The Executive Development Course is designed for department heads and their executive staff. Every regular officer who will be appointed within 12 months to such an executive position may attend a Certified Executive Development Course; notwithstanding the provisions of Regulation 1015(b), the regular officer's jurisdiction, upon the officer's appointment and within one year from the satisfactory completion of such training, may be reimbursed, provided that the officer has satisfactorily completed the training requirements of the Management Course. The Executive Development Course is optional.
- 1001(x) "Executive Position" is a position occupied by a Department Head, Assistant Department Head, or a position between Middle Management and Department Head that is responsible principally for command assignments, the supervision of Subordinate Middle Management and Supervisory Positions, is most commonly the rank of Captain or higher, and is a position for which commensurate pay is authorized.

REGULATIONS

1005. Minimum Standards for Training

(b) Supervisory Course (Required)

- (1) Every peace officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete ~~the~~ a certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

- (2) (A) Every regular officer who is appointed to a first-level supervisory position ~~may~~ shall attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the regular officer has been awarded or is eligible for the award of the Basic Certificate.

(B) Every regular officer who will be appointed within 12 months to a first-level supervisory position may attend a certified Supervisory Course; notwithstanding the provisions of Regulation 1015(b), the regular officer's jurisdiction, upon the officer's appointment

and within one year from the satisfactory completion of such training, may be reimbursed, provided that the officer has been awarded or is eligible for award of the Basic Certificate.

- (3) Requirements for the Supervisory Course are set forth in PAM, Section D, "The Supervisory Course".

(c) Management Course (Required)

- (1) Every peace officer promoted, appointed or transferred to a middle management position shall satisfactorily complete ~~the~~ a certified Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

- (2) (A) Every regular officer who is appointed to a ~~first-level-supervisory-or-higher~~ middle management or higher position ~~may~~ shall attend ~~the~~ a certified management course and the jurisdiction may be reimbursed, provided the officer has satisfactorily ~~met~~ completed the training requirements of the Supervisory Course.

(B) Every regular officer who will be appointed within 12 months to a middle management or higher position may attend a certified Management Course; notwithstanding the provisions of Regulation 1015(b), the regular officer's

jurisdiction, upon the officer's appointment, and within one year from the satisfactory completion of such training, may be reimbursed, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.

(3) Requirements of the Management Course are set forth in PAM, Section D, "The Management Course."

(e) Executive Development Course (Optional)

(1) The Executive Development Course is designed for department heads and their executive staff. Every regular officer who is appointed to a middle management or higher position such executive position may attend and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course. The Executive Development Course is optional.

(2) Every regular officer who will be appointed within 12 months to a department head or executive position may attend a certified Executive Course; notwithstanding the provisions of Regulations 1015(b), the regular officer's jurisdiction, upon the officer's appointment and within one year from the satisfactory completion of such training, may be reimbursed provided the officer

has satisfactorily completed the training requirements of the Management Course.

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

AGENDA ITEM SUMMARY SHEET

Agenda Item Title SPECIALIZED INVESTIGATORS BASIC COURSE REVISION		Meeting Date October 25/26, 1979
Division Executive	Division Director Approval _____	Researched By Ray Bray <i>RB</i> <i>GTMS</i>
Executive Director Approval <i>William C. Beckman</i>	Date of Approval October 11, 1979	Date of Report October 4, 1979
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact: Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUE

The current curriculum design for Specialized Program Investigators presents problems to both trainers and users and to POST as well.

BACKGROUND

PAM, Procedure D-12 is the minimum standard for training for Specialized Investigators. The minimum course at present is 200 hours including eight hours for examinations with flexibility to adjust some instructional hours and topics with prior POST approval.

This course design presents a problem for the presenter and users, in that all users of the course request a variance of up to 45 hours of instruction for presentation of their agency specific material. This causes the presenter to reduce the core subject matter to only 155-160 hours and then for the rest of the course divide the class into three groups of trainees, DMV, ABC, and one for the other agency specialized investigators. This arrangement in effect results in at least three de facto "standards" and does not leave enough time for pistol range and driving activities. Nor is a satisfactory amount of time permitted for the 832 P.C. Arrest and Firearms curriculum.

The present curriculum for the specialized basic investigators was adopted by the Commission at the October 1978 meeting.

ANALYSIS

After several meetings with the presenter and major users, there was consensus that the 40-hour 832 P.C. laws of arrest and firearms training be made a prerequisite for a 180 hour course all of which would be attended by all users. In addition, that any additional agency specific material be completed separately, following the basic course. Adoption of the recommendation results in no additional cost to local government.

Utilize reverse side if needed

**SPECIALIZED INVESTIGATORS BASIC
COURSE REVISION**

RECOMMENDATIONS

Require 832 P. C. Arrest and Firearms Course as a prerequisite for the Specialized Basic Investigators Course and require a 180-hour core of instruction (see attachment). Any additional agency specific instruction to be completed separately subsequent to the Specialized Basic Investigators Course.

DATE

Approved: _____
How to fill out this form is explained in the instructions on page 1.

APPROVED

This report is prepared by the _____

This report is prepared by the _____

Approved: _____

DATE

This report is prepared by the _____

Commission Procedure D-12

12-4. PROFESSIONAL ORIENTATION: ~~10~~ 6 Hours

- a. History and Principles of Law Enforcement
- b. Law Enforcement Profession
- c. Ethics
- d. Unethical Behavior
- ~~e. Department Orientation & Role of the Investigator~~
- e. Role of the Investigator
- f. Administration of Justice Components
 - ~~g.~~ 1. Related Law Enforcement Agencies
 - ~~h.~~ 2. California Court System
 - ~~i.~~ 3. California Corrections System
- g. Discretionary Decision Making

12-5. POLICE COMMUNITY RELATIONS: 15 hours

- a. Community Service Concept
- b. Community Attitudes and Influences
- c. Citizen Evaluation
- d. Crime Prevention
- e. Factors Influencing Psychological Stress

12-6. LAW: 20 hours

- a. Introduction to Law
- b. Crime Elements
- c. Intent
- d. Parties to a Crime
- e. Defenses
- f. Probable Cause
- g. Attempt/Conspiracy/Solicitation Law
- h. Obstruction of Justice Law
- i. Theft Law
- j. Extortion Law
- k. Embezzlement Law
- l. Forgery/Fraud Law
- m. Burglary Law
- n. Receiving Stolen Property Law
- o. Malicious Mischief Law
- p. Arson Law
- q. Assault/Battery Law
- r. Assault With Deadly Weapon Law
- s. Mayhem Law
- t. Felonious Assaults Law
- u. Crimes Against Children Law

- v. Public Nuisance Law
- w. Crimes Against Public Peace Law
- x. Deadly Weapons Law
- y. Robbery Law
- z. Kidnapping Law
- aa. Homicide Law
- bb. Sex Crimes Law
- cc. Rape Law
- dd. Gaming Law
- ee. Controlled Substances Law
- ff. Hallucinogens Law
- gg. Narcotics Law
- hh. Marijuana Law
- ii. Poisonous Substances Law
- jj. Alcoholic Beverage Control Law
- kk. Constitutional Rights Law
- ll. Laws of Arrest
- mm. Local Ordinances
- nn. Juvenile Alcohol Law
- oo. Juvenile Law and Procedure
- pp. Vehicle Code

12-7. LAWS OF EVIDENCE: ~~15~~ 8 hours

- a. Concepts of Evidence
- b. Privileged Communication
- c. Witness Qualifications
- d. Subpoena
- e. Burden of Proof
- f. Rules of Evidence
- g. Search Concepts
- h. Seizure Concepts
- i. Showups

~~12-8. SPECIALIZED LAWS: 10 Hours~~

- ~~a. Laws Relevant to Agency Responsibility~~

12-8 ~~12-9~~. COMMUNICATIONS: 21 hours

- a. Interpersonal
- b. Note Taking
- c. Introduction to Report Writing
- d. Report Writing Mechanics
- e. Report Writing & Diagnostic Testing
- f. Use of the Telephone
- g. News Media Relations

12-9 ~~12-10~~. VEHICLE OPERATIONS: ~~6~~ 8 hours

- a. Introduction to Vehicle Operation
- b. Vehicle Operation Factors
- c. Vehicle Operation Liability
- d. Vehicle Inspection
- e. Vehicle Control Techniques

12-10 ~~12-11~~. FORCE AND WEAPONRY: ~~20~~ 24 hours

- a. Effects of Force
- b. Reasonable Force
- c. Deadly Force
- d. Practical Problems in the Use of Force
- e. Firearms Safety
- f. Handgun
- g. Care and Cleaning of Service Handgun
- * h. Shotgun
- i. Handgun Shooting Principles
- * j. Shotgun Shooting Principles
- * k. Identification of Agency Weapons and Ammunition
- l. Handgun/Day/Range(Target)
- m. Handgun/Night/Range(Target)
- n. Handgun/Combat/Day/Range
- o. Handgun/Combat/Night/Range
- * p. Shotgun/Combat/Day/Range
- * q. Shotgun/Combat/Night/Range
- * r. Use of Chemical Agents
- * s. Chemical Agent Simulation

~~*Time to be adjusted according to agency needs~~

12-11 ~~12-12~~. FIELD PROCEDURES: ~~14~~ 12 Hours

- a. Perception Techniques
- b. Observation Techniques
- c. Person Search Techniques
- d. Vehicle Search Techniques
- e. Building Search Techniques
- f. Search/Handcuffing/Control Simulation
- g. Handcuffing
- h. Prisoner Transportation
- i. Officer Survival
- ~~j. Mutual Aid~~
- ~~k. News Media Relations~~
- ~~l. Mental Illness Cases~~
- ~~m. Crowd Psychology and Tactics~~

12-12 ~~12-13~~. CRIMINAL INVESTIGATION: 24 hours

- a. Preliminary Investigation
- b. Crime Scene Search
- c. Crime Scene Notes
- d. Crime Scene Sketches
- e. Latent Prints
- f. Identification, Collection, and Preservation Of Evidence
- g. Chain of Custody
- h. Interviews & Interrogations
- i. Information Gathering
- j. Courtroom Demeanor and Testifying
- k. Administrative Hearings
- l. Vice and Organized Crime
- m. Controlled Substances Abuse

12-13 ~~12-14~~. SPECIALIZED INVESTIGATIVE TECHNIQUES: ~~14~~ 11 Hours

- a. Sources of Information
- b. Use and Control of Information
- c. Criminal Intelligence
- d. Identification and Location of Suspects and Witnesses
- e. Scientific Aids: Use and Limitations
- ~~f. Applicant and Permit Review~~
- ~~g. Surveillance and Undercover~~

12-14 ~~12-15~~. PHYSICAL FITNESS AND DEFENSE TECHNIQUES: ~~8~~ 12 hours

- a. Physical Disablers
- b. Prevention of Disablers
- c. Weight Control
- d. Self-Evaluation
- e. Lifetime Fitness
- f. Principles of Weaponless Defense
- g. Armed Suspect/Weaponless Defense

12-15 ~~12-16~~. FIRST AID AND CPR: 15 hours

- a. Medic Alert

12-16 ~~12-17~~. EXAMINATIONS: ~~8~~ 4 hours

- a. Written and Performance

12-17 ~~12-18~~. TOTAL REQUIRED HOURS: ~~200~~ 180 Hours

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Cancellation of Certificates Because of Felony Conviction		Meeting Date October 25/26, 1979
Division Executive Office	Division Director Approval	Researched By George W. Williams <i>GWMS</i>
Executive Director Approval <i>Thomas A. Bohm</i>	Date of Approval <i>October 11, 1979</i>	Date of Report September 27, 1979
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

Effective January, 1980, Penal Code Section 13510.1 will require, among other things, that the Commission cancel certificates issued to persons adjudged guilty of a felony.

ANALYSIS

This law legislatively mandates the Commission's Professional Certification Program; restricts the issuance of certificates to peace officers who are employees of agencies that participate in the POST Program; and requires that certificates be cancelled when the certificate holder is convicted of a felony. The law necessitates the amendment of Regulation 1011(b) and PAM, Procedure F-2, to incorporate conviction of a felony as a cause for cancellation and to require that concerned agencies give the Commission notice of such occurrences. Adoption of the recommendation results in no additional cost to local government.

RECOMMENDATION

Effective January 1, 1980, adopt language amending Regulation 1011(b) and PAM, Procedure F-2 as follows:

Utilize reverse side if needed

Regulation 1011(b)

Professional certificates shall be considered to be awards for achievement remain the property of the Commission and subject to denial or cancellation only: if a peace officer is adjudged guilty of a felony; if the certificate was obtained through misrepresentation, fraud, or was issued due to administrative error. Requirements for the denial or cancellation of professional certificates are as prescribed in PAM, Section F-2, "Denial or Cancellation of Professional Certificates."

Whenever a peace officer, or a former peace officer, is adjudged guilty of a felony, the employing department in the case of a peace officer, or the department participating in the POST Program that is responsible for the investigation of the felony charge against a former peace officer, shall notify the Commission within 30 days following the final adjudicative disposition. The notification shall include the person's name, charge, date of adjudication, case number and court, and the law enforcement jurisdiction responsible for the investigation of the charge.

PAM, Procedure F-2

DENIAL OR CANCELLATION OF PROFESSIONAL CERTIFICATES

Purpose

2-1. Denial or cancellation of Professional Certificates: This Commission Procedure provides for the denial or cancellation of POST professional certificates as described in PAM, Section 1011(b).

Denial or Cancellation

2-2. Right to Deny or Cancel: Professional certificates remain the property of the Commission and the Commission reserves the right to deny or cancel any certificate when:

- a. The person is adjudged guilty of a felony; or
- b-a. The certificate was issued by administrative error; or
- c-b. The certificate was obtained or issuance is attempted through misrepresentation or fraud.

2-3. Notification by Department Head: When ~~in the opinion~~ of a department head obtains information that a certificate should be denied or cancelled because of any of the conditions listed in paragraph 2-2 above, it shall be the department head's responsibility to notify the Commission.

Investigation

2-4. Initiation of Investigation: When it is brought to the attention of the Commission that a professional certificate may have been applied for or issued involving conditions listed under paragraph 2-2, the Executive Director shall initiate an investigation. The department head and the concerned individual shall be notified of the investigation.

2-5. Notification of Hearing: If the facts of the case appear to substantiate cause for denial or cancellation, the individual concerned shall be notified by registered mail of the right to a hearing and the grounds for the proposed denial or cancellation. The notice of hearing shall advise the individual of his/her right to appear and testify and question any witnesses that may be called to testify. The individual's department head shall also be notified of the hearing.

Hearing

2-6. Procedures for Hearing: If the applicant or holder of a certificate which is proposed for denial or cancellation action desires a hearing regarding such action, he/she must notify the Commission of the desire for a hearing within 30 days of the individual's receipt of the notice of hearing.

- a. All hearings shall be conducted in conformance with the Administrative Procedures Act (Government Codes Section 11500 et. seq.). All hearings shall be conducted by a qualified hearing officer who shall prepare a proposed decision in such form that it may be adopted as the decision in the case. The Commission shall decide the case.

2-6. Procedures for Hearing (continued)

- b. A committee of the Commission for the purpose of hearings or reaching decisions regarding professional certificate denial or cancellation shall be no less than three members.
- c. The Commission may decide the case on the basis of the transcript of the hearing conducted by the hearing officer.
- d. All meetings and hearings of the Commission to consider the denial or cancellation of a professional certificate shall be open to the public except upon request of the involved person and when sufficient reason is presented that in the judgment of the Commission the hearing be closed.

GWV/lr
09/79

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Course Certification/Modification/Decertification Report		Meeting Date October 25-26, 1979
Division Operations	Division Director Approval <i>Bradley W. Koch</i>	Researched By Bradley W. Koch
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 10 October 1979	Date of Report October 5, 1979
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

The following courses have been certified, modified or decertified since the July 26-27, 1979 Commission Meeting:

CERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Field Training Officer Course	San Francisco Police Dept.	Technical	II	\$ 38,325.60
Law Enforcement Orientation for Civilian Employees	Glendale Community College	Technical	IV	\$ 750.00
Child Abuse Advanced Investigative Techniques	Rio Hondo College	Technical	IV	\$ 2,006.00
Field Training Officer Course	Regional Training Center	Technical	III	\$ 35,376.00
Reserve Officer Course-Level I	Los Angeles Police Dept.	Approved	N/A	-0-
Police Training Managers' Course	Golden Gate University	Technical	I	\$ 105,213.60
Arrest & Firearms P. C. 832	Ca. Dept. of Corrections	Approved	N/A	-0-
Contemporary Issues in Corrections	Ca. Board of Corrections	Technical	IV	\$ 7,940.00
Reserve Officer Course-Level II Module B	Palo Verde College	Approved	N/A	-0-

Utilize reverse side if needed

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Supervisory Seminar	NCCJTES, Sacramento Center	Technical	IV	\$ 6,845.00
Basic Course Extended Format	NCCJTES, Redwoods Center	Basic	II	-0-
Outlaw Motorcycle Gang Activity	DOJ-Training Center	Technical	IV	\$ 4,764.00
Burglary Investigation	NCCJTES, Sacramento Center	Technical	II	\$ 4,358.40
Adv. Special Weapons and Tactics (SWAT)	FBI - San Francisco	Technical	IV	\$ 19,056.00
Child Abuse Investigation	NCCJTES, Sacramento Center	Technical	IV	\$ 2,858.40
Reserve Training Level II-Module B	NCCJTES, Sacramento Center	Approved	N/A	-0-
Sexual Assault Investigation	NCCJTES, Sacramento Center	Technical	II	\$ 5,328.00
Basic Reserve Academy-Level I Module C	NCCJTES, Santa Rosa Center	Approved	N/A	-0-
Reserve Officer Training-Level I	NCCJTES, Santa Rosa Center	Approved	N/A	-0-
Defensive Tactics	NCCJTES, Sacramento Center	Technical	IV	\$ 7,940.00
Fencing Investigation	DOJ Training Center	Technical	IV	\$ 12,704.00
Reserve Officer Module C	State Center Peace Officers Academy	Approved	N/A	-0-

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Supervisory Course	William P. Mott Jr. Training Center	Supervisory	II	\$ 1,396.00
Reserve Officer Module B	State Center Peace Officers Academy	Approved	N/A	-0-
Basic Course	Fresno College	Basic	II	\$ 47,016.00
Driving Under the Influence	Torrance P.D.	Technical	IV	\$ 4,420.00
Reserve Officer Level II-Module B	Chaffey College	Approved	N/A	-0-
Reserve Officer Level I-Module C	Imperial Valley College	Approved	N/A	-0-
Ca. Sinsemilla Marijuana Eradication	DOJ Training Center	Technical	IV	\$ 19,425.00
Legislative Update: New Laws & Court Decisions	Ca. Peace Officers Educational Research & Training Corp.	Technical	IV	\$ 2,320.00
Supervisory Narcotic Investigator's Course	U.S.-DOJ, Drug Enforcement Admin.	Technical	II	\$ 31,840.00
Special Weapons and Tactics	NCCJTES, Santa Rosa Center	Technical	IV	\$ 6,720.00
Police Chief/City Manager Team Dev.	Ross, Lewis and Associates	Exec. Dev. Seminar	III	\$ 36,787.00
Patrol Operations Mgmt.	Ca. Polytechnic Univ., Pomona	Mgmt. Seminar	III	\$ 29,900.00
Basic Course	Ca. Dept. of Forestry	Basic	II	\$ 1,898.00
Basic Course	Ca. Dept. of Parks & Rec.	Basic	II	-0-
Supervisory Update	NCCJTES, Santa Rosa Center	Technical	IV	\$ 1,152.00

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Academy of Justice, Riverside City College	Technical	II	\$ 13,600.00
Law Enforcement Report Writing	NCCJTES, Redwoods Center	Technical	IV	\$ 1,072.00
Reserve Officer Level II	San Bernardino Co. Sheriff's Department	Approved	N/A	-0-
Bomb Scene Investigation	FBI - San Francisco	Technical	II	\$ 15,254.40
Special Weapons and Tactics	NCCJTES, Redwoods Center	Technical	IV	\$ 1,780.00
Commercial Vehicle Enforcement for Municipal Traffic Officers	Oakland Police Department	Technical	IV	\$ 9,540.00
P.C. 832-Laws of Arrest, Search and Seizure	California National Guard	Approved	N/A	-0-

MODIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Sexual Assault Investigation	Central Coast Co. Police Academy	Technical	II	\$ 17,160

Description of Change: Modified from a Skills and Knowledge, Plan IV, course to a Job Specific Course under Plan II reimbursement.

Advanced Officer	Wm. Penn Mott Jr. Training Center	Advanced Officer	II	-0-
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Description of Change: Modified maximum class enrollment to 50 students.

Juvenile Investigation for Patrol Officers	CSTI	Technical	IV	-0-
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Description of Change: Modified to reduce hours from 24 to 22.

Patrol Violence and Terrorism	CSTI	Technical	IV	-0-
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Description of Change: Modified to reduce hours from 47 to 44.

Officer Survival	CSTI	Technical	IV	-0-
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Description of Change: Modified to reduce hours from 47 to 44.

Civil Emergency Management	CSTI	Technical	IV	-0-
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Description of Change: Modified to reduce hours from 47 to 44.

Contingency Planning for Hazardous Materials	CSTI	Technical	IV	-0-
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Description of Change: Modified to reduce hours from 47 to 44.

Adv. Terrorism Analysis	CSTI	Technical	IV	-0-
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Description of Change: Modified to reduce hours from 47 to 44.

Inv. of Violent Crimes	CSTI	Technical	II	-0-
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Description of Change: Modified to reduce hours from 47 to 40.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Introduction to Crime Analysis	DOJ Training Center	Technical	IV	\$ 11,466
<u>Description of Change:</u> Modified to increase hours from 24 to 28.				
Management Seminar	Los Medanos College	Mgmt. Seminar	IV	\$ 9,528
<u>Description of Change:</u> Modified to include two additional presentations during Fiscal Year 1979/80.				
Economic Crime Investigation	DOJ Training Center	Technical	IV	\$ 51,984
<u>Description of Change:</u> Modified to increase hours from 70 to 76.				
Supervisory Course	Rio Hondo College	Supervisory	II	\$ 34,920
<u>Description of Change:</u> Modified to an 80-hour Supervisory Course instructing the 34 POST performance objectives.				
Research and Planning	Cal Poly Pomona	Technical	I	\$ 12,280
<u>Description of Change:</u> Modified change in tuition from \$142 to \$145.				
Traffic Program Mgmt. Inst.	Cal Poly Pomona	Technical	III	\$ 40,500
<u>Description of Change:</u> Modified to increase tuition from \$165 to \$170.				
Jail Management	Cal Poly Pomona	Technical	III	\$ 31,752
<u>Description of Change:</u> Modified to increase tuition from \$136 to \$138.				
Jail Operations	San Bernardino Sheriff's Dept.	Technical	II	\$ 56,000
<u>Description of Change:</u> Modified to a 40 or 80-hour variable format.				
Ca. Crime Prevention Inst.	Loss Prevention, Inc.	Technical	I	\$ 1,800
<u>Description of Change:</u> Modified to reduce tuition from \$253 to \$241.				
Crime Prevention Inst.	Int'l. Training Research and Evaluation Council	Technical	III	-0-
<u>Description of Change:</u> Merged with another company; the only change is the name and address of the presenter.				

DECERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Advanced Officer	Fresno Co. Sheriff's Department	Advanced Officer	II	-0-
Planning, Research & Dev.	Modesto Reg. Crim. Jus. Trng. Cntr.	Technical	II	-0-
P.C. 832	CSTI	Approved	N/A	-0-
Crim. Justice Role Training	Academy of Justice, Riverside	Technical	II	-0-
Non-Sworn Police Personnel Trng.	Academy of Justice, Riverside	Technical	IV	-0-

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Commission Policy		Meeting Date October 25-26, 1979
Division Executive Office	Division Director Approval <i>[Signature]</i>	Researched By David A. Wallis <i>Wallis</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval Oct 11, 1979	Date of Report October 11, 1979
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____):

Background

Staff has been directed to report on action taken by the Commission which establishes or affects Commission policies and procedures. This report is made for approval of action taken at the July 26-27, 1979 meeting.

Analysis

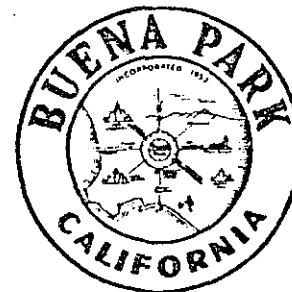
The Commission adopted the following policies:

- (1) The Executive Director is authorized administrative discretion to resolve situations of equity associated with certain reimbursement questions (for example, allowing reimbursement when a trainee successfully completes a major portion of a course, but for some reason, such as injury, is prevented from completing the entire course).
All such actions are to be reported annually to the Commission.
- (2) The Executive Director shall report to the Commission annually on the membership and activities of POST staff in professional organizations.
- (3) Paraprofessionals will be included in the regular reimbursement process for attendance at the Basic Course.

Recommendation

Approve the above policies for inclusion in the Commission Policy Manual.

CITY OF BUENA PARK



C A L I F O R N I A 9 0 6 2 0

6650 BEACH BOULEVARD, PHONE: (714) 521-1121

POLICE DEPARTMENT
ROBERT T. REBER, Chief
August 24, 1979

Mr. Norman Boehm, Executive Director
Commission on Peace Officer Standards and Training
2100 Bowling Drive
Sacramento, CA 95823

Dear Director Boehm:

I wish to congratulate you on your recent appointment to the Commission on Peace Officer Standards and Training. I believe P.O.S.T. to be a far-sighted organization that has made significant contributions to law enforcement throughout the state of California, and my department has benefited through their continued support.

There is, however, a matter that has come to my attention that I believe is of utmost importance to law enforcement in California. I understand that P.O.S.T. has declared a moratorium on Advanced Driver Training until January, 1980, in order to give the P.O.S.T. staff time to once again study the cost effectiveness of this form of training. In the meantime, there is no mechanism whereby I can have officers with marginal driving abilities or officers new to my department receive adequate instruction in the operation of a patrol car under emergency conditions.

I believe both my officers and I will be vulnerable to legal action if a patrol car is involved with a civilian automobile and it could be established in court that Advanced Driver Training had been available at the time and the officer was untrained. I strongly suggest that this matter be discussed at the next Commissioner's meeting and that a temporary allocation be made until the results of whatever study P.O.S.T. is making is completed. I understand that this form of training is of high priority in most departments, and I can assure you it is considered to be the same in my department.

Once again, my congratulations on your appointment. I will appreciate your consideration of my suggestion.

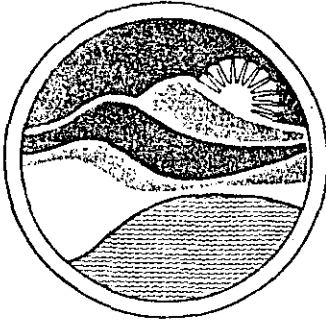
Sincerely,

ROBERT T. REBER
Chief of Police

RTR/dr

Aug 29 10 18 AM '79

COMMUNICATIONS SECTION



Town of Corte Madera

Police Department

345 TAMALPAIS DRIVE AT PIXLEY AVENUE, P. O. BOX 159
CORTE MADERA, CALIFORNIA 94925 (415) 924-2123

COMMISSION ON
AUG 23 9 49 AM '79

August 20, 1979

Norman Boehm, Executive Director
Commission on Peace Officer Standards & Training
2100 Bowling Drive
Sacramento, CA 95810

Dear Mr. Boehm:

I wish to congratulate you on your recent appointment to the Commission on Peace Officer Standards and Training. I believe P.O.S.T. to be a far-sighted organization that has made significant contributions to law enforcement throughout the State of California, and my department has benefited through their continued support.

There is, however, a matter that has come to my attention that I believe is of utmost importance to law enforcement in California. I understand that P.O.S.T. has declared a moratorium on Advanced Driver Training until January, 1980, in order to give the P.O.S.T. staff time to once again study the cost effectiveness of this form of training. In the meantime, there is no mechanism whereby I can have officers with marginal driving abilities or officers new to my department receive adequate instruction in the operation of a patrol car under emergency conditions.

I believe both my officers and I will be vulnerable to legal action if a patrol car is involved with a civilian automobile and it could be established in court that Advanced Driver Training had been available at the time and the officer was untrained. I strongly suggest that this matter be discussed at the next Commissioner's meeting and that a temporary allocation be made until the results of whatever study P.O.S.T. is making is completed. I understand that this form of training is of high priority in most departments and I can assure you it is considered to be the same in my department.

Once again, my congratulations on your appointment. I will appreciate your consideration of my suggestion.

Sincerely,

Phillip D. Green, Chief
Larkspur/Corte Madera

PDG/pb

September 14, 1979

Dear Chief _____

Or

Dear Sheriff _____

Thank you for your letter pertaining to the Advanced Driver Training Course.

As you are aware, at the July 1979 meeting, the POST Commission decided not to fund Advanced Driver Training and asked that the matter be brought before them again at its January 1980 meeting. In the meantime, staff was instructed to prepare a report with some alternatives and recommendations. That report is in the process of being prepared, and we anticipate having it completed in time for the January 1980 meeting.

Your input is noted, and we appreciate your interest.

Sincerely,

NORMAN C. BOEHM
Executive Director

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Budget Review Committee Report		Meeting Date October 25-26, 1979
Division Administration	Division Director Approval <i>[Signature]</i>	Researched By Staff. Mr. Phillips coordinated
Executive Director Approval <i>[Signature]</i>	Date of Approval October 9, 1979	Date of Report October 5, 1979
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUES:

The Commission Budget Review Committee discussed each of the following items. Backup information is provided at each tab corresponding to the item number.

BACKGROUND AND ANALYSIS:

- The 1980-81 Fiscal Year Budget has been completed and submitted to the Department of Finance.

Budget Summary	Actual <u>1978-79</u>	Estimated <u>1979-80</u>	Proposed <u>1980-81</u>
Adm. Budget	\$ 2,230,388	\$ 2,746,261	\$ 2,825,825
Asst. Cities & Counties	<u>10,799,173</u>	<u>11,652,392</u>	<u>11,652,392</u>
Sub-Total	<u>\$13,029,561</u>	<u>\$14,398,653</u>	<u>\$14,478,217</u>
Add: Move to			
Tab 2-DOJ Bldg.	-	-	51,800
Tab 3-Valid. Unit	-	-	234,972
Tab 4-Comp. Fundl	-	(48,000)	(48,000)
Tab 5-1/2 Time Off. Asst. II	-	-	- 3,889
Tab 6-Asst. Cities & Counties	-	-	<u>901,222</u>
TOTALS	<u>\$13,029,561</u>	<u>\$14,398,653</u>	<u>\$15,662,322</u>
Percent of Increase Over 1978-79		10.5	20.2

¹To be financed from resources currently budgeted.

Commissioner Trives, Chairman of the Budget Review Committee, will report on the issues addressed at the Commission meeting of August 23, 1979 at POST Headquarters, Sacramento. Details of these issues are shown at tabs 2 through 6.

Utilize reverse side if needed

2. Move to the Department of Justice Facility

The amount of \$51,800 was approved. This is the estimated cost of a new Centrex telephone system, moving costs, movable partitions and task lights for each work station. See Tab 2.

3. Validation Unit

Continuation of this unit was approved. Estimated full year costs are \$234,972. The existing LEAA funding will be sufficient to carry the unit from May 1 through June 30, 1980. See Tab 3.

4. Computer Funding

The amount of \$48,000 was approved. This will be used to lease a computer through a recently negotiated statewide master rental agreement. See Tab 4.

5. Half-Time Office Assistant II Position

This half-time position will result in a net savings of \$3,889 per year. Effective July 1, 1979, POST began performing that portion of the personnel work previously done by the Department of Justice. The Department of Justice performed this service at a cost of \$9,271 per year vs POST's estimated cost of \$5,382 per year. See Tab 5.

6. Assistance to Cities and Counties

It was agreed that the Assistance to Cities and Counties Budget should be increased to approximately \$12,500,000 for fiscal year 1980-81. Based on expected increases in salaries, per diem, travel and number of trainees, an increase of \$901,222 was approved. See Tab 6. A meeting with the Deputy Director, Department of Finance, indicates it would not be possible for an increase in fiscal year 1979-80. See Tab 6.

RECOMMENDATION:

Adopt Committee Recommendation.

SUMMARY BY OBJECT

PERSONAL SERVICES	<u>78-79</u>	<u>79-80</u>	<u>80-81</u>	<u>78-79</u>	<u>79-80</u>	<u>80-81</u>
Authorized Postions.....	76.6	71.9	71.9	\$ 1,515,275	\$ 1,627,047	\$ 1,643,675
Workload and administrative adjustments.....	-	-	-	-	-	-
Proposed new postions.....	-	-	-	-	-	-
Totals, Adjustments.....	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals, Salaries and Wages.....	76.6	71.9	71.9	\$ 1,515,275	\$ 1,627,047	\$ 1,643,675
Estimated Salary Savings.....	-	- 1.4	- 1.4	-	- 16,472	- 18,273
Net Totals, Salaries and Wages.....	76.6	70.5	70.5	\$ 1,515,275	\$ 1,610,575	\$ 1,625,402
Staff Benefits.....	-	-	-	<u>385,707</u>	<u>456,644</u>	<u>476,696</u>
Totals, Personal Services.....	<u>76.6</u>	<u>70.5</u>	<u>70.5</u>	<u>\$ 1,900,982</u>	<u>\$ 2,067,219</u>	<u>\$ 2,102,098</u>
OPERATING EXPENSES AND EQUIPMENT						
General expense.....				\$ 68,921	\$ 123,833	\$ 132,501
Printing.....				45,928	63,659	68,115
Communications.....				50,006	57,293	61,304
Travel--in-state.....				145,066	193,332	206,865
Travel--out-of-state.....				1,667	9,010	9,641
Facilities operations.....				88,348	95,488	102,172
Prorated expense.....				99,776	83,007	88,818
Contractual services.....				27,325	12,732	13,623
Equipment.....				<u>55,062</u>	<u>40,688</u>	<u>40,688</u>
Totals, Operating Expenses and Equipment.....				<u>\$ 582,099</u>	<u>\$ 679,042</u>	<u>\$ 723,727</u>
TOTALS, EXPENDITURES.....				\$ 2,483,081	\$ 2,746,261	\$ 2,825,825
Reimbursements.....				<u>- 252,693</u>	<u>-</u>	<u>-</u>
NET TOTALS, EXPENDITURES.....				<u>\$ 2,230,388</u>	<u>\$ 2,746,261</u>	<u>\$ 2,825,825</u>
TOTALS, EXPENDITURES (Local Assistance).....				<u>\$10,799,173</u>	<u>\$11,652,392</u>	<u>\$11,652,392</u>
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Local Assistance).....				<u>\$13,029,561</u>	<u>\$14,398,653</u>	<u>\$14,478,217</u>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 BUDGET CHANGE PROPOSAL
 FISCAL DETAIL
 1980-81 BUDGET

<u>Short Title of Proposed Change</u>	<u>BCP Number</u>	<u>Date</u>	<u>Priority Number</u>
Move to New Justice Building	4	9/14/79	4
	<u>Personnel Years</u>		<u>Amount</u>
<u>Salaries and Wages^{a/}</u>	<u>CY</u> <u>BY</u>	<u>Salary Range</u>	<u>CY</u> <u>BY</u>
N/A	N/A	N/A	N/A
	<u>Current Year</u>	<u>Budget Year</u>	
TOTAL SALARIES AND WAGES	\$ -	\$ -	
Salary Savings	-	-	
NET TOTAL SALARIES AND WAGES	-	-	
Staff Benefits			
TOTAL PERSONAL SERVICES	\$ -	\$ -	
Operating Expenses and Equipment			
General expenses	\$ -	\$ 2,000	
Printing	-		
Communications		3,648	
Travel--in-state			
Travel--out-of-state			
Facilities operations			
Data processing			
Consolidated data center			
Consultant and prof. services			
Pro rata charges			
Equipment	-	46,152	
Other	-	-	
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ -	\$ 1,800	
TOTAL EXPENDITURES	\$ -	\$ 1,800	
Source of Funds			
General Fund	\$ -	\$ -	
Special Funds		51,800	
Federal Funds			
Other Funds			
Reimbursements			

^{a/}List by classification as in Salaries and Wages Supplement.

Move to New Justice Building

JUSTIFICATION:

The Commission on Peace Officer Standards and Training is a part of the Department of Justice and has a close working relationship with Justice's Training Center. To improve this working relationship, the Commission on POST will be moved into the Department of Justice's, Division of Law Enforcement, new building being constructed on the site of the old state fair grounds. The scheduled occupancy date for the Commission on POST is September/October 1981.

The proposed new building is designed to be energy efficient and around the open space concept. The funds requested by this budget revision are to provide movable partitions, task lights for each work station, a new Centrex system and cost of moving POST's furniture to the new location.

Cost data included in this estimate was obtained from Marquis & Associates, architects for the new Department of Justice building, Pacific Telephone & Telegraph Co. and an estimate from a moving firm.

COST DETAIL:

Movable partitions - 857 linear ft. @ \$44.52 ft.	\$ 38,152.00
Task lights - 80 @ \$100	8,000.00
Telephones - relocation of system	3,648.00
Moving cost	<u>2,000.00</u>
TOTAL	<u>\$ 51,800.00</u>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 BUDGET CHANGE PROPOSAL
 FISCAL DETAIL
 1980-81 BUDGET

<u>Short Title of Proposed Change</u>	<u>BCP Number</u>	<u>Date</u>	<u>Priority Number</u>
Standards Validation Unit, Center for Police Management	1	9/14/79	1

<u>Salaries and Wages^{a/}</u>	<u>Personnel Years</u>		<u>Salary Range</u>	<u>Amount</u>	
	<u>CY</u>	<u>BY</u>		<u>CY</u>	<u>BY</u>
See attached page 5	-	6	See attached page 5	\$ -	\$143,055

	<u>Current Year</u>	<u>Budget Year</u>
TOTAL SALARIES AND WAGES	\$ -	\$ 143,055
Salary Savings	-	-
NET TOTAL SALARIES AND WAGES	-	143,055
Staff Benefits	-	40,804
TOTAL PERSONAL SERVICES	\$ -	\$ 183,859
Operating Expenses and Equipment		
General expenses	\$ -	\$ 500
Printing		8,000
Communications		
Travel--in-state		9,000
Travel--out-of-state		4,200
Facilities operations		
Data processing		25,000
Consolidated data center		
Consultant and prof. services		3,000
Pro rata charges		
Equipment		1,413
Other		
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ -	\$ 51,113
TOTAL EXPENDITURES	\$	\$ 234,972
Source of Funds		
General Fund	\$	\$
Special Funds		234,972
Federal Funds		
Other Funds		
Reimbursements		

^{a/}List by classification as in Salaries and Wages Supplement.

VALIDATION UNIT

JUSTIFICATION:

INTRODUCTION: SOCIETY AND PROFESSIONALISM

It almost goes without saying that contemporary U.S. society is increasingly complex, legalistic, and demanding of demonstrable results. This seems particularly true of governmental agencies, some of whom might be hard pressed to demonstrate effectiveness under the best of circumstances.

Fortunately, POST is in an advantageous stage to move into a solid position of being able to show how well it is serving the law enforcement community in the State. This is important from a professional as well as a societal perspective. This BCP is a proposal of how this may be done.

AN INVESTMENT; NOT EXPENSE

POST's major role is to provide local law enforcement with funds and standards for selection and training. This is an investment of State funds, and any investment should have a return. POST's return is a continually improving local law enforcement service throughout the State.

In most instances POST does not know, but can only informally guess the effectiveness of the resources it invests in its Standards and Training in the State. We hypothesize, we guess and make informal judgments, but we often just plain don't know.

In the spirit of ensuring that the resources that POST makes available to local government is as effective an investment as possible, POST must consider the value of making permanent its research resources.

SAVING MONEY, TIME, AND TROUBLE

We need to have an on-going statistical and analytical resource on staff for determining training and program effectiveness. With this resource POST can be in a position of assisting local government to save large sums of money through effective recruitment methodology, proper training, enhancing success in courts, and avoiding tortious situations (which not only take time and money but sap morale and energy as well.)

CERTITUDES: THE NEED TO KNOW

Such a resource would increase the confidence of the Commission about the investment in training of peace officers in California. We would have the advantage of increased reliability, relevance, and predictability in demonstrating what we do to public, governor, and legislator. We would have a degree of legal and statistical certitude that we do not now enjoy.

VALIDATION UNIT

ONE EXAMPLE: SELECTION

One aspect alone serves as an example of the kinds of savings that would be possible by making an investment in a research capability at POST. That is in providing local units of government with tools and techniques that would enable them to maximize their resources in what is now an expensive process in placing competent officers on the job. POST-prepared selectional tools would include such things as self-screening, polygraph techniques, assessment center procedures, interview procedures, psychological fitness profiles, background investigation techniques, and appropriate affirmative action procedures to assure that people are not improperly selected by the process. These are impractical to develop and maintain many times over, but would be a great benefit if available to agencies wishing to use them.

THE PROPOSAL

At the present time, the Validation Unit consists of eight positions. We are confident that we can do a solid job with six, which would include three researchers, an assistant researcher, and two clerical support positions. The annual cost of this would be approximately \$234,972. This should, however, be viewed in terms of an investment with a return. The return is potentially three-fold.

One, as has been mentioned, is the measurability of effectiveness of training in the field. We don't have that capability now. We are vulnerable until we get it.

Two, the savings potential on the part of local government, by using scientifically verified methods and techniques at their volition.

Three, is the potential for reimbursement to the Peace Officer Training Fund for the developmental work done by POST that could be packaged and made available in other states. We don't have an estimate but it could come to a substantial figure.

EXPERIENCE AS AN EXAMPLE

You should understand that we are not dealing with an untried concept. The Standards Validation Unit has already done some important work. For example:

- 1) Entry Level Law Enforcement Officers Job Analysis Study will allow both the local government and POST to make judgments and assessments regarding the most effective kinds of entry-level and subsequent training needs;
- 2) the Background Investigators Manual which has been a great boon to local government in the selection process;
- 3) the Medical Screening Manual, which is also widely used;
- 4) the design of appropriately worded job announcements and employment application forms have been completed. These are also in place and in use in the field;

VALIDATION UNIT

5) The Medical History Statements which meets both the needs of local government and protects the interests of the applicant, have been developed and are in use.

Where would Law Enforcement be without these valuable tools? Who would have developed them?

In addition, under the LEAA grant, validated tests for reading, writing, and physical ability are being prepared and are nearing completion. These tests will soon be in use in the field and provide a valuable and equitable tool for the recruitment of officers.

VALIDATION UNIT

COST DETAIL

	Personnel Years		Salary Range	Amount	
	<u>CY</u>	<u>BY</u>		<u>CY</u>	<u>BY</u>
Salaries and Wages					
Research Specialist III	-	1	\$2,595 - \$3,137	\$ -	\$ 37,644
Research Specialist II	-	1	2,253 - 2,723	-	32,676
Associate Personnel Analyst	-	1	1,782 - 2,149	-	25,788
Staff Services Analyst (G)	-	1	1,132 - 1,782	-	21,384
Secretary	-	1	981 - 1,173	-	13,515
Office Assistant II (T)	-	1	804 - 960	-	12,048
	<u>-</u>	<u>6</u>		<u>\$ -</u>	<u>\$143,055</u>
<u>Total</u>					
<u>Staff Benefits</u>					
Retirement @ 19.136%				\$ -	\$ 27,375
OASDI @ 6.13%				-	7,634
H & W @ \$471 per month				-	5,652
Workmens Comp.				-	143
<u>Total</u>				<u>\$ -</u>	<u>\$ 40,804</u>

Computer Funding Analysis

POST staff recommends that, for implementing the automated data processing system, an equipment lease alternative be pursued and approval obtained for this alternative from the State Department of Finance and the State Office of Procurement.

This recommendation stems from a POST Management Meeting on August 21, 1979, at which the alternatives--purchase of a turnkey system, lease equipment only and lease-purchase of equipment only--were discussed.

The lease alternative was selected based upon the following considerations:

- o It costs less to lease based upon the life expectancy of three years for the equipment.
- o The lease alternative provides the quickest system "start-up" time to respond to our immediate needs.
- o The leasing means is more adaptable for accommodating POST's future data needs which are not yet clearly defined.
- o Because computer technology changes rapidly, the lease alternative allows easier upgrading to more advanced equipment as it is developed.
- o POST will not need to be "stuck" with possible obsolete equipment three years from now.

To proceed with the recommendation, the Executive Director will need, in addition to the existing authorization of \$52,000*, authority to contract for various necessary services and materials in an amount not to exceed \$48,000. This represents a total investment this year of less than \$100,000 under the lease arrangement. Subsequent years' costs will be approximately \$30,000 each for the period of the lease.

Attached is a cost comparison chart of the three alternatives available and a time line, charting the occurrence of the various tasks needed for implementation of the data processing leasing alternative.

COST COMPARISON

For this chart, Turnkey, option #1, is the purchase of equipment and software from a private vendor. Lease and Purchase, options #2 and #3; are for leasing for lease-purchasing of equipment only; software will be developed in-house.

	<u>Turnkey</u> (Software and Equipment Purchase)	<u>Lease</u> (Equipment)	<u>Lease- Purchase</u> (Equipment)
System Development			
IFB Development	\$ 20,000	\$ 10,000*	\$ 10,000*
DP Analyst (Software)	--	31,500	31,500
Equipment Rent (9 mo. devel. period)	--	16,731	16,731
Data Entry	38,400	36,500	36,500
Purchase Price	<u>130,000</u>	<u>--</u>	<u>92,103</u>
TOT. SYST. DEVEL.	\$188,400	\$ 94,731	\$186,834
System Operation (after first 9 mos.)			
Year #1			
Equipment Rent	--	27,540	--
Equipment Maintenance	7,000	--	7,884
Software Maintenance	<u>9,000</u>	<u>3,400</u>	<u>3,400</u>
TOT. YR. #1	<u>\$ 16,000</u>	<u>\$ 30,940</u>	<u>\$ 11,284</u>
CUMULATIVE TOTAL	\$204,400	\$125,671	\$198,118
Year #2			
Equipment Rent	--	27,540	--
Equipment Maintenance	7,000	--	7,884
Software Maintenance	<u>9,000</u>	<u>3,400</u>	<u>3,400</u>
TOT. YR. #2	<u>\$ 16,000</u>	<u>\$ 30,940</u>	<u>\$ 11,284</u>
CUMULATIVE TOTAL	\$220,400	\$156,611	\$209,402
Year #3			
Equipment Rent	--	27,540	--
Equipment Maintenance	7,000	--	7,884
Software Maintenance	<u>9,000</u>	<u>3,400</u>	<u>3,400</u>
TOT. YR. #3	<u>\$ 16,000</u>	<u>\$ 30,940</u>	<u>\$ 11,284</u>
CUMULATIVE TOTAL	\$236,400	\$187,551	\$220,686

*This \$10,000 has already been committed and used for IFB development

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 BUDGET-CHANGE PROPOSAL
 FISCAL DETAIL
 1980-81 BUDGET

<u>Short Title of Proposed Change</u>	<u>BCP Number</u>	<u>Date</u>	<u>Priority Number</u>
One Half-Time Office Assistant II	3	9/14/79	3

<u>Salaries and Wages^{a/}</u>	<u>Personnel Years</u>		<u>Salary Range</u>	<u>Amount</u>	
	<u>CY</u>	<u>BY</u>		<u>CY</u>	<u>BY</u>
Office Asst. II (T)	-	.5	\$804-\$960	-	\$4,826

	<u>Current Year</u>	<u>Budget Year</u>
TOTAL SALARIES AND WAGES	\$ -	\$ 4,826
Salary Savings	-	241
NET TOTAL SALARIES AND WAGES	-	4,585
Staff Benefits		
TOTAL PERSONAL SERVICES	\$ -	\$ -
Operating Expenses and Equipment		
General expenses	\$ -	\$ -
Printing		
Communications		
Travel--in-state		
Travel--out-of-state		
Facilities operations		
Data processing		
Consolidated data center		
Consultant and prof. services		
Pro rata charges		
Equipment		
Other		
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ 4,585
Source of Funds		
General Fund		
Special Funds	\$ -	\$ 4,585
Federal Funds		
Other Funds		
Reimbursements		

^{a/}List by classification as in Salaries and Wages Supplement.

ONE-HALF TIME OFFICE ASSISTANT II (T)

JUSTIFICATION:

Effective July 1, 1979 POST began doing all personnel pay and classification work and personnel transactions documents previously done by the Department of Justice.

This will result in a net savings of \$3,889 per year.

The increased workload is shown on the attached. To meet this workload, we have requested that a one-half time Office Assistant II (T) position be administratively established during fiscal year 1979-80. The position will be used to assist in the procurement property inventory control and miscellaneous functions. This BCP provides for permanent continuance beginning with fiscal year 1980-81.

COST DETAIL:

Prior Dept. of Justice Contract		\$ 9,271
Office Asst. II (T) 1040 hrs. @ \$4.64		\$ 4,826
Less: Salary Savings @ 5%		- 241
Net salaries & wages		<u>\$ 4,585</u>
Staff Benefits:		
OASDI @ 6.13%	\$ 281	
H&W 12 mo. @ \$43.00	<u>516</u>	
Total Staff Benefits		<u>797</u>
Total Personnel Services		<u>\$ 5,382</u>
Net Savings		<u>\$ 3,889</u>

ONE-HALF TIME OFFICE ASSISTANT II (T)

	<u>Total Man Hr. Per Month Needed for Reg. Tasks</u>	<u>Total Man Hr. Per Month Available</u>	<u>Add'l Man Hr. Per Month Needed</u>
PERSONNEL			
o Attendance - typing 634's, posting 672's, posting vacation and sick leave balances, and reconciling vacation and sick leave balances with attendance clerk.	35.0		35.0
o Documentation - preparing PAR's, EAR's, 607's, 613's, 625's, HR12's, reading SPB's "pinkies," and attending training classes.	40.0		40.0
o Payroll - reconciling time paid to time submitted for pay, CD66's, computing salary advances, preparing 603's, 674's.	6.0		6.0
PROCUREMENT			
o Purchasing - preparation of subpurchase orders, estimates, stores orders, printing requisitions, duplicating orders, pick up of orders, reading and training.	103.9	103.9	
PROPERTY INVENTORY AND CONTROL			
	16.0	16.0	
MISCELLANEOUS			
o Vacation	14.0	14.0	
o S/L	4.0	4.0	
o Vacation relief mailroom	6.6	6.6	
o S/L relief mailroom	4.0	4.0	
o Training relief mailroom clerk	3.5	3.5	
o Xerox key operator	10.0	10.0	
o Form orders for local government	5.0	5.0	
o Office machine maintenance	<u>2.0</u>	<u>2.0</u>	
TOTAL	250.0	169.0	

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 BUDGET CHANGE PROPOSAL
 FISCAL DETAIL
 1980-81 BUDGET

<u>Short Title of Proposed Change</u>	<u>BCP Number</u>	<u>Date</u>	<u>Priority Number</u>
Increased Aid to Local Government	2	9/14/79	2
	<u>Personnel Years</u>		<u>Amount</u>
<u>Salaries and Wages^{a/}</u>	<u>CY</u> <u>BY</u>	<u>Salary Range</u>	<u>CY</u> <u>BY</u>
N/A	N/A	N/A	N/A
	<u>Current Year</u>	<u>Budget Year</u>	
TOTAL SALARIES AND WAGES	\$ _____	\$ _____	
Salary Savings	- _____	- _____	
NET TOTAL SALARIES AND WAGES	_____	_____	
Staff Benefits			
TOTAL PERSONAL SERVICES	\$ -	\$	
Operating Expenses and Equipment	\$	\$	
General expenses			
Printing			
Communications			
Travel--in-state			
Travel--out-of-state			
Facilities operations			
Data processing			
Consolidated data center			
Consultant and prof. services			
Pro rata charges			
Equipment			
Other _____			
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ _____	\$ -	
TOTAL EXPENDITURES	\$ 901,222*	\$ 901,222*	
Source of Funds			
General Fund			
Special Funds	\$ 901,222*	\$ 901,222*	
Federal Funds			
Other Funds			
Reimbursements			

^{a/}List by classification as in Salaries and Wages Supplement.

1155C

* The Aid to Local Government Budget is a non-category appropriation. For detail of requested increase, see page 3.

INCREASED AID TO LOCAL GOVERNMENT

JUSTIFICATION:

An additional \$901,222 is required for the 1980-81 fiscal year. The need for these additional funds is caused by three factors: salary increases, travel/per diem increases, and a larger number of trainees.

- o Salary Increases - Law enforcement personnel have received an average 7 percent salary increase over that which was included in data used to develop the 1979-80 budget.
- o Travel/Per Diem Increases - Travel and per diem increases of 10 percent have been granted to law enforcement personnel to meet increased costs.
- o Increased Trainees - During the 1978-79 fiscal year, 20,751 trainees were reimbursed. Based on labor agreements reached with law enforcement personnel in the Los Angeles area, we anticipate reimbursing 25,000 trainees during fiscal years 1979-80 and 1980-81. This represents an increase of 4,249 trainees. This increase is based on several large law enforcement agencies labor agreements to send every officer to at least one POST certified course each year. The POST certified courses that most likely will be attended are in the job specific and advanced officer category and are of short duration. Average cost per attendee at job specific courses in fiscal year 1978-79 was \$463.82.

INCREASED AID TO LOCAL GOVERNMENT

COST DETAIL:

1979-80 Aid to Cities and Counties Approved Budget	\$ 11,652,392
Increase requested for 1980-81 Aid to Cities and Counties approved budget:	
o Salary 7% of salaries reimbursed during 1978-79 - \$5,868,880	410,821
o Travel/Per Diem 10% of travel/per diem reimbursed during 1978-79 \$2,933,240	293,324
o Increase trainees 4,249 (actual trainees) 1978-79 20,751. Estimated 1979-80 25,000) @ \$463.82 Job Specific	197,077
Total Increase Requested	\$ 901,222
Total Required Budget For 1979-80 and 1980-81	\$ <u>12,553,614</u>

BUDGET FLOW SUMMARY

Accumulated Surplus, Adjusted, July 1, 1978	\$ 1,596,386
Total Revenues ('78-79)	\$ 14,218,728
Reimbursements	\$ 252,693
TOTAL RESOURCES	<u>\$ 16,068,807</u>

Expenditures '78-79	
Commission Operations	\$- 2,483,081
Local Assistance	\$-10,799,173
TOTAL EXPENDED	<u>\$ 13,282,254</u>

Accumulated Surplus, July 1, 1979	\$ 2,786,553
Projected Revenue ('79-80)	\$ 14,500,000
TOTAL RESOURCES	<u>\$ 17,286,553</u>

Projected Expenditures	
Commission Operations	\$ 2,746,261
Local Assistance	\$ 11,652,392
TOTAL EXPENDITURES	<u>\$ 14,398,653</u>

Accumulated Surplus, July 1, 1980	\$ 2,887,900
Required Reserve	\$- 1,000,000
Available for Appropriation	<u>\$ 1,887,900</u>
Projected Revenue ('80-81)	\$ 14,500,000
TOTAL RESOURCES AVAILABLE	<u>\$ 16,387,900</u>

Projected Expenditures (without BCP's)	
Commission Operations	\$ 2,825,825
Local Assistance	\$ 11,652,392
TOTAL EXPENDITURES	<u>\$ 14,478,217</u>

Available for Appropriation to Apply in '80-81 or Subsequent Budget:	\$ 1,909,683
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Memorandum

To : NELS RASMUSSEN
Budget Analyst

Date : October 9, 1979

Norman C. Boehm
Executive Director

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

Subject: Budget Change Proposal for Validation Unit

At your request we are pleased to submit supplemental information pertaining to our Budget Change Proposal #1; to permanently establish a Research and Evaluation Bureau within the Peace Officer Standards and Training staff. As you are aware, these services have been available within POST for the past five years under various titles and most recently under the name Standards Validation Unit.

Since May of 1978 this activity was funded by an LEAA grant. Prior to that funding was through contractual arrangements paid for by POST. During these years the research staff has completed a number of important projects. We have a track record of taking on complex problems and preparing recommendations, procedures and guidelines which have immediate desirable impact in favor of local government law enforcement agencies throughout the state. Some of these projects are described in more detail in Attachment #1.

Included among POST's statutory responsibilities is the charge to "increase the effectiveness of law enforcement." To this end, POST now requires an ongoing research and evaluation capability to:

- 1) Develop peace officer related research in the areas of peace officer selection and training, model management and operations procedures, and performance and program evaluation techniques, to name just a few, and;
- 2) Do professional evaluation of peace officer training to help ensure that the State's investment in peace officer training is as effective as possible.

We are pleased to respond to Mr. Meroney's memo dated October 2, 1979, in which he asked for further information regarding: 1) research being conducted in other states; 2) the potential consequences of inappropriate recruitment standards; and 3) whether staffing a research and

evaluation function can be accomplished without staff increase or by use of contractual services or redirection of existing staff.

1. Other States' Activities - I am advised that certain types of job analyses and selection testing work has been done or is under way in Georgia, Minnesota, New York, Texas, Washington, Wisconsin, Florida, Maine, Oregon, Pennsylvania, and Virginia. Typically the work has been done on a project basis by a consultant whose interest ends with the contract. In one state a staff psychologist performs a coordinative role rather than as a researcher. Further, these efforts are often in response to judicial mandates and therefore are defensive in nature. There is a need to be assertive and affirmative not only in personnel selection and training but in program and training evaluation techniques as well. This requires a continuity and resident competence of permanent staff familiar with the flow of needs and the law enforcement environment.

2. Potential Consequences of Inappropriate Recruitment Standards - The following example illustrates the potential for undesirable consequences of inadequate research and evaluation capability. As a consequence of the Equal Employment Opportunity Act of 1972, public employers have been called upon with ever-increasing frequency to defend the validity of their employee selection practices. The growing body of case law in the field of fair employment indicates that a successful defense cannot be achieved without the possession of good job-analysis information. The Uniform Guidelines on Employee Selection Procedures (1978) state:

14 Technical standards for validity studies

- a. Validity studies should be based on review of information about the job. Any validity study should be based upon a review of information about the job for which the selection procedure is to be used. The review should include a job-analysis (except as provided in 14b(3) below) with respect to criterion-related validity. Any method of job analysis may be used if it provides the information required for the specific validation strategy used.

Doing an adequate job analysis which ultimately will comply with the guidelines is expensive and requires expertise which many local agencies do not have at their disposal. This is why POST decided to develop a

job-analysis methodology which would result in agency-specific information. The resulting data could be made available to each agency so that each would have the basic job-relevant information required should it become necessary to defend the agency's selection practices and procedures. The potential for savings of many dollars among California local law enforcement agencies is considerable.

The potential consequence of losing a court case alleging inappropriate recruitment standards may be summed up as follows: Where a court has found that an employer has violated a statute, regulation, or guideline which discriminates against an individual or group on the basis of race, sex, national origin, religion, age, or handicap, the following sanctions may be imposed:

- * Reinstatement or hiring of the individual(s)
- * Up to two years of back pay
- * Obtain seniority points commensurate with their rightful place in the agency
- * Attorney's fees and court costs
- * Injunctive relief to prohibit further discriminatory activity (e. g., testing, hiring, promotions, etc.)
- * Suspension or termination of federal financial assistance (in the case of a public agency's involvement, the whole jurisdiction of which the agency is a part may be denied financial assistance)
- * Other equitable relief as deemed appropriate by the court (e. g., establishment of hiring quotas until the work force composition equates to the qualified labor market).

3. Staffing and Consulting Alternatives - We have earlier outlined some of the problems associated with the use of consultant-contractors in other states. In addition to the weakness of the totally consultant approach, the principal advantage to POST is that we have proven by experience that our research staff are of the highest professional competence. Their educational preparation and previous professional experience have been enhanced by the substantial expertise gained by their experience in the practices of law enforcement in California and

the POST Programs. Resident staff provides the advantage of continuity resulting from their personal involvement in past and current research for POST. Reliance upon contractual consultive services, we believe, is only appropriate and cost effective for short-term projects when workload or specialty require it. POST's requirements are on-going and long-term in nature.

Redirection of existing staff to this highly specialized research is infeasible. Moreover, POST staff has been reduced approximately 14% since the 73/74 Fiscal Year. POST's mission impacts more than 50,000 peace officers in the state and we believe the point has been reached where further reductions in our staff will not be beneficial to local law enforcement agencies in California. However, we have purposely not filled two authorized positions - a Senior Law Enforcement Consultant and a Law Enforcement Consultant II - which in the last resort, could offset the six additional positions we are requesting for our research and evaluation capability for POST.

Establishing a research and evaluation bureau is consistent with the comments in a 1976 Finance Department study of POST, which stated, ". . . We would hope that POST will increase its efforts to match training to required skills, for only then can it begin to demonstrate the value of the training given . . ." It is POST's proposal to effectively apply research and evaluation techniques to benefit the operations of local government law enforcement agencies. In a very real sense, POST is responsible for standards in selection and training, research and evaluation, at a level similar to that needed by an organization of approximately 50,000 persons. POST must be able to address research and evaluation needs at a statewide level (with the potential savings of millions of dollars for local government) to remain effective in an increasingly complex and legalistic social and governmental environment.

In summary:

- 1) There is a need for a Research and Evaluation Bureau; the number of potential useful projects of which we are now aware can be projected many years in the future.
- 2) There are pressures from the courts for valid, demonstrable research.
- 3) There is a need for evaluation of instructional programs to help assure the greatest return possible on the training dollar invested.

NELS RASMUSSEN

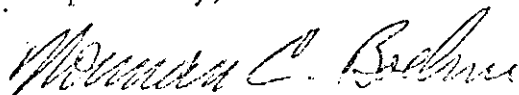
October 9, 1979

Page 5

- 4) There is a potential for saving local governments significant sums of money by not requiring research to be duplicated many times over by local agencies when it can be done at the State POST level for all.
- 5) There is a need for procedures and programs models development in law enforcement.
- 6) We have a proven track record - we produce.

We trust that this material will provide you with the needed information. Your attention is respectfully directed to the attachments which include specific information on projects completed, under way and those which should and will be done as approval for staffing is given. At the same time, we emphasize that we would be pleased to provide additional information or to amplify on information already presented, if this is needed, at your request.

Respectfully,



NORMAN C. BOEHM
Executive Director

NCB/GWW/lr
Attachments

ESTABLISHING A RESEARCH AND EVALUATION BUREAU

- POST is mandated to establish employee selection and training standards. (Penal Code Section 13510)
- For financial, professional, and fair employment reasons, POST must ensure the job-relatedness and effectiveness of its selection and training standards.
- To accomplish this, POST needs to establish a bureau composed of doctorate and masters level researchers to establish, evaluate and maintain the effectiveness of its standards.
- These researchers must possess expertise in the following: statistics, research design, survey methodology, validation, industrial psychology, psychometrics, employee selection and training and fair employment.
- These qualifications are not possessed by POST's law enforcement consultants. What is required is highly specialized and highly trained individuals. To totally staff the proposed function by mere redirection of positions will severely reduce POST's capability in its other programs.
- Due to the breadth and scope of POST's responsibilities, a staff with special qualifications is needed on a continuous basis. This makes periodic contracting with outside consultants inefficient and fiscally unwise.
- As of July 1, 1980, POST will have at least six major programs (e.g., statewide job analysis) that must be continually researched, evaluated, and updated. Due mainly to fair employment requirements, there are as many as ten major topics (e.g., the selection interview) that should be addressed as soon as possible. POST needs a research staff of sufficient size to meet its responsibilities.
- In conclusion, POST is obligated to have a Research and Evaluation Bureau of sufficient size and expertise to simultaneously research, develop, evaluate and maintain high quality selection and training standards for California law enforcement.

PROPOSED ACTIVITIES OF THE RESEARCH AND EVALUATION BUREAU

The estimated percentage of time devoted to each component of the proposed Bureau's activities is based upon the following staff composition: three researchers, one staff analyst, two clerical support staff.

- a) POST Internal Consulting - (estimated percentage of time to be spent - 15%). This activity will include designing and conducting periodic training needs assessment surveys; training POST consultants regarding the Bureau's products; responding to requests from consultants for technical information; and in general assisting POST in providing services to the field. 60% MY

- b) Technical Support to Local Law Enforcement Agencies - (estimated percentage of time to be spent - 10%). This activity will include: visiting the agencies concerning implementation of POST's selection and training standards; training agency personnel on the use of selection techniques; answering inquiries concerning problems encountered by agencies. 40% MY

- c) Maintenance of Current Selection Program's - (estimated percentage of time to be spent - 10%). This activity will include: updating the Background Investigation and Medical Screening Manuals to reflect changes in fair employment laws and guidelines; incorporating the 200 unsurveyed agencies into the job analysis project; maintaining and updating reading ability, writing ability and physical performance tests. 40 MY

- d) Maintenance of Current Training-Related Programs - (estimated percentage of time to be spent - 15%). This activity will include: consulting on the research aspects of the Basic Course Proficiency testing program, developing a revised course evaluation program, consulting on the research aspects of the Basic Course Equivalency test program. 60% MY

- e) Project Work - (estimated percentage of time to be spent - 50%). Two major projects which have a high priority and which will require approximately one man year each are proposed. 2 MYs
 - (1) Self screening. As standards become more and more difficult to defend and the applicant population grows continually larger, identifying the best law enforcement candidates becomes more troublesome. One technique pioneered by

the U.S. Civil Service Commission is a viable and attractive solution. It consists of developing extensive informational programs designed to assist prospective applicants in making realistic career decisions. Such a project will help local agencies by encouraging only those individuals who are truly qualified and interested to apply for law enforcement positions. (estimated time to be spent - one man year).

- (2) Evaluation of Training. It is important for POST to know whether its training programs are having their desired effect. Ultimately training ought to make possible effective performance or improve level of functioning. A study will be designed to evaluate impact of POST training on the quality of performance which job incumbents exhibit. (estimated time to be spent - one man year).

POST anticipates that the Research and Evaluation Bureau will, in future years, spend at least 50% of its time on internal consulting, technical support and maintenance of established programs. The remaining 50% of the time will be spent doing major projects to address a number of high priority issues. They include: vision and hearing standards, polygraph examining, the selection interview, psychological screening, educational standards, performance appraisal, and promotional procedures.