

July 21, 1983

POST
BUREAU

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
COMMISSION MEETING AGENDA

July 21, 1983, 10 a.m. to 5 p.m.
Bahia Hotel - Del Mar Room
998 West Mission Bay Drive
San Diego, California

CALL TO ORDER

FLAG SALUTE

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

- o Recognize Participants
- o POST Advisory Committee Members meeting in joint session with POST Commission

The first row of audience seating will be reserved for the Advisory Committee. Arrangements have been made for a joint luncheon for Commissioners and Committee Members at Noon.

HONORING FORMER COMMISSIONERS

1. Nathaniel Trives, Commissioner from April, 1978, until April, 1983, and Chairman January, 1980 to April 1982
2. Joe Williams, Commissioner from April, 1978, until April, 1983

Both former Commissioners have been contacted and indicate they plan on being present.

APPROVAL OF MINUTES

- A. Approval of the minutes of the April 27, 1983, regular Commission meeting at the Holiday Inn - Holidome, Sacramento, California.

CONSENT CALENDAR

B.1. Receiving Course Certification Report

Since the April meeting, there have been 21 new certifications and 42 decertifications.

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

B.2. Receiving Information on New Entries Into POST Reimbursement Program

Procedures provide for agencies to enter the POST Reimbursement Program when qualifications have been met. The following seven agencies meet the requirements and have been accepted:

Amador County District Attorney's Office - May 23, 1983
 Marin County District Attorney's Office - May 23, 1983
 San Joaquin County District Attorney's Office - May 23, 1983
 Oakland Unified School District - June 20, 1983
 West Valley College District - January 24, 1983
 Contra Costa Community College District - January 24, 1983
 Trinity County District Attorney's Office - July 5, 1983

In approving the Consent Calendar, your Honorable Commission takes note of these agencies having met the requirements and having been accepted into the POST Reimbursement Program.

B.3. Withdrawing from POST Specialized Program - Shasta County Coroner's Office

POST has been notified by the Shasta County Coroner's Office that they are withdrawing from the Specialized Program for economic reasons. This is presented to the Commission for information only, and in approving the Consent Calendar, the Commission takes formal note of the withdrawal.

B.4. Receiving Report of Contracts Included in F.Y. 1982/83

As an information item and consistent with Commission policy, a summary of all contract activity in which POST has been engaged during the past fiscal year is included under the appropriate tab. In approving the Consent Calendar, your Honorable Commission receives the report.

B.5. Receiving the Financial Report for F.Y. 1982/83

Due to the fact that the financial records must be kept open until the close of business on the last day of the fiscal year, there was not sufficient time to reconcile the accounts and prepare the manual financial report by the mailout deadline. As a result, the Fiscal Year 1982/83 Financial Report will be distributed at the Commission meeting or prior to the meeting under separate cover.

CERTIFICATE AND COMPLIANCE

C. Modifying Policy on Training of Currently Employed Officers When Agencies Enter the POST Program

The Los Angeles Unified School District Police Department is eligible for and has requested entry into the POST reimbursable Program. A review of their personnel files shows that 15 of their 307 sworn personnel have not completed or cannot document completing basic training. This includes four management level personnel.

Existing policy requires agencies to submit a training plan by which all sworn personnel will meet POST standards within a pre-determined period of time. The plan must be acceptable to POST. The Los Angeles Unified School District (LAUSD) has requested an exemption of this policy for 15 of their sworn officers. The LAUSD argues that training officers for jobs in which they are already proficient or to send managers to training for jobs they are not doing is non-productive.

The current policy for agencies entering the reimbursement program was established by the Commission in January 1982 in order to be consistent with POST Regulation 1009 a(2). That regulation was enacted in 1978 to require agencies entering the Specialized Program to train all currently employed officers.

Analysis of the issue indicates that current policy may now and in the future create hardships that were not intended when the regulation was adopted in 1978. The report under this tab concludes that the Commission should seriously consider a change in the policy and a public hearing to revise Regulation 1009 a(2) to restore the initial policy of requiring that POST standards be met only by officers employed after the agency enters the POST Program. It should be noted that at issue is agency eligibility. POST certificates would be issued only to individuals who actually meet the selection and training standards.

Appropriate action, if the Commission concurs, is a MOTION to:

1. Change current policy to require POST standards to be met only by officers hired after the agency enters the reimbursable POST Program (this change relating to the Regular Program participants is simply a policy of the Commission and does not require a public hearing).
2. Schedule a public hearing to revise 1009 a(2) to establish the same policy for specialized agencies.

TRAINING PROGRAMS

D. Approving Community Crime Prevention Guidelines

Senate Concurrent Resolution 69 of 1982 required POST to develop guidelines for law enforcement agencies on community crime prevention. An interagency agreement was entered into between POST and the Attorney General's Crime Prevention Center to perform the work under POST staff supervision. Also contributing was an ad hoc crime prevention advisory committee consisting off specialists in the field of crime prevention.

The project has been completed, and a document entitled "Community Crime Prevention Guidelines for California Law Enforcement" is ready for printing and distribution to law enforcement agencies upon Commission's approval. The Guidelines will provide assistance to law enforcement agencies in the planning, implementation and evaluation of a community crime prevention program. The guidelines

are general enough to apply to any size and type of law enforcement agency regardless of the level of resources. They also provide a basic checklist of the necessary elements for an effective community crime prevention program.

Appropriate action would be a MOTION to approve the printing and distribution of the document "Community Crime Prevention Guidelines for California Law enforcement." The estimated cost is \$800.00. (roll call vote)

E. Modifying Basic Course Performance Objectives - Crime Prevention

As a result of the Crime Prevention Study and consistent with SCR 69, it is appropriate that the Commission revise Basic Course curriculum accordingly. The proposed curriculum revisions include one new, three deleted, and three modified performance objectives. The proposed revisions reflect a change of emphasis from security hardware to current state-of-the-art concepts in crime prevention.

Basic academy instructors in this subject area and the Basic Academy Consortium have reviewed and approved the proposed changes. It is their consensus that the curriculum changes can be presented and tested within the existing hours allocated in the Basic Course for this subject.

Appropriate action of the Commission at this time is a MOTION to approve the proposed revisions to the Basic Course performance objectives relating to community crime prevention.

F. Receiving a Report on the Universal Core/Module Basic Training Concept and Requesting Development of a Specific Proposal

At the April 1983 Commission Meeting, the Commission approved separate module courses as part of the basic training requirement for the Marshals and District Attorney Investigators. Job analyses have revealed that tasks performed by varying types of peace officers differ substantially from the patrol officer for which the regular Basic Course was developed. Staff reported to the Commission that delivery of varying kinds of different basic courses to meet the proposed training standards of various peace officer groups already in or entering the POST Program could present problems. As an alternative and with Commission consent, a hypothetical basic training requirement has been designed involving a universal core course with required module courses, depending upon the category of peace officer.

The following is a brief summary of the problems associated with the present Basic Course as a training standard for all categories of peace officers:

- Uncertainty of legal defensibility of requiring non-job related training;
- Not cost effective to mandate non-job related training;

- Basic Course does not address the individual differences in entry level training needs of diversified peace officer categories.

The universal core/module basic training concept being proposed consists of the following elements:

- A universal core basic course consisting of an undetermined number of hours of the present regular Basic Course.
- Core must be relevant to all peace officers participating in the POST Program.
- Each category of peace officer must have a relevant training "module".
- Existing Basic Course presenters can elect to continue offering the regular Basic Course that includes the Universal Core and Patrol module interspersed.
- Some existing presenters of the regular Basic Course can be secured to present the Universal Core as a block and subsequently offer modules as the need dictates.

The concept of a universal core/module basic training requirement has been reviewed and endorsed for further development by the Basic Course presenters, state specialized investigative department heads, the CPOA Training Standards and Specialized Law Enforcement Committees.

A detailed presentation is prepared to be presented at the Commission meeting. If Commissioners concur with the concept, appropriate action would be a MOTION to direct staff to develop a specific proposal for presentation at the January 1984 Commission meeting.

G. Setting a Public Hearing for October 20, 1983, on the Basic Specialized Investigators Course

As part of a continuing program of maintaining course quality control, the Basic Specialized Investigators Course has been reviewed, updated, and converted to a learning goals and performance objectives course. Those learning goals and performance objectives which apply to both the Basic Course and the Basic Specialized Investigators course have been identified and coordinated. This will allow for automatic updating in these subject areas when the respective performance objective is revised in the regular Basic Course. The proposed revision will also facilitate standardization of the course statewide as well as improve course quality by use of the Basic Course Unit Guides. Mutual performance objectives for both the regular Basic and Specialized Investigators Basic Courses will facilitate the development of a proficiency exam for graduates of the Investigators Course.

The present course is 180 hours, plus the completion of the 40-hour Arrest and Firearms Course. Therefore, the minimum length of the Basic Specialized Investigators Course being proposed is 220 hours.

The action being requested of the Commission at this time is a MOTION to approve a public hearing for the October Commission meeting for the purpose of amending Commission Procedure D-1 and D-12 to convert the Basic Specialized Investigators Course to learning goals and performance objectives.

H. Setting a Public Hearing for October 20, 1983, on Revisions to the Supervisory Course

As a result of training needs assessment data, revision of the Supervisory Course was initiated in December 1981. Subject matter experts, including first-line supervisors, command officers and line officers met to review and refine the tasks, knowledge and skills required of the first-line supervisor. A survey was developed and sent to a random sampling of 401 first-line supervisors from all agencies in the POST regular and specialized programs.

The proposed curriculum design and course concept concentrates on the development of supervisory and leadership skills that are common to all supervisors required to attend the course from agencies in both the regular and specialized programs. The new course is more contemporary, the instructional guidelines are much more "hands on" involving student participative learning, and the course is designed to be continually monitored and updated.

The specialized training needs of the different categories of supervisors and types of assignments will be studied and additional courses addressing these special needs will be certified in the future, if necessary.

The proposed curriculum for the revised Supervisory Course contains 72 hours of required course instruction and evaluation. Staff is proposing that reimbursement be approved for up to 80 hours, which would include 72 hours of mandated subjects and 8 hours of optional. This will accommodate a widespread need to present optional topics of local and regional interest.

The proposed curriculum has been pilot tested by three presenters and audited by POST staff. The evaluations received have been very good to excellent. All 24 presenters of the Supervisory Course were surveyed and endorsed the proposed curriculum and recommended instructional methodology.

A Supervisor's Field Training Guide has also been developed. Each individual completing the Supervisory Course would be given a copy. The document is modeled after the present basic recruit field training guide and has also been received in the field as a necessary and valuable training guide.

A draft copy of the new Supervisory Course Curriculum is being sent to Commissioners under separate cover and will be available at the meeting for review.

If the Commission concurs, the appropriate action would be a MOTION to approve a public hearing for the October 1983 Commission meeting to revise Commission Procedure D-3, adopting revisions to the Supervisory Course curriculum.

I. Setting a Public Hearing for October 20, 1983, on the Length of Basic Course

At the January 1983 Commission meeting, the Commission directed staff to study the adequacy of the present 400-hour minimum length of the Basic Course. The presently certified 31 Basic Course presenters were surveyed to determine the number of instructional and testing hours currently being devoted to the presentation of the Basic Course. After the survey instruments were submitted, follow-up interviews were conducted in order to properly analyze the survey results.

The average length of the Basic Course statewide is as follows:

Instructional Hours to Meet POST Minimum	500
Testing Hours to Meet POST Minimum	48
Total Average Hours to Present/Test	<u>548</u>
POST Minimum Basic Course	548
Average Hours for Locally Determined Subjects	92
Total	<u>640</u>

The minimum number of hours reported for the Basic Course was 445, with an average being 548. Since the inception of the Basic Course mandated performance objectives in 1980, curriculum has been added based on legislative and job task mandates which has increased the hours beyond the 400-hour minimum originally established. These mandates include additional training in report writing, child abuse, and sexual exploitation and sexual abuse of children. Overall evaluation indicates that it would be appropriate to increase the required Basic Course from 400 to 480 hours.

If the Commission concurs, appropriate action would be a MOTION to approve the proposal to increase the minimum hours of the Basic Course from 400 to 480 and approve a public hearing to be held at the October Commission meeting to make necessary amendments to the Regulations and Commission Procedures reflecting this increase.

TRAINING DELIVERY

J. Clarifying Tuition Guidelines

Commission Procedure D-10-7c utilizes terms ("off-site" and "on-site") that are vague and have presented a problem for the field and staff in determining the definition and application of each. Vague terminology within the procedure has been eliminated and additional language modified for clarification purposes.

If the Commission concurs, the appropriate action would be a MOTION to approve the proposed revisions to Commission Procedure D-10-7c.

K. Increasing Basic Academy Driver Training Fee from \$252 to \$267

During the past year, the allowable tuition for driver training in the Basic Course has been \$252. Due to increased costs to present this training, we are recommending a 6% tuition increase from \$252 to \$267. Of the \$267 tuition, the presenter will continue to contribute \$57. The overall increase to the POTF will be approximately \$35,475.

If the Commission concurs, appropriate action would be a MOTION to approve a 6% tuition increase in Basic Course Driver Training fee. (roll call vote)

INFORMATION SERVICES

L. Report on Computer Effectiveness

At the Commission's request, a thorough analysis and overview of the development and implementation of data processing for POST has been conducted in order to determine the cost effectiveness of the POST computer system.

The report shows that since its inception of October 1979 and to the present, approximately \$550,000 has been expended for the program. Based on workload projections done in a previous study, to maintain the whole system the old manual system would have required additional staffing level costing approximately \$820,000. Therefore, the implementation of the POST Automated Information System shows a tangible net gain of approximately \$270,000 during that period. Now that the system is completely operational, the cost of maintenance of the present computer system, including computer hardware costs, leasing costs, and personnel, versus the personnel and local agency costs under the old manual system, shows a tangible annual net gain of approximately \$450,000.

Implementation of programs identified in POST's five-year plan will continue to fulfill our responsibilities to law enforcement in a cost-effective, superior fashion. This item is on the agenda for information purposes. While staff would be pleased to respond to questions or receive specific further direction, no action by the Commission is requested at this time.

M. Establishing Reimbursement Rates Reconciled to POST Automated Reimbursement System

At the April meeting the Commission received and approved all of the PAM Commission Procedures for the implementation of the Automated Reimbursement System with the exception of Commission Procedure E-3 which establishes the flat rates of reimbursement for Fiscal Year 1983-84.

Analysis has been completed to determine an equitable reimbursement rate for 1983-84. A significant number of claims from the preceeding year have been carefully evaluated to determine the average daily rate of subsistence and the average travel rate claimed by participating agencies for the training of their personnel. The sample claims took into account a mixture of all types of training, and this analysis was used to assist staff in the following recommended rates for those categories of expenses.

Reimbursement for subsistence is recommended at \$58 per day which includes an adjustment factor of five percent (5%) for inflation. However, if the Commission were to desire to maintain the rate at \$62 per day, the budget costs would be approximately \$164,000.

Under the new system, the reimbursement for travel and expenses will be calculated by figuring adjusted straight-line mileage plus daily miles and miles to other training sites, multiplied by the established flat mileage rate. That milcage rate will encompass all forms of travel to and from a course site, and analysis shows that an equitable comparative rate would be 26¢ per mile when adjusted for inflation. Commuter lunch allowance is set at \$7.25 per day.

If the Commission concurs, the appropriate action would be a MOTION to establish the recommended reimbursement rates for Fiscal Year 1983-84 by adopting Commission Procedure E-3, retroactive to July 1, 1983.

STANDARDS AND EVALUATION

N. Setting Public Hearing for Reading/Writing Test Standard

At its October 1981 meeting, the Commission directed staff to develop statewide reading and writing standards (in the form of POST-developed tests and cut-off scores) by October 1983. The tests are now ready for use. As part of the process, meetings were held with law enforcement agencies and personnel departments as well as with representatives of the League of California Cities and the County Supervisors' Association of California (CSAC) to assess the practical implications. As a result of the conversations and meetings, it was deemed appropriate to develop alternatives and a specific recommendation for the Commission's consideration. Several alternatives are available to the Commission in approaching reading and writing standards:

1. Maintain the current regulation (i.e., POST Administrative Manual, Section 1002(a) (7); "Be able to read at a level necessary to perform the job of a peace officer as determined by the use of the POST reading ability examination or its equivalent.")
2. Require that the POST tests with specified cut-off scores be administered to all law enforcement applicants. (This alternative represents the Commission's direction of October, 1981.)

3. Mandate that the POST tests be given prior to admittance into a POST Basic Academy (or at beginning of the Basic Course).

It is recommended that the Commission adopt an approach which combines features of the first and third alternatives.

The recommendation consists of the following:

1. Writing ability testing should be added to the reading ability testing now required. Agencies could use their own tests which purport to measure reading and writing abilities, or they could use POST's tests.
2. The POST-developed tests would be made available, free of charge (that is at POST's expense), to local agencies and academies. No mandatory cut-off scores would be established; however, scoring guidelines would be available as a service to agencies setting their own scores.
3. At the beginning of the POST Basic Course, recruits would take the POST reading and writing tests. No minimum scores would be set for academy entry.
4. POST would collect data on test results for one year, and report the results at the July 1984 Commission meeting.

The Commission has clearly indicated a desire to strengthen standards relating to reading and writing abilities of persons entering the law enforcement profession. The recommended approach moves appropriately in that direction. The approach does not appear to have some of the problems local agencies were concerned about with the single test with cut-off score plan. The Commission will receive a follow-up report in one year and can assess progress at that time.

If the Commission concurs with this recommendation, the appropriate action would be a MOTION (roll call vote) to:

1. Direct staff to carry out the recommendation.
2. Approve the expenditure of an amount not to exceed \$230,000 as part of an Interagency Agreement with Cooperative Personnel Services, to cover the publication and scoring of the POST tests.
3. Schedule a public hearing for the October Commission meeting regarding modification of the reading regulation to include writing ability testing.

All but the writing abilities testing requirement (which is set for public hearing) of the recommendation would become effective immediately. Agencies would be encouraged to test for writing abilities but that would not be required until after the public hearing in October, if the Commission directs.

O. Approval of Contract Supporting P.C. 13510(b) Research Project

PC 13510(b) requires that POST conduct research concerning entry-level vision standards, and if research findings indicate feasibility, adopt job-related entry-level vision standards by January 1, 1985.

Plans call for the completion of an automated vision testing system, and the collection of empirical research data to evaluate the job-relatedness of the various visual functions, under an Interagency Agreement for fiscal year 1983/84.

If the Commission concurs, the appropriate action would be a MOTION to approve an Interagency Agreement with the U.C., Davis Vision Laboratory for fiscal year 1983/84 in an amount not to exceed \$26,738. (roll call vote)

EXECUTIVE OFFICE

P. Basic Training Delivery System: Pre-Employment Training

When the appeal of Napa College for an extended format Basic Course was brought to the Commission in January 1983, the immediate issue was whether an extended format Basic Course was needed in Napa Valley because of two other basic academies being located relatively close by. However, the larger issue looming was the question of pre-training. The Commission wisely did not grant Napa's appeal without a thorough review of the training delivery system and all its aspects and ramifications.

Since the January meeting, though Napa College itself has not pursued the extended format Basic Course further, others in Napa Valley have. This involvement has included appeals by individuals and groups in Napa to Assemblyman Sebastiani and Governor Deukmejian. Though the legislatively established cap on state reimbursement for average daily attendance (ADA) would not likely permit Napa College to begin a new law enforcement program next year even if certified, the point of pre-service training has been raised. In our responses to the Governor and Assemblyman, we indicated that the issue would be brought to the Commission again to determine if the Commission would want to review the present policy relating to Basic Course certification. Background data are included under the tab. In addition, requests for exclusively pre-employment extended format Basic Courses are on hand from Southwestern College in San Diego County and from Imperial Valley College.

By virtue of Commission action at the January 1979 meeting, certification of extended format basic courses is limited to current intensive format presenters. This policy was later modified somewhat to allow certification to selected non-intensive format presenters in those areas where the training requirements for Level I reserve officers could not be met in any other way. There is presently one such extended format presenter in the State, this being at Joaquin Delta College in Stockton. There are additionally two courses that were originally certified for both intensive and extended format and later reverted for extended courses only. None was certified to meet the needs of pre-employed students exclusively.

Currently certified basic training courses are meeting all the needs for in-service training of regular officers. Of the 4,530 basic course graduates during 1981/82, 3,600 received POST reimbursement. Of the remainder, 895 were open enrollment students. We have not received any communication from the field indicating that in-service basic training needs of both reserves and regular officers were not being met in a timely fashion.

The issue centers around the desire of some smaller police and sheriffs' departments to have a local POST-certified basic training course that can turn out a pool of pre-trained potential employees at little cost, in both time and money, to the law enforcement agency. Many of the 87 community colleges in the State, who have Administration of Justice Programs, would support this effort as it possibly helps ensure the continuation of their programs.

The problems inherent with certification of as many as 87 basic training courses are readily apparent. This certification of a multitude of pre-employment basic courses would not only cause an immediate logistical problem in dealing with this proliferation, but could ultimately change the entire POST basic training program. It is obvious that a large pool of unemployed, pre-trained persons could force some in-service academies and intensive presenters to discontinue their programs. The problems faced by the Commission in addressing this issue are significant.

If your Honorable Commission concurs, an appropriate action would be a MOTION to temporarily suspend basic course certifications and direct staff to prepare a report addressing the basic course delivery system, which will be considered by the Commission at the January, 1984, meeting. The study would include input from representative viewpoints and be processed through the Long Range Planning Committee. The matter is one of the issues for future study identified for the Commission by the Advisory Committee.

There are three specific requests for certification of extended format Basic Courses which have not been certified by the Executive Director and which are appealed to the Commission: 1) Napa College; 2) Imperial Valley College, and 3) Southwestern College. If the Commission decides against a moratorium or would like to consider these appeals separately from a moratorium on their individual merits, the staff reports on the appeals are included under Tab P, P. 2 and P. 3 respectively.

Q. Futures Studies - Advisory Committee Proposals

At the January meeting, the Commission's Advisory Liaison Committee indicated that the Advisory Committee had been asked to provide a list of futures-oriented topics they would like to see the Commission address. At the April meeting, the Liaison Committee reported that the list had been submitted as requested. The document was titled,

"Discussion paper for the Commission on POST on the Future of the Program." The Chairman of the Liaison Committee suggested the Commission use the report as a source document at a Commission working meeting to be held at a date to be determined.

To assist the Commission in better addressing the issues presented in the report, staff has put together brief summaries on each subject. These summaries will be provided to the Commission in advance of any meetings on the issues.

A special workshop meeting for all Commissioners could be convened, or your Honorable body may want to consider assigning review of the topics listed in the report to the Commission's Long Range Planning Committee or to several specially convened ad hoc committees. As decisions on which issues to take up first and how they are to be assigned are made, staff will be pleased to provide appropriate support and information.

COMMITTEE REPORTS

R. Budget Committee

- o 1984/85 Budget Proposals
- o Salary Reimbursement Rate for 1983/84

Commissioner Rodriguez, Chairman of the Budget Committee, will report in general, and specifically on F.Y. 1984/85 budget proposals and the proposed reimbursement rates. The Budget Committee will meet on July 20.

S. Legislative Review Committee

The Committee will meet at 8 a.m. prior to the Commission meeting to consider items of legislative nature. The Acting Chairman of the Committee will report the Committee's recommendations to the full Commission.

T. Advisory Committee

Larry Watkins, Chairman of the Advisory Committee, will report on the meeting of July 20 of the Advisory Committee and other Advisory Committee business.

OLD/NEW BUSINESS

U. Correspondence

- o Reuben Harris, Ph.D., on Executive Development Program
- o Letter from Utah POST
- o Women Peace Officers' Association regarding Commission's policy requiring submission of three nominees for Advisory Committee membership

V. Member Vacancies to the Advisory Committee

The Commission's Advisory Committee consists of 15 positions representing a number of constituencies. Members of the Committee are selected to three-year overlapping terms. Four terms will expire in September, and one member of the Committee, Jack Pearson representing PORAC, has been appointed to the Department of Personnel Administration as Labor Relations Officer. PORAC has submitted the name of a replacement. As members of the Commission are aware, the practice has been to receive nominees from respective organizations and, for public members, receive nominations from the Commission. Nominations received are included under this tab, as follows:

1. Reappointments/Replacement, September 1983 Term Expirations:

- o California Police Chiefs' Association (CPCA)
- o California Academy Directors' Association (CADA)
- o Coalition of Associations and Unions of State Employees (CAUSE)
- o California Organization of Police and Sheriffs (COPS) (no nominees received)
- o Peace Officers' Research Association (PORAC)

2. Public Member (vacant)

PROPOSED DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

October 20, 1983, Sacramento Inn, Sacramento
 January 26, 1984, Town and Country Hotel, San Diego
 April 19, 1984, Sacramento
 July 19, 1984, San Diego

ADJOURNMENT



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

October 22, 1982
Sacramento Inn
Sacramento, California

COMMISSION MEETING MINUTES

The meeting was called to order at 10 a.m. by Chairman Jackson. A calling of the roll indicated a quorum was present.

Commissioners Present:

Jacob Jackson	- Chairman
Robert Edmonds	- Vice-Chairman
Al Angele	- Commissioner
William Kolender	- Commissioner
Duane Lowe	- Commissioner
Joseph Trejo	- Commissioner
Nathaniel Trives	- Commissioner
John Van de Kamp	- Commissioner
Robert Vernon	- Commissioner

Commissioners Absent:

Rod Blonien
Jay Rodriguez
Joe Williams

Also Present:

Larry Watkins, Chairman of the POST Advisory Committee

Staff Present:

Norman Boehm	- Executive Director
Glen Fine	- Deputy Executive Director
Don Beauchamp	- Assistant to the Executive Director
Ron Allen	- Senior Project Coordinator
John Davidson	- Chief, Administrative Services
Gene De Crona	- Chief, Training Delivery Services
Bradley Koch	- Chief, Information Services
John Kohls	- Chief, Standards and Evaluation Services
Ted Morton	- Chief, Center for Executive Development
Robert Spurlock	- Senior Law Enforcement Consultant
Harold Snow	- Chief, Training Program Services
Brooks Wilson	- Chief, Compliance and Certification Services
Imogene Kauffman	- Executive Secretary

Visitors' Roster

Dave Allan	- Office of the Attorney General
Barbara Bare	- San Diego County Marshal's Office
Lonnie Beard	- Sacramento County Sheriff's Dept.
Bob Blanchard	- Santa Rosa Training Center
Les Clark	- Sacramento Training Center
Jack Corbet	- San Diego Harbor Police
Pat Cross	- Mono County Sheriff's Dept.
Robert Crumpacker	- San Bernardino County Marshal's Office
Steve Day	- L. A. County Marshal
Ed Doonan	- Sacramento County Sheriff's Dept.
Seth F. Easley	- L. A. D. A. Investigator, representing Calif. D. A. Investigators Assoc.
Darla Farber	- Riverside Marshal's Office
Jim Guess	- Orange County Sheriff's Dept.
Ron Hawkins	- San Bernardino County Marshal's Office
Ron Jackson	- San Francisco Police Dept.
Richard Klapp	- San Francisco Police Dept.
Roger Mayberry	- L. A. County Marshal's Office
Mike O'Kane	- Sacramento Police Dept.
Jesse Orta	- Governor's Task Force on Civil Rights Violence
K. D. Smith	- San Bernardino County Marshal's Office
Mike Torres	- President, PORAC So. Los Angeles Chapter
Al Tronaas	- Mono County Sheriff's Dept.
Jervis Williams	- San Mateo County Sheriff's Dept.
Walter F. Williams	- Deputy Marshal, Merced County
Shelby Worley	- Riverside County Sheriff's Dept.

SPECIAL ACKNOWLEDGEMENT TO SHERIFF RICHARD PACILEO

Sheriff Pacileo was presented with a plaque in recognition of his service to the Commission as a Commissioner.

INTRODUCTIONS

Newly appointed Commissioner Duane Lowe, Sheriff, Sacramento County, was introduced.

A. APPROVAL OF MINUTES

MOTION - Trives, second - Angele, carried un-
animously for approval of the minutes of the
July 14, 1982, meeting at the Bahia Hotel,
San Diego, California.

B. CONSENT CALENDAR

MOTION - Edmonds, second - Trives, carried unanimously for approval of the Consent Calendar as follows:

1. Receiving Course Certification/Decertification Report

Since the July meeting, there were 59 new certifications and 40 decertifications. In addition, 70 courses were modified during the past quarter.

2. Receiving Information on New Entries Into POST Reimbursement Program

Procedures provide for agencies to enter the Reimbursement Program if certain qualifications are met. The following agencies met these requirements and were accepted:

Lake Shastina Community Services District
 Merced County Marshal
 Contra Costa County Marshal
 Solano County Marshal Vallejo-Benicia J.D.
 Sonoma County District Attorney
 Kern County District Attorney Investigators

3. Receiving Information on New Entry Into POST Specialized Program

The following agency met the requirements to enter the POST Specialized Program and was accepted:

California Board of Dental Examiners

4. Approving Resolution for Advisory Committee Member C. Alex Pantaleoni

A resolution recognizing the service of C. Alex Pantaleoni, a member of the POST Advisory Committee from 1976 to 1982.

5. Receiving the Quarterly Financial Report

This report included financial information for the period from July 1, 1982, through September 30, 1982, including revenue which accrued to the Peace Officer Training Fund totaling \$3,196,020, and expenditures for reimbursement to cities, counties, and districts in California totaling \$1,777,710.

C. PUBLIC HEARING - PAM REGULATIONS AND PROCEDURE CHANGES TO
AUTOMATE POST REIMBURSEMENT SYSTEM

After a report which included summarizations of written correspondence received on this issue, all of which were in favor of the proposal, Chairman Jackson opened the public hearing and invited those wishing to speak to come forward. No one in the audience came forward or testified. The following action was taken by the Commissioners:

MOTION - Van de Kamp, second - Edmonds, carried unanimously to adopt the proposed Regulation and PAM changes in Commission Regulations Sections 1005 and 1015, the Automated Reimbursement System, effective July 1, 1983, and to adopt the change as proposed in Regulation Section 1016 to correctly identify who may receive management counseling services, effective upon filing with the Secretary of State.

D. DEPUTY MARSHALS AND DISTRICT ATTORNEY INVESTIGATORS -
TRAINING STANDARDS AND CERTIFICATES

During discussion, Commissioner Trives, Chairman of the Commission's Long Range Planning Committee, having considered this matter earlier, requested that the setting of a public hearing be deferred to allow additional thought on the subject and to consider the desirability of additional broad and informal input from the field.

MOTION - Trives, second - Trejo, carried unanimously that this item, Deputy Marshals and District Attorney Investigators Training Standards and Certificates, as well as Item E, Basic Certificate Enhancement Study, be taken from the agenda.

E. BASIC CERTIFICATE ENHANCEMENT STUDY

The action on this issue is included in the above motion, Item D.

F. SAN DIEGO HARBOR POLICE - NON-PARTICIPATING AGENCY
QUALIFYING FOR BASIC CERTIFICATE

The San Diego Unified Port District Harbor Police have been deemed eligible to participate in the POST Reimbursement Program as a district authorized to maintain a police department. There is no apparent desire by the District's governing body to participate in the program at this time. However, based upon interpretation of the application of Penal Code Sections 832.3 and 832.4, the Chief of the San Diego Harbor Police made application for award of Basic Certificates for his officers.

Following discussion, this action was taken by the Commission:

MOTION - Kolender, second - Van de Kamp, carried

unanimously to approve the proposed addition to PAM Procedure F-1 to authorize basic certificate awards, as follows:

1-2 Eligibility

- c. (New) Full-time, paid peace officer employees of cities, counties and districts authorized to maintain police departments are eligible for award of a basic certificate if they are required by Penal Code Section 832.4 to attain such a certificate, and their employing agency does not participate in the POST Program. This eligibility shall pertain only to award of a basic certificate, which shall be issued only after compliance with all other conditions for basic certificate award expressed elsewhere in law and the PAM.

Further, staff will be authorized to determine the type of basic certificate to be awarded after determinations by the Commission on the overall certificate study presently under consideration.

G. SALARY REIMBURSEMENT POLICY

With the passage of legislation that augmented the current year budget with \$3,000,000, it appeared that the salary reimbursement rate could now be increased from 30% to 45% retroactive to July 1, 1982.

MOTION - Edmonds, second - Kolender, carried unanimously that the salary reimbursement level be increased from 30% to 45% effective immediately and retroactive to July 1, 1982, for this fiscal year.

Further, the Commission shall receive reports at each quarterly meeting from the Executive Director. When demand for training resources and remaining budget amounts so indicate, additional increasable retroactive adjustments and the salary reimbursement rates may be considered by the Commission during the course of the fiscal year.

H. INCREASING PER DIEM AND MILEAGE ALLOWANCE FOR CLAIMS RECEIVED ON OR AFTER NOVEMBER 1, 1982

In order to be in line with rates paid by the State for state employees, it was proposed that higher rates be considered for trainees.

MOTION - Kolender, second - Vernon, carried unanimously to approve the following:

1. An increase in travel mileage reimbursement from a maximum of 21¢ to a maximum of 25¢ to be effective on all claims received by POST on or after November 1, 1982.
2. An increase in subsistence reimbursement from a maximum of \$50 per day to a maximum of \$62, to be effective on all claims received by POST on or after November 1, 1982.

Further, this action shall include rates for Advisory Committee members, Commissioners, and persons reimbursed by POST through Letters of Agreement.

I. REIMBURSING NON-PEACE OFFICER MANAGERS FOR THE MANAGEMENT COURSE - SETTING PUBLIC HEARING

Chiefs of Police have suggested that POST change its Regulations to allow reimbursement for non-peace officer managers who attend the Management Course. Current rules allow for such attendance, but simply preclude reimbursement.

MOTION - Vernon, second - Kolender, carried unanimously to schedule a public hearing for January, 1983, Commission meeting to consider regulation changes to allow reimbursement for non-peace officer managers attending the Management Course.

J. LEGISLATIVE REVIEW COMMITTEE REPORT

Chairman Jackson announced that Commissioner Edmonds had been appointed Chairman of the Legislative Review Committee. Commissioner Edmonds asked Don Beauchamp to present the report covering the active legislation of interest to POST from the legislative session that just ended.

<u>Bill</u>	<u>Subject</u>	<u>Commission Position</u>	<u>Status</u>
SB 1423	POST Funding for Municipal Utility District Police	Oppose	Signed, Ch.894
SB 1870	Transfer responsibility for private police baton training from POST to Dept. of Consumer Affairs	Support	Signed, Ch.1243
AB 3361	POST Funding - School District Police, and transferred \$3,000,000 fm. POTF to 1982/83 Aid to Cities & Counties budget.	Support	Signed, Ch.973
SCR 69	Requires POST to provide Crime Prevention Guidelines in trng. (Will require minor changes in Basic Course & Specialized Technical Course.)		

The Legislative Review Committee recommended acceptance of the staff report and suggested that a public hearing on Regulation changes be held to accommodate the School District police's inclusion in the POST Program and that it be set for January, 1983, Commission meeting.

MOTION - Edmonds, second - Trives, carried unanimously to adopt the Committee's recommendation.

Commissioner Edmonds reported that although SB 1423 successfully passed through the Legislature and was signed into law by the Governor, it was later chaptered out (when two bills address the same section of law, the last chaptered bill prevails) by the passage of AB 3361. SB 1423, which brought the East Bay Municipal Utility District police into the POST reimbursement program, was opposed by POST.

Because the Commission's opposition to SB 1423 did not prevail in the 1982 session, the Committee suggested that the Commission not oppose the inclusion of this new group in the reimbursement program, should new legislation to accomplish this goal be introduced in 1983. This action follows precedent established several years ago when a similar fate (chaptering out) befell a bill allowing District Attorney Investigators to participate in the reimbursement program.

MOTION - Edmonds, second - Kolender, carried unanimously to adopt the Committee's recommendation to remain neutral on any legislation to bring the East Bay Municipal Utility District police into the POST Program.

It was further reported the Committee recommended the following policy change be adopted regarding the Commission's legislative policy:

The immediate position of the Commission is neutral on legislation making new categories of peace officers eligible for POST reimbursement when there is included in the measure 1) an appropriation from POTF equal to the estimated reimbursement cost of the new category, and 2) legislative intent language that every year thereafter the POST Aid to Local Government budget is to be augmented by the cost of such legislation. This position shall remain in effect only until the next scheduled Commission meeting at which time the legislation will be reviewed and an official Commission position articulated.

MOTION - Edmonds, second - Angele, carried unanimously to adopt the policy recommended by the Committee to modify the Commission's legislative policy to remain neutral on legislation pending the next Commission meeting.

K. ADVISORY COMMITTEE REPORT

Larry Watkins, Chairman of the Advisory Committee, reported that at the last Advisory Committee meeting, one of the issues discussed was an update on the First Aid - CPR combined training, present examinations and track the training consistent with the project. CPOA's Training Committee and POST staff are in the final development stages of revised training.

Another matter of concern discussed was the rising number of stress injuries in law enforcement in California and the Nation, much of which results from traumatic incidents involving shootings. A proposal was formulated that teams be formed consisting of psychologists and police peers who had been involved in similar incidents and that these teams travel to the scenes of these incidents upon request to provide counseling to the involved officer. It was felt this would be a good project to be considered by POST and funded by POST, consistent with the POST Regulations.

A third item was the issue of the certificate program, but based upon the action taken by the Commission on this issue, it was felt it would be inappropriate to make that report as the issue is to receive a full exploration.

MOTION - Trives, second - Edmonds, carried unanimously to accept the report of the Advisory Committee.

Chairman Jackson announced that it would be desirable to form a committee of the Commission to review again the role of the Advisory Committee and to meet with the Advisory Committee regarding their ideas and concerns. Commissioners appointed on the Advisory Liaison Committee are:

Chairman - Commissioner Vernon
Members: Commissioners Edmonds and Kolender
(Kolender was later replaced by Trives)

It was directed that the Advisory Liaison Committee will meet with the Advisory Committee as soon as possible and report back as appropriate.

L. OLD/NEW BUSINESS1. Peace Officers' Legal Sourcebook - DOJ

MOTION - Kolender, second - Angele, carried unanimously to table the issue of the request from the Department of Justice for assistance in publishing a Legal Sourcebook for peace officers. This decision will be tabled until after the election of a new Attorney General.

2. Acceptance of Office of Traffic Safety Grant Funds

At the April, 1982, meeting, the Commission authorized staff to submit proposals to OTS for two projects: 1) to develop and present Advanced Traffic Accident Investigation Training, and 2) the development, coordination and certification of drunk driving enforcement training.

MOTION - Angele, second - Edmonds, carried unanimously to authorize the Executive Director to accept first-year funding for the following two projects:

1. Develop and Present Advanced Traffic Accident Investigation Training (ATA)
2. Drug Alcohol Recognition Training (DART).

3. FBI Symposium

Commissioner Vernon reported on a recent Symposium he attended at the FBI Academy and sponsored by the FBI. The three largest police departments in the Nation were involved -- L.A.P.D., New York P.D., and Chicago P.D., together with federal agencies. The subject was "The Recruitment, Training, and Probationary Evaluation of Employees," with particular reference on affirmative action and the hiring of females and other protective classes. A lot of insights came out of the symposium, but the most critical issue, and an issue that it is felt needs some attention by the POST Commission, is the clear recognition that the probationary evaluation period is now becoming the focus of attention for validation, and there must be formal, sophisticated systems to evaluate people on probation, which law enforcement has not done a good job of in the past.

Commissioner Vernon suggested that the Commission consider addressing this issue and to defer it to the judgment of the full Commission to familiarize some kind of standards as far as field training officers and the general probationary validation system. This needs to be considered a high priority and action taken as appropriate.

M. PROPOSED DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

January 27, 1983, Hyatt Islandia, San Diego
 April 27, 1983, Sacramento
 July 21, 1983, San Diego
 October 20, 1983, Sacramento

N. ADJOURNMENT

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


 Imogene Kauffman
 Executive Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Course Certification/Decertification Report		Meeting Date July 21, 1983
Bureau Training Delivery Services	Reviewed By Gene DeCrona, Chief <i>DeCrona</i>	Researched By <i>Rachel Fuentes</i> Rachel Fuentes
Executive Director Approval <i>Merwan C. Beehm</i>	Date of Approval <i>6/29/83</i>	Date of Report June 23, 1983
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

The following courses have been certified or decertified since the April 27, 1983 Commission meeting.

CERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1.	Information Management	CommunEffect	Technical	III	\$ 1,229
2.	Clandestine Lab Investigation	DOJ Training Center	Technical	IV	11,235
3.	Child Abuse - Sex Exploitation	Calif. Youth Authority	Technical	III	3,000
4.	Intro to Use of Comp. in Law Enforc.	CSU, San Jose	Technical	III	32,580
5.	Drug Alcohol Recognition Training	Central Coast Co. Police Aca. (Gavilan)	Technical	IV	2,133
6.	Reserve Training - Module C	Sierra College	Approved	N/A	-0-
7.	Reserve Training - Module C	Shasta College	Approved	N/A	-0-
8.	Emotional Survival of Law Enforcers	San Francisco Police Department	Mgmt. Sem.	III	10,800
9.	Child Sexual Abuse Conference	Office of Criminal Justice Planning	Technical	IV	20,000
10.	Traffic Accident Investigation	Central Coast Co. Police Aca. (Gavilan)	Technical	II	7,718
11.	Crime Prevention, Adv: Commercial Media	NCCJTES, Sacramento Training Center	Technical	IV	2,511

CERTIFIED - Continued

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
12.	Stress Awareness for Instructors	Calif. State Poly-technic University	Technical	III	\$29,404
13.	Orientation to Deafness	Challenge Inc.	Technical	III	4,938
14.	Criminal Justice System: The Future	National Conference of Christians & Jews	Exec. Sem.	III	12,500
15.	Field Training Officer's Course	College of the Sequoias	Technical	II	3,760
16.	Staff Officer's Management Seminar	Los Angeles Police Department	Mgmt. Sem.	IV	4,900
17.	Direction & Control of a Search Function	Office of Emergency Services	Technical	IV	19,040
18.	Advanced Officer	Southern Pacific Trans. Co. RR P.D.	AO	N/A	-0-
19.	Defensive Tactics Instructors	San Joaquin Delta College	Technical	IV	2,520
20.	Defensive Tactics	Santa Clara Valley CJTC	Technical	IV	8,400
21.	News Media Relations	San Diego RTC	Mgmt. Sem.	III	2,762

DECERTIFIED

1.	Commercial Vehicle Enforcement	Calif. Highway Patrol	Technical	III	-0-
2.	Traffic Accident Investigation	Calif. Highway Patrol	Technical	II	-0-
3.	Driving Training Instructors	Calif. Highway Patrol	Technical	III	-0-
4.	Obscenity Law and Litigation	NCCJTES, Butte Center	Technical	IV	-0-
5.	Unusual Incident, Management Resource	FBI - Sacramento	Mgmt. Sem.	IV	-0-
6.	Arrest & Firearms	Feather River College	P.C. 832	IV	-0-

DECERTIFIED - Continued

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
7.	Child Abuse Prevention	UC, Davis Medical Center	Technical	IV	-0-
8.	C-CAP Management Seminar	DOJ Training Center	Technical	IV	-0-
9.	Nuclear Incidents/ Accidents	CSTI	Technical	IV	-0-
10.	Defensive Tactics Instructor	CSTI	Technical	III	-0-
11.	Field Training Officer	Ventura College	Technical	II	-0-
12.	Supervisory Course	Ventura College	Supv. Course	II/IV	-0-
13.	Advanced Officer Course	Ventura College	A0	II	-0-
14.	Advanced Officer Course	Santa Barbara City College	A0	II	-0-
15.	Workshop on the Mentally Ill	CSU, Long Beach	Technical	III	-0-
16.	Officer Safety/Field Tactics	Law Enforcement Research Associates	Technical	III	-0-
17.	Child Sexual Abuse Conference	Office of Criminal Justice Planning	Technical	IV	-0-
18.	Criminal Justice System: The Future	National Conference of Christians & Jews	Exec. Sem.	III	-0-
19.	Emotional Survival Law Enforcement	San Francisco Police Department	Mgmt. Sem.	III	-0-
20.	Narcotic Smuggling	DOJ Training Center	Technical	IV	-0-
21.	Gambling Inv., Organized Crime	DOJ Training Center	Technical	IV	-0-
22.	Fencing Investigation	DOJ Training Center	Technical	IV	-0-
23.	Crimes Against the Elderly	DOJ Training Center	Technical	IV	-0-
24.	Report Writing	NCCJTES, Los Medanos College	Technical	IV	-0-
25.	Special Weapons and Tactics	NCCJTES, Los Medanos College	Technical	IV	-0-

DECERTIFIED - Continued

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
26. Officer Safety/Field Tactics	NCCJTES, Los Medanos College	Technical	IV	-0-
27. Jail Operations	NCCJTES, Los Medanos College	Technical	II	-0-
28. Field Training Officer	NCCJTES, Los Medanos College	Technical	II	-0-
29. Gambling Investigation	NCCJTES, Los Medanos College	Technical	IV	-0-
30. Fencing Investigation	NCCJTES, Los Medanos College	Technical	IV	-0-
31. Defensive Tactics Instructor	NCCJTES, Los Medanos College	Technical	IV	-0-
32. Defensive Tactics	NCCJTES, Los Medanos College	Technical	IV	-0-
33. Crime Scene Investigation	NCCJTES, Los Medanos College	Technical	IV	-0-
34. Crimes Against the Elderly	NCCJTES, Los Medanos College	Technical	IV	-0-
35. Street Gangs	NCCJTES, Los Medanos College	Technical	IV	-0-
36. Traffic Control, Supervising	NCCJTES, Santa Rosa Center	Supv. Sem.	IV	-0-
37. Traffic Law Enforcement	NCCJTES, Santa Rosa Center	Technical	IV	-0-
38. Driver Training	NCCJTES, Santa Rosa Center	Technical	IV	-0-
39. Traffic Accident Investigation	NCCJTES, Santa Rosa	Technical	IV	-0-
40. Jail Operations	Cabrillo College	Technical	II	-0-
41. Dignitary Protection Seminar	United State Secret Service	Technical	IV	-0-
42. National Homicide Symposium	Calif. District Attorney's Assn.	Technical	III	-0-

TOTAL CERTIFIED	<u>21</u>
TOTAL DECERTIFIED	<u>42</u>
TOTAL MODIFICATIONS	<u>72</u>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Amador County District Attorney		Meeting Date July 21, 1983
Bureau Compliance and Certificate Services	Reviewed By <i>[Signature]</i> Brooks W. Wilson	Researched By George Fox <i>[Signature]</i>
Executive Director Approval <i>Morgan C. Beelun</i>	Date of Approval	Date of Report May 10, 1983
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Amador County District Attorney has requested that the agency's investigative unit be included in the POST Reimbursement Program.

BACKGROUND

The agency has participated in the POST Specialized Program since June 23, 1970. Necessary documents supporting POST objectives and regulations have been received.

ANALYSIS

All investigative personnel possess POST Basic or higher certificates. It is estimated that the fiscal impact will be less than \$500 per year.

RECOMMENDATION

The Commission be advised that the Amador County District Attorney Investigations Unit be admitted into the POST Reimbursement Program consistent with Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Marin County District Attorney		Meeting Date July 21, 1983
Bureau Compliance and Certificate Services	Reviewed By Brooks W. Wilson	Researched By George Fox <i>J</i>
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval	Date of Report May 10, 1983
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Marin County District Attorney has requested that the agency's investigations unit be included in the POST Reimbursement Program.

BACKGROUND

The agency has participated in the POST Specialized Program since June 1, 1970. Necessary documents supporting POST objectives and regulations have been received.

ANALYSIS

All investigative personnel possess POST Basic or higher certificates. It is estimated that the fiscal impact will be less than \$2500 annually.

RECOMMENDATION

The Commission be advised that the Marin County District Attorney's Investigative Unit be admitted into the POST Reimbursement Program consistent with Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Oakland Unified School District		Meeting Date July 21, 1983
Bureau Compliance & Certificates	Reviewed By Brooks W. Wilson	Researched By George Fox
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 6-30-83	Date of Report June 13, 1983
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Oakland Unified School District has requested entry into the POST general Reimbursement Program.

BACKGROUND

Recent legislation, through Section 13507(f) Penal Code included school districts as eligible to participate and receive aid per Section 13522 of the Penal Code. By resolution dated January 26, 1983, the district assured adherence to POST standards.

ANALYSIS

The district presently employs thirteen sworn officers, all of whom possess or will be eligible to possess POST Basic Certificates. Adequate selection and background investigations are used. The anticipated fiscal impact to the training fund would be approximately \$4500 annually.

RECOMMENDATION

The Commission be advised that the Oakland School District Police Department has been admitted into the POST general Reimbursement Program.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title West Valley Joint College District		Meeting Date April 28, 1983
Bureau Compliance & Certificates	Reviewed By <i>BW</i> Brooks W. Wilson	Researched By Tom Farnsworth TF
Executive Director Approval	Date of Approval	Date of Report January 24, 1983
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		
<p><u>ISSUE</u></p> <p>The West Valley Joint College District Police Department has requested entry into the POST Regular Program.</p> <p><u>BACKGROUND</u></p> <p>The West Valley College District Police Department is eligible for the POST Regular Program. The college's Governing Board, by resolution, supports POST's objectives and regulations.</p> <p><u>ANALYSIS</u></p> <p>The department presently has eleven sworn officers. An inspection by POST staff reveals that the college is complying with POST's selection standards. The projected fiscal impact is believed to be less than \$3300 annually.</p> <p><u>RECOMMENDATION</u></p> <p>The Commission be advised that the West Valley Joint College District has been admitted into the Regular POST Program consistent with Commission policy.</p>		

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Contra Costa Community College District		Meeting Date July 21, 1983
Bureau Compliance and Certificate Services	Reviewed By <i>Brooks Wilson</i> Brooks Wilson	Researched By George Fox <i>Fox</i>
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 7-7-83	Date of Report January 21, 1983
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Contra Costa Community College District Police have requested entry into the POST Regular Program.

BACKGROUND

Under provision of Penal Code Sections 830.3 1(c) and 13507(e), the district police are willing to participate in the POST Regular Reimbursable Program. The district has passed a resolution on September 7, 1982 supporting POST requirements.

ANALYSIS

The district is comprised of three community colleges; Contra Costa, Los Medanos and Diablo Valley Colleges. The district police department consists of fifteen sworn officers. The fiscal impact is estimated to be approximately \$5000 annually.

RECOMMENDATION

That the Commission be advised that the Contra Costa Community College District Police Department has been admitted into the POST Regular Program consistent with Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Trinity County District Attorney Investigators		Meeting Date July 24, 1983
Bureau Compliance and Certificate Services	Reviewed By Brooks W. Wilson	Researched By George Fox <i>Y</i>
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 7-7-83	Date of Report June 20, 1983

Purpose:

Decision Requested
 Information Only
 Status Report
 Financial Impact
 Yes (See Analysis per details)
 No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Trinity County District Attorney has requested that the agency's Investigations Unit be included in the POST Reimbursement Program.

BACKGROUND

The agency has participated in the POST Specialized Program since May 23, 1979.

ANALYSIS

The agency has submitted necessary requests and adheres to POST Standards and Regulations. The impact is estimated to be less than \$500 annually.

RECOMMENDATION

That the Commission be advised that the Trinity County District Attorney Investigations Unit has been enrolled into the POST Reimbursement Program consistent with Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title CONTRACT REPORT, F. Y. 82-83		Meeting Date
Bureau ADMINISTRATIVE SERVICES	Reviewed By <i>[Signature]</i> JOHN B. DAVIDSON	Researched By Pacita Gonzales
Executive Director Approval <i>[Signature]</i>	Date of Approval 6-30-83	Date of Report
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact		<input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

Attached is a Summary of Contracts for Fiscal Year 1982-83. Contracts # 82-001-01 through 82-001-31 were for general administration purposes and were charged to the Support appropriation. All were within the \$10,000 contract authority of the Executive Director.

Contracts # 82-101-01 through 81-101-26 were more directly related to the setting of standards or the provision of training. As such, they were charged to the Local Assistance appropriation.

<u>Purpose</u>	<u>Contract Amount</u>
Administration and Support	\$ 102,441.03
Local Assistance Activities	<u>1,110,747.04</u>
Total Contracts	<u>\$1,213,188.07</u>

Commission on Peace Officer Standards and Training
 Summary of Aid to Local Government Contracts
 1982/83

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
82-101-01	<u>State Personnel Board, Cooperative Personnel Services</u> Provide proctors, clean inventory booklets, ship and retrieve booklets, prepare answer sheets, and store all test booklets. (81-101-18) Luke	\$ 25,780.00
82-101-02	<u>Department of Justice, Training Center</u> Conduct training presentations. (81-101-07) Stewart	588,907.00
82-101-03	<u>California State University, Long Beach Foundation</u> Conduct five management course presentations. DiMiceli	43,155.00
82-101-04	<u>California State University, Northridge Foundation</u> Conduct three management course presentations. DiMiceli	27,096.00
82-101-05	<u>San Jose State University Foundation</u> Conduct four management course presentations. DiMiceli	35,824.00
82-101-06	<u>California State University, Humboldt</u> Conduct five management course presentations. DiMiceli	41,620.00

Contract
Number

Name of Contractor and Services Provided

Amount
of Contract

82-101-07	<u>San Diego Regional Training Center</u> Conduct five management course presentations. DiMiceli	\$ 52,385.00
82-101-08	<u>State Controller's Office</u> Provide field audits of funds subvented to local agencies which receive POST reimbursement. Administrative	40,000.00
82-101-09	<u>Cal-Poly Kellogg Foundation</u> Conduct five executive development course presentations. DiMiceli	51,375.00
82-101-10	<u>California State University and Colleges</u> Provide educational, consultant and research services to POST. Luke	136,000.00
82-101-11	<u>Four-Phase Systems, Inc.</u> Rental of 14 terminals and keyboards and one printer. Fricke	6,497.80
82-101-12	<u>Four-Phase Systems, Inc.</u> Rental of 3 terminals and keyboards and one printer for Field Services. Fricke	2,709.36
82-101-13	<u>Four-Phase Systems, Inc.</u> Rental of IV/50 equipment. Fricke	36,442.80
82-101-14	<u>Four-Phase Systems, Inc.</u> Rental of a mounting cabinet. Fricke	572.40

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
82-101-15	<u>Al Benner</u> Teach 8 hours in the POST Stress Awareness Training Seminar for Instructors Course - 9/13-17/82 Rhodes	\$ 412.00
82-101-16	<u>Department of Personnel Administration, Quality of Work Life Center</u> Act as a consultant by assisting the City of Orange Police Department in installing a quality circle program. G. Williams	4,062.00
82-101-17	<u>Dr. Bebe Jacobson</u> Teach 8 hours in the POST Stress Awareness Training Seminar for Instructors Course - 9/13-17/82 Rhodes	690.08
82-101-18	<u>Dr. Richard Blak</u> Teach 8 hours in the POST Stress Awareness Training Seminar for Instructors Course - 9/13-17/82 Rhodes	684.00
82-101-19	<u>Dr. John Stratton</u> Teach 14 hours in the POST Stress Awareness Training Seminar for Instructors Course - 9/13-17/82 Rhodes	1,115.08
82-101-20	<u>Dr. Mike Mantell</u> Teach 10 hours in the POST Stress Awareness Training Seminar for Instructors Course - 9/13-17/82 Rhodes	895.08

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
82-101-21	<u>Butte Center</u> Provide a six hour microwave transmission, regarding legal and case-law update training. Niesl	\$ 1,080.00
82-101-22	<u>Justice Training Institute</u> Present four separate one-day special seminars entitled "Area Training Managers Workshop." Niesl	4,442.44
82-101-23	<u>Butte Center - NCCJTES</u> Provide a six hour microwave transmission, regarding legal and case-law update training. Niesl	2,512.50
82-101-24	<u>Steven M. Ward</u> Present a 20-hour Special Seminar for new sheriffs and undersheriffs. Beauchamp	4,839.50
* 82-101-26	<u>California State University Chico</u> Broadcast via microwave television transmission a course on vicarious liability. Niesl	1,650.00
GRAND TOTAL		<u><u>\$1,110,747.04</u></u>

* 82-101-25 not used

Commission on Peace Officer Standards and Training
 Summary of Support Contracts
 1982/83

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
82-001-01	<u>State Personnel Board, Cooperative Personnel Services</u> Provide test printing, scoring, and statistical analyses of reading and writing tests developed by POST. Establish research data files and provide feedback. Luke	\$ 5,000.00
82-001-02	<u>San Sierra Business Systems, Inc.</u> Provide maintenance on Savin equipment. Administration	636.00
82-001-03 Amend. #1	<u>Arcus, Inc.</u> Provide transportation, storage, and security service of computer disk packs, word processing diskettes and microfilm. Fricke	1,800.00
82-001-04	<u>Wang Laboratories, Inc.</u> Provide maintenance on word processing equipment. Koch	5,208.00
82-001-05	<u>Pitney Bowes, Inc.</u> Rental for postage meter. Administrative	407.04
82-001-06	<u>Pitney Bowes, Inc.</u> Rental for UPS meter. Administrative	407.04

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
82-001-07	<u>Monroe Systems for Business</u> Provide maintenance services on programmable calculators. Administrative	\$ 145.75
82-001-08	<u>Xerox Corporation</u> Provide maintenance service on 7000. Administrative	4,800.00
82-001-09	<u>Xerox Corporation</u> Provide maintenance service on 4000. Administrative	4,000.00
82-001-10	<u>Department of Water Resources</u> Provide microfilming services. Koch	5,900.60
82-001-11	<u>DIALOG Information Services, Inc.</u> Provide library information retrieval services. Koch	1,200.00
82-001-12	<u>Department of Justice</u> Provide accounting report services. Administrative	5,000.00
82-001-13	<u>Interlink Systems</u> Provide maintenance service on five pieces of computer equipment. Luke	1,164.00
82-001-14	<u>Pitney Bowes, Inc.</u> Provide maintenance service on mail scale, mail opener, and mailing machine. Administrative	318.00

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
82-001-15	<u>Allen's Press Clipping</u> Provide newspaper articles on law enforcement relating to personnel training, employee relations, internal problems, new programs, and major policy changes Executive Office	\$ 1,536.00
82-001-16	<u>State Personnel Board, Data Processing Unit</u> Provide personnel to write and generate computer tapes for POST Basic Course Proficiency Test Feedback Report and POST Entry-level Law Enforcement Exam (reading and writing abilities). Luke	4,000.00
82-001-17	<u>Dictaphone Corporation</u> Provide maintenance service on dictaphones. Administrative	180.00
82-001-18	<u>National Computer System</u> Develop a mock up and produce a final composition for the POST Entry-level Law Enforcement Examination answer sheet and the Applicant Data Collection Form. Berner	4,930.00
82-001-19	<u>California State University, Northridge Foundation</u> Training and planning workshop Presentation. DiMiceli	10,000.00
82-001-20	<u>Lawrence Moving & Storage Co.</u> Move POST to Dept. of Justice, 4949 Broadway Administrative	4,871.00
82-001-21	<u>Far West Business Systems, Inc.</u> Provide maintenance service for Kard-Veyer 300 Fricke	240.24

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
82-001-22	<u>Four Phase Systems, Inc.</u> Disconnect and reconnect computer equipment. Fricke	\$ 800.00
82-001-23	<u>Holsinger, Inc.</u> Disassemble library shelving units and to reassemble library units for relocation Koch	640.00
82-001-24	<u>Office of the Attorney General, Spec. Proj. Section</u> Provide services on an hourly basis for the devel- opment of Crime Prevention guidelines. Snow	9,821.00
82-001-25	<u>Dr. John P. Moore, II, Ed. D</u> Provide consultation to staff in the most ideal and cost effective method in the up- dating of the Basic Course Performance Objectives. Snow	499.00
82-001-26	<u>California State University, Northridge Foundation</u> Provide expert management consultants/instructors to conduct 2-5 day seminars Morton	10,000.00
82-001-27	<u>Caltronics Business Systems</u> Maintenance on Royal 115 copier Administrative	105.36
82-001-28	<u>San Sierra Business Systems</u> Maintenance on Savin 870 copier Administrative	144.00

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
82-001-29	<u>Regents of the University of California</u> Identify vision tests that could be used to screen applicants; examine the feasibility of developing automated vision tests. Berner	8,133.00
82-001-30	<u>San Diego Regional Training Center</u> Provide expert management consultants, educators, and trainers for special seminars. Morton	10,000.00
82-001-31	<u>Department of Personnel Administration</u> Course on "Applying Career Development Techniques." Allen	<u>555.00</u>
	GRAND TOTAL	<u><u>\$102,441.03</u></u>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title FINANCIAL REPORT - FISCAL YEAR 1982-83		Meeting Date July 21, 1983
Bureau Administrative Services	Reviewed By <i>John D. Dando</i>	Researched By Staff
Executive Director Approval <i>William C. Behm</i>	Date of Approval 7-5-83	Date of Report

Purpose:

Decision Requested
 Information Only
 Status Report
 Financial Impact
 Yes (See Analysis per details)
 No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

Due to the fact that we must keep our financial records open until the close of business on the last day of the fiscal year, we did not have sufficient time to reconcile our accounts and prepare the annual financial report by the mailout deadline. The Fiscal Year 82-83 Financial Report will, therefore, be distributed at the Commission Meeting.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title: Policy on Training of Currently Employed Officers When Agencies Enter the POST Program		Meeting Date: July 21, 1983
Bureau: Compliance and Certificate Services	Reviewed By: Brooks W. Wilson	Researched By: George Fox
Executive Director Approval: <i>Morgan C. Beebe</i>	Date of Approval: 7-1-83	Date of Report: June 17, 1983
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the POST policy concerning training requirements for new entries into the POST Program be revised?

BACKGROUND

Since January 28, 1982, POST policy has required all sworn members of regular agencies desiring entry into the POST reimbursable program to submit a training plan, acceptable to POST, by which all existing sworn staff would meet POST selection and training standards within a specified period of time. This action was taken to provide equity with the specialized agencies that have had this requirement since January 1, 1979.

The Los Angeles Unified School District Police Department has requested entry into the POST Regular Program. It has also requested an exemption from POST training standards for existing sworn personnel who do not meet POST training standards or who cannot verify that those standards have been met. Current policy will require three managers and one supervisor to attend a Basic Course. In addition, about eleven officers, reportedly trained during the 1950's and 1960's, find verification very difficult or impossible. An exemption would affect about fifteen of the 307 sworn personnel.

ANALYSIS

The present policy has required some new requesting agencies to send senior ranking and/or older officers to the Basic Course. This practice is sometimes questioned particularly when the officer has held a position and performed the function successfully for a number of years prior to the agency's entry into the POST Program.

In the past, POST provided for exemption of already employed officers in new participating agencies; POST training and selection standards were required only for officers employed after the date of entry into the POST Program.

There are several alternatives open for the Commission:

Alternative 1

Retain the policy as now stated and deny any waiver requests. Require all officers to meet current requirements regardless of employment date.

Advantages

- o Upgrading of the agency is enhanced, all members of the agency are required to meet POST standards within a prescribed period of time.
- o Even managers and executives, if peace officers, would possess basic skills.

Disadvantages

- o May require some officers to undergo redundant or unnecessary training, e.g., requiring a manager or executive to complete basic training.
- o Is inconsistent and inequitable when viewed in context with the initial practice of exempting existing peace officer personnel.

Alternative 2

Retain the policy, but grant an exemption for the Los Angeles Unified School District.

Advantage

- o Conceivably, it could be the only means for the agency to enter the POST Program. They otherwise may remain out.

Disadvantages

- o It would appear unfair to both recently admitted agencies and to future applicant agencies.
- o It would proliferate additional similar requests, both by future and recent new entrants.

Alternative 3

Allow agencies to participate in the POST Program with designated individuals who do not meet the current standards. The agency could participate in the Program, but the individual could not. It would relieve hardships for persons who might be terminated because they cannot meet POST training standards. This process would permit the agency to eventually bring all officers up to POST standards through attrition of those who do not meet these standards.

Advantages

- o Is consistent with policy under which the majority of agencies entered the program.
- o Impact on program would be relatively small since most law enforcement personnel are already in the program and meeting POST standards.
- o Would avoid the situation, which some feel is untenable, of requiring training for someone who will never need the training or for someone who is already competent.

Disadvantages

- o Unfair to recently admitted agencies who have complied.
- o Would delay the time when all personnel meet POST standards.

It appears to staff that a waiver of the policy, or a grandfather period, specifically for the Los Angeles Unified School District is the least viable alternative. If their request has merit of a generic nature, the problem should be addressed through consideration of a change in policy.

In considering the alternatives articulated above, the Commission may also wish to be mindful of the following:

- o The existing policy has been in place for several years and numerous agencies have overcome the same problems facing the Los Angeles Unified School District. Many are in a midway point in execution of their training plan. A change in policy now should expressly include these agencies.
- o If the Commission waives basic training for management-level personnel on the basis that they are no longer functioning at the operational level, they may still wish to impose required training at the level at which they are now functioning, i.e., supervisory and/or management.
- o A change in the policy would call into question the need for revision of Regulation 1009. That regulation applies this same policy to agencies entering the Specialized Program.

CONCLUSIONS

The policy is obviously stringent and appears sustainable only if the Commission holds a firm view that all peace officers, regardless of rank, and tenure, should satisfy current basic training requirements. During the late 1970's, Commissioners apparently held such a view as evidenced by promulgation of the regulation covering Specialized Agencies; and by their reluctance to waive basic training for police chiefs entering California from other states.

If the Los Angeles School police issue was evaluated only as an individual case, exemptions for their personnel could easily be recommended. It is difficult to so recommend however when other agencies are held to the present policy.

Should the Commission rescind the current policy (Alternative 3), action should be initiated to abolish the Regulation which applies the same policy to the Specialized Program. The existence of that regulation was of course the principal reason why the Commission adopted the policy affecting the Los Angeles School police.

RECOMMENDATION

1. Rescind current policy for reimbursement program.
2. Set a public hearing date to consider rescinding Regulation 1009a(2) so that the same policy would apply to non-reimbursable agencies.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title SENATE CONCURRENT RESOLUTION 69 - CRIME PREVENTION		Meeting Date July 21, 1983
Bureau Training Program Services	Reviewed By	Researched By Hal Snow
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 7-1-83	Date of Report June 8, 1983
Purpose: <input checked="" type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		
<p><u>ISSUE</u></p> <p>In response to Senate Concurrent Resolution 69, should POST print and distribute the document "Community Crime Prevention Guidelines for California Law Enforcement?"</p> <p><u>BACKGROUND</u></p> <p>Senate Concurrent Resolution 69 of 1982, Attachment A, requires POST to develop guidelines for law enforcement agencies on community crime prevention. Because there was POST staff resources to accomplish the requirements of SCR 69 within the time frame (July 1, 1983), POST entered into an interagency agreement with the Attorney General's Crime Prevention Center to perform the work under POST staff supervision. Along with the AG's staff expertise on the subject, an ad hoc Crime Prevention Advisory Committee, Attachment B, was formed to provide input on this project.</p> <p><u>ANALYSIS</u></p> <p>The guidelines, Attachment C, are intended to provide assistance to law enforcement agencies in the planning, implementation and evaluation of a community crime prevention program. The guidelines are general enough to apply to any size and type of law enforcement agency regardless of the level of resources. The guidelines have been reviewed as to their feasibility, understanding, and applicability. The guidelines provide a basic checklist of the necessary elements for an effective community crime prevention program. The most successful programs include all elements. Appendices to the guidelines, not included, provide useful examples and references to crime prevention resources. Unless directed otherwise, if the Commission approves, POST will print and distribute the "Community Crime Prevention Guidelines for California Law Enforcement" to law enforcement agencies.</p> <p><u>RECOMMENDATION</u></p> <p>Approve the printing and distribution of the document "Community Crime Prevention Guidelines for California Law Enforcement."</p> <p>Attachments PPWAI2</p>		

SENATE CONCURRENT RESOLUTION NO. 69

RESOLUTION CHAPTER 107

Senate Concurrent Resolution No. 69--Relative to crime.

[Filed with Secretary of State August 23, 1982]

LEGISLATIVE COUNSEL'S DIGEST

SCR 69, Rains. Crime prevention training.

This measure would request the Commission on Peace Officer Standards and Training to prepare guidelines which may be followed by law enforcement agencies for community crime prevention and would request that on and after July 1, 1983, the course of training leading to the basic certificate issued by the commission shall include adequate instruction in the procedures for community crime prevention.

WHEREAS, The problems of crime in California necessitate the establishment of crime prevention units in law enforcement agencies throughout the state and the expansion of community crime prevention efforts; now, therefore, be it

Resolved by the Senate of the State of California, the Assembly thereof concurring, That the Commission on Peace Officer Standards and Training is hereby requested to prepare guidelines which may be followed by law enforcement agencies for community crime prevention. The guidelines shall include, but not be limited to:

(1) Promoting and increasing the adoption of crime prevention units and activities within law enforcement agencies.

(2) Promoting and increasing public participation in crime prevention.

(3) Expanding the use of analysis of crime information for community crime prevention; and be it further

Resolved, That the Commission on Peace Officer Standards and Training require that the course of training leading to the basic certificate issued by the commission shall, on and after July 1, 1983, include adequate instruction in procedures for community crime prevention and that the commission maintain and update the existing course for the training of specialists in crime prevention; and be it further

Resolved, That the Secretary of the Senate transmit a copy of this resolution to the Commission on Peace Officer Standards and Training.

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COMMUNITY CRIME PREVENTION GUIDELINES
FOR CALIFORNIA LAW ENFORCEMENT

The purpose of the Community Crime Prevention Guidelines is to provide law enforcement agencies with a framework of the basic elements necessary for the design, implementation and evaluation of an effective community crime prevention program. The guidelines are applicable to all agencies regardless of size, geographic location, crime problems, etc.

Evaluation of effective, ongoing programs show that the single most important factor determining the success of community crime prevention programs is the chief law enforcement administrator's commitment to the crime prevention concept. As in every organization, top management sets the tone that ultimately determines the commitment level of other department personnel and, oftentimes, of the community.

Second, a high level of community participation is essential. As previously stated, law enforcement must take the initiative to work with and train citizens to recognize and accept their responsibility for the prevention of crime. Only through both the community and law enforcement sharing crime prevention responsibilities can crime in general be effectively addressed.

Acknowledgement

Portions of this document were developed by the Commonwealth of Pennsylvania Commission on Crime and Delinquency for their Model Municipal Crime Prevention Program. A special thanks is extended to the Commission for permitting us to use this information in this report.

Planning A Crime Prevention Program

ISSUE A WRITTEN POLICY DIRECTIVE FROM THE CHIEF ADMINISTRATOR, ARTICULATING THE DEPARTMENT'S COMMITMENT TO THE DEVELOPMENT AND MAINTENANCE OF AN ACTIVE COMMUNITY CRIME PREVENTION PROGRAM.

The written declaration by the chief administrator establishing a community crime prevention policy should be explicit and put in a form that commits the department. The purpose for such a strong statement is to make department personnel aware that the crime prevention program has been given a high priority by the chief administrator. Also, a directive that clearly defines the intent of the department to participate will insure that department employees understand their role and commitment to the effort. Finally, the support of the administrator will allow for commitment of the time and resources necessary for successful implementation

INVOLVE DEPARTMENT PERSONNEL, COMMUNITY LEADERS AND CITY/COUNTY ADMINISTRATORS IN DEVELOPING THE PROGRAM.

In order to emphasize that crime prevention is the responsibility of the entire department, input from all personnel should be welcomed throughout the planning process.

Additionally, support from community leaders and locally elected officials is essential to the program. By including broad-based community representation in the initial planning of the program, the chances of a firm commitment by the municipal government and active participation of the citizenry and business leaders, will be immeasurably strengthened.

CONDUCT A COMMUNITY-WIDE NEEDS ASSESSMENT.

Effective design, implementation and evaluation of a crime prevention program requires that a needs assessment study be conducted during the planning stage. General data garnered from the study and essential for planning crime prevention programs include:

- Community crime statistics. Community crime analysis information is an effective on-going resource to determine crime prevention/crime suppression needs. (See Appendix A) AND
- Demographic information of the community population (such as size, density, growth, distribution, migration and vital statistics). (See Appendix B)

The needs assessment information should reveal a profile of neighborhoods in the community, where a crime prevention program is needed and could be implemented. From these, a target area can be selected. (See Appendix C)

- After selecting a target area, the next step is to conduct a Community attitude/opinion survey. The survey will reveal, among other things, the target area residents' awareness of local crime problems and the benefits of crime prevention (e.g., does the community know that crime is everyone's problem and not simply a police issue?) Besides providing vital information, this process allows citizens to be included in the planning process. (See Appendix D)

ESTABLISH WRITTEN GOALS FOR A COMMUNITY CRIME PREVENTION PROGRAM BASED UPON THE FINDINGS OF THE NEEDS ASSESSMENT STUDY AND DEPARTMENT AND COMMUNITY INPUT.

An integral part of the planning process is to establish goals for the crime prevention program. Stated goals will provide direction and purpose, enabling the crime prevention staff and the community to develop and establish appropriate objectives. (See Appendix E)

Program Preparation

ASSIGN ONE INDIVIDUAL TO DIRECT THE COMMUNITY CRIME PREVENTION PROGRAM.

To ensure program coordination and continuity, overall crime prevention responsibility should be assigned to one person who has access to the chief administrator.

The number of individuals assigned to the crime prevention program will vary depending upon the department's size, resources and commitment to crime prevention.

PROVIDE ORIENTATION AND/OR TRAINING IN CRIME PREVENTION FOR ALL DEPARTMENT PERSONNEL.

To develop and maintain an effective crime prevention program, all department personnel should receive appropriate orientation and/or training.

Designated crime prevention staff should attend available crime prevention training. Once trained, staff should conduct in-house orientation and training for other department personnel.

DEVELOP WRITTEN OBJECTIVES TO ACCOMPLISH ESTABLISHED PROGRAM GOALS.

Objectives (which should be measurable and obtainable) describe the specific activities the department's program will accomplish. In addition, they provide a baseline by which the crime prevention program can be monitored and evaluated.

In developing appropriate objectives, staff should consider the needs assessment findings, community input and available resources. (See Appendix F)

Community Involvement

UTILIZE ALL AVAILABLE MEDIA RESOURCES.

A key element of successful crime prevention efforts is the continuous promotion of public awareness and involvement. The effective use of all media resources is crucial to this process (See Appendix G).

INFORM THE PUBLIC ABOUT LOCAL CRIME PROBLEMS AND THE BENEFITS OF COMMUNITY

CRIME PREVENTION PROGRAMS.

It is essential that the community be informed that crime is everyone's problem, and that crime prevention programs can effectively reduce crime. For example, publicize the results of the community needs assessment and the programs being established to address the identified crime problem; the success rates of established crime prevention programs, etc.

ENLIST COMMUNITY PARTICIPATION IN CRIME PREVENTION PROGRAM.

A successful crime prevention program is dependent upon community support and participation. Contact individuals, businesses, school teacher-parent groups, service clubs and organizations to enlist their interest and commitment to achieve crime prevention objectives. (See Appendix H)

COORDINATE CRIME PREVENTION ACTIVITIES WITH OTHER PUBLIC/PRIVATE AGENCIES.

Coordination, cooperation, and idea exchange between public/private agencies and organizations can enhance cost-effectiveness and overall program impact within a community.

Many agencies/organizations are involved with concerns common to crime prevention. Other law enforcement agencies, schools, fire departments, planning commissions, social services agencies, crisis centers, homeowners' associations, etc., can provide valuable resources and/or cooperate in the development and implementation of various crime prevention programs.

Another valuable resource for information and program development are statewide agencies, organizations, and associations.

Evaluation

DESIGN, ESTABLISH AND IMPLEMENT A CONTINUING EVALUATION PROCESS.

An essential part of a crime prevention program is the evaluation process. This process should be developed during the planning stages and conducted at regularly scheduled intervals.

Well-designed and efficiently conducted evaluation processes provide a summation of how the community crime prevention program has progressed, and may also reveal how and why stated objectives were or were not achieved.

Evaluations should provide staff with: a means to determine new areas of emphasis, direction or modification; insight into other areas which need improvement, within the department and/or the community; and information to make changes in program policies, practices and procedures.

Evaluation data may also provide valuable information with which to lobby for continuing and/or increasing the program budget.

MONITOR SPECIFIC CRIME PREVENTION PROJECTS/EVENTS (E.G., NEIGHBORHOOD WATCH, PERSONAL SECURITY, BUSINESS CRIME, ETC.) ON A CONTINUAL BASIS.

A reporting system that will, on a continual basis, monitor the efficiency of specific projects is a necessity. Monthly summaries should be prepared showing the status of the specific projects including:

- The amount of crime prevention activity occurring in relation to stated objectives (e.g. brochures distributed, public appearances made, neighborhood watch meetings held, etc.)
- The effectiveness of project strategies and practices (i.e., determine what type of publicity elicits highest response, problems encountered, etc.).

- Whether the projects are meeting (have met) public expectations.
- The impact or results achieved in relation to goals and objectives (e.g. burglary statistics in active neighborhood watch areas, criminal activities reduced due to neighborhood watch activities, etc.) (See Appendix I)

Note: For purposes of this document, "program" will refer to a department's overall, comprehensive crime prevention program; and "project" will refer to specific programs (e.g., Neighborhood Watch, Personal Security).

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title BASIC COURSE CURRICULUM - CRIME PREVENTION		Meeting Date July 21, 1983
Bureau Training Program Services	Reviewed By	Researched By Hal Snow
Executive Director Approval <i>Norman C. Beecher</i>	Date of Approval 7-1-83	Date of Report June 8, 1983
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should proposed revisions to the Basic Course Curriculum on crime prevention be approved?

BACKGROUND

Senate Concurrent Resolution 69 of 1982, Attachment A, requires POST to: 1) develop guidelines for law enforcement agencies on community crime prevention, 2) include adequate instruction on community crime prevention in the Basic Course, and 3) update the existing technical course for specialists in crime prevention. To help accomplish these requirements within the time allotted, and to make use of available additional expertise, POST entered into an interagency agreement with the Attorney General's Crime Prevention Center to perform the work under POST staff supervision. Along with the AG's staff expertise on the subject, an ad hoc Crime Prevention Advisory Committee (Attachment B) was formed to provide input on this project. The guidelines for law enforcement agencies on community crime prevention is presented to the Commission under a separate consent agenda item. The recommendations for updating the technical course for specialists in crime prevention are being handled administratively by staff.

This agenda item concerns approval of proposed revisions to curriculum of the Basic Course.

ANALYSIS

The proposed curriculum revisions, Attachment C, includes one new, three deleted, and three modified performance objectives. These proposed changes reflect a change of emphasis from security hardware to current state-of-the-art concepts in crime prevention. Specifically, the revisions require the student to: 1) gain an awareness that crime prevention is an integral part of a law enforcement officer's role as opposed to a specialty, 2) conduct a residential and commercial security survey, and 3) demonstrate an understanding of basic community crime prevention programs. Basic knowledge of security hardware continues to be included under #2, but with less emphasis.

These proposed revisions have been reviewed and approved by many of the Basic Academy instructors who teach crime prevention and the Basic Academy Consortium (Directors). It is consensus that these proposed curriculum changes can be presented and tested within the existing amount of hours allocated for the subject.

RECOMMENDATIONS

Approve proposed curriculum changes to the Basic Course, Attachment C, effective September 1, 1983.

Attachments

PPWAI3

RESOLUTION CHAPTER 107

Senate Concurrent Resolution No. 69--Relative to crime.

[Filed with Secretary of State August 23, 1982]

LEGISLATIVE COUNSEL'S DIGEST

SCR 69, Rains. Crime prevention training.

This measure would request the Commission on Peace Officer Standards and Training to prepare guidelines which may be followed by law enforcement agencies for community crime prevention and would request that on and after July 1, 1983, the course of training leading to the basic certificate issued by the commission shall include adequate instruction in the procedures for community crime prevention.

WHEREAS, The problems of crime in California necessitate the establishment of crime prevention units in law enforcement agencies throughout the state and the expansion of community crime prevention efforts; now, therefore, be it

Resolved by the Senate of the State of California, the Assembly thereof concurring, That the Commission on Peace Officer Standards and Training is hereby requested to prepare guidelines which may be followed by law enforcement agencies for community crime prevention. The guidelines shall include, but not be limited to:

(1) Promoting and increasing the adoption of crime prevention units and activities within law enforcement agencies.

(2) Promoting and increasing public participation in crime prevention.

(3) Expanding the use of analysis of crime information for community crime prevention; and be it further

Resolved, That the Commission on Peace Officer Standards and Training require that the course of training leading to the basic certificate issued by the commission shall, on and after July 1, 1983, include adequate instruction in procedures for community crime prevention and that the commission maintain and update the existing course for the training of specialists in crime prevention; and be it further

Resolved, That the Secretary of the Senate transmit a copy of this resolution to the Commission on Peace Officer Standards and Training.

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Unit Guide

5: CRIME PREVENTIONLearning Goals and Performance Objectives2.4.0 CRIME PREVENTION

Learning Goal: The student will understand and have a working knowledge of the role of crime prevention concepts within law enforcement.

Reason for Change: The changes to the learning goal and performance objectives are generally changes in emphasis and organization to reflect current trends in crime prevention.

2.4.1 The student will identify the role of crime prevention within law enforcement:

- ~~A. The elements of crime prevention~~
- ~~B. The definition of the police citizen cooperative roles in the prevention of crime~~
- ~~C. The operational aspects of crime prevention programs~~
- ~~D. The basic steps necessary in assessing a crime problem or potential crime problem~~

- A. The definition of crime prevention
- B. The crime prevention role within law enforcement (agency perspective)
- C. The cooperative roles of law enforcement and citizens in the prevention of crime

Reason for Change: As revised, this performance objective emphasizes that crime prevention must be recognized as an integral part of law enforcement, as opposed to a specialist assignment or a "token" program.

2.4.2 ~~Given word pictures of possible but preventable crimes, the student will identify the role that opportunity reduction plays in crime prevention.~~
The student will identify the crime prevention functions of a law enforcement officer.

- A. The role of opportunity reduction
- B. Assessing a crime problem
- C. The law enforcement-citizen role
- D. Methods of opportunity reduction

Reason for Change: As revised, this performance objective describes the crime prevention functions of all law enforcement officers including opportunity reduction, law enforcement citizen role, and crime assessment.

Learning Goals and Performance Objectives

~~2.4.3~~ ~~The student will identify the prime operating features of the following types of security locking devices which may be recommended in a residential security survey:~~

- ~~A. Key in knob lock~~
- ~~B. Dead bolt (double and single)~~
- ~~C. Mortise lock~~
- ~~D. Rim lock~~
- ~~E. Padlock~~

The student will conduct a security survey of a residential and/or commercial establishment.

- A. Exterior
- B. Perimeter
- C. Interior

~~2.4.4~~ ~~The student will identify the negative factors in the following security hazards in a residential structure and how they can be prevented:~~

- ~~A. Doors (hollow core and solid)~~
- ~~B. Sliding glass doors~~
- ~~C. Various types of windows~~
- ~~D. Lighting~~
- ~~E. Landscaping~~

~~2.4.5~~ ~~Given word pictures or a set of photographs or drawings of a residence with numerous security hazards, the student will identify the hazards and recommend appropriate security hardware or preventative action.~~

~~2.4.6~~ ~~The student will identify various ways that opportunity reduction can be achieved with specific preventable crimes.~~

Reason for change: Conducting a security survey requires that the student demonstrate a working knowledge of all the security concepts previously covered in objectives 2.4.3-2.4.6.

2.4.7 The student will identify the elements of crime prevention programs such as:

- A. Neighborhood watch/residential security
- B. Operation identification/property inventory
- C. Business crime prevention

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title UNIVERSAL CORE/MODULE CONCEPT		Meeting Date July 21, 1983
Bureau Training Program Services	Reviewed By	Researched By Hal Snow
Executive Director Approval <i>Herman C. Boehm</i>	Date of Approval 7-1-83	Date of Report June 10, 1983
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Staff has designed a hypothetical basic training requirement involving a universal core course with required module courses depending upon the broad category of peace officer. Should the Commission conceptually approve this universal core/module basic training concept and direct staff to develop a specific proposal for the October 1983 Commission meeting?

BACKGROUND

The idea of a universal core/module basic training requirement for peace officers has existed for many years as a loose, undefined concept. The idea springs from the notion that all peace officers share in common the need for certain skills, knowledge and attitudes, yet recognizes individual differences exist between various categories of peace officers. It was not until the last few years when an increasing number of peace officer categories legislatively and voluntarily joined the POST program, that attention has been drawn to the regular Basic Course as a basic training requirement for diverse kinds of peace officers. In January 1982 the Commission, in recognizing the problem, directed staff to conduct a job analysis for the Deputy Marshal and District Attorney Investigator classes of peace officers. The job analysis revealed their tasks performed are substantially different from that of a patrol officer for which the regular Basic Course was developed. The result of the job analysis was that the Commission held a public hearing at the April 1983 meeting to consider separate training standards for each. At that time, staff indicated to the Commission that delivery of varying kinds of basic courses to meet the proposed training standards for these two groups was a problem and that staff was researching the concept of a universal core course with required modules as a basic training requirement. As an interim step the Commission in effect mandated the Basic Course along with separate module courses recognizing that some patrol content of the Basic Course was not relevant to these peace officer groups. The basic training issues posed by the Marshals and District Attorney Investigators are the same as those for many other peace officer groups that are already in or will enter the POST Program.

The problems of the present Basic Course as a basic training standard can be summarized as follows:

- 1) There is uncertainty about the legal defensibility of POST requiring a non-job related training standard for diverse peace officer types and

the prospect of courts invalidating parts of the Basic Course;

- 2) It is not cost effective for POST to mandate basic training which is not relevant nor meets the special basic training needs of certain peace officer categories;
- 3) POST has evolved, partly of its own doing and partly through legislative action, into a standards setting body for all defined peace officers and not just those employed locally, particularly by police and sheriff's departments. This is a fairness issue in that all peace officer groups participating in the POST program, whether reimbursed or not, have a right to reasonable training standards; and
- 4) The Basic Course, as the primary means to satisfying the basic training requirement, fails to recognize the fact that all peace officers share much in common yet have individual differences in entry level training needs.

A more detailed explanation of these problems with our present basic training requirement is included as Attachment A. As a response to these problems with our current basic training requirement, staff has developed a prototype of the universal core/module basic training requirement.

ANALYSIS

In establishing basic training requirements for peace officers, certain general principles need to be observed including:

- 1) It is the Legislature, not POST, that confers peace officer authority and establishes limitations on that authority.
- 2) The Legislature perceives POST as a standards setting entity for all peace officers, not just for city police and county sheriffs.
- 3) Basic or entry level training should be as job related and defensible as possible.
- 4) The basic training requirements established by POST must be minimum and standardized statewide. This implies that training should be mandated only where it is clearly needed to perform the job.
- 5) The training should be deliverable consistent with the needs to maintain cost effectiveness and course quality.
- 6) The training should be presented and required to be completed in a timely fashion, consistent with law and course delivery constraints.

Keeping in mind these principles, the universal core/module basic training requirement, as defined herein, consists of five major elements including:

- 1) A universal core basic course consisting of an undetermined number of hours (probably most) of the present regular Basic Course.
- 2) The universal core must be relevant to all peace officers participating in the POST program.

- 3) Each "broad" category of such peace officer must also complete a module course relevant to their job.
- 4) Existing Basic Course presenters can elect to continue offering the regular Basic Course that includes the universal core and "patrol" module interspersed.
- 5) Some existing presenters of the regular Basic Course secured to present the universal core as a block and subsequently offer other modules as the need dictates.

Each of these carefully considered elements is essential to the eventual acceptance or rejection of the concept. The following is a more detailed explanation of each element.

Elements #1 - A universal core basic course consisting of an undetermined number of hours of the present regular Basic Course. Developing such a universal core would involve analyzing existing data from previously completed job task analysis and the recently completed study on the length of the Basic Course. In addition, input from the law enforcement and police training communities would be required. It is anticipated that the content of the universal core course would include the majority and probably three-fourths of the present 400-hour Basic Course.

Element #2 - Core must be relevant to all peace officers participating in the POST Program. This element would enable POST to focus on known groups of peace officers which constitutes most of the defined peace officers in California. It would enable POST to exclude from consideration such peace officers as parole and probation officers, state correctional officers, firemen, National Guardsmen, and others.

Element #3 - Each "broad" category of such peace officer must also complete a module course relevant to their job. The number and type of modules would depend upon the results of further research and field input.

Graphically, the universal core/module basic training requirement would involve the following two-step curricula development process:

Step #1 Split the regular Basic Course into two unequal parts.

	Universal Core Basic
Regular Basic Course	
	Patrol Module

Step #2 Develop the other modules. (Examples of Modules)

District Attorney Investigator Module	Patrol Module
--	------------------

	Universal Core Basic
Specialized Investigator Module	Marshal Module

Tentatively, staff has identified the need for at least four modules. A "Custodial" module may also be needed for those sheriff's departments who wish to assign their deputies to the jail prior to patrol. The "Patrol" module is job related to most uniformed officers and this, combined with the universal core, would constitute the regular Basic Course. A tentative "Patrol" module is included as Attachment B. The "Marshals" module is based upon the POST job analysis of deputy marshals which suggested the entry level job deputy marshals was different from that of patrol. The 80-hour Bailiff and Civil Process required by the Commission at its April 1983 meeting would serve as the "Marshals" module. The "District Attorney Investigator" module would be necessary because of POST's job analysis indicating the duties of DA's Investigators include the investigation of a broad spectrum of crimes. The 80-hour Investigation and Trial Preparation Course required by the Commission at its April 1983 meeting, would serve as the "District Attorney Investigators" module. For those state and local investigators that have a narrow spectrum of crimes to investigate, a "Specialized Investigators" module should be developed from the existing 180-hour Basic Specialized Investigators Course. Generally the duties of these peace officers are more regulatory/inspectional than criminal. Tentatively, agencies subject to each module are identified in Attachment C. The number and kind of modules can change over time as needs and laws indicate. Modules can be progressively developed into performance objective-based training as staff resources permit.

Element #4 - Existing Basic Course presenters can elect to continue offering the regular Basic Course that includes the Universal Core and Patrol module interspersed. This essential element ensures that the present delivery system for basic training is not disrupted by the universal core/module basic training concept. Each existing Basic Course presenter would continue their existing course (whether intensive or extended format) except that graduates would be credited with having completed both the Universal Core and Patrol Module.

Element #5 - Some existing presenters of the regular Basic Course approved to present the Universal Core as a block and subsequently offer modules as the need dictates. From one to three existing Basic Course presenters can be secured to present the Universal Core and subsequent modules in this fashion. Peace officers subject to non-patrol modules would be required to attend only the academies which presented their applicable module. POST would not reimburse for non-applicable module training. The present alternative means to satisfy basic training for specialized investigators would discontinue. Tentatively, this concept calls for the Universal Core to be completed prior to assignment by all peace officers participating in the program. For those peace officers subject to the Patrol Module, this training would also have to be completed prior to assignment. Because of the limited number of peace officers to be trained in the non-patrol modules and the resulting infrequency of course offerings, the non-patrol modules would have to be completed in a time period to be established. This could range from 90 days to one year. For those basic academies who are certified to present non-patrol modules, they may be encouraged to present the Universal Core Course first followed immediately by the Patrol Module. Those peace officers not subject to the Patrol Module would drop

out and subsequently enroll in their applicable module when sufficient trainees become available. With POST restricting course certification to a few presenters (example - one for each non-patrol module), it is believed sufficient demand for each course would sustain at least a presentation every three months.

This concept has been reviewed with the Basic Course presenters, state specialized investigative department heads, the CPOA Training Standards and Specialized Law Enforcement Committees, and all have endorsed the concept and encourage further development. Taking into consideration this preliminary reaction and the advantages/questions concerning the concept listed in Attachment D, staff believes the Commission should endorse the concept of a Universal Core/Module basic training system and direct staff to develop a specific proposal, for the October 1983 Commission meeting. The proposal will include curriculum for the Universal Core and Module Courses, regulation and procedure changes, reimbursement changes, and further field input.

RECOMMENDATION

Conceptually approve the universal core/module basic training concept and direct staff to prepare a specific proposal for the January 1984 Commission meeting.

Attachments
PPWAI6

PROBLEMS WITH THE POST BASIC TRAINING REQUIREMENT

1. Relevancy of the Regular Basic Course - POST has numerous diverse groups of peace officers participating in its program, including 8 categories of Regular Program agencies (50,758 full-time and 10,000 reserve peace officers) and 17 categories of Specialized Program agencies (5,448 full-time peace officers). Approximately 53,000 peace officers are subject to the regular Basic Course requirement while approximately 2,200 are required to complete either the Basic Specialized Investigators Course or the regular Basic Course. The problem is that the curriculum of the regular Basic Course is based upon the tasks performed and training needs of patrol officers from police and sheriff's departments. Even though most peace officers share common training needs, numerous unique and important entry-level training needs are not addressed for many peace officer groups by completing the regular Basic Course. Furthermore, some of the regular Basic Course content on Traffic, Patrol Procedures, and Criminal Investigation is relevant to only peace officers who patrol. Mandating unneeded training is an unnecessary expenditure for POST and other governmental agencies who employ peace officers. Mandating non-job related training is also illegal in terms of fair employment laws.

2. Viability of the Basic Specialized* Investigators Course - The concept of having different kinds of basic courses has not worked well. Because POST has permitted the alternative of the regular Basic Course to satisfy the basic training requirements for investigators, infrequent presentations (3-4/year) of the Basic Specialized Investigators Course has resulted. Thus, POST has been limited in being able to require course completion within 12 months of employment. For those peace officers required to complete the regular Basic Course, it must be completed prior to assignment. The Basic Specialized Investigators course has received minimal staff attention (course updating and quality control) in comparison to the regular Basic Course. The curriculum is prescribed in a loose topical outline rather than performance objectives. It is designed primarily to meet the training needs of State employed specialized investigators and not more generalist criminal investigators, e.g., District Attorney Investigators.

TENTATIVE

PATROL MODULE6.0 VEHICLE OPERATIONS

- 6.2 Vehicle Operator Factors
 - 6.3 Code 3
 - 6.4 Vehicle Control Techniques
- Behind the
Wheel

8.0 PATROL PROCEDURES

- 8.1 Patrol Concepts
- 8.4 Beat Familiarization
- 8.5 Problem Area Patrol Tech.
- 8.6 Patrol Hazards
- 8.22 Burglary-In-Progress Calls
- 8.23 Robbery-In-Progress Calls
- 8.24 Prowler Calls
- 8.25 Crimes-In-Progress Calls
- 8.26 Handling Disputes
- 8.27 Family Disputes
- 8.28 Repossessions
- 8.29 Landlord/Tenant Disputes
- 8.30 Labor Disputes
- 8.31 Defrauding an Innkeeper
- 8.33 Handling Dead Bodies
- 8.34 Handling Animals
- 8.39 Unusual Occurrences
- 8.40 Fire Conditions
- 8.42 Agency Referral
- 8.43 Crowd Control
- 8.44 Riot Control Field Problem

9.0 TRAFFIC

- 9.1 Introduction to Traffic
- 9.2 Vehicle Code
- 9.4 Vehicle Code Violations
- 9.6 Auto Theft Investigation
- 9.10 Issuing Citations & Warnings
- 9.13 Traffic Accident Investigation
- 9.14 Traffic Accident Field Problem

10.0 CRIMINAL INVESTIGATION

- 10.13 Burglary Investigation
- 10.14 Grand Theft Investigation
- 10.15 Felonious Assault Investigation
- 10.16 Rape Investigation
- 10.17 Homicide Investigation
- 10.18 Suicide Investigation
- 10.19 Kidnapping Investigation
- 10.20 Poisoning Investigation
- 10.21 Robbery Investigation

(Tentative)

Hours ?

AGENCIES SUBJECT TO SPECIFIC MODULESPATROL MODULE (100+)

Police Departments
 Sheriffs Departments
 CHP
 Special Police Depts.
 Calif. State Univ. & Colleges
 Community College Police Depts.
 School District Police Depts.
 East Bay Planning District
 Specialized Agencies
 (Except for those subject to
 another Module)
 (Includes Uniformed Officers)

SPECIALIZED INVESTIGATOR (6)

ABC
 DMV
 Consumer Affairs
 DOJ
 BMQA
 Horseracing
 Fire Dept. Arson Investigators
 Welfare Fraud
 Coroners Investigators

MARSHALS MODULE (4)

Marshals Offices

D.A. INVESTIGATORS MODULE (4)

D.A.'s Offices

() = estimated number of annual presentations needed

ADVANTAGES AND QUESTIONS CONCERNING
THE UNIVERSAL CORE/MODULE
BASIC TRAINING CONCEPT

Advantages

1. More Relevant and Legally Defensible Training - The universal core/module basic training concept offers a means of delivering more job relevant training to diverse groups of peace officers participating in the POST Program. Thus, the POST basic training standard can become defensible and has less vulnerability to court challenge. This concept is consistent with POST's desire to establish training standards through job analysis.
2. Cost Savings - The concept will result in an undetermined cost savings to POST and governmental agencies participating in the POST Program by having to complete needed entry level training at agency expense which would be a part of the required modules.
3. Fairness and Recognition of POST Role - POST's role is to establish reasonable training and selection standards for all those peace officer groups participating in the program. The concept recognizes that all peace officers share commonalities in skill, knowledge, and attitudes needed to perform, yet have individual differences according to broad category of function and authority.
4. Facilitates Course Delivery and Quality - The concept is consistent with the realities of course delivery in the respect that a) existing academies correctly refuse to allow persons or peace officers to complete only certain parts of the Basic Course because of the disruption and record keeping problems; b) limited numbers of potential trainees necessitate that certain module training be focused on limited trainees, and c) does not disrupt in any way the operations of existing academies. The concept furthermore enables POST to continue to focus curriculum development and course quality efforts on the Universal Core and Modules. The Basic Specialized Investigators Course would be decertified.
5. Consistent With Preparation Requirements of Other Professions - This concept is consistent with the medical profession in that all doctors must complete medical school and take additional training depending on their specialty. As peace officers specialize or lateral from one agency to another, the appropriate module would have to be completed.
6. Achieve POST Reimbursement Equity - The concept in requiring only needed training enables POST to have reimbursement policies that treat all peace officer groups fairly as required by Penal Code Section 13522. This concept would overcome the perceived problem that the District Attorneys and Marshals see in limiting POST reimbursement for basic training to less than the normal 400 hours yet provide for only one alternative to satisfy basic training (completion of the 400-hour Basic Course plus an 80-hour required module.)
7. Doesn't Interfere With Pre-Employment Training Concept - The growing desire on the part of agencies to hire already trained persons and the present ability of academies to train non-affiliated students would not be impacted by this concept.

Questions Concerning the Concept

Several questions can be raised concerning the concept, but so far, all can be adequately explained. These include:

1. Identifying the Universal Core and Modules - We believe that the job analysis data and field input in developing these will coincide for the most part.
2. Uncertainty Created by the P.C. 832 Study - We believe the uncertainty created by POST P.C. 832 study, which in effect specifies a mini basic course for all peace officers regardless of their participation in the POST Program, is a legislative matter that should be considered when and if the existing law is changed.
3. Uncertainty of Securing Non-Patrol Module Presenters - Several academies have already been certified for the Bailiff and Civil Process Course and Investigation and Trial Preparation course. Some of these academies have expressed a desire to continue such training under the proposed basic training concept.
4. Sequencing the Universal Core and Modules May Not Be Educationally Sound - None of the existing academy directors have so indicated and most believe it is feasible. Golden West College already sequences instruction on a similar basis for P.C. 832 and Arrest and Firearms, Reserve Officer Training and the Basic Course.
5. Completion Time Delay For Non-Patrol Module - Most believe the necessary delay in requiring peace officers to complete the non-patrol modules should be as minimal as possible so as to minimize agency vulnerability in having to terminate persons who fail a module after having successfully worked on the job. We believe this can be accomplished by limiting course certifications, encouraging frequent course presentations and advanced calendaring and promotion of such offerings.
6. The universal core/module basic training concept may suggest some POST certificate changes.- However, it is staff's belief the issue of whether to provide a single certificate or multiple certificates based on training remains a Commission policy decision with or without the universal core/module basic training concept.
7. The issue has been raised as to why POST would go to so much trouble to develop a new basic training requirement for so comparative few peace officers.- Staff believes that even though the approximately 5,000 peace officers affected by this concept is less than 10% of those not affected (50,000 plus police, deputy sheriffs, others), it is proper that POST recognize it is a standards setting body for all peace officers participating in the program. See the attached listing of California Peace Officers Participating in the Post Regular and Specialized Programs.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title	Basic Specialized Investigators Course Request for Public Hearing	Meeting Date July 21, 1983
Bureau	Training Program Services	Reviewed By Researched By Hal Snow
Executive Director Approval	Date of Approval	Date of Report
<i>Merran C. Boehm</i>	7-7-83	June 10, 1983
Purpose:		
<input checked="" type="checkbox"/> 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	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE:

Should a public hearing be approved for the purpose of updating and changing the curriculum of the Specialized Basic Investigators Course to Performance Objectives?

BACKGROUND:

Commission Regulation 1005(a)(4) requires specialized peace officers whose primary duties are investigative to complete either the regular Basic Course or the Specialized Basic Investigators Course, PAM, Section D-12 (Attachment A). The 180-hour Specialized Basic Investigators Course has the 40-hour P.C. 832 Arrest and Firearms Course as a prerequisite which makes the current training requirement a total of 220 hours. The course is attended predominantly by investigators employed by state investigative agencies. The current course curriculum, specified in broad topical outline was last updated January 1, 1980. Because of other POST priorities, the course has been updated infrequently. The broad topical outline has not provided specific enough direction to the two presenters of this course. This proposal is to update and convert the course curriculum to learning goals and performance objectives. Wherever applicable, the performance objectives of the regular Basic Course have been included in the proposed curriculum.

ANALYSIS:

The curriculum or performance objectives of the regular Basic Course are continuously being updated. Staff believes the the most efficient means to continuously maintain the Investigators Course is to tie most of the performance objectives to those in the regular Basic Course. As the regular Basic Course is updated, the Specialized Basic Investigators Basic Course would also be updated. The proposed curriculum specified as performance objectives will provide specific guidance to course presenters as to what is to be taught and tested. The performance objectives not only will facilitate standardizing the course but also improve course quality. Each regular Basic Course has supportive Unit Guides which are instructional materials provided by POST to presenters for use by instructors. In addition, POST is developing a pool of test questions which are applicable to specific performance objectives in the regular Basic Course. Having mostly mutual performance objectives for both the regular Basic and Specialized Investigators Basic Courses will also facilitate the development of a proficiency exam for graduates of the Investigators Course.

Staff has met with the administrators/managers of the state specialized investigative agencies. This group, along with a separate group of entry-level investigators from these agencies, provided extensive input to staff on the updating of this course. Some additions and deletions were made to the existing course. The proposed revised course (see Attachment B) is different in the following respects: 1) includes the P.C. 832 Arrest and Firearms Course curriculum, 2) deletes many of the existing Criminal Law subjects which are not applicable to specialized investigators, 3) adds some new curriculum in Specialized Investigative Techniques, and 4) includes broad learning goals and performance objectives as the curriculum standard.

The following is a summary comparison of course hours:

<u>Functional Area</u>	<u>Existing</u>	<u>Proposed *</u>
Professional Orientation	6	10
Police Community Relations	15	15
Law	20	20
Laws of Evidence	8	15
Communications	27	15
Vehicle Operations	8	8
Force and Weaponry	24	33
Field Procedures	12	39
Criminal Investigation	24	24
Specialized Investigative Techniques	11	18
Physical Fitness and Defense Techniques	12	12
First Aid and CPR (Deleted here and moved to Field Procedures Examinations	15	0
	<u>4</u>	<u>11</u>
	180	220

* Includes P.C. 832 Arrest and Firearms which currently is a separate prerequisite to the Basic Specialized Investigators Course.

There is considerable uncertainty as to how much time is required to conduct this revised course using performance objectives. Staff believes that performance objective based instruction requires more instructional and testing time on the part of course presenters. However, until the presenters have had opportunity to evaluate a pilot presentation and further research is conducted of POST on the Universal Core/Module Basic Training Concept, we recommend 220 minimum course hours. Thus, the 220 hours to complete the existing training requirement (Specialized Basic Investigators Course and P.C. 832 Arrest and Firearms) remains the same.

To implement the proposed curriculum changes, staff is proposing a public hearing to:

1. Delete Commission Procedure D-12 and amend Commission Procedure D-1 to add Paragraph 1-6 Specialized Basic Investigators Course Content and Minimum Hours (see Attachment C).
2. Amend Commission Regulation 1005(a)(2) and (4) as technical changes. See Attachment C for proposed regulation and procedure changes.

RECOMMENDATION:

Approve a public hearing for the October Commission meeting for the purpose of updating and changing the curriculum of the Specialized Basic Investigators Course to performance objectives.

SPECIALIZED BASIC INVESTIGATORS COURSE

Purpose

- 12-1. Specifications of Specialized Basic Investigators Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(a) of the Regulations for Specialized peace officers whose primary duties are investigative, or as otherwise determined by the Commission.

Training Methodology

- 12-2. Training Methodology: The Commission encourages use of the performance objectives training approach as outlined in the Basic Course Revision Project. Performance objectives training contains at least the following elements:
1. In broad functional areas, establish appropriate learning goals.
 2. Establishment of appropriate performance objectives for each learning goal.
 3. Following instruction, each student demonstrates an acceptable level of knowledge and/or proficiency for each learning goal.

Content and Minimum Hours

- 12-3. Investigators Course and Minimum Hours: The Specialized Basic Investigators Course is a minimum of 180 hours and consists of the following functional areas and minimum hours of instruction which must be attended by each trainee. The 40-hour 832 P.C. Laws of Arrest and Firearms Course must be completed prior to attendance of the Specialized Basic Investigators Course.
- 12-4. PROFESSIONAL ORIENTATION: 6 Hours
- a. History and Principles of Law Enforcement
 - b. Law Enforcement Profession
 - c. Ethics
 - d. Unethical Behavior
 - e. Role of the Investigator
 - f. Administration of Justice Components
 1. Related Law Enforcement Agencies
 2. California Court System
 3. California Corrections System
 - g. Discretionary Decision Making

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12-5. POLICE COMMUNITY RELATIONS: 15 hours

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

12-6. LAW: 20 hours

- a. Introduction to Law
- b. Crime Elements
- c. Intent
- d. Parties to a Crime
- e. Defenses
- f. Probable Cause
- g. Attempt/Conspiracy/Solicitation Law
- h. Obstruction of Justice Law
- i. Theft Law
- j. Extortion Law
- k. Embezzlement Law
- l. Forgery/Fraud Law
- m. Burglary Law
- n. Receiving Stolen Property Law
- o. Malicious Mischief Law
- p. Arson Law
- q. Assault/Battery Law
- r. Assault With Deadly Weapon Law
- s. Mayhem Law
- t. Felonious Assaults Law
- u. Crimes Against Children Law
- v. Public Nuisance Law
- w. Crimes Against Public Peace Law
- x. Deadly Weapons Law
- y. Robbery Law
- z. Kidnapping Law
- aa. Homicide Law
- bb. Sex Crimes Law
- cc. Rape Law
- dd. Gaming Law
- ee. Controlled Substances Law
- ff. Hallucinogens Law
- gg. Narcotics Law
- hh. Marijuana Law
- ii. Poisonous Substances Law
- jj. Alcoholic Beverage Control Law
- kk. Constitutional Rights Law
- ll. Laws of Arrest
- mm. Local Ordinances
- nn. Juvenile Alcohol Law
- oo. Juvenile Law and Procedure
- pp. Vehicle Code

12-7. LAWS OF EVIDENCE: 8 hours

- a. Concepts of Evidence
- b. Privileged Communication
- c. Witness Qualifications

12-7. Laws of Evidence (continued)

- d. Subpoena
- e. Burden of Proof
- f. Rules of Evidence
- g. Search Concepts
- h. Seizure Concepts
- i. Showups

12-8. COMMUNICATIONS: 21 hours

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

12-9. VEHICLE OPERATIONS: 8 hours

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

12-10. FORCE AND WEAPONRY: 24 hours

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

12-11. FIELD PROCEDURES: 12 Hours

- a. Perception Techniques
- b. Observation Techniques
- c. Person Search Techniques
- d. Vehicle Search Techniques
- e. Building Search Techniques
- f. Search/Handcuffing/Control Simulation

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12-11. Field Procedures (continued)

- g. Handcuffing
- h. Prisoner Transportation
- i. Officer Survival

12-12. CRIMINAL INVESTIGATION: 24 hours

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

12-13. SPECIALIZED INVESTIGATIVE TECHNIQUES: 11 Hours

- a. Sources of Information
- b. Use and Control of Information
- c. Criminal Intelligence
- d. Identification and Location of Suspects and Witnesses
- e. Scientific Aids: Use and Limitations

12-14. PHYSICAL FITNESS AND DEFENSE TECHNIQUES: 12 hours

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

12-15. FIRST AID AND CPR: 15 hours

- a. Medic Alert

12-16. EXAMINATIONS: 4 hours

- a. Written and Performance

12-17. TOTAL REQUIRED HOURS: 180 Hours

June 1, 1983

SPECIALIZED BASIC INVESTIGATOR'S COURSE
Course Outline

The Specialized Basic Investigator's Course comprises the regular POST Basic Course Learning Goals and Performance Objectives where practical. It also includes P.C. 832, Arrest and Firearms.

TOPICAL OUTLINE

1.0	Professional Orientation	(10 Hours)
2.0	Police Community Relations	(15 Hours)
3.0	Law	(20 Hours)
4.0	Laws of Evidence	(15 Hours)
5.0	Communications	(15 Hours)
6.0	Vehicle Operations	(8 Hours)
7.0	Force and Weaponry	(33 Hours)
8.0	Field Procedures	(39 Hours)
9.0	Traffic (deleted)	(0 Hours)
10.0	Criminal Investigation	(24 Hours)
11.0	Custody (deleted)	(0 Hours)
12.0	Physical Fitness and Defense Techniques	(12 Hours)
13.0	Specialized Investigative Techniques	(18) Hours
	Examinations	(11) Hours
		220 Hours

LEARNING GOALS

1.0 Professional Orientation

Learning Goals: The student will understand:

- 1.1.0 History and Principles of Law Enforcement.
- 1.2.0 Law Enforcement Profession.
- 1.3.0 Ethics.
- 1.4.0* Unethical Behavior.
- 1.5.0 Department Orientation (deleted)
- 1.6.0 Career Influences
- 1.7.0 Administration of Justice Components.
- 1.8.0 Related Law Enforcement Agencies.
- 1.9.0* California Court System.
- 1.10.0 California Corrections System.
- 1.11.0* Discretionary Decision Making.
- 1.12.0* Role of the Investigator.

* Material has been added to, or deleted from, the regular Basic Course.

- 2.0 Police Community Relations
Learning Goals: The student will understand:
- 2.1.0 Community Service Concept.
 - 2.2.0 Community Attitudes and Influences.
 - 2.3.0 Citizen Evaluation.
 - 2.4.0 Crime Prevention.
 - 2.5.0 Factors Influencing Psychological Stress.

- 3.0* Law
Learning Goals: The student will understand:

- 3.1.0 Introduction to Law.
- 3.2.0 Crime Elements.
- 3.3.0 Intent.
- 3.4.0 Parties to a Crime.
- 3.5.0 Defenses.
- 3.6.0 Probable Cause.
- 3.7.0 Attempt/Conspiracy/Solicitation Law.
- 3.8.0 Obstruction of Justice Law.
- 3.9.0 thru 3.16.0 (deleted)
- 3.17.0 Assault/Battery Law.
- 3.18.0 Assault With Deadly Weapon Law.
- 3.19.0 thru 3.23.0 (deleted)
- 3.24.0 Deadly Weapons Law.
- 3.25.0 thru 3.36.0 (deleted)
- 3.37.0 Constitutional Rights Law.
- 3.38.0 Laws of Arrest.
- 3.39.0 thru 3.41.0 (deleted)

- 4.0 Laws of Evidence
Learning Goals: The student will understand:

- 4.1.0 Concepts of Evidence.
- 4.2.0 Privileged Communication.
- 4.3.0 (deleted)
- 4.4.0 Subpoena.
- 4.5.0 Burden of Proof.
- 4.6.0 Rules of Evidence.
- 4.7.0 Search Concepts.
- 4.8.0 Seizure Concepts.
- 4.9.0 Showups.
- 4.10.0* Discovery
- 4.11.0* Witness Qualifications.

- 5.0* Communications
Learning Goals: The student will understand:

- 5.1.0 Interpersonal.
- 5.2.0 Note Taking.
- 5.3.0 Introduction to Report Writing.

* Material has been added to, or deleted from, the regular Basic Course.

Communications (continued)

- 5.4.0 Report Writing Mechanics.
- 5.5.0 Report Writing Application.
- 5.6.0 Use of the Telephone.

6.0 Vehicle Operations

Learning Goals: The student will understand:

- 6.1.0 Introduction to Vehicle Operation.
- 6.2.0 Vehicle Operation Factors.
- 6.3.0 (deleted)
- 6.4.0 Vehicle Operation Liability.
- 6.5.0 Vehicle Inspection.
- 6.6.0 Vehicle Control Techniques.
- 6.7.0 (deleted)

7.0* Force and Weaponry

Learning Goals: The student will understand:

- 7.1.0 Effects of Force.
- 7.2.0 Reasonable Force.
- 7.3.0 Deadly Force.
- 7.4.0 Practical Problems in the Use of Force.
- 7.5.0 Firearms Safety.
- 7.6.0 Handgun.
- 7.7.0 Care and Cleaning of Service Handgun.
- 7.8.0 - 7.9.0 (deleted)
- 7.10.0 Handgun Shooting Principles.
- 7.11.0 (deleted)
- 7.12.0 Identification of Agency Weapons and Ammunition.
- 7.13.0 Handgun/Day/Range (Target).
- 7.14.0 Handgun/Night/Range (Target).
- 7.15.0 Handgun/Combat/Day/Range.
- 7.16.0 Handgun/Combat/Night/Range.
- 7.17.0 - 7.18.0 (deleted)
- 7.19.0 Use of Chemical Agents.
- 7.20.0 Chemical Agent Simulation.

8.0* Field Procedures

Learning Goals: The student will understand:

- 8.1.0 (deleted)
- 8.2.0 Perception Techniques.
- 8.3.0 Observation Techniques.
- 8.4.0 - thru 8.13.0 (deleted)
- 8.14.0 Person Search Techniques.
- 8.15.0 Vehicle Search Techniques.
- 8.16.0 Building Search Techniques.
- 8.17.0 (deleted)
- 8.18.0 Search/Handcuffing/Control Simulation.

* Material has been added to, or deleted from, the regular Basic Course.

Field Procedures (continued)

- 8.18.0 Search/Handcuffing/Control Simulation.
- 8.19.0 (deleted)
- 8.20.0 Prisoner Transportation.
- 8.21.0 - thru 8.36.0 (deleted)
- 8.37.0 Officer Survival.
- 8.38.0 - thru 8.44.0 (deleted)
- 8.45.0 First Aid and CPR

9.0* Traffic (deleted)

10.0* Criminal Investigation

Learning Goals: The student will understand:

- 10.1.0 Preliminary Investigation.
- 10.2.0 Crime Scene Search.
- 10.3.0 Crime Scene Notes.
- 10.4.0 Crime Scene Sketches.
- 10.5.0 Latent Prints.
- 10.6.0 Identification, Collection, and Preservation of Evidence.
- 10.7.0 Chain of Custody.
- 10.8.0 Interviewing.
- 10.9.0 (deleted)
- 10.10.0 Information Gathering.
- 10.11.0 Courtroom Demeanor and Testifying.
- 10.12.0 - thru 10.22.0 (deleted)
- 10.23.0* Administrative Hearings.
- 10.24.0* Vice and Organized Crime.
- 10.25.0* Controlled Substances Identification.

11.0 Custody (deleted)

12.0* Physical Fitness and Defense Techniques

Learning Goals: The student will understand:

- 12.1.0 Physical Disablers.
- 12.2.0 Prevention of Disablers.
- 12.3.0 Weight Control.
- 12.4.0 Self-Evaluation.
- 12.5.0 Lifetime Fitness.
- 12.6.0 Principles of Weaponless Defense.
- 12.7.0 Armed Suspect/Weaponless Defense.
- 12.8.0 - 12.9.0 (deleted)

13.0* Specialized Investigative Techniques

Learning Goals: The student will understand:

- 13.1.0 Sources of Information.
- 13.2.0 Use and Control of Information.
- 13.3.0 Criminal Intelligence.
- 13.4.0 Identification and Location of Suspects and Witnesses.
- 13.5.0 Scientific Aids: Use and Limitations.
- 13.6.0 Surveillance Techniques.
- 13.7.0 Fraudulent Documents.

* Material has been added to, or deleted from, the regular Basic Course.

REGULATIONS
Revised: July 1, 1983

1002. Minimum Standards for Employment (continued)

- (5) Be examined by a licensed physician and surgeon and must meet the requirements prescribed in the POST Administrative Manual, Section C-2, "Physical Examination," (adopted effective April 15, 1982), herein incorporated by reference.
 - (6) Be interviewed personally prior to employment by the department head or a representative(s) to determine the peace officer's suitability for the police service, which includes but is not limited to the peace officer's appearance, personality, maturity, temperament, background, and ability to communicate. This regulation may be satisfied by an employee of the department participating as a member of the peace officer's oral interview panel.
 - (7) Be able to read at the level necessary to perform the job of a peace officer as determined by the use of the POST reading ability examination or its equivalent.
- (b) All requirements of Section 1002 of the Regulations shall apply to each lateral entrant, regardless of the rank to which the person is appointed, unless waived by the Commission.

1003. Notice of Peace Officer Appointment/Termination

Whenever a regular, specialized, or reserve peace officer is newly appointed, enters a department laterally, terminates, or changes peace officer status within the same agency, the department shall notify the Commission within 30 days of such action on a form approved by the Commission as prescribed in PAM Section C-4, "Notice of Peace Officer Appointment/Termination."

1004. Conditions for Continuing Employment

- (a) Every peace officer employed by a department shall be required to serve in a probationary status for not less than 12 months.

1005. Minimum Standards for Training

(a) Basic Training (Required)

- (1) Every regular officer, except those participating in a POST-approved field training program, shall satisfactorily meet the training requirements of the Basic Course before being assigned duties which include the prevention and detection of crime and the general enforcement of state laws.

Requirements for the Basic Course are set forth in the POST Administrative Manual, Section D-1-3, (adopted effective April 15, 1982), herein incorporated by reference.

Agencies that employ regular officers may assign newly appointed sworn personnel as peace officers for a period not to exceed 90 days from date of hire, without such personnel being enrolled in a basic course, if the Commission has approved a field training plan submitted by the agency and the personnel are full-time participants therein.

Requirements for a POST-approved Field Training Program are set forth in PAM Section D-13.

REGULATIONS
Revised July 1, 1983

1005. Minimum Standards for Training

(a) Basic Training (Required) (continued)

- (2) Every regularly employed and paid as such inspector or investigator of a district attorney's office as defined in Section 830.1 P.C. who conducts criminal investigations, except those participating in a POST-approved field training program, shall be required to satisfactorily meet the training requirements of the District Attorney Investigators Basic Course, PAM Section D-1-4. The standard may be satisfactorily met by successful completion of the training requirements of the Basic Course, PAM Section D-1-3, before being assigned duties which include performing specialized enforcement or investigative duties. The satisfactory completion of a certified Investigation and Trial Preparation Course, PAM Section D-1-4, is also required within 12 months from the date of appointment as a regularly employed and paid as such inspector or investigator of a District Attorney's Office.
- (3) Every regularly employed and paid as such marshal or deputy marshal of a municipal court as defined in Section 830.1 P.C., except those participating in a POST-approved field training program, shall satisfactorily meet the training standards of the Marshals Basic Course, PAM Section D-1-5. The standards may be satisfactorily met by successfully completing the training requirements of the Basic Course, PAM Section D-1-3, before being assigned duties which include performing specialized enforcement or investigative duties. The satisfactory completion of a certified Bailiff and Civil Process Course, PAM Section D-1-5, is also required within 12 months from the date of appointment as a regularly employed and paid as such marshal or deputy marshal of a municipal court.
- (4) Every specialized officer, except marshals, deputy marshals, and regularly employed and paid as such inspectors or investigators of a district attorney's office, shall satisfactorily meet the training requirements of the Basic Course, PAM Section D-1-3, within 12 months from the date of appointment as a regularly employed specialized peace officer; or for those specialized agency peace officers whose primary duties are investigative and have not satisfactorily completed the Basic Course, the chief law enforcement administrator may elect to substitute the satisfactory completion of the training requirements of the Specialized Basic Investigators Course, PAM Section ~~D-1-2~~ D-1-6.

(b) Supervisory Course (Required)

- (1) Every peace officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete a certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.
- (2) Every regular officer who is appointed to a first-level supervisory position shall attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the regular officer has been awarded or is eligible for the award of the Basic Certificate.

Proposed Change to Commission Procedure D-1

1-6. Specialized Basic Investigators Course Content and Minimum Hours: The Performance Objectives listed in the POST document "Performance Objectives for the POST Specialized Basic Investigators Course" are contained under broad Functional Areas and Learning Goals. The Functional Areas and Learning Goals are descriptive in nature and only provides a brief overview of the more specific content of the Performance Objectives. Within a functional area listed below, flexibility is provided to adjust hours and instructional topics with prior POST approval. This course includes the curriculum of the 40-hour P.C. 832 Laws of Arrest and Firearms Course. Specialized Investigators Basic Training may be met by satisfactory completion of the training requirements of the Basic Course.

Functional Areas:

<u>1.0</u>	<u>Professional Orientation</u>	<u>10 Hours</u>
<u>2.0</u>	<u>Police Community Relations</u>	<u>15 Hours</u>
<u>3.0</u>	<u>Law</u>	<u>20 Hours</u>
<u>4.0</u>	<u>Laws of Evidence</u>	<u>15 Hours</u>
<u>5.0</u>	<u>Communications</u>	<u>15 Hours</u>
<u>6.0</u>	<u>Vehicle Operations</u>	<u>8 Hours</u>
<u>7.0</u>	<u>Force and Weaponry</u>	<u>33 Hours</u>
<u>8.0</u>	<u>Field Procedures</u>	<u>39 Hours</u>
<u>*9.0</u>	<u>(Deleted)</u>	<u>0 Hours</u>
<u>10.0</u>	<u>Criminal Investigation</u>	<u>24 Hours</u>
<u>*11.0</u>	<u>(Deleted)</u>	<u>0 Hours</u>
<u>12.0</u>	<u>Physical Fitness and Defense Techniques</u>	<u>12 Hours</u>
<u>13.0</u>	<u>Specialized Investigative Techniques</u>	<u>18 Hours</u>
	<u>Examinations</u>	<u>11 Hours</u>
	<u>Total Minimum Required Hours</u>	<u>220 Hours</u>

* Since the majority of the specialized Basic Course is taken directly from the regular Basic Course, it is important that the two numbering systems correspond. For that reason Functional Areas 9.0 and 11.0 (Patrol and Custody, respectively) are shown as deleted. Conversely, a new functional area, 13.0 Specialized Investigative Techniques, has been developed for the Specialized Basic Investigators Course.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title SUPERVISORY COURSE REVISION PROJECT		Meeting Date July 21, 1983
Bureau Training Program Services	Reviewed By Hal Snow <i>HS</i>	Researched By Bob Spurlock
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 7-7-83	Date of Report June 8, 1983
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Approve a public hearing for the October, 1983, Commission meeting that would revise minimum POST curriculum standards for the Supervisory Course, POST Administrative Manual (PAM), Procedure D-3.

BACKGROUND

POST Regulation 1005(b) requires that every peace officer promoted to first-line supervisor shall, within 12 months, satisfactorily complete the 80-hour Supervisory Course. The Course was first developed in 1964 and was revised in 1975 and 1976.

ANALYSIS

The POST Supervisory Course has come under criticism for not meeting the needs of first-line supervisors. This criticism has included lack of being job related in contemporary issues, teaching methodology and lack of student participative training. The Task Force on Continuing Education and Training, in the document "Symposium on Professional Issues in Law Enforcement, Summary of Recommendations," December 1982, recommended that "a thorough study be conducted by POST to redesign the Supervisory and Management Course curricula . . ."

In an effort to address these issues, the Training Program Services Bureau initiated the Supervisory Course Revision Project in December 1981. Since that time, a series of input groups, which included first-line supervisors, command officers and line officers, have met to review and refine the tasks and knowledge required of the first-line supervisor. From this new task analysis, a survey was developed and sent to a random sampling of 401 first-line supervisors from all agencies in the POST Regular and Specialized Programs. The survey was designed to solicit opinions as to the importance of knowing how to perform these tasks and whether or not these tasks should be addressed in the Supervisory Course. The results of the survey supports the proposed curriculum design and the concept that the course should concentrate on the development of supervisory and leadership skills that are common to all supervisors required to attend the course from agencies in the POST Regular and

Specialized Programs. The results of the survey also identified the additional specialized training needs of supervisors and the types of initial assignments of Supervisory Course graduates which included: patrol - 40.6%; jail - 6.1%; communications - 1.7%; administration - 14.0%; investigation - 16.6%; watch commander - 9.2%, and other - 11.8%. Staff plans to use this information to address these specialized training needs by reviewing and certifying additional courses if necessary.

The information from the task analysis and course presenters was organized into functional areas (broad subjects) and learning goals. A series of input groups, which included those instructors identified as being experts in teaching methodologies as well as subject matter experts, were called together to refine the learning goals, develop recommended instructional aids and teaching methodologies for the course unit guide. The unit guide will be provided to all course presenters to ensure course consistency and to provide guidance to instructors in developing detailed course lesson plans and leading group problem solving workshops, panel discussions, and other instructional methodologies.

Attachment A is PAM, Procedure D-3 which indicates the existing and proposed curriculum changes. Attachment B is a course outline for the proposed Supervisory Course. The proposed curriculum changes contain all of the present content and includes additional contemporary issues such as sexual harrasment, Peace Officer Bill of Rights, and assertive supervision. The proposed curriculum contains 72 hours of required course instruction and evaluation. Staff is proposing that POST permit reimbursement of up to 80 hours, but the minimum length as a POST standard be reduced from the present 80 hours to 72 hours. This allows for eight hours of instruction to be determined at the local/regional level based on the training needs of supervisors, and be reimbursable but not mandated by POST. Staff believes it is inappropriate for POST to mandate non-specific, locally determined curriculum as part of a state training standard.

The proposed new curriculum was pilot tested at three presenting institutions: Santa Rosa Regional Training Center, Rio Hondo Training Center and Los Angeles County Sheriff's Department. In every case the students and instructional staff rated the curriculum very good to excellent. Student ratings using the POST Course Evaluation Instrument improved over previous presentations of the Supervisory Course. All 24 existing presenters of the Supervisory Course were surveyed and overwhelmingly endorsed the proposed curriculum and recommended instructional methodology. Almost all indicated they can present the new course within the 72 hours using existing funding resources.

The issue of developing a recommended training guide for new supervisors has gained support from the field. This would provide a mechanism for follow-up training and development for the new supervisor after completing the course. This guide would be modeled after the present recruit field training guide and would cover subjects such as Patrol, Records, Jail, Communications, Traffic and Investigative Supervision. Unless directed otherwise by the Commission, staff intends to develop and make available to course presenters a training guide for new supervisors.

Staff also intends to develop an ongoing monitoring system to ensure course quality control and to conduct periodic instructor/coordinator course updates to maintain course currency. This should eliminate the need to conduct lengthy course revisions in the future.

RECOMMENDATION

Approve a public hearing for the October, 1983 Commission meeting to revise the Supervisory Course curriculum, Commission Procedure D-3, as shown on Attachment A.

Attachments

PPWAI1

Procedure D-3 was incorporated by reference into Commission Regulation 1005 on April 15, 1982. A public hearing is required prior to revision of this directive procedure.

SUPERVISORY COURSE

Purpose

3-1. Specifications of the Supervisory Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005 (b) of the Regulations for Supervisory Training.

Content

3-2. Supervisory Course Subjects: The Supervisory Course is a minimum of 72 hours (Reimbursable up to 80 Hours) and consists of ~~performance objectives~~ curriculum enumerated in the document, "~~Performance Objectives For The POST Supervisory Course Curriculum~~".
 The POST Supervisory Course ~~Performance Objectives~~ Curriculum is organized under the following broad topic areas:

~~Supervisory/Management~~
~~Oral Communication~~
~~Personnel Evaluation~~
~~Media/Community Relations~~
~~Training/Counseling~~
~~Internal Communications~~

<u>1.0</u>	<u>Introduction-Role Identification</u>	<u>9.0</u>	<u>Planning and Organizing</u>
<u>2.0</u>	<u>Leadership Styles</u>	<u>10.0</u>	<u>Communication</u>
<u>3.0</u>	<u>Assertive Leadership</u>	<u>11.0</u>	<u>Training</u>
<u>4.0</u>	<u>Employee Performance Appraisal</u>	<u>12.0</u>	<u>Report Review</u>
<u>5.0</u>	<u>Counseling</u>	<u>13.0</u>	<u>Investigations</u>
<u>6.0</u>	<u>Discipline</u>	<u>14.0</u>	<u>Stress</u>
<u>7.0</u>	<u>Employee Relations</u>	<u>15.0</u>	<u>The Transition</u>
<u>8.0</u>	<u>Administrative Support</u>		

POST COURSE OUTLINETITLE - SUPERVISORY COURSEMINIMUM INSTRUCTION HOURS - 72PURPOSE

To present to the student who has recently been, or is about to be, promoted to first-line supervisor, the basic information needed to perform the job. In addition to skills and knowledge, extensive attention is directed to the development of self confidence and positive, success-oriented, attitudes toward supervision.

BACKGROUND

POST Regulation 1005(b) requires that every peace officer promoted to first-line supervisor shall, within 12 months, satisfactorily complete the course. The course was first developed in 1964 and was revised in 1975 and 1976. This revision includes a detailed instructional unit guide with recommended instructional aids.

TOPICAL OUTLINE

- | | | |
|-----|---|---------|
| 1.0 | Introduction - Role Identification ** | 4 Hours |
| | a. Management's expectations (1.5.1)* | |
| | b. First-line supervisor's concept | |
| | c. The subordinate's expectations | |
| 2.0 | Leadership Styles (New Material) ** | 4 Hours |
| | a. Authoritarian | |
| | b. Laissez Faire | |
| | c. Democratic | |
| | d. Participatory | |
| 3.0 | Assertive Leadership | 4 Hours |
| | a. Motivation | |
| | b. Deployment (1.1.1, 1.2.1) | |
| | c. Respect and responsibility | |
| | d. Identify good vs. poor performance (3.4.1) | |
| | e. Delegation process | |
| | f. Productive peer relations | |
| | g. Art of negotiation | |
| | h. Time management | |
| | i. Inspectional role | |

*(Current Performance Objective)

**Practical Exercises/Panel Discussion Recommended

- 4.0 Employee Performance Appraisal ** 8 Hours
- a. Legal issues
 - b. Performance breakdown (3.2.1, 3.4.2)
 - c. Performance/Accountability cycle (3.3.1, 3,4,4)
 - d. Performance defined (3.4.1)
 - e. Why write standards
 - f. Elements of a bond evaluation system (3.4.3)
 - g. Common problems and errors
 - h. Feedback
- 5.0 Counseling ** 6 Hours
- a. Preparation- Setting the Stage (5.1.2)
 - b. Types of Interviews
 - c. Interview Barriers
 - d. Elements Necessary In an Interview
 - e. Contemporary Issues
- 6.0 Discipline ** 8 Hours
- a. Derivation
 - b. Anticipate problems
 - c. Positive discipline (1.7.1)
 - d. When misconduct is identified, be prepared to act (1.6.1)
 - e. Internal investigations (6.1.1)
 - f. Peace officer Bill of Rights
 - g. Grievance procedures
 - h. Skelly hearings
 - i. Personnel files
 - j. Morale (1.7.1)
- 7.0 Employee Relations (New Material) 4 Hours
- a. Employee bargaining agreements
 - b. Understanding affirmative action
 - c. Sexual harassment in the workplace
 - d. EEOC/FEHC guidelines
- 8.0 Administrative Support 4 Hours
- a. Analytical process (2.1.2)
 - b. Communication of policy
 - c. Completed staff work (1.2.1)
 - d. Problem solving and decision making (2.1.3)
 - e. Budget
 - f. Stress of rejection
- 9.0 Planning and Organizing ** 4 Hours
- a. Planning (1.1.2)
 - b. Organizing

*(Current Performance Objective)

**Practical Exercises/Panel Discussion Recommended

- | | | |
|------|--|---------|
| 10.0 | Communication ** | 6 Hours |
| | <ul style="list-style-type: none"> a. Verbal/nonverbal (2.1.1) b. Art of listening c. Citizen/officer conflict resolution (6.1.1) d. Rumor control e. Public speaking (2.1.4) f. Press relations (4.1.1) g. Dissemination of information | |
| 11.0 | Training ** | 8 Hours |
| | <ul style="list-style-type: none"> a. Instructional role of the supervisor (5.2.2) b. Field training programs (3.2.1) c. Roll call (6.2.2) d. Evaluation of training (5.2.1, 1.2.1, 5.2.3) e. Teaching techniques. f. Use of resources. g. Career development (6.2.1) h. Vicarious liability | |
| 12.0 | Report Review (New Material) | 4 Hours |
| | <ul style="list-style-type: none"> a. Review b. Qualify control c. Variety of uses d. Subordinate's view e. Most common problems f. Causes and solutions | |
| 13.0 | Investigations (New Material) | 2 Hours |
| | <ul style="list-style-type: none"> a. Officer-Involved Shootings b. Officer injury c. Citizens Injured d. Officer-involved traffic accidents | |
| 14.0 | Stress ** | 4 Hours |
| | <ul style="list-style-type: none"> a. Defined b. Occupational stress (1.4.1) c. Recognition and management of stress d. Sources of stress (1.4.5) e. Stress and personality (1.4.2) f. Controlling stress (1.4.4) g. Referral (1.4.3) | |

*(Current Performance Objective)

**Practical Exercises/Panel Discussion Recommended

15.0 The Transition (New Material) **

2 Hours

- a. "How I did it"
- b. Getting work done through others
- c. How to supervise friends
- d. Integrity
- e. Self development

*(Current Performance Objective)

**Practical Exercises/Panel Discussion Recommended

2518B/034

Rev. 6-03-83

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title LENGTH OF THE BASIC COURSE		Meeting Date July 21, 1983
Bureau Training Program Services	Reviewed By Hal Snow	Researched By Don Moura
Executive Director Approval <i>William C. Behm</i>	Date of Approval 7-7-83	Date of Report June 10, 1983
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUES

Should POST increase the present 400 hour minimum length of the Basic Course to 480?

BACKGROUND

At the January 28, 1983 meeting, the Commission authorized staff to study the adequacy of the present 400 hour minimum length of the Basic Course.

The Commission at its October 1979 meeting, approved converting the Basic Course curriculum to performance objectives effective July 1, 1980. At that time it was acknowledged by staff that there was good deal of uncertainty as to whether the newly adopted performance objectives could be satisfied in 400 hours. Even though there were overwhelming indications from pilot presenters and agencies to support the concept of a basic course in excess of 400 hours, the Commission chose to leave the course and the maximum reimbursement at 400 hours. This decision was not based on the disbelief that an excess of 400 hours was needed to present the performance objectives basic course, but rather based on the concept of maintaining a "balanced" reimbursement training program. The Commission also believed that this decision would allow an interim period to exist in order to view the adequacy of the minimum 400 hours.

Now that there has been approximately three year's experience with the mandatory performance objectives, it seemed appropriate to review the adequacy of the present 400 hour minimum length. Some evidence existed that none of the certified 31 presenters of the Basic Course have been able to properly satisfy the mandatory performance objectives within the 400 hours. In fact, for some time now, the average length of the certified Basic Course has exceeded 600 hours in length. Additionally, staff has determined that the only two academies certified at 400 hours have been completing a significant number of the mandated performance objectives outside of their certified 400 hours. Training Delivery Services Bureau has met jointly with both of these academies and certification modifications will occur in the near future. Once revisions have been made, POST will then not have a Basic Course under 480 hours.

POST reimbursement for the Basic Course has been at a maximum 400 hour level since 1969. The issue of increasing the 400 hour maximum reimbursement will be addressed by the Commission's Budget Committee.

ANALYSIS

The presently certified 31 Basic Course presenters were surveyed as to the number of actual instructional and testing hours currently being devoted to the presentation of the Basic Course. In addition to the academies' completion of the survey instrument, follow-up interviews were conducted in order to properly analyze the survey results. Because of the uniqueness of some individual presentations and the method of data presentation, the data from only 24 academies were able to be used in studying the adequacy of the POST minimum Basic Course. (The average basic course length of the 7 academies not utilized in the analysis is 714 hours).

The survey results are found in Attachment A. The academies were asked to state the actual instructional and testing hours they devote to the minimum POST Basic Course by learning goal area (Part A of the survey results). They additionally were asked to list the locally determined subjects (actual instructional/testing hours) that they additionally present in their certified courses (Part B of the survey results).

A profile of the average academy length statewide reveals:

A profile of the average academy length statewide reveals:

Instructional Hours to Meet POST Minimum	500
Testing Hours to Meet POST Minimum	<u>48</u>
Total Average Hours to Present/Test	548
POST Minimum Basic Course	
Average Hours for Locally Determined	<u>92</u>
Subjects	
Total	640

The minimum reported length was 445 hours. The data reflects formalized instructional and testing hours and does not include individual remediation hours. Based on the data and follow-up interviews with all of the academies, staff concludes that the minimum number of hours to present the Basic Course is 480 hours. (See Attachment B for staff recommendations for functional area instructional and testing hours modifications to Commission Procedure D-1, and maximum hour reimbursement recommendations to Commission Procedure E-5, Attachment C)

When reviewing the optional/locally determined instruction, 93 different subjects were listed. The only consistent and significant optional item presented statewide is physical training. The Basic Course does not possess physical training performance objectives; however, staff is presently working to develop curriculum that will meet EEO guidelines (job relatedness). Staff believes the results may suggest the addition of at least 40 hours to the Basic Course.

Other considerations concerning the length of the Basic Course which support the staff recommendation to increase minimum hours include:

1. Time requirements for presenting the Basic Course vary somewhat due to differing training techniques and resources, student population, student capabilities, and training expectations.

2. In the analysis of the data, staff discovered a correlation existed between minimum hours and success levels on the POST Proficiency Exam. Seventy percent (70%) of the bottom 9 academies with the least number of hours fell in the bottom 50% (31 academies) on the POST Basic Course Proficiency Exam. In other words, graduates of academies with longer hours in general perform better on the POST Proficiency Exam.
3. Since the inception of Basic Course mandated performance objectives in 1980, curriculum has been added based on legislative and job task mandates (Report Writing, Child Abuse, Sexual Exploitation and Sexual Abuse of Children, etc.) which has stretched the hours beyond the 400 hour minimum Basic Course.

There appears merit in increasing the minimum length of the Basic Course to as much as 480 hours, but this should be considered in conjunction with the Commission's deliberations on the 1983/84 budget for reimbursement.

Attachments
PPWAI5

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

LENGTH OF BASIC COURSE STUDY

RESULTS OF SURVEY QUESTIONNAIRE
APRIL 1983

PART A - POST MINIMUM BASIC

(Name of Academy)	Instructional Hours			Testing Hours		
	Indivi. Academy	State Average	Range	Indiv. Academy	State Average	Range
1.0 Professional Orientation (10 Hours)*		16.25	7.5-28		1.0	.5-2.1
1.1.0 History and Principles of Law Enforcement		1.5	0-4			
1.2.0 Law Enforcement Profession		1.2	0-3			
1.3.0 Ethics		1.7	.5-4			
1.4.0 Unethical Behavior		1.6	.5-4			
1.5.0 Department Orientation		2.8	0-11			
** 1.6.0 Career Influences		**	**			
1.7.0 Administration of Justice Components		1.9	1-4			
1.8.0 Related Law Enforcement Agencies		1.3	0-4			
1.9.0 California Court System		2.2	.5-4			
1.10.0 California Corrections System		1.8	.5-4			
2.0 Police Community Relations (15 Hours)		18.5	12-58		1.0	.5-2.1
2.1.0 Community Service Concept		2.5	1-6			
2.2.0 Community Attitudes and Influences		5	1-40.5			
2.3.0 Citizens Evaluation		2	.5-5			
2.4.0 Crime Prevention		3.4	1.5-9			
2.5.0 Factors Influencing Psychological Stress		5.4	2-16			
3.0 Law (45 Hours)		65.3	45-92.5		4.3	2-7
3.1.0 Introduction to Law		1.4	.2-6.5			
3.2.0 Crime Elements		1.2	.2-1.5			
3.3.0 Intent		1.0	.3-1.5			
3.4.0 Parties to a Crime		1.0	.2-1.0			
3.5.0 Defenses		1.1	.5-2.0			
3.6.0 Probable Cause		1.5	.5-4			
3.7.0 Attempt/Conspiracy/Solicitation		1.4	.4-2			
3.8.0 Obstruction of Justice		1.4	0-3.5			
3.9.0 Theft Law		1.4	.4-4			
3.10.0 Extortion Law		.8	.3-1.5			
3.11.0 Embezzlement Law		.9	.3-1.5			
3.12.0 Forgery/Fraud Law		.9	.2-1.3			
3.13.0 Burglary Law		1.6	.3-4			
3.14.0 Receiving Stolen Property Law		.9	.3-1.5			
3.15.0 Malicious Mischief Law		1.0	.2-1.5			
3.16.0 Arson Law		1.5	.2-4			
3.17.0 Assault/Battery Law		1.1	.3-2			
3.18.0 Assault With Deadly Weapon Law		1.1	.3-2.5			
3.19.0 Mayhem Law		.7	.1-1			
3.20.0 Felonious Assaults Law		1.3	.2-2			
3.21.0 Crimes Against Children Law		2.6	.4-6			

*Minimum POST Hours

**Omitted from Questionnaire

Instructional Hours

Testing Hours

	Indivi. Academy	State Average	Range	Indiv. Academy	State Average	Range
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Law (cont.)

3.22.0	Public Nuisance Law		1.3	.2-2.5		
3.23.0	Crimes Against Public Peace Law		1.5	.4-2.5		
3.24.0	Deadly Weapons Law		1.9	.4-4		
3.25.0	Robbery Law		1.3	.3-3		
3.26.0	Kidnapping/False Imprisonment Law		1.3	.2-4		
3.27.0	Homicide Law		2.0	.4-4		
3.28.0	Sex Crimes and Crimes Against Children		1.8	1-4		
3.29.0	Rape Law		1.5	.5-3		
3.30.0	Gaming Law		1.6	.4-3		
3.31.0	Controlled Substances Law		1.8	.5-3.5		
3.32.0	Hallucinogens Law		1.4	.5-2		
3.33.0	Narcotics Law		1.8	.5-5		
3.34.0	Marijuana Law		1.3	.5-3.5		
3.35.0	Poisonous Substances Law		1.2	.5-3		
3.36.0	Alcoholic Beverage Control Law		2.3	.2-4		
3.37.0	Constitutional Rights Law		2.1	1-6		
3.38.0	Laws of Arrest		5.7	2-12		
3.39.0	Local Ordinances		1.0	0-8		
3.40.0	Juvenile Alcohol Law		1.0	.5-2		
3.41.0	Juvenile Law and Procedure		5.6	1-16		
4.0	Laws Of Evidence	(15 Hours)	19.7	12.5-38	1.76	.5-4
4.1.0	Concepts of Evidence		1.9	.2-4		
4.2.0	Privileged Communication		1.1	.3-4		
4.3.0	(Deleted)		.6	0-4		
4.4.0	Subpoena		1.0	.2-4		
4.5.0	Burden of Proof		1.3	.5-4		
4.6.0	Rules of Evidence		2.5	1-4.5		
4.7.0	Search Concept		5.2	1-14.5		
4.8.0	Seizure Concept		4.2	2-9.5		
4.9.0	Legal Showup		1.7	.5-6		
5.0	Communications	(15 Hours)	30.8	15-54	3.9	1-21
5.1.0	Interpersonal Communications		3.4	.5-10		
5.2.0	Note Taking		2.5	1-8		
5.3.0	Introduction to Report Writing		3.0	1-8		
5.4.0	Report Writing Mechanics		8.0	2-20		
5.5.0	Report Writing Application		13.4	.5-33		
5.6.0	Use of the Telephone		1.1	0-3		
6.0	Vehicle Operation	(15 Hours)	21.9	16-31	2.7	.3-11
6.1.0	Introduction to Vehicle Operation		2.0	1-6		
6.2.0	Vehicle Operation Factors		1.8	.5-4		
6.3.0	Code 3		3.0	.5-9		
6.4.0	Vehicle Operation Liability		1.8	.5-4		
6.5.0	Vehicle Inspection		1.0	.5-2		
6.6.0	Vehicle Control Techniques		11.9	3.5-24		
6.7.0	Stress Exposure and Hazardous Awareness Emergency Driving		**	**		

**Omitted from Questionnaire

Instructional Hours

Testing Hours

			Indivi. Academy	State Average	Range	Indiv. Academy	State Average	Range
7.0	Force And Weaponry	(40 Hours)		58	40-96		7.9	1-27
	7.1.0	Effects of Force		1.3	.5-3			
	7.2.0	Reasonable Force		1.4	.5-3			
	7.3.0	Deadly Force		1.8	.5-4			
	7.4.0	Simulated Use of Force		2.4	0-10			
	7.5.0	Firearms Safety		1.9	1-4			
	7.6.0	Handgun		1.3	0-5			
	7.7.0	Care and Cleaning of Service Handgun		1.0	.5-3			
	7.8.0	Shotgun		1.4	.5-6			
	7.9.0	(Deleted)		.7	0-4			
	7.10.0	Handgun Shooting Principles		2.2	.5-5			
	7.11.0	Shotgun Shooting Principles		1.8	.5-4			
	7.12.0	Identification of Agency Weapons and Ammunition		.7	0-3.2			
	7.13.0	Handgun/Day/Range (Target)		7.4	.5-24			
	7.14.0	Handgun/Night/Range (Target)		3.4	.5-8			
	7.15.0	Handgun/Combat/Day/Range		8.0	2-30			
	7.16.0	Handgun/Combat/Night/Range		3.9	1-9			
	7.17.0	Shotgun/Combat/Day/Range		5.4	2-13			
	7.18.0	Shotgun/Combat/Night/Range		2.8	0-7			
	7.19.0	Use of Chemical Agents		4.9	3-8			
	7.20.0	Chemical Agent Simulation		3.2	1-4			
8.0	Patrol Procedures	(105 Hours)		127.4	90-203		10.9	1-27
	8.1.0	Patrol Concepts		1.6	.5-4			
	8.2.0	Perception Techniques		1.2	.5-2			
	8.3.0	Observation Techniques		1.3	.5-2			
	8.4.0	Beat Familiarization		1.3	.5-3			
	8.5.0	Problem Area Patrol Techniques		1.5	.5-4			
	8.6.0	Patrol "Hazards"		1.5	.2-3			
	8.7.0	Pedestrian Approach		2	.5-5			
	8.8.0	Interrogation		2	.5-8			
	8.9.0	Vehicle Pullover Technique		3.5	.2-9			
	8.10.0	Miscellaneous Vehicle Stops		2.4	.5-6			
	8.11.0	Felony/High Risk Pullover Field Problem		6.3	2-16			
	8.12.0	(Deleted)		.8	0-2			
	8.13.0	Wants and Warrants		1.6	0-4.5			
	8.14.0	Person Search Techniques		4.7	0-20			
	8.15.0	Vehicle Search Techniques		1.7	0-6			
	8.16.0	Building Area Search		1.8	.5-4			
	8.17.0	Missing Persons		1.3	.5-2			
	8.18.0	Search/Handcuffing/Control Simulation		7	0-35			
	8.19.0	Restraint Devices		5.3	0-30			
	8.20.0	Prisoner Transportation		1.5	0-3.5			
	8.21.0	Tactical Considerations/Crimes-In-Progress		2.6	.5-8			
	8.22.0	Burglary-In-Progress Calls		1.7	.5-3			
	8.23.0	Robbery-In-Progress Calls		1.8	.5-5			
	8.24.0	Prowler Calls		1.3	.5-3			
	8.25.0	Crimes-In-Progress/Field Problems		5.3	0-25			
	8.26.0	Handling Disputes		2.7	0-11			
	8.27.0	Family Disputes		3.9	1-20.5			
	8.28.0	Repossessions		1.2	.5-2.5			
	8.29.0	Landlord/Tenant Disputes		2	.5-6			
	8.30.0	Labor Disputes		1.4	.5-2.5			
	8.31.0	Defrauding an Innkeeper		.9	.5-2			
	8.32.0	Handling Sick and Injured Persons		1.8	0-15			

Instructional Hours

Testing Hours

Indivi. Academy	State Average	Range	Indiv. Academy	State Average	Range
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Patrol Procedures (cont.)

8.33.0	Handling Dead Bodies	1.8	.5-4
8.34.0	Handling Animals	1	0-2
8.35.0	(Deleted)	.8	0-2
8.36.0	Mentally Ill	2.6	.5-5
8.37.0	Officer Survival	7.4	0-20
8.38.0	Mutual Aid	1.1	0-2
8.39.0	Unusual Occurrences	2	.5-4
8.40.0	Fire Conditions	1.9	.5-4
8.41.0	News Media Relations	3.2	1-4
8.42.0	Agency Referral	1.1	0-3
8.43.0	Crowd Control	3.6	1-12
8.44.0	Riot Control Field Problem	2.9	1-8
8.45.0	First Aid and CPR	21.7	14-48

9.0 Traffic (30 Hours)

39.2	23-59	2.18	1-8.5
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9.1.0	Introduction to Traffic	1.1	.2-3
9.2.0	Vehicle Code	2.6	.5-16
9.3.0	Vehicle Registration	1.7	.5-6
9.4.0	Vehicle Code Violations	4.3	1-11.5
9.5.0	Alcohol Violations	3.5	1-8
9.6.0	Auto Theft Investigation	2.9	0-5
9.7.0	Initial Violator Contact	.9	0-2
9.8.0	License Identification	1.2	.3-2
9.9.0	Traffic Stop Hazards	1.0	.5-2
9.10.0	Issuing Citations and Warnings	2.0	.5-10
9.11.0	Traffic Stop Field Problems	1.6	.5-6
9.12.0	Traffic Direction	2.8	0-6.5
9.13.0	Traffic Accident Investigation	1.9	1-4
9.14.0	Traffic Accident Field Problem	6.1	2-9.5
9.15.0	Vehicle Impound and Storage	4.6	1-16

10.0 Criminal Investigation (45 Hours)

47.8	35.5-80	5.2	1-20
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10.1.0	Preliminary Investigation	3.0	1-6
10.2.0	Crime Scene Search	2.3	1-8
10.3.0	Crime Scene Notes	1.6	.5-4
10.4.0	Crime Scene Sketches	1.8	.5-3
10.5.0	Fingerprints	3.5	1-7
10.6.0	Identification, Collection, and Preservation of Evidence	5-1	.5-18
10.7.0	Chain of Custody	1.3	.5-3
10.8.0	Interviewing	2.9	1-10
10.9.0	Local Detective Function	.5	0-2
10.10.0	Information Gathering	1.2	.5-2
10.11.0	Courtroom Demeanor	4.8	.5-10
10.12.0	(Deleted)		
10.13.0	Burglary Investigation	2.2	.3-6
10.14.0	Grand Theft Investigation	1.9	.5-5
10.15.0	Felonious Assault Investigation	1.8	1-4
10.16.0	Sexual Assault Investigation	3.1	1-5
10.17.0	Homicide Investigation	2.9	1-6
10.18.0	Suicide Investigation	1.3	.5-3
10.19.0	Kidnapping Investigation	1.3	.5-2

Instructional Hours

Testing Hours

Indivi. Academy	State Average	Range	Indiv. Academy	State Average	Range
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Criminal Investigation (cont.)

- 10.20.0 Poisoning Investigation
- 10.21.0 Robbery Investigation
- 10.22.0 Child Sexual Abuse and Exploitation Investigation

	**	**			
	2.3	1-7			
	3.1	0-8			

11.0 Custody (5 Hours)

	7.3	3-12		.7	.3-1.1
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- 11.1.0 Custody Orientation
- 11.2.0 Custody Procedures
- 11.3.0 Illegal Force Against Prisoners
- 11.4.0 Adult Booking
- 11.5.0 Juvenile Booking
- 11.6.0 Prisoner Rights and Responsibilities
- 11.7.0 Prisoner Release

	1.0	.5-4.2			
	2.1	.5-24			
	.9	.5-2			
	.8	.5-1.5			
	.8	0-2			
	.9	.5-2			
	.7	.5-2			

12.0 Physical Fitness and Defense Techniques (40 Hours)

	48	13.5-91.5		6.5	1-45.1
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- 12.1.0 Physical Disablers
- 12.2.0 Prevention of Disablers
- 12.3.0 Weight Control
- 12.4.0 Self-Evaluation
- 12.5.0 Lifetime Fitness
- 12.6.0 Principles of Weaponless Defense
- 12.7.0 Armed Suspect/Weaponless Defense
- 12.8.0 Baton Techniques
- 12.9.0 Baton Demonstration

	1.2	.5-2			
	1.2	.5-2			
	1.1	.5-2			
	1.2	0-4			
	4.7	.5-23.5			
	13.2	1.2-30			
	8.6	2-20			
	10.1	2-22			
	7.1	0-32			

Examinations (20 Hours)

- a. Written and Performance

TOTAL REQUIRED HOURS: (400 Hours)

	500			48	
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*** 548 (POST minimum basic subjects)

Average Hours for Locally Determined Subjects

92

TOTAL AVERAGE HOURS

640

** Omitted from survey

*** 548 is the average of the combined instructional and testing hours for POST minimum basic subjects. (excludes locally determined subjects)

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

LENGTH OF BASIC COURSE STUDY
RESULTS OF SURVEY QUESTIONNAIRE

April 1983

PART B - Optional/Locally Determined Instruction

Subjects*	No. of Academies	Average		Subjects*	No. of Academies	Average	
		Inst. Hours	Test Hours			Inst. Hours	Test Hours
1. Physical Training	27	39.7	3.7	48. Motorcycle Gangs	1	2	
2. Radio Procedures	10	4.2	-	49. Miranda Hearsay	1	1	
3. Intoxilyzer	9	4.4		50. Internal Affairs	1	2	
4. Bombs/Explosives	9	3.2		51. Decision Making	1	5	
5. Orient/Registration	8	6.5		52. How to Study	1	2	
6. POST Testing	8		4.4	53. Workbook Intro.	1	2	
7. Hazardous Materials	7	5.6		54. City Gov't Geog.	1	1	
8. Graduation/Debrief	7	5.7		55. Community Stress Factors	1	2	
9. Barricaded Suspect/Hostage	6	2.1		56. Neighborhood Watch	1	2	
10. Command Time	6	28.6	19.6**	57. PCP Training	1	1	
11. Coroners Resp/Trip	5	3.6		58. Missing Persons	1	1	
12. Agency Ride Along	5		19.8	59. Mach/ Operations	1	1	
13. Prison/Street/Motor Gang	5	3.8		60. Mobile 5 mm's Gas Check	1	4	
14. Records/Auto Slots/Telety	5	1.7		61. Van Stops	1	2	
15. Race Ethnic Relations	4	4.3	1.3	62. Intro. Crime Lab	1	1	
16. Firearms, Miscellaneous	3	5.6	2.6	63. Indust. Injury	1	1	
17. Career Influences	3	1		64. Speeches	1	3	
18. Crisis Management	3	7.7	1.3	65. Court Case Prep.	1	10	
19. Forgery, Fraud, Bunko	3	2.9		66. Strip Searches	1	2	
20. Poisoning Insurance	3	1.8		67. Highway Engineering	1	2	
21. Employee Organizations	3	2.8		68. Fed Civil Rights Law	1	1	
22. Dept. Aviation Craft	3	3		69. Railroad Police	1	1	
23. Special Community Prob.	2	1.5		70. ABC Insurance	1	1	
24. Developmentally Disabled	2	3		71. Photography	1	2	
25. Emergency Spanish	2	57.5	4	72. Review Exams	1		6
26. Use of Dogs	2	2		73. Baton	1	3	5
27. Counseling Motivation	2	8		74. Oral Interviews	1	2	1
28. Phys./Psy. Attitudes	2	2	1.5	75. Search/Seizure Scene	1	4	
29. Emergency Driving	2	7		76. FFO Day Practice	1	12	2
30. Insurance/Retirement Benefits	2	1.5		77. Care Handling Mental Ill	1	4	3
31. Dept. Rules/Regulations	2	9.5	.3	78. Field Problems	1	1	
32. Spelling Exams	2		7.3	79. Paramedic Service	1	1	
33. Victims of Violent Crimes	2	5		80. Detox Center	1	1	
34. Arson	2	1.4		81. D.A. Office	1	1	
35. Prison Tour/Jail	2	2.3		82. P/O Bill of Rights	1	1	
36. Family Orientation	2	1.8		83. Recruit Manual	1	2	
37. Court Trial Sim.	2	4	4	84. Misdemeanor Citation	1	2	
38. Deaf Awareness	1	2		85. Tactical Movements	1	2	
39. Daily Log	1	2		86. Target Detection	1	2	
40. Off Duty Ofc. Surv.	1	2		87. City Codes Permits	1	3	
41. Nutrition	1	1		88. Civil Liabilities	1	1	
42. Time Mgmt./Test Strat	1	2		89. SWAT	1	4	4
43. Patrol Line Assign	1	104		90. Police Clergy	1	1	
44. Academy Operations	1	27		91. Officer Stress Management	1	5	
45. Practical Exercise	1	2		92. Officer Alcohol Abuse	1	3	
46. POST Critique	1	1		93. Personnel Counseling	1	1	
47. Annoyancy/Lowed Calls	1	1					

*Listed in descending order of frequency

** One Academy

3807B/0268A
4-25-83

Procedure D-1-3 was incorporated by reference into Commission Regulation 1005 on April 15, 1982. A public hearing is required prior to revision of this directive.

BASIC COURSE

Purpose

1-1. Specifications of Basic Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(a) of the Regulations which relate to Basic Training.

Training Methodology

1-2. Training Methodology: The standards for the Basic Course are the Performance Objectives contained in the document "Performance Objectives for the POST Basic Course." This document is part of a dynamic basic course training system designed for change when required by new laws or other circumstances. Supporting documents, although not mandatory, that complete the system are the POST Basic Course Management Guide and Instructional Unit Guides (58).

- a. Performance objectives are divided into mandatory and optional objectives. Mandatory objectives must be achieved as dictated by the established success criteria; whereas optional objectives may be taught at the option of each individual academy. No reimbursement for optional performance objective training will be granted unless they conform to the adopted performance objectives standards.
- b. Training methodology is optional.
- c. Tracking objectives by student is mandatory; however, the tracking system to be used is optional.
- d. A minimum of ~~400~~ 480 hours of instruction in the Basic Course is required.

Content and Minimum Hours

1-3. Basic Course Content and Minimum Hours: The Performance Objectives listed in the POST document "Performance Objectives for the POST Basic Course" are contained under broad Functional Areas and Learning Goals. The Functional Areas and Learning Goals are descriptive in nature and only provide a brief overview of the more specific content of the Performance Objectives. The Basic Course contains the following Functional Areas and minimum hours. Within the framework of hours and functional areas, flexibility is provided to adjust hours and instructional topics with prior POST approval.

Commission on Peace Officer Standards and Training

COMMISSION PROCEDURE D-1.
Revised: July 1, 1980

1-4. Functional Areas:

a. Professional Orientation	10 hours	<u>10 hours</u>
b. Police Community Relations	15 hours	<u>15 hours</u>
c. Law	45 hours	<u>55 hours</u>
d. Laws of Evidence	15 hours	<u>20 hours</u>
e. Communications	15 hours	<u>30 hours</u>
f. Vehicle Operations	15 hours	<u>25 hours</u>
g. Force and Weaponry	40 hours	<u>50 hours</u>
h. Patrol Procedures	105 hours	<u>120 hours</u>
i. Traffic	30 hours	<u>30 hours</u>
j. Criminal Investigation	45 hours	<u>45 hours</u>
k. Custody	5 hours	<u>5 hours</u>
l. Physical Fitness and Defense Techniques	40 hours	<u>40 hours</u>

1-5. Examinations:

~~20 hours~~ 35 hours

1-6. Total Minimum Required Hours

~~400 hours~~ 480 hours

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Commission Procedure D-10-7c		Meeting Date July 21, 1983
Bureau Training Delivery Services	Reviewed By Gene DeCrona, Chief	Researched By <i>Georgia Pinola</i> Georgia Pinola
Executive Director Approval <i>Norman C. Beehm</i>	Date of Approval <i>6-30-83</i>	Date of Report June 24, 1983

Purpose:
 Decision Requested
 Information Only
 Status Report
Financial Impact
 Yes (See Analysis per details)
 No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Approval of technical revisions to Commission Procedure D-10-7c.

BACKGROUND

Commission Procedure D-10, Certification and Presentation of Training Courses, sets forth guidelines for course presenter coordination fees and responsibilities. The present language of Section 7c utilizes the terms "off-site" and "on-site". These terms are vague and have presented a problem for the field and staff in determining the definition and application of each.

ANALYSIS

In order to provide definitive language in Commission Procedure D-10, the terms "general coordination" and "presentation coordination" have replaced "off-site" and "on-site" within the section; additional language was also modified for clarification purposes. Attached is a copy of the proposed revision, followed by a copy of the present language.

RECOMMENDATION

The action requested of the Commission is to approve the revisions to Commission Procedure D-10-7c.

Revision of Commission Procedure D-10-7c:

10-7. Tuition Guidelines

- c. Coordination: POST will pay fees for coordination based on the type of services performed. Coordination is categorized as: (1) General Coordination, and (2) Presentation Coordination.

General Coordination: General Coordination is the performance of tasks in the maintenance of any certified course to be presented by a specific presenter. Maintenance includes: scheduling, selecting instructors, eliminating duplicative subject matter, providing alternate instructors/instruction if necessary, allocating subject time periods, evaluating instructors, selecting sites, and supervising support staff, and administrative reporting.

General Coordination fees may be charged as follows:

<u>Certified Course Length</u>	<u>Amount</u>
24 hours or less	\$100 per presentation
25 through 40 hours	\$150 per presentation
Over 40 hour	\$3 per hour, up to 100 hours

Presentation Coordination: Presentation Coordination is the performance of tasks related to course quality control, i.e., arranging attendance of instructors, selection of alternate instructors, and providing instruction when instructors are not available. It is required that the Presentation Coordinator be in the classroom, or immediate vicinity, to resolve problems that may arise relating to the presentation of the course.

Presentation Coordination (on-site) fees may be charged as follows:

\$9 per certified hour.

Up to \$15 per certified hour, with POST approval, supported by written justification showing a need for a greater degree of expertise.

COMMISSION PROCEDURE D-10
Revised: October 23, 1981

10-7. Tuition Guidelines

a. Instruction Costs (continued)

On those limited occasions where it may be necessary to obtain special expertise to provide executive level training, the maximum of \$62 per instructional hour may be exceeded upon prior approval of the Executive Director.

(3) Normally, only one instructor per certified hour will be approved; however, team teaching may be approved by POST staff if deemed necessary. For the purposes of these guidelines, team teaching is defined as having two or more instructors in the classroom for actual teaching purposes and under those conditions which the particular subject matter, material, or format of instruction may require, which may include workshops, exercises, or panel discussions. No coordinator or observer, while acting as such, will be considered simultaneously a teacher.

b. Development Costs: A one-time only cost may be approved for new courses up to \$15 per hour for each certified hour to cover the cost of necessary research and other attendant developmental activities. The costs for course development are to be included in the tuition charge for the first presentation only.

c. Coordination: ~~Off-site coordination of certified courses shall, when appropriate, be allowed using the following formula:~~

<u>Certified Course Length</u>	<u>Amount</u>
24 hours or less	\$100
25 to 40 hours	\$150
Over 40 hours	\$ 3 per hour, up to 100 hours.

~~The off-site coordinator has responsibility for the maintenance of the course including scheduling, instructor selection, avoidance of duplicative instruction, provision of alternate instructors or instruction if necessary, administrative reporting requirements, subject area time allocation, instructor evaluations, site selection, and supervision of support staff.~~

~~On-site coordination of courses may be paid up to \$9 per certified hour. Up to \$15 per hour may be approved based upon acceptable written justification from the presenter for a special need for a greater degree of expertise. Course quality control during the presentation is the prime responsibility of the on-site coordinator; responsibilities may include securing attendance and selection of alternate instructors.~~

d. Clerical Support: Clerical hourly rates may be allowed up to \$7.50 per hour for clerical support based on the following formula:

<u>Certified Course Length</u>	<u>Clerical Support</u>
24 hours or less	40 hours maximum
25 to 40 hours	50 hours maximum
Over 40 hours	100 hours maximum

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Review of Basic Course - Driver Training Fees		Meeting Date July 21, 1983
Bureau Training Delivery Services	Reviewed By Gene DeCrona, Chief <i>DeCrona</i>	Researched By Gene K. Cartwright
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <i>6/30/83</i>	Date of Report June 13, 1983
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

Issue

POST staff has received a request to increase tuition costs for driver training in the Basic Course. The suggested change would represent a 6% increase from \$252 to \$267 per trainee. The increase, if approved, would be effective with driver training started after July 1, 1983. The maximum reimbursement would be \$210 per trainee.

Background

In July 1982, the Commission approved a tuition increase from \$207 to \$252. This increase resulted from requests from agency, college and private presenters of driver training. The 21.7% increase was granted due to increase cost to present the training from July 1979 to July 1982.

The presenters of Basic Course driver training will continue to contribute \$57 of the total tuition cost per trainee.

Analysis

Recently agency, college and private presenters have advised POST staff they are experiencing difficulty presenting driver training at the existing tuition level.

POST received a request from the Academy of Defensive Driving for a 10% increase. After negotiations, staff negotiated a 6% increase to be presented to the Commission.

During the evaluation in 1982, it was determined that the actual costs to present this training is somewhere between \$350 and \$400 per student.

An increase of 6% seems reasonable and should be applied across the board to all presenters of this course.

The fiscal impact estimate would change from \$461,175 to \$496,650 for Fiscal Year 1983/84 an increase of \$35,475 for approximately 2,400 reimbursable trainees.

Recommendation

Increase tuition for driver training courses presented in the basic academy from \$252 to \$267 and increase reimbursement by POST from \$195 to \$210 effective July 1, 1983.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title POST COMPUTER PROGRAM REVIEW		Meeting Date July 21, 1983
Bureau Information Services	Reviewed By	Researched By B. W. Koch <i>[Signature]</i>
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval 7-1-83	Date of Report May 16, 1983
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

At a previous meeting, the Commission expressed interest in the cost-effectiveness of the POST computer system since its development and implementation.

Analysis

Staff has conducted a thorough analysis and overview of the development and implementation of data processing for POST, and that report is attached for your review and consideration.

Staff believes that we have met our goals originally set in 1977, and believes that the Commission will concur upon review of the report that not only has the program been beneficial, but it has been and will continue to be extremely cost-effective in providing greater service and user benefits than we have been able to provide before.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

THE EFFECTIVENESS OF POST'S COMPUTER

JULY 1983

BACKGROUND

In July 1977, the Commission authorized staff to work with the Department of Justice to conduct a study of POST's electronic data processing (EDP) needs. That study was completed and presented to the Commission at their October 1978 meeting. The study provided various alternatives for establishing a data processing system for POST and for achieving automation. The findings of this study confirmed the speculation that POST could indeed benefit from EDP. Action taken by the Commission at that meeting directed staff to analyze the various alternatives, and to present at their October 1979 meeting the recommended alternative. At the October 1979 meeting, the Commission adopted the staff recommendation to develop and implement the POST Automated Information System (PAIS) on an equipment-lease basis.

The 'July 1977 study' specifically identified the following problems with the manual systems that were in operation then:

- (1) Retrieval of reference data, needed by staff to evaluate Certificate Applications, Training Expense Claims, course attendees, etc, is too time consuming.
- (2) The same or similar data on peace officers and courses is redundantly maintained by various staff units to support their operations. These redundancies require duplications of efforts in the sometimes unsuccessful quest for maintaining accurate and current data on peace officers and POST activities.
- (3) Personnel overhead increases proportionally to workload increases (new agencies into the program, additional services to the law enforcement population, etc)
- (4) Personnel costs per unit of work are increasing.
- (5) Difficulties exist in the recording of reimbursement information.

- (6) The sheer volume of the manual card and paper files make it impractical to extract summary information from them. It is not possible to -
- (a) monitor law enforcement personnel activity.
 - (b) make training plans based on real data.
 - (c) conduct conformance inspections of law enforcement agencies using POST records.
 - (d) effectively monitor course activities.
 - (e) project reimbursement activity.
 - (f) expand activities.
 - (g) respond informatively to most of the queries from the Legislature and the Department of Finance.

Since the inception of the POST Automated Information System in October 1979 and through July 1, 1983, the Commission has authorized expenditures of \$551,569 for the system. These funds have been used to develop, implement, maintain, and enhance the present system, and have provided for the leasing of equipment, purchase of materials and the financing of personnel contracts with General Services for inputting a large number of records.

For Fiscal Year 1983/84, the Commission has authorized \$74,247 for necessary system hardware and maintenance of equipment. In addition to the contractual costs for hardware and maintenance, POST presently has six full-time positions assigned to the Data Processing Unit. These include: One Staff Programmer Analyst, One Programmer Analyst; One Data Technician; Two key Data Entry Operators; and One Office Assistant II.

ANALYSIS

The POST Automated Information System (PAIS) has effectively eliminated or alleviated the problems listed above by replacing manual processes with automated ones.

Specifically,

- (1) Data on peace officers required for processing of Certificate Applications, Training Expense Claims, etc, is now quickly retrieved using computer terminals.
- (2) Data redundancy considerations have been reduced, significantly, by programming the computer to integrate the various activities of staff and to provide only one current set of data files to be used by all units within POST.
- (3) Increasing staff size to meet increasing workloads has been avoided. Even though the number of law enforcement agencies participating in the POST program has steadily increased, clerical staff size has decreased with the help of PAIS.
- (4) Increasing cost per unit of work has been avoided and, in fact, cost per unit of work has been lowered with the usage of the computer. (Most of the clerical staff are using computer terminals to effect this decrease; secretarial staff are using the Word Processor on the same computer to increase their productivity by some 30 to 40%.)
- (5) Recording of reimbursement information has been simplified through the high degree of proceduralization that has been put in place to interface with the computer. The Automated Reimbursement Process, to be placed on-line July, 1983, will reduce paper shuffling by agencies participating in POST and processing by staff to the collective tune of approximately \$400,000, annually.
- (6) Obtaining summary information quickly and inexpensively has, perhaps, been the most dramatic benefit from PAIS. Statistical information previously not feasible to obtain is now available.
 - (a) Law enforcement training and status are monitored by PAIS. Using a Peace Officer's Name or SSN will instantaneously generate a computer terminal screen display that shows all demographic, certificate, employment, and training data that POST has compiled on that officer. Using an agency's code (name) will generate these displays on all officers employed by that agency.

Computer printouts of these Peace Officer records are requested by and mailed to some 100 agencies annually, facilitating their development of personnel training plans. (Such service was not possible during the pre-PAIS era.)

The processing of POST Certificate Applications, some 12,000 annually, has been facilitated through the use of computer terminals in their processing. (Prior to PAIS, a 30 day back log of applications was not uncommon. With PAIS this back log has been eliminated, thus providing timely service to agency personnel.)

- (b) The annual development of training plans has somewhat been enhanced by PAIS providing management reports showing the types and amounts of training requested by agencies. (Additional improvements in this process are possible and will, time permitting, be developed to actively assist agencies in the development of their training plans.)
- (c) The annual process of inspecting agencies for conformance to mandatory training and certificate holding requirements has been revolutionized, as far as the responsible POST bureau is concerned. It would require at least a doubling of the size of that bureau to duplicate the results produced by PAIS.
- (d) Course activities are monitored by PAIS through management reports.

Additionally, PAIS facilitated the annual Course Recertification Process by generating turnaround documents unto which the presentors can simply indicate ONLY changes against the previous years' version of the respective course.

Also, the Course Catalog, a 70 page document generated quarterly and disbursed to some 1000 recipients, is totally automated.

- (e) The projection of reimbursement activities also has been facilitated by PAIS through monthly management reports. (Although it has, so far, not been possible to significantly improve the quality of these projections, as staff is in no better position to predict socio-economic events that may affect

the planning of training by agencies than before the advent of PAIS, the methods of predictions have been simplified.)

- (f) Expansion of activities is more probable with the presence of the computer. Staff has recently developed a 5-year plan of future computer applications. This plan, which is updated annually, lists possible additional automation projects, their costs and benefits, and their prioritization as determined by the Executive Office. Prior to PAIS the potential for the development of new activities was more limited.
- (g) The ability to respond informatively and timely to questions from the Legislature and the Department of Finance has been improved with PAIS' ability to scan thousands of peace officer records, course records, and financial records and, for example, in minutes indicate the average age of a peace officer attending Basic training.

SUMMARY

COMPUTER COSTS/BENEFITS FOR THE PERIOD OF OCTOBER 1979 THRU JUNE 1983:

COSTS:

For this period, the Commission has authorized \$ 93,488
for the leasing and maintenance of computer hardware.

For the same period, the Commission authorized \$ 278,081
to contract personnel from the Department of
General Services to develop the basic version of PAIS
to convert card files to computer files

An additional \$ 180,000
were expended for POST staff to maintain and enhance
the basic version of PAIS.

TOTAL COMPUTER COSTS (October 1979 thru June 1983): \$ 551,569

BENEFITS:

The workload projections in the June 1977 study indicated that
an additional staff of 7 clerical and 2 consultants were needed
to meet the increasing workload,

The development of PAIS avoided this staff increase.

TOTAL ESTIMATED DIRECT COMPUTER BENEFITS (Oct 79-June 83): \$ 822,500

NET TANGIBLE GAIN (LOSS): +\$ 270,931

COMPUTER COSTS/BENEFITS FOR FISCAL YEAR 83/84:

COSTS:

Computer Hardware	\$ 74,247
Personnel (Consisting of -	
1 Staff Programmer Analyst	
1 Assoc. Programmer Analyst	
1 Data Technician	
2 Key Data Entry Operators	
1 Office Assistant II)	\$ 159,073
TOTAL	\$ 233,320

BENEFITS:

Tangible -

7 Clerical & 5 consultants*	\$ 340,000
Less paperwork by Agency personnel**	\$ 350,000
TOTAL	\$ 690,000

Intangibles

Better services to Law Enforcement Agencies
Better tools for staff to plan and operate

NET DIRECT GAIN (LOSS) + \$ 456,680

* The '77 study showed that, without PAIS, an additional 7 Clericals & 2 Consultants were needed to accommodate the growth in workload. Also, analysis showed that the number of consultants performing Compliance Inspections would require doubling, from three to six consultants, to permit as thorough an inspection capability as a 1983 revised PAIS does.

**The introduction of the POST Automated Reimbursement System (PARS), this July, will eliminate the continuing need for agency personnel to complete complicated training expense forms. PARS has been programmed to automatically calculate equitable training expense reimbursements.

CONCLUSION

Computerization at POST has been a cost effective venture.

Opportunities for further automation exist. Some of these have been Identified in POST's 5 year plan. One of the more exciting possibilities is to have POST develop standardized software packages and provide them, free of charge, to any agency that wishes them. Such packages, if well designed, would not only save the agencies great sums of money by eliminating the developmental or purchase expense of computer packages but would also serve to promote standardization of administrative and management activities amongst California's law enforcement agencies.

POST has significantly benefited from the implementation of the POST Automated Information System. Without the development of the automated system, the operation of the records, reimbursement, and the certificate units could not have been conducted manually without the addition of considerable numbers of personnel.

We believe that we have met the goals established in 1977 and reaffirmed since ^{then} and have improved upon them. We believe that the Commission will concur with staff that the program has not only been beneficial but cost-effective; providing greater service to our constituency than ever before.

The future in data processing at POST is bright. Implementation of programs as indentified on our five-year plan will continue to fullfill our responsibilities to law enforcement in a cost effective, superior fashion.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Automated Reimbursement Rates Proposal		Meeting Date July 21, 1983
Bureau Information Services	Reviewed By	Researched By B. W. Koch <i>Bush</i>
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 7-1-83	Date of Report May 25, 1983
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Establishment of fixed rates for the reimbursement categories of subsistence, commuter lunch, and mileage for the 1983-84 Fiscal Year Reimbursement Program.

BACKGROUND

At the April meeting, the Commission received and approved all of the PAM Commission Procedures for the implementation of the automated reimbursement system, with the exception of Commission Procedure E-3, which would establish the flat rates of reimbursement for Fiscal Year 1983/84. An essential ingredient in the Automated Reimbursement System is flat rate amounts that replace the existing 1982-83 rates which are based on reimbursement of actual expenses not to exceed maximums. Procedure E-3 was not presented at that meeting because additional staff time was required to test and analyze past reimbursement claims to determine equitable rates to be used for the future automated reimbursement system.

ANALYSIS

With the application of the automated reimbursement system beginning with courses starting on or after July 1, 1983, it is necessary to establish a reimbursement rate that is equitable to that reimbursed for past training, and a rate that allows for inflation in the costs of subsistence and travel.

In order to identify an equitable reimbursement rate for 1983/84, staff has analyzed a significant number of claims from the preceding year to determine the average daily rate of subsistence and the average travel rate claimed by participating agencies for the training of their personnel. The sample claims took into account a mixture of all types of training from Basic Course level to the Executive Development course. This analysis was used to assist staff in developing its recommendation of rates for those categories of expenses.

Reimbursement for subsistence in the 1982-83 Fiscal Year was an overall average of \$55.22 per day, which included lodging and meals during the course and before and after training (enroute expenses). By adding 5% for inflation we believe that \$58.00 per day would be the equitable amount for a flat rate of subsistence in the 1983-84 Fiscal Year. If the Commission were to wish to raise that rate, analysis shows that the cost increase to the budget would be approximately \$41,000 per each dollar of increased subsistence allowance per day.

Analysis also indicated that Commuter Lunch Allowance should remain at the rate established for lunch reimbursement by the State Board of Control, which is \$7.25 per day.

Reimbursement for travel expenses in the past, has been made as itemized allowances for mileage, parking, tolls, air fare, etc. With the advent of the new automated system, the travel allowance will be calculated by figuring adjusted straight-line mileage, plus daily miles and miles to other training sites, multiplied by the established flat mileage rate. The mileage rate will be established at an amount high enough to be equitable with the previous travel reimbursement system. Analysis shows that an equitable comparative rate would be 25 cents per mile (26¢ per mile when adjusted by 5% for inflation in the 1983/84 Fiscal Year).

RECOMMENDATIONS

Based on staff analysis and testing, it is recommended that the Commission adopt Commission Procedure E-3 relative to fixed reimbursement rates for Fiscal Year 1983/84 and that those rates be as follows:

Subsistence Allowance - \$58.00 per day

Commuter Lunch Allowance - \$7.25 per day

Travel Allowance - 26¢ per mile

It is further recommended that this reimbursement procedure be retroactive to July 1, 1983, to coincide with the starting date of the POST Automated Reimbursement System.

REIMBURSEMENTS RATES

Purpose

3-1. Commission Procedure E-3: This Commission Procedure describes the reimbursement rates approved by the Commission.

3-2. Reimbursement Rates Established Annually by Commission: The Commission annually establishes the rates of reimbursement for the various categories of expenses approved for the reimbursement plans. Reimbursement rates are in effect for one fiscal year, July 1 to June 30, unless modified by Commission action. The rates are the maximum amounts that may be reimbursed for the category of expense.

The rates for the 1983-84 Fiscal Year are:

Subsistence Allowance:	\$58.00 per day
Lodging	\$34.00
Breakfast	\$ 4.75
Lunch	\$ 7.25
Dinner	\$12.00

Commuter Lunch Allowance:	\$ 7.25 per day
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Travel Allowance:	\$.26 per mile
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Tuition:	100% or amount approved as shown in Catalog of Certified Courses (PAM D-14)
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Salary:	% plus, (Plus means any unexpended training funds will be used to increase the initial salary reimbursement on a pro rata basis, either periodically throughout or at the end of the fiscal year or both.)
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3-3. Notification of Reimbursement Rate: Departments participating in the POST Reimbursement Program will be notified by the Commission of the rates to be in effect for the next fiscal year, immediately following the April Commission Meeting or no later than 60 days prior to the new fiscal year.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title		Meeting Date	
Reading and Writing Standards Project		July 21, 1983	
Bureau Standards and Evaluation Services	Reviewed By	Researched By	
		John W. Kohls <i>JWK</i>	
Executive Director Approval	Date of Approval	Date of Report	
<i>Norman C. Boehm</i>	7-1-83	June 24, 1983	
Purpose:			
<input checked="" type="checkbox"/> Decision Requested		<input type="checkbox"/> Information Only	<input type="checkbox"/> Status Report
Financial Impact		<input type="checkbox"/> Yes (See Analysis per details)	
		<input type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE:

At its October 1981 meeting, the Commission directed staff to develop statewide reading and writing standards (in the form of POST developed tests and cut-off scores) by October 1983. Now that the tests are ready for use, the issue before the Commission concerns the type of action the Commission wishes to take with regard to implementation of the reading and writing standards.

BACKGROUND:

The POST Commission was convinced in 1975 that there were serious deficiencies in the basic ability levels of academy students. As a result, a reading test regulation, which was to go into effect as of January 1, 1977, was established. The regulation was not enforced immediately because of the lack of valid reading tests.

Because of the prospect of obtaining an LEAA grant (which could fund research into reading and writing ability), a further postponement of the enactment of the regulation took place at the October 1976 Commission meeting. The Commission decided that LEAA-supported research should result in tests whose use by local agencies would be voluntary (with no mandatory cut-off scores). The research was begun in 1979 and resulted in tests which were published on a pilot test basis in February 1981.

At the October 1981 Commission meeting, action was taken to lift the moratorium on the reading regulation. January 1, 1982 was scheduled to become the enforcement date of the regulation which now reads: Post Administrative Manual, Section 1002(a)(7) "Be able to read at the level necessary to perform the job of a peace officer as determined by the use of the POST reading ability examination or its equivalent."

At the October 1981 meeting, the Commission decided that stricter standards for reading and writing should be established by October 1983. The research which was conducted to establish the statewide standards is now completed.

ANALYSIS:

During the conduct of the reading and writing research, data were collected which indicated that in each of eight academy classes, between 25 and 50% of the students could not read at the 12th grade level with 70% comprehension.* In one academy, 23 of the 25 students were assigned to remedial reading and writing. There are numerous other similar examples that could be cited. Obviously, the Commission's concern about reading and writing deficiencies, first discussed in 1975, is still valid today.

POST Research

POST has developed reading and writing tests which have been subjected to 18 separate validity studies, involving about 800 subjects. The results are as follows:

- (a) The tests have been shown to be highly predictive of academic success in the Basic Course. (It is important to note that the job-relatedness of the academy has been amply demonstrated.)
- (b) The tests are fair to minorities.
- (c) Use of a very conservative cut-off score would significantly improve the quality and probability of success of academy students.
- (d) The research data suggests that there would be minimal adverse impact** at the prescribed cut-off scores.
- (e) Automated scoring and computerized reporting, developed by POST, would result in an efficient test program.
- (f) Use of the tests would not only improve academic achievement, but would also save a tremendous amount of money which is lost when previously selected candidates fail during training.

*Job-related reading material is, on the average, written at approximately the 12th grade level (however, different reading level indices produce different results - the results range from 12th to 16th grade level).

**Adverse impact is defined in the Federal Uniform Guidelines on Employee Selection Procedures as follows: There is evidence of adverse impact if the acceptance rate of a protected class is not within 80% of the acceptance rate of the group with the highest acceptance rate.

Law Enforcement Agency and Personnel
Department Concerns About The
Reading and Writing Standards

The reaction to the proposed standards among local administrators is mixed. Many support the idea. A large number are interested in using POST's tests but are against having statewide cut-off scores.

Representatives from some of the larger agencies are completely opposed to the idea. In addition to the issue of "home rule," the agency representatives have expressed some serious programmatic concerns. The concerns fall into four basic categories.

- (a) Will the POST tests have a significant amount of adverse impact and, therefore, interfere with affirmative action goals?
- (b) Are POST's tests any better than the tests agencies are currently using?
- (c) Can the POST tests be administered on an almost daily basis and scored immediately (i.e. be compatible with current testing practices)?
- (d) Will an agency be legally liable for any successful fair employment challenge of the POST tests?

Research indicates that:

- (a) The POST tests will have minimal adverse impact at the minimum cut scores.
- (b) The POST tests are certainly the most thoroughly researched and most defensible tests in the State. The tests also predict academy performance at least as well as any test currently available.
- (c) Administrative procedures could be set up to satisfy most, if not all, agencies.
- (d) POST and the local agency will share the liability associated with a successful challenge of the tests.

Alternative Approaches to
Reading and Writing Standards

All the alternatives discussed below assume* that: 1) POST will

*The assumptions were made in order to simplify the articulation of the following alternatives. Obviously, each assumption is subject to a final decision by the Commission.

publish and maintain the reading and writing tests; 2) Cooperative Personnel Services will make the tests available to local agencies upon request; 3) POST will pay for the test administration; and 4) any future POST regulation will include both reading and writing ability* testing.

Alternative 1: Maintain the current regulation** (i.e. POST Administrative Manual, Section 1002(a)(7) "Be able to read at the level necessary to perform the job of a peace officer as determined by the use of the POST reading ability examination or its equivalent.")

Variant 1a: Agencies using our tests could choose their own cut-off scores. Agencies not using our tests could simply use tests which purport to measure reading and writing. Cost: Assuming that one-half of the State's law enforcement applicants would be screened using POST's tests and that POST would pay for the test administration, the cost associated with this option would be approximately \$200,000 (\$4.00 per person for an estimated 50,000 people). This does not include the staff time required to maintain the program and periodically develop new test forms.

Variant 2a: Agencies using our tests would have to use our pre-established cut-off scores. Agencies not using our tests would have to use tests and cut-off scores comparable to the POST tests and cut-off scores (assessing comparability would be difficult and very time consuming). Cost: All the cost associated with Variant 1a would apply. Considerable, additional staff time would have to be devoted to the evaluation of tests and cut-off scores used by agencies which chose not to use the POST tests.

*The Commission's original intent in 1975 was to include a regulation regarding writing ability as soon as valid writing ability tests became available. Basic academy administrators have been reporting serious writing deficiencies among academy students.

**IF Alternative 1 is adopted, it is recommended that a writing test requirement be added.

Alternative 2: Require that the POST tests with specified cut-off scores be administered to all law enforcement applicants. This alternative represents the Commission's current position. Approximately 100,000 people would take the tests each year. A number of agencies are opposed to this approach.

Variant 2a: Require that all agencies without exception use the POST tests with specified cut-off scores.

Cost: The estimated cost for this approach is around \$400,000 (approximately \$4.00 per person). Because of the large number of test administrations, new test forms would have to be developed at a rapid rate (perhaps every six months). Maintaining this large test administration program would require considerable staff time.

Variant 2b: Exempt agencies for special circumstances (e.g. agencies who have their own tests, who are under a Consent Decree, or who are under severe affirmative action pressures). With this approach, a substantial number of law enforcement applicants would not be affected by this standard.

Cost: The cost is approximately the same as for Variant 2a with the addition of the cost associated with the assessment of the comparability of these locally developed tests to the POST tests.

Alternative 3: Mandate that the POST tests be given prior to admittance into a POST Basic Academy (agencies could, if they desired, use the tests as part of the initial screening).

Variant 3a: Those who fail the tests may retake them after remediation, but cannot enter the academy until they eventually achieve passing scores.

Cost: Assuming that agencies will be given the option to use the POST tests as part of the entry level screening process, the cost of this alternative is the same as for Alternative 1. The additional cost for testing previously untested individuals prior to entrance into the academy would be approximately \$30,000 per year (i.e. very similar to the cost of the Proficiency Test program for all academy graduates).

Variant 3b: Those who fail the tests must (if the agency wishes to retain them as law enforcement candidates) attend a POST approved reading and/or writing remediation program. Passing the courses makes the person eligible for entry into the academy. Cost: The cost is the same as 3a with the addition of the necessary funds for the development of the POST approved remediation programs.

Alternative 1, which has been in effect with regard to reading ability since 1981, has not had a noticeable impact on the problem. Far too many of today's academy students possess deficient reading and writing abilities.

Alternative 2, which would require all applicants to take the POST tests, would impose a uniform and effective statewide standard. However, many law enforcement and personnel administrators have expressed opposition to this approach. In addition, it is the most costly approach for POST. Exempting agencies for "special circumstances" would probably result in 50% of the applicants being unaffected by the standard (thereby severely reducing the beneficial effects of the standard).

Alternative 3 would provide POST with accurate information concerning the number of people with deficient reading and writing ability who are entering the Basic Academies. This approach would not solve the problem in itself, but would enable POST and academy administrators to identify the degree to which deficiencies in reading and writing skills exist. The result would be detailed information which could be used as input to future decisions regarding reading and writing standards.

RECOMMENDATIONS:

It is proposed that the Commission adopt an approach which combines features of Alternatives 1 and 3. The approach consists of the following:

- 1) The current regulation would be modified to include writing ability testing.
- 2) The POST-developed tests would be made available, free of charge, to local agencies and academies. No mandatory cut-off scores would be established.

- 3) Before beginning the POST Basic Course, recruits would take the POST reading and writing tests. No minimum scores would be set for academy entry.
- (4) POST would collect data on test results for one year, and report the results at the July 1984 Commission meeting.

If the Commission concurs with this recommendation, the appropriate action would be to:

- 1) Direct staff to carry out the recommendation.
- 2) Approve the expenditure of an amount not to exceed \$230,000, as part of an inter-agency agreement with Cooperative Personnel Services, to cover the publication and scoring of the POST tests.
- 3) Schedule a public hearing for the October Commission meeting regarding modification of the reading regulation to include writing ability testing.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Interagency Agreement with UC, Davis Vision Laboratory		Meeting Date July 21, 1983
Bureau Standards & Evaluation	Reviewed By	Researched By John Berner
Executive Director Approval <i>Norman C. Beehm</i>	Date of Approval 6-30-83	Date of Report June 17, 1983
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Request for authorization to enter into an Interagency Agreement with the University of California, Davis Campus, Department of Ophthalmology Vision Laboratory, for an amount not to exceed \$28,738.

BACKGROUND

PC 13510(b) requires that POST conduct research concerning entry-level vision standards, and, if research findings indicate feasibility, adopt job-related entry-level vision standards by January 1, 1985.

ANALYSIS

In April, 1983, POST entered into a three month Interagency Agreement (\$8,133) with the UC, Davis Vision Laboratory for the following services:

1. Review of POST's 1979 Entry-Level Law Enforcement Officer Job Analysis to identify visual functions that are implied by the tasks performed by entry-level officers.
2. Review and identification of vision tests that could be used to screen applicants for entry-level law enforcement jobs (based on criteria such as: feasibility for rapid screening of many candidates, feasibility for implementation into an automated testing system, and accuracy of identifying candidates with visual imperfections).
3. Consultation and recommendations for collecting additional vision-related job analysis information.
4. Development of preliminary operating procedures (e.g., software algorithms) and electronics (hardware) for conducting automated vision tests.

Under the proposed Interagency Agreement for fiscal year 83/84, these initial efforts would be expanded upon. Specifically, the following services/products would be provided:

INTERAGENCY AGREEMENT WITH UC, DAVIS VISION LABORATORY

ANALYSIS (cont'd)

1. Development of an automated visual test system will be completed. The system will be used to test a normal population (to debug the system, provide a preliminary database for expected normal values, etc.), as well as to test selected groups of law enforcement officers.
2. Additional job analysis information (provided by POST) will be evaluated, and discussions will be held with law enforcement personnel to identify and/or develop job task simulations, field studies of selected aspects of job performance, or other job performance criteria.
3. Incumbent officers test data (on both automated and nonautomated visual tests) will be compared with performance on the job criteria developed under #2.

RECOMMENDATION

If the Commission concurs, to authorize staff to enter into an Interagency Agreement with the UC, Davis Vision Laboratory for fiscal year 83/84 for an amount not to exceed \$28,738.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Interagency Agreement with UC, Davis Vision Laboratory		July 21, 1983
Bureau	Reviewed By	Researched By
Standards & Evaluation		John Berner <i>[Signature]</i>
Executive Director Approval	Date of Approval	Date of Report
<i>Norman C. Beecher</i>	6-30-83	June 17, 1983
Purpose:		
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Interagency Agreement with UC, Davis Vision Laboratory		July 21, 1983
Bureau	Reviewed By	Researched By
Standards & Evaluation		John Berner <i>JB</i>
Executive Director Approval	Date of Approval	Date of Report
<i>Norman C. Beehm</i>	6-30-83	June 17, 1983
Purpose:		
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Interagency Agreement with UC, Davis Vision Laboratory		Meeting Date July 21, 1983
Bureau Standards & Evaluation	Reviewed By	Researched By John Berner
Executive Director Approval <i>Norman C. Becham</i>	Date of Approval 6-30-83	Date of Report June 17, 1983
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

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INTERAGENCY AGREEMENT WITH UC, DAVIS VISION LABORATORY

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RECOMMENDATION

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Basic Training Delivery System: Pre-Employment Basic Training		Meeting Date July 21, 1983
Bureau Executive Office	Reviewed By Don Beauchamp	Researched By Hal Snow
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 7-7-83	Date of Report
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

Issue

Should the Commission revise the basic training course delivery system to accommodate pre-employment training?

Background

"Pre-employment training" is a term used to describe the phenomenon of persons completing the Basic Course on their own and subsequently being employed by law enforcement agencies. Prior to 1975, pre-employment training was virtually non-existent in California because all basic academies, whether agency- or college-operated, were closed to all but employed peace officers. In 1975, legislation was signed into law requiring that community college-operated academies must have "open enrollment" thus eliminating employment prerequisites. Since 1975, POST's 31 basic academies have graduated an increasing percentage of pre-employment students who, for the most, are being employed by law enforcement agencies. To better meet the training needs of reserve officers, POST began certifying in 1978 the Extended Format Basic Course, and today 14 of the 31 academies are approved for extended format. Law enforcement agencies, in growing numbers, have utilized pre-employment training because of the economics involved. Even with POST reimbursement, it is much more expensive for law enforcement agencies to send an already employed peace officer through basic training which averages 640 hours or 16 weeks.

The Commission's position on the certification of Extended Format Basic Courses, adopted in January 1979, restricts presenters to intensive format presenters. After the reserve law was passed, this policy was modified to allow certification if there is an unmet area need to train reserve officers. To date, only three such presenters have qualified on the basis of unmet reserve training requirements. Napa College was denied certification because of a lack of demonstrated need for training employed peace officers and/or designed Level I reserve officers, who are required by law to attend the full basic training course.

POST continues to experience pressures for new extended format basic course certifications. The Napa area at Napa College continues to seek, through political means, the certification of the extended format basic course at Napa College for the sole purpose of training non-employed persons in conjunction with their AA degree program. In addition to Napa College, Southwestern Community College in San Diego County and Imperial College in Imperial County have certification requests pending for extended format basic training courses.

Analysis

It appears that the existing 31 academies are graduating sufficient trainees to meet the pre-employment and already employed needs of agencies. Because Extended Format Basic Courses are often coordinated by different staff than Intensive, the net effect is that POST currently has 42 separate presenters to monitor. Certifying additional presenters could have long term impact, such as:

1. The certification of exclusively "pre-service academies" would require additional staff and administrative costs for POST to keep standards at current levels, let alone assist with improvements.
2. Proliferation of Basic Course presenters may weaken existing presenters by reducing the number of trainees. The existing 31 academies collectively train in excess of 4,764 graduates per year which enables most academy to be essentially a full-time, year-around program.
3. A multitude of Basic Course presenters may compel POST to shift the basis for standards setting from course completion to passing an examination. Many beneficial screening and evaluation processes are currently enjoyed by requiring the person complete a POST certified course. These benefits would be lost in a testing process.
4. Currently, there are sufficient basic course graduates to meet the employment needs of California law enforcement agencies. Almost all are trained at public expense, whether through agency or community college academies. It is estimated that the basic course instructional cost is about \$2,000 per graduate. With the recently experienced reduced funding and program cutback of community colleges, it could be counterproductive for POST to certify more presenters to turn out an excessive number of graduates at public expense.

Pre-employment training is growing in both intensive and extended format basics. Further study to assure its orderly growth is merited. The pressures POST is experiencing for additional Basic Course certifications suggest this study should be completed without delay.

Recommendation

Basic Course certifications be temporarily suspended and staff be directed to prepare a report addressing the basic training course delivery system, which will be considered by the Commission at the January 1984 meeting.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Extended Format Basic Certification Request		Meeting Date July 21, 1983
Bureau Executive Office	Reviewed By	Researched By Don Beauchamp
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval 7-7-83	Date of Report
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		
<p><u>Issue</u></p> <p>Officials from the Napa Valley are asking for reconsideration of the Commission's decision on January 27, 1983 to uphold the staff recommendation to deny certification of an extended format basic course at Napa College.</p> <p><u>Background</u></p> <p>After a review of the Napa College proposal for an extended format basic course, staff denied the certification because of inadequate justification for additional basic training courses in the area. Existing certified courses are meeting the need relating to the training of in-service personnel, as well as providing extended-format training opportunities.</p> <p>Napa College appealed the decision based on the need for pre-employment training opportunities in the immediate Napa area. Currently, students must commute, at their own expense, to Santa Rosa or Martinez to attend these pre-employment courses. They indicated that a Napa College certified course would allow these students to attend the training locally as part of their college program. This, in turn, would provide a local pool of trained personnel. After due consideration, the Commission denied the Napa College appeal stating there was no expressed need for additional in-service training courses in the area.</p> <p><u>Analysis</u></p> <p>Based on the policy that was in effect at the time this matter was considered, the decision to deny certification was the only one that could logically be reached. There is no need for additional in-service basic training courses in the Napa area.</p> <p>On the other hand, if the Commission were to modify its policy to include pre-employment training programs in the POST system, Napa College's certification request should be reconsidered, as the denial was based on in-service training needs and the current availability of extended format basic training opportunities in the area.</p> <p><u>Recommendation</u></p> <p>The request for reconsideration be denied, unless the Commission modifies the current certification policy relating to pre-employment training.</p>		

DISTRICT OFFICE
 PLEASE REPLY TO
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MELANIE R. HENDERSON
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AND REPRESENTING
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MARSHA LINDERMAN
FIELD REPRESENTATIVE
SONOMA COUNTY

JASON BREAW
FIELD REPRESENTATIVE
LAKE AND NAPA COUNTIES

MOLLY MACOMBER
SECRETARY

Assembly California Legislature

DON SEBASTIANI
MEMBER OF THE ASSEMBLY
EIGHTH DISTRICT

SACRAMENTO OFFICE
 PLEASE REPLY TO
STATE CAPITOL, ROOM 5144
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DONNA BURKE
LEGISLATIVE SECRETARY

ANDREA NOTEWARE
SECRETARY



June 13, 1983

Mr. Norman C. Boehm
P.O. Box 20145
Sacramento, CA 95820-0145

Dear Mr. Boehm:

The intent of this letter is to reaffirm my support for the establishment of certification of an extended format Basic Police Academy at Napa Valley College.

Within the very near future you will again be approached and asked to render a decision to approve such a certification. I believe that this continued effort by the many local law enforcement agencies indicate that this program would help to meet the increasing local demand for such a program.

In view of the fact that Napa Valley College is accepting the full cost of implementing this program, state certification is not a cost issue. The real issue is that the creation of the Basic Police Academy at Napa Valley College would be in the best interest of local training needs while at the same time not interfering with other Area 1 training academies.

I recommend strongly that P.O.S.T. take into consideration our local needs and grant this certification. I look forward to your favorable consideration. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Don Sebastiani".

DON SEBASTIANI

DS/JB/mm

cc: Ron Havnar
Joe Threat
Sheriff Philip Stewart

JUN 17 11 13 AM '83
COMMISSION CN POST

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

4949 BROADWAY

P. O. BOX 20145

SACRAMENTO 95820-0145

June 21, 1983

EXECUTIVE OFFICE
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*Center for Executive**Development*

(916) 739-5328



Honorable Don Sebastiani
Member of the Assembly
Eighth District
State Capitol, Room 5144
Sacramento, CA 95814

Dear Assemblyman Sebastiani:

I have received your letter of June 13, 1983 regarding the certification of an extended format basic training course at Napa Valley College.

As I am sure you are aware, the Commission considered this matter at their meeting in San Diego on January 27th of this year. After review, it was determined that the proposal did not meet current requisites for certification. The Commission has since indicated they plan to study the entire issue of pre-service training. Your letter will be forwarded to the Commission and will be included as part of the study package.

I would be very happy to meet with you personally, at your convenience, to more fully explain our position. The Commission prides itself on being receptive to the concerns of the Legislature and our client group, which is primarily local law enforcement. The situation which has developed at Napa Valley College is one that could very well lead to major changes in the POST program. The Commission has a question as to whether such changes will be of benefit to local law enforcement statewide.

Thank you for your concerns. I look forward to getting together to discuss this important issue of mutual concern.

Sincerely,

Norman C. Boehm

NORMAN C. BOEHM
Executive Director

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Extended Format Basic Course Certification Request		Meeting Date July 21, 1983
Bureau Executive Office	Reviewed By	Researched By Don Beauchamp
Executive Director Approval <i>Mourou C. Belton</i>	Date of Approval 7-7-83	Date of Report July 1, 1983
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Imperial Valley College has submitted a request for certification of an Extended Format Basic Course.

BACKGROUND

Currently Imperial Valley College is certified to present Level II and III Reserve Officer training courses, but not the Basic Course. A previously certified basic course was decertified in 1975 because of poor quality and lack of demonstrated need.

Due to increasing costs associated with sending new officers to in-service training courses outside of the area, the county and six area cities are now seeking to reactivate the Basic Course at Imperial Valley College, primarily to train pre-employment students and Level I reserve officers. This program will create a pool of candidates from which the average 35 vacancies per year can be filled.

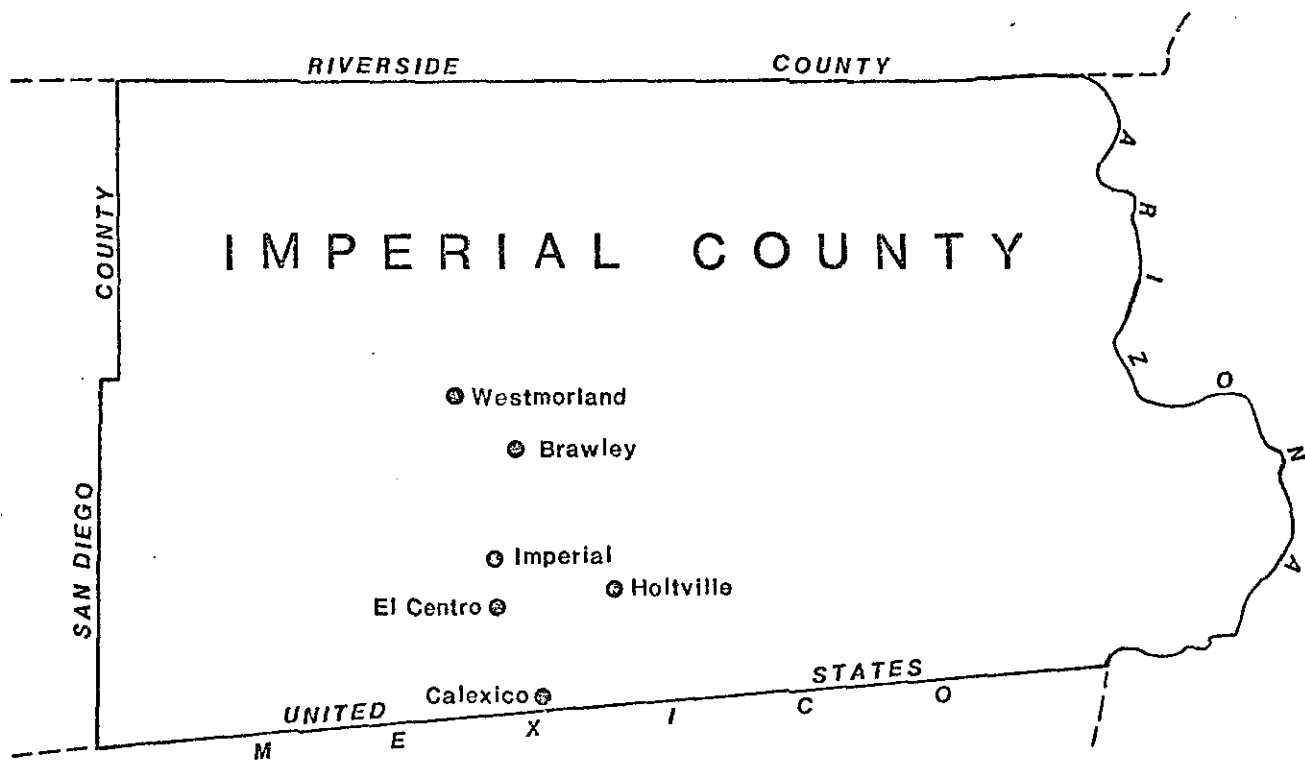
ANALYSIS

Based on current Commission policy, there is no demonstrated need for an additional basic course presenter to train in-service personnel in this area. Because of the number of designated Level I reserve officers now active in this area and the need for additional officers of this level in the future, it does not appear that sufficient trainees are available to justify the certification of an additional basic training course for this purpose alone.

Imperial Valley College is seeking the certification basically to train students in their pre-employment college program. The Commission has traditionally viewed its training responsibility as primarily in-service, with POST monies and resources restricted to those persons who are already in the system. It should be noted, however, that a definite trend toward pre-employment training has been noted in existing basic courses, with a greater percentage of graduates non-affiliated.

RECOMMENDATION

Unless the Commission modifies the current certification policy, this request for certification of an Extended Format Basic Course at Imperial College should be denied.



	Regular	Reserves
Imperial SD	122	28
El Centro PD	44	3
Calexico PD	27	10
Holtville PD	10	0
Brawley PD	26	3
Imperial PD	9	8
Westmorland PD	4	0
Total	242	52

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Extended Format Basic Certification Request		Meeting Date July 21, 1983
Bureau Executive Office	Reviewed By	Researched By Don Beauchamp
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval	Date of Report June 30, 1983
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Southwestern College, in the San Diego area, is appealing a staff denial of an extended format basic training course.

BACKGROUND

After a review of the Southwestern College proposal for an extended format basic course, staff denied the request based on inadequate justification for additional basic training courses in the area. Existing courses were deemed sufficient to meet the needs of in-service personnel.

Southwestern College is appealing this decision on the basis that no current POST basic training course is readily available in the south San Diego County area. The fact that the area is highly populated by minority groups with limited resources to travel to currently certified courses is given as an additional reason why the course should be certified.

ANALYSIS

Based on current Commission policy, there is no demonstrated need for an additional basic course presenter to train in-service personnel in this area.

If the Commission were to modify its present policy to include pre-employment training programs in the POST training delivery system, Southwestern College's proposal should be reconsidered, as the denial was based on in-service training needs.

RECOMMENDATION

The appeal be denied, unless the Commission modifies the current certification policy relating to pre-employment training.



Southwestern
College

COMMISSION ON POST

JUN 29 2 12 PM '83

June 21, 1983

Mr. Glen Fine, Bureau Chief
Commission on Peace Officer Standards & Training
4949 Broadway
Sacramento, CA 95820-0145

Dear Mr. Fine:

On May 18, 1983, Southwestern College submitted a Course Certification Request for the Basic Police Academy, Extended Format. I received a letter from Mr. Cartwright, dated June 7, stating that POST will be unable to certify the course as the Regional Academy at Miramar College now plans to continue presenting their Extended Format Basic.

Southwestern College wishes to appeal this decision and requests our proposal be on the agenda for action at the July meeting of the Commission. We also request the opportunity to speak on this issue to the Commission at that time.

The Southwestern College proposal is the result of more than two years of planning with extensive work done during the 1982-83 school year. Although it was our understanding Miramar College would not be offering the Extended Format Basic (see attachment A), we feel our proposal still merits approval from the Commission. The college is located in South San Diego County very near the Mexican border, and at the opposite end of the county from Miramar College. Our high minority population (58% South Bay communities, 53% present student population) increases the possibility for minority student enrollment in the Academy. The funding commitment we have received from the Regional Occupational Program (ROP) allows us to keep our student fees under \$300 for the entire program. The contract with ROP secures \$40,000 dollars for each Phase II, second semester, of Academy training. Our present Police Reserve Training Program has an excellent reputation with full enrollment each semester. The Extended Format Basic will be of equal quality.

On Tuesday, June 14, a meeting was held at Miramar College, attended by representatives from Miramar and Southwestern Colleges with Chief Kolender, Sheriff Duffy and Chief Winters also present. The Southwestern College proposal was discussed quite thoroughly. Chief Kolender requested time to meet with staff before making any

Mr. Fine

June 21, 1983

recommendations. On Tuesday, June 21, Chief Kolender was contacted by telephone by Saxon Wraith, Vice President for Academic Affairs, Southwestern College. Chief Kolender indicated he and his staff would recommend POST certify two Extended Format Basic Academies for San Diego County.

Please review Southwestern's proposal in detail. I would be most happy to discuss any questions you may have. It is our understanding revisions are often made by the POST visitation team; we are quite willing to make any necessary adjustments.

You may reach me by telephone at (619) 421-6700 ext. 259. I would appreciate an early response to our request for reconsideration.

Sincerely,



Mary Wylie
Director, Vocational & Community Education

MW/mk/M00322

Enclosure

cc: Gene Cartwright
Chief Kolender
Saxon Wraith
Julie Stindt

JUN 29 2 12 PM '83

COMMISSION ON POST

COMMISSION ON 909

JUNE 9, 1983

JUN 29 2 12 PM '83

SOUTHWESTERN COLLEGE

BASIC POLICE ACADEMY, EXTENDED FORMAT

STATUS REPORT

IN MAY OF 1983, SOUTHWESTERN COLLEGE APPLIED TO POST FOR CERTIFICATION OF AN EXTENDED FORMAT BASIC POLICE ACADEMY TO BEGIN AUGUST, 1983. THE SOUTHWESTERN COLLEGE APPLICATION WAS THE RESULT OF MORE THAN TWO YEARS OF PLANNING, WITH EXTENSIVE WORK DONE DURING THE 1982-83 SCHOOL YEAR. ALL RELEVANT AGENCIES WERE CONTACTED AND MADE AWARE OF THE PROPOSED ACADEMY AT SOUTHWESTERN.

ON JUNE 7, SOUTHWESTERN COLLEGE RECEIVED A LETTER FROM GENE CARTWRIGHT, THE POST SENIOR CONSULTANT STATING: "WE WILL BE UNABLE TO CERTIFY THE COURSE, AS THE REGIONAL ACADEMY AT MIRAMAR COLLEGE PLANS TO CONTINUE PRESENTING THEIR EXTENDED FORMAT BASIC."

AT SOUTHWESTERN, WE ASK THE QUESTION - WHY NOW? WHY, NOW THAT THE PROPOSAL HAS BEEN SENT TO POST, THE FUNDING SECURED AND APPROVED, THE OTHER LOCAL COMMUNITY COLLEGES READY TO SEND THEIR STUDENTS TO THE SECOND HALF OF THE ACADEMY - WHY DO MIRAMAR COLLEGE STAFF, WHO WERE AWARE AND SUPPORTED SOUTHWESTERN'S PROPOSAL, NOW SUDDENLY DECIDE THEY WANT TO REACTIVATE THEIR EXTENDED FORMAT?

THE FOLLOWING IS A HISTORICAL REVIEW OF THE DEVELOPMENT OF THE PROPOSED EXTENDED FORMAT BASIC ACADEMY AT SOUTHWESTERN COLLEGE:

- 1981
- MIRAMAR COLLEGE OFFERS THE FIRST EXTENDED BASIC ACADEMY TRAINING COURSE.
 - DUE TO LOW COMPLETION RATE AND OTHER PROBLEMS, MIRAMAR INDICATES THEY WILL NOT OFFER THE EXTENDED FORMAT AGAIN.
 - SAN DIEGO COMMUNITY COLLEGE DISTRICT SENDS LETTER TO SOUTHWESTERN COLLEGE STATING IF SOUTHWESTERN WANTS TO OFFER THE EXTENDED FORMAT BASIC ACADEMY, THEY SEE NO CONFLICT.
 - CHIEF WINTERS, CVPD, REQUESTS HIS TRAINING OFFICER, ALLAN COTTEN, TO DO A STUDY TO DETERMINE THE

FEASABILITY OF OFFERING AN EXTENDED FORMAT BASIC ACADEMY IN THE SOUTH BAY. REASONS GIVEN: 1) PERCEIVED NEED IN THIS COMMUNITY FOR MORE OFFICERS, 2) CHANGE IN RESERVE REQUIREMENTS, 3) BASIC ACADEMY AT MIRAMAR IMPACTED, 4) EXTENDED FORMAT AT MIRAMAR DROPPED.

- SOUTHWESTERN COLLEGE STUDIES THE POSSIBILITY OF OFFERING THE EXTENDED FORMAT BASIC ACADEMY.
- SOUTH BAY POLICE CHIEFS SEND LETTERS OF SUPPORT TO SOUTHWESTERN COLLEGE.

SEPTEMBER, 1982 - SOUTHWESTERN COLLEGE VICE-PRESIDENTS COUNCIL MEETS AND AUTHORIZES DEVELOPMENT OF THE PROPOSAL.

OCTOBER, 1982 - SOUTHWESTERN COLLEGE (MARY WYLIE) SENDS LETTER TO SAN DIEGO COMMUNITY COLLEGE DISTRICT (JOHN WEST) INFORMING THEM OF OUR DECISION TO OFFER THE EXTENDED FORMAT BASIC ACADEMY AND ASKING FOR ANY COMMENTS.

- LETEC DISCUSSES THE LETTER AND ENCOURAGES SOUTHWESTERN TO DEVELOP THE PROPOSED ACADEMY.

NOVEMBER, 1982 - SAN DIEGO COUNTY OCCUPATIONAL DEANS MEETING: REVIEWS SOUTHWESTERN'S PROPOSED ACADEMY; ONLY CONCERNS MENTIONED WERE RELATED TO SECURING FUNDING.

- SOUTHWESTERN MEETS WITH POST REPRESENTATIVE, CVPD TRAINING OFFICER, ROP PROGRAM DIRECTOR TO DISCUSS PROPOSED ACADEMY AND FUNDING.

DECEMBER, 1982 - ROP AUTHORIZES \$3500.00 FOR CURRICULUM DEVELOPMENT TO PREPARE THE FULL PROPOSAL TO SUBMIT TO POST.

JANUARY, 1983 - SOUTHWESTERN EMPLOYS CVPD TRAINING OFFICER, ALLAN COTTEN, TO DEVELOP THE PROPOSAL.

FEBRUARY, 1983 - SOUTHWESTERN COLLEGE MEETS WITH CHIEF WINTERS TO REVIEW THE FIRST DRAFT OF THE PROPOSAL.

MARCH, 1983 - SAN DIEGO COUNTY CRIMINAL JUSTICE EDUCATION ADVISORY BOARD MEETING: REQUESTS SOUTHWESTERN COLLEGE REPRESENTATIVE, GEORGE MCMARTIN, PROVIDE

INFORMATION ON THE PROPOSED ACADEMY.

- ROP APPROVES FUNDING THE SECOND HALF OF THE ACADEMY
- CALIFORNIA STATE DEPARTMENT OF EDUCATION CURRICULUM SPECIALIST REVIEWS AND APPROVES SUBMISSION AS AN SOUTHWESTERN COLLEGE/ROP JOINT PROGRAM.

APRIL, 1983

- ALLAN COTTEN ATTENDS CRIMINAL JUSTICE EDUCATION ADVISORY BOARD MEETING AND EXPLAINS THE PROPOSED ACADEMY. DRAFT COPIES OF THE CURRICULUM REQUIREMENTS REVIEWED. COLLEGES INDICATE STRONG INTEREST IN SENDING THEIR STUDENTS TO THE SECOND HALF OF THE ACADEMY; OFFER TO WRITE LETTERS OF SUPPORT.
- SOUTHWESTERN MEETS WITH POST REPRESENTATIVE TO REVIEW DRAFT OF FULL PROPOSAL.
- SOUTHWESTERN MEETS WITH CHIEF WINTERS TO REVIEW FULL PROPOSAL; WINTERS OFFERS TO CONTACT SAN DIEGO COUNTY CHIEFS TO REQUEST SUPPORT.
- ONE PAGE OVERVIEW OF ACADEMY PREPARED BY SOUTHWESTERN AND MAILED WITH COVER LETTER FROM CHIEF WINTERS TO ALL MEMBERS OF THE CHIEFS ASSOCIATION.

MAY, 1983

- SAN DIEGO COUNTY CHIEFS ASSOCIATION MEETS AND REVIEWS SOUTHWESTERN'S PROPOSAL. VOTES TO APPROVE. KOLENDER NOT PRESENT; CHIEF WINTERS CALLS KOLENDER AND OBTAINS VERBAL APPROVAL.
- SAN DIEGO COUNTY CRIMINAL JUSTICE EDUCATION ADVISORY BOARD MEETS TO REVIEW SOUTHWESTERN'S PROPOSAL. VOTES TO APPROVE AND SENDS LETTER OF SUPPORT TO POST. CAPTAIN SCHWALBACH ABSTAINS, SAYING HE DID NOT HAVE ENOUGH INFORMATION AND COULD NOT MAKE AN INTELLIGENT VOTE WITHOUT FURTHER STUDY.
- SOUTHWESTERN COLLEGE PROPOSAL MAILED TO POST.
- SAN DIEGO COUNTY OCCUPATIONAL DEANS COMMITTEE MEETING: SOUTHWESTERN REPORTS PROPOSAL HAS BEEN SUBMITTED TO POST, AWAIT THE POST VISIT IN JULY TO REVIEW AND MAKE ANY MODIFICATIONS TO THE PROPOSED ACADEMY. MIRAMAR INDICATES THERE MAY BE A PROBLEM; THEIR STAFF IS REVIEWING SOUTHWESTERN'S PROPOSAL.

- JOHN WEST PICKS UP A COPY OF SOUTHWESTERN'S PROPOSAL THAT WAS SUBMITTED TO POST.
- SAN DIEGO COUNTY CHIEFS ASSOCIATION MEETING: KOLENDER REPORTS HIS STAFF HAS RECONSIDERED SOUTHWESTERN'S PROPOSAL AND NOW WANT TO OFFER THE EXTENDED FORMAT BASIC ACADEMY THEMSELVES. CHIEFS ASSOCIATION WITHDRAWS THEIR SUPPORT.

JUNE, 1983

SYNOPSIS

SOUTHWESTERN COLLEGE BASIC POLICE ACADEMY EXTENDED FORMAT

THE SOUTHWESTERN COLLEGE BASIC POLICE ACADEMY IS A TWO-SEMESTER EXTENDED-DAY PROGRAM. SEMESTER ONE, 268 HOURS OF INSTRUCTION, MEETS POST REQUIREMENTS FOR THE FIRST HALF OF THE BASIC ACADEMY AS WELL AS COMPLETION OF ALL POST REQUIREMENTS FOR THE POLICE RESERVE LEVEL 1 ACADEMY. POLICE RESERVE STUDENTS HAVE THE OPTION BUT ARE NOT REQUIRED TO TAKE THE 24 HOUR DRIVING COURSE. SOUTHWESTERN COLLEGE WILL FUND THIS SEMESTER THROUGH ADA. ALL OTHER LOCAL COLLEGES HAVE THE OPTION OF REVISING THEIR POLICE RESERVE ACADEMIES TO MEET THE REQUIREMENTS OF THE FIRST HALF OF THE FULL BASIC POLICE ACADEMY.

SEMESTER TWO, 272 HOURS OF INSTRUCTION, MEETS POST REQUIREMENTS FOR THE SECOND HALF OF THE FULL ACADEMY. ALL STUDENTS MUST HAVE SUCCESSFULLY COMPLETED SEMESTER ONE AND ALSO MUST PASS A PROFICIENCY TEST SCHEDULED PRIOR TO THE BEGINNING OF THE SECOND SEMESTER. TRAINING MUST BE CONTINUOUS. SOUTHWESTERN COLLEGE WILL FUND SEMESTER TWO THROUGH ROP.

STUDENT FEES

SEMESTER ONE STUDENTS WILL PAY A MATERIALS FEE OF \$50.00 PLUS THE PURCHASE OF NORMAL TEXTBOOKS AND SCHOOL SUPPLIES. SEMESTER ONE STUDENTS ENROLLING IN SEMESTER TWO MUST FIRST COMPLETE THE DRIVING COURSE WHICH WILL COST EACH STUDENT APPROXIMATELY \$250.00.

SEMESTER TWO STUDENTS ACCEPTED INTO THE ACADEMY PAY NO FEES; ROP PROHIBITS CHARGING ANY FEES TO STUDENTS.

TOTAL STUDENTS FEES FOR THE FULL YEAR OF TRAINING - \$300.00.

STUDENT ACCESS

THE SOUTHWESTERN COLLEGE BASIC POLICE ACADEMY EXTENDED FORMAT MEETS EVENINGS AND SATURDAY MORNINGS ALLOWING STUDENTS TO KEEP THEIR PRESENT JOB WHILE ENROLLED IN THE TRAINING PROGRAM. IT IS ANTICIPATED A HIGH NUMBER OF MINORITY STUDENTS WILL ENROLL AS THE SOUTH BAY COMMUNITIES ARE 58% MINORITY WITH THE SOUTHWESTERN COLLEGE PRESENT STUDENT POPULATION AT 53% MINORITY.

THE LOW STUDENT FEES, THE CONVENIENT LOCATION, ALONG WITH THE

COLLEGE'S EXCELLENT REPUTATION IN RESERVE TRAINING SHOULD ENCOURAGE ENROLLMENT.

THE BASIC ACADEMY AT SOUTHWESTERN COLLEGE WOULD IMPROVE ACCESS TO POLICE TRAINING FOR A LARGE NUMBER OF STUDENTS WHO HAVE NOT BEEN ABLE TO ENTER THE ACADEMY AT MIRAMAR. SOUTHWESTERN'S ACADEMY WOULD NOT NEGATIVELY IMPACT MIRAMAR, BUT WOULD COMPLEMENT IT.

IF MIRAMAR COLLEGE IS SUCCESSFUL IN DENYING SOUTHWESTERN COLLEGE THE OPPORTUNITY OF OFFERING THE EXTENDED FORMAT BASIC ACADEMY, WE HAVE SOME QUESTIONS WE WOULD LIKE TO SEE ANSWERED:

- 1) WHAT WERE MIRAMAR'S REASONS FOR DROPPING THE EXTENDED FORMAT?
- 2) WHAT CHANGED TO MAKE THEM DECIDE TO OFFER THE COURSE?
- 3) WHEN DOES MIRAMAR PLAN TO OFFER THE COURSE?
- 4) HOW MANY HOURS TO COMPLETE THE FULL ACADEMY?
- 5) WHAT WILL THE STUDENT FEES BE?
- 6) WILL OTHER COLLEGES BE ABLE TO SEND THEIR STUDENTS TO THE SECOND HALF?
- 7) HOW DOES MIRAMAR PLAN TO FUND THE PROGRAM?
- 8) WILL THERE BE A FULL-TIME DIRECTOR? WILL INSTRUCTORS BE RECRUITED FROM ALL PARTS OF THE COUNTY?

SOUTHWESTERN COLLEGE IS FULLY COMMITTED TO OFFERING THE EXTENDED FORMAT BASIC POLICE ACADEMY HERE IN THE SOUTH BAY AND REQUESTS MIRAMAR COLLEGE NOTIFY POST THEY WILL NOT BE OFFERING THE EXTENDED FORMAT AT MIRAMAR.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Futures Issues		Meeting Date July 21, 1983
Bureau Executive Office	Reviewed By Don Beauchamp	Researched By Otto Saltenberger
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 7-7-83	Date of Report June 29, 1983.
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No		
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		

ISSUE

What process should be used to address the various "Futures" issues presented to the Commission by the Advisory Committee?

BACKGROUND

In December, 1982, the POST Advisory Committee was requested to develop a series of issues that the Committee felt the POST Commission should consider. Subsequently, several meetings of the Advisory Committee groups conducted work sessions to compile a document entitled, "Discussion Paper for the Commission on POST on the Future of the Program", which was presented to and accepted by the Commission at its April 1983 meeting.

The document contains 25 specific issues which are categorized into seven major areas, summarized as follows:

- (A) Administration
 - o Maintaining and protecting the POTF
 - o Needs assessments and training plan requirements
 - o Efficient and effective use of POST funds
 - o Assuring correlation of POST purpose and staffing
 - o Determining which peace officers should be program participants
 - o Improving selection and training of private security sector
 - o Contracting for specialized staff expertise
- (B) Quality Control
 - o Improving training quality control
 - o Examining the purpose of and procedure to acquire POST certificates
 - o Testing, certificating and personnel records maintenance
- (C) Library and Research
 - o Maximizing POST Library resources
 - o Determining use of POST research capabilities
- (D) Management/Operational
 - o Determining the type of management counseling services

- (E) Selection
 - o Strengthening criteria for peace officer selection
 - o Evaluating pre-employment training and education
 - o Assessing post-promotional reimbursement for supervisors and managers

- (F) Education and Training
 - o Projecting pre-employment training needs and determine pre-service requirements
 - o Project and determine types and frequency of refresher training
 - o Examining pre-promotional training requirement
 - o Determining and improving on-going management training
 - o Project needs and strengthen executive training
 - o Project and develop FTO program to enhance and complement basic training
 - o Correlate reserve officer training more closely to regular training programs
 - o Projecting and establishing training standards for the private security sector

- (G) Delivery System
 - o Determining and developing the type(s) of integrated delivery system required by future needs

The document is designed to pose each of the issues independently and contains a narrative outlining the topic, statement of problem and option alternatives. Additionally, suggested specific goals which enabling objectives are included for discussion purposes. It provides a systematic presentation of the approach the Commission may consider in seeking solutions.

ANALYSIS

To assist the Commission in addressing the issues raised in the Advisory Committee document, it may be advantageous for a Committee of the Commission, possibly the Long Range Planning Committee, to conduct several workshop sessions to identify those subjects that should be considered by the full Commission. This screening process would seem a better approach than trying to convene one or more special Commission meetings to attempt to address all of the subjects.

RECOMMENDATION

Assign the Long Range Planning Committee to consider the paper submitted by the Advisory Committee entitled, "Discussion Paper for the Commission on POST on the Future of the Program."

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Futures Issues		Meeting Date July 21, 1983
Bureau Executive Office	Reviewed By Don Beauchamp	Researched By Otto Saltenberger
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 7-7-83	Date of Report June 29, 1983
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ANALYSIS

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RECOMMENDATION

Assign the Long Range Planning Committee to consider the paper submitted by the Advisory Committee entitled, "Discussion Paper for the Commission on POST on the Future of the Program."

BILL ANALYSIS

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

TITLE OR SUBJECT POST: 832 Training	AUTHOR Senator Presley	BILL NUMBER SB 208
SPONSORED BY Author	RELATED BILLS	DATE LAST AMENDED 6-22-83

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

NOTE: This bill analysis will be limited to those issues which are of interest to POST.
General

Senate Bill 208 would:

1. Require that the Commission on Peace Officer Standards and Training (POST) prescribe the training for peace officers affected by Penal Code Section 832.

Analysis

Current law requires POST to establish a course of training for peace officers in the exercise of their powers to arrest and in the carrying and use of firearms. This course is attended by all peace officers appointed pursuant to the 830 sections of the Penal Code, except those officers who are required, or voluntarily, meet the POST basic training standards. The current P.C. 832 course is 40-hours in length.

Since the inception of P.C. 832 training in 1974, the P.C. 832 course has been perceived by many as the basic training vehicle for those officers not meeting the POST basic standard. With the recent completion of a study by POST on the P.C. 832 training requirements, it becomes even more apparent that the course is, in fact, the only basic training that many peace officers receive. This study, mandated by SCR 52 of 1980, recommends that the course more accurately reflect the training needs of the peace officers involved, and not be limited to arrest and firearms subjects. The Commission, as resources are made available by the Legislature, intends to work actively to upgrade this training.

Comments

Senate Bill 208 does not require the Commission to take any action relating to P.C. 832 training. The bill removes any reference to subjects to be taught and allows the Commission to prescribe appropriate training standards. This is consistent with other provisions of law relating to Commission training standards, such as P.C. 832.3. The amendments to this section of law would facilitate future changes in the P.C. 832 course, should the Commission desire to make these changes.

Because there is no requirement that the Commission effect changes in the current P.C. 832 course, no fiscal impact is immediately apparent.

Recommendation

Support.

OFFICIAL POSITION			
ANALYSIS BY <i>Don Beauchamp</i>	DATE 5/23/83	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>William C. Bell</i>	DATE 6/27/83	COMMENT	

AMENDED IN ASSEMBLY JUNE 22, 1983

AMENDED IN ASSEMBLY MAY 17, 1983

AMENDED IN SENATE MARCH 10, 1983

SENATE BILL

No. 208

Introduced by Senator Presley

January 27, 1983

An act to amend ~~Section 833~~ Sections 830.31 and 832 of the Penal Code, relating to law enforcement.

LEGISLATIVE COUNSEL'S DIGEST

SB 208, as amended, Presley. Law enforcement.

(1) Existing law requires every person who is a peace officer, as specified, to receive a course of training in the exercise of his or her powers to arrest and in the carrying and use of firearms, except as specified.

This bill would instead require peace officers to receive a course of training prescribed by the Commission on Peace Officer Standards and Training, except as specified.

(2) Existing law specifies that park rangers designated by a local agency are peace officers if their primary duty is the protection of park property and the preservation of peace therein.

This bill would revise that provision as to the duties of these park rangers to include the protection of other property of the local agency.

(3) Existing law specifies that certain emergency vehicles may display a blue warning light.

This bill would authorize emergency vehicles of the Lake Hemet Municipal Water District to display such a blue light.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. *Section 830.1 of the Penal Code is*
2 *amended to read:*

3 830.31. The following persons are peace officers
4 whose authority extends to any place in the state for the
5 purpose of performing their primary duty or when
6 making an arrest pursuant to Section 836 as to any public
7 offense with respect to which there is immediate danger
8 to person or property, or of the escape of the perpetrator
9 of such offense, or pursuant to Section 8597 or 8598 of the
10 Government Code. Such peace officers may carry
11 firearms only if authorized and under terms and
12 conditions specified by their employing agency.

13 (a) Members of an arson-investigating unit, regularly
14 employed and paid as such, of a fire protection agency of
15 the state, of a county, city, or district, and members of a
16 fire department or fire protection agency of the state, or
17 a county, city, or district regularly paid and employed as
18 such, if the primary duty of arson investigators is the
19 detection and apprehension of persons who have violated
20 any fire law or committed insurance fraud, and the
21 primary duty of fire department or fire protection
22 agency members other than arson investigators when
23 acting as peace officers shall be the enforcement of laws
24 relating to fire prevention and fire suppression.

25 (b) Persons designated by a local agency as park
26 rangers, and regularly employed and paid as such, if the
27 primary duty of any such peace officer is the protection
28 of park *and other property of the agency* and the
29 preservation of the peace therein.

30 (c) Members of a community college police
31 department appointed pursuant to Section 72330 of the
32 Education Code, if the primary duty of any such peace
33 officer is the enforcement of the law as prescribed in
34 Section 72330 of the Education Code.

35 (d) A welfare fraud investigator or inspector,
36 regularly employed and paid as such by a county, if the
37 primary duty of any such peace officer is the
38 enforcement of the provisions of the Welfare and

1 Institutions Code.

2 (e) A child support investigator or inspector, regularly
3 employed and paid as such by a district attorney's office,
4 if the primary duty of any such peace officer is the
5 enforcement of the provisions of the Welfare and
6 Institutions Code and Section 270.

7 (f) The coroner and deputy coroners, regularly
8 employed and paid as such, of a county, if the primary
9 duty of any such peace officer are those duties set forth
10 in Sections 27469 and 27491 to 27491.4, inclusive, of the
11 Government Code.

12 (g) A member of the San Francisco Bay Area Rapid
13 Transit District Police Department appointed pursuant
14 to Section 28767.5 of the Public Utilities Code, if the
15 primary duty of any such peace officer is the
16 enforcement of the law in or about properties owned,
17 operated, or administered by the district or when
18 performing necessary duties with respect to patrons,
19 employees, and properties of the district.

20 (h) Harbor or port police regularly employed and paid
21 as such by a county, city, or district other than peace
22 officers authorized under Section 830.1, and the port
23 warden and special officers of the Harbor Department of
24 the City of Los Angeles, if the primary duty of any such
25 peace officer is the enforcement of the law in or about the
26 properties owned, operated, or administered by the
27 harbor or port or when performing necessary duties with
28 respect to patrons, employees, and properties of the
29 harbor or port.

30 (i) Persons designated as a security officer by a
31 municipal utility district pursuant to Section 12820 of the
32 Public Utilities Code, if the primary duty of any such
33 officer is the protection of the properties of the utility
34 district and the protection of the persons thereon.

35 (j) Persons designated as a security officer by a county
36 water district pursuant to Section 30547 of the Water
37 Code, if the primary duty of any such officer is the
38 protection of the properties of the county water district
39 and the protection of the persons thereon.

40 *SEC. 2.* Section 832 of the Penal Code is amended to

1 read:

2 832. (a) Every person described in this chapter as a
3 peace officer, shall receive a course of training prescribed
4 by the Commission on Peace Officer Standards and
5 Training. Training in the carrying and use of firearms
6 shall not be required of any peace officer whose
7 employing agency prohibits the use of firearms.

8 (b) (1) Every such peace officer described in this
9 chapter, within 90 days following the date that he was
10 first employed by any employing agency, shall, prior to
11 the exercise of the powers of a peace officer, have
12 satisfactorily completed the course of training as
13 described in subdivision (a).

14 (2) Every peace officer described in Section 832.3 shall
15 satisfactorily complete the training required by this
16 section as part of the training and under the limitations
17 set forth in Section 832.3.

18 (c) Persons described in this chapter as peace officers
19 who have not so satisfactorily completed the courses
20 described in subdivision (a) as specified in subdivision
21 (b), shall not have the powers of a peace officer until they
22 satisfactorily complete such courses.

23 (d) Any peace officer who on the effective date of this
24 section possesses or is qualified to possess the basic
25 certificate as awarded by the Commission on Peace
26 Officer Standards and Training shall be exempted from
27 the provisions of this section.

28 *SEC. 3. An authorized emergency vehicle used by a*
29 *peace officer of the Lake Hemet Municipal Water*
30 *District, who is designated as such pursuant to*
31 *subdivision (b) of Section 830.31 of the Penal Code, in the*
32 *performance of his or her duties may display a steady or*
33 *flashing blue warning light visible from the front, sides,*
34 *or rear thereof.*

BILL ANALYSIS

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

TITLE OR SUBJECT Restraining Order: Training	AUTHOR Assemblyman Naylor	BILL NUMBER AB 2026
SPONSORED BY Author	RELATED BILLS	DATE LAST AMENDED 5-27-83

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

General

Assembly Bill 2026 would:

1. Provide for peace officer issuance of a restraining order in certain instances.
2. Provide for sanctions for violation of such restraining order.
3. Require POST to prepare a course of instruction relating to the issuance of the emergency restraining orders and procedures to handle and reduce instances of domestic violence.

Analysis

This analysis will address only those elements of the bill that relate to the Commission on Peace Officer Standards and Training (POST).

The author's staff indicate a need for this type of law to assist officers in more adequately handling domestic violence situations. Current law does not provide for immediate separation of the principals, except by arrest.

The addition of Section 13519 of the Penal Code would require POST to develop a training course relating to the issuance of emergency restraining orders. The Commission would be responsible for granting approval to specific agencies or institutions to present the required training. Procedures to handle and reduce the incidence of domestic violence would be included in the training course.

The course development and certification process required by this legislation could be accommodated within the existing POST program. It is estimated that approximately \$10,000.00 on a one time basis would need to be expended to cover costs of travel and per diem of subject matter experts who would be convened to develop the course. Course maintenance activities would be assimilated into existing POST programs. It is estimated that approximately four hours would be necessary to appropriately cover the subject material required by the bill. This material could be made a part of existing basic and advanced officer courses, as well as being presented by the agency through roll-call or in-house training programs.

OFFICIAL POSITION

ANALYSIS BY <i>Don Beauchamp</i>	DATE 6/23/83	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>William C. Becken</i>	DATE 6/27/83	COMMENT	

Comments

It appears that developmental work, course certification activities and course maintenance can be accommodated within the existing POST program with minimal impact on current resources. Based on this assumption, it is felt the Commission should not oppose passage of AB 2026.

Recommendation

POST adopt a "Neutral" position on AB 2026.

AMENDED IN ASSEMBLY MAY 27, 1983

CALIFORNIA LEGISLATURE—1983-84 REGULAR SESSION

ASSEMBLY BILL

No. 2026

Introduced by Assemblyman Naylor

March 7, 1983

An act to add Section 547.4 to the Code of Civil Procedure, Sections 148.8 and 13519 to the Penal Code, relating to domestic violence, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

AB 2026, as amended, Naylor. Domestic violence.

Existing law authorizes the issuance of restraining orders by courts in cases of domestic violence, as specified.

This bill would authorize a peace officer who is at the scene of any instance of domestic violence in the course of his or her official duties to issue a written *emergency order*, as specified, restraining any person involved in the instance of domestic violence from specified actions. *The persons protected under the emergency restraining order would be encouraged by the officer to obtain a court-ordered temporary restraining order at the earliest opportunity. Such an emergency restraining order would be effective for 72 hours after its issuance. Any person who knowingly or willfully violates the emergency restraining order would be guilty of a misdemeanor which would be punishable by a fine of up to \$1,000 or imprisonment in the county jail for a period of up to 90 days, or by both such fine and imprisonment. This bill would require the Commission on Peace Officer Standards and Training to prepare a course of instruction for peace officers in the issuance of the emergency order and in adequate procedures to handle and reduce incidences of*

domestic violence.

Article XIII B of the California Constitution and Sections 2231 and 2234 of the Revenue and Taxation Code require the state to reimburse local agencies and school districts for certain costs mandated by the state. Other provisions require the Department of Finance to review statutes disclaiming these costs and provide, in certain cases, for making claims to the State Board of Control for reimbursement.

This bill would impose a state-mandated local program by creating a new crime.

However, this bill would provide that no appropriation is made and no reimbursement is required by this act for a specified reason.

The bill would take effect immediately as an urgency statute.

Vote: $\frac{2}{3}$. Appropriation: no. Fiscal committee: yes. State-mandated local program: ~~no~~ yes.

The people of the State of California do enact as follows:

- 1 SECTION 1. Section ~~547.1~~ is added to the Code of
- 2 Civil Procedure, to read:
- 3 SECTION 1. Section 148.8 is added to the Penal Code,
- 4 to read:
- 5 ~~547.1.~~
- 6 148.8. (a) Notwithstanding any other provision of
- 7 law, a peace officer who is at the scene of any instance of
- 8 domestic violence in the course of his or her official duties
- 9 may issue a written order restraining any person involved
- 10 in the instance of domestic violence from any of the acts
- 11 specified in paragraph (2) of subdivision (a) of Section
- 12 4359 of the Civil Code. Any such order shall be effective
- 13 for 72 hours after its issuance. ~~The Judicial Council shall~~
- 14 ~~prescribe the forms for these orders.~~
- 15 SEC. 2. The emergency restraining order may be
- 16 written on a traffic citation using language that identifies
- 17 the person to be separated from the conflict situation, the
- 18 date and time, and states that he or she is barred from the
- 19 location of the conflict and from any contact whatsoever
- 20 with persons involved in the conflict or persons under

1 *their care for a period of 72 hours. The persons protected*
2 *from contact by this order shall be encouraged by the*
3 *peace officer issuing the order to obtain a temporary*
4 *restraining order at the earliest opportunity or session of*
5 *the court. The officer shall give a copy of the order to the*
6 *person barred from the conflict location and to the*
7 *person or persons protected by the order. A third copy*
8 *shall be retained by the officer and placed in a position*
9 *within the agency or department in which it can be*
10 *immediately referred to if violated.*

11 *(b) Any willful and knowing violation of the*
12 *emergency restraining order shall constitute a*
13 *misdemeanor punishable by a fine of up to one thousand*
14 *dollars (\$1,000) or imprisonment in the county jail for a*
15 *period of up to 90 days, or by both such fine and*
16 *imprisonment.*

17 *SEC. 2. Section 13519 is added to the Penal Code, to*
18 *read:*

19 *13519. The commission shall prepare a course of*
20 *instruction for the training of peace officers in the*
21 *issuance of the emergency restraining order pursuant to*
22 *Section 148.8. and in adequate procedures to handle and*
23 *reduce incidences of domestic violence. The course of*
24 *instruction may be given, upon approval by the*
25 *commission, by any agency or institution engaged in the*
26 *training or instruction of peace officers.*

27 *SEC. 3. No appropriation is made and no*
28 *reimbursement is required by this act pursuant to Section*
29 *6 of Article XIII B of the California Constitution or*
30 *Section 2231 or 2234 of the Revenue and Taxation Code*
31 *because the only costs which may be incurred by a local*
32 *agency or school district will be incurred because this act*
33 *creates a new crime or infraction, changes the definition*
34 *of a crime or infraction, changes the penalty for a crime*
35 *or infraction, or eliminates a crime or infraction.*

36 *SEC. 4. This act is an urgency statute necessary for*
37 *the immediate preservation of the public peace, health,*
38 *or safety within the meaning of Article IV of the*
39 *Constitution and shall go into immediate effect. The facts*
40 *constituting the necessity are:*

1 Domestic violence is an increasing problem affecting
2 the lives and well-being of a significant portion of our
3 society. This bill addresses a critical need for parties
4 involved in domestic violence to be separated before
5 additional property damage and bodily injury is done. It
6 is therefore necessary that this bill take immediate effect.

STATUS OF PENDING LEGISLATION OF INTEREST TO POST

ACTIVE *

<u>Bill/Author</u>	<u>Subject</u>	<u>Commission Position</u>	<u>Status</u>
AB 165 (Nolan)	Reserve Officer: Certificate	Neutral	In Senate
SB 208 (Presley)	POST: 832 Training	No Position	In Assembly
SB 252 (Beverly)	POST Reimbursement: Transit Districts	Neutral	In Assembly
SB 382 (Petris)	POST: Training, Testing and Certificates	Oppose	In Assembly
AB 865 (Stirling)	POST: Commission Expansion/Award of Certificate	Oppose	In Assembly
SB 945 (Presley)	State Correctional Officers: Standards and Training	Neutral	In Assembly
AB 1020 (Leonard)	State Police: Expansion of Services	Neutral	In Assembly
SB 1124 (Watson)	Training Standards: First Aid/CPR	Support	In Senate
AB 1530 (Moore)	Chokeholds: Training Course Development	Neutral	In Assembly
AB 2026 (Naylor)	Restraining Order: Training		
AB 2110 (Alatorre)	Peace Officers: Training, Testing and Certification	Oppose	In Assembly

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

Rev. 07/01/83

0007A/02

STATUS OF PENDING LEGISLATION OF INTEREST TO POST

INFORMATIONAL *

<u>Bill/Author</u>	<u>Subject</u>	<u>Status</u>
AB 5 (Campbell)	Aquatic Education: Funding	In Senate
SB 147 (Petris)	Peace Officers: Exam by Psychologist	In Assembly
SB 185 (Beverly)	Peace Officer: Off Duty Powers	In Assembly
SB 310 (Presley)	Local Law Enforcement: Funding	Failed Passag
AB 626 (W. Brown)	DA/Public Defender Training: Funding	In Senate
AB 767 (McAlister)	Santa Clara Co. Transit District: Police and Security Officers	In Assembly
SB 789 (Lockyer)	Counties: Block Grant Program	In Assembly
AB 873 (Felando)	Peace Officer Powers: Correctional officers of Los Angeles County	In Assembly
SB 1174 (Johnson)	State Police: Funding for Training	In Assembly
AB 1485 (Sher)	Fines and Forfeitures: Increases	In Assembly
AB 2108 (Wright)	School Districts: Security or Police Departments	In Assembly
AB 2114 (Roos)	Olympic Task Force: Membership	In Assembly

*Informational means the Commission will take no official position.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

4949 BROADWAY
P. O. BOX 20145
SACRAMENTO 95820-0145

POST ADVISORY COMMITTEE MEETING

July 20-21, 1983
10 a.m. to 5 p.m.
Bahia Motor Hotel
La Jolla Room
998 West Mission Bay Drive
San Diego, California

AGENDA

1. Call to Order - Chair
2. Roll Call of Committee Members - Secretary
3. Approval (and/or Correction) of Previous Minutes - Chair
4. Review of April Commission Meeting - Chair
5. Certificate Revocation/Renewal - Staff
6. Commission on Accreditation for Law Enforcement Agencies - Staff
7. Center for Executive Development - Staff
8. Legislation - Staff
9. Review of July Commission Agenda - Staff
10. Old/New Business
11. Reports from Committee Members
12. Proposed Future Meetings (Dates/Locations)
13. Adjournment

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**4949 BROADWAY
P. O. BOX 20145
SACRAMENTO 95820-0145

POST ADVISORY COMMITTEE MEETING

April 26, 1983
Holiday Inn-Holidome
Sacramento, CaliforniaM I N U T E SCALL TO ORDER

The meeting of the POST Advisory Committee was called to order by Chairman Larry Watkins at 10 a.m., April 26, 1983.

ROLL CALL OF ADVISORY COMMITTEE MEMBERS

Roll was called.

Present were:

Larry Watkins, Chairman
Mike Gonzales, Vice Chairman
Barbara Ayres
Ben Clark
Mike D'Amico
John Dineen
Joe McKeown
Jack Pearson
Mike Sadleir
Arnold Schmeling
J. Winston Silva
Bob Wasserman

Absent were:

Mimi Silbert

POST Staff Present:

Ron Allen, Chief, Special Projects
Don Beauchamp, Assistant to the Director
Norman Boehm, Executive Director
Ted Morton, Chief, Center for Executive
Development
Brooks Wilson, Chief, Compliance and Certificates
Judy Yamamoto, Secretary, Executive Office

Guests:

Bob Foster, PORAC President
Bob Rockwell, Private Security Advisory Board

APPROVAL OF PREVIOUS MINUTES

MOTION Sadleir, second D'Amico, to approve the minutes of January 19-20, 1983 Advisory Committee Meeting. Motion carried.

REVIEW OF JANUARY 1983 COMMISSION MEETING

Vice Chairman Gonzales reviewed the January Commission meeting. The issue on the Commission's policy of filling future vacancies on the Advisory Committee was brought up for discussion. The policy states "Associations or agencies shall nominate a minimum of three (3) individuals. The Commission will appoint an individual from the nominees." This policy was changed at the January meeting. Members wanted to know the reason for the change as the associations expressed their desire to nominate one member to sit on the Advisory Committee. After discussion, the following motion was made:

MOTION, Sadleir, second Schemling, the Advisory Committee moves that the Chairman of the Advisory Committee request the Commission not to affirm the policy on membership of associations on the Advisory Committee because of concerns of the associations represented until the Commission understands the concerns of those associations. Motion carried (Pearson not voting).

CERTIFICATE ENHANCEMENT STUDY

Brooks Wilson, Chief, Compliance and Certificates Services Bureau, reviewed the progress of the Certificate Enhancement Study. Brooks also reviewed the recent survey results from the field on the issues including the interest to hold public meetings around the state on the subject. (Included under Tab G in the Commission Binder.) After receiving the report, the following motions were made:

MOTION Clark, second D'Amico, the Advisory Committee supports the Certificate Review, and as part of the review of the total POST program, recommends the Commission continue the study. Motion carried (Pearson not voting).

MOTION Schmeling, second D'Amico, as a continuing part of the Commission's assignment to the Advisory to input on the Certificate Enhancement Study, the Advisory Committee continue with their involvement in the study and that the Advisory members each volunteer their service in conducting the public meetings in coordination with staff. Motion carried (Pearson not voting).

LEGISLATION

Don Beauchamp, Assistant to the Director/Legislative Coordinator, reviewed the active bills of interest to POST. (Included under Tab Q.4 in the Commission Binder.)

CENTER FOR EXECUTIVE DEVELOPMENT

Ted Morton, Chief, Center for Executive Development, reviewed the progress of the Center and the Command College (Attachment 1). (See Tab J in Commission Binder for report of progress and results of needs assessment survey.)

FUTURE-ORIENTED ISSUES

Chairman Watkins reported on the meeting of the Subcommittee chairpersons to discuss the report that will be going to the Commission. Chairman Watkins reported he talked to Commissioner Vernon (Chairman of the Advisory Liaison Committee) who will be presenting the report to the Commission. It was strongly recommended by the Advisory Committee members that the Commission review the issues individually and formulate action on each issue.

REVIEW OF APRIL AGENDA

Executive Director Norman Boehm reviewed the Agenda for the April 27 Commission meeting.

COMMUNITY COLLEGE FUNDING

Joe McKeown stated he asked that this item put on the agenda to specifically call attention to its importance. McKeown stated that because of college budget realities, we must start looking at alternative ways of funding law enforcement training programs in community colleges. He added that the Department of Finance has plans to audit community college in-service police courses. The importance and impact of the future-oriented issues were discussed as the issues tie into forecasting for the future.

OLD/NEW BUSINESS

Chairman Watkins reported that four of the Advisory Committee members' terms expire September 1983. Ron Allen requested that the four members notify their respective organizations and to submit nominees for continuing representation. Each member was reminded to ask their association to submit three or more names of nominees, in priority order if they desired, and to submit the names by June 1, 1983.

The Advisory election of officers will be held at the October 1983 meeting.

REPORTS FROM COMMITTEE MEMBERS

Committee Member D'Amico (CAAJE) - CAAJE's annual conference will be held May 12-15, 1983 in South Lake Tahoe.

Committee Member McKeown (CADA) - The California Academy Directors Association will be meeting in conjunction with the Basic Course Consortium May 10-11 in Sacramento. Joe also reported he had the opportunity to be involved with the POST Certification Review Team at Bakersfield College and stated it was very worthwhile.

Committee Member Schmeling (COPS) - Mike reported that Mike Tracey, Vice President of COPS and President of the Long Beach Police Association, is resigning.

Committee Member Ayres (WPOA) - Barbara reported the Womens Peace Officers Association will be meeting in conjunction with the California Peace Officers Association May 15-18 in Concord. WPOA will be conducting 20 hours of POST approved training.

Committee Member Watkins (CHP) - Chairman Watkins reported that James Smith has been appointed as the new CHP Commissioner.

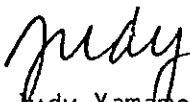
FUTURE MEETINGS/LOCATIONS

July 20-21	Bahia Hotel, San Diego
October 19	Beverly Garland Hotel (Tentatively), Sacramento
January 25	Town and Country Hotel, San Diego

ADJOURNMENT

There being no further business to come before the Advisory Committee, Chairman Watkins adjourned the meeting at 3:30 p.m.

Respectfully submitted,


Judy Yamamoto
Secretary

COMMAND COLLEGE

Program Organization

- Core I Future Issues and Forecasting Technique
- Core II Contemporary Issues to project impact and future response
- Core III "Project" - Individual Contribution
- Core IV "Project" Report and Feedback Program Assessment

Core I

(8 Months)

Objective:

Learn methods and techniques for forecasting and developing alternative scenarios of the future (5+ years hence)

Subjects (e.g.):

Imaging Alternatives - Techniques to develop and evaluate alternative scenarios for the future using contemporary data.

Managing Change - Techniques for identifying necessary desired organizational changes, planning changes and predicting impact of the changes.

Strategic Planning - Forecasting the impact(s) of critical decisions.

Core II

(8 Months)

Objective:

Select contemporary emerging issues and using methods and techniques from Core I, forecast the development and impact of those issues on law enforcement, including appropriate responses.

Subjects (e.g.):

Choose 3 of Options

Labor/Management

Fiscal (productivity, economic trends, revenue sources)

High Technology

Organization design for productivity and service delivery

Assessment (evaluation) of program/system effectiveness

Core III

(8 Months)

Objective:

Prepare an individual contribution to the Command College and law enforcement community, demonstrating original work and mastery of Core I and II.

Alternatives for Individual Contribution:

• Written Project

Working Paper for "Home" Agency
Journal Article
Analysis of Emerging Issues
Chronicle

• Legislative Analysis/Preparation

• Individual Field Study

Develop technological application
Technology/information transfer from another field

Core IV

(1 Week)

Objective:

Review and approval of individual contribution

Assessment of Core II issues/scenarios after 24 months

Commencement

COMMAND COLLEGE

Nomination and Selection Process

Purpose - Development of a standardized method of selection of law enforcement executives.

Measured-

Personal Traits
Professional and Personal factors
Management Skills

Research Base:

Police Chief Executive Report - 1976 LEAA Grant -
Researched by IACP - Full-Time Staff - One year -
National Study.

Agencies Studied by Staff for Comparison:

American Telephone and Telegraph
Bank of America
Standard Oil of California
Xerox Corporation
TransAmerica
Federal Executive Institute
Royal Police College - Bramshill, England

Primary questions asked or sought in research of material:

1. What process is used to identify high achievers?
2. What criteria is used in nomination and selection for Executive/Management level positions?

Results of Research:

Process to Measure

- Skills • Knowledge • Abilities
- Demonstrated or Potential Skills
 - Leadership
 - Administrative

Processes Used in Selection:

Personal Traits
Performance Dimensions
Behavioral Dimensions
Individual and Environmental Factors
Executive and Management Competencies
Self Assessment of Performance and Skills

Recommendations Under Study:

Nomination Process

Part I

Education - Experience - Training

Part II

Management - Executive Competencies
(current or potential skills)

Part III

Statement of Nomination by applicant's superior
(present/potential executive capabilities, role
next 3-5 years)

Part IV

Applicants Formal (written) Reason to participate
(commitment, purpose, expectations, contributions,
job interests and goals)

Selection Committee - 5 to 7 members:

Police Executives
Private Industry Executives
University Scholars
POST Staff - Advisory

Minimum Selection Criteria

Applicant Must:

Occupy senior management position

Have potential for promotion to chief or deputy
chief/assistant sheriff in larger organizations

Currently chief executive

Be willing and able to actively participate in
entire program

Mr. Michael DiMiceli
 Commission on Peace Officer
 Standards and Training
 4949 Broadway
 P.O. Box 20145
 Sacramento, CA 95820-0145
 U.S.A.

Dear Mike:

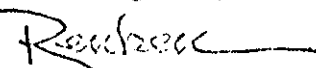
Let me again say how pleased I was that I could be at the recent workshop. I continue to feel that this project has the potential to result in the establishment of an executive development program which will not only significantly help senior peace officers in California but which can also provide a prototype model for such programs nationally and quite possibly internationally. You, Norm, and Ted deserve a good deal of credit for the progress made so far especially for taking the risk and having the foresight of involving this varied but resource-rich group in the planning. You've done a fantastic job in managing this process and this resource group without assuming the "stand-up-front" leadership role.

My purpose in writing to you is to reiterate my willingness and interest in maintaining an ongoing involvement in this effort. Specifically, I'm especially interested in being involved in the "management of change" segments of the Phase I part of the program. If the notion of "continuity faculty" survives the crunch of timetable and fiscal constraints, I would be interested in serving in such a role. If you decide that such a role is not needed or not feasible, or if you feel I am not an appropriate person to fill such a role, I am nonetheless interested in continuing to be involved in an advisory or faculty role so long as we both feel I can make a meaningful contribution. It's an exciting endeavor and so far I've enjoyed the experience, especially working with you and Norm.

You're really getting down to the "hard and dirty" work of defining specific content, sequence, marketing, and faculty recruitment. I suspect your life is getting a bit more hectic, if that's possible. Feel free to call on me if you feel I can be of assistance. I will be in London (address below) until mid-August. I hope you'll keep me informed of developments.

Best of luck in your planning efforts. Please give my regards to Norm and Ted.

Warm Regards,



REUBEN T. HARRIS

- Assoc. Professor of Organizational Behavior & Management, U.S. Naval Post-graduate School, Monterey
- Provides research, training & consultive support to the U.S. Navy's Human Research Management Support System
- Served on faculties of Sloan School of Management at M.I.T., Graduate School of Business, U.C. Berkeley, Harvard & Stanford
- A Senior Lecturer at Irish Management Institute, Dublin, & guest lecturer at management U executive programs in U.S. and abroad
- Doctorate in Organizational Behavior from Stanford University.

Note: Thinking you would be interested in Dr. Harris' comments, the above is provided

Address (until 8/15/83)

4 Marston Close
 London NW6 4EU
 UNITED KINGDOM
 Phone: 01-328-0049



Board on Police Standards and Training

SUITE 404, THE EXECUTIVE HOUSE, 325 13th ST. N.E., SALEM, OREGON 97310-1071 PH. (503) 378-3674
OREGON POLICE ACADEMY, 550 N. MONMOUTH AVE., MONMOUTH, OREGON 97361 PH. (503) 378-2100

May 18, 1983

Norman C. Boehm, Executive Director
Commission on P.O.S.T.
4949 Broadway
P.O. Box 20145
Sacramento, CA 95820-0145

Dear Norm:

Thank you for sending us a copy of the P.O.S.T. Reserve Coordinator Course Curriculum. We are in the process of reviewing the manual and it looks good.

Reserve/auxilliary departments seem to be a fixture in most law enforcement agencies now. Your curriculum can certainly assist in preparing these reserve department coordinators to be professional managers.

Thanks for thinking of us. Not only does P.O.S.T. come through when we ask for information, you now anticipate our needs. Good work!

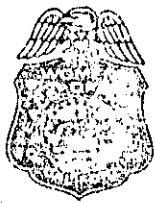
Sincerely,

Paul Bettiol
Executive Director

PB:mw

MAY 20 10 56 AM '83

COMMISSION ON POS.



WOMEN PEACE OFFICERS' ASSOCIATION

of California, Inc.

May 23, 1983

EXECUTIVE SECRETARY
CAROL POWELL
1800-B National City Blvd.
National City, CA 92050

PRESIDENT

CLARA HARRIS
University of
California Police
Dept., Los Angeles

1 VICE PRESIDENT

MARY ANNE BOESE
Santa Clara County
District Attorney's
Office

2 VICE PRESIDENT

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Visalia Police Dept.

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JANELLE HAGADORN
Mariposa Police Dept.

CAPTAIN

KATHERINE GAYLOR
Escondido Police Dept.

Robert A. Edmonds, Chairman
Commission On Peace Officer Standards
and Training
P.O. Box 20145
Sacramento, Ca. 95820-0145

Dear Commissioner Edmonds:

In January 1983, the Commission voted to change the Advisory Committee selection policy to require the submission of three nominees from participating organizations from which the new member would be chosen. Prior to this change only one (1) nominee was required.

Women Peace Officers' Association of California, Inc., wishes to protest this policy change pointing out that the past practice of selecting one committee candidate always followed a painstaking review of that person's qualifications and commitment to our organizational goals.

It is our concern that the change will diminish Women Peace Officers' Association participation in Commission decision making.

It is the desire of Women Peace Officers' Association that the Commission re-examine this decision and return to the practice of requiring one candidate.

Thank you for your consideration in this matter.

Sincerely,

CLARA M. HARRIS
PRESIDENT
WPOA
8915 6th Avenue
Inglewood, Ca. 90305

cc: Norman C. Boehm
Larry Watkins

MAY 26 11 10 AM '83
COMMISSION ON POST

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

4949 BROADWAY
 P. O. BOX 20145
 SACRAMENTO 95820-0145
 EXECUTIVE OFFICE
 (916) 739-5328

June 6, 1983

BUREAUS

Administrative Services
 (916) 739-5354
Compliance and Certificates
 (916) 739-5377
Information Services
 (916) 739-5340
Management Counseling
 (916) 322-3492
Standards and Evaluation
 (916) 322-3492
Training Delivery Services
 (916) 739-5394
Training Program Services
 (916) 739-5372
Course Control
 (916) 739-5399
Professional Certificates
 (916) 739-5391
Reimbursements
 (916) 739-5367
Resource Library
 (916) 739-5353
Center for Executive Development
 (916) 739-5328

Clara M. Harris, President
 Women Peace Officer's Association
 8915 - 6th Avenue
 Inglewood, CA, 90305

Dear Ms. Harris:

Your letter dated May 23, 1983 to Commissioner Edmonds indicated that the WPOA desired the Commission re-examine the decision to require the submission of three nominees from the participating organization for appointment to the Advisory Committee.

The Commission, at its April 27, 1983 meeting, did, at the request of the Advisory Committee Chairman Larry Watkins, re-examine its policy of requesting three candidates of prospective committee members and reaffirmed that policy, but allowed the nominating organization to indicate a priority preference.

The Commission is desirous of maximizing input from its Advisory Committee and feels the establishment of the existing policy for committee appointment will not diminish association's participation, but rather enhance the Commission's decision-making process.


Thank you for your letter.

Sincerely,



NORMAN C. BOEHM
 Executive Director

P.S. Meanwhile, we will certainly forward your letter to the Chairman. Best success in your new assignment with WPOA and, again, congratulations!






California POLICE CHIEFS Association Inc.

2012 H STREET, SUITE 102
SACRAMENTO, CALIFORNIA 95814
TELEPHONE 916 446-7847

June 01, 1983

COMMUNICATIONS
1211 H ST. H. 102
MAY 27 1983

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Barstow
- 1st Vice President
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Robert H. McGowan
Pasadena

Robert A. Edmonds
Commission on Peace Officer
Standards and Training
P.O. Box 20145
Sacramento, California 95820-0145

Dear Sirs:

Your letter received in which you request nominees for the position of member of the POST Advisory Committee, which will have an opening effective September 1983.

Three outstanding candidates are Chief John Dineen of Millbrae, Chief Bob Wasserman of Fremont, and Chief Roger Moulton of Montclair.

Three names are being submitted due to the fact that you requested three; however, I am submitting the name of Chief John Dineen as our number one choice as he was appointed in 1982 to finish out the unexpired term of Chief George Tielsch of Anaheim, who retired, and who in all fairness should be allowed to continue.

I am aware that he is interested in continuing as a member, and you indicate that the Commission has been well pleased with his representation of the California Police Chiefs interests and of the interests of law enforcement in general. I have no reason to believe that he would not continue to do a good job for both us and the Commission.

Be assured of our continued cooperation and support in matters of mutual concern at all times.

Sincerely,

H. O. "Sonny" Davis
H. O. "SONNY" DAVIS
Chief of Police
President,
California Police Chiefs Association

HOD/hk



CALIFORNIA ACADEMY DIRECTORS' ASSOCIATION

May 20, 1983

Robert A. Edmonds, Chairman
Commission on Peace Officer
Standards and Training
P. O. Box 20145
Sacramento 95820-0145

Thank you, Bob, for your letter of May 12, 1983, regarding Joe McKeown's current position as the California Academy Directors' Association representative on the POST Advisory Committee.

The members of CADA concur with your fellow commissioners regarding Joe's longstanding commitment to the training and education field, in addition to working towards the professionalization of the law enforcement field. Joe has served the Association well as our representative to the Advisory Committee, and we would be most pleased to see him reappointed to this position.

At the recent CADA meeting in Sacramento on May 9, 1983, the membership identified the three candidates for your consideration as the CADA representative.

We have taken the liberty of identifying Joe McKeown as our primary candidate, with Bob Kristic and Archie Sherman as alternates.

Should you or your colleagues have any questions regarding this issue, I would be most pleased to meet with you.

Sincerely,

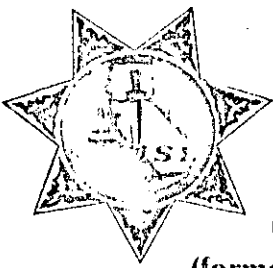
A handwritten signature in black ink, appearing to read 'REB', written over a horizontal line.

Robert E. Blanchard
Chairman

REB/sm

cc: Joe McKeown, Alex Pantaleoni, Steve Jensen, Dick Klapp

MAY 24 10 43 AM '83
COMMISSION ON POST



CAUSE

California Union of Safety Employees
(formerly the Coalition of Associations and Unions of State Employees)

1111 L Street • Sacramento, CA 95814 • (916) 447-5262 • (916) 447-9111

Association of Conservation Employees

June 30, 1983

Association of Criminal Identification and Investigative Specialists

Association of Criminalists - DOJ

Robert A. Edmonds, Chairman
POST Commission

Association of Motor Carrier Operations Specialists

4949 Broadway
P.O. Box 20145

Association of Motor Vehicle Investigators of California

Sacramento, CA 95820-0145

Association of POST Consultants

Dear Bob:

Association of Special Agents - DOJ

After careful review of potential candidates to the POST Advisory Committee and per your request, CAUSE offers the following nominees:

California Association of Criminal Investigators

Michael Sadleir--incumbent and our first choice
John Kregelo-----second choice
Michael Lynch----third choice

California Association of Deputy Registrars of Contractors

California Association of Food and Drug Officials

California Association of Fraud Investigators

If I can be of any further assistance, please call.

California Association of Lifeguards

Sincerely,

California Association of Real Estate Specialists

Len Delaney
Len Delaney,
President

California Association of Regulatory Employees

California Association of Special Investigators

CHP - Radio Dispatchers Association

LD/1k

California Organization of Food and Agriculture Inspectors

California Organization of Licensing Registration Examiners

California State Police Association

Fire Marshal's Association

Fish and Game Wardens Protective Association

Hospital Police Association of California

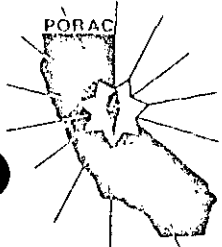
Housing and Community Development Employees Association

State Employed Fire Fighters Association

State Park Peace Officers Association of California

COMMISSION ON POST
JUL 5 10 23 AM '83

Affiliated with the Peace Officers' Research Association of California (PORAC)



Peace Officers Research Association of California

STATE OFFICE
1912 F STREET • SACRAMENTO, CALIFORNIA 95814
(916) 441-0660 • (800) 952-5263

June 20, 1983

Commission on POST
4949 Broadway
Sacramento, CA 95817
Attn: Commissioner Edmonds

Dear Commissioner Edmonds:

Once again, congratulations on your selection as chairman of the POST Commission.

I am writing to you to introduce PORAC's recommendation of Bill Shinn from Contra Costa County Sheriff Department as the representative of PORAC for the vacant position on the POST Advisory Committee which was vacated by Jack Pearson.

As I'm sure you are aware, Jack has been appointed to the Department of Personnel Administration as a Senior Labor Relations Officer.


Jack has served PORAC and the POST Advisory Committee in an exemplary manner and I'm confident Bill Shinn will serve as well.

If in the event that Bill is unable to assume and carry out his responsibilities on the Advisory Committee PORAC has within its membership several persons who can serve.

I am confident however that Bill will prove to be a tremendous asset to POST and comes to you with the highest of recommendations.

I'm enclosing a copy of Bill's resume for your review and look forward to hearing from you.

Sincerely,


ROBERT E. FOSTER
President

REF/mm

Enclosure

COMMISSION ON POST
JUN 23 2 02 PM '83