

COMMISSION MEETING AGENDA

January 29-30, 1981, 10 a.m.
San Diego Hilton - Maui Room
1775 East Mission Bay Drive
San Diego, California

POST
LIBRARY

CALL TO ORDER

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS AND ACKNOWLEDGEMENTS

Retired Commissioner Brad Gates, Sheriff, Orange County,
will be presented a POST Commission Appreciation Plaque.

A. APPROVAL OF MINUTES

1. Regular quarterly Commission meeting October 23, 1980
2. Special Commission meeting November 21, 1980

B. CONSENT CALENDAR

1. Receiving Course Certification/Modification/Decertification Report

Since the October meeting, there have been 27 new certifications,
26 modifications, and 9 decertifications.

In approving the Consent Calendar, your Honorable Commission
takes official note of the report.

2. Affirming Policy Statements for Commission Policy Manual

Consistent with Commission instructions, statements of policy
at previous Commission meetings are brought back for affirmation
by the Commission at a subsequent meeting. This agenda item
covers those policy statements made from previous Commission
meetings and brings policy statement affirmations up to date.

The staff report and complete policy statements are shown under
Tab B. 2., covering the following subject areas:

- a. Travel Reimbursement - Cost Effective Options
- b. Certified Course Presenters - Out-of-State
- c. Per Diem and Mileage Reimbursement

In approving the Consent Calendar, your Honorable Commission
affirms these policies.

3. Amending Commuter Trainee Meal Allowance

The Commission has adopted the policy of allowing the same rates

Consent Calendar - cont.

for subsistence and travel reimbursement as authorized by the State Board of Control. In harmony with this policy, it is recommended that PAM Procedure E 5-7(e) be amended to raise the commuter meal allowance from a maximum of \$5.00 to a maximum of \$5.50 per instructional day, by approving the Consent Calendar.

4. Receiving Progress Report on the Training Needs Assessment

Enclosed is a summary of results of the Survey Concerning POST Training which was distributed in October, 1980. A high response rate (96% or 420 surveys) was achieved. Results of the survey have significant implications for changes in POST's training standards, reimbursement and training policies, and the certification of courses. Information has been obtained which will be useful in evaluating future requests for course certification and recertification of courses. Phase II of the Training Needs Assessment is a series of 14 one-day conferences to present survey results and obtain additional qualitative and regional input. A copy of the Bulletin (80-19) announcing the conferences is enclosed. A final report of the survey and conferences will be presented to the Commission at its April 1981 meeting.

In approving the Consent Calendar, your Honorable Commission acknowledges receipt of the progress report.

5. Receiving Basic Academy Driver Training - Status Report

At the April, 1980, Commission meeting, staff was directed to evaluate the tuition reimbursable "behind the wheel" driver training program being developed in the basic academies and report status at the January, 1981, meeting. The report was to assess whether the system works or whether another approach to identifying vendors is needed.

Progress to date indicates that the present system which relies upon each academy to either develop its own driver training program or make arrangements for an outside vendor to present such training for their academy classes, is proving to be a satisfactory approach. Since the existing system is functioning well, staff recommends it be continued.

In approving the Consent Calendar your Honorable Commission approves the report and approves the continuance of the existing driver training delivery system.

6. Authorizing Flexible Scheduling of Basic Course Equivalency Exam Regulation Change Public Hearing

At its October, 1980, meeting, staff requested and received permission from the Commission to schedule a public hearing relative

Consent Calendar - cont.

to any necessary regulation changes generated by the development of the Basic Course Equivalency Examination (BCEE) mandated under A.B. 1055. The development of the BCEE has been assigned and is scheduled to be completed and available by July 1, 1981.

It would be to the Commission's advantage to allow sufficient time for the test to be developed, analyzed, and perhaps gain experience with it before holding the public hearing.

In approving the Consent Calendar, your Honorable Commission gives staff discretion to schedule a public hearing for July or October, 1981, depending on circumstances that occur during BCEE development. This way POST will be able to get the BCEE available in time and gain the necessary experience to know what regulation changes might be indicated as a result.

C. FINANCIAL REPORT, 2nd Quarter 1980/81

The Quarterly Report reflects training and reimbursement activity as well as revenue and fund balance statements for the second quarter of F.Y. 1980/81.

D. PROPOSED REVISION OF PAM PROCEDURE F-2, CANCELLATION OF PROFESSIONAL CERTIFICATES -- ELIMINATING PUBLIC HEARING IN FELONY CASES

POST has been advised by legal counsel that a person who has been convicted of a felony should not have a hearing in order for POST to cancel a certificate. Penal Code Section 13510.1(f) states the Commission is not authorized discretion. The proposed amendment of PAM Procedure F-2 would discontinue providing for such hearings. The proposed amendments will also discontinue hearing for applicants not satisfying prerequisites for issuance of a certificate.

The only time a hearing on denial of a certificate will be allowed is when a certificate was issued by administrative error or in cases involving misrepresentation or fraud. The proposed amendments provide that the Commission's meeting may be held in closed session to consider and decide upon evidence introduced in a hearing that was conducted by a hearing officer relative to the cancellation of a certificate.

The proposed amendments are enclosed under Tab D.

The requested action from the Commission is to adopt new Procedure F-2 as amended.

E. COMPETITIVE POLICY ON CONTRACT COURSES

Current policy of the Commission was established at the April 1980 Commission meeting as an outgrowth of deliberation on the CSTI funding proposal. The policy requires a formal competitive bid process in all cases of contractual presentation of training courses. The Commission's Long-Range Planning Committee subsequently approved a less formal process for the CSTI training courses because of the confining policy ramifications of the formal approach. The less formal process achieved the desired result of the Commission's policy intent of inviting expressions of interest and capability from potential vendors without confining the Commission's policy options.

The Commission's Contract Committee has since reviewed this issue and recommends a more broadly worded statement of Commission policy that would formalize Commission policy intent, establish more specific contract approval requirements, and allow the Commission to consider a competitive bid requirement on a contract-by-contract basis. The recommended new policy is:

As a matter of policy, the Commission desires that an open competitive system exist for award of contracts for training course presentation and desires that training be presented in the most effective manner possible consistent with quality, cost and need consideration. All requests for Commission approval of contracts for training course presentations must include:

1. Description of the process used to identify the presenter and an assessment of interest and capability of other vendors.
2. An analysis of the cost effectiveness of the contract proposal.
3. An assurance that the approach is in harmony with state requirements.

The appropriate action if the Commission concurs with the Committee's recommendation is to adopt this policy as replacement language for the earlier statement.

F. PROPOSED CONTRACTS FOR F. Y. 1981/82

At each January meeting, the Commission receives a report on training and administrative contracts. Some of these contracts are presented for approval to negotiate and return for final approval at the April, 1981, meeting. Other contracts are presented for approval for final negotiation and signature by the Executive Director. For information purposes, a listing of all POST contracts presently anticipated to be let in the 1981/82 F. Y. is located under Tab F, last item.

1. Dept. of Justice/POST Training Contract (Interagency Agreement)

During the 1980-81 Fiscal Year, DOJ agreed to present 165

Contract - cont.

presentations of 27 separate courses for a total agreement of not more than \$571,000. DOJ has requested an Interagency Agreement for F. Y. 1981/82 in the amount of \$638,079. The request has been modified with mutual agreement of POST/DOJ Training Center to a maximum of \$619,000. The proposed agreement will include 158 presentations of 29 courses including three new presentations: Investigation of computer Crimes (40 hrs.), PCP (8 hrs.), and Narcotic Conspiracy (8 hrs.). Investigation of Computer Crimes will upgrade the White Collar Crime presentations currently presented by the DOJ Training Center. The eight-hour subjects will be included in the modular course with an increase of modular training from 736 hours to 832 hours. The modular law enforcement training presentations are geared heavily toward training in remotely located areas not generally serviced by other training institutions.

Most subjects presented by DOJ Training Center are uniquely matched to the presenter's areas of expertise, such as Narcotics, Organized Crime, White Collar Crime, etc. However, included in the agreement are courses that could be presented by non-contract/tuition presenters, e. g., Homicide Investigation, Economic Crime Investigation, Gambling Investigation, Management of Records Functions, Link Analysis, Visual Investigative Analysis, and the Law Enforcement Skills and Knowledge Modular Course. For these courses, POST will invite other presenters who may have interest in certification to express that interest. Any modification to the contract that may be indicated as a result of the information received can be reflected before the contract is finalized in April, 1981.

Staff recommends authorization to negotiate for an Interagency Agreement with DOJ not to exceed \$619,000 for F. Y. 1981/82 and report back at the April meeting.

2. Legislative Update Manual

It is requested that a contract be initiated to provide a camera-ready document titled "1982 Legislative Update Manual". The contract would be awarded based on specific requirements to be contained in the manual as established by POST. The contract is not to exceed \$8,500. CPOA has received this contract in past years. Another organization has expressed interest in being considered.

Staff recommends authorization to receive proposals on this contract and report back at the April meeting.

3. Executive Development Course

This course is currently presented by California State Polytechnic University, Pomona, at a cost of \$44,780 for five presentations.

Contracts - cont.

Course costs are consistent with POST tuition guidelines and performance of the presenter has been satisfactory. Staff recommends that the contractual agreement for presentation of this course be continued in the 1981/82 F. Y. and seeks Commission authorization to negotiate a new contract as follows:

Five presentations at a cost not to exceed \$49,500.
(This amount allows for some possible increase over F. Y. 1980/81 costs due to inflation and other factors consistent with tuition guidelines.)

A report on the final contract recommendation will be brought back

4. Management Course

This course is currently budgeted at \$170,000 for 21 presentations by five presenters:

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

Course costs are consistent with POST tuition guidelines and performance by all five presenters has been satisfactory. Staff recommends that contractual agreements be continued with the presenters and seeks authorization to negotiate new contracts for 21 presentations not to exceed a total of \$187,000. This amount allows for some possible increase over F. Y. 1980/81 costs due to inflation and other factors consistent with tuition guidelines.

A report on the final contract recommendation will be brought back in April for Commission action.

5. PCP Training - U. C. L. A.

Staff has negotiated with UCLA for the presentation of four PCP "training of trainers" courses. Because of a two-year research project, UCLA possesses a high level of expertise to provide this training for law enforcement. UCLA desires certification to present the training, but has expressed necessity for a contract (Interagency Agreement) to cover presentation costs.

Action requested is to authorize the Executive Director to negotiate and sign an Interagency Agreement for four presentations at a total cost not to exceed \$19,420.

.Contracts - cont.

6. Systems Analyst and Programmer Services

This contract is to provide the services of a systems analyst and a programmer to perform data analysis associated with the following Standards and Evaluation Bureau projects:

- a. Basic Course Equivalency Exam.
- b. The statewide entry-level law enforcement position job analysis.
- c. The reading and writing ability tests.
- d. POST Training Proficiency Test Program.
- e. The physical performance test.
- f. Other research projects to be chosen on a priority basis.

Staff recommendation is:

- (1) Authorize the Executive Director to negotiate and sign a contract for these services for the balance of this fiscal year not to exceed \$50,000.
- (2) Authorize the Executive Director to negotiate a contract for these services for F. Y. 1981/82 not to exceed \$100,000 and report back in April.

7. Data Processing Services

This contract is to pay for the data processing costs associated with the Standards and Evaluation Bureau contract described in Item 6. The amount (\$80,000) includes costs for data entry, establishment of computer files and computer time.

The recommended action would be to authorize the Executive Director to prepare and sign a contract for these services for this fiscal year in an amount not to exceed \$30,000 and to authorize the Executive Director to negotiate a contract for this type of service for F. Y. 1981/82 not to exceed \$50,000 and to report back on this contract in April for Commission action.

8. Administration and Scoring of the POST Training Proficiency Test Contract

Staff has analyzed the relative cost associated with POST versus Cooperative Personnel Services handling the major components of the POST Training Proficiency Test program. For test scheduling, duplication and assembly, shipping, administration, scoring, tabulating and storage, CPS would charge \$211 per academy class. It costs POST between \$337 and \$372 to perform the same activities.

Staff recommends that POST contract with CPS to provide such services for the remainder of the 1981 F. Y. The cost of the contract would be not exceed \$11,500.

Contracts - cont.

Staff also recommends that, if this arrangement proves satisfactory, POST continue to contract with CPS for the same services for F. Y. 1981/82. The total cost of the 1981/82 contract would be approximately \$25,000. Staff proposes that a final recommendation concerning the continuation of the CPS contract for 1981/82 be made at the April Commission meeting.

The appropriate action, if the Commission concurs, is to authorize the Executive Director to complete and sign the contract for the remainder of this fiscal year not to exceed \$11,500.

G. C. S. T. I. REPORT AND FUNDING STATUS

A number of reports and recommendations associated with the CSTI matter have been prepared as requested for the Commission's information and action as noted in this agenda report.

1. Report on Audit

The Commission, at its regular meeting on October 23, 1980, directed staff to conduct an audit of CSTI course cost. The audit has focused on identification of actual cost to present CSTI courses and how cost is related to course quality.

POST staff concludes from the audit that CSTI generally incurs greater than ordinary direct costs (costs associated directly to the presentation of a course) for course presentation. Indirect costs (such as administrative, etc.) are much higher than the allowable maximum of tuition guidelines. The high quality of CSTI courses is related significantly to the increased cost of management of courses, coordination, team teaching and course maintenance.

In summary, the quality of training is very good, but costs are higher than POST experiences with other presenters because POST, as CSTI's virtual sole source of funding for the past several months, pays not only for instruction, but also to sustain a year-round faculty, facility, and program. This is an issue central to the whole CSTI matter, and would be of much more prominent concern for a number of reasons were it not for the recommendation not to enter into an Interagency Agreement with CSTI beginning with F. Y. 1981/82, as will be discussed in a following subsection of this agenda item.

2. Qualitative Evaluation of Officer Safety/Field Tactics (OSFT) Courses

The Commission requested that staff conduct a qualitative evaluation of OSFT courses presented by CSTI and other presenters. To date, staff has been able to evaluate only CSTI and LERA courses. Both appear to be excellent in instructional content. Because other presenters are just beginning OSFT instruction, their course presentations will be evaluated prior to the April Commission meeting.

A progress report is enclosed under Tab G. No action is required.

CSTI - cont.

3. Request For Funding, 4th Quarter, F.Y. 1980/81

At the October 23, 1980, meeting, the Commission approved only a three-month agreement with CSTI. This was to cover the period of January 1 through March 31, 1981, and was not to exceed one-half the requested amount of \$296,952.

Staff has reviewed the CSTI request for fourth quarter funding and recommends that for purposes of continuity of training and to complete the current fiscal year training program, that the Commission authorize the Executive Director to negotiate and sign a three-month agreement with the Military Department (CSTI) not to exceed \$148,400.

4. F.Y. 1981/82 C.S.T.I. Funding

The Military Department has requested General Funding for CSTI through a Budget Change Proposal (BCP) for F.Y. 1981/82. This would establish CSTI as a state disaster preparedness center for training, associated research, and technical assistance regarding response to and control of natural and man-made disasters. The scope of training would be for many types of officials including law enforcement - not law enforcement exclusively. If approved, the BCP would provide approximately \$1.1 million in general funds, thus eliminating the necessity for POST funding of disaster/disorder oriented courses.

Staff recommends that there be no POST-Military Department Interagency Agreement for funding of CSTI for F.Y. 1981/82. After July 1, 1981, desired courses could be certified under Plan III (tuition/ per diem/travel) or Plan IV (per diem/travel) as appropriate.

Staff further recommends that the Commission carefully review the Military Department's BCP (enclosed) and consider its implications, as it relates to proposed mission and program objectives of CSTI.

H. LEGISLATIVE REVIEW COMMITTEE

A report on the Committee's recommendations resulting from its January 29, 8 a.m. meeting will be presented by the Committee's Chairman.

It is anticipated that any new bills relating to POST introduced since the beginning of the current session will be reviewed. There will also be a brief review of some of the new committee assignments in the Legislature.

I. SYMPOSIUM ON PROFESSIONAL ISSUES -- Follow-up Planning Meeting Report

The first planning meeting following the recent "Symposium on Professional Issues in Law Enforcement" was held on December 17, 1980. The group, designated the Professionalization Coordinating Committee, agreed on how the issues should be clustered and sequenced and on the general composition of subcommittees. The Committee consists of representatives from CPOA, PORAC, and the POST Commission (the Long-Range Planning Committee).

Specific assignments and time lines for each task force will be set at the meeting of the Professionalization Coordinating Committee on January 28, 1981. Each of the participating organizations will appoint approximately one-third of the members to the task forces.

No specific action is required by the Commission at this time. The matter is before your Honorable Commission for information and by way of a progress report. Specific reports to your Honorable Commission will be forwarded as progress is made in the future.

J. AMENDMENTS TO THE COMMISSION'S RULES OF ORDER AND PROCEDURE TO CONFORM WITH EXISTING LAW

Senate Bill 1850, which became effective January 1, 1981, amended a number of sections of the Government Code which impact on the Commission's Rules of Order and Procedure. The analysis provides reasoning for the recommendations by section number. The current document is provided reflecting the recommendations through strikeovers for deletions of existing language and underline language for new material. The material has been approved by counsel.

Following are some of the more significant changes:

- References to Executive Sessions have been changed to Closed Sessions.
- Minutes must be kept in Closed Sessions.
- All agendas and writings distributed to the Commission must be made available for inspection prior to or at the meeting as public records.

It is recommended the Commission adopt the suggested amendments, additions and deletions to the Rules of Order and Procedure.

K. ADVISORY COMMITTEE

The POST Advisory Committee, at its December 16, 1980, meeting in Orange County, discussed the composition of the Committee and made the following recommendations to the Commission:

1. The Advisory Committee is adequately and properly constituted.

Advisory Committee - cont.

2. PORAC and COPS adequately represent law enforcement labor.
3. The Committee presently represents all segments that should be represented.
4. The size of the Advisory Committee be reduced to 14 members in the event of a vacancy of a public member.

Newly elected Advisory Committee Chairman, Barbara Ayres, Captain, Orange County Sheriff's Department and the representative of the Women Peace Officers' Association, will be present at the Commission meeting to make the Advisory Committee report. (Larry Watkins, Commander, Training Division of California Highway Patrol, has been elected Vice-Chairman of the Advisory Committee.)

L. CORRESPONDENCE

1. Appeal of Val Arnett

Two attorneys for Val Arnett are requesting a special meeting of the Commission to hear an appeal of the denial of certificate to their client. Staff does not recommend a special meeting for this purpose. Arnett's counsel has been advised that additional legal review of the issue is being sought, and if it cannot be resolved satisfactorily, the Commission may wish to consider hearing this matter at its April meeting.

2. Sacramento Police Department Appeal from Claim Reduction Per POST Regulation 1015 (b)

Reimbursement claims for the basic training of 15 Sacramento Police Department paraprofessional personnel were submitted more than 90 days late and were subsequently reduced by 25% as specified in POST regulations.

The Police Department has submitted a letter appealing the claim reduction and is requesting reinstatement of the reduced funds and providing their reasoning for the late submission.

Two claims were submitted for the training of 15 personnel which totaled \$28,672.95. The 25% reduction totaled \$7,168.24; total reimbursed was \$21,504.71.

Staff recommendation is to deny the appeal, consistent with past practices of the Commission.

M. OLD/NEW BUSINESS

N. PROPOSED DATES OF FUTURE MEETINGS

April 16-17, 1981 - Sacramento Inn, Sacramento

July 16-17, 1981 - Bahia Motor Hotel, San Diego

October 22-23, 1981 - Sacramento

January 21-22, 1982 - Kona Kai Club, San Diego

O. ADJOURNMENT

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

October 23, 1980
Sacramento Inn, Sacramento

The meeting was called to order at 10 a.m. by Chairman Trives. A calling of the roll indicated a quorum was not present. The meeting was recessed until the arrival of Commissioners Rodriguez and Van de Kamp whose plane had been delayed due to fog. The meeting was reconvened at 11:35. A quorum was present.

Commissioners Present:

| | |
|------------------|-----------------------------------|
| Nathaniel Trives | - Chairman |
| Jay Rodriguez | - Vice-Chairman |
| Al Angele | - Commissioner |
| Jacob Jackson | - Commissioner |
| William Kolender | - Commissioner |
| Joseph Trejo | - Commissioner |
| John Van de Kamp | - Commissioner |
| Robert Vernon | - Commissioner |
| Kip Skidmore | - Attorney General Representative |

Commissioners absent:

Robert Edmonds - Out of State
Joe Williams

Also present:

Wayne C. Caldwell, Vice-Chairman, POST Advisory Committee, representing Advisory Committee Chairman Robert Wasserman.

Staff present:

| | |
|------------------|---|
| Norman Boehm | - Executive Director |
| Dave Allan | - Chief, Information Services |
| Ronald Allen | - Chief, Field Services |
| Don Beauchamp | - Legislative Liaison |
| Beverly Clemons | - Analyst, Information Services |
| Bradley Koch | - Director, Operations Division |
| Jim Phillips | - Administrative Services |
| Bobby Richardson | - Chief, Training Delivery Services |
| Harold Snow | - Consultant, Training Program Services |
| Gerald Townsend | - Director, Administration |
| George Williams | - Chief, Management Counseling |
| Imogene Kauffman | - Executive Secretary |

Visitors Present:

| | |
|---------------------|--|
| Ernest Bachelor | - California Youth Authority |
| Lonnie Beard | - Sacramento Sheriff's Department |
| Frank Benaderet | - San Rafael Police Department |
| Dan Bradbury | - Napa County District Attorney's Office |
| Leslie A. Clark | - NCCJTES - Sacramento Center |
| Chuck Conaway | - Orange County Sheriff's Department |
| Bernie Del Santo | - Chief of Police, San Anselmo Police Dept. |
| Don Forkus | - Chief of Police, Brea Police Dept. |
| L. O. Giuffrida | - Director, C.S.T.I. |
| Patrick M. Halldran | - Law Enforcement Research Associates (L.E.R.A.) |
| M. Hickerson | - Alameda County Sheriff's Dept. |
| Herb Hoover | - D.O.J. Training Center |
| Frank Kessler | - Chief of Police, Garden Grove Police Dept. |
| Richard Klapp | - San Francisco Police Dept. |
| Richard H. Lucero | - President, P.O.R.A.C. |
| Sam Lowery | - Riverside County Sheriff's Dept. |
| Martin J. Mayer | - Martin J. Mayer, Associates |
| Walt Mendoza | - Department of Justice |
| Mike O'Kane | - Sacramento Police Department |
| Jesse Oxa | - State & Consumer Services Agency |
| Dale Peterson | - Sacramento County Welfare Fraud |
| Nels Rasmussen | - Department of Finance |
| Otto Saltenberger | - Department of Consumer Affairs |
| Robert Schilimidos | - Sacramento Criminal Justice Training Center |
| Jerry Schnor | - Stockton Police Department Reserves |
| Austin Smith | - Golden West College |
| Gary H. Tatum | - Chief of Police, Vacaville Police Dept. |
| David Yancey | - Sacramento Police Department |

CALL TO ORDERROLL CALL OF COMMISSION MEMBERSINTRODUCTIONS

Newly appointed Commissioner Joseph Trejo, Deputy Chief, Fresno Police Department, was introduced by Chairman Trives. Governor Brown appointed Joseph Trejo to the Commission on POST effective August 8, 1980. He replaces Brad Gates, Sheriff of Orange County, who resigned from the Commission in April, 1980

A. APPROVAL OF MINUTES -- July 17, 1980, Hanalei Hotel, San Diego

MOTION - Kolender, second - Rodriguez, carried unanimously for approval of the minutes of July 17, 1980, at the Hanalei Hotel, San Diego.

B. CONSENT CALENDAR

MOTION - Jackson, second - Van de Kamp, carried unanimously for adoption of the Consent Calendar, as follows:

1. Course Certification/Modification/Decertification Report

This report is made Attachment "A" of these minutes.

2. Affirmation of Policy Statements for Commission Policy Manual

The following policy statements are to be included in the Commission Policy Manual:

A. 5. POST Certificate Awards Affecting Basic Training Requirements

All matters relating to the issuance of POST certificates, as they affect basic training requirements, are to come before the Commission as a matter of course.

B. 3. Request for Proposal Process for Contracts

Prior to POST entering into any contract with a course presenter for the purpose of presenting training, a request for proposal process shall be completed. This process would provide an opportunity to potential vendors to competitively submit proposals to present training on a contract basis and to provide the Commission with data for decision making to assure that the training will be presented in the most effective manner possible consistent with quality, cost, and need consideration.

F. 9. Payment of Reimbursement Claims

The Commission directs that every effort shall be made to accurately forecast training needs and the reimbursement of

Affirmation of Policy Statements - cont.

such training for each fiscal year. The Commission shall pay all reimbursement claims from the allocation appropriated for the fiscal year in which the claims are received.

In the event reimbursement claims exceed forecasted estimates and the amount of appropriated monies available, prior approval of the Commission shall be required to withhold payments of such claims until the following fiscal year's appropriation from the Aid to Local Government Budget.

3. Maximum Reimbursement Rate for Taxi Use

Commission Procedure E-5-7 be amended to read "because of the high cost, a taxi should be used only in unusual situations. Normally reimbursement is not authorized to exceed 21¢ per mile if a taxi is utilized."

4. Policy State - Reimbursement for Travel - Cost Effective Options

The following policy statement is adopted: "In those cases where circumstances show it to be more cost effective to the jurisdiction and a more prudent use of the Peace Officer Training Fund, allow payment of the less expensive method of reimbursement upon the approval of the Executive Director."

5. Motorcycle Training - OTS Grant

Staff is authorized to formally apply for OTS grant funds to help establish additional POST-certified motorcycle training courses.

6. Chemical Agent Training, California Youth Authority (CYA)

Change Commission Procedure D-7 effective November 1, 1980 to allow California Youth Authority, field parole agents, as described in Penal Code Section 830.5, to complete the Department of Justice course, Tear Gas Training for Citizens, to satisfy the requirement of P.C. Section 12403.

7. Adjusting Executive Development Course Contract

Authorize an increase of \$2,770 for the Cal Poly Kellogg Foundation to make five presentations of the Executive Development Course with a total amount not to exceed \$44,780 and each presentation not exceeding \$8,956.

8. Computerized 832 Training - College of the Redwoods.

A test presentation of a computerized Arrest & Firearms Course. The presentation will be evaluated for possibility of future use. The presenter will be NCCJTES, Redwoods Center.

Consent Calendar - cont.

9. Public Hearing Set for April 16, 1981, Re. A.B. 1055 Requirement

A Public Hearing is scheduled for the April 16-17, 1981, meeting to amend appropriate Commission Regulation Sections as required to implement the requirements of A.B. 1055 - Basic Course testing.

C. PUBLIC HEARING - Supervisory and Management Courses Attendance Eligibility

The Executive Director referred to all written testimony received. No oral testimony was presented from the audience.

MOTION - Jackson, second - Van de Kamp, carried unanimously for the revision of the present language of Section 1001 (k) and (o), add a new Section 1001 (s) relative to the quasi-supervisory position, and add new Sections 1005(b)(2)(c) and 1005 (c)(2)(c) relative to minimum standards for training.

These regulation amendments and additions will allow for reimbursement to participating jurisdictions for travel and per diem expenses related to (1) supervisory training for officers who are appointed to quasi-supervisory positions, and (2) management training for officers who are appointed to supervisory positions, and technical changes to renumber and simplify the language contained in the existing regulations, as proposed.

D. FINANCIAL REPORT, 1st Quarter for 1980/81 F. Y.

This report included report statements of analyses of the Change in POTF Accumulated Surplus for the 1st Quarter of F. Y. 1980/81; Revenue; and a statement of Distribution of Reimbursement. The statements are made Attachment "B" of these minutes.

E. BUDGET PROPOSAL, 1981/82 F. Y.

Adjustments in the Budget Change Proposals are authorized depending on what portions of those BCP's may be accomplished in the 80/81 F. Y. using the money made available by S.B. 1447. (See p. 4., Attachment "B")

Commissioner Bob Vernon, Chairman of the Budget Committee, moved approval, second - Jackson, carried unanimously for approval of the recommendation of the Committee resulting from the September 8, 1980, Committee meeting that the following Budget Change Proposals be approved:

o Basic Course Equivalency Testing

Requests \$66,182 for two temporary positions and \$293,950 in contractual consultant and professional services, for a total of \$400,251,

Budget Change Proposals - cont.

to develop an appropriate basic course equivalency testing procedure to meet the requirements of A.B. 1055, Statutes 1980, Chapter 213, P. C. Section 13511, as amended, which requires POST, no later than July 1, 1981 and thereafter, to provide persons who have received prior equivalent peace officer training the opportunity for testing in lieu of attendance at a basic training academy.

- Senate Concurrent Resolution 52, 832 P.C.

To conduct a study of the training standards relating to Section 832 of the Penal Code as required by Senate Concurrent Resolution 52, and to prepare a report to the Legislature by January 26, 1982, describing the plan of action that the Commission has adopted; to employ one law enforcement consultant II and 2 clerical staff with a limited operating cost for a period of six months and be funded in the amount of \$50,000.

- Aid to Cities and Counties Price Increase

A technical adjustment of the base-line budget of \$1,052,526 needed to keep pace with the general subsistence, travel, tuition and salary cost increases reimbursed to local enforcement personnel.

- Aid to Cities and Counties Increased Salary Reimbursement

An increase of \$1,263,806 to the Aid to Cities and Counties portion of the budget to increase the rate of salary reimbursement from 30% plus to approximately 50%.

- Law Enforcement Executive and Management Training

To provide \$800,000 for expanded training in supervisory management and executive training, and \$400,000 placed in curriculum development where it may be used for course validation purposes, providing \$1,200,000 total for expanded reimbursement in this vital training area.

- Computer Assisted Instruction

Proposes \$50,000 to conduct a study to determine if the application of "computer assisted instruction" would increase the efficiency and/or quality of the POST law enforcement training program.

- Technical Job-Specific Training Curriculum Development

Provides job analysis studies to determine the typical functions performed by personnel assigned to each of the 25 jobs identified and designated by the Commission as job specific. The information

Budget Change Proposals - cont.

will be used to assist staff in the design of curriculum for each of the 25 job-specific categories, including the development of appropriate job performance objectives. \$350,000 is provided for the first year of the study, which will include salaries for a law enforcement consultant and secretarial help on a temporary basis, plus \$400,000 to include expanded research in selection and validation studies. Total in this BCP is \$750,000.

- Research and Evaluation Bureau

The number one priority for the administrative budget and proposes the continuation of the research and evaluation function which has previously been funded by a LEAA grant; that the BCP be adopted with the proviso that, within the total amount recommended (\$4,686,583), a commitment of \$400,000 (reflected in the BCP for Technical Job-Specific Training curriculum development) be made for validation contract research and that funds be allotted for out-of-state travel and that staff has the authority to readjust the other proposed BCP's to carry out the proviso.

F SPECIALIZED TRAINING FUNDING PROPOSALS

It was reported that the four major course areas presented by CSTI were described and submitted to all known potential presenters with an invitation to request certification. Those four major courses were Civil Emergency Management, Terrorism Management, Contingency Planning for Hazardous Materials, and Officer Safety/Field Tactics (Officer Survival). Following presentations and discussion, the following motion was made:

MOTION - Jackson, second - Vernon, to authorize the Executive Director to negotiate and sign an Inter-Agency Agreement with the Military Department for presentation of POST courses at CSTI emphasizing civil and natural disaster preparedness and prevention and related areas as appropriate. The contract should include Officer Safety/Field Tactics training but with the object of eventually phasing this training out of CSTI's curriculum. Hazardous materials training should not be included in the contract. The term of the contract is for a three-month period from January 1, 1981, to April 1, 1981, and the amount is not to exceed the overall presentation cost of \$148,476 -- one-half CSTI's proposal of \$296,952.

It was part of the Executive Director's comments and the sense of the motion that hazardous materials cut off would depend on an analysis of what the Fire Marshal is going to do and other factors that training would be available prior to any action.

The motion was put on the floor for discussion. During discussion, a substitute motion was offered:

SUBSTITUTE MOTION - Angele, (failed for lack of second)

Specialized Training Funding Proposals - cont.

for approval of the \$296,952 requested by CSTI with the deletion of restricting the activities in the future role of disaster management.

Following further discussion, the original motion was called and passed with Commission Angele voting "No".

MOTION - Trives, second - Angele, carried unanimously, that staff be authorized to review proposals from other potential vendors of specialized training and to certify courses deemed appropriate. An evaluation of these courses should be conducted for future review and comparison; staff should feel free to allow exploratory, one-time pilot presentations as an evaluation technique. Staff is further directed to report to the Commission within six months as to the findings to include a qualitative evaluation of the presentations along with budgetary comparisons and a qualitative analysis of CSTI and related specialized training.

The Executive Director referred to Item 455 of the Supplemental Report of the Committee of Conference on the Budget Bill for 1980/81, which states:

"The Commission on Peace Officer Standards and Training shall evaluate the need to continue the California Specialized Training Institute and report thereon to the fiscal and policy committees and the Joint Legislative Budget Committee by 12/1/80."

It was the consensus of the Commission to authorize the Executive Director to prepare the report to the Joint Legislative Budget Committee as to POST's position with CSTI. The stance to be taken will be a general one describing CSTI as a presenter of POST training and that the role of CSTI from POST's perspective should focus on civilian and natural disaster management, terrorism management and other training as it appropriately relates to a police - military - civilian authority training situation given CSTI status as an adjunct of the Military Department.

G. TRAINING NEEDS ASSESSMENT

Hal Snow presented a preliminary report on the results of the "POST Survey Concerning Law Enforcement Training".

During November-December, 1980, all police chiefs, sheriffs, training managers, and certified course presenters will be invited to review and discuss the results of the survey in a series of one-day regional conferences. A final report on the survey and conferences will be presented to the Commission at its January 1981 meeting.

H. BASIC COURSE COMMITTEE REPORT ON READING AND WRITING TESTS

MOTION - Kolender, second - Jackson, carried unanimously for approval of POST's entering into an inter-agency, no-cost-to-POST agreement with State Personnel Board's Cooperative Personnel Services (CPS), to provide the POST-developed reading and writing tests to local government.

It was requested by Commissioner Van de Kamp, Commission concurring, that it be noted that charges are to be per capita charges.

I. REPORT FROM ORGANIZATIONAL SURVEY COMMITTEE ON REORGANIZATION

MOTION - Jackson, second - Rodriguez, carried unanimously to receive and affirm the POST organizational changes as shown on the Organization Chart dated October 1980. This chart is made Attachment "C" of these minutes.

J. LEGISLATIVE REVIEW COMMITTEE

Commissioner Trives, Acting Chairman of the Legislative Committee in the absence of Commissioner Edmonds, reported that the Legislative Committee had met at 8 a. m. on October 23. The Committee reviewed the bills that were passed in the just-concluded session.

The other items discussed relating to proposed legislation for the 1981 session and the Committee's recommendations to the Commission were presented and acted upon as follows:

MOTION - Trives, second - Jackson, motion carried that POST support legislation to continue indefinitely the 5%, one-year increase in the POTF granted by S. B. 1428. (It is to be noted that in the preceding discussion, Van de Kamp stated that he favored asking for a permanent 10% increase.)

MOTION - Trives, second - Kolender, carried unanimously, that POST not oppose entry of the District Attorney criminal investigators into the regular POST program when such legislation is introduced during the 1981 session.

K. LONG-RANGE PLANNING COMMITTEE

Commissioner Trives, Chairman of the Long-Range Planning Committee, reported that the Committee had met in Los Angeles on October 8, 1980 and in a morning session prior to convening the general session on October 23, and had two items to bring before the Commission for approval:

1. The Committee recommends that the Commission will adjourn

Long-Range Planning Committee - cont.

the present meeting to a time certain (November 21 suggested) in the city or county of San Diego, to prepare a structured study session/workshop for the members of the Commission.

2. That the Commission's policy restricting POST training to in-state presenters be modified to allow staff to look outside the State of California in envisioning the training delivery system within the context of the POST Resource Management System.

MOTION - Trives, second - Jackson, carried unanimously to adopt the recommendations of the Planning Committee.

L. ADVISORY COMMITTEE

Chairman Trives reported that at the last Commission meeting, the Commission was presented with a request that the California Organization of Police and Sheriffs (C.O.P.S.) be granted representation on the POST Advisory Committee. The request was given to the Advisory Committee for review. Since that assignment was made, the Law Enforcement Symposium on Professional Issues was conducted. The spirit and vitality coming out of the Symposium indicated the need for representation from as many law enforcement associations as possible. In light of this information, the following action was taken:

MOTION - Trives, second - Trejo, carried unanimously to approve the request that C.O.P.S. be given a seat on the POST Advisory Committee and that the person nominated by C.O.P.S., Arnold Schmeling of Long Beach Police Department, be appointed to serve as the C.O.P.S. representative.

Wayne Caldwell, Vice-Chairman of the Advisory Committee and representing Bob Wasserman, Advisory Committee Chairman, reported that the Advisory Committee will continue its study on the composition of the Advisory Committee at its next meeting and report back to the Commission at its January meeting.

MOTION - Jackson, second - Van de Kamp, carried unanimously for approval of the Advisory Committee report.

M. APPEAL OF COMMISSION PROCEDURE f-1-4.f

MOTION - Rodriguez, second - Angele, carried unanimously that an exception be made to Commission Procedure f-1-4.f which states, in part ". . . the acceptability of the required law enforcement experience shall be determined by the Commission, not to exceed a maximum total of five years.",

Appeal - cont.

and that the appeal of Investigator Dan L. Bradbury, Napa County District Attorney's Office, be granted and he be issued the Advanced Certificate acknowledging his 20 years of out-of-state experience.

N. RESERVE LEGISLATION

The Commission requested that this agenda item be referred to the November 31 Commission meeting thus allowing the Commission the opportunity to review the proposed changes in the Regulation Procedure H-1 through H-5 presented at the meeting.

MOTION- Vernon, second - Trejo, carried unanimously that the proposed Procedure changes to implement A.B. 3217, the reserve training bill, be made a part of the November 21, 1980 meeting agenda.

O. OLD/NEW BUSINESS

1. Communication from Orange County Chiefs' and Sheriff's Association

Don Forkus, Chief of Police, Brea Police Department, addressed the Commission regarding the Orange County Chiefs' and Sheriff's concern regarding the manpower shortage problems and funding difficulties resulting from responding to training demands.

MOTION - Trives, second - Kolender, carried unanimously to refer the correspondence received from Orange County to staff for input and to be incorporated in the current Needs Assessment Project.

2. Report from the Chairman on the Symposium on Professional Issues

Chairman Trives reported on the success of the Symposium and the following action was taken:

MOTION - Trives, second - Jackson, carried unanimously that POST develop and fund additional planning conferences as follow-up to the Symposium on Professional Issues with the following stipulations:

- a. The Executive Director shall have discretion in approving these further activities taking into consideration the results of the joint CPOA, PORAC, POST planning meeting.
- b. Follow-up efforts must involve representatives of the Commission, appropriate professional associations, law enforcement agencies, and educators.
- c. Periodic progress reports of these follow-up efforts be submitted to the Commission.

Old/New Business - cont.

- d. The recommended implementation plan for these recommendations be adopted. This plan is made Attachment "D" of these minutes.

3. Change in Per Diem Rates

It was reported the Board of Control had raised the per diem rates effective January 1, 1981.

MOTION - Kolender, second - Angele, carried unanimously to adopt the reimbursement rates as outlined to be consistent with Board of Control rules for \$50 for normal per diem and for \$56 in the specified downtown locations of San Francisco, Los Angeles and San Diego, effective January 1, 1981. Further, that the Commission maintain the reimbursement rates for participants in certified courses consistent with the maximums allowed for state employees through Board of Control rules, and that Commission Procedure E 5 outlining the hourly allowance chart be amended accordingly.

4. Commission Fund for Honoring Retiring Members

MOTION - Rodriguez, second - Trejo, carried unanimously that the Commission establish a voluntary fund with individual contributions of \$10 each, to be administered by the Executive Director, for the purpose of paying for plaques for retiring Commission members.

P. PROPOSED DATES OF FUTURE MEETINGS

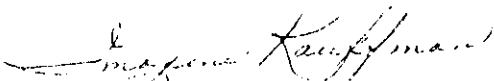
January 29-30, 1981 - San Diego Hilton, San Diego
April 16-17, 1981 - Sacramento (exact location to be decided)
July 16-17, 1981 - San Diego
October 21-22, 1981 - Sacramento

Q. ADJOURNMENT

MOTION - Trives, second - Jackson, carried unanimously that the meeting be adjourned to a study session on November 21 in the city or county of San Diego.

Having no more business to come before the Commission, the meeting was adjourned at 3:45 p. m.

Respectfully submitted,



Imogene Kauffman
Executive Secretary

AGENDA ITEM SUMMARY SHEET

| | | |
|--|--|---|
| Agenda Item Title Course Certification/Modification/Decertification Report | | Meeting Date October 23-24, 1980 |
| Division Operations | Division Director Approval <i>[Signature]</i> | Researched By Bradley W. Koch |
| Executive Director Approval <i>[Signature]</i> | Date of Approval 8 September, 1980 | Date of Report October 1, 1980 |
| 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 17-18, 1980, Commission Meeting:

CERTIFIED

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|----|---|------------------------------------|------------------------|---------------------------|----------------------|
| 1. | Sexual Exploitation of Children Investigation | NCCJTES, Redwoods Center | Technical | IV | \$ 6,192 |
| 2. | Level I, Module C, Reserve Off. Training | Lake Tahoe Community College | Approved | N/A | \$ -0- |
| 3. | Advanced Officer Course | Moorpark College | Advanced Officer | II | \$ 19,664 |
| 4. | Personal Growth & Development | Sapin/Scott Associates | Exec. Dev. Seminar | III | \$ 17,286 |
| 5. | Change Agent | Sapin/Scott Associates | Exec. Dev. Seminar | III | \$ 17,286 |
| 6. | L.E. Modular Training | CSTI | Technical | IV | \$ 3,125 |
| 7. | Terrorism Mgmt Seminar | CSTI | Technical | IV | \$ 5,156 |
| 8. | Weaponless Defense Inst. Course | NCCJTES, Los Medanos College | Technical | IV | \$ 5,160 |
| 9. | Driving Instructor Course | Bob Bondurant L.E. Driving Academy | Technical | IV | \$ 3,065 |

Utilize reverse side if needed

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|---|-----------------------------|------------------------|---------------------------|----------------------|
| 10. | Investigation of Crimes Against the Elderly | DOJ-TC | Technical | IV | \$ 16,380 |
| 11. | Cargo Theft Investigation | DOJ-TC | Technical | IV | \$ 16,386 |
| 12. | Assertive Supervision | Southwest Reg. Trng. Center | Supervisory Seminar | II | \$ 5,000 |
| 13. | Reserve Training Level II | Shasta College | Approved | N/A | \$ -0- |
| 14. | Criminal Investigation Course | Chapman College | Technical | III | \$ 6,192 |
| 15. | Police Defensive Tactics for Instructors | NCCJTES, Redwoods Center | Technical | IV | \$ 7,224 |
| 16. | Driving Under the Influence Allied Agencies | CHP | Technical | IV | \$ 9,288 |

MODIFIED

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|----|---|----------------------------------|------------------------|---------------------------|----------------------|
| 1. | P.C. 832 Arrest and Firearms | San Bernardino Co. S.O. | Approved | IV | -0- |
| | <u>Description of Change:</u> Maximum enrollment changed from 36 to 45. | | | | |
| 2. | Basic Course | SLETC | Basic | I | \$ 162,392 |
| | <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 3. | Basic Course | NCCJTES, Butte Center | Basic | I | \$ 212,615 |
| | <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 4. | Basic Course | Central Coast Co. Police Academy | Basic | I | \$ 116,769 |
| | <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 5. | Basic Course | LASO | Basic | I | \$ 518,976 |
| | <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 6. | Basic Course | LAPD | Basic | I | \$ 518,976 |
| | <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Change from Plan II to Plan I for reimbursement purposes. | | | | |
| 7. | Basic Course | NCCJTES, Los Medanos College | Basic | I | \$ 103,794 |
| | <u>Description of Change:</u> Modified to reflect change from Plan II to Plan I. Reimbursable fee of \$56 was established by budget submitted for their <u>interim</u> Driver Training course which was previously submitted. | | | | |

| <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|--|-------------------------------------|------------------------|---------------------------|----------------------|
| 8. Basic Course | San Francisco Police Dept. | Basic | I | \$ 324,787 |
| <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 9. Basic Course | Golden West College | Basic | I | \$ 259,488 |
| <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 10. Basic Course | Orange Co. Sheriff's Department | Basic | I | \$ 116,769 |
| <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 11. Basic Course | Academy of Justice, Riverside | Basic | I | \$ 155,692 |
| <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 12. Basic Course | NCCJTES, Santa Rosa Center | Basic | I | \$ 182,448 |
| <u>Description of Change:</u> Modified course to include Commission-approved Driver Training. Fee of \$134. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 13. Basic Course | Modesto Reg. Crim. Jus. Trng. Cntr. | Basic | I | \$ 211,918 |
| <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 14. Basic Course | Rio Hondo College | Basic | I | \$ 345,984 |
| <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|---|--------------------------|------------------------|---------------------------|----------------------|
| 15. | Basic Course | Bakersfield College | Basic | I | \$ 69,196 |
| | <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 16. | Basic Course | Ventura College | Basic | I | \$ 90,822 |
| | <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 17. | Basic Course | NCCJTES, Redwoods Center | Basic | I | \$ 182,692 |
| | <u>Description of Change:</u> Modified course to include Commission-approved Driver Training fee of \$150. Changed from Plan II to Plan I for reimbursement purposes. | | | | |
| 18. | Team Building Workshop | Justice Research Assoc. | Team Bldg. Workshop | III | \$ 58,500 |
| | <u>Description of Change:</u> Modified to reflect a flat fee of \$2250 per agency, with a maximum of 26 presentations. | | | | |
| 19. | Team Building Workshop | Justice Trng. Inst. | Team Bldg. Workshop | III | \$ 36,000 |
| | <u>Description of Change:</u> Modified to reflect a flat fee of \$2250 per agency, with a maximum of 16 presentations. | | | | |
| 20. | Team Building Workshop | Ross, Lewis and Assoc. | Team Bldg. Workshop | III | \$ 27,000 |
| | <u>Description of Change:</u> Modified to reflect a flat fee of \$2250 per agency, with a maximum of 12 presentations. | | | | |
| 21. | Team Building Workshop | Sapin/Scott Associates | Team Bldg. Workshop | III | \$ 9,000 |
| | <u>Description of Change:</u> Modified to reflect a flat fee of \$2250 per agency, with a maximum of 4 presentations. | | | | |

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|---|------------------------|------------------------|---------------------------|----------------------|
| 22. | Reserve Trng. Module B | Bakersfield College | Reserve | N/A | \$ -0- |
| | <u>Description of Change:</u> Add two additional presentations to meet local needs. | | | | |
| 23. | Defensive Tac- tics for Inst. Update | FBI-San Francisco | Technical | IV | \$ 6,192 |
| | <u>Description of Change:</u> Reduce hours from 32 to 24 and fiscal impact from \$8,256 to \$6,192. | | | | |
| 24. | Latent Finger- print Tech. | DOJ-TC | Technical | IV | \$ 3,096 |
| | <u>Description of Change:</u> Title change from Advanced Latent Fingerprint to Latent Fingerprint Techniques. | | | | |
| 25. | Crim. Justice Info Systems | CSU, Long Beach | Technical | III | \$ 2,476 |
| | <u>Description of Change:</u> Increase tuition from \$85 to \$100. | | | | |
| 26. | Crime Specific Burglary Inv. | CSU, Long Beach | Technical | III | \$ 5,458 |
| | <u>Description of Change:</u> Increase tuition from \$85 to \$100. | | | | |
| 27. | Mgmt. by Objec- tives/Stress Problem Solving | CSU, Long Beach | Mgmt. Sem. | III | \$ 2,476 |
| | <u>Description of Change:</u> Increase tuition from \$85 to \$100. | | | | |
| 28. | Internal Affairs | CSU, Long Beach | Technical | III | \$ 16,374 |
| | <u>Description of Change:</u> Increase tuition from \$85 to \$100. | | | | |
| 29. | Research Design | CSU, Long Beach | Technical | III | \$ 5,458 |
| | <u>Description of Change:</u> Increase tuition from \$85 to \$100. | | | | |
| 30. | Program Eval. & Review Tech. | CSU, Long Beach | Technical | III | \$ 1,238 |
| | <u>Description of Change:</u> Increase tuition from \$85 to \$100. | | | | |

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|--|-------------------------------------|------------------------|---------------------------|----------------------|
| 31. | P.C. 832 Arrest & Firearms | Long Beach Police Dept. | Approved | IV | \$ -0- |
| | <u>Description of Change:</u> Increase maximum reimbursable hours from 40 to 80. | | | | |
| 32. | Commercial Vehicle Enforcement | LASO | Technical | IV | \$ 10,233 |
| | <u>Description of Change:</u> Changed from Plan II to Plan IV. | | | | |
| 33. | L.E. Basic Photography Seminar | Tri-Community Adult Ed. | Technical | IV | \$ 27,288 |
| | <u>Description of Change:</u> Increase maximum reimbursable hours from 24 to 40. | | | | |
| 34. | Adv. Narcotic Investigators Course | U.S.-DOJ Dept. of Drug Admin. | Technical | IV | \$ 22,740 |
| | <u>Description of Change:</u> Changed Course Control No. from 996-3263 to 996-3261. | | | | |
| 35. | Report Writing for Instructors | Bruce Olson & Associates | Technical | III | \$ 24,300 |
| | <u>Description of Change:</u> Increase in tuition from \$142 to \$162. | | | | |
| 36. | Air Marine Narcotics Smuggling | DOJ-TC | Technical | IV | \$ 7,278 |
| | <u>Description of Change:</u> Changed from Plan II to Plan IV. | | | | |
| 37. | Physical Evidence Presentation | Bahn-Fair Institute | Technical | IV | \$ 14,646 |
| | <u>Description of Change:</u> Changed maximum number of presentations from 11 to 3, maximum enrollment from 14 to 15 and tuition change from \$179 to \$250. | | | | |
| 38. | Crime Scene Investigation | Bahn-Fair Institute | Technical | IV | \$ 47,920 |
| | <u>Description of Change:</u> Changed maximum number of presentations from 12 to 8, maximum enrollment from 14 to 20 and tuition change from \$146 to \$222. | | | | |

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|---|-------------------|------------------------|---------------------------|----------------------|
| 39. | Effective Mgmt. Communications | Cal Poly, Pomona | Mgmt. Sem. | III | \$ 1,486 |
| | <u>Description of Change:</u> Increase in tuition from \$75 to \$86. | | | | |
| 40. | Crim. Investigation Mgmt. | Cal Poly, Pomona | Mgmt. Sem. | III | \$ 6,192 |
| | <u>Description of Change:</u> Increase in tuition from \$98 to \$113 | | | | |
| 41. | Patrol Operations Mgmt. | Cal Poly, Pomona | Mgmt. Sem. | III | \$ 7,224 |
| | <u>Description of Change:</u> Increase in tuition from \$96 to \$113. | | | | |
| 42. | Police Planning Skills Inst. | Cal Poly, Pomona | Technical | III | \$ 4,128 |
| | <u>Description of Change:</u> Change in course title from Research and Planning to Police Planning Skills Institute, change from a Plan I to Plan III, and increase in tuition from \$145 to \$166. | | | | |
| 43. | Jail Mgmt. | Cal Poly, Pomona | Mgmt. Sem. | III | \$ 11,352 |
| | <u>Description of Change:</u> Increase in tuition from \$138 to \$170. | | | | |
| 44. | Traffic Program Mgmt. Inst. | Cal Poly, Pomona | Mgmt. Sem. | III | \$ 11,352 |
| | <u>Description of Change:</u> Increase in tuition from \$170 to \$189. | | | | |
| 45. | Field Training Officer | San Diego Reg. TC | Technical | III | \$ 21,831 |
| | <u>Description of Change:</u> Changed course control number from 907-3170 to 907-3175. Changed course category from Job Specific to Skills and Knowledge. | | | | |
| 46. | Motorcycle Course | CHP | Technical | I | \$ 46,246 |
| | <u>Description of Change:</u> Increase in tuition from \$600 to \$645. | | | | |
| 47. | Child Abuse | Gavilan College | Technical | IV | \$ 4,776 |
| | <u>Description of Change:</u> Pay plan changed from Plan II to Plan IV. Course category changed from Job Specific to Skills and Knowledge. | | | | |

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|------------------------------------|------------------|------------------------|---------------------------|----------------------|
| 48. | Internal Affairs & Inves. Proc. | CSU, San Jose | Technical | III | \$ 10,916 |

Description of Change: Changed from Plan I to Plan III.

| | | | | | |
|-----|--------------|----------------------------|-------|---|------------|
| 49. | Basic Course | College of the Sequoias | Basic | I | \$ 109,617 |
|-----|--------------|----------------------------|-------|---|------------|

Description of Change: Modified course to include Commission-approved Driver Training fee of \$150. Change from Plan II to Plan I for reimbursement purposes.

| | | | | | |
|-----|------------------------|----------------------------------|-----------|----|----------|
| 50. | Supervisory Seminar | Glendale Community College | Sup. Sem. | IV | \$ 1,548 |
|-----|------------------------|----------------------------------|-----------|----|----------|

Description of Change: Increase maximum enrollment from 25 to 40.

DECERTIFIED

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|--------------------------------------|-------------------------------------|------------------------|---------------------------|----------------------|
| 1. | Management Course | Oakland Police Dept. | Mgmt. Course | I | -0- |
| 2. | P.C. 832 Arrest & Firearms | FBI, San Francisco | Approved | IV | -0- |
| 3. | Advanced Officer | FBI, San Francisco | Advanced Officer | II | -0- |
| 4. | Robbery Investigation | CSTI | Technical | IV | -0- |
| 5. | Juvenile Invest. for Patrol Officers | CSTI | Technical | IV | -0- |
| 6. | International Terrorism Sem. | CSTI | Exec. Dev. Sem. | IV | -0- |
| 7. | Invest. of Violent Crimes | CSTI | Technical | II | -0- |
| 8. | Advanced Officer | Palomar College | Advanced Officer | II | -0- |
| 9. | Contemporary Issues in Corrections | San Diego Co. Prob. Dept. | Mgmt. Sem. | IV | -0- |
| 10. | Reserve Training Modules A, B and C | Grossmont College | Approved | N/A | -0- |
| 11. | P.C. 832 Arrest & Firearms | So. Pacific Trans. Co. Police Dept. | Approved | IV | -0- |
| 12. | Training Manager Techniques | NCCJTES, Santa Rosa Center | Technical | IV | -0- |
| 13. | Advanced Driver Training | Annual L.E. Refresher Course | Technical | IV | -0- |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
PEACE OFFICER TRAINING FUND

ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS
FOR THE QUARTER ENDING SEPTEMBER 30, 1980

Resource

| | | |
|---|---------------------|----------------|
| Accumulated Reserve: July 1, 1980 | \$4,991,738.73 | |
| Revenue July 1, 1980 through September 30, 1980 | <u>3,637,624.98</u> | |
| Total Resources | | \$8,629,363.71 |

Expenditures

| | | |
|--|---------------------|------------------------------|
| Administrative Costs | | |
| Cash Disbursed | \$ 654,991.61 | |
| Debts to be Paid | <u>2,073,726.77</u> | |
| Total Administrative Costs | | \$2,728,718.38 |
| Aid to Local Governments | | |
| Training Claims to be Paid | \$2,840,292.63 | |
| Contractual Services Paid | 29,482.06 | |
| Contractual Services to be Paid | 1,340,709.58 | |
| Letters of Agreement and Room Rentals Paid | <u>4,770.15</u> | |
| Total Aid to Local Government | | \$4,215,254.42 |
| Prior Year Net Expenditures | | <u>-159,435.26</u> |
| Total Expenditures | | <u>\$6,784,537.54</u> |
| Subtotal, Accumulated Reserve | | \$1,844,826.17 |
| Plus Reimbursements | | <u>91,243.00</u> |
| Accumulated Reserve, September 30, 1980 | | <u><u>\$1,936,069.17</u></u> |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE
1980-81 FISCAL YEAR

| <u>MONTH</u> | <u>TRAFFIC</u> | <u>CRIMINAL</u> | <u>SURPLUS INVESTMENT AND OTHER</u> | <u>TOTAL</u> |
|--------------|-------------------|-------------------|---|---------------------|
| JULY | \$1,005,966.53 | \$ 461,647.01 | \$ 8,380.00 | \$1,475,993.54 |
| AUGUST | 586,493.64 | 271,555.75 | 1,908.53 | 859,957.92 |
| SEPTEMBER | <u>836,256.59</u> | <u>465,416.93</u> | | <u>1,301,673.52</u> |
| TOTAL | \$2,428,716.76 | \$1,198,619.69 | \$10,288.53 | \$3,637,624.98 |

DISTRIBUTION OF REIMBURSEMENT

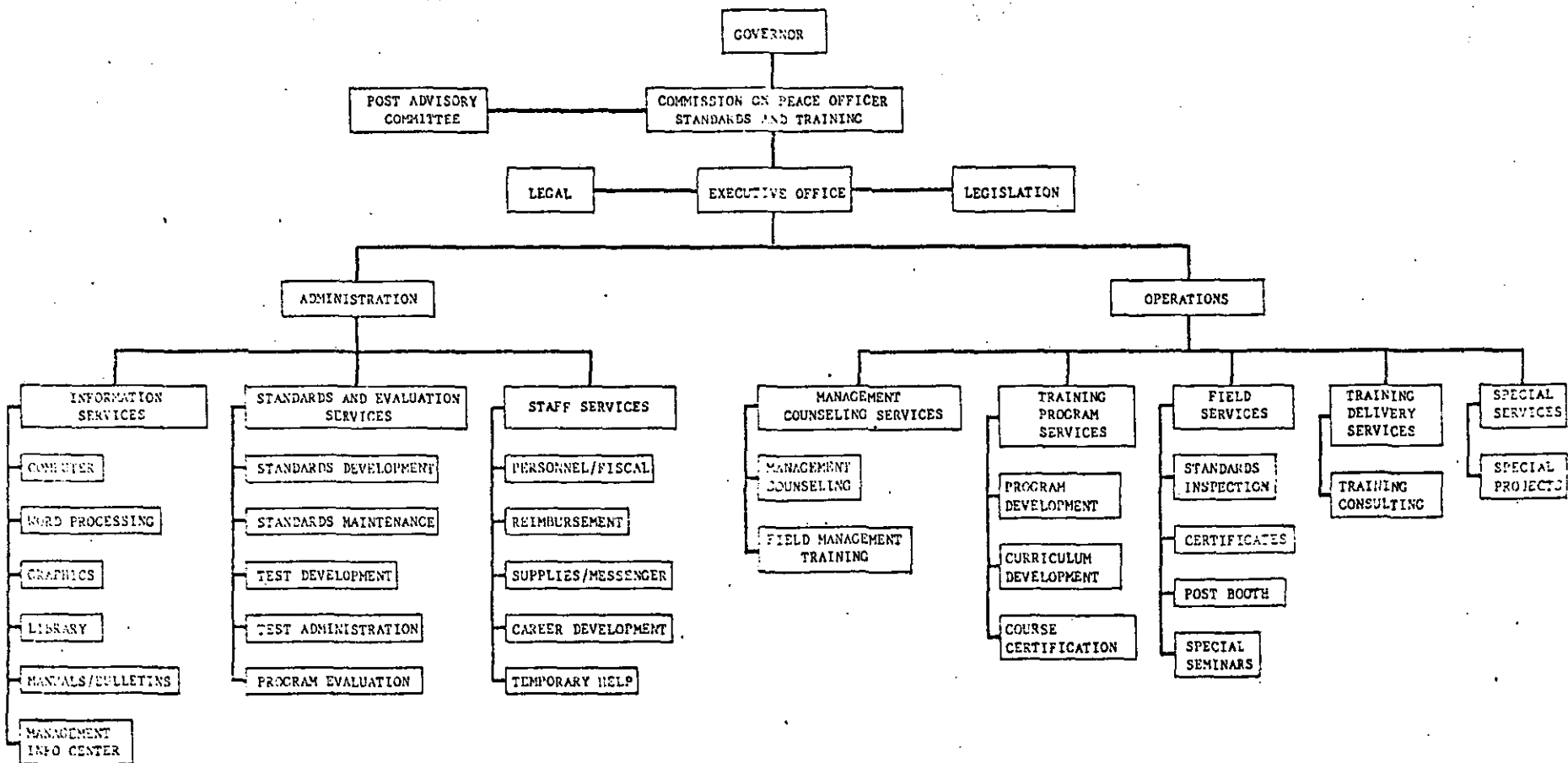
During the first three months of the 1980-81 fiscal year \$2,840,292.63 was reimbursed for training. Of this amount \$1,774,777.15 (62%) was reimbursed for mandated training; \$7,553.61 for the Executive Development Course; \$401,120.78 (14%) for Job Specific Courses; and \$659,681.05 (23%) for Technical Courses. The difference of (-)\$2,839.96 was for adjustments to prior reimbursement payments.

| <u>Course</u> | <u>Reimbursed</u> | <u>Percent</u> | <u>Number Trainees</u> |
|--------------------------------------|------------------------------|----------------|------------------------|
| Basic | \$1,150,330.92 | 40% | 943 |
| Advanced Officer | 473,189.29 | 17% | 4,499 |
| Supervisory Course | 100,629.41 | 04% | 249 |
| Management Course | 50,627.53 | 02% | 77 |
| Executive Development Course | 7,553.61 | 0% | 14 |
| Job Specific Course | 401,120.78 | 14% | 1,208 |
| Technical Courses & Seminars | <u>659,681.05</u> | <u>23%</u> | <u>3,032</u> |
| Subtotal | \$2,843,132.59 | 100% | 10,022 |
| Net Adjustments to Prior Payments | <u>(-)2,839.96</u> | | <u> </u> |
| GRAND TOTAL | <u><u>\$2,840,292.63</u></u> | | 10,022 |

PROPOSED USE OF ADDITIONAL RESOURCES IN F.Y. '80/'81 FOR AID TO CITIES AND COUNTIES
 RESULTING FROM APPROVAL OF SB 1447 AND BCP's FOR '81/'82

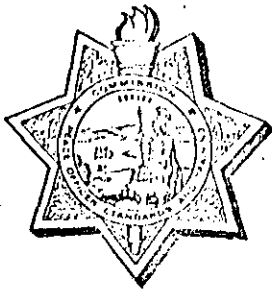
| | To Be Expended in F.Y. 80/81 | Total Available | To Be Carried Forward To 81/82 F.Y. In BCP's |
|---|---------------------------------|-----------------|---|
| 1. Approved reimb. budget as of July 1, 1980 | \$ 12,553,614 | | |
| 2. SB 1447 addition | 3,500,000 | | |
| | <u>16,053,614</u> | \$ 16,053,614 | |
| 3. Previously approved training categories and amounts: | | | |
| Basic | 5,000,860 | | |
| Advanced Officer | 1,246,772 | | |
| Supervisory | 512,899 | | |
| Middle Management | 314,517 | | |
| Executive Development | 26,996 | | |
| Job Specific | 2,005,643 | | |
| Technical | 2,095,927 | | |
| Contracts and Letters of Agreement | 1,350,000 | | |
| TOTAL | <u>12,553,614</u> | 3,500,000 | |
| 4. Carry over of 1979/80 claims paid from 1980/81 budget (approximate) | 1,400,000 | 2,100,000 | |
| 5. BCP #1 (BCEE) | 350,000 | 1,750,000 | \$ 50,251 |
| 6. BCP #2 (SCR 52, 832 PC) | 50,000 | 1,700,000 | - |
| 7. BCP #5 (Exec./Mgmt. Trng.) | 300,000 | 1,400,000 | 500,000 |
| 8. BCP #6 (Study of Computer Instruction) | 50,000 | 1,350,000 | - |
| 9. BCP #7 (Curriculum) | 300,000 | 1,050,000 | 450,000 |
| 10. Additional expenses for costs associated with projected contractual training | 600,000 | 450,000 | - |
| 11. Motorcycle training | 60,000 | 390,000 | - |
| 12. Instructional techniques, performance objectives & other new courses foreseeable | 200,000 | <u>190,000</u> | - |
| 13. Uncommitted | 190,000 | 0 | |
| 14. BCP #3 (per diem/travel cost increases) | 0 | 0 | 1,052,526 |
| 15. BCP #4 (salary reimb. cost increases) | 0 | 0 | <u>1,263,906</u> |
| | | | 3,316,593 |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING



OCTOBER 1980

Department of Justice



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

IMPLEMENTATION PLAN FOR THE SYMPOSIUM
ON PROFESSIONAL ISSUES IN LAW ENFORCEMENT

- 10-23-80
(set) Commission meeting, Sacramento. Commissioners to receive the chronicles for study and approve the continuing activities.
- 10-29-80
(set) CPOA Conference, Pasadena. CPOA Executive Board and Committee Chairman/Members will review and develop their list of priorities of issues to be addressed.
- 11-11-80
(set) PORAC Conference, Lake Tahoe. PORAC Executive Board and Committee Chairman/Members will review and develop their list of priorities of issues to be addressed.
- 11-21-80
(suggested) Adjourned Commission meeting, to review and establish POST's list of issue priorities. This meeting will also be a planning workshop for the Commission.
- 12-1-80
(suggested) POST, CPOA, PORAC Planning Meeting, Sacramento. Representatives of the agencies will conduct follow-up planning meeting on implementation plans. Respective agenda compared and a concurrent agenda prepared. Assignments made accordingly with timelines set.
- 12-5-80 Planning for workshops on issues.
- 12-16-80
(set) POST Advisory Meeting, Orange County. Discuss Advisory role in implementation strategies for Commission as part of their regular meeting. This organization includes representation of many other professional associations in the state.
- 1-5-81 Workshops on issues and commence - continue to closure on issues.
- 1-29-81
(set) Commission Meeting, San Diego. Progress reports will be received on the Symposium issues in progress or completed.

State of California

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES
SPECIAL COMMISSION MEETING

Friday, November 21, 1980
Kona Kai Club
San Diego, California

CALL TO ORDER

The meeting was called to order by Chairman Trives at 10:30 a. m.
A quorum was present.

ROLL CALL

Commissioners Present:

| | |
|------------------|--|
| Nathaniel Trives | - Chairman |
| Jay Rodriguez | - Vice-Chairman |
| Al Angele | - Commissioner |
| Robert Edmonds | - Commissioner |
| Jacob Jackson | - Commissioner |
| William Kolender | - Commissioner |
| Joseph Trejo | - Commissioner |
| John Van de Kamp | - Commissioner |
| Robert Vernon | - Commissioner |
| Walter Mendoza | - Representative of the Attorney General |

Absent:

| | |
|--------------|----------------|
| Joe Williams | - Commissioner |
|--------------|----------------|

Staff Present:

| | |
|------------------|--|
| Norman C. Boehm | - Executive Director |
| Dave Allan | - Bureau Chief, Information Services |
| Ron Allen | - Bureau Chief, Field Services |
| Beverly Clemons | - Associate Management Analyst - Information Services |
| Gene DeCrona | - Sr. Consultant, Training Program Services |
| Glen Fine | - Bureau Chief, Training Program Services |
| Bradley Koch | - Director, Operations Division |
| John Kohls | - Research Specialist, Standards and Evaluation Services |
| Bob Richardson | - Bureau Chief, Training Delivery Services |
| Gerald Townsend | - Director, Administration Division |
| Brooks Wilson | - Bureau Chief, Special Services |
| Imogene Kauffman | - Executive Secretary |

Visitors' Roster:

| | |
|-------------------|---|
| Tom Beardman | - Anaheim Police Department |
| Mickey Bennett | - Long Beach Police Department |
| Theodore Bourland | - Oceanside Police Department |
| Carl Case | - El Cajon Police Department |
| Earl Clark | - C. U. P. D. |
| Alan Cotten | - Chula Vista Police Department |
| Fred Farley | - San Diego Sheriff's Department |
| Don Forkus | - Brea Police Department representing Organge County Chiefs' and Sheriff's Association |
| Terry Hart | - National City Police Department |
| Rolf Henze | - Oceanside Police Department |
| Mark Ippolito | - Escondido Police Department |
| Frank Kessler | - Garden Grove Police Department |
| Bill Leonard | - Orange County Sheriff's Department |
| Sam Lowery | - Riverside County Sheriff's Department |
| Curtis McCluskey | - I. B. P. D. |
| Don Moura | - San Joaquin Delta College |
| Gary O'Gorman | - El Cajon Police Department |
| Richard Owens | - Coronado Police Department |
| Gordon Pleasants | - La Mesa Police Department |
| James Riley | - Stockton Police Department |
| Gale Saflan | - I. B. P. D. |
| John Scheck | - San Diego Sheriff's Department |
| Phil Stufflebean | - La Habra Police Department |
| Charles Thayer | - Tustin Police Department |

This special meeting of the Commission was a continuation of the October 23, 1980, meeting in San Diego, for review, discussion and decision on proposed Regulation Procedure changes to implement A. B. 3217, reserve officer legislation.

CALL TO ORDERROLL CALL AND ACKNOWLEDGEMENTS

Chairman Trives commended Executive Director Boehm on his outstanding work and accomplishments during the 16 months he has been with POST.

A. RESERVE TRAINING, A. B. 3217

Following presentation of the analysis of the reserve legislation by Consultant Gene De Crona, Chairman Trives recognized the following testimony from the audience:

Charles Thayer, Chief of Police, Tustin Police Department, representing the Advisory Committee of Golden West College as Chairman:

Requested approval to transfer the 200+ hours of training they are now

Testimony - cont.

giving in a certified extended format for the second half of the training with a six-month break between presentation of the first and second half of the reserve officer portion.

Mr. DeCrona responded stating that extended format guidelines were set to run straight through, running about nine months with limits being set on the time for completion of the course.

Lieutenant Riley, Stockton Police Department, representing the San Joaquin Sheriff's Department also, stated that San Joaquin County doesn't have the training available to comply with the training mandate for reserves. They requested the certification of an extended academy in their area and for the certification of the resources of San Joaquin Delta College.

Executive Director Boehm presented the staff recommendations for implementation of the reserve legislation.

Following discussion, this action was taken:

MOTION - Edmonds, second - Kolender, carried unanimously, that the Commission adopt recommendation 3, with the proviso that it read as follows:

The Commission authorizes the Executive Director to approve additional presentations of the Extended Format Basic Course including presentations by currently non-certified presenters as a pilot program.

MOTION - Jackson, second - Rodriguez, carried unanimously for adoption of the following recommendations:

- Level I reserve training that will be in progress on, but completed after January 1, 1981, will satisfy Level I training required under P. C. 832.6(a)(1) provided that:
 - a. The individual was formally appointed as a reserve officer/deputy prior to January 1, 1981.
 - b. The Level I training course was commenced prior to January 1, 1981.
 - c. The completed training meets requirements existing prior to January 1, 1981, for Level I reserve officers.
 - d. The in-progress training is completed no later than July 1, 1982.
- Adopt the proposed changes in Commission Procedure Sections H-1 through H-5 that relate to reserve training standards. (These proposed changes are on file in the Executive Office.)

- Approve changes in Commission Procedure Section D-11 to provide for equivalency evaluations and testing of appointed reserve officers to determine satisfactory completion of the training requirements of the regular Basic Course.

B. ADJOURNMENT

There being no further formal business to come before the Commission, the meeting was adjourned to an informal study session of the Commission.

Respectfully submitted,


Eugene Kauffman
Executive Secretary

AGENDA ITEM SUMMARY SHEET

| | | |
|--|--|--|
| Agenda Item Title Course Certification/Modification/Decertification Report | | Meeting Date January 29-30, 1981 |
| Division Operations | Division Director Approval <i>Bradley W. Koch</i> | Researched By Bradley W. Koch |
| Executive Director Approval <i>Norman C. Cochran</i> | Date of Approval <i>13 January 1981</i> | Date of Report January 5, 1981 |
| 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 _____).

The following courses have been certified, modified or decertified since the October 23-24 1980 Commission Meeting:

CERTIFIED

| <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|---|--|------------------------|---------------------------|----------------------|
| 1. Arson for Profit Investigation | U.S. Treasury Dept., Bureau of Alcohol, Tobacco & Firearms | Technical | IV | \$ 6,192 |
| 2. Jail Operations Type I Facilities | Rio Hondo College | Technical | IV | \$ 13,932 |
| 3. Asset Management for Unusual Incidents | FBI, Sacramento | Technical | IV | \$ 1,858 |
| 4. Hostage Negotiations, Basic | NCCJTES, Butte Center | Technical | IV | \$ 2,475 |
| 5. Crime Prevention | Moorpark College | Technical | IV | \$ 1,857 |
| 6. Traffic Accident Investigation | Moorpark College | Technical | II | \$ 9,096 |
| 7. Supervisory Update | Moorpark College | Supervisory Seminar | IV | \$ 3,720 |
| 8. Background Investigation | Moorpark College | Technical | IV | \$ 1,857 |
| 9. Field Training Officer Course | LASO | Technical | II | \$ 55,715 |
| 10. Peace Officer Tactical Safety | Law Enforcement Research Assoc. | Technical | III | \$ 30,500 |

Utilize reverse side if needed

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|--|---|------------------------|---------------------------|----------------------|
| 11. | Communication and Conflict Workshop for Trainers | San Diego Regional Training Center | Technical | III | \$ 8,256 |
| 12. | Advanced Officer | San Diego Reg. Trng. Center | Advanced Officer | II | \$ 67,415 |
| 13. | Officer Safety Field Tactics Training | NCCJTES, Los Medanos College | Technical | IV | \$ 12,384 |
| 14. | P. C. 832 | Merritt College | Approved | IV | \$ -0- |
| 15. | Officer Safety Field Tactics | Gavilan College | Technical | IV | \$ 8,256 |
| 16. | Police Administrative Seminar | NCCJTES, Santa Rosa | Management Seminar | IV | \$ 2,141 |
| 17. | Supervising the Police Traffic Control Function | NCCJTES, Santa Rosa | Technical | IV | \$ 5,779 |
| 18. | The Patrol Aspects of Traffic Law Enforcement | NCCJTES, Santa Rosa | Technical | IV | \$ 5,779 |
| 19. | Officer Safety Field Tactics Training | Modesto Reg. Crim. Justice Trng. Center | Technical | IV | \$ 2,580 |
| 20. | Police Canine Handler Course | Long Beach Police Dept. | Technical | IV | \$ 12,384 |
| 21. | Emergency Vehicle Operations | NCCJTES, Santa Rosa | Technical | IV | \$ 6,687 |
| 22. | Officer Safety Field Tactics | NCCJTES, Santa Rosa | Technical | IV | \$ 8,256 |
| 23. | Baton Training (PR-24) | College of the Sequoias | Technical | IV | \$ 750 |

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|---|--------------------------------|------------------------|---------------------------|----------------------|
| 24. | Oral & Written Communications | Glendale Comm. College | Technical | IV | \$ 400 |
| 25. | Reserve Training, Level I, Module C | San Bernardino Sheriff's Dept. | Approved | N/A | \$ -0- |
| 26. | Reserve Training, Level II, Modules A & B | San Bernardino Sheriff's Dept. | Approved | N/A | -0- |
| 27. | Effective Report Writing | Riverside City College | Technical | IV | \$ 3,715 |

MODIFIED

| | | | | | |
|----|--------------|------------------------------|-------|---|------------|
| 1. | Basic Course | NCCJTES, Los Medanos College | Basic | I | \$ 103,794 |
|----|--------------|------------------------------|-------|---|------------|

Description of Change: Approved for extended format.

| | | | | | |
|----|-------------------------------|-----------------|-----------|-----|-----------|
| 2. | Criminal Investigation Course | Chapman College | Technical | III | \$ 24,237 |
|----|-------------------------------|-----------------|-----------|-----|-----------|

Description of Change: Approved for one additional presentation.

| | | | | | |
|----|--------------|--------------------------------|-------|----|------------|
| 3. | Basic Course | San Bernardino Sheriff's Dept. | Basic | II | \$ 246,513 |
|----|--------------|--------------------------------|-------|----|------------|

Description of Change: Increased maximum enrollment from 45 to 80.

| | | | | | |
|----|--------------------------|----------------------------|-----------|----|-----------|
| 4. | Auto Theft Investigation | NCCJTES, Sacramento Center | Technical | II | \$ 12,507 |
|----|--------------------------|----------------------------|-----------|----|-----------|

Description of Change: Increased maximum enrollment from 25 to 30.

| | | | | | |
|----|-------------------------------|----------------------------|-----------|----|----------|
| 5. | Adv. Auto Theft Investigation | NCCJTES, Sacramento Center | Technical | IV | \$ 5,676 |
|----|-------------------------------|----------------------------|-----------|----|----------|

Description of Change: Increased maximum enrollment from 25 to 30.

| | | | | | |
|----|--------------|---------------------|-------|----|------------|
| 6. | Basic Course | Fresno City College | Basic | II | \$ 121,096 |
|----|--------------|---------------------|-------|----|------------|

Description of Change: Approved for extended format.

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|--|---------------------------------|------------------------|---------------------------|----------------------|
| 7. | Advanced Officer | Chaffey College | Advanced Officer | II | \$ 18,960 |
| | <u>Description of Change:</u> Approved for one additional presentation. | | | | |
| 8. | Defensive Driving, Emergency Vehicle, Advanced | NCCJTES, Butte Center | Technical | IV | \$ 12,380 |
| | <u>Description of Change:</u> Approved for eight additional presentations. | | | | |
| 9. | Child Abuse | USC | Technical | III | \$ 18,202 |
| | <u>Description of Change:</u> Reduced maximum enrollment from 24 to 20. | | | | |
| 10. | Juvenile Justice Update | USC | Technical | III | \$ 4,128 |
| | <u>Description of Change:</u> Reduced maximum enrollment from 24 to 20. | | | | |
| 11. | Homicide Investigation | CSU, San Jose | Technical | I | \$ 22,740 |
| | <u>Description of Change:</u> Approved for one additional presentation. | | | | |
| 12. | Law Enforcement Modular Training | CSTI | Technical | IV | \$ 5,750 |
| | <u>Description of Change:</u> Increased number of presentations from 25 to 50. | | | | |
| 13. | Program Evaluation & Review Techniques | CSU, Long Beach | Technical | III | \$ 2,476 |
| | <u>Description of Change:</u> Approved for one additional presentation. | | | | |
| 14. | Civil Process | Allan Hancock College | Technical | II | \$ 10,936 |
| | <u>Description of Change:</u> Increased course hours from 32 to 40. | | | | |
| 15. | Advanced Officer | Orange Co. Sheriff's Department | Advanced Officer | II | \$ 61,798 |
| | <u>Description of Change:</u> Approved for five additional presentations. | | | | |

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|--|--------------------------------|------------------------|---------------------------|----------------------|
| 16. | Basic Course | Golden West College | Basic | I | \$ 259,488 |
| | <u>Description of Change:</u> Approved for extended format. | | | | |
| 17. | Adv. Boating Safety & Enforcement | Dept. of Boating & Waterways | Technical | IV | \$ 9,290 |
| | <u>Description of Change:</u> Approved for one additional presentation. | | | | |
| 18. | Field Training Officer | NCCJTES, Redwoods | Technical | II | \$ 37,520 |
| | <u>Description of Change:</u> Approved for one additional presentation. | | | | |
| 19. | Management Update | NCCJTES, Los Medanos | Management Seminar | IV | \$ 3,096 |
| | <u>Description of Change:</u> Approved for one additional presentation. | | | | |
| | Reserve Training, Module B | Sierra Community College | Approved | N/A | \$ -0- |
| | <u>Description of Change:</u> Increased course hours from 90 to 104. | | | | |
| 21. | Basic Course | NCCJTES, Los Medanos College | Basic | I | \$ 103,794 |
| | <u>Description of Change:</u> Increased course hours from 520 to 560. | | | | |
| 22. | Basic Course | NCCJTES, Butte Center | Basic | I | \$ 212,615 |
| | <u>Description of Change:</u> Increased course hours from 480 to 610. | | | | |
| 23. | Officer Survival | San Bernardino Sheriff's Dept. | Technical | III | \$ 22,292 |
| | <u>Description of Change:</u> Increased course hours from 54 to 65. | | | | |
| 24. | Advanced Officer | Glendale Community College | Advanced Officer | II | \$ 24,577 |
| | <u>Description of Change:</u> Decreased number of presentations from eight to seven. | | | | |

| | <u>Course Title</u> | <u>Presenter</u> | <u>Course Category</u> | <u>Reimbursement Plan</u> | <u>Fiscal Impact</u> |
|-----|------------------------------|-----------------------------|------------------------|---------------------------|----------------------|
| 25. | Disaster Management Training | San Diego Reg. Trng. Center | Management Seminar | III | \$ 20,800 |

Description of Change: Approved for additional presentations.

| | | | | | |
|-----|----------------------|-----|-----------|----|-----------|
| 26. | Speed from Skidmarks | CHP | Technical | IV | \$ 30,016 |
|-----|----------------------|-----|-----------|----|-----------|

Description of Change: Approved for one additional presentation.

DECERTIFIED

| | | | | | |
|----|--------------------------------------|--------------------------------|------------------|-----|--------|
| 1. | Advanced Officer | San Diego Police Dept. | Advanced Officer | II | \$ -0- |
| 2. | Advanced Officer | San Diego Sheriff's Department | Advanced Officer | II | \$ -0- |
| 3. | Basic Course | San Diego Police Dept. | Basic | II | \$ -0- |
| 4. | Interim Driver Training | NCCJTES, Butte Center | Technical | III | \$ -0- |
| 5. | Basic Recruit Driver Trng. | Sacramento LETC | Technical | III | \$ -0- |
| 6. | Change Agent | USC | Exec. Dev. | III | \$ -0- |
| 7. | Personal Growth & Career Development | USC | Exec. Dev. | III | \$ -0- |
| 8. | Organizational Development | USC | Exec. Dev. | III | \$ -0- |
| 9. | City Mngr/Police Chief Team Dev. | USC | Exec. Dev. | III | \$ -0- |

AGENDA ITEM SUMMARY SHEET

| | | |
|--|--|---|
| Agenda Item Title Policy Statements for Commission Policy Manual | | Meeting Date January 29-30, 1981 |
| Division Administration | Division Director Approval <i>JHB</i> | Researched By Beverley Clemons <i>BWC</i> |
| Executive Director Approval <i>Memorandum C. Belton</i> | Date of Approval <i>13 January 1981</i> | Date of Report December 18, 1980 |
| 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 Commission has directed that staff shall submit policy matters for affirmation by the Commission prior to inclusion in the Commission Policy Manual. The attached policy statements are being submitted for such affirmation.

BACKGROUND:

Policy statements are being submitted for approval as adopted by the Commission at its Regular Meeting, October 23, 1980, and its Special Meeting, November 21, 1980.

The policy statement regarding per diem and mileage reimbursement has not heretofore been included and is being submitted at this time for affirmation.

ANALYSIS:

The policy statements being submitted for approval are appropriate for inclusion in the Commission Policy Manual.

RECOMMENDATION:

Adopt policy statements as follows for inclusion in the Commission Policy Manual.

Travel Reimbursement - Cost Effective Options

"In those cases where circumstances show it to be more cost effective to the jurisdiction and a more prudent use of the Peace Officer Training Fund, allow payment of the less expensive method of reimbursement upon the approval of the Executive Director."

Commission Meeting
PAM E-5-7

10/23/80

Certified Course Presenters - Out-of-State

Qualified out-of-state course presenters may be considered for certification.

(Note: Staff assumes such courses would be presented in California)

Commission Meeting

10/23/80

Per Diem and Mileage Reimbursement

Reimbursement from the Aid to Cities and Counties Budget for per diem and mileage allowances for out-of-pocket travel expenses will be based on the maximum amount allowed under the State Board of Control rules.

Commission Meeting

7/31-8/1/75

AGENDA ITEM SUMMARY SHEET

| | | |
|---|--|-------------------------------------|
| Agenda Item Title COMMUTER TRAINEE MEAL ALLOWANCE | | Meeting Date January 29-30, 1981 |
| Division Administration | Division Director Approval <i>[Signature]</i> | Researched By Anna Puliz |
| Executive Director Approval <i>[Signature]</i> | Date of Approval 13 January 1981 | Date of Report January 5, 1981 |
| 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 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 _____).

PAM, Section E-5-7(e), Commuter Trainee Meal Allowance, reads as follows:

"Enter the number of days for which the meal allowance is claimed; expenses not to exceed \$5 per instructional day for lunch may be claimed from the date the course begins until the date the course ends."

The Commission has adopted the policy to allow the same rates for subsistence and travel reimbursement as the State Board of Control. It is recommended, therefore, that PAM, Section E-5-7(e) be amended to raise the commuter meal allowance not to exceed \$5.50 per instructional day, effective with courses starting March 1, 1981.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

| | | |
|---|---|---|
| Agenda Item Title Progress Report on the Training Needs Assessment | | Meeting Date January 29-30, 1980 |
| Division Operations | Division Director Approval <i>Brad W. Koch by Bush</i> | Researched By Harold Snow HS 67 |
| Executive Director Approval <i>Norman C. Boehm</i> | Date of Approval 1-14-81 | Date of Report |
| 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 _____).

ISSUE

This is a progress report on the POST Training Needs Assessment.

BACKGROUND

As part of the Training Needs Assessment, a survey concerning POST training was distributed in October, 1980 to all law enforcement agencies in the POST Regular Program. After follow-up to obtain a high response rate, 420 surveys (or 96%) have been received. Results have been computer tabulated by statewide, county, regional, size and type of agency.

Results will be presented at a series of 14 one-day regional conferences beginning January 14 and continuing to February 20, 1981. All chiefs of police, sheriffs, training managers and training presenters have been invited to participate. Additional qualitative input on the POST training program and the training needs will be solicited at the conferences. Results of the survey and conferences will be incorporated into a final report for the April 1981 Commission meeting. The final report should serve to provide information on the future direction of POST. See Attachment A for the bulletin announcing the conferences.

ANALYSIS

A synopsis of tentative survey results may be found under Attachment B. A more detailed analysis of survey results will be distributed at the January 29-30, 1981 Commission meeting.

Utilize reverse side if needed



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

BULLETIN: 80-19

SUBJECT : CONFERENCES REGARDING POST TRAINING

As part of the POST Training Needs Assessment, POST is conducting 14 one-day regional conferences to present regional and statewide results of the recent "POST Survey Concerning Training" and to solicit additional input on the POST Training Program. All chiefs of police, sheriffs, training managers, and training presenters are invited to attend. We hope that a representative from each agency will have the opportunity to attend a conference. The conferences present an opportunity for you to learn how your region's attitudes on these important issues compare with others in the State and to present statements on behalf of your agency, training institution, or association.

Results of the conferences and survey will be compiled into a final report which will provide future direction and guidance to POST for policies relating to training course needs, certification, reimbursement, and standards.

Because the conferences will be held regionally, no POST reimbursement will be provided. All conferences will begin at 9:30 a.m. and conclude at 3:30 p.m., with a break for lunch. An agenda for the conferences is located on the reverse side. The dates and locations for the conferences are:

| <u>Date</u> | <u>City</u> | <u>Location</u> | <u>Date</u> | <u>City</u> | <u>Location</u> |
|-------------|-------------------------|--|-------------|-------------|--|
| January 14 | Sacramento | Sacramento Training Center 570 Bercut Drive | February 5 | Santa Rosa | Santa Rosa Training Ctr. 7501 Sonoma Highway |
| January 20 | Oxnard | Casa Sirena Marina Hotel Anacapa Cruz Room 3665 Peninsula Road Channel Islands Harbor | February 9 | San Jose | Park Center Plaza Holiday Inn, 282 Almaden Blvd. |
| January 21 | Los Angeles | Los Angeles Co. Sheriff's Department Academy 1060 No. Eastern Avenue | February 10 | Eureka | College of the Redwoods Academy, Eureka |
| January 22 | San Bernardino | San Bernardino Co. Sheriff's Department Training Academy Institution Road | February 11 | Chico | Chico City Council Chambers 4441 Main Street |
| January 27 | Tustin | Tustin City Council Chambers 300 Centennial Way | February 18 | Bakersfield | Bakersfield Police Dept. Assembly Rm., 1601 Truxtum |
| January 28 | San Diego (Coronado) | Coronado Library Bldg. 600 Block, Orange Avenue | February 19 | Fresno | Hacienda Inn, Forum Room 2550 West Clinton Avenue |
| February 4 | Oakland | Oakland Police Department Auditorium, 455 Seventh St. | February 20 | Modesto | Modesto Regional Training Center, 2201 Blue Gum |

If you have questions concerning these regional conferences, please call Hal Snow (916) 445-0345.

NORMAN C. BOEHM
Executive Director

(continued on back)

AGENDA

(Under each topic, regional and statewide results will be presented, followed by comments from conference attendees. For purposes of documentation, persons wishing to speak should identify themselves, along with the agency, training institution, or association they represent.)

- I. WELCOME AND INTRODUCTIONS 9:30 a.m.

- II. POST POLICIES (Part I of Survey)
 - A. POST Training Program In General
 - B. POST Reimbursement Priorities
 - C. POST Reimbursement Procedures
 - D. Course Prerequisites
 - E. Course Delivery Issues
 - F. Advanced Officer Course
 - G. Advanced Officer Training Requirement
 - H. Training Needs
 - I. Special Training Issues
 - J. Emerging Issues

- III. LUNCH BREAK (Local facilities to be suggested) 12 noon-1:30 p.m.

- IV. MANPOWER ASSESSMENT AND TRAINING NEEDS 1:30 p.m.
(Part II of Survey)
 - A. Primary Manpower Assignments
 - B. Special Manpower Assignments
 - C. Agency Problems
 - D. Non-POST Training

- V. GENERAL DISCUSSION

- VI. ADJOURNMENT 3:30 p.m.

Note: Even though the conferences will be structured and results recorded as in the case of a formal hearing, the proceedings will be conducted informally to provide for maximum participation.

POST SURVEY CONCERNING TRAINING

Summary of ResultsRESPONSE

420 Surveys returned out of 437 mailed (96%)
337 Police Departments, 57 Sheriffs Department, 26 Campus

RESPONSE TO SECTION I - POST Reimbursement/Training PoliciesPOST in General

- POST certified training is generally perceived as of good quality and meets most agency training needs.

POST Reimbursement Policies

- The present practice of adjusting salary percentage is the preferable means to achieve balance between reimbursement expenditures with authorized budget.

POST Reimbursement Procedures

- There is substantial interest in converting the present reimbursement system to flat rate schedule(s) for each course. Divided opinion was received on the suggestion of POST "automatically" reimbursing training without requiring agencies to submit claim forms.

Course Pre-requisite Issues

- A majority support the establishment of assignment pre-requisites for certain Technical Courses while a majority reject the notion that POST should limit or reduce reimbursement for course attendance at other than the nearest available course.

Course Delivery

- POST should convert more courses to modular format and develop a state plan for regionalized training.
- POST should explore the cost effectiveness of funding the development of non-traditional forms of training particularly video tape and training bulletins.
- POST should look to the non-tuition charging institutions for presentation of fundamental subjects presented in the basic.

Advanced Officer Courses

- Should a) be structured to provide special emphasis e.g., Patrol, Detective, Traffic, b) be structured to contain a core requirement, e.g., New Laws, Court Decisions and Officer Survival, c) be changed periodically by POST specifying curriculum based upon training needs assessment and d) have POST fund the development of model curriculum packages for incorporation into the A.O. Courses.

Advanced Officer Requirement

- Should be made more frequent (2-3 years)

Training Needs

- There is need for more training in Officer Survival, area or county-wide disaster training, updating disaster plans, dealing with civil unrest, establishing and defending selection standards, and personal stress reduction as part of mandated training.

(Continued on back)

Special Training Issues

- POST should develop a concise video tape training and testing program for first aid and CPR.
- Most agencies actively seek to employ persons who have already completed basic training.
- POST should establish a standard requiring that newly employed officers complete a field training program.
- POST should certify courses designed to train trainers for demands beyond POST's financial capability.

Emerging Issues

- POST should provide training or clearinghouse services on the Use of Deadly Force, Alternatives to Deadly Force, Public Trust and Confidence in Law Enforcement and Officer/Agency Civil Liability.

RESPONSE TO SECTION II - MANPOWER AND TRAINING NEEDS

Manpower Assignments

There are over 43,200 sworn, 7,158 reserves, and 17,554 non-sworn employees represented in the survey. The survey provided a detailed breakdown of these personnel by rank, assignment, agency-county-region, size and type agency. This information will be useful in identifying training needs and where courses should be certified.

Specialized Assignments

The number of ad-hoc specialized assignments was identified with the same breakdowns and information uses as above.

Agency Problems

- The most serious agency problems which may be impacted by training are listed in descending order:
 - Lack of Report Writing Skills
 - Driver Training - Defensive - Emergency - Pursuit
 - Stress Management
 - Insufficient Staff
 - Field Traffic Investigation Training
 - Need Mandated Progressive Training for Middle Management, Supervisory, Advanced Officer

Non-POST Training

- The most frequently mentioned non-POST training participated in by law enforcement personnel which may have implications for course certification.
 - First Aid/CPR
 - Management Training
 - Organized Crime
 - Bloodstain Analysis
 - Drug Identification
 - Background Investigation

POST SURVEY CONCERNING TRAINING

FINAL RESULTS

(All Responding Agencies)

Following are final results of the POST Survey Concerning Training. A total of 420 responses or 96% of the 437 total agencies surveyed are included.

Part I - POST Policies on Reimbursement and Training

| | STRONGLY AGREE | MODERATELY AGREE | NO OPINION | MODERATELY DISAGREE | STRONGLY DISAGREE | MEAN SCORE |
|---|-------------------|---------------------|------------|------------------------|----------------------|------------|
| | 1 | 2 | 3 | 4 | 5 | |
| <u>POST In General</u> | | | | | | |
| 1. The quality of POST certified training is generally good. | 35% | 63% | 1% | 1% | 0% | 1.67 |
| 2. POST certified training courses meet most of my agency's training needs. | 25% | 69% | 2% | 5% | 0% | 1.87 |
| 3. POST certified courses are sufficiently available in my geographical area. | 15% | 50% | 4% | 24% | 8% | 2.60 |
| <u>POST Reimbursement Priorities</u> | | | | | | |
| 4. Adjusting salary percentage is the preferable means to balance reimbursement expenditures with authorized budget. | 30% | 39% | 9% | 15% | 7% | 2.30 |
| 5. Adjusting the number and types of courses certified by POST is the preferable means to achieve balance. | 13% | 26% | 15% | 28% | 19% | 3.15 |
| 6. Adjusting the course categories (e.g. Basic, Supervisory, Technical) to which salary reimbursement applies is the preferable means to achieve this balance. | 15% | 30% | 19% | 27% | 10% | 2.88 |
| <u>POST Reimbursement Procedures</u> | | | | | | |
| 7. POST should develop a flat rate schedule for reimbursing each course which would be comparable to average costs now incurred for travel, per diem, tuition and salary. Differing rates would be available depending on agency salary rates and live-in versus commuter status. | 26% | 35% | 9% | 19% | 11% | 2.53 |

| | STRONGLY AGREE | MODERATELY AGREE | NO OPINION | MODERATELY DISAGREE | STRONGLY DISAGREE | MEAN SCORE |
|---|-------------------|---------------------|------------|------------------------|----------------------|------------|
| | 1 | 2 | 3 | 4 | 5 | |
| <u>POST Reimbursement Procedure (Continued)</u> | | | | | | |
| 8. POST should reimburse on a flat hourly rate for the Basic Course, assuming the amount of reimbursement is approximately the same as currently received. | 15% | 35% | 20% | 22% | 9% | 2.75 |
| 9. POST should begin studying the feasibility of automatically reimbursing training without requiring agencies to submit claim forms. | 25% | 21% | 14% | 18% | 23% | 2.94 |
| <u>Course Pre-requisite Issues</u> | | | | | | |
| 10. POST should establish assignment pre-requisites for certain Technical Courses. | 29% | 31% | 2% | 18% | 20% | 2.69 |
| 11. POST should limit or reduce (with some exceptions) reimbursement for course attendance at other than the nearest available course. | 15% | 23% | 5% | 24% | 33% | 3.36 |
| <u>Course Delivery Issues</u> | | | | | | |
| 12. POST should selectively convert more courses to the modular format. | 25% | 41% | 20% | 10% | 5% | 2.30 |
| 13. POST should develop a state plan for regionalized training which considers optimum availability for each course type. | 41% | 39% | 9% | 8% | 2% | 1.90 |
| 14. POST should continue funding only traditional forms of instruction. | 13% | 21% | 9% | 43% | 13% | 3.22 |
| 15. POST should explore the cost effectiveness of funding the development of video tape training for law enforcement. | 40% | 41% | 6% | 7% | 4% | 1.91 |
| 16. POST should explore the cost effectiveness of funding the development of training bulletins for law enforcement. | 35% | 37% | 9% | 15% | 5% | 2.17 |
| 17. POST should explore the cost effectiveness of funding the development of commercial television-based (via a closed educational channel) instruction for law enforcement training. | 25% | 30% | 15% | 19% | 11% | 2.61 |
| 18. Given comparable courses, POST should look first to non-tuition charging institutions (particularly for fundamental subjects such as those found in the Basic Course). | 42% | 40% | 8% | 7% | 3% | 1.90 |

Commission on Peace Officer Standards and Training

| | STRONGLY 1 AGREE | MODERATELY 2 AGREE | 3 NO OPINION | MODERATELY 4 DISAGREE | STRONGLY 5 DISAGREE | MEAN SCORE |
|--|------------------------|--------------------------|-----------------|-----------------------------|---------------------------|------------|
| <u>Advanced Officer Course</u> | | | | | | |
| 19. The Advanced Officer Course curriculum should remain as presently constituted. | 18% | 28% | 15% | 33% | 7% | 2.89 |
| 20. Some presentations of Advanced Officer Courses should be structured to provide special emphasis (e.g. Patrol, Detective, Traffic, Custody, etc.). | 23% | 51% | 10% | 12% | 4% | 2.22 |
| 21. All Advanced Officer Courses should be structured to contain at least a core requirement (e.g. New Laws, Recent Court Decisions, Officer Survival). | 46% | 33% | 5% | 9% | 7% | 1.96 |
| 22. POST should periodically specify and change the Advanced Officer curriculum based upon training needs assessment. | 38% | 43% | 9% | 7% | 2% | 1.91 |
| 23. POST should fund the development of model curriculum packages, which can be incorporated into Advanced Officer Courses. | 20% | 44% | 22% | 12% | 2% | 2.34 |
| <u>Advanced Officer Requirement</u> | | | | | | |
| 24. The Advanced Officer requirement should remain at 4 years. | 19% | 20% | 4% | 35% | 22% | 3.21 |
| 25. The frequency for satisfying the Advanced Officer requirement should be increased to every year. | 6% | 10% | 4% | 33% | 47% | 4.05 |
| 26. The Advanced Officer requirement should be more frequent than every 4 years and less frequent than every year. | 39% | 24% | 9% | 16% | 12% | 2.39 |
| 27. For uniformed officers, the Advanced Officer training requirement should be satisfied by completing only the Advanced Officer Course. | 21% | 28% | 7% | 25% | 21% | 2.97 |
| 28. For non-uniformed officers, the Advanced Officer training requirement should be satisfied by completing only the Advanced Officer Course. | 12% | 24% | 12% | 29% | 23% | 3.27 |
| <u>Training Needs</u> | | | | | | |
| 29. There is a need for more training in Officer Survival. | 27% | 36% | 11% | 23% | 4% | 2.42 |
| 30. POST should fund the development of area or county-wide training exercises which are individually tailored or intended to help law enforcement handle civil and natural disasters. | 36% | 36% | 10% | 10% | 8% | 2.18 |

| | STRONGLY AGREE | MODERATELY AGREE | NO OPINION | MODERATELY DISAGREE | STRONGLY DISAGREE | MEAN SCORE |
|--|-------------------|---------------------|------------|------------------------|----------------------|------------|
| | 1 | 2 | 3 | 4 | 5 | |
| <u>Training Needs (Continued)</u> | | | | | | |
| 31. POST should provide training to assist law enforcement agency planners to revise and update their departmental disaster plans. | 32% | 39% | 10% | 11% | 8% | 2.24 |
| 32. POST should develop training specifically designed to assist law enforcement agencies in dealing with violence which may stem from civil unrest. | 30% | 53% | 11% | 6% | 1% | 1.96 |
| 33. POST should certify labor management training which includes attendees from both management and rank and file, and which presents a balanced perspective on the process that would lead to common concepts, procedures, understanding and knowledge. | 24% | 28% | 16% | 17% | 15% | 2.70 |
| 34. POST should certify training to assist law enforcement agencies in establishing and defending selection and employment standards (e.g. physical agility, reading and writing tests, probationary periods). | 52% | 32% | 6% | 6% | 4% | 1.78 |
| 35. POST should certify personal benefit courses. | 6% | 16% | 14% | 25% | 40% | 3.77 |
| 36. POST should place greater emphasis on including Personal Stress Reduction as part of the above courses (Basic, Advanced Officer, Supervisory, Management and Executive Courses). | 29% | 54% | 9% | 6% | 2% | 1.99 |
| <u>Special Training Issues</u> | | | | | | |
| 37. POST should develop a concise video tape training and testing program to assist agencies in expeditiously satisfying this requirement (first aid and cardiopulmonary resuscitation). | 61% | 26% | 6% | 5% | 3% | 1.61 |
| 38. My law enforcement agency can reasonably predict its use of POST certified training. | 14% | 61% | 6% | 16% | 3% | 2.35 |
| 39. My agency actively seeks to employ persons who have already completed basic training. | 56% | 32% | 4% | 5% | 3% | 1.68 |
| 40. POST should provide an inducement to law enforcement agencies for employing already trained officers by providing a flat rate sum of money to offset costs for an agency field training program. | 29% | 29% | 15% | 13% | 14% | 2.54 |

| | STRONGLY AGREE | MODERATELY AGREE | NO OPINION | MODERATELY DISAGREE | STRONGLY DISAGREE | MEAN SCORE |
|---|-------------------|---------------------|------------|------------------------|----------------------|------------|
| | 1 | 2 | 3 | 4 | 5 | |
| <u>Special Training Issues (Continued)</u> | | | | | | |
| 41. POST should establish a standard requiring that newly employed officers complete a field training program specified by POST. | 28% | 27% | 8% | 22% | 14% | 2.68 |
| 42. To satisfy training demands beyond POST's financial capability, POST should certify courses designed to train trainers so that local agencies can conduct some of their own training. | 48% | 42% | 5% | 4% | 1% | 1.69 |
| <u>Emerging Issues</u> | | | | | | |
| 43. POST should provide training of clearing-house services for the emerging issue of Use of Deadly Force. | 50% | 39% | 4% | 5% | 2% | 1.70 |
| 44. POST should provide training or clearing-house services for the emerging issue of Alternatives to Deadly Force. | 47% | 39% | 6% | 6% | 2% | 1.77 |
| 45. POST should provide training or clearing-house services for the emerging issue of Public Trust and Confidence in Law Enforcement. | 37% | 44% | 13% | 4% | 2% | 1.91 |
| 46. POST should provide training or clearing-house services for the emerging issue of Officer/Agency Civil Liability. | 54% | 40% | 3% | 2% | 2% | 1.58 |
| <u>Evaluation of Survey</u> | | | | | | |
| 47. I feel this survey form has given me the opportunity to comment on many of the critical training issues currently facing law enforcement. | 34% | 57% | 5% | 3% | 1% | 1.80 |
| 48. The statements in Section I were clearly expressed. | 37% | 55% | 5% | 4% | 1% | 1.77 |

Commission on Peace Officer Standards and Training

POST SURVEY CONCERNING TRAINING

Final Survey Results (continued)

C. Agency Problems - The following is a list of agency problems which may be impacted by training. They are listed in descending order of most frequently mentioned and categorized by priority.

| Priority | Agency Problem | Frequency | Priority | Agency Problem | Frequency |
|----------|---|-----------|----------|--|-----------|
| 1. → | Lack of Report Writing Skills | (88) | | Better Health/Fitness of Officers | (14) |
| | Driver Training - Defensive, Emergency, Pursuit | (56) | | Incidences of Burglary/Theft | (14) |
| 2. → | Stress Management | (51) | 5. | Physical Evidence Identification/Collection Evidence | (14) |
| | Insufficient Staff | (47) | | Crime Prevention | (14) |
| | Public/Community Rel. Needed Mandated/Progressive Training for Management and Supervisors | (46) | | Field Training Instruction | (12) |
| | | (43) | | Crisis Intervention | (12) |
| | | | | First Aid/CPR Training | (11) |
| | | | | Effective Flow of Information Within Organization | (11) |
| | Civil and Vicarious Liability | (37) | | Video Tape Library | (9) |
| 3. → | Recruitment/Retention (Turnover) | (37) | | Training During Probation | (8) |
| | Search and Seizure | (35) | | Delinquency Control | (8) |
| | Budgeting for Training/Manpower | (33) | | Selection and Training Standards | (7) |
| | Morale | (33) | | Youth Gangs | (7) |
| | Officer Survival | (32) | | Records Management | (7) |
| | Field Traffic Investigation | (30) | | Motor Training | (7) |
| | | | | Crimes Against Person/Rape/Child Abuse | (7) |
| | Specialist Training | (27) | | Modular Training | (7) |
| | Crime Scene Techniques/Analysis | (27) | | Defensive Tactics | (7) |
| | Regional Training (Course Availability, location, distance to course) | (25) | 6. → | Training Costs | (6) |
| | Basic Investigation Techniques | (25) | | Need for Standard Roll Call Training | (5) |
| 4. → | Management Training- Adm. Guidelines | (23) | | Jail Operations Course | (5) |
| | Narcotic Activity/Investigation | (21) | | Prison Gangs | (5) |
| | Labor Relations | (20) | | Trained Instructors for Teaching | (5) |
| | New Officer Quality - Need for | (20) | | Terrorist Activities | (5) |
| | Need Inservice Training for Non-Sworn/Reserves | (19) | | Management Tactics: Personnel Files, Subpoenas | (4) |
| | Civil and Natural Disaster Training | (18) | | Length of Courses | (4) |
| | Need Quality Training | (17) | | Homicide Investigation | (4) |
| | Career Development | (15) | | New Equipment Training | (4) |
| | Street Communications in Foreign Languages | (15) | | Overtime Pay for Travel to/from Training | (3) |
| 5. → | Need Alternatives to Use of Force | (14) | | Excessive Use of Sick Leave | (3) |
| | Course Availability | (14) | | Per Diem Not Comparable to Local | (3) |
| | Reserve Tr. Mandates | (14) | | Firearms Training | (3) |
| | | | | Handling Mentally Ill | (3) |
| | | | | Arson Training | (2) |
| | | | | Age of New Officers | (2) |
| | | | | Vehicle Collision | (2) |
| | | | | Traffic Circulation | (2) |
| | | | | Computer Crime Analysis | (2) |
| | | | | VIP Security | (2) |

Final Survey Results (continued)

| <u>Priority</u> | <u>Agency Problem</u> | <u>Frequency</u> | <u>Priority</u> | <u>Agency Problem</u> | <u>Frequency</u> |
|-----------------|------------------------------------|------------------|-----------------|-----------------------|------------------|
| 6. | Need Funding to Train Non-Sworn | (1) | | | |
| | Time Management | (1) | | | |
| | Expertise for Training Films | (1) | | | |
| | POST Reimbursement Procedure | (1) | | | |
| | Coroners Investigators | (1) | | | |
| | Organized Crimes | (1) | | | |
| | Armed Robbery | (1) | | | |
| | | | | | |

Commission on Peace Officer Standards and Training

POST SURVEY CONCERNING TRAINING

Final Survey Results (continued)

D. Non-POST Training - The following is a list of non-POST training* law enforcement agency personnel participated in for the last 6 months. (Listed in descending order of most frequently mentioned).

| <u>Priority</u> | <u>Course</u> | <u>Frequency</u> | <u>Priority</u> | <u>Course</u> | <u>Frequency</u> |
|---------------------|---|-------------------------|-------------------------------------|---|------------------|
| 1. → | First Aid/CPR | (65) | | Western States Safe and Burglary Assessment Center Evaluation | (6) |
| 2. [| Firearms Training/Qualification | (40) | | Training Mgr/Field Training Officer | (6) |
| | Management Training | (33) | | Police Photography | (6) |
| | Legal Education/Update | (32) | | Radiological Monitor | (6) |
| 3. [| Hypnosis | (25) | 5. [| Jail Security/Management/Trainee | (6) |
| | Civil Seminar | (24) | | Public Relations | (5) |
| | Driver Training | (20) | | K - 9 | (5) |
| | Use of Intoxalizer | (20) | | Field Evidence Techniques | (5) |
| | Training for Nonsworn (Supervisory) | (18) | | Spanish | (5) |
| | Crime Prevention | (18) | | Scuba/Diving Trainee | (4) |
| | Stress Management | (17) | | Explosive ID | (4) |
| 4. [| SWAT | (15) | Productivity Analysis | (4) | |
| | Civil Emergency | (13) | Reserve Training | (4) | |
| | Baton (Koga - PR24) | (13) | Background Investigation | (3) | |
| | Dispatcher/Complaint | (12) | Bomb Techniques | (3) | |
| | Gangs (Juvenile, Prison, Motor) | (12) | Civil Process | (3) | |
| | PCP | (12) | Due Process | (3) | |
| | Vehicle Noise Enforcement | (11) | Juvenile Investigation | (3) | |
| | Arson Investigation | (11) | ICACP | (2) | |
| | Motor School | (10) | Sign Language | (2) | |
| | Ident-A-Kit | (10) | Fish and Game | (2) | |
| | Rape Invest/Sex Crimes | (10) | Bloodstain Analysis | (2) | |
| | Budgeting | (10) | Organized Crime | (2) | |
| | Hazardous Materials Seminar | (10) | Auto Theft | (2) | |
| | Traffic Procedures | (10) | Heroine Influence | (2) | |
| | Verbal and Written Communications | (10) | Vehicle Code - CHP | (2) | |
| | Community Relations | (10) | Police Artist | (2) | |
| | Weapons Familiarization | (9) | Helicopter Training | (2) | |
| | Hostage Negotiations | (8) | Air Mask Use | (2) | |
| | Report Writing | (8) | Homicide Investigation | (2) | |
| | CAPTO Seminar | (8) | Criminal History | (2) | |
| | Self Defense | (8) | Boating Safety/Enforcement | (1) | |
| | Statistics | (7) | Adult Probation | (1) | |
| | Labor Relations - Collective Bargaining | (7) | State Parole | (1) | |
| | Drug Identification | (7) | Smith System Dr. Course | (1) | |
| | Polygraph | (7) | Pawn Shop | (1) | |
| | Child Abuse | (7) | Contingency Planning/Labor Disputes | (1) | |
| | Employee Discipline/Problems | (7) | DUI | (1) | |
| Crises Intervention | (7) | Coroners Investigation | (1) | | |
| | | Livestock Investigation | (1) | | |
| | | Video Workshop | (1) | | |
| | | Court Security | (1) | | |
| | | Police Artist | (1) | | |
| | | Gay Awareness | (1) | | |
| | | Sinsemilla | (1) | | |
| | | Teacher Training | (1) | | |
| | | Arrest Techniques | (1) | | |
| | | Fingerprint Schools | (1) | | |
| | | APPRO Seminar | (1) | | |

* Note: Many courses mentioned are available as POST certified courses or topics within such courses.

PERSONNEL CLASSIFICATION

| PRIMARY ASSIGNMENTS | PERSONNEL CLASSIFICATION | | | | | | | | | | TOTAL | % of TOTAL |
|---|--------------------------|------|-------------------------|---------------------------------|---------------|-------------|--------------|--------------------|-------------------------|-------------------------|-------|------------|
| | 1 Civilian Reserve | 2 | 3 Officer/ Deputy | 4 Detective/ Investigator | 5 Sergeant | 6 Lieut. | 7 Captain | 8 Insp/ Cmdr | 9 Asst/Dep Ch-Sh. | 10 Chief/ Sheriff | | |
| 1. Administration | 747 | 258 | 120 | 20 | 176 | 352 | 285 | 97 | 120 | 420 | 2595 | 3.82 |
| 2. Arson/Explosives Investigation | 11 | | 27 | 17 | 27 | 2 | | 1 | | | 85 | .13 |
| 3. Auto Theft Investigation | 10 | | 22 | 108 | 32 | 7 | 1 | | | | 180 | .26 |
| 4. Background Investigations | 8 | 9 | 74 | 24 | 21 | 4 | 1 | | 1 | | 142 | .21 |
| 5. Burglary Investigation | 19 | | 132 | 251 | 112 | 10 | | | | | 524 | .77 |
| 6. Civil | 307 | 1 | 350 | 20 | 58 | 22 | 8 | 3 | 2 | | 771 | 1.13 |
| 7. Checks/Forgery Investigation | 36 | | 45 | 153 | 38 | 8 | 3 | | | | 283 | .42 |
| 8. Child Abuse Investigation | 21 | | 50 | 29 | 19 | 3 | 1 | | | | 123 | .18 |
| 9. Communications | 2867 | 38 | 318 | 8 | 119 | 47 | 10 | | | | 3407 | 5.01 |
| 10. Community Relations | 129 | 8 | 143 | 4 | 54 | 12 | 3 | | 1 | | 354 | .52 |
| 11. Coroner | 39 | | 46 | 5 | 11 | 2 | 4 | 2 | 1 | | 110 | .16 |
| 12. Court | 67 | 2 | 719 | 15 | 30 | 9 | 3 | 1 | | | 846 | 1.24 |
| 13. Crime Analysis | 116 | 2 | 20 | 9 | 13 | 7 | 1 | 1 | 2 | | 171 | .25 |
| 14. Crime Prevention | 119 | 24 | 115 | 22 | 33 | 6 | 2 | | | | 321 | .47 |
| 15. Crime Scene Processing | 152 | | 183 | 36 | 31 | 4 | 2 | | | | 408 | .60 |
| 16. Electronic Data Processing | 98 | | 3 | | 1 | 3 | | | | | 105 | .15 |
| 17. Field Training Officer | | | 608 | 28 | 28 | 5 | 1 | | | | 670 | .93 |
| 18. Fiscal Management | 253 | 2 | 3 | | 9 | 7 | 10 | | 4 | | 288 | .42 |
| 19. Homicide Investigation | 25 | | 97 | 133 | 77 | 22 | 2 | | | | 356 | .52 |
| 20. Internal Investigations | 34 | | 22 | 15 | 106 | 26 | 9 | 1 | 1 | | 214 | .31 |
| 21. Inspections | 5 | | 1 | | 11 | 14 | 3 | | | | 34 | .05 |
| 22. Intelligence | 31 | | 97 | 87 | 61 | 21 | 4 | | 1 | | 302 | .44 |
| 23. Investigations (General) | 349 | 55 | 457 | 1019 | 236 | 115 | 53 | 8 | 4 | | 2296 | 3.38 |
| 24. Investigations (Crimes Against Person) | 43 | 2 | 102 | 326 | 93 | 23 | 2 | | | | 591 | .87 |
| 25. Investigations (Crime Against Property) | 26 | 1 | 89 | 349 | 78 | 19 | | | | | 562 | .82 |
| 26. Jail | 2799 | 146 | 3192 | 7 | 414 | 145 | 35 | 9 | 3 | | 6750 | 9.93 |
| 27. Juvenile | 142 | 2 | 260 | 353 | 153 | 30 | 6 | | | | 946 | 1.39 |
| 28. Major Fraud-Bunco Investigation | 5 | | 19 | 14 | 6 | 1 | 1 | | | | 46 | .06 |
| 29. Operations | 112 | 448 | 440 | 17 | 276 | 161 | 49 | 12 | 8 | | 1523 | 2.24 |
| 30. Motorcycle-Traffic Enf. & Accid. Inv. | 13 | 45 | 663 | 10 | 57 | 12 | 2 | | | | 802 | 1.18 |
| 31. Narcotics Investigation | 62 | 3 | 312 | 435 | 111 | 31 | 6 | 1 | 1 | | 952 | 1.41 |
| 32. Patrol (Initial Investigations) | 1327 | 5202 | 16351 | 82 | 2481 | 541 | 104 | 9 | 4 | | 26101 | 38.44 |
| 33. Patrol (Follow-up Investigations) | 42 | 103 | 1160 | 87 | 187 | 49 | 7 | | 2 | | 1637 | 2.41 |
| 34. Parking | 1015 | 26 | 18 | | 12 | 4 | 1 | | | | 1076 | 1.58 |
| 35. Personnel | 254 | | 147 | 5 | 67 | 29 | 13 | 1 | | | 516 | .76 |
| 36. Photo/I.D. Lab | 444 | 63 | 54 | 35 | 22 | 4 | 1 | | | | 623 | .92 |
| 37. Planning | 100 | | 30 | 7 | 32 | 19 | 3 | | 3 | | 194 | .29 |
| 38. Property/Garage/Maint./Fleet | 874 | 1 | 29 | 2 | 17 | 9 | | | 1 | | 933 | 1.37 |
| 39. Records | 3195 | 6 | 76 | 2 | 66 | 44 | 18 | 4 | | | 3411 | 5.02 |
| 40. Research and Development | 40 | | 28 | 3 | 22 | 11 | 3 | | 2 | | 109 | .16 |
| 41. Robbery Investigation | 7 | | 43 | 73 | 30 | 5 | 2 | | | | 160 | .24 |
| 42. Sex Crimes Investigation | 4 | | 51 | 48 | 46 | 2 | 1 | | | | 152 | .22 |
| 43. School Resource | 168 | 1 | 107 | 11 | 11 | | | | | | 298 | .43 |
| 44. Theft Investigation | 7 | | 58 | 44 | 30 | 2 | 1 | | | | 142 | .21 |
| 45. Traffic-Enf. & Accid. Inv. | 204 | 6 | 1351 | 95 | 184 | 33 | 7 | 3 | | | 1883 | 2.77 |
| 46. Training Instructor | 82 | 3 | 206 | 17 | 42 | 7 | 2 | | | | 359 | .52 |
| 47. Training Management | 58 | | 24 | 8 | 102 | 40 | 8 | | | | 240 | .35 |
| 48. Vice Investigation | 35 | | 107 | 130 | 41 | 20 | 5 | 1 | | | 339 | .50 |
| 49. Other | 1053 | 701 | 889 | 50 | 190 | 64 | 12 | 1 | 1 | | 2961 | 4.36 |
| TOTAL | 17554 | 7158 | 29458 | 4213 | 6073 | 2013 | 695 | 155 | 162 | 420 | | |
| | 26% | 11% | 43% | 6% | 9% | 3% | 1% | .2% | .2% | .6% | | |

(Civilian = 17,554, Reserve = 7,158, Sworn = 42,190)

GRAND TOTAL = 67,001

AGENDA ITEM SUMMARY SHEET

| | | |
|--|---|--|
| Agenda Item Title Basic Academy Driver Training - Status Report | | Meeting Date January 29-30, 1981 |
| Division Operations | Division Director Approval <i>Brad W. Koch by Buir</i> | Researched By <i>CS</i> B. Sadler |
| Executive Director Approval <i>Morgan C. Belin</i> | Date of Approval <i>14 January 1981</i> | Date of Report December 22, 1980 |
| Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" 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 _____).

ISSUE

The Commission, at the January 1980 meeting, directed staff to study the development of an RFP (Request for Proposal) competitive bid process which would result in behind-the-wheel driver training for basic academy recruits being presented by contract vendor(s).

At the April 1980 meeting, the Commission directed staff to reassess the need for such an RFP and report to the Commission at the January 1981 meeting on the status of a tuition based driver training program in the basic academies.

BACKGROUND

Effective July 1, 1980, all basic academies were required to provide "behind-the-wheel" driver training for academy trainees. A POST reimbursable driver training fee of up to \$150.00 per trainee was approved for requesting academies that meet required driver training performance objectives. Individual academies were allowed to provide behind-the-wheel driver training using their own or outside resources.

All 28 certified basic academies are believed to be currently in compliance with driver training performance objectives. Most academies are providing behind-the-wheel training using their own trainers and facilities.

The attached memorandum outlines the status of each academy. Key points are summarized as follows:

- 17 of the 28 academies are charging a POST reimbursable fee
- 7 academies arrange for a private vendor to present behind-the-wheel training
- One agency academy uses another agency academy to provide behind-the-wheel training
- Several academies are eligible for approval of a reimbursable fee, but to date have not requested POST approval.

Behind-The-Wheel Driver
Training
December 22, 1980
Page 2

Background (con't)

Staff consultants are monitoring the driver training programs in the academies and believe quality of the programs to be satisfactory.

Because the existing system appears to function well to meet driver training needs, it is not believed that an RFP/contract approach is necessary or desirable.

RECOMMENDATION

Continue the existing system with staff inspections to assure quality and economy of basic academy driver training.

Memorandum

To : Glen E. Fine, Chief
Training Program Services

Date : November 3, 1980

Bobby G. Sadler

From : Bobby G. Sadler, Senior Consultant
Commission on Peace Officer Standards and Training

Subject: PROGRESS REPORT--BASIC COURSE DRIVER TRAINING

The seven behind-the-wheel performance objectives of the Basic Course were mandated by the Commission effective July 1, 1980. I interviewed the Standards and Training area consultants and determined that all POST-certified academies are now meeting the mandate.

The particulars are as follows:

| Academy | B/C Plan | D/T Fee | D/T Presenter | Comments |
|---------------------------------|----------|---------|---------------|--------------------------|
| Academy of Justice, Riverside | I | \$150 | AODD | |
| Alameda Sheriff's Department | II | -0- | self | will charge fee later |
| Allan Hancock College | II | -0- | self | does not want Plan I |
| California Highway Patrol | II | -0- | self | is not reimbursable |
| Central Coast Counties, Gavilan | I | \$150 | self | |
| Forestry, Department of | II | -0- | self | is not reimbursable |
| Kern County, Bakersfield | I | \$150 | AODD | |
| Long Beach Police Department | II | -0- | LASD | has not requested Plan I |
| Los Angeles Sheriff's Dept. | I | \$150 | self | |

| Academy | B/C Plan | D/T Fee | D/T Presenter | Comments |
|----------------------------------|----------|---------|---------------|-----------------------|
| Los Angeles Police Department | I | \$150 | self | |
| Modesto RCJTC | I | \$150 | AODD | |
| NCCJTES: Butte Center | I | \$150 | self | |
| Los Medanos College | I | \$56 | self | |
| Redwoods Center | I | \$150 | self | |
| Santa Rosa Center | I | \$134 | Bondurante | |
| Oakland Police Department | II | -0- | self | will charge fee later |
| Orange Co., Golden West College | I | \$150 | AODD | |
| Orange Co. Sheriff's Department | I | \$150 | AODD | |
| Parks & Recreation, Dept. of | II | -0- | self | is not reimbursable |
| Rio Hondo College | I | \$150 | self | |
| Sacramento Training Center | I | \$150 | self | |
| San Bernardino Sheriff's Dept. | II | -0- | self | does not want Plan I |
| San Diego Training Center | II | -0- | self | does not want Plan I |
| San Francisco Police Dept. | I | \$150 | self | |
| Santa Clara Valley Training Ctr. | II | -0- | self | does not want Plan I |
| State Center, Fresno | II | -0- | self | does not want Plan I |
| Tulare-Kings County Academy | I | \$150 | AODD | |
| Ventura Police & Sheriff Acad. | I | \$150 | self | |

AODD = Academy of Defensive Driving, LASD = Los Angeles Sheriff's Department
 Bondurante = Bondurante School of High Performance Driving

AGENDA ITEM SUMMARY SHEET

| | | |
|--|----------------------------|---------------------|
| Agenda Item Title | | Meeting Date |
| FINANCIAL REPORT - SECOND QUARTER 1980-81 F.Y. | | January 29-30, 1981 |
| Division | Division Director Approval | Researched By |
| Administration | <i>[Signature]</i> | Staff |
| Executive Director Approval | Date of Approval | Date of Report |
| <i>[Signature]</i> | 15 January 1981 | January 14, 1981 |
| 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 _____).

This report includes financial information for the first half of Fiscal Year 1980-81, July 1 through December 31, 1980. Revenue for the Peace Officers' Training Fund and expenditures made from the fund for administrative costs and for reimbursement of training costs to cities, counties and districts in California are shown. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition and salary (Schedule I). Also included is the cumulative report of reimbursement (Schedule II) made from the Peace Officers' Training Fund providing detailed information on:

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

REVENUE

Revenue from traffic and criminal fines for the first six months of the 1980-81 Fiscal Year totaled \$7,402,671.37 compared to \$7,397,768.15 for the corresponding quarter in the 1979-80 Fiscal Year, an increase of \$4,903.22 (.06%). (See page 3 showing detail of revenue by month.)

REIMBURSEMENTS

Reimbursements to cities, counties, and districts for the first six months of the 1980-81 Fiscal Year totaled \$5,061,618.22 compared to \$4,818,486.71 for the corresponding quarter in the 1979-80 Fiscal Year, an increase of \$243,131.51 (5%). Included in the total reimbursement for the 1980-81 Fiscal Year was approximately \$1,042,000.00 for claims submitted in the 1979-80 Fiscal Year but paid in the 1980-81 Fiscal Year due to insufficient funds.

CERTIFICATES

The last page reflects activity relating to the POST Professional Certificate Program. The total number of certificates issued for the first six months of the 1980-81 Fiscal Year was 4,918 compared to 5,050 for the corresponding quarter in the 1979-80 Fiscal Year.

Utilize reverse side if needed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
PEACE OFFICER TRAINING FUND

ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS
FOR THE QUARTER ENDING DECEMBER 31, 1980

Resource

| | | |
|--|-----------------|---------------------|
| Accumulated Reserve: July 1, 1980 | \$4,991,738.73 | |
| Less Correction Journal Entry 6-9 | <u>5,181.94</u> | |
| Corrected Accumulated Reserve | | \$4,986,556.79 |
| Revenue July 1, 1980 through December 31, 1980 | | <u>7,402,671.37</u> |
| Total Resources | | \$12,389,228.16 |

Expenditures

| | | |
|---|---------------------|------------------------|
| Administrative Costs | | |
| Cash Disbursed | \$1,440,168.03 | |
| Debts to be Paid | <u>1,530,649.22</u> | |
| Total Administrative Costs | | \$2,970,817.25 |
| Aid to Local Governments | | |
| Training Claims Paid | \$2,840,292.63 | |
| Training Claims to be Paid | 2,221,325.59 | |
| Contractual Services Paid | 246,091.60 | |
| Contractual Services to be Paid | 1,351,839.98 | |
| Letters of Agreement and Room Rentals Paid | <u>18,260.81</u> | |
| Aid to Local Government | | \$6,677,810.61 |
| Prior Year Net Expenditures | | <u>-142,319.66</u> |
| Total Expenditures | | <u>\$ 9,506,308.20</u> |
| Subtotal, Accumulated Reserve | | \$ 2,882,919.96 |
| Plus Reimbursements | | <u>91,243.00</u> |
| Accumulated Reserve, December 31, 1980 | | <u>\$ 2,974,162.96</u> |

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE
1980-81 FISCAL YEAR

DECEMBER 31, 1980

| <u>MONTH</u> | <u>TRAFFIC</u> | <u>CRIMINAL</u> | <u>SURPLUS INVESTMENT AND OTHER</u> | <u>TOTAL</u> |
|--------------|---------------------|-------------------|---|---------------------|
| JULY | \$1,005,966.53 | \$ 461,647.01 | \$ 8,380.00 | \$1,475,993.54 |
| AUGUST | 586,493.64 | 271,555.75 | 1,908.53 | 859,957.92 |
| SEPTEMBER | 836,256.59 | 465,416.93 | | 1,301,673.52 |
| OCTOBER | 924,249.07 | 416,441.65 | 4,309.48 | 1,345,000.20 |
| NOVEMBER | 532,406.55 | 319,915.16 | | 852,321.71 |
| DECEMBER | <u>1,040,145.22</u> | <u>527,579.26</u> | <u> </u> | <u>1,567,724.48</u> |
| | \$4,925,517.60 | \$2,462,555.76 | \$14,598.01 | \$7,402,671.37 |

DISTRIBUTION OF REIMBURSEMENT

During the first six months of the 1980-81 fiscal year \$5,061,618.22 was reimbursed for training. Of this amount \$2,981,868.85 (59%) was reimbursed for mandated training; \$14,382.67 for the Executive Development Course; \$822,427.69 (16%) for Job Specific Courses; and \$1,244,824.78 (25%) for Technical Courses. The difference of (-)\$1,885.77 was for adjustments to prior reimbursement payments.

| <u>Course</u> | <u>Reimbursed</u> | <u>Percent</u> | <u>Number Trainees</u> | <u>Percent</u> |
|--------------------------------------|-----------------------|----------------|------------------------|----------------|
| Basic | \$2,047,340.47 | 40% | 1,692 | 10% |
| Advanced Officer | 642,069.11 | 13% | 6,029 | 36% |
| Supervisory Course | 207,391.69 | 04% | 492 | 03% |
| Management Course | 85,067.58 | 02% | 125 | 01% |
| Executive Development Course | 14,382.67 | 0% | 27 | 0% |
| Job Specific Course | 822,427.69 | 16% | 2,481 | 15% |
| Technical Courses & Seminars | <u>1,244,824.78</u> | <u>25%</u> | <u>5,956</u> | <u>35%</u> |
| Subtotal | \$5,063,503.99 | 100% | 16,802 | 100% |
| Net Adjustments to Prior Payments | <u>(-)1,885.77</u> | | | |
| GRAND TOTAL | <u>\$5,061,618.22</u> | | 16,802 | |

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 December FOR TRAINING TO DATE FOR 80-81 FISCAL YEAR

| COURSE | | Subsistence | % | Travel | % | Tuition | % | Salary | % | TOTAL | % |
|------------------------------|------------------|--------------|----|------------|----|------------|----|--------------|----|--------------|-----|
| BASIC | Total this Month | 84,900.61 | | 19,275.14 | | 15,021.50 | | 184,498.75 | | 303,696.00 | |
| | Previous Months | 364,314.78 | | 97,476.83 | | 8,250.00 | | 1,273,602.86 | | 1,743,644.47 | |
| | Total to Date | 449,215.39 | 22 | 116,751.97 | 06 | 23,271.50 | 01 | 1,458,101.61 | 71 | 2,047,340.47 | 40 |
| ADVANCED OFFICER | Total this Month | 7,011.89 | | 2,302.10 | | | | 66,518.98 | | 75,832.97 | |
| | Previous Months | 40,164.26 | | 48,112.77 | | | | 477,959.11 | | 566,236.14 | |
| | Total to Date | 47,176.15 | 07 | 50,414.87 | 08 | | | 544,478.09 | 85 | 642,069.11 | 13 |
| SUPERVISORY COURSE | Total this Month | 8,313.68 | | 2,012.32 | | | | 27,558.35 | | 37,884.35 | |
| | Previous Months | 51,625.38 | | 13,772.77 | | | | 104,109.19 | | 169,507.34 | |
| | Total to Date | 59,939.06 | 29 | 15,785.09 | 08 | | | 131,667.54 | 63 | 207,391.69 | 04 |
| MIDDLE MANAGEMENT COURSE | Total this Month | 4,911.22 | | 1,838.37 | | | | 6,148.57 | | 12,898.16 | |
| | Previous Months | 30,918.35 | | 6,710.97 | | 2,538.00 | | 32,002.10 | | 72,169.42 | |
| | Total to Date | 35,829.57 | 42 | 8,549.34 | 10 | 2,538.00 | 03 | 38,150.67 | 45 | 85,067.58 | 02 |
| EXECUTIVE DEVELOPMENT COURSE | Total this Month | 876.00 | | 334.40 | | | | | | 1,210.40 | |
| | Previous Months | 11,060.31 | | 2,111.96 | | | | | | 13,172.27 | |
| | Total to Date | 11,936.31 | 83 | 2,446.36 | 17 | | | | | 14,382.67 | 0 |
| JOB SPECIFIC COURSES | Total this Month | 59,896.73 | | 18,580.93 | | 14,822.00 | | 54,229.48 | | 147,529.14 | |
| | Previous Months | 248,249.65 | | 75,076.37 | | 59,664.25 | | 291,908.28 | | 674,898.55 | |
| | Total to Date | 308,146.38 | 38 | 93,657.30 | 11 | 74,486.25 | 09 | 346,137.76 | 42 | 822,427.69 | 16 |
| TECHNICAL/SPECIAL COURSES | Total this Month | 102,427.20 | | 54,481.65 | | 46,406.57 | | | | 203,315.42 | |
| | Previous Months | 546,910.09 | | 208,057.33 | | 286,541.94 | | | | 1,041,509.36 | |
| | Total to Date | 649,337.29 | 52 | 262,538.98 | 21 | 332,948.51 | 27 | | | 1,244,824.78 | 25 |
| TOTAL FOR MONTH | | 268,337.33 | | 98,824.91 | | 76,250.07 | | 338,954.13 | | 782,366.44 | |
| TOTAL FOR PREVIOUS MONTHS | | 1,293,242.82 | | 451,319.00 | | 356,994.19 | | 2,179,581.54 | | 4,281,137.55 | |
| GRAND TOTAL TO DATE | | 1,561,580.15 | 31 | 550,143.91 | 11 | 433,244.26 | 08 | 2,518,535.67 | 50 | 5,063,503.99 | 100 |

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 | 1980-81 Reimbursement | 1980-81 Accumulated Total Reimbursement |
|--|--------------------|--------------------|---------------------|--------------------------|--|
| July | 748 | 21 | 1,652 | \$ 1,434,959.34 | \$ 1,434,959.34 |
| August | 543 | 21 | 526 | 796,491.16 | 2,231,450.50 |
| September | 413 | 9 | 468 | 611,682.09 | 2,843,132.59 |
| Adjustments on Prior Reimbursements 1st Qtr | | | | 3,169.04 | 2,846,301.63 |
| Audit Adjustments by Controller 1st Qtr | | | | (-)6,009.00 | 2,840,292.63 |
| October | 621 | 8 | 585 | 539,597.64 | 3,379,890.27 |
| November | 1,059 | 6 | 1,001 | 898,407.32 | 4,278,297.59 |
| December | 984 | 19 | 965 | 782,366.44 | 5,060,664.03 |
| Adjustments on Prior Reimbursements 2nd Qtr | | | | 1,312.03 | 5,061,976.06 |
| Audit Adjustments by Controller 2nd Qtr | | | | -357.84 | 5,061,618.22 |
| 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 | | | | \$ | \$ |

POST 1-245 (Rev. 8/78)

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 | 1980-81 F.Y. Reimbursements | Adjustments and Audit Report | Ltr. of Agr. | Contract Reimb. | Total Aid to Local Gov't Item 456 |
|---------------------------|--------------------------------|------------------------------------|--------------------|--------------------|---|
| | | | Room Rent | | |
| JULY | \$ 1,434,959.34 | | \$ 2,186.32 0 | \$ 0 | \$ 1,437,145.66 |
| AUGUST | 796,491.16 | | 1,592.45 134.45 | 3,444.62 | 2,238,808.34 |
| SEPTEMBER | 611,682.09 | \$ 3,169.04 (-) 6,009.00 | 552.53 304.40 | 26,037.44 | 2,874,544.84 |
| OCTOBER | 539,597.64 | | 10,890.39 45.00 | * 183,543.00 | 3,608,620.87 |
| NOVEMBER | 898,407.32 | | 891.54 0 | 14,262.90 | 4,522,182.63 |
| DECEMBER | 782,366.44 | 1,312.03 (-) 357.84 | 1,663.73 0 | 40,827.28 | 5,347,994.27 |
| JANUARY | | | | | |
| FEBRUARY | | | | | |
| MARCH | | | | | |
| APRIL | | | | | |
| MAY | | | | | |
| JUNE | | | | | |
| TOTAL | \$ | \$ | \$ | \$ | \$ |

* Schedule #136, in amount of \$1,080.00, out of State,
included in contract reimbursement for month of Oct.

Commission on Peace Officer Standards and Training

SCHEDULE II

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

Total 1980-81 Fiscal Year
July 1, 1980 through December 31, 1980

Page 1 of 6

| COURSE CODE | COURSE | AMOUNT OF REIMBURSEMENT | AVERAGE COST PER TRAINEE | NUMBER OF TRAINEES | HOURS OF TRAINING |
|-------------|--|-------------------------|--------------------------|--------------------|-------------------|
| 0010 | Basic | 2,047,340.47 | 1,210.01 | 1,692 | 609,327 |
| 0030 | Advanced Officer | 642,069.11 | 106.50 | 6,029 | 158,674 |
| 0040 | Supervisory | 207,391.69 | 421.53 | 492 | 40,202 |
| 0050 | Management Course | 85,067.58 | 680.54 | 125 | 9,984 |
| 7000 | Executive Development Course | 14,382.67 | 532.69 | 27 | 2,080 |
| | Job Specific | 822,427.69 | 331.49 | 2,481 | 119,598 |
| | Technical Courses | 1,244,824.78 | 209.00 | 5,956 | 177,900 |
| | Subtotal | 5,063,503.99 | | 16,802 | 1,117,765 |
| | Adjustments to Prior Payments | (+) 4,481.07 | | | |
| | State Controller Audit Adjustments | (-) 6,366.84 | | | |
| | TOTAL REIMBURSEMENTS | 5,061,618.22 | | 16,802 | 1,117,765 |
| 0000-0999 | MANDATORY TRAINING | | | | |
| 0010 | Basic Course | 2,047,340.47 | 1,210.01 | 1,692 | 609,327 |
| 0030 | Advanced Officer Course | 642,069.11 | 106.50 | 6,029 | 158,674 |
| 0040 | Supervisory Course | 207,391.69 | 421.53 | 492 | 40,202 |
| 0050 | Management Course | 85,067.58 | 680.54 | 125 | 9,984 |
| 1000-1999 | SEMINARS | | | | |
| 1010-1050 | Management Seminars | 64,380.89 | 254.47 | 253 | 6,330 |
| 1110-1150 | Executive Development Seminars | 35,246.94 | 314.70 | 112 | 2,628 |
| 1200 | Supervisory Seminars | 27,437.32 | 180.51 | 152 | 4,152 |
| 1310 | Legislative Update Seminars | 2,101.07 | 13.13 | 160 | 960 |
| 1320 | POST Special Seminars | 42,336.16 | 120.27 | 352 | 5,424 |
| 1330 | Chief Executive Criminal Intelligence Seminars | | | | |
| 2000-2999 | TECHNICAL, SKILLS - KNOWLEDGE TRAINING | | | | |
| 2010 | Analysis of Urban Terrorist Activities | 15,914.39 | 279.20 | 57 | 2,220 |
| 2011 | Advanced Terrorism Analysis Course | | | | |
| 2012 | Terrorism Management Seminar | 287.12 | 47.85 | 6 | 144 |
| 2020 | Boating Safety and Enforcement | 2,088.31 | 261.04 | 8 | 320 |
| 2021 | Boating Safety and Enforcement (Advanced) | 4,709.33 | 138.51 | 34 | 816 |
| 2030 | Breathalyzer Course | | | | |
| 2031 | Driving Under the Influence | 1,775.43 | 147.95 | 12 | 288 |
| 2032 | Forensic Alcohol | 975.58 | 75.04 | 13 | 1,177 |
| 2040 | Civilian Supervisory School | 1,258.27 | 314.57 | 4 | 160 |
| 2050 | Community Police Relations | 1,986.88 | 90.31 | 22 | 880 |
| 2060 | Criminal Justice Information Systems | 6,867.79 | 286.16 | 24 | 576 |
| 2070 | Criminal Justice Role Training Program | | | | |
| 2080 | Crisis Intervention | 2,692.60 | 179.51 | 15 | 600 |
| 2090 | Workshop on the Mentally Ill | 7,234.92 | 200.97 | 36 | 864 |
| 2100 | Defensive Tactics | 620.87 | 88.70 | 7 | 188 |

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REIMBURSEMENT BY COURSE CATEGORY

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| COURSE CODE | COURSE | AMOUNT OF REIMBURSEMENT | AVERAGE COST PER TRAINEE | NUMBER OF TRAINEES | HOURS OF TRAINING |
|-------------|---|-------------------------|--------------------------|--------------------|-------------------|
| 2110 | Driver Training | 28,537.50 | 145.60 | 196 | 3,136 |
| 2111 | Advanced Driver Training | 16,092.83 | 118.33 | 136 | 3,168 |
| 2112 | Refresher Driver Training | 2,251.07 | 80.40 | 28 | 720 |
| 2120 | Fingerprint School | 6,615.87 | 275.66 | 24 | 920 |
| 2121 | Advanced Latent Fingerprint School | 1,040.52 | 130.07 | 8 | 320 |
| 2130 | Firearms and Toolmark Identification | | | | |
| 2140 | Forensic Microscopy | | | | |
| 2150 | Hostage Negotiation Techniques | 41,488.13 | 324.13 | 128 | 5,096 |
| 2151 | Hostage Negotiation, Advanced | 8,602.94 | 268.84 | 32 | 768 |
| 2160 | Instructor Development, Skills | | | | |
| 2161 | PR-24 Baton Instructor's Course | 1,878.11 | 110.48 | 17 | 600 |
| 2162 | Chemical Agents Instructors Course | 2,953.53 | 184.60 | 16 | 496 |
| 2163 | Defensive Tactics | 56.27 | 28.14 | 2 | 160 |
| 2164 | Firearms Instructors Course | 18,890.91 | 286.23 | 66 | 3,902 |
| 2165 | Report Writing for Instructors | 25,671.66 | 279.04 | 92 | 2,944 |
| 2166 | Defensive Tactics Instructors Course | 4,012.08 | 160.48 | 25 | 624 |
| 2167 | Driver Training Instructors | 3,842.22 | 480.28 | 8 | 472 |
| 2170 | Instructor Development Course | | | | |
| 2171 | Techniques of Teaching Criminal Justice Role Training | | | | |
| 2172 | Writing POST Performance Objectives | | | | |
| 2180 | Interpersonal Communications | | | | |
| 2190 | Juvenile Justice Update | 11,996.39 | 363.53 | 33 | 1,284 |
| 2191 | Juvenile Law Enforcement (Modular) | 35.63 | 35.63 | 1 | 24 |
| 2200 | Specialized Surveillance Equipment | 10,658.38 | 226.77 | 47 | 1,692 |
| 2210 | Law Enforcement Legal Education Program | 14,793.93 | 369.85 | 40 | 1,600 |
| 2211 | Law Enforcement Legal Education Update | 20,497.43 | 189.79 | 108 | 2,592 |
| 2220 | Narcotic Investigation for Peace Officers | 5,993.83 | 153.69 | 39 | 780 |
| 2222 | Heroin Influence Course | 8,105.65 | 155.88 | 52 | 1,040 |
| 2230 | Non-Sworn Police Personnel Training | | | | |
| 2240 | Officer Survival Techniques | 170,600.75 | 286.24 | 596 | 26,130 |
| 2250 | Organized Crime Informant Development and Maintenance | 17,267.72 | 196.22 | 88 | 3,424 |
| 2260 | Personal Stress Reduction | | | | |
| 2270 | Report Writing | 5,475.37 | 248.88 | 22 | 528 |
| 2280 | Riot Control | | | | |
| 2290 | Spanish for Peace Officers | 7,366.87 | 263.10 | 28 | 2,776 |
| 2300 | S.W.A.T. Training | 24,666.65 | 207.28 | 119 | 4,740 |
| 2301 | Advanced Special Weapons and Tactics (S.W.A.T.) | 15,131.50 | 95.77 | 158 | 3,160 |
| 2310 | Underwater Search and Recovery | | | | |
| 2320 | Prison Gang Activity | 7,315.01 | 243.83 | 30 | 1,080 |
| 2325 | Outlaw Motorcycle Gang Activity | | | | |

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

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| COURSE CODE | COURSE | AMOUNT OF REIMBURSEMENT | AVERAGE COST PER TRAINEE | NUMBER OF TRAINEES | HOURS OF TRAINING |
|-------------|--|-------------------------|--------------------------|--------------------|-------------------|
| 2330 | Radar Enforcement Training | 1,310.01 | 62.38 | 21 | 680 |
| 2340 | Computer Programming | | | | |
| 2342 | Computer Fraud | | | | |
| 2990 | Law Enforcement Skills and Knowledges | 1,510.08 | 20.97 | 72 | 1,032 |
| 3000-3999 | TECHNICAL, SPECIAL FUNCTION TRAINING | | | | |
| JS 3010 | Bomb Scene Investigation | 10,163.59 | 274.69 | 37 | 1,560 |
| 3010 | Arson and Explosive Investigation | 170.00 | 85.00 | 2 | 80 |
| 3011 | Arson Investigation Course | | | | |
| JS 3020 | Auto Theft Investigation | 13,676.96 | 390.77 | 35 | 1,278 |
| 3020 | Auto Theft Investigation | 1,396.73 | 349.18 | 4 | 150 |
| 3021 | Advanced Auto Theft Investigators Workshop | 5,051.20 | 252.56 | 20 | 740 |
| 3030 | Background Investigation | 10,825.87 | 133.65 | 81 | 1,863 |
| JS 3050 | Burglary Investigation | 919.45 | 183.89 | 5 | 120 |
| 3051 | Fencing Investigation | 11,786.94 | 222.40 | 53 | 1,940 |
| 3052 | Burglary Investigation, Advanced | 1,574.16 | 174.91 | 9 | 216 |
| JS 3060 | Questioned Document Investigation | 8,022.68 | 617.13 | 13 | 494 |
| 3060 | Questioned Document Investigation | | | | |
| 3070 | Civil Process | 9,070.65 | 362.83 | 25 | 896 |
| 3070 | Civil Process | | | | |
| JS 3080 | Commercial Vehicle Enforcement | 808.16 | 134.69 | 6 | 200 |
| 3080 | Commercial Vehicle Enforcement | 1,278.44 | 67.29 | 19 | 532 |
| JS 3090 | Complaint/Dispatcher | 24,139.78 | 305.57 | 79 | 3,412 |
| 3090 | Complaint/Dispatcher | 725.40 | 241.80 | 3 | 120 |
| 3110 | Contingency Planning for Hazardous Materials | 8,020.12 | 308.47 | 26 | 1,144 |
| 3111 | Hazardous Materials Familiarization | 148.78 | 37.20 | 4 | 96 |
| 3120 | Coroners Course | | | | |
| 3121 | Advanced Investigation for Coroners Cases | 1,121.28 | 280.32 | 4 | 320 |
| JS 3130 | Crime Prevention | 16,969.05 | 678.76 | 25 | 1,720 |
| 3130 | Crime Prevention | 5,151.27 | 245.30 | 21 | 504 |
| 3131 | Advanced Crime Prevention | 4,518.49 | 215.17 | 21 | 616 |
| JS 3140 | Criminal Investigation, General | 36,086.98 | 487.66 | 74 | 8,080 |
| 3140 | Criminal Investigation, General | 41.20 | 41.20 | 1 | 80 |
| 3141 | Criminal Investigation II | 15,002.70 | 267.91 | 56 | 2,240 |
| 3142 | Visual Investigation Analysis | 105.46 | 13.18 | 8 | 64 |
| JS 3160 | Field Evidence Technician | 95,752.38 | 1,029.60 | 93 | 9,180 |
| 3160 | Field Evidence Technician | 4,566.12 | 570.77 | 8 | 470 |
| 3161 | Physical Evidence Presentation | 7,348.07 | 918.51 | 8 | 640 |
| 3170 | Field Training Officer Course | 128,752.73 | 258.02 | 499 | 19,587 |
| 3170 | Field Training Officer Course | 14,902.16 | 304.13 | 49 | 1,696 |
| 3175 | Field Training Officer | 13,032.87 | 224.70 | 58 | 1,856 |

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Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

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| COURSE CODE | COURSE | AMOUNT OF REIMBURSEMENT | AVERAGE COST PER TRAINEE | NUMBER OF TRAINEES | HOURS OF TRAINING |
|-------------|---|-------------------------|--------------------------|--------------------|-------------------|
| JS 3190 | Homicide Investigation | 20,441.74 | 552.48 | 37 | 1,480 |
| 3190 | Homicide Investigation | 1,044.26 | 348.09 | 3 | 120 |
| JS 3191 | Homicide Institute | | | | |
| 3191 | Homicide Institute | | | | |
| 3201 | Criminal Intelligence Data Collector | 8,519.63 | 448.40 | 19 | 1,444 |
| 3202 | Criminal Intelligence Data Analyst | 4,618.99 | 577.37 | 8 | 606 |
| 3204 | Link Analysis | 187.52 | 10.42 | 18 | 144 |
| 3205 | Chief Executive Criminal Intelligence Course | | | | |
| JS 3210 | Internal Affairs | 2,086.77 | 298.11 | 7 | 163 |
| 3210 | Internal Affairs | 32,460.02 | 230.21 | 141 | 3,376 |
| JS 3220 | Jail Operations (80-hour course) | 54,052.33 | 337.83 | 160 | 12,792 |
| 3220 | Jail Operations (80-hour course) | | | | |
| JS 3221 | Jail Operations (40-hour course) | 63,600.52 | 132.23 | 481 | 19,186 |
| 3221 | Jail Operations (40-hour course) | 216.40 | 108.20 | 2 | 80 |
| JS 3222 | Jail Operations (40-hour course) | 312.62 | 156.31 | 2 | 80 |
| JS 3230 | Juvenile Training | 32,097.79 | 187.71 | 171 | 4,820 |
| 3230 | Juvenile Training | 3,126.95 | 1,563.47 | 2 | 368 |
| 3231 | Juvenile Law Enforcement Officer's Training Course | 6,557.93 | 546.49 | 12 | 480 |
| 3231 | Juvenile Law Enforcement Officer's Training Course | 12,652.99 | 744.29 | 17 | 3,480 |
| JS 3232 | Child Abuse Investigation | 267.01 | 267.01 | 1 | 24 |
| 3232 | Child Abuse: Intervention, Referral and Investigation | 18,259.18 | 314.81 | 58 | 2,160 |
| 3233 | School Resource Officer | 12,221.68 | 277.76 | 44 | 1,056 |
| 3235 | Sexual Exploitation of Children Invest. | 4,105.70 | 256.61 | 16 | 384 |
| 3240 | Fraud Investigation | 632.66 | 316.33 | 2 | 48 |
| JS 3250 | Motorcycle Operation | 45,611.10 | 829.29 | 55 | 4,448 |
| 3250 | Motorcycle Operation | 6,857.77 | 761.97 | 9 | 758 |
| JS 3260 | Narcotics Investigation | 57,542.60 | 612.15 | 94 | 6,960 |
| 3260 | Narcotics Investigation | 2,968.76 | 371.10 | 8 | 592 |
| 3261 | Narcotics Investigation, Advanced | 9,694.38 | 346.23 | 26 | 1,784 |
| JS 3262 | Air and Marine Narcotics Smuggling | 958.53 | 319.51 | 3 | 96 |
| 3262 | Air and Marine Narcotics Smuggling | 3,166.80 | 211.12 | 15 | 480 |
| JS 3263 | Supervisory Narcotic Investigators Course | 789.06 | 263.02 | 3 | 120 |
| 3263 | Supervisory Narcotic Investigators Course | 941.56 | 235.39 | 4 | 158 |
| 3270 | Photo - ID Lab | 3,665.83 | 89.41 | 41 | 1,008 |
| 3282 | Investigation and Prosecution of Organized Crime in Pornography | | | | |
| 3300 | Protective Services | 6,873.94 | 202.17 | 34 | 1,324 |
| 3310 | Records Officer Course | 12,813.47 | 320.34 | 40 | 1,560 |
| 3310 | Records Officer Course | | | | |
| JS 3320 | Research and Development | | | | |
| 3320 | Research and Development | 3,756.22 | 268.30 | 14 | 336 |

Commission on Peace Officer Standards and Training

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REIMBURSEMENT BY COURSE CATEGORY

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| COURSE CODE | COURSE | AMOUNT OF REIMBURSEMENT | AVERAGE COST PER TRAINEE | NUMBER OF TRAINEES | HOURS OF TRAINING |
|-------------|--|-------------------------|--------------------------|--------------------|-------------------|
| JS 3330 | Robbery Investigation | 4,133.44 | 344.45 | 12 | 240 |
| 3330 | Robbery Investigation | 1,587.53 | 226.79 | 7 | 140 |
| JS 3340 | Sex Assault Investigation | 31,470.09 | 370.24 | 85 | 2,317 |
| 3340 | Sex Assault Investigation | 11,840.73 | 232.17 | 51 | 1,332 |
| 3350 | Livestock Theft Investigation and Prevention | | | | |
| 3355 | Cargo Theft Investigation | 354.00 | 354.00 | 1 | 40 |
| JS 3360 | Traffic Accident Investigation | 57,032.55 | 208.15 | 274 | 10,847 |
| 3360 | Traffic Accident Investigation | 663.94 | 110.66 | 6 | 240 |
| 3362 | Skidmark Analysis | 17,879.40 | 288.38 | 62 | 2,400 |
| JS 3370 | Vice Investigation | 14,322.61 | 217.01 | 46 | 1,840 |
| 3370 | Vice Investigation | 2,178.94 | 435.79 | 5 | 200 |
| JS 3380 | Investigation of Violent Crimes | 24,463.23 | 407.72 | 60 | 2,400 |
| 3380 | Investigation of Violent Crimes | 1,823.30 | 364.66 | 5 | 200 |
| 3390 | White Collar Crime | 8,059.96 | 310.00 | 26 | 1,328 |
| 3400 | Introduction to Crime Analysis | 4,355.16 | 181.47 | 24 | 808 |
| 3410 | Organized Crime Gambling Investigation | 14,209.40 | 284.19 | 50 | 2,000 |
| 3500 | Investigation of Crimes Against the Elderly | 4,194.03 | 262.13 | 16 | 640 |
| 4999 | TECHNICAL, MANAGEMENT TRAINING | | | | |
| 4020 | Civil Emergency Management | 17,973.22 | 280.83 | 64 | 2,636 |
| 4021 | Disaster Management Training | 11,820.17 | 303.08 | 39 | 624 |
| 4030 | Cost Analysis and Budgeting | 1,261.41 | 126.14 | 10 | 240 |
| 4050 | Criminal Intelligence Commanders Course | 1,707.92 | 243.99 | 7 | 252 |
| 4060 | Managing Criminal Investigations | | | | |
| 4080 | Jail Management | 22,787.01 | 335.10 | 68 | 2,253 |
| 4081 | Jail Managers Seminar | 7,866.37 | 201.70 | 39 | 624 |
| 4090 | Narcotic Commanders Course | 3,636.37 | 303.03 | 12 | 432 |
| 4120 | Managing Patrol Operations | | | | |
| JS 4150 | Police Training Managers Course | 43,127.36 | 1,197.98 | 36 | 2,808 |
| 4150 | Police Training Managers Course | 904.18 | 904.18 | 1 | 80 |
| 4160 | Program Evaluation and Review Techniques | 3,274.09 | 172.32 | 19 | 432 |
| 4170 | Records Management | 10,685.16 | 381.61 | 28 | 1,588 |
| 4180 | Managing the Volunteer in Law Enforcement | | | | |
| 4190 | Search and Rescue Management | 1,209.53 | 120.95 | 10 | 600 |
| 4200 | Traffic Program Management Institute | 12,062.17 | 502.59 | 24 | 1,056 |
| JS 4210 | Planning and Research | 6,384.53 | 580.41 | 11 | 440 |
| 4210 | Planning and Research | 1,075.57 | 537.79 | 2 | 80 |
| 4220 | Police Planning Skills Institute | 4,592.10 | 459.21 | 10 | 400 |
| 4990 | Supplemental Management Training | 26,356.56 | 57.30 | 460 | 3,091 |
| 4991 | Administrative Institutes - Regional | 2,654.36 | 80.43 | 33 | 198 |
| 5000 | Team Building Workshop | 92,838.22 | 237.44 | 391 | 13,820 |

CERTIFICATES APPLIED FOR AND AWARDED UNDER POST CERTIFICATION PROGRAMS

Commission on POST
Administration Division
Certificate Section

Fiscal Year 1980 - 1981

GENERAL PROGRAM

SPECIALIZED PROGRAM

| MONTH | Certificates Awarded | | | | | | | | | Certificates Awarded | | | | | | | | | | RELIEVE |
|-----------|----------------------|-------------|--------------|----------|---------|-------|-------|-------|--------------|----------------------|------------|--------------|----------|---------|-------|-------|-------|--------------|-------------|---------|
| | Apps. Rec'd. | Basic | Intermediate | Advanced | Suprvy. | Mgmt. | Exec. | TOTAL | Apps. Ret'd. | Apps. Rec'd. | Basic | Intermediate | Advanced | Suprvy. | Mgmt. | Exec. | TOTAL | Apps. Ret'd. | GRAND TOTAL | |
| July | 671 | 5 EE 209 | 143 | 39 | 14 | 4 | 1 | 415 | 82 | 77 | 1 EE 11 | 3 | 5 | 1 | 0 | 0 | 21 | 16 | 436 | |
| August | 672 | 2 EE 149 | 139 | 205 | 53 | 7 | 8 | 563 | 46 | 65 | 2 EE 36 | 16 | 15 | 5 | 1 | 2 | 77 | 10 | 640 | |
| September | 736 | 4 EE 242 | 197 | 183 | 44 | 13 | 1 | 684 | 68 | 135 | 5 EE 35 | 22 | 14 | 4 | 1 | 0 | 81 | 8 | 765 | |
| October | 604 | 5 EE 274 | 201 | 191 | 27 | 21 | 1 | 718 | 68 | 131 | 104 | 69 | 44 | 3 | 1 | 0 | 221 | 6 | 939 | 427 |
| November | 734 | 2 EE 151 | 141 | 135 | 32 | 14 | 1 | 476 | 41 | 83 | 83 | 68 | 30 | 2 | 0 | 0 | 183 | 7 | 659 | 57 |
| December | 626 | 3 EE 253 | 101 | 110 | 26 | 8 | 1 | 502 | 129 | 68 | 20 | 14 | 4 | 1 | 1 | 0 | 40 | 28 | 542 | 453 |
| January | | | | | | | | | | | | | | | | | | | | |
| February | | | | | | | | | | | | | | | | | | | | |
| March | | | | | | | | | | | | | | | | | | | | |
| April | | | | | | | | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | | | | | | | |
| TOTAL | 4043 | 1297 | 922 | 863 | 196 | 67 | 13 | 3358 | 434 | 559 | 297 | 192 | 112 | 16 | 4 | 2 | 623 | 75 | 3981 | 937 |

AGENDA ITEM SUMMARY SHEET

| | | |
|--|--|--|
| Agenda Item Title AMENDMENT OF PAM, PROCEDURE F-2 | | Meeting Date January 29-30, 1981 |
| Division OPERATIONS | Division Director Approval | Researched By George W. Williams |
| Executive Director Approval <i>Hermon C. Boehm</i> | Date of Approval <i>13 Jan 1981</i> | Date of Report December 19, 1980 |
| Purpose: Decision Requested <input checked="" 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 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

Amend, POST Administrative Manual (PAM), Procedure F-2, Denial or Cancellation of Professional Certificates, to conform with Penal Code Section 13510.1(f).

BACKGROUND

We have been advised by our legal counsel, John W. Spittler, Deputy Attorney General, that we should revise the Commission's present procedure which provides for a hearing before cancellation of a certificate that has been issued to a person who has been convicted of a felony.

ANALYSIS

Penal Code Section 13510.1(f) states: "The Commission shall cancel certificates issued to persons who have been convicted of, or entered a plea of guilty or nolo contendere to, a crime classified by statute or the Constitution as a felony." (emphasis added)

Mr. Spittler has advised us that the statute does not authorize any discretion by the Commission, and he has suggested a process which has been incorporated in the attached proposed amended PAM procedure.

Other portions of the Procedure are proposed for amendment and clarification; i.e., with regard to the denial of issuance of a certificate when a person fails to satisfy a prerequisite.

RECOMMENDATION

Approve the amendment of PAM, Procedure F-2, as indicated in the attachment, to become effective immediately.

Revised:
~~July 1, 1980~~

Professional Certificates

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~~ has the right to deny issuance of a certificate when the person does not satisfy a prerequisite for issuance of a certificate, or cancel any certificate when:

- a. The person is adjudged guilty of a felony; or
- b. The certificate was issued by administrative error; or
- c. The certificate was obtained or the application was ~~is~~ submitted ~~through~~ involving misrepresentation or fraud.

2-3. Notification by Department Head: When 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 immediately 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 sub-sections a, b, or c of paragraph 2-2, the Executive Director shall initiate an investigation into the matter. The department head and the concerned individual shall be notified in writing of the investigation.

Notice of Denial or Cancellation

2-5. Notification of ~~Hearing~~ Denial or Cancellation: If the facts of the case appear to substantiate cause for denial or cancellation, the individual concerned shall be notified by certified 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 notice shall also direct the concerned individual to return the certificate if no hearing is requested. The individual's department head shall be notified if a hearing is requested.~~

- a. If a professional certificate is applied for and it is determined that one or more of the prerequisites for the issuance of the certificate has not been satisfied, the concerned person, via the person's department head, shall be notified in writing of the denial of the issuance of the certificate and given an explanation of the reason for denial.

b. If the reason for cancellation of a certificate is that the person has been adjudged guilty of a felony, a certified copy of the abstract of judgment shall be obtained. After ensuring that the time has ended for the criminal appellate process, the individual concerned shall be notified by certified mail that it is POST's understanding that the individual has been convicted of a felony. The notice shall include a copy of the abstract of judgment, the demand that the individual return the certificate to POST, the statement that POST has no discretion under Penal Code Section 13510.1(f), and that cancellation upon conviction of a felony is mandatory. The notice shall also state that the certificate shall be deemed cancelled on the 45th day following the mailing of the notice, during which time the individual may respond in writing with documentation showing he or she has not been convicted of a felony.

c. If the facts determined in the investigation substantiate cause for cancellation involving a condition listed under sub-sections b or c of paragraph 2-2, the individual concerned shall be so notified by certified mail of the grounds for the proposed cancellation. The notice shall direct the individual to return the certificate. The individual's department head shall also be notified. The notice shall also state that the certificate shall be deemed cancelled on the 45th day following the mailing of the notice. Before the expiration of the 45th day, if the individual desires a hearing, he or she must respond in writing with documentaton showing that the reason for cancellation of the certificate is unfounded.

Hearing

2-6. Procedures for Hearing: If the ~~applicant or~~ holder of a certificate which is proposed for ~~denial or cancellation action~~ under sub-section b or c of paragraph 2-2, desires a hearing regarding such action, he or she must in writing notify the Commission of the desire for a hearing within ~~30~~ 45 days of the ~~individual's receipt~~ mailing of the notice of ~~hearing~~ cancellation. The individual shall with his or her request for hearing provide all documentation he or she believes proves that the reason for cancellation of the certificate is unfounded.

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.

~~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.~~

~~b. c.~~ The Commission may decide the case on the basis of the transcript of the hearing conducted by the hearing officer.

~~c. d.~~ All That portion of a meeting and hearings of the Commission to consider the denial or and decide upon evidence introduced in a hearing conducted as provided for in sub-section a of paragraph 2-6 regarding cancellation of a professional certificate shall may be open closed 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.~~

AGENDA ITEM SUMMARY SHEET

| | | |
|---|--|--|
| Agenda Item Title Competitive Policy on Contract Courses | | Meeting Date January 29-30, 1981 |
| Division Operations | Division Director Approval <i>Bradley W. Koch</i> | Researched By Glen Fine <i>G.F.</i> |
| Executive Director Approval <i>Thomas C. Boehm</i> | Date of Approval 1-15-81 | Date of Report January 6, 1981 |
| Purpose: Decision Requested <input type="checkbox"/> Information Only <input 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 _____).

ISSUE

Staff suggests that the Commission consider modifications in its policy requiring a competitive bid process for all training course contracts.

BACKGROUND

At its April 1980 meeting, the Commission established policy that all POST-funded courses presented under contract be subjected to a competitive RFP process. That policy was reiterated at the July Commission meeting and reads as follows:

Prior to POST entering into any contract with a course presenter for the purpose of presenting training, a request for proposal process shall be completed. This process would provide an opportunity to potential vendors to competitively submit proposals to present training on a contract basis and to provide the Commission with data for decision-making to assure that the training will be presented in the most effective manner possible consistent with quality, cost, and need consideration.

In developing a competitive process for review of CSTI presented courses, staff gained additional insight to overall implications of the formal RFP process. The process is legalistic, time-consuming and subject to final approval by state control agencies as a part of the contract approval process.

A less formal process was approved by the Commission's Long Range Planning Committee for the CSTI courses. The Committee directed use of the informal process and therefore deviation from the above policy for two primary reasons:

1. Legal advise that state control agencies would award the contract to a state agency if competitive bidding was used.
2. A competitive bid/contract process results in final decisions by state control agencies rather than by the Commission.

The term "Request for Certification" (RFC) has been applied to the informal process. This less formal process is simpler and protects the prerogatives of the Commission as it makes course certification decisions as a part of the contract process.

Utilize reverse side if needed

ANALYSIS

POST has a limited number of contracts for training course presentation. Most certified training courses that entail POST payment of presentation costs are presented on a tuition-charging basis. Contracts have been developed primarily because the direct payment of presentation costs facilitates use of training by departments lacking budgeted funds to pay tuition.

It must be noted that state law requires review and individual approval of all POST contracts by state control agencies (Department of Finance, Personnel Board, and Department of General Services). Because of this state review process, the final decision on all individual contracts rests with the state control agencies. The final decision on individual course certifications without contract rests with the Commission.

The law also requires that when state agencies such as POST seek to spend money via contract that a competitive bid process be used. The competitive bid process itself is subject to state control agencies' review as a part of their contract approval authority. Competitive bid processes used by state agencies are normally designed in conformance with state administrative guidelines, and in such a manner as to guard against challenges by bidders and protect the agency's prerogative to select the vendor.

The normal competitive bid process is either Request for Proposal (RFP) or Invitation for Bid (IFB). There are two conditions that allow for waiver of the competitive bid requirement:

1. When the intended recipient of the contract is another state agency (the term Interagency Agreement is used rather than "contract").
2. Where the intended recipient of the contract may reasonably be considered the "sole source" of the desired service.

POST's existing training course contracts have been exempted from competitive bidding. Exempt Interagency Agreements are in effect with the Military Department (CSTI), the Department of Justice, and California State University, Humboldt (Management Course). Contracts that rely upon "sole source" justifications are in effect with foundations associated with:

California State Polytechnic Institute, Pomona - Executive Development Course
California State University, Long Beach - Management Course
California State University, Northridge - Management Course
California State University, San Jose - Management Course

A similar "sole source" contract is in effect with:

San Diego Regional Training Center - Management Course

As indicated previously, a contract with another state agency (including state colleges and universities) is deemed to be an Interagency Agreement exempt from state competitive bid requirements. Additionally, staff has received legal advice indicating that state law and constitutional provisions that grant preference to state employees to perform work paid for with state funds, apply to such agreements. Specifically, staff has been advised that a competitive bid process for purposes of award of a training course contract would result in award of the bid to a state agency, if the state agency invited to bid was capable of satisfactory performance. Such award would likely be made without regard to "low bid" considerations.

The "RFP" process, for all practical purposes, must be viewed as having utility as a competitive bid process for use only when a formal contract is desired and the competitors are non-state agencies. Since state law and State Constitutional provisions require that preference be given to state agencies in such a process, the Commission's latitude would be severely restricted. The Commission, of course, possesses complete authority to terminate or modify Interagency Agreements with state agencies without subjecting such agreements to a bid process.

Contracts with non-state agencies require closer examination. POST contracts in this category are for presentation of the Executive Development Course and the Management Course. These courses are presented under contract as a budgeting service to user law enforcement agencies. Each presenter of these courses could effectively present the courses on a tuition-charging basis.

The Management and Executive Development Courses are lengthy and important courses. Each of the current presenters has developed a superior instructional staff for their course, is experienced with presentations to law enforcement managers and executives, and has demonstrated ability to handle course administration requirements. "Sole source" statements that have exempted these contracts from a bid process rely heavily on the experience of the existing presenters and the lack of demonstrated interest of other capable vendors.

Staff believes that other institutions could successfully present these courses. However, the development of a new presenter of the Executive Development or Management Course would likely require considerable effort on the part of staff, and might be economically feasible for a new vendor only if certification of one of the existing presenters was terminated. Staff is currently satisfied with performance of each presenter and costs are in line with Commission guidelines.

Where there exists need to determine interest of presenters, staff believes that the process should be informal "Request for Certification". Such a process allows for stimulation of interest of vendors, and protects the prerogative of the Commission to weigh course certification decisions without the supervision of state control agencies. Cost effectiveness determinations are not affected by using this process, as opposed to a formal "RFP", because all training course certifications must meet the tuition guidelines of the Commission.

CONCLUSIONS

The Commission's existing policy requires the use of a competitive bid process in all instances where training will be presented under contract. Staff believes that Interagency Agreements must be handled in a different manner because of state law and constitutional provisions that grant preference to state agencies.

There may be other instances where the Commission does not believe a competitive process to be reasonably necessary. The existing arrangements for presentation of the Executive Development Courses and Management Courses may be examples of such instances.

In all instances where a competitive bid/contract process is used, final decision-making authority of the Commission is transferred to state control agencies. The use of the "Request for Certification" (RFC) process is a superior, more flexible approach as compared to the formal "RFP" process. The request for certification process may be used where Interagency Agreements exist, serves the purpose of proposal stimulation, and protects the Commission's prerogatives.

The Commission may find it appropriate to review its existing policy with a view towards:

1. Recognizing legal problems if Interagency Agreements are submitted to a formal RFP process.
2. Protecting the Commission's prerogatives to make course certification decisions without final review/approval by state control agencies.
3. Consideration of need to allow for Commission and staff flexibility in dealing with future contract awards.

RECOMMENDATION

The Commission's Contract Committee reviewed this issue on January 9, 1981 and recommends adoption of new policy that will establish Commission intent and provide for procedure to insure compliance with that intent. Recommended policy is:

"As a matter of policy, the Commission desires that an open competitive system exist for award of contracts for training course presentation and desires that training be presented in the most effective manner possible consistent with quality, cost and need consideration. All requests for Commission approval of contracts for training course presentations must include:

1. Description of the process used to identify the presenter and an assessment of interest and capability of other vendors.
2. An analysis of the cost-effectiveness of the contract proposal.
3. An assurance that the approach is in harmony with state requirements.

AGENDA ITEM SUMMARY SHEET

| | | |
|--|--|---|
| Agenda Item Title Department of Justice Training Center Request for Interagency Agreement - Fiscal Year 1981/82 | | Meeting Date January 29-30, 1981 |
| Division Operations | Division Director Approval <i>Bradley W. Lock</i> | Researched By Gene DeCrona <i>DeCrona</i> |
| Executive Director Approval <i>Thomas C. Behm</i> | Date of Approval 1-14-81 | Date of Report December 31, 1980 |
| Purpose: Decision Requested <input checked="" 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 _____).

ISSUE

On December 15, 1980, DOJ Training Center submitted a request for a training contract with POST in the amount of \$638,079. Based on a review of California law enforcement training needs and POST future emphasis in certifying training with DOJ/TC; staff proposes that the request be reduced to a maximum of \$619,000.

BACKGROUND

The current 1980/81 FY Interagency Agreement with DOJ/TC is \$571,000. This agreement is for 27 certified courses totaling 165 separate presentations.

The primary purpose of past agreements has been to provide training to law enforcement agencies in remote areas and to provide specific courses where DOJ has specific expertise, i.e., narcotics, criminal intelligence and organized crime. Courses of this nature are not generally available through other sources in California.

ANALYSIS

The maximum of \$619,000 represents an increase of approximately \$7,000 over the 1980/81 agreement. This increase is reasonable considering the overall inflation rate affecting travel, per diem, salaries and materials.

The revised agreement would provide 29 separate certified courses with 158 presentations. Proposed new courses are:

- Investigation of Computer Crime (40 hours)
- PCP (8 hours)
- Narcotic Conspiracy (8 hours)

The Investigation of Computer Crime course would compliment the White Collar Crime Program. The PCP and Narcotic Conspiracy courses would be added to the Modular Skills and Knowledge Course. Both modules are identified in the POST preliminary report on training needs and are frequently requested by law enforcement agencies. The Modular Course would continue to provide 13 separate subjects to the remote areas of the state. Two subjects not currently being presented would be decertified in FY 1981/82 agreement. They are Smuggling Recognition for Patrol and Combat Shooting Techniques.

Utilize reverse side if needed

ANALYSIS (Con't)

The modular training concept has proven to be very successful and has provided a satisfactory means for agencies to meet the Commission Regulation for advanced officer training.

The additional courses will be provided without an appreciable increase in cost by reducing off-site presentations from 119 to 96 (-20%) and total presentations from 166 to 158 (-5%). Adjustments in the number of students per presentation in the 1981/82 FY will allow for a maximum attendance of approximately 3,554 trainees (+9%) compared to only 3,249 trainees in the 1980/81 FY agreement.

DOJ/TC has been a quality trainer for POST-certified courses for several years. There has been a continuous proliferation of courses in the agreements because of established needs and the lack of other qualified trainers. Staff believes that DOJ/TC is the most qualified trainer in several specific areas; however, included in the agreement are courses that could be presented by other non-contract/tuition presenters. These subjects include Homicide, Management of Records Function, Crimes Against the Elderly and several subjects in the Modular course.

Before recommending a reduction of any of these courses, staff would like to explore the possibility of stimulating training interest at the local level, through the RFC process, for courses that are not specific to DOJ expertise.

Specific course presentations, review of budget items and instructor fees will be negotiated with DOJ/TC prior to finalization of the Interagency Agreement. The agreement will be prepared to best meet the needs of California law enforcement agencies.

RECOMMENDATION

The Commission authorize the Executive Director to negotiate an Interagency Agreement with DOJ not to exceed \$619,000.00, to be presented to the Commission at its regular meeting in April 1981.

Attachments (3)

PROPOSED 1981/82 TRAINING PROGRAM

Attachment 1-A

No. of Presentations

| Courses | Hours | Offsite | Training Center | Total | Est. Class Sizes (*6) | Total Classroom Hours | Est. Attend. All Present. (*6) | Average Cost Per Course(*3) | (*38*4) |
|----------------------------------|---------|----------|-----------------|-------|-----------------------|-----------------------|--------------------------------|-----------------------------|-----------|
| Air/Marine Narc. Smug. (*8) | 32 | 2 | 0 | 2 | 20 | 64 | 40 | \$3522 | \$ 7044 |
| Analyst (C.I. Data) | 76 | 0 | 2 | 2 | 15 | 152 | 30 | 5310 | 10620 |
| Cargo Theft Investigation | 40 | 0 | 6 | 6 | 20 | 240 | 120 | 3531 | 21186 |
| Chief Executive Course | 16 | 2 | 0 | 2 | 15 | 32 | 30 | 2837 | 5674 |
| Collector (C.I. Data) | 76 | 4 | 1 | 5 | 18 | 360 | 90 | 6914 | 34570 |
| Commander (C.I.) | 36 | 0 | 2 | 2 | 20 | 72 | 40 | 3083 | 6166 |
| Economic Crime Invest. | 40 | 0 | 8 | 8 | 20 | 320 | 160 | 3421 | 27368 |
| Fencing Investigation | 40 | 0 | 6 | 6 | 20 | 240 | 120 | 3899 | 23394 |
| Gambling Invest. (O.C.) | 40 | 4 | 0 | 4 | 20 | 160 | 80 | 3680 | 14720 |
| Heroin Influence | 20 | 8 | 0 | 8 | 35 (50,*7) | 160 | 280 | 2873 | 22984 |
| Homicide Invest. (*8) | 40 | 1 | 1 | 2 | 20 | 80 | 40 | 4767 | 9534 |
| Inform. Dev. & Maint. (O.C.) | 36 | 6 | 2 | 8 | 25 | 288 | 200 | 3780 | 30240 |
| Intro. to Crime Analysis | 36 | 0 | 4 | 4 | 15 | 144 | 60 | 3268 | 13072 |
| Inv. of Computer Crime (*1) | 40 | 0 | 3 | 3 | 15 | 120 | 45 | 3485 | 10455 |
| Inv. Crimes Agnst. Elderly | 40 | 0 | 4 | 4 | 20 | 160 | 80 | 3531 | 14124 |
| Latent Print Techniques | 40 | 0 | 2 | 2 | 12 | 80 | 24 | 2174 | 4348 |
| Link Analysis Techniques | 8 | 6 | 0 | 6 | 15 | 48 | 90 | 902 | 5412 |
| Mgt. of Records Function | 76 | 1 | 1 | 2 | 25 | 152 | 50 | 6748 | 13496 |
| Modular Training (L.E.) | 32 (*5) | 26 | 0 | 26 | 25 (50,*7) | 832 (*2) | 650 | 4245 | 110370 |
| Narcotic Commander | 36 | 0 | 2 | 2 | 20 | 72 | 40 | 2981 | 5962 |
| Narcotic Conspiracy (*1) MODULAR | | | | | | | | | |
| Narc. Enf. for Peace Off. | 20 | 15 | 0 | 15 | 25 (50,*7) | 300 | 375 | 2631 | 39465 |
| Narcotic Invest. (*8) | 80 | 0 | 10 | 10 | 18 | 800 | 180 | 10535 | 105350 |
| Org. Crime Analysis Prog. | 20 | 0 | 1 | 1 | 10 | 20 | 10 | 1605 | 1605 |
| PCP (*1) MODULAR | | | | | | | | | |
| Prison Gang Activity | 36 | 6 | 0 | 6 | 30 | 216 | 180 | 3671 | 22026 |
| Protective Services | 36 | 2 | 2 | 4 | 20 | 144 | 80 | 2895 | 11580 |
| Sinsemilla Eradication | 80 | 2 | 0 | 2 | 20 | 160 | 40 | 6503 | 13006 |
| Spec. Surveillance Equip. | 36 | 3 | 3 | 6 | 15 | 216 | 90 | 2629 | 15774 |
| Urban Terrorist Activity | 36 | 2 | 2 | 4 | 30 | 144 | 120 | 3221 | 12884 |
| Visual Invest. Analysis | 8 | 6 | 0 | 6 | 15 | 48 | 90 | 920 | 5520 |
| | 29 | 96 (61%) | 62 (39%) | 158 | | 5844 | 3554 | | \$617,949 |

- *1 New courses without additional funding.
- *2 20% of total hours may be given as 8-hour modules. (See Attachment.)
- *3 Includes 15% indirect.

- *4 Budgets based on established class size.
- *5 Average Modular program consists of 16 hours of instruction. (FY 79/80)
- *6 20% over enrollment each presentation allowable.

- *7 Maximum enrollment depending on curriculum.
- *8 Funded by POST Plan II.

NOTE: Subject to CP D-10 review & approval of instructor salary rate.

12/24/80

1981/82

BUDGET BREAKDOWN
IN COMPLIANCE WITH POST REQUIREMENTS

| Courses | Instruct. | Coordination | | Clerical | Materials | Travel | Sub-Total | 15% | Total |
|----------------------------|-----------|--------------|--------|----------|-----------|--------|-----------|----------|---------|
| | | Presite | Onsite | | | | | Indirect | |
| Air/Marine Narc.Smug. | \$ 800 | \$ 96 | \$288 | \$240 | \$495 | \$1144 | \$3063 | \$ 459 | \$ 3522 |
| Analyst (C.I. Data) | 1900 | 228 | 684 | 570 | 385 | 850 | 4617 | 693 | 5310 |
| Cargo Theft Investigation | 1000 | 120 | 360 | 300 | 220 | 1070 | 3070 | 461 | 3531 |
| Chief Executive Course | 750 | 48 | 144 | 120 | 25 | 1380 | 2467 | 370 | 2837 |
| Collector (C.I. Data) | 2300 | 228 | 495 | 570 | 255 | 2164 | 6012 | 902 | 6914 |
| Commander (C.I.) | 1000 | 108 | 324 | 270 | 121 | 858 | 2681 | 402 | 3083 |
| Economic Crime Invest. | 1000 | 120 | 360 | 300 | 195 | 1000 | 2975 | 446 | 3421 |
| Fencing Investigation | 1000 | 120 | 360 | 300 | 180 | 1430 | 3390 | 509 | 3899 |
| Gambling Invest. (O.C.) | 1000 | 120 | 360 | 300 | 190 | 1230 | 3200 | 480 | 3680 |
| Heroin Influence | 900 | 60 | 144 | 150 | 100 | 1144 | 2498 | 375 | 2873 |
| Homicide Invest. | 1375 | 120 | 360 | 300 | 275 | 1715 | 4145 | 622 | 4767 |
| Inform.Dev.& Maint. (O.C.) | 1300 | 108 | 324 | 270 | 218 | 1067 | 3287 | 493 | 3780 |
| Intro.to Crime Analysis | 900 | 108 | 324 | 270 | 165 | 1075 | 2842 | 426 | 3268 |
| Inv.of Computer Crimes | 1000 | 120 | 360 | 300 | 250 | 1000 | 3030 | 455 | 3485 |
| Inv.Crimes Agnst.Elderly | 1000 | 120 | 360 | 300 | 218 | 1072 | 3070 | 461 | 3531 |
| Latent Print Techniques | 1000 | 120 | 360 | 300 | 110 | - | 1890 | 284 | 2174 |
| Link Analysis Techniques | 200 | 24 | - | 60 | 75 | 425 | 784 | 118 | 902 |
| Mgt. of Records Function | 1900 | 228 | 684 | 570 | 426 | 2145 | 5868 | | 6748 |
| Modular Training (L.E.) | 1600 | 96 | 288 | 264 | 528 | 915 | 3691 | 554 | 4245 |
| Narcotic Commander | 900 | 108 | 324 | 270 | 275 | 715 | 2592 | 389 | 2981 |
| Narcotic Conspiracy | 300 | 24 | 72 | 100 | 150 | 360 | 1006 | 151 | 1157 |
| Nar. Enf. for Peace Off. | 1000 | 60 | - | 150 | 722 | 572 | 2288 | | 2631 |
| Narcotic Investigation | 6875 | 240 | 720 | 600 | 726 | - | 9161 | 1374 | 10535 |
| Org.Crime Analysis Prog. | 500 | 60 | 180 | 150 | 61 | 445 | 1396 | 209 | 1605 |
| PCP | 300 | 24 | 81 | 60 | 142 | 360 | 867 | 145 | 1112 |
| Prison Gang Activity | 900 | 108 | 324 | 270 | 320 | 1430 | 3192 | | 3671 |
| Protective Services | 900 | 108 | 324 | 270 | 247 | 750 | 2517 | | 2895 |
| Sinsemilla Eradication | 2500 | 240 | 720 | 600 | 165 | 1430 | 5655 | 848 | 6503 |
| Spec.Surveillance Equip. | 900 | 108 | 324 | 270 | 254 | 430 | 2286 | 343 | 2629 |
| Street Gang Activity | 600 | 72 | 216 | 180 | 206 | 1052 | 2326 | 349 | 2675 |
| Urban Terrorist Activity | 900 | 108 | 324 | 270 | 968 | 715 | 2801 | | 3221 |
| Visual Invest. Analysis | 200 | 24 | - | 60 | 121 | 395 | 800 | 120 | 920 |

10/8/80

Proposed 1981/82 Training ProgramLaw Enforcement Skills and Knowledge Modular Course
(Certification Number 926-2990)

The modular training concept was designed and intended to be presented in remotely located areas of the state to assist in satisfying the Advanced Officer Training requirements of the Commission on POST Regulations. The basic concept has not changed and the emphasis of modular training should continue to be to law enforcement agencies that cannot receive training services from their regional POST certified training institutions.

The request for training in areas generally serviced by other POST certified training institutions should be denied unless there exists an unusual or emergency situation demonstrating the immediate need for modular training. The POST consultant assigned to coordinate this agreement shall determine if appropriate training is available and approve presentations in advance of DOJ/TC's confirmation of scheduling to user agencies.

The California Department of Justice Training Center is authorized to present the following eight (8) hour modules during Fiscal Year 1981/82:

- Core: Report Writing
 Officer Survival (uniform personnel)
 Officer Survival (non-uniformed personnel)
 Laws of Arrest, Search and Seizure
- Electives: Field Evidence Collection
 Crisis Intervention
 Hostage Negotiations
 Searching and Handcuffing Techniques
 Takedowns and Control Holds
 Baton Techniques
 Interviewing and Interrogation
 Livestock Theft Investigation
 Narcotic Conspiracy
 PCP

All subject areas may be presented as a single subject 8-hour presentation; however, not more than 20% of the total approved 835 hours may be single subject courses. All multiple subject courses must be completed in not more than 12 weeks.

AGENDA ITEM SUMMARY SHEET

| | | |
|---|--|---|
| Agenda Item Title 1981/1982 Contract - Legislative Update Manual | | Meeting Date January 29-30, 1981 |
| Division Administration | Division Director Approval <i>[Signature]</i> | Researched By Beverley Clemons <i>See C.</i> |
| Executive Director Approval <i>[Signature]</i> | Date of Approval 13 January 1981 | Date of Report January 13, 1981 |
| Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> (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 _____).

ISSUE

It is requested that a contract be initiated to provide a camera-ready document titled "1982 Legislative Update". The contract would be awarded based on specific requirements to be contained in the manual as established by POST.

BACKGROUND

POST has been involved, to some degree, in the annual legislative updates since 1976, which has included a printed manual of the legislative action of the prior year and disseminated to law enforcement statewide. The cost of developing the 1981 manual, excluding typing, was \$3,774.

ANALYSIS

The legislative update program for the past 5 years has been a joint effort of POST, CPOA, the Attorney General's Office, and the CHP. The manual is used in conjunction with the Legal Update Seminars and is the only means currently available to assist agencies in learning about recent legislative changes.

The POST Information Services Bureau will be assigned to coordinate the bid process and contract formulation. The projected cost for the 1982 Legislative Update Manual is \$8,500. This figure includes typing services, as well as legal research and analysis, coordination of information, editing, and legislative bill service.

RECOMMENDATION

It is recommended that approval be given to initiate a contract to provide a camera-ready document titled "1982 Legislative Update". The contract price is not to exceed \$8,500.

AGENDA ITEM SUMMARY SHEET

| | | |
|--|--|--|
| Agenda Item Title Executive Development Course Contract Fiscal Year 1981/82 | | Meeting Date January 29-30, 1981 |
| Division Operations | Division Director Approval <i>Bradley W. Koch</i> | Researched By Ted Morton <i>T.M. 58</i> |
| Executive Director Approval <i>Norman C. Becken</i> | Date of Approval <i>14 January 1981</i> | Date of Report December 23, 1980 |
| 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 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

Commission review and approval of the Executive Development Course contract cost as proposed for Fiscal Year 1981/82 are required in order for the Executive Director to enter into contracts with presenters.

BACKGROUND

The single contractor for the Executive Development Course, Cal-Poly Kellogg Foundation, currently provides five presentations per year with 20 trainees per presentation.

The contract costs for FY 1980/81 are \$44,780 for five presentations.

Commission Regulation 1005(e) provides that every regular officer who is appointed to an executive position may attend the Executive Development Course and the jurisdiction may be reimbursed provided the officer has satisfactorily completed the training requirements of the Management Course.

ANALYSIS

The California State Polytechnic University, Pomona, has been under contract to present the Executive Development Course since October, 1979. The presentations have been well received by law enforcement executives. The presenter has developed a special expertise in presenting POST executive and management training. Because of this expertise the presenter has attracted a high quality group of instructors and coordinators.

The estimated Fiscal Year 1981/82 cost for five presentations should not exceed \$49,500. This amount allows for some possible increase over Fiscal Year 1980/81 costs due to inflation and other factors as may be allowable by tuition guidelines.

RECOMMENDATION

Staff recommends that the Commission authorize the Executive Director to enter into a contract with Cal-Poly Kellogg Foundation to present five (5) presentations of the Executive Development Course during Fiscal Year 1981/82, not to exceed a contract cost of \$49,500.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

| | | |
|--|--|--|
| Agenda Item Title Management Course Contracts - FY 1981/82 | | Meeting Date January 29-30, 1981 |
| Division Operations | Division Director Approval <i>Bradley W. Koch</i> | Researched By Ted Morton ^{T.M. 62} |
| Executive Director Approval <i>Norman C. Boehm</i> | Date of Approval <i>14 January 1981</i> | Date of Report December 23, 1980 |
| Purpose: Decision Requested <input checked="" 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 _____).

ISSUE

Commission review and approval of Management Course contract costs as proposed for Fiscal Year 1981/82 is required in order for the Executive Director to enter into contracts with presenters.

BACKGROUND

This course is currently budgeted at \$170,000 for 21 presentations by five presenters:

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

In addition, there are two Management Course presenters who offer training at no cost to the POST fund:

- California Highway Patrol
- State Department of Parks and Recreation

ANALYSIS

Course costs are consistent with POST tuition guidelines. Required performance objectives are being satisfactorily presented by each contractor.

The estimated Fiscal Year 1981/82 cost for 21 presentations should not exceed a total of \$187,000. This amount allows for some possible increase over Fiscal Year 1980/81 due to inflation and other factors as may be allowable by tuition guidelines.

RECOMMENDATION

Staff recommends that the Commission authorize the Executive Director to enter into contracts with the current five contractors to present twenty-one (21) presentations of the Management Course during Fiscal Year 1981/82, not to exceed a total contract cost of \$187,000.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

| | | |
|--|--|--|
| Agenda Item Title Interagency Agreement-PCP Training | | Meeting Date January 29-30, 1981 |
| Division Operations | Division Director Approval <i>E. Richardson - Acting Director</i> | Researched By Glen Fine |
| Executive Director Approval <i>Murray C. Boehm</i> | Date of Approval 1-14-81 | Date of Report December 22, 1980 |
| Purpose: Decision Requested <input checked="" 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 _____).

ISSUE

PCP is an acknowledged major problem confronting law enforcement. Staff at the University of California at Los Angeles have, for the past two years, worked on a state funded PCP training and prevention project. UCLA has developed a singular level of expertise in the many facets of the PCP problem and also possesses outstanding training course presentation capability.

Staff has negotiated with UCLA for the certification of PCP training courses that will emphasize "training of trainers". UCLA desires to present this training, but only if presentation costs can be funded by POST through Interagency Agreement. A number of administrative problems and concerns affect UCLA's desire to present this training only under Interagency Agreement.

ANALYSIS

Because pressing need exists for the PCP training, staff believes that an Interagency Agreement should be approved by the Commission. It is estimated that four "training of trainers" presentations are needed in the next 12 months. Staff will evaluate this approach to training as well as continuing need if presentations are funded.

RECOMMENDATION

Authorize staff to negotiate an Interagency Agreement with UCLA for PCP training courses at a cost of approximately \$4,855 per presentation and not to exceed \$19,420 (4 presentations x \$4,855).

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

| | | |
|---|--|---|
| Agenda Item Title Administration and Scoring of the POST Training Proficiency Test | | Meeting Date January 29-30, 1981 |
| Division Administration | Division Director Approval <i>[Signature]</i> | Researched By John W. Kohls <i>[Signature]</i> |
| Executive Director Approval <i>[Signature]</i> | Date of Approval 1-14-81 | Date of Report December 22, 1980 |
| 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 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

As an alternate to having staff administer the POST Training Proficiency Test, is there a cheaper and more efficient method?

BACKGROUND

The POST Training Proficiency Test must, by law, be administered to every Basic Course graduate. There are approximately 100 graduating classes per year.

Since the inception of the test program, POST staff has conducted all aspects of the test preparation, administration and maintenance, including test proctoring.

In August of 1980, staff contacted Cooperative Personnel Services (CPS) of the State Personnel Board to explore whether CPS could provide test administration services to POST.

ANALYSIS

Staff has estimated that the cost of test administration for each academy class (for scheduling, travel test administration, test duplication and assembly, shipping, scoring, tabulating and storage) is anywhere from \$336 to \$372 (depending on whether the proctor is an Office Services Technician or Area Consultant, respectively). CPS has proposed to perform all the above services for \$211 per academy class.

The main reason for the lesser cost is that CPS is a test publisher with extensive experience and resources. CPS has the experienced personnel and specialized equipment to efficiently manage a test program. Also, to reduce travel expenses they employ proctors who are located in many areas of the state.

ANALYSIS - Cont.

The estimated cost of contracting with CPS to manage the POST Training Proficiency Test program from February 1 through June 30, 1981 (for an estimated 54 administrations) is approximately \$11,500.

Once the tests have been scored and analyzed, CPS would forward the results to Standards and Evaluation Services for final analysis and dissemination of the findings.

RECOMMENDATION

Contract with Cooperative Personnel Services of the State Personnel Board to have the POST Training Proficiency Test duplicated, scheduled, shipped, proctored, tabulated, scored and stored.

Staff also proposes that, if this arrangement proves satisfactory, POST continue to contract with CPS for the same services for fiscal year 81-82. The total cost of such a contract would be approximately \$25,000. Staff proposes that a final recommendation concerning continuation of the contract with CPS be made at the April Commission meeting.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
FISCAL YEAR 1981-82
CONTRACTS

AID TO LOCAL GOVERNMENT CONTRACTS

| | | |
|---|--|-------------------|
| 81-1 | Department of Justice Interagency Agreement 165 training presentations - 27 different courses | \$ 619,000 |
| 81-2 | Cal Poly, Pomona Five presentations of Executive Course | 49,500 |
| 81-3 through 81-7 | Cal State Universities at Humboldt, Long Beach, Northridge and San Jose and the San Diego Regional Training Center 21 presentations of the Management Course | 187,000 |
| 81-8 | Interagency Agreement with UCLA Four PCP "Training the Trainer" Course | 19,420 |
| 81-9 | Systems Analyst and Programmer Data analysis for Standards and Evaluation Bureau | 100,000 |
| 81-10 | Data Processing DP and computer costs associated with 81-9 | 50,000 |
| 81-11 | Publish Legal Update Manual Arrange for publication of the manual entitled "1982 Legal Update" | 8,500 |
| 81-12 | Department of Water Resources Provide microfile services | 4,986 |
| 81-13 | Benetech, Inc. To process approximately 16,000 CEI's and provide printouts. | 8,500 |
| 81-14 | Four Phase Systems, Inc. Rental of Data Processing Equipment | 36,500 |
| 81-15 | State Controller (Interagency Agreement) Provide necessary office and field auditing services | 80,000 |
| 81-16 | Cooperative Personnel Services Administration and scoring of the POST training proficiency test. | 25,000 |
| TOTAL AID TO LOCAL GOVERNMENT CONTRACTS | | <hr/> \$1,188,406 |

ADMINISTRATIVE CONTRACTS

| | | |
|-------|--|--------------------|
| 81-17 | Allen's Press Clipping Bureau Clipping service | \$ 805 |
| 81-18 | San Sierra Business System Maintenance on state equipment | 1,050 |
| 81-19 | Monroe Calculator Service on Monroe equipment | 700 |
| 81-20 | Wang Labs, Inc. Maintenance on Word Processing equipment | 5,400 |
| 81-21 | Xerox Corporation Maintenance on 4000 and 7000 | 5,330 |
| 81-22 | Maintenance contracts on other equipment | <u>1,200</u> |
| | Total Administrative Contracts | 14,485 |
| | Total Aid to Local Government Contracts | <u>\$1,188,406</u> |
| | TOTAL CONTRACTS | <u>\$1,202,891</u> |

AGENDA ITEM SUMMARY SHEET

| | | |
|--|--|--|
| Agenda Item Title CSTI Audit | | Meeting Date January 29-30, 1981 |
| Division Operations | Division Director Approval <i>Frankly W. Lech</i> | Researched By Gene DeCrona <i>DeCrona G</i> |
| Executive Director Approval <i>Norman C. Behm</i> | Date of Approval 1-15-81 | Date of Report January 13, 1981 |
| 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 _____).

ISSUE

At the Commission meeting on October 23, 1980, staff was directed to report to the Commission within six months the findings of a qualitative analysis of CSTI specialized training as to course budget cost versus quality of the training.

This is a report of the findings to date of the review of CSTI course budgets and training program.

BACKGROUND

Subsequent to the October Commission meeting, staff conducted a review of CSTI course budgets to determine the actual cost of each course certified by POST to CSTI. Staff study has focused upon determination of direct and indirect costs and comparison of actual costs to POST tuition guidelines.

Direct costs are those costs that can be directly attributable to the presentation of a specific course. In regards to budgets for POST training, there are certain limits on costs allowable under PAM Section D-10, Tuition Guidelines, specifically in the instructional, coordination, clerical, and indirect cost categories.

Direct cost, identified in this study, include costs relating to specific course presentation, e.g., instructional hours, coordination, clerical, equipment use and depreciation, travel cost (instructors and coordinators), supplies, printing, postage, telephones, facility and utility costs.

Indirect cost is generally considered to be administrative "overhead" and costs that cannot be verified as direct cost. Indirect cost is described in the POST Tuition Guidelines, and a maximum indirect cost of 15% is allowed by the Commission. The following is excerpted from the POST Administrative Manual:

PAM Section D-10 (7-j) Tuition Guidelines Fee or Indirect Costs:
Up to 15% may be allowed. This amount will include such items as research, maintenance, general administration, or use allowance.

Utilize reverse side if needed

This amount was established by the Commission when it was determined that indirect cost varied considerably depending on the presenter. Staff contacted the Department of General Services, Program Analysis Section, and received information that indirect cost can be considered to be any amount agreed upon by the parties to the contract and can be expanded or reduced depending on the circumstances of the contract.

Indirect costs for purposes of this study include salaries of staff not specifically related to instruction of courses, conference and meeting attendance (registration, travel, and per diem), publications relating to maintenance of expertise, and administrative charges by the Military Department. Also included is vehicle and equipment leasing for the time not related to specific course use. The greatest percentage of indirect cost is attributable to salary and benefits for staff that cannot be specifically related to POST-certified courses.

ANALYSIS

In reviewing budgets for each course, staff determined that only four CSTI staff instructors have an hourly salary in excess of \$25.00 per hour. No staff salaries in the budgets are in excess of \$35.00 per hour, including benefits.

Team teaching is used extensively but contributes significantly to the high quality of the courses. More than ordinary staff time is devoted to course coordination. Staff evaluations indicate that CSTI actually uses multiple instructors for role playing and coordination purposes. Without the added instructors, the courses would probably not be as effective or the scenarios as productive.

After review of equipment, facilities, staff, course management, and control, it was determined that existing CSTI functions contribute significantly to the quality of CSTI training. CSTI staff is imbued with a no-nonsense, all-business attitude. The total atmosphere creates an attitude for learning and encourages full participation of all trainees.

Personnel costs have been reduced in Fiscal Year 1980/81 by the reduction of seven staff members; this has placed an additional burden on remaining personnel. Because of the complexities involved in developing each presentation to meet the needs of the intended student composition, many coordination hours are required. CSTI staff is reportedly below basic minimum operating levels to continue to maintain high quality training standards for a sustained period of time; however, it would appear that the quality of courses audited has not been appreciably affected to date.

As of this review, approximately \$150,000 of salary can be credited to direct cost for all planned presentations for courses in Fiscal Year 1980/81. The balance of salary is applied to indirect cost. Salaries and benefits amount to approximately 65.67% of the total fiscal expenditure. The Military Department attaches an administrative cost of 13.77% on all expenditures.

Based upon this study, direct cost for training courses for the first-half of Fiscal Year 1980/81 and projected training for the second-half of the fiscal year would amount to \$402,176. Direct and indirect costs are as follows:

\$826,000 Total Projected Expenditures for F.Y. 1980/81 (Includes estimated \$80,000 tuition retention and \$106,000 residual federal funds)

\$402,176 Direct Cost of Training

\$423,824 Indirect Cost (equals 105% of direct cost of training)

If only projected Interagency Agreement amounts are considered, the breakdown is as follows:

\$640,642 Total Project POST Funding F.Y. 1980/81

\$402,176 Direct Cost of Training

\$238,466 Indirect Cost of POST Funding (equals 59.3% of Direct Cost of Training)

This review did not include evaluation for travel time spent by CSTI staff going to and from course sites, or instructor preparation time for course presentation. Considering these facts for audit purposes only, additional review would reveal that a portion of the indirect cost would actually be direct cost. Further review could not reasonably result in disclosures that would lower indirect cost to the amount allowed by tuition guidelines.

CONCLUSIONS

POST staff concludes from the review:

- o that course presentation cost is higher than many other institutions;
- o that some course budgets exceed POST Tuition Guidelines as follows:

Coordination: POST Tuition Guidelines set maximum amounts for coordination for both precourse and on-site coordination. Coordination costs in CSTI budgets for management and terrorism courses are in excess of the guidelines; however, the coordination of these courses to this extent is necessary in context of CSTI's course management approach and contributes to the high course quality. Coordination cost for other courses appears to be within the guidelines.

Indirect Cost: POST Tuition Guidelines set 15% as the maximum amount allowable for indirect charges. CSTI budgets far exceed that maximum. The amount can vary from 59% for total POST funds expended to 105% for total annual expenditures.

The indirect costs include an unidentified amount of staff time spent for course maintenance, pre-instructional preparation and staff travel time to and from course sites;

- o that the identified high costs of coordination, instruction, and presumed higher-than-ordinary costs of preparation and course maintenance directly contribute to the high quality of training.

AGENDA ITEM SUMMARY SHEET

| | | |
|--|---|--|
| Agenda Item Title Qualitative Evaluation of Officer Safety/ Field Tactics Course (Preliminary Progress Report) | | Meeting Date January 29-30, 1981 |
| Division Operations | Division Director Approval <i>Head W. Koch by Bord</i> | Researched By Hal Snow <i>9/8</i> |
| Executive Director Approval <i>William C. Bellum</i> | Date of Approval 13 January 1981 | Date of Report |
| 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 _____).

ISSUE

This is a preliminary progress report on the qualitative evaluation of Officer Safety (survival) Field Tactics courses.

BACKGROUND

At the October 23-24, 1980 meeting, the Commission directed staff to conduct a qualitative evaluation of officer safety courses including those presented by the California Specialized Training Institute (CSTI) and other presenters.

Those presenters already certified for officer safety included:

| | <u>Reimbursement Plan</u> |
|---|---------------------------|
| California Specialized Training Institute | IV + contract |
| San Bernardino County Sheriff's Dept. | III |
| College of the Redwoods, NCCJTES | IV |

Additional presenters subsequently certified since the POST Commission meeting in October include:

| | |
|--|-----|
| Santa Rosa Center, NCCJTES | IV |
| Los Medanos Center, NCCJTES | IV |
| Modesto Regional Training Center | IV |
| Central Coast Counties Police Academy | IV |
| Law Enforcement Research Associates (LERA) | III |

Because of the recency of certification and the need for presenters to advance calendar courses, only presentations made by CSTI and LERA have been evaluated to date. No other presenters were able to make presentations prior to January 1981. It is anticipated other course presenters will be evaluated prior to the April 1981 Commission meeting.

ANALYSIS

An evaluation methodology was designed especially for the purpose and is described on Attachment A. The evaluation criteria established included overall course quality, individual instructor quality, coverage of course topics, impact on trainees, facilities instructional methodology with emphasis on student practical application, course administration, and presenter self-evaluation procedures.

Utilize reverse side if needed

ANALYSIS (Con't)

To obtain valid results, it was projected that at least two presentations would have to be evaluated. As of this writing, two presentations of CSTI's Officer Survival Course and one of LERA's have been evaluated.

CSTI's Officer Survival Course was evaluated as excellent in every respect. Course instructors are exceptionally well prepared and routinely research officer assaults and death cases. This, along with the excellent facilities and disciplined (orderly) conduct of training instills a great deal of credibility with students.

LERA's Officer Safety/Field Tactics Course was of good quality and rated outstanding by students. This course is a traveling road show and therefore evaluations may vary depending upon the availability of adequate facilities. Despite the lack of permanent facilities, the course was conducted in a manner to simulate many real world conditions. For example, much of the practical student exercises were conducted during night darkness hours. Some problems in coordination (taking roll, pre and post practical exercise explanation, etc.) were noted but are being addressed.

In conclusion, both CSTI and LERA present good quality Officer Safety/Field Tactics Courses. Because CSTI can control the variables of facilities and full-time instructional staff, it would be expected CSTI would have consistently excellent ratings. Our preliminary evaluation indicates differences between the courses at this point are a matter of style and emphasis. Further evaluations may identify more significant differences. Both appear to have given consideration to the prospect of over-emphasizing officer safety and creating student paranoia.

Other conclusions include general observations about the nature of Officer Safety/Field Tactics Courses. The nature of the subject and student clientele requires instructors to be intimately familiar with the subject and do continuing research on officer assault/deaths. Not every presenter of police training has this capability. The course is most accepted and presumably more effective if there is strong emphasis on student practical exercises which require multiple instructors in order to preclude wasted time in students watching others. The most accepted form of facilities is a site away from disruptive and public areas. The accepted form of course coordination is one which insists on disciplined and business-like atmosphere.

The final report, to be presented at the April 1981 Commission meeting, will contain more detailed comparisons between course presenters, including the non-tuition charging community colleges.

Attachment

Evaluation Methodology

1. POST Course Evaluation Instrument (CEI) - an instrument used by POST and routinely completed by trainees in all certified courses which evaluate overall course quality and impact.
2. Individual Instructor Evaluation - a form designed to have trainees evaluate every course instructor/subject.
3. Pre and Post Evaluations for Officer Safety/Field Tactics Courses - forms designed to measure the perceived level of competence by each student on the course topics (skills and knowledge). The purpose of the evaluation is to test the overall level of gain or loss before and after the course and to make comparisons between presenters.
4. Individual and Group Interviews of Students - a POST staff member sitting in on the last 1-2 days of each presentation to assess the evaluative criteria.
5. On-Site Staff Observations - last 1-2 days of each presentation.

AGENDA ITEM SUMMARY SHEET

| | | |
|--|--|---|
| Agenda Item Title POST/CSTI Interagency Agreement- 4th Quarter 80-81 | | Meeting Date January 29-30, 1981 |
| Division Operations | Division Director Approval <i>Bradley W. Lock</i> | Researched By Gene DeCrona <i>DeCrona</i> |
| Executive Director Approval <i>Thomas C. Behan</i> | Date of Approval 13 January 1981 | Date of Report January 6, 1981 |
| Purpose: Decision Requested <input checked="" 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 _____). | | |

ISSUE

CSTI has requested POST funding for the fourth quarter of Fiscal Year 1980/81 in the amount of \$148,400. The amount requested is commensurate with the third quarter agreement approved by the Commission at its regular meeting in October, 1980.

BACKGROUND

In January, 1980, CSTI submitted a request in the amount of \$388,000 for an Interagency Agreement to provide training for FY 1980/81. At that time the Commission moved to delay the decision until the April 1980 meeting with direction to staff to further review the proposal.

During the interim period CSTI funding was not available through past sources; subsequently their request of the Commission was increased to \$687,684.

At the April 1980 meeting, it was moved that one-half the requested amount of \$687,684 (or \$343,842) be funded for six months only to provide continuity of training while an RFP process was developed.

Staff report was presented at the October 1980 meeting and at that time it was recommended that the second half funding be approved in the amount of \$296,952, consistent with the proposed redirection of training. The Commission moved to approve funding for the third quarter only in the amount of \$148,476. Fourth quarter funding was withheld pending an audit of CSTI cost and quality analysis. Finding of studies of these issues are separately submitted.

ANALYSIS

The emphasis of CSTI training is being channeled to additional presentations in the disaster management and terrorism management areas and fewer presentations in the operational course areas. CSTI staff has been very cooperative in working towards this end.

Utilize reverse side if needed

Analysis (con't)

Staff has reviewed all CSTI courses and budgets for the requested fourth quarter and believes that the training schedule will provide beneficial training to law enforcement and satisfies many of the needs as indicated in POST preliminary report on training needs assessment.

RECOMMENDATION

Authorize the Executive Director to negotiate an IAA with CSTI through the California Military Department for the period of April 1, 1981 through June 30, 1981, not to exceed \$148,400.

AGENDA ITEM SUMMARY SHEET

| | | |
|---|--|--|
| Agenda Item Title Fiscal Year 1981/82 CSTI Funding | | Meeting Date January 29, 1981 |
| Division Operations | Division Director Approval <i>Bradley W. Loch</i> | Researched By Gene DeCrona <i>DeCrona</i> |
| Executive Director Approval <i>Memorandum C. Belton</i> | Date of Approval 1-15-81 | Date of Report January 14, 1981 |
| Purpose: Decision Requested <input type="checkbox"/> Information Only <input 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 _____).

ISSUE

CSTI has requested an Interagency Agreement in the amount of \$198,000 or certification on a tuition basis for officer safety courses in the 1981/82 Fiscal Year. No additional funds have been requested because of their pending request of the Legislature for General Funding.

BACKGROUND

A number of vendors are preparing to present Officer Safety and Field Tactics to make this needed training more locally available. As part of this, staff would plan on certifying a number of Officer Safety and Field Tactics presentations and possibly 3 Officer Involved Shooting Seminars at CSTI. Total potential trainees would be 1,050 officers.

As noted, POST staff has been exploring new methods of satisfying training needs to the field. The most cost-effective method appears to be the training of sufficient numbers of trainers in critical subjects; Officer Safety and Field Tactics is one such subject area. CSTI has agreed to provide four Officer Safety and Field Tactics presentations specifically developed to train trainers. Potentially, this would enable qualified trainers to provide Officer Safety and Field Tactics training far in excess of the 1,000 per year currently being trained by CSTI.

CSTI plans to present a number of disaster management courses in the 1981/82 Fiscal Year as well as continue terrorism management courses. No funding is being requested of POST for these courses at this time.

Currently before the California Legislature is a Budget Change Proposal (BCP) in the amount of \$1.1 million to fund CSTI through the General Fund and to have CSTI established as the primary agency to deal with the training, associated research, and technical assistance regarding response to and the prevention and control of natural and man-made disasters. If this BCP is approved, the financing would fund CSTI to continue conducting training in those areas for all entities that play an integral part of disaster preparedness. Legislative decisions relating to the BCP will be made during the current budget sessions. Governor Brown is reported to be strongly supportive of the BCP.

Utilize reverse side if needed

The Executive Director, at the direction of the Commission, has previously submitted to the California Joint Legislative Budget Committee an evaluation of the need to continue CSTI as a training institution. The conclusion of that report is that CSTI could be the principal provider of law enforcement training in the areas of disaster management, civil emergency, disorder management, and terrorism management.

ANALYSIS

CSTI plans to concentrate training in the next fiscal year in the general areas of natural and man-made disaster, civil disorder, and terrorism. There has been agreement on the part of POST staff and CSTI that there will be a re-direction of officer safety-related training in 1981/82. Officer Safety and Field Tactics presentations will be reduced, the modular outreach program will be deleted, and new "training of trainers" presentations will be presented in the officer safety subject area.

Approval by the Legislature of General Funds as described in the BCP would obviate the need for POST funding of CSTI's disaster and terrorism courses. Consistent with the BCP and CSTI's request, staff will plan to review those courses for certification.

CSTI's request for funding of officer safety training courses is for either Interagency Agreement or tuition reimbursable certification. Staff prefers to proceed on the basis of tuition reimbursable certification. Certification only would be more equitable for other presenters of similar training and would be consistent with proposed certification of other CSTI training.

It must be observed that CSTI's prospects for continuance as a training organization are highly dependent upon General Funding as proposed in the BCP. A number of eventualities are possible in the legislative process, including the possibility of a legislative proposal to shift all or part of the funding base of the BCP to POST. Staff will monitor events in this regard and keep the Commission informed.

While POST is on record as supportive of a disaster training role for CSTI, language in the final Budget Act relative to CSTI's mission in law enforcement training is a possible cause for Commission concern. Staff will also monitor progress of the BCP in this respect.

Commissioners should be aware of existing language in the BCP as it relates to proposed purpose, objectives, and funding of the CSTI program. A copy of the BCP is attached. It is suggested that Commissioners carefully review the document.

RECOMMENDATIONS

- o That there be no Interagency Agreement with CSTI in the 1981/82 Fiscal Year, and that all courses meeting POST approval be certified with or without reimbursable tuition, consistent with POST tuition guidelines.

Memorandum

To : Commissioners

Date : January 14, 1981



Norman C. Boehm, Executive Director

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

Subject: POST Funding

Background

With the passage of SB 1428 during the 1980 legislative session, the percentage of monies allocated to the Peace Officer Training Fund (POTF) from the Assessment Fund will be increased from 28.96% to 33.03% for one year beginning January 1, 1981. If no further legislation is passed, the percentage allocation to POST will revert to 28.96% on January 1, 1982. The approximate 5% increase for one year will generate about \$2 million in additional monies for the POST program.

According to the California Peace Officers' Association, the sponsors of SB 1428, the original intent of the bill was to permanently increase the POST share of the Assessment Fund by approximately 10%. The bill was amended during a legislative committee hearing to limit the increase to 5% for the one-year period. This action was taken by the author in an attempt to satisfy the concerns of educators, who were opposed to the further diversion of monies originally intended for the high school driver training program. The bill was passed out of the legislature and signed by the Governor over the continued objections of this group.

Without further legislative action during 1981, the revenue into the POTF will decrease by 5% beginning January 1, 1982. We have been notified by PORAC and CPOA that they intend to sponsor legislation this year to continue the 5% increase for 1981 indefinitely and to seek restoration of the additional 5% deleted from the original version of SB 1428. This legislation will also seek to bring the Marshals into the POST reimbursement program.

Analysis

There is no doubt the Commission can justify retention of the 5% increase granted by SB 1428 as well as the additional 5% included in the proposed legislation. Each 5% increase equates to approximately \$1.7 million in additional monies.

The inclusion of the Marshals in this legislation would pose no particular problem to POST. The Commission's policy has been that agencies seeking entry into the reimbursement program should bring in additional funds sufficient to cover the cost of their participation. The additional \$1.7 million generated by this legislation would more than cover the costs incurred by the Marshal's group.

Comments

The legislation proposed by PORAC and CPOA, if passed, will make permanent the 5% increase received last year. It will also generate an additional amount of money sufficient to offset any cost brought about by the Marshal's group coming into the reimbursement program. The legislation falls within Commission guidelines relating to a "support" position by POST.

Recommendation

The Commission support the PORAC/CPOA legislation to retain the 5% increase of 1980, add another 5% this year and bring the Marshals into the POST reimbursement program.

AGENDA ITEM SUMMARY SHEET

| | | |
|---|--|--|
| Agenda Item Title Professionalization Symposium Follow-up | | Meeting Date January 29 and 30, 1981 |
| Division Operations | Division Director Approval <i>Stanley W. Leck</i> | Researched By <i>R</i> Brooks Wilson |
| Executive Director Approval <i>Norman C. Boehm</i> | Date of Approval 1-15-81 | Date of Report |
| Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" 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 _____).

ISSUE

A report on progress made toward resolution of the issues from the "Symposium on Professional Issues in Law Enforcement."

BACKGROUND

The Commission, along with CPOA and PORAC, sponsored the "Symposium on Professional Issues in Law Enforcement" on October 1, 2, and 3, 1980. At the October 1980 Commission meeting, the Commission received 15 items for further study and approved additional planning conferences for that purpose.

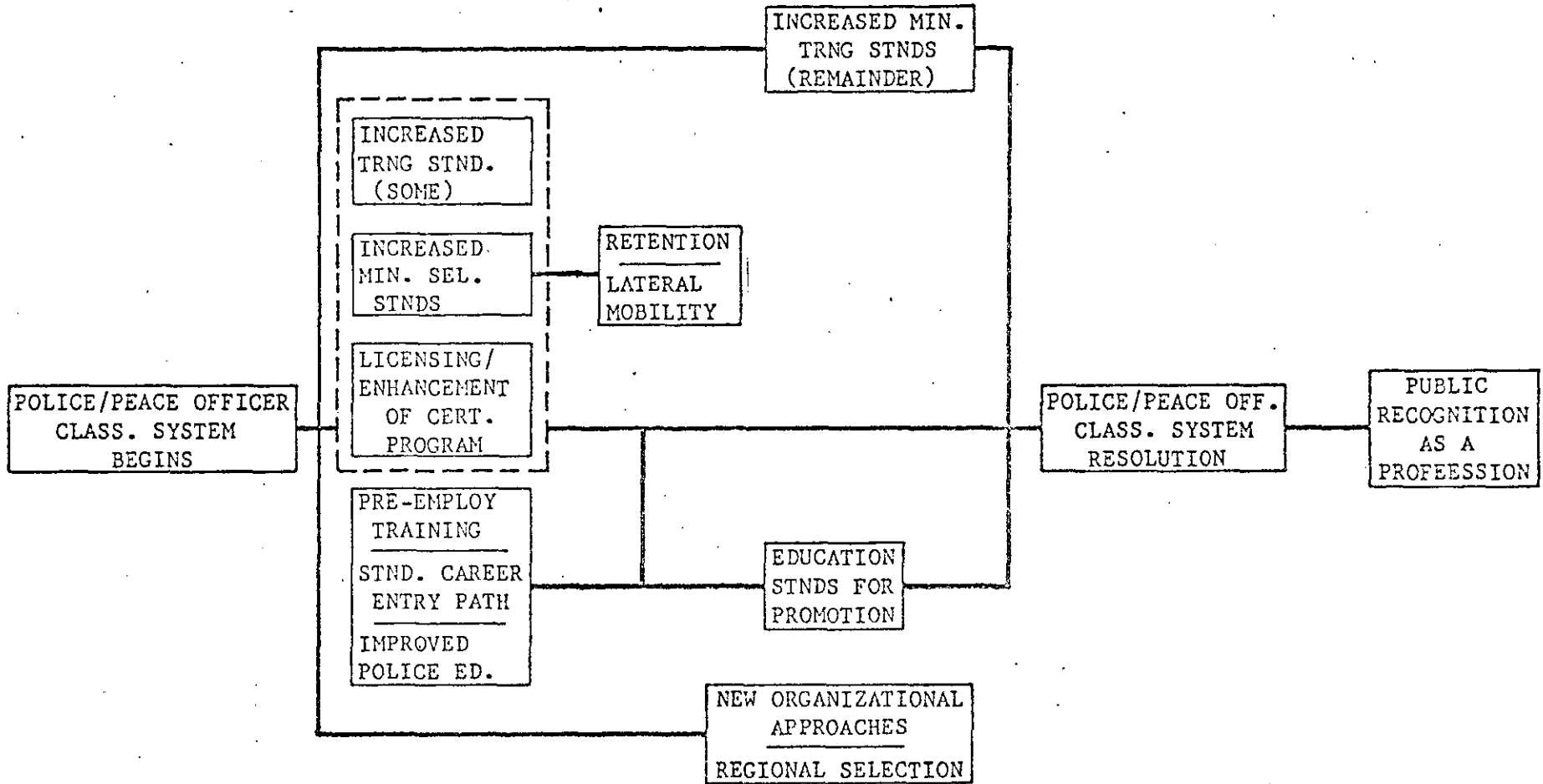
ANALYSIS

The first planning meeting was held in Orange County on December 17, 1980. Richard Lucero and Chief Bob Wasserman, Presidents of PORAC and CPOA, respectively, appointed 5 members each of their organizations to attend the meeting. Chairman Trives selected the Long-Range Planning Committee to represent the Commission. Trives is Chairman of the Professionalization Coordinating Committee.

The Committee agreed on a sequence for addressing the issues or groups of issues, and on the composition of task forces (each to be 9 persons or less) to address them. The sequencing and tasks force compositions are illustrated on the attached charts. The Committee also agreed to serve as an ad hoc coordinating committee to select specific tasks force members within the framework agreed upon, to make assignments, to receive reports from the task forces, and to make recommendations to the Commission.

The coordinating committee will meet again on January 28, 1981, to select task force members and to develop a time line for resolution of issues.

Attachments



| | | | | | | | | | |
|---|--|---|--|---|-----------------------------------|--|--|--|--|
| Coordinating Committee - Appoints Task Forces Meets periodically to receive findings and make recommendation to the Commission and their groups est. classification system | | | | | ——— EXISTS THROUGH ENTIRE PROCESS | | | | |
| Licensing/Enhanced Certification Task Force | | Training and Education Task Force | | Continuing Education and Training Task Forces (2) | | Retention, Selection and Lateral Mobility Committee | | Organizational Study Task Force | |
| <u>Studies:</u> Increased Trng Stnds - Increased Min. Selection Stnds Licensing Legislation POST Certification Enhancement | | <u>Studies:</u> Pre-Employ Training Improvement of relevance & quality of police education Stnd Career Entry Path | | <u>I - Studies:</u> Increased Trng requirements & educational requirements for promotion for Superv. & Mgrs. | | <u>II - Studies:</u> Increased Trng requirements for Executive | | <u>Studies:</u> Retention Strategies and Lateral Mobility | |
| <u>Composition:</u> Legislative Reps from 3 groups and selected knowl. people at large or from Coord. Committee | | <u>Composition:</u> Basic Trainers College & police Selected educators from four year College and/or Univ. Training Devel. Representative from POST | | Selected Super. and Mgrs. Selected Police Executives Selected personnel types from police agencies | | <u>Composition:</u> Selected police Executives and POST Administrative Counseling staff | | | |
| <u>Sequence:</u> Initial Event (See Flow Chart) | | <u>Sequence:</u> Can begin immediately. Must precede education stnds for promotion | | <u>Sequence:</u> Can begin immediately | | <u>Sequence:</u> Follows increased selection stnds | | <u>Sequence:</u> Independent of other events - can begin any-time | |

It is suggested that each task force not exceed nine members.

STATE ADMINISTRATIVE MANUAL

BUDGETING

FORM DF-9E (Rev. 5/78)

BUDGET CHANGE PROPOSAL
1981-1982 Fiscal Year

| |
|---------------------|
| Priority |
| Request No. OCC- |
| Date 30 OCT 80 |

| | |
|---|--|
| TITLE OF PROPOSED CHANGE California Specialized Trng Institute | PROGRAM Office of Commanding General |
| DEPARTMENT Military Department | ELEMENT Mil. Support to Civil Authority |

NATURE OF PROPOSAL

Program Maintenance (Workload Adjustment)

Adding a New Function

Expanding an Existing Function

Reducing or Eliminating an Existing Function

Redirecting an Existing Function

Implementing Legislation

SUMMARY OF PROPOSAL (Do not exceed this space)

This program will enhance California's ability to deal with disasters and massive emergencies by increasing the role of military support to civil authority to include establishment of a prevention-oriented model activity that would deal with the training, associated research, preparation and evaluation of the response to and the prevention and control of natural and man-made disasters, i.e., earthquakes, floods, hazardous materials accidents, civil disorders and terrorism incidents.

| FISCAL IMPACT | PAST YEAR 79-80 | CURRENT YEAR 80-81 | BUDGET YEAR 81-82 |
|-------------------------|--------------------|-----------------------|----------------------|
| Existing Program-Total: | 1,077,495 | 1,110,967 | 1,092,359 |
| General Fund | 0 | | 1,092,359 |
| Federal Funds | 714,052 | | |
| Special Funds | 363,443 | | |
| Other Funds | 0 | | |
| Reimbursements | 0 | 1,110,967 | |
| Personnel-Years | 28.5 | 26 | 28 |
| Proposed Changes-Total: | | | 1,092,359 |
| General Fund | | | 1,092,359 |
| Federal Funds | | | |
| Special Funds | | | |
| Other Funds | | | |
| Reimbursements | | | |
| Personnel-Years | | | 2 |
| Revised Program-Total: | | | 1,092,359 |
| General Fund | | | 1,092,359 |
| Federal Funds | | | |
| Special Funds | | | |
| Other Funds | | | |
| Reimbursements | | | |
| Personnel-Years | | | 28 |

| | | |
|--------------------------|----------------------|--|
| PREPARED BY ▲ | REVIEWED BY ▲ | GOVERNOR'S ACTION <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved |
| DATE | DATE | |
| APPROVED DEPARTMENT ▲ | APPROVED AGENCY ▲ | |
| DATE | DATE | DATE |

STATE ADMINISTRATIVE MANUAL

BUDGETING

FORMAT FOR
BUDGET CHANGE PROPOSAL
FISCAL DETAIL

| DESCRIPTION OR SHORT TITLE OF PROPOSED CHANGE | HCP NO. | DATE | PRIORITY NO. |
|---|---------|------|--------------|
| Calif. Spec. Trng. Institute | | | |

| Salaries and Wages ^{a/} | Personnel Years | | Salary Range | Amount | |
|----------------------------------|--------------------|-----|--------------|---------|---------|
| | CY | BY | | CY | BY |
| See Attached | 26 | 28* | | 593,385 | 651,540 |

*Two additional spaces to be provided to the Office of the Commanding General, Military Department, in lieu of indirect costs.

| | Current Year | Budget Year |
|---|---------------------|---------------------|
| Total Salaries and Wages | 597,493 | 685,802 |
| Staff Benefits | 183,710 | 208,493 |
| Salary Savings | 0 | -34,292 |
| Total Personal Services | \$781,203 | \$860,003 |
| Operating Expenses and Equipment | | |
| General expenses | 88,244 | 56,596 |
| Printing | 0 | 3,560 |
| Communications | 20,640 | 28,000 |
| Travel--in-state | 84,357 | 38,500 |
| Travel--out-of-state | 5,365 | 13,500 |
| facilities operations | 53,929 | 20,000 |
| Data processing | 0 | 0 |
| Consolidated data center | 0 | 0 |
| Consultant and prof. services | 60,116 | 39,000 |
| Pro rata charges | 0 | 0 |
| Equipment | 16,843 | 11,000 |
| Other Utilities | 0 | 20,000 |
| <u>Demonstration Chemicals</u> | 0 | 2,200 |
| and Explosives | | |
| TOTAL OPERATING EXPENSES AND EQUIPMENT | \$ 329,764 | \$ 232,356 |
| TOTAL EXPENDITURES | \$ 1,110,967 | \$ 1,092,359 |
| Source of Funds | | |
| General Fund | | \$1,092,359 |
| Special Funds | | |
| Federal Funds | | |
| Other Funds | | |
| Reimbursements | \$1,110,967 | |

^{a/}List of classification as in Salaries and Wages Supplement. Budget new positions at minimum costs.

| (TITLE OF SCHEDULE) | P.Y. | C.Y. | B.Y. | ACTUAL PAST YEAR | ESTIMATED CURRENT YEAR | ESTIMATED BUDGET YEAR | CHANGE FROM CURRENT YEAR |
|---------------------------------------|------|------|------|---------------------|------------------------------|-----------------------------|--------------------------------|
| CALIF. SPEC. TRAINING INSTITUTE | | | | | | | |
| Colonel-Director | 1 | 1 | 1 | 2,232-3,501 | 48,681 | 53,958 | 5,277 |
| Colonel-Chief, Instructional Programs | 1 | 1 | 1 | 2,232-3,501 | 32,412 | 41,418 | 8,006 |
| Ltc-Chief, Academic Division | 0.7 | 1 | 1 | 1,845-2,909 | 33,891 | 34,077 | 186 |
| Ltc-Chief, Administrative Division | 1 | 1 | 1 | 1,845-2,909 | 40,989 | 37,499 | -3,490 |
| Ltc-Dep Chief, Instructional Programs | 2 | 2 | 2 | 1,845-2,909 | 58,577 | 69,555 | 10,998 |
| Major-Instructor | 0.7 | 1 | 1 | 1,584-2,465 | 27,049 | 30,974 | 3,925 |
| 2nd Lt-Research Asst(½ time) | -- | -- | .5 | --- | --- | 10,188 | 10,188 |
| Warrant Off W4-Faculty Coordinator | 2 | 2 | 2 | 1,293-1,660 | 35,988 | 39,364 | 3,376 |
| Warrant Off W4-Instructor | 1 | 1 | 1 | 1,379-2,977 | 25,632 | 27,538 | 1,906 |
| Warrant Off W4-Assoc Instructor | 1 | 1 | 1 | 1,509-2,298 | 21,810 | 24,155 | 2,345 |
| Warrant Off W4-Coord. Spt Services | 1 | 1 | 1 | 1,509-2,298 | 26,682 | 29,103 | 2,421 |
| Warrant Off W4-Budget & Fiscal | -- | 1 | 1 | 1,509-2,298 | 20,394 | 22,603 | 2,209 |
| Warrant Off W4-Admin Asst | -- | -- | 1 | --- | --- | 26,343 | 26,343 |
| M/Sgt E7-Assoc Instructor | 1 | 1 | 1 | 1,666-2,030 | 23,892 | 25,771 | 1,879 |
| M/Sgt E7-Trng Aids Specialist | 1 | 1 | 1 | 1,441-1,835 | 23,739 | 25,771 | 2,032 |
| Staff Sgt E6-Resource Center Techn | 0.7 | 1 | 1 | 1,102-1,670 | 14,949 | 15,552 | 603 |
| Eldg Maint Worker | 1 | 1 | 1 | 1,384-1,662 | 19,491 | 19,491 | 0 |
| Ofc Services Supvr I | 1 | 1 | 1 | 1,060-1,378 | 16,166 | 16,166 | 0 |
| Mach Opr II | 0.8 | 1 | 1 | 1,025-1,213 | 15,408 | 15,408 | 0 |
| Word Processing Techn | 3 | 2 | 2 | 904-1,150 | 29,088 | 29,088 | 0 |
| Steno | 1 | 1 | 1 | 886-1,178 | 14,445 | 14,445 | 0 |
| Office Technician | -- | -- | 1 | --- | --- | 13,608 | 13,608 |
| Janitor(½ time) | 1.5 | 1.5 | .5 | 894-1,136 | 14,586 | 7,293 | -7,293 |
| Secty | 1 | 1 | 1 | 1,081-1,341 | 14,446 | 14,446 | 0 |
| Temporary Help-Military | 1 | 1.5 | 2 | (20,000) | 38,198 | 41,988 | 3,790 |
| TOTALS, CALIF SPEC TRNG INSTITUTE | 24.4 | 26 | 28 | --- | 597,493 | 685,802 | 88,309 |
| Military | 15.1 | 17.5 | 19.5 | --- | 473,863 | 555,857 | --- |
| Civilian | 9.3 | 8.5 | 8.5 | --- | 123,630 | 129,945 | --- |

3

BENEFITS
Budget Year 1981-1982

| | |
|------------------------|---------------|
| OASDI: | 38,064 |
| Health Insurance: | 31,959 |
| PERS: | 125,440 |
| Workmens Compensation: | <u>13,030</u> |
| | \$208,493 |

A. Program Element Location

This program relates to the California Specialized Training Institute, an activity of the ARNG Military Support to Civil Authorities in the Office of the Commanding General. The Military Department is charged with the responsibility to provide support to cities and counties in the planning, preparation and response to disaster. This proposal would provide the required funding for the California Specialized Training Institute to conduct this program.

This proposal relates directly to the emergency issue affecting public health and safety and the vital need to prepare for disasters especially floods, earthquakes, disorders and terrorism.

It is the responsibility of the State to protect and preserve the right of its citizens to a safe and peaceful existence. In order to achieve this goal, the State has the responsibility to provide certain types of specialized training which would otherwise not be made available. A comprehensive emergency management program refers to a state's responsibility and capability for managing all types of emergencies and disasters by coordinating the actions of numerous agencies in all four phases of emergency activity: mitigation, preparedness, response and recovery. The California Specialized Training Institute was established in 1971 to meet these specialized training needs and has graduated over 22,000 students. From its inception, the Institute has been scrupulously apolitical.

B. Existing Program

The key to minimizing the destructive impact of disasters and massive emergencies is detailed and continuing planning by and among the various agencies and activities throughout the entire response spectrum. Planning for emergency management is a complex, multi-faceted problem which must address pre-incident training and rehearsals, actual operations, follow-on phases and critiques.

The existing CSTI program, a function of Military Support to Civil Authority, provides for training of a limited number of public officials. Presently, eight sessions of the Civil Emergency Management Course, four sessions of the Hazardous Materials Course and eight sessions of the Terrorism Course are conducted at the Institute. Each is an intensive week of classroom lectures and role-playing crisis management and all have been funded by reimbursements from various sources.

These successful courses have included participants from the fire services, law enforcement, the military, schools and colleges, emergency response officials and others, all in the same learning, planning and crisis resolution environment. The loss of federal funds has dramatically affected these pace-setting programs of instruction. Programs solely for law enforcement are not addressed in this proposal, but peace officers are a vital portion of the student mix. This program does propose that reimbursements would be returned to the General Fund. Previous experience indicates that as much as \$360,000 could be returned to the General Fund by the proposed, redirected new program.

The objective of this proposal is to maintain and refine an active, proven program conducted at the Military Department's California Specialized training Institute (CSTI) at Camp San Luis Obispo; to create a State-wide demonstration program that will help insure effective response to disasters. This proposal would fund an existing, highly successful, authorized activity previously funded by federal grants which are no longer available.

For the past 10 years, the current program has provided a central resource of facilities, equipment, experienced personnel and program-related resource data which would remain intact and be absorbed into the new proposed program at no cost to the General Fund. These assets include:

- * Fully equipped classrooms and sophisticated exercise areas ideally suited for disaster management training; 64,000 square feet of floor space; 6,000 acres of road grids, etc.
- * Closed-circuit television and broadcast system.
- * Comprehensive resource center and disaster management-related library.
- * An established network of current and historical case histories, studies and evaluations.
- * Extensive library of training aids, equipment, films and audio/visual aids.
- * A model mock city with complete demographics data.
- * A staff with 10 years of experience in this specialized field.
- * A list of thousands of graduates and hundreds of resources.

One of the greatest attributes of the California Specialized Training Institute is the extraordinary trust and confidence it has earned among peace officers, firemen, school teachers and others, enabling the Institute to receive a continuous flow of information from its thousands of graduates. This resource material is constantly integrated into the training programs, to make them the best and most contemporary available.

CSTI pioneered "total immersion," no-nonsense, role-playing crisis resolution training, and remains the foremost deliverer in the nation.

The appraised value of current CSTI capital assets makes the investment for program maintenance a highly effective cost benefit to the State. The value of the existing singularly experienced staff and faculty is intangible and non-quantifiable but obviously a valuable asset that would be extremely difficult to replicate.

Without the CSTI assets, the development costs alone for a new program could easily exceed one and one-half million dollars and delay program implementation by at least one year.

- * Current program objectives are similar in nature to those of the proposed program, principally in the training for disaster management.
- * Program Performance: The effectiveness of the existing program can best be measured in terms of continued (and recently increasing) demands for attendance in the various courses which are related, in part, to the program proposal. This program has provided training over the past 10 years to hundreds of communities.

It is difficult, at best, to estimate the dollars saved in reduced loss of lives, injuries and property damage resulting from proper prevention techniques developed as a consequence of CSTI training which helped identify the problem and recommend pro-active response. It is equally difficult to measure the savings resulting from smooth, effective, coordinated response. It is safe to say, however, that this kind of response in most cases precluded the escalation of the emergency and, thus, resulted in significantly reduced disruptions.

The performance projected by the establishment of this proposed program can be similarly beneficial. By comprehensively better preparation geared toward identification, prevention and response, many more lives will be saved and there will be a significant reduction in property loss.

Although there is no possible preparation to totally preclude property damage from the basic destruction of an earthquake, residual damage can be reduced considerably by effective coordination and smooth command, control and response. When this response to destruction is integrated with other responses, such as evacuation, shelter programs and medical, etc., considerable lives can be saved. An organized, smoothly coordinated response would be far more effective than an ad hoc effort.

In the prevention and management of civil disorders, even higher measures of effectiveness can be expected. With proper training comes improved awareness and on-going communication and cooperation whereby events of disorder proportions can be responded to with a much greater chance of totally avoiding a large-scale riot.

Problem

There have been several recent studies and reports addressing the subject of disaster preparedness. The conclusions are that the potential for disasters is increasingly high and the state of preparedness is generally inadequate.

The California SEISMIC Safety Commission in a report to the State specifically stated that preparedness is inadequate as indicated by the following comments, and recommended that the California Specialized Training Institute is the best resource within the State to address this problem.

- * Many State officials believe that their agencies are not adequately prepared to respond to a major earthquake.
- * State Legislators rate the ability of the cities and counties in their districts to respond to a major earthquake as being fair or poor.
- * Local leadership is receptive to high quality disaster simulations which reflect a good understanding of how local government operates.

- * State agencies rate disaster simulations by OES and the training program of the California Specialized Training Institute (CSTI) as the most effective types of preparedness training.
- * Disaster preparedness programs are narrowly interpreted to mean planning and response-oriented activities; and, with notable exceptions, relatively little emphasis is placed on programs for hazard reduction and long-term recovery.
- * OES should strengthen its commitment to the improvement of State-level preparedness through additional manpower dedicated to State agency planning, encouraging the training of key personnel by the California Specialized Training Institute (CSTI), and the formation of an interagency committee on disaster preparedness.
- * OES should increase the number of disaster simulation exercises for local governments and establish a regular program of multi-jurisdictional disaster simulations to test the mutual aid system. Consideration should be given to shifting skills and development of training currently conducted by OES to the California Specialized Training institute (CSTI). Training programs should be expanded to include subjects for which there are no current training programs, such as heavy rescue.
- * The SEISMIC Safety Commission recommends to the Governor that the State develop and implement a comprehensive emergency management program that addresses hazard mitigation, disaster preparedness and response, emergency management of resources, and long-term recovery. Private industry should be included as an active participant in such a program.

Emergency management training at the California Specialized Training Institute was independently evaluated by the Center for Planning and Research, Inc., as follows:

"93% of responding students (prior participant survey) indicated increased capability upon return to their agency upon completion of CEMC, and, 98% indicated a greater understanding of the role of other agencies as a result of attending CEMC."

"20% of non-participating agencies that have similar training programs to CSTI are using either CSTI trained personnel or CSTI materials."

The potential for floods, tidal waves, hazardous and toxic substance disasters is ever present. Increased licensing of nuclear power generators adds new dimensions to this disaster potential spectrum. Earthquake prediction is now closer to being a matter of fact and civil disturbances, unfortunately, are again considered to be on the threshold.

While there are no human means of preventing a natural disaster, there can be effective measures in applying community, state and federal resources to mitigate the consequences.

Even though more needs to be done to prevent a man-made disaster from civil disorders or toxic and hazardous substances, there is a growing need to address responsive measures that serve to reduce the consequences of a man-made disaster.

It is universally agreed that terrorism is a growing threat and that the consequences of a terrorist act could easily reach disaster proportions. Governor Brown calls it "the real war."

Prevention, control and response, which must be not only effective but also acceptable, requires new and demanding multi-agency training and planning. Too often whatever preparation agencies undertake is done in isolation from other agencies that would be involved in the same emergency. Disaster management exercises are held only occasionally and, though they may get wide publicity, are usually routine, canned, script exercises which have little realism and are merely a facade of preparedness.

Effective, acceptable response to either natural or man-made disasters requires the qualitative management of people and resources from a wide variety of agencies that do not normally work together, but who now must do so under high-stress circumstances.

In the past, federal funds sponsored CSTI multi-agency training for emergencies on a limited scale with little investment by the state. Now there is growing interest in preparation and training but the federal money is no longer available.

Because many agencies must respond in an actual disaster, they must also prepare and train together. Within the civil disorder area, there are increasing police/citizen conflicts which can best be treated with a pro-active program involving most of the same players from among the communities who would plan, prepare and train together to build prevention programs.

Program Objectives

The objectives of this civil emergency management training and technical assistance program are to assist entities of local government, the local volunteer assistance community and public service organizations such as utility companies, in planning and preparing for the eventuality of a disaster/emergency and in recognizing and employing available methodologies to reduce (minimize) the negative impact of acts of terrorism; earthquakes; hazardous materials incidents/accidents; and the reawakening potential for wide-spread civil disorders. Also, it is the objective of this program to provide these courses, seminars and technical assistance visitations to at least 1800 participants, representing at least 500 separate entities or agencies annually. The program components proposed to accomplish these objectives are:

Training Courses and Practical Exercises

| <u>Home</u> | <u>Length</u> | <u># per yr</u> | <u>Total Students</u> |
|---|---------------|-----------------|-----------------------|
| Civil Emergency Management Techniques for Acts of Terrorism | 5 days | 8 | 400 |
| Civil Emergency Management Techniques for Earthquakes ✓ | 5 days | 8 | 400 |
| Civil Emergency Management Techniques for Hazardous Materials Incidents/Accidents ✓ | 5 days | 6 | 300 |
| Civil Emergency Management Techniques for Civil Disorder Situations ✓ | 5 days | 4 | 200 |
| Civil Emergency Management Techniques for Nuclear Facilities ✓ | 5 days | 2 | 100 |
| Major City (Site Specific) Civil Emergency Preparedness Test Exercise | 3 days | 4 | 200 |
| Medium City (Site Specific) Civil Emergency preparedness Test Exercise | 3 days | 4 | 200 |

Community-Oriented Civil Emergency Management Planning Projects

In addition to the major and medium city test exercises, each of the cities participating in these tests will, as a planned result of their test exercise, select a community-oriented project to be planned, developed and implemented subsequent to the test. CSTI will provide, as a part of this program, not less than 10 days of Technical Assistance Team effort on-site to each of these test city community-oriented projects. The levels of effort to be devoted to these Technical Assistance Team Visitations will be dictated by the progress and need of the test city project work group.

Central Resource Center

CSTI would formalize and activate the Central Resource Center it has been developing for the last 10 years. Past, current and future studies, reports, after-action case studies, films, tapes, publications and research materials will be collected, announced, and reproduced when requested and distributed as permitted by law. It is anticipated that a quarterly reference newsletter/summary would be produced and distributed by the Center. Formal operations of such a Center is not considered duplicative of other State or local efforts since no other State or local agency has previously assumed the breadth of training/research/technical assistance responsibility proposed by CSTI.

ANALYSIS

There are three alternatives to addressing the need for an effective state-wide training program for major disaster management:

1. Fund the proposed program.
2. Fund a new program including major related start-up costs.
3. Not fund a program and allow for preparation for disasters to occur in the same inadequate way it presently does, without a centralized state-sponsored program.

Alternative One:

Fund the proposed program.

This alternative is the most cost effective because it takes maximum advantage of the existing CSTI facility, staff and record of achievement, avoiding the necessity for new facilities and substantial construction and equipment expenditures. The in-place program, properly funded, can achieve a quicker impact in providing disaster assistance to cities and counties and state support agencies.

This first alternative is the most cost-beneficial in terms of project costs, quality performance and timeliness.

Alternative Two:

Fund a new program including major related start-up costs.

Essentially, this alternative would cost at least twice the amount proposed and would require at least one year to develop any significant or measurable output.

The disadvantages to this alternative include both high cost and substantial delay in impact.

Alternative Three:

Not fund a program and allow for preparation for disasters to occur in the same inadequate way it presently does, without a centralized state-sponsored program.

This is the least effective alternative. Major disasters will occur and local efforts will continue to be ineffective because of inadequate training and resources.

The many agencies normally involved in disaster response would be forced to rely solely on present OES direction and support, which is, essentially, limited to planning activities and which is contingent upon the federal dollar priority. There would continue to be non or token involvement at the local preparation state. In essence, this alternative would be a perpetuation of the acknowledged deficiencies in preparation for massive emergencies.

RECOMMENDATIONS

Alternative One (Fund the proposed program.) is recommended. The basis for the recommendation is that this program best meets the critical needs identified in the problem --- to create an effective, state-wide training program for disaster management.

Should the recommended alternative be denied, there would remain a substantial potential for increased destruction, deaths, injuries and inadequate emergency response to the predicted earthquakes and potential for civil disorders and terrorist incidents: Communities would be forced to respond with existing resources at present unacceptable levels of preparedness without a centralized State program.

IMPLEMENTATION

By taking advantage of CSTI's present assets, the proposed program would be implemented virtually immediately. Program preparation would take place during the first quarter of the fiscal year at full staff levels. Presentations would begin the first week of the second quarter. The delivery of program components (outputs) would be phased throughout the remaining fiscal year.

AGENDA ITEM SUMMARY SHEET

| | | |
|---|--|--|
| Agenda Item Title Amendments to the Commission's Rules of Order and Procedure to Conform with Existing Law | | Meeting Date January 29-30, 1981 |
| Division Administration | Division Director Approval <i>[Signature]</i> | Researched By David Y. Allan <i>[Signature]</i> |
| Executive Director Approval <i>[Signature]</i> | Date of Approval January 8, 1981 | Date of Report December 17, 1980 |
| Purpose: Decision Requested <input checked="" 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 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 trend toward a greater awareness of the public in the actions of government are reflected in the strengthening and expansion of the State Agency Open Meeting Act and the Public Records Act as well as the creation of the Office of Administrative Law.

It is the policy of this State that public agencies exist to aid in the conduct of people's business and the proceedings of public agencies be conducted openly so that the public may remain informed. The Legislature finds and declares that it is the intent of the Law that actions of State agencies be taken openly and that their deliberation be conducted openly. (11120 G. C.)

BACKGROUND:

Senate Bill 1850, which became effective January 1, 1981, amended a number of Sections of the Government Code which impact on the Commission's Rules of Order and Procedure. The analysis provides reasoning for the recommendations by Section number. The current document is provided reflecting the recommendations through strikeovers for deletions of existing language and underlined language for new material.

ANALYSIS:

- 1.03 Meetings to Be Public

References to Executive Sessions in the State Agency Open Meeting Act have been changed to closed sessions. A technical change is suggested to substitute "closed" for "Executive."

• 1.05 Executive Sessions

Similar substitutions are suggested changing "Executive" to "closed."

Section 11126.1 was added to the Government Code requiring State Agencies to keep a minute book in closed sessions.

Section 11126.3 was added to the Government Code requiring a statement of the reasons for the closed session and restricting the closed session to consideration of those matters only.

Suggested language paraphrasing the new provisions of law are inserted.

Other new laws not included in the Rules of Order and Procedure relating to the State Agency Open Meeting Act are of interest to the Commission.

Section 11121.9 was added to the Government Code requiring that a copy of the State Agency Open Meeting Act be provided to each member of the Commission upon his or her appointment to membership or assumption of office. A copy is attached.

Section 11126 of the Government Code provides that a state agency may in closed session deliberate on a decision to be reached based upon evidence introduced in a proceeding conducted pursuant to Government Code Section 11500 et seq. For example, the portion of a Commission meeting to consider and decide upon evidence introduced in a hearing conducted by a qualified hearing officer regarding the cancellation of a POST Professional Certificate as proposed in Agenda Item D.

Section 11130.7 was added to the Government Code providing that any member of a State agency (Commission) who attends a meeting of such agency in violation of any provision of the State Agency Open Meeting Act with knowledge of the fact that the meeting is in violation thereof, is guilty of a misdemeanor.

• 1.06 Facilities for Commission Meetings

On June 12, 1980, Governor Brown, through Executive Order B-65-80, established a central coordination unit within the State and Consumer Services Agency to direct, facilitate, and monitor Statewide compliance with the Federal Rehabilitation Act of 1973. On August 6, 1980, the Agency Secretary directed all State agencies to hold meetings, to the extent possible, only in facilities that are free from architectural and communication barriers. Similar language is suggested in the text.

- 1.07 Public Hearings

The Office of Administrative Law will not approve a Notice of Public Hearing when the Notice contains a predetermined time limit to be devoted to such hearing. Therefore, all references to time limits are deleted in the suggestion.

- 2.02 Written Agenda to Be Prepared

Section 11125.1 of the Government Code was amended to provide that when agendas and writings are distributed to all, or a majority of all, of the members of a State agency (Commission) by a member or an employee for discussion or consideration at a public meeting, such writings are public records under the Public Records Act.

These writings (defined in 6252 (e) G. C.) must be available for inspection prior to commencement of the meeting when distributed prior to the meeting. If distributed at the meeting and prior to their discussion, they would be required to be available for inspection prior to and during their discussion. If distributed during their discussion, the writings would be required to be available for inspection as soon as practicable.

Suggested language has been inserted to conform with this requirement.

- 2.03 Written Communications

Suggested language is inserted to conform with Government Code Section 11125.1 discussed above.

Another matter of interest in the conduct of Commission meetings is the addition of Section 11124.1 to the Government Code which established the right of any person to record the proceedings in an open and public meeting on a tape recorder in the absence of a reasonable finding that such recording constitutes, or would constitute, a disruption of the proceedings.

Current Rules of Order and Procedure do not provide a specific method to amend the Rules. Section 5.14, however, provides that Robert's Rules of Order, Revised, prevails in the absence of a rule to govern a point of procedure.

Section 68 of Robert's Rules of Order, Revised, provides that Rules of Order that have been adopted and contain no rule for their amendment may be amended at any regular business meeting by a vote of the majority of the entire membership. In this case, in order to adopt the following recommendations, a majority (seven) of the entire Commission must vote in the affirmative.

RECOMMENDATION:

It is recommended that the Commission adopt the suggested amendments, additions, and deletions to its Rules of Order and Procedure attached.

Attachments (2)

RULES OF ORDER AND PROCEDURE
FOR THE CONDUCT OF MEETINGS OF THE
CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

THE CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING DOES ADOPT AS FOLLOWS:

SECTION 1. PURPOSE. That it is the intention and purpose of the Commission on Peace Officer Standards and Training, by adoption of this resolution, to provide rules of order and procedure for the conduct of its meetings.

SECTION 2. RULES OF ORDER AND PROCEDURE. The rules of order and procedure for the meetings of the California Commission on Peace Officer Standards and Training are as follows:

1.00 MEETINGS

1.01 Regular Meetings. Regular meetings of the Commission will be set by the Commission at each meeting for the corresponding quarterly meeting one year hence. If at any regular meeting, business before the Commission remains unfinished, the Commission may adjourn and reconvene from time to time to dispose of the same or to transact any other business. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Executive Director may declare the meeting adjourned to a stated time and place, and he shall cause a written notice of the adjournment to be given in the same manner as provided in Section 1.02 for special meetings, unless such notice is waived as provided for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held within 24 hours after the time of the adjournment.

1.02 Special Meetings. Special meetings may be called at any time by the Chairman or on the request of a quorum of Commissioners. The Commission Secretary will deliver personally or mail a written notice to each member of the Commission and to each agency and person requesting notice in writing. Such notice must be delivered personally or by mail at least twenty-four hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Commission.

1.03 Meetings to be Public. All regular and special meetings of the Commission shall be open to the public, except for such ~~executive~~ Closed Sessions which may be allowed to be held in private by the State Agency Open Meeting Act or other laws of the State of California.

1.04 Study Sessions. The Commission shall have the right at any time to assemble so as to be apprised of the various matters coming up at a regular meeting or special meeting and obtain such detailed information in regard thereto as will enable them to dispose of such matters more intelligently at the regular or special meeting to follow. The public may attend, as provided in Section 1.03; however, discussion by the public will not be encouraged, so that the Commission may use the time to ask and answer questions of the staff and other resource people. The public may address the Commission in Study Session following the same procedure as in Section 3.07. Notices of the meeting shall conform to Section 1.02, and an agenda shall be published as part of the notice.

1.05 ~~Executive~~ Closed Sessions. The Commission may hold ~~Executive~~ Closed Sessions during a regular or special meeting to consider the appointment, employment, or dismissal of an employee or to hear complaints or charges against such employee by another public officer, person, or employee unless such employee requests a public hearing. The Commission may also exclude from such ~~Executive~~ Closed Sessions, during the examination of a witness, any or all other witnesses in the matter being investigated by the Commission.

The Commission may hold ~~Executive~~ Closed Sessions to consult privately with the Attorney General and such other officers and employees whose presence is determined by the Commission to be necessary and/or other attorneys representing the Commission under circumstances in which the lawyer-client privilege governed by Evidence Code Section 950-962 may be lawfully asserted.

The Commission may hold Closed Sessions to deliberate on decisions to be reached based upon evidence introduced in a proceeding conducted pursuant to Government Code Section 11500 et seq., i.e., hearings conducted pertaining to the cancellation of a POST Professional Certificate.

An individual designated by the Commission shall keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book is not a public record subject to inspection and shall be kept confidential.

Prior to holding any closed session, the chairman shall state the general reason or reasons for the closed session and cite the statutory or other legal authority under which the session is being held. In the closed session, the Commission may consider only those matters covered in its statement. The statement shall be made as part of the notice provided for the meeting. Nothing in the reasons or notice shall require or authorize the giving of names or other information which would constitute an invasion of privacy or otherwise unnecessarily divulge the particular facts concerning the closed session.

1.06 Facilities for Commission meetings. Regular and Special meetings of the Commission shall be held in a suitable facility. Arrangements for use of such facility shall be made by the Executive Director. If a suitable facility is not available, the public hearing may be continued to a date when a suitable alternate facility will be available. The Commission shall not conduct any regular meeting or special meeting in any facility that prohibits the admittance of any person or persons, on the basis of race, religion, creed, color, national origin, ancestry, or sex. To the extent possible, meetings shall be held in facilities that are free from architectural and communication barriers which allow accessibility to persons with disabilities.

1.07 Public Hearings. Section 13510 of the Penal Code provides that public hearings shall be held to adopt, amend, or repeal Commission Regulations. Such hearings shall be conducted pursuant to the Administrative Procedure Act. The Commission ~~in setting~~ shall set the time and place for such public hearings. ~~may state the amount of time to be devoted to said public hearings.~~ Anyone desiring to speak to the Commission on the subject of the public hearing may submit a written request therefore in advance of the meeting. The Commission Secretary shall provide the Commission copies of such written requests in the order in which received. Persons submitting such requests will be heard ~~as time permits~~ in the order determined by the Commission. Requests to speak received by the Secretary at the meeting at which the public hearing is held shall also be heard. In the conduct of the public hearing, the Presiding Officer or any member of the Commission may direct those making the presentations to avoid repetition in order to permit maximum information to be provided the Commission. ~~within the time allotted to the presentations.~~ The Commission shall evaluate all testimony prior to final adoption of any proposed revision.

1.08 Continuance of Hearings. Any hearing being held, or noticed, or ordered to be held by the Commission at any meeting may by order or notice of continuance adopted by the Commission be continued or recontinued to any subsequent meeting in the same manner and to the same extent set forth in Section 1.01 for the adjournment of meetings; provided if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or notice of continuance was adopted.

2.00 AGENDA

2.01 Declaration of Policy Re Agenda. It is hereby established as the policy of the Commission that no resolution, motion, or item of business, except of an emergency or administrative nature, shall be introduced before the Commission at its regular meetings without having prior thereto been placed upon a written agenda furnished to each member of the Commission at least one week prior to such regular meeting. All Commission meetings shall follow the prepared agenda unless changed by direction of the Chairman.

2.02 Written Agenda to be Prepared. Not later than one week prior to any regular meeting, or at such earlier time as the Commission may from time to time specify, the Executive Director shall prepare and furnish to each member of the Commission, and to such other persons as the Commission and law shall designate, a written agenda for such regular meeting. Such agenda together with all supporting written material and attachments shall also be available to the press and the public prior to the meeting. The Commission Agenda, with all attachments, shall be available at the office of the Commission for perusal by interested citizens by 9:00 a.m. of the day before the Commission meeting. Such material shall also be available for inspection at and during the Commission meeting. Any item of business shall be placed upon the written agenda prior to the deadline announced or observed for the preparation thereof at the request of the Chairman or of any individual Commissioner or of the Executive Director.

2.03 Written Communications. The Commission Agenda will include an item entitled "Written Communications." Each written communication directed to the Commission will be acknowledged by a form letter indicating when the written communication will be referred to the Commission. Written Communications will not appear upon the Commission Agenda as individual matters, but will be distributed to the Commission and the Executive Director separate from the agenda and available for public inspection. Each communication will be considered and acted upon by the Commission only upon the request of the Chairman or a member of the Commission. Those not brought up for consideration shall be deemed received without any formal action by the Commission. Appropriate replies will be made by the Executive Director or other person designated.

If a written communication includes a request to address the Commission on a subject not scheduled for discussion by the Commission, the Commission will consider such request at the time the item, "Written Communications", is before it. It will determine if it wishes to have such matter discussed and, if so, will designate the meeting at which it will be discussed.

3.00 CONDUCT OF THE MEETING

3.01 Consent Calendar. The Executive Director may place agenda items on the consent calendar for action by the Commission. Any item placed on the consent calendar shall appear in its regular order on the agenda together with the recommendation of the Executive Director as to the action to be taken by the Commission with respect to such item. The items to be considered on the consent calendar shall be listed at the head of the first page of the agenda. Upon the motion of any member of the Commission, all items placed upon the consent calendar may be acted upon together, and each shall be deemed to have received the action recommended by the Executive Director; except that if any member of the Commission objects to the placement of an item on the consent calendar, or if any member of the public wishes to address the Commission on any such item, the item shall be deemed removed from the consent calendar and shall be heard and acted upon as part of the regular agenda.

3.02 Order of Business. At the hour set for each regular meeting, the Commission and Executive Director, Commission Secretary or their alternates, and such staff members as have been requested by the Executive Director to be present, shall take their seats. The business of the Commission shall be taken up for consideration and disposition in the following order as set forth in the agenda published by the Commission Secretary except, upon direction of the Chairman of the Commission, matters may be taken up out of order.

1. Roll Call and Introduction of Guests
2. Approval of Minutes
3. Consent Calendar, Approval of Agenda
4. Public Hearings
5. Agenda Topics. Those with spokesmen to be considered earlier than routine items of business.
6. Written Communications
7. Emergency and/or Administrative Items
8. Adjournment

3.03 Call to Order - Presiding Officer. The Chairman, or in his absence, the Vice Chairman shall take the chair precisely at the hour appointed for the Commission meeting, and shall immediately call the meeting to order. Upon the arrival of the Chairman, the Vice Chairman shall immediately relinquish the chair at the conclusion of the business immediately before the Commission. In the absence of the Chairman and Vice-Chairman, the Executive Director shall call the meeting to order, whereupon a temporary chairman shall be elected by the members of the Commission present. Upon the arrival of the Chairman or Vice-Chairman, the temporary chairman shall immediately relinquish the chair at the conclusion of the business immediately before the Commission. The person holding the chair in accordance with this rule is deemed the presiding officer.

3.04 Roll Call. The Secretary shall call the roll of the members and the names of those present shall be entered in the minutes.

3.05 Copy of Minutes to be Mailed to Commission Members. The Secretary shall send a copy of the unadopted minutes thereof to each member of the Commission with the agenda package for the subsequent meeting.

3.06 Reading of Minutes. Unless the reading of the minutes of a Commission meeting is requested by a member of the Commission, such minutes may be adopted without reading.

3.07 Requests to Address the Commission. Any person who wishes to address the Commission may request to do so by asking permission of the presiding officer. Subject to majority vote of the Commission, an oral request to address the Commission shall be approved. Written requests to address the Commission will follow the procedure as outlined in Section 2.03.

3.08 Manner of Addressing Commission; Time Limit.

- a. Protocol. Each person addressing the Commission shall give his name and address in an audible tone of voice for the record and, unless further time is granted by the Commission, shall limit his address to five (5) minutes. All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than the Chairman, and Commissioners, and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the presiding officer. No question shall be asked of a Commissioner or member of the staff except through the presiding officer.
- b. Speaker for Group of Persons. Whenever any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the presiding officer to request that a speaker be chosen by the group to address the Commission and, in case additional data or arguments are to be presented at the time by any other member of said group, to limit the number of persons so addressing the Commission and the scope of their remarks, so as to avoid unnecessary repetition.

3.09 Decorum. No member of the public shall approach the Commission table while the Commission is in session, unless specifically requested to do so by the presiding officer. Any message to or contact with any member of the Commission while the Commission is in session shall be through the Secretary. Unruly conduct, such as undue noise, hissing, profanity, insults or physical disturbance shall not be permitted. Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the Commission shall be forthwith barred by the presiding officer from further audience before the Commission at said meeting, unless permission to continue is granted by a majority vote of the Commission.

3.10 Enforcement of decorum. Any staff member on duty or whose services are commandeered by the presiding officer shall be Sergeants-At-Arms of the Commission meetings. Such person, or persons, shall carry out all lawful orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Commission meetings.

3.11 Continuation of the Meeting. In the event that any meeting is willfully interrupted by a person, a group, or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by removal of individuals who are willfully interrupting the meeting, the members of the Commission may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session. As a matter of public policy, it

is in the public interest to allow duly accredited representatives of the press or other news media who were not involved in the disruption to attend the sessions from which members of the general public have been excluded by reason of a willful disturbance. The Commission may direct the Sergeants-At-Arms to readmit any individual, or individuals, who in their judgment were not responsible for interrupting the orderly conduct of the meeting.

4.00 DUTIES AND PRIVILEGES OF COMMISSION MEMBERS

4.01 Rules of Debate

- a. Presiding Officer. The Presiding Officer may debate and vote. The Presiding Officer shall not be deprived of any of the rights and privileges of a Commissioner by reason of his acting as the Presiding Officer, except as set forth in Section 5.02.
- b. Obtaining the Floor; Improper References to be Avoided. A Commissioner desiring to speak shall address the chair and, upon recognition by the Presiding Officer, shall confine himself to the question under debate.
- c. Interruptions. A Commissioner, once recognized, shall not be interrupted when speaking unless it is to call him to order. If a Commissioner is called to order while speaking, he shall cease speaking until the question of order be determined and, if in order, he shall be permitted to proceed.
- d. Limitation of Debate. No Commissioner shall speak more than once upon any one subject until every other Commissioner wishing to speak thereon has spoken. Each Commissioner may speak for not more than thirty (30) minutes at any one time. He may speak longer, if he so requests, subject to a majority vote of the Commission.

4.02 Voting. Except as otherwise provided by law:

- a. Quorum. A majority (7) of the members of the Commission (12) shall constitute a quorum.
- b. Abstention. A Commissioner abstaining from voting on an issue has forfeited the right to vote, and it shall not be counted.
- c. Vote; Tie Vote. With a quorum present at a properly constituted meeting, action may only be taken on a motion or resolution upon the favorable vote of a simple majority of the voting members present.

- d. Demand for Roll Call. Upon demand of any Commissioner, or by discretion of the Presiding Officer expressed before the negative has been put, the roll shall be called for yeas and nays upon any motion before the Commission. A Commissioner shall not explain or comment on his vote during or after roll call.
- e. Sequence of Voting. Whenever a roll is taken, Commissioners shall be called for their vote in alphabetical order.

4.03 Dissents and Protests. Any Commissioner shall have the right to dissent from any action of the Commission or ruling of the Presiding Officer and have the reason therefore entered in the minutes. Such dissent shall be in writing and presented to the Commission not later than the next regular meeting following the date of said action.

5.00 COMMISSION PROCEDURES

5.01 Precedence of Motions. When a question is before the Commission, no motion shall be entertained except:

- a. to adjourn
- b. to fix the hour of adjournment
- c. to lay on the table
- d. for the previous question
- e. to postpone to a certain day
- f. to refer
- g. to amend
- h. to substitute
- i. to postpone indefinitely

These motions shall have the precedence in the descending order indicated. Any such motion, except a motion to adjourn, amend or substitute, shall be put to a vote without debate.

5.02 Motions and Resolutions to be Stated by Chair. When a motion or resolution is made and seconded, it shall be stated by the Chair before debate. Any Commissioner may demand that it be put in writing.

5.03 Withdrawal of Motions. A motion may not be withdrawn by the mover without consent of the second.

5.04 Motions Out of Order. The Commission, by majority vote, may permit a member to introduce a resolution or motion out of the regular order of the agenda.

5.05 Motion to Adjourn - When Not in Order - When Debatable. A motion to adjourn shall be in order at any time, except as follows:

- a. When repeated without intervening business or discussion
- b. When made as an interruption of a member speaking
- c. When the previous question has been ordered
- d. While a vote is being taken, a motion to adjourn is debatable only as to the time to which the meeting is to be adjourned.

5.06 Motion to Lay on Table. A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, consideration of the subject may be resumed only upon motion of a member voting with the majority.

5.07 The Previous Question. When a Commissioner's motion for the previous question gets a second, the Presiding Officer shall allow no further debate and shall ask, "Shall the main motion now be put?" If the question carries, the Presiding Officer shall put pending amendments to vote, without debate, in the inverse order of their introduction, before putting the main question.

If the question, "Shall the main question now be put?", is decided negatively, the main question and its amendments remain before the Commission.

5.08 Division of Question. If a question put before the Commission with a second contains two or more separable propositions, the Presiding Officer may, and upon request of a Commissioner shall, divide the question.

5.09 Amendments. When a motion to amend a question gets a second, the Presiding Officer shall first cause the question to be read as it stands, then the words proposed to be stricken and added, and finally, the question as it would stand if so amended.

5.10 Amend an Amendment. When a motion to amend an amendment has been seconded and installed for debate, a motion to amend the same amendment further shall not be in order.

5.11 Motion to Postpone. A motion to postpone, except one to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely carries, the main motion is lost.

5.12 Reconsideration. Any Commissioner who voted with the majority on a question may move a reconsideration of that question at the same meeting in which the decision was made, provided, however, that a resolution authorizing or relating to a contract may be reconsidered at any time prior to execution of the contract. After a motion for reconsideration has been acted on, no other such motion on the same question shall be made without unanimous consent.

5.13 Anonymous Communications. Anonymous or unsigned communications shall not be introduced.

5.14 Procedure in Absence of Rule. In the absence of a rule to govern a point of procedure, "Robert's Rules of Order, Revised" shall be used to decide a point or procedure.

5.15 Procedure for Appeal from Decision of Executive Director.

- a. The Commission Secretary shall read any correspondence received from the person, hereinafter called "applicant" or "appellant", whose application or appeal is being heard, and all other correspondence.
- b. The staff report or summary will be presented by the Executive Director or his designee.
- c. The Presiding Officer shall call on the appellant to be heard. Presentations shall be limited to ten (10) minutes and rebuttal to five (5) minutes, unless extended by permission of the Commission. The Presiding Officer shall rule out of order the presentation of information containing changes from the applicant's documents upon which the Executive Director has acted.

6.00 COMMISSION OFFICERS

6.01 Election. The Commission shall select a chairman and vice-chairman from among its members. (P.C. 13501)

6.02 Term of Office. The term of office shall normally be one year from the date of election. The Chairman and Vice-Chairman shall remain in office until succeeded by a simple majority vote of the voting Commission members present at a properly constituted meeting.

6.03 Chair Vacated. In the event the Chairman is unable to complete the elected term of office, the Vice-Chairman shall automatically assume the position of Chairman for the remainder of such term. The Commission shall elect a vice-chairman from its members, whose term of office shall be the same as the Chairman regardless of when elected.

6.04 Vice-Chair Vacated. In the event the Vice-Chairman is unable to complete the elected term of office, the Commission shall elect from its members a vice-chairman, whose term of office shall be the same as the Chairman regardless of when elected.

Article 9

11120.

It is the public policy of this state that public agencies exist to aid in the conduct of the people's business and the proceedings of public agencies be conducted openly so that the public may remain informed.

In enacting this article the Legislature finds and declares that it is the intent of the law that actions of state agencies be taken openly and that their deliberation be conducted openly.

This article shall be known and may be cited as the State Agency Open Meeting Act.

§ 11121. State agency

Text of section operative Jan. 1, 1981.

As used in this article "state agency" means every state board, or commission, or similar multimember body of the state which is required by law to conduct official meetings and every commission created by executive order, but does not include state agencies provided for in Article VI of the California Constitution nor districts or other local agencies whose meetings are required to be open to the public pursuant to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of this code.

§ 11121.5. Official student body organization; treatment as state agency

Under the provisions of this article, the official student body organization at any campus of the California State University and Colleges, or of the California Community Colleges, shall be treated in the same manner as a state agency.

11121.7. (a) As used in this article, "state agency" also means any board, commission, committee, or similar multimember body on which a member of a body which is a state agency pursuant to Section 11121 or 11121.5 serves in his or her official capacity as a representative of such state agency and which is supported, in whole or in part, by funds provided by the state agency, whether such body is organized and operated by the state agency or by a private corporation.

(b) As used in this article, "state agency" also means any advisory board, advisory commission, advisory committee, advisory subcommittee, or similar multimember advisory body of a body which is a state agency pursuant to Section 11121 or 11121.5 or subdivision (a) of this section, if created by formal action of the state agency or of any member of the state agency, and if the advisory body so created consists of three or more members.

(c) Notice of a meeting of a state agency which complies with subdivision (a) of Section 11125, shall also constitute notice of an advisory body of that state agency, provided that the business to be discussed by the advisory body is covered by the agenda of the meeting of the agency, provided the specific time and place of the advisory body's meeting is announced during the open and public state agency's meeting, and provided that the advisory body's meeting is conducted within a reasonable time of, and nearby, the meeting of the state agency.

(d) The provisions of subdivision (a) of Section 11125 which require a specific agenda, and the provisions of subdivision (c) of such section, shall not apply to a meeting of a body which is a state agency pursuant to this section. However, except as provided with respect to advisory bodies under subdivision (c) of this section, notice of a meeting of a state agency as defined by this section shall be required pursuant to subdivision (a) of Section 11125, and the notice shall include a brief, general description of the business to be discussed, and the name, address, and telephone number of a person who can provide further information prior to the meeting.

(e) A state agency, as defined by subdivision (a) or (b), may conduct closed sessions upon the same grounds as a state agency as defined by Section 11121 or Section 11121.5.

11121.9. A copy of this article shall be provided to each member of any state agency upon his or her appointment to membership or assumption of office.

§ 11122. Action taken

As used in this article "action taken" means a collective decision made by the members of a state agency, a collective commitment or promise by the members of the state agency to make a positive or negative decision or an actual vote by the members of a state agency when sitting as a body or entity upon a motion, proposal, resolution, order or similar action.

§ 11123. Meetings to be open and public; attendance

All meetings of a state agency shall be open and public and all persons shall be permitted to attend any meeting of a state agency except as otherwise provided in this article.

§ 11124. Conditions to attendance

A member of the public shall not be required, as a condition to attendance at a meeting of a state agency, to register his name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his attendance.

11124.1. Any person attending an open and public meeting of the state agency shall have the right to record the proceedings on a tape recorder in the absence of a reasonable finding of the state agency that such recording constitutes, or would constitute, a disruption of the proceedings.

§ 11125. Inclusion of agenda in notice of meeting; emergency meetings

(a) The state agency shall prepare an agenda for, and provide notice of, its meeting to any person who requests such notice in writing. Notice shall be given at least one week in advance of and shall include the agenda for the meeting, provided that emergency meetings may be held with less than one week's notice when such meetings are necessary to discuss unforeseen emergency conditions. The agenda need not include a list of any witnesses expected to appear at the meeting.

(b) Emergency meetings held for the purpose of adopting emergency regulations pursuant to Section 11421 require no prior notice or agenda, except that the agency shall make a reasonable effort to contact any persons requesting notice pursuant to this section or Section 11423, or both.

(c) Notice shall include the items of business to be transacted, and no item shall be added to the agenda subsequent to the provisions of such notice, absent unforeseen emergency conditions, as provided in subdivision (a).

(d) A person may request, and shall be provided, notice pursuant to subdivision (a) for all meetings of the agency or only for a specific meeting or meetings. In addition, at the agency's discretion, a person may request, and may be provided, notice of only those agency meetings at which a particular subject or subjects specified in the request will be discussed. A request for notice of more than one meeting of an agency shall be subject to the provisions of Section 14911.

11125.1. (a) Notwithstanding Section 6255 or any other provisions of law, agendas of public meetings and other writings, when distributed to all, or a majority of all, of the members of a state agency by a member, officer, employee, or agent of such agency for discussion or consideration at a public meeting of such

agency, are public records under the Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) as soon as distributed, and shall be made available pursuant to Sections 6253 and 6256. However, this section shall not include any writing exempt from public disclosure under Section 6253.5, 6254, or 6254.7.

(b) Writings which are public records under subdivision (a) and which are distributed prior to commencement of a public meeting shall be made available for public inspection upon request prior to commencement of such meeting.

(c) Writings which are public records under subdivision (a) and which are distributed during a public meeting and prior to commencement of their discussion at such meeting shall be made available for public inspection prior to commencement of, and during, their discussion at such meeting.

(d) Writings which are public records under subdivision (a) and which are distributed during their discussion at a public meeting shall be made available for public inspection immediately or as soon thereafter as is practicable.

(e) Nothing in this section shall be construed to prevent a state agency from charging a fee or deposit for a copy of a public record pursuant to Section 6257. The writings described in subdivisions (b), (c), and (d) are subject to the requirements of the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), and shall not be construed to exempt from public inspection any record required to be disclosed by that act, or to limit the public's right to inspect any record covered by that act. This section shall not apply to any writings properly discussed in a closed session of the state agency. Nothing in this article shall be construed to require a state agency to place any paid advertisement or any other paid notice in any publication.

(f) "Writing" for purposes of this section means "writing" as defined under Section 6252.

11125.2. Any state agency shall publicly report at a subsequent public meeting any action taken, and any roll call vote thereon, to appoint, employ, or dismiss a public employee arising out of any closed session of the state agency.

11126. Nothing contained in this article shall be construed to prevent a state agency from holding closed sessions during a regular or special meeting to consider the appointment, employment or dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless such employee requests a public hearing. As a condition to holding a closed session on the complaints or charges to consider disciplinary action or to consider dismissal such employee shall be given written notice of his or her right to have a public hearing rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time for holding a regular or special meeting. If notice is not given, any disciplinary or other action taken against any employee at such closed session shall be null and void. The state agency also may exclude from any such public or private meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the state agency. Following the public hearing or closed session the agency may deliberate on the decision to be reached in a closed session.

For the purposes of this section, the term "employee" shall not include any person who is elected to, or appointed to a public office by, any state agency; provided, however, that officers of the California State University and Colleges who receive compensation for their services other than per diem and ordinary and necessary expenses shall, when engaged in such capacity, be considered employees.

Nothing in this article shall be construed to prevent state agencies, which administer the licensing of persons engaging in businesses or professions, from holding closed sessions to prepare, approve, grade or administer examinations.

Nothing in this article shall be construed to prevent an advisory body of a state agency which administers the licensing of persons engaged in businesses or professions from conducting a closed session to discuss matters which the advisory body has found would constitute an unwarranted invasion of the privacy of an individual licensee or applicant if discussed in an open meeting, provided that the advisory body does not include a quorum of the members of the state agency it advises. Such matters may include review of an applicant's qualifications for licensure and an inquiry specifically related to the state agency's enforcement program concerning an individual licensee or applicant where the inquiry occurs prior to the filing of a civil, criminal, or administrative disciplinary action against the licensee or applicant by the state agency.

Nothing in this article shall be construed to prohibit a state agency from holding a closed session to deliberate on a decision to be reached based upon evidence introduced in a proceeding required to be conducted pursuant to Chapter 5 (commencing with Section 11500) of Part 1, Division 3, Title 2 of the Government Code or similar provision of law. Nothing in this article shall be construed to prevent any state agency from holding a closed session to consider matters affecting the national security.

Nothing in this article shall be construed to grant a right to enter any correctional institution or the grounds of a correctional institution where that right is not otherwise granted by law, nor shall anything in this article be construed to prevent a state agency from holding a closed session when considering and acting upon the determination of a term, parole, or release of any individual or other disposition of an individual case, or if public disclosure of the subjects under discussion or consideration is expressly prohibited by statute.

Nothing in this article shall be construed to prevent any closed session to consider the conferring of honorary degrees, or gifts, donations and bequests which the donor or proposed donor has requested in writing to be kept confidential.

Nothing in this article shall be construed to prevent the Alcoholic Beverage Control Appeals Board from holding a closed session for the purpose of holding a deliberative conference as provided in Section 11125 of the Government Code.

Nothing in this article shall be construed to prevent the Trustees of the California State Colleges from holding closed sessions dealing with site selection for such state colleges.

Nothing in this article shall be construed to prevent the California Postsecondary Education Commission from holding closed sessions to consider matters pertaining to the appointment or termination of the Director of the California Postsecondary Education Commission.

Nothing in this article shall be construed to prevent the Franchise Tax Board from holding closed sessions for the purpose of discussion of confidential tax returns or data the public disclosure of which is prohibited by law, or from considering matters pertaining to the appointment or removal of the executive officer of the Franchise Tax Board.

Nothing in this article shall be construed to prevent the Board of Corrections from holding closed sessions when considering reports of crime conditions under the provisions of Section 6027 of the Penal Code.

Nothing in this article shall be construed to prevent the State Air Resources Board from holding closed sessions when considering the proprietary specifications and performance data of manufacturers.

Nothing in this article shall be construed to prevent the Board of Administration of the Public Employees' Retirement System from holding closed sessions when considering investment decisions.

Nothing in this article shall be construed to prevent the Teachers' Retirement Board of the State Teachers' Retirement System from holding closed sessions when considering investment decisions.

Nothing in this article shall be construed to prevent the governing body of a state agency, or such boards, commissions, administrative officers, or other representatives as may properly be designated by law or by such governing body, from holding closed sessions with its representatives at any time in discharging its responsibilities under Chapter 10 (commencing with Section 3500) of Division 4 of Title 1 of this code as such sessions relate to salaries, salary schedules, or compensation paid in the form of fringe benefits. For the purposes enumerated in the preceding sentence, a state agency may also meet with a state conciliator who has intervened in the proceedings, providing that a quorum of the state agency is present. For purposes of this paragraph, a state agency may not otherwise meet without using a designated representative, but it may appoint from its membership a member or members to act as its designated representative, with whom it may meet in closed session.

Notwithstanding any other provision of law, any meeting of the Public Utilities Commission at which the rates of entities under the commission's jurisdiction are changed shall be open and public.

Nothing in this article shall be construed to prevent the Public Utilities Commission from holding closed sessions to deliberate on the institution of proceedings, disciplinary actions against regulated utilities, or litigation.

Nothing in this article shall be construed to prevent the examining committee established by the Board of Forestry pursuant to Section 763 of the Public Resources Code from conducting a closed session to consider disciplinary action against an individual professional forester prior to the filing of an accusation against the forester pursuant to Section 11503.

Nothing in this article shall be construed to prevent an administrative committee, established by the Board of Accountancy pursuant to Section 5020 of the Business

and Professions Code from conducting a closed session to consider disciplinary action against an individual accountant prior to the filing of an accusation against the accountant pursuant to Section 11503. Nothing in this article shall be construed to prevent an examining committee established by the Board of Accountancy pursuant to Section 5023 of the Business and Professions Code from conducting a closed hearing to interview an individual applicant or accountant regarding the applicant's qualifications.

11126.1.

The state agency shall designate a clerk or other officer or employee of the state agency who shall then attend each closed session of the state agency and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book made pursuant to this section is not a public record subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), and shall be kept confidential. The minute book shall be available to members of the state agency or, if a violation of this chapter is alleged to have occurred at a closed session, to a court of general jurisdiction wherein the state agency lies. Such minute book may, but need not, consist of a recording of the closed session.

11126.3.

Prior to holding any closed session, the state agency shall state the general reason or reasons for the closed session, and cite the statutory or other legal authority under which the session is being held. In the closed session, the state agency may consider only those matters covered in its statement. The statement shall be made as part of the notice provided for the meeting. Nothing in this section shall require or authorize the giving of names or other information which would constitute an invasion of privacy or otherwise unnecessarily divulge the particular facts concerning the closed session.

§ 11126.5. Disorderly conduct of general public during meeting; clearing of room

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the state agency conducting the meeting may order the meeting room cleared and continue in session. Nothing in this section shall prohibit the state agency from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

~~11126.7. No fees may be charged by a state agency for carrying out any provision of this article, except as specifically authorized pursuant to this article.~~

§ 11127. Application of article

The provisions of this article shall apply to every state agency unless the agency is specifically excepted by law.

~~11128. All closed sessions of a state agency shall be held only during a regular or special meeting of the agency.~~

§ 11129. Continuance; posting notice

Any hearing being held, or noticed or ordered to be held by a state agency at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the state agency. A copy of the order or notice of continuance shall be conspicuously posted on or near the door of the place where the hearing was held within 24 hours after the time of the continuance; provided, that if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

§ 11130. Actions to prevent violations or determine applicability of article

Any interested person may commence an action by mandamus, injunction, or declaratory relief for the purpose of stopping or preventing violations or threatened violations of this article or to determine the applicability of this article to actions or threatened future action by members of the state agency.

§ 11130.5. Court costs and attorney fees

A court may award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to Section 11130 where it is found that a state agency has violated the provisions of this article. Such costs and fees shall be paid by the state agency and shall not become a personal liability of any public officer or employee thereof.

A court may award court costs and reasonable attorney fees to a defendant in any action brought pursuant to Section 11130 where the defendant has prevailed in a final determination of such action and the court finds that the action was clearly frivolous and totally lacking in merit.

~~11130.2~~ Each member of a state agency who attends a meeting of such agency in violation of any provision of this article, with knowledge of the fact that the meeting is in violation thereof, is guilty of a misdemeanor.

§ 11131. Use of facility allowing discrimination; state agency

No state agency shall conduct any meeting, conference, or other function in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, or sex. As used in this section, "state agency" means and includes every state office, officer, department, division, bureau, board, council, commission, or other state agency.

AGENDA ITEM SUMMARY SHEET

| | | |
|---|--|--|
| Agenda Item Title POST Advisory Committee | | Meeting Date January 29-30, 1981 |
| Division Operations | Division Director Approval | Researched By Ronald T. Allen |
| Executive Director Approval <i>William C. Boehm</i> | Date of Approval <i>13 January 1981</i> | Date of Report 12-17-80 |
| 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 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

Is the Advisory Committee currently representative of our law enforcement community?

BACKGROUND

The Commission, at the July 1980 meeting, asked the Advisory Committee members to review the present composition of the Advisory Committee and to report recommendations to the Commission.

The Commission, at the October 1980 meeting, appointed Arnold E. Schmeling, COPS, representative as the 15th member of the Advisory Committee. The Committee was asked to specifically address the following questions:

- a. Is the Advisory Committee adequately and properly constituted?
- b. Is labor adequately represented?
- c. Is there representation from all segments that should be represented?
- d. Should the size of the Advisory Committee be changed?

ANALYSIS

The Advisory Committee, at the December 16, 1980 meeting, discussed the Commission assignments "to review the composition of the POST Advisory Committee."

The Advisory Committee concluded the following:

- 1. The Advisory Committee is adequately and properly constituted.
- 2. PORAC and COPS adequately represent law enforcement labor.
- 3. The Advisory Committee presently represents all segments that should be represented.
- 4. The size of the Advisory Committee be reduced to 14 members by reducing the total number of public members to two and that this action be accomplished by not reappointing a public member to the next position vacated by one of the three current public members.

Utilize reverse side if needed

RECOMMENDATIONS

1. The Committee be reduced to 14 members by reducing the public membership from three members to two members.
2. The remainder of the Committee be maintained as presently constituted.
3. The Committee recommends that requests for adding members to the Committee be discouraged on the premise that the major interest groups are currently represented.

JOHN J. MACHADO
DINAH VERBY
SANFORD H. MARGOLIN ON POS⁷

COMMISSION ON POS⁷

DEC 22 11 11 AM '80

LAW OFFICES

JOHN J. MACHADO

101-1

December 19, 1980

MODESTO OFFICE
1101 15TH STREET
P.O. BOX 791
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SAN FRANCISCO OFFICE
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LOS ANGELES OFFICE
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(213) 489-2151

Mr. Norman C. Boehm
Department of Justice
Peace officer Standards & Training Commission
7100 Bowling Drive
Sacramento, California 95823

Re: Appeal of Val Arnett

Dear Mr. Boehm:

This letter is a formal appeal from the denial by P.O.S.T. of a Basic Certificate to Mr. Val Arnett.

I have been retained to Mr. Arnett to represent him in this matter. Mr. Ron Allen at P.O.S.T. is aware of the situation and suggested that I address the appeal to you.

This matter was first brought to your attention over a year ago when Mr. Gene Robirds, Arnett's former supervisor at the City of Riverbank, wrote to you requesting an appeal. Since that time numerous telephone calls to your office from Mr. Robirds, Mr. Arnett, and myself have drawn no response.

I have noted that Mr. Arnett was never advised of his right to a hearing as required by the P.O.S.T. Administrative Manual and the California Administrative Procedure Act.

I am, therefore, requesting that this matter be set for special hearing at the earliest possible date. I understand that the next regular meeting of the Commission is set for January 29-30, 1981, in San Diego, and that the regular meeting after that will not be until April. Unfortunately, I must be in trial in Stockton on January 29-30, and will be unable to attend a P.O.S.T. meeting then. However, this matter is too important for my client to wait until April.

I would prefer a hearing date in February in San Francisco, and propose February 13, 1981, as a date.

In view of the length of time Mr. Arnett has waited for this appeal, and the fact that P.O.S.T. has failed to comply with administrative law in notifying him of his right to a hearing, the Commission should give this matter top priority and grant my request for a special hearing.

Otherwise, I shall have no choice but to take legal action
against P.O.S.T.

Please address your reply to my Modesto office.

Sincerely,

Dinah F. Verby

Dinah F. Verby
Dictated by not read

DFV:epl

cc: Val Arnett

AGENDA ITEM SUMMARY SHEET

| | | |
|--|---|-------------------------------------|
| Agenda Item Title REQUEST TO ALLOW FULL REIMBURSEMENT FOR CLAIMS SUBMITTED LATE AND REDUCED BY 25% PER POST REGULATION 1015b | | Meeting Date January 29-30, 1981 |
| Division Administration | Division Director Approval <i>John D. Davidson</i> | Researched By John B. Davidson |
| Executive Director Approval <i>Thomas C. Belin</i> | Date of Approval 1-14-81 | Date of Report January 13, 1981 |
| Purpose: Decision Requested <input checked="" 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 _____).

ISSUE:

Shall the Commission uphold Regulation 1015b with regard to reduction of late claims?

BACKGROUND:

The Sacramento Police Department submitted reimbursement claims for the reimbursement of 15 paraprofessional personnel who attended a basic course ending on June 13, 1980. These claims were subsequently reduced by 25% since they were received after the 90 day time limitation imposed by POST Regulation 1015b.

The Department is requesting that, in their case, the Commission make an exception to the provisions of Section 1015b which provides for the reduction of these claims. The justification for this request is contained in the attached copy of a letter from Chief John P. Kearns, dated December 23, 1980.

Briefly summarizing the contents of the chief's letter, it states that the claims were submitted late because of the transfer of claims reimbursement unit command personnel and a misinterpretation of the POST procedure on reimbursement for paraprofessional training.

ANALYSIS:

Based on a review of the information submitted by Chief Kearns and our own records at POST we have formed the following conclusions:

- o When POST changed its regulations to provide for the reimbursement of paraprofessional training immediately upon completion of the course the change was widely distributed in POST Scripts, by bulletin, and by changes in the regulation.
- o The commander of the Sacramento Police Department Training Unit, at the time these changes were made, understood the substance and intent of the changes. (This is substantiated by the fact that two claims were made on a timely basis.)
- o When the new commander took over he assumed that the regulations were the same as those which were in effect two years prior. [It is stated in the chief's letter that the administrative analyst who actually signs the claims, "Apparently forgot" about the change due to the long time (six months) between classes.]

RECOMMENDATION:

Staff recommends that the appeal be denied..



CITY OF SACRAMENTO

DEPARTMENT OF POLICE

HALL OF JUSTICE

813 - 6TH STREET

SACRAMENTO, CALIFORNIA 95814

TELEPHONE (916) 449-5121

JOHN P. KEARNS
CHIEF OF POLICE

December 23, 1980

Ref: 12-53

COMMISSION ON POST
DEC 29 12 19 PM '80

P.O.S.T. Commission
Attn: Mr. Norman Boehm, Executive Director
Peace Officers Standards and Training
7100 Bowling Drive
Sacramento, CA 95823

Gentlemen:

We have recently discovered a problem in our reimbursement claims for some of our basic recruit graduates. We will try to explain what we did and why the error occurred. To do this, we will have to go back several years.

Prior to 1977, we were training our Community Service Officers in our basic recruit course. At that time we had to get prior approval for such training and claimed reimbursement at the completion of the Academy for per diem and salary. The procedure followed the P.O.S.T. regulations at that time.

In March, 1977, while Captain O'Kane was assigned to the Training Division, P.O.S.T. changed this procedure. The procedure which was implemented was that no C.S.O.'s could be claimed for reimbursement until they were upgraded to a sworn officer rank. This had to occur within two years of Academy completion. The department set up a procedure designed to follow the new (1977) rules, and we complied with these rules. In February of 1978, Captain O'Kane was transferred out of the Training Division.

In February of 1980, Captain O'Kane was transferred back to the Training Unit. We ran a Basic Academy which started on March 17, 1980, and was completed on June 13, 1980. On March 5th, we submitted a letter to Mr. Gene DeCrona requesting approval to train eight Police Cadets and sixteen Community Service Officers. This request was approved. At the end of this Academy, June 13, 1980, we claimed reimbursement for seven Cadets who completed the course and were upgraded to sworn status on June 14, 1980.

On September 20, 1980, two C.S.O.'s who completed the Academy on June 13, 1980, were promoted to sworn officers positions, Edward York and Jeffrey Hill. On September 24, 1980, still operating under the old regulation, we submitted claims for reimbursement for these two C.S.O.'s. On November 10, 1980, we received a letter

back from P.O.S.T. which indicated that we were late in claiming reimbursement and reducing the claims by 25% (see Attachment I). We immediately started to research the situation and discovered that the rules had changed.

We then submitted claims for all the other Community Service Officers who had been trained in the Academy from March 17, 1980 to June 13, 1980. With these claims we included a letter explaining our problem and why it occurred (see Attachment II). We received another letter from P.O.S.T. staff indicating that they could not make any adjustments and the 25% reduction would stand (see Attachment III).

The real error occurred when we misinterpreted the regulation on reimbursement for Paraprofessional personnel, Regulation 1-3 f 3. This regulation states, "Paraprofessional personnel in, but not limited to, the classes listed below may attend a certified Basic Course and reimbursement shall be provided to the employing jurisdiction in accordance with the regular reimbursement procedures." As the "regular procedures" for several years had been to wait for update to sworn position prior to claiming reimbursement, that is the process we were faithfully following in this case.

In Mr. Davidson's letter (Attachment III), he indicates that the change in reimbursement, "...was made widely known by P.O.S.T. Bulletin (No. 79-19), in P.O.S.T. Scripts, and in the change to the Commission Procedures." Bulletin 79-19 (see Attachment IV) makes no reference to when reimbursement is to be claimed. The P.O.S.T. Scripts was dated August, 1979, prior to the assignment of Captain O'Kane to our Training Section and also refers to "regular reimbursement procedures" (see Attachment V). We can find nothing that says, Paraprofessionals should be claimed at the completion of training, which is really what the new rules mean.

Mr. Davidson also indicates that the claims personnel of the Police Department were aware of the changes, as they had signed a claim form which included two Community Service Officers who completed a Basic Course in January, 1980. Such a claim was made, and Mr. Davidson is correct in this statement. Mr. Wayne Hayes, an Administrative Assistant in our Planning and Fiscal Section, has the responsibility of handling the monetary amounts of the P.O.S.T. claims. He has the information on the amounts of salary paid, plus travel, plus subsistence costs. As we only train twice a year at the Basic level, he has six months between claims. He apparently forgot the change made in January when he made the claims in August, 1980, for the Basic Academy completed in June, 1980.

As Captain O'Kane was not in the Training Unit when the 1980 change of your regulations took place, but he was there when you passed the 1977 regulation, he did not catch the error. He did misunderstand the January, 1980, regulations and thought that the, "regular reimbursement procedure" meant to hold claims until upgrade.

We are enclosing copies of four letters written by P.O.S.T. staff which were very explicit on how to claim reimbursement for Community Service Officers when the change was made in 1977 to reimburse only at upgrade (see Attachment VI). The instructions are not nearly as clear now that P.O.S.T. has returned to the pre-1977 regulations and P.O.S.T. staff apparently no longer sends us letters to confirm Paraprofessional basic training.

Memorandum

P.O.S.T. Commission
Page 3.

December 23, 1980
Ref: 12-53

We understand why the Commission made the rule to reduce reimbursement as agencies were not submitting claims in a timely manner. Our claims for C.S.O. York and Hill were made within days of their upgrade to sworn officers. We feel that in this instance we were trying hard to follow the rules. Unfortunately, we were following rules that had been changed.

We respectfully request that you allow for full reimbursement for all Community Service Officers who completed our Basic Recruit Course in June, 1980. I assure you we have taken steps to see that this does not occur in the future. Your consideration of this matter would be appreciated, and Captain O'Kane will be at the Commission meeting in January to respond to any questions you may have.

Sincerely,



JOHN P. KEARNS
CHIEF OF POLICE

JPK:MO:mpt

STATE OF CALIFORNIA

EDMUND G. BROWN JR., Governor

DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING



100 BOWLING DRIVE, SUITE 250
 SACRAMENTO 95823

November 4, 1980

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OPERATIONS DIVISION
 Standards and Training
 Management Counseling
 (916) 445-0345

ADMINISTRATION DIVISION
 Administration
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 Center for Police Management
 (916) 445-4515
 Certified Course Records
 (916) 322-2180
 Professional Certificates
 (916) 322-2237
 Reimbursements
 (916) 322-2238
 Resource Library
 (916) 445-4515
 Standards Validation Unit
 (916) 322-3492

John P. Kearns
 Chief of Police
 Sacramento Police Department
 813 Sixth Street
 Sacramento, CA 95814

Re: Claim No. 82785

Dear Chief Kearns:

The Commission on Peace Officer Standards and Training Regulations, Section 1015(b), refers to the limitation of time for the submission of reimbursement claims. Such claims must be received within 90 days of the completion date of the course in order to receive the full amount of reimbursement. Claims received after 90 days are reduced by 25%; claims received after 180 days from the completion date of the course are not reimbursed.

We have received a claim from your department that exceeds the 90-day limitation. It was necessary to reduce the amount payable on the claim by 25%. For your information, we have attached a copy of the claim.

If you desire additional information or have any questions, please contact the POST Reimbursement Section (916)(322-2238.)

Sincerely,

for John S. Dauder
 GERALD E. TOWNSEND
 Director
 Administration Division

Attachment

