

COMMISSION MEETING AGENDA  
San Diego Hilton  
1775 East Mission Bay Drive  
San Diego, California  
January 24, 1985, 10:00 a.m.

CALL TO ORDER

FLAG SALUTE

ROLL CALL OF COMMISSION MEMBERS

SPECIAL ACKNOWLEDGEMENT TO FORMER COMMISSIONERS JAY RODRIGUEZ, AL ANGELE, AND ROBERT EDMONDS

INTRODUCTIONS

APPROVAL OF MINUTES

- A. Approval of the minutes of the October 18, 1984 regular Commission meeting at the Holiday Inn-Holidome, Sacramento, California.

PRESENTATION

- B. General Lou Palumbo, California National Guard, Re: National Guard Peace Officer Status

General Palumbo has requested the opportunity to briefly address the Commission on the subject of the Commission's feelings on the National Guard seeking legislation to relinquish PC 830.2 and PC 832 peace officer powers. The Guard feels that its role in support of law enforcement in emergencies can be best done at the support level, short of an actual martial law situation. Such clarification in law would also likely remove concerns of ambiguous lines between the police and the military that have been expressed in the past.

CONSENT CALENDAR

- C.1. Receiving Course Certification Report

Since the October meeting, there have been 23 new certifications and 5 decertifications. In approving the Consent Calendar, your Honorable Commission takes official note of the report.

- C.2. Receiving Information on New Entries Into POST Reimbursement Program

Procedures provide for agencies to enter into the POST Reimbursement Program when qualifications have been met. In approving the Consent Calendar, your Honorable Commission notes that the following agencies have met the requirements and have been accepted:

- o San Diego City School District
- o Fort Jones Police Department

C.3. Receiving Information on New Entries Into POST Specialized Program

Procedures provide for agencies to enter the POST Specialized Program when qualifications have been met. In approving the Consent Calendar, the Commission notes that the following agency has met the requirements and has been accepted:

o San Bernardino County District Attorney, Child Support Division

C.4. Affirming Commission Policies Set by Actions at October 1984 Commission Meeting

Consistent with Commission instructions, statements of policy made at a Commission meeting are to be submitted for affirmation by the Commission at the next meeting. This agenda item affirms a policy statement adopted at the October 18, 1984, meeting. The policy statement provides the guidelines governing POST's role in law enforcement training media productions. In approving the Consent Calendar, the Commission affirms this policy.

C.5. Receiving Financial Report - Second Quarter FY 1984/85

As in the past, this report will be a handout at the meeting.

PUBLIC HEARINGS

D. Receiving Testimony on Increasing and Modifying Advanced Officer Training Requirement

The purpose of this public hearing is to receive testimony on the proposal to increase the Advanced Officer (AO) training requirement from 20 hours every four years to 24 hours every two years. The proposed requirement would take effect in July 1986, allowing time for planning, budgeting, and adapting local training schedules. Departments would have two years after that to be in compliance.

The issue of a more appropriate AO training requirement began formally almost a year ago over concern for the adequacy of the AO training standard. At a public hearing in April 1984, the Commission considered allowing accumulation of short-term technical courses to help meet the AO requirement. As a result of testimony received, Commissioners requested a study of a possibly expanded requirement and deferred action until a study was received. The study was completed with recommendations made at the October 1984 meeting, which resulted in this public hearing being set.

As was reported in October, the review of this issue included input from law enforcement and trainers. The recommendation for 24 hours of training every two years is a step forward. Analysis indicates that approximately 62 percent of law enforcement would meet the new requirement for 24 hours of training every two years with an accumulation credit policy using present training volumes. While there are other considerations of greater weight, it is noted that

California's requirement for AO training is the least demanding among the 16 states having an AO program. For example, Kentucky, Tennessee, and Utah require 40 hours per year.

By considering an increase in the AO requirement, the Commission would be moving AO training to a higher priority. Reimbursement costs for AO training would increase, but are well within the Commission's projected financial capabilities. The trend toward pre-employment training and the potential for a separate reimbursement rate for the Basic Course should provide ample financial flexibility beginning in Fiscal Year 1986/87, when the requirement would take effect.

The recommended actions include several proposed changes which would make it easier for law enforcement agencies to meet the proposed higher standard. In addition, POST staff is researching the feasibility of developing model curricula in high-liability areas and using computer-assisted training in the future to make this training process more efficient and convenient.

Subject to the input at the public hearing, the appropriate action would be a MOTION to adopt the following regulation changes effective July 1, 1985:

1. Permit an accumulation of certified short-term technical courses of six hours or more to satisfy the requirement.
2. Change the maximum time period for completing presentations of the Advanced Officer Course from 90 days to 180 days;
3. Retitle the Advanced Officer requirement to "Continuing Professional Training" (Commission Regulation 1005(d));
4. Add "Civil Liability-Causing Subjects" to the list of recommended topics for Advanced Officer courses;

and to adopt the following measures, effective July 1, 1986:

5. Change the Continuing Professional training requirement to 24 hours every two years;
6. Extend the Continuing Professional training requirement to first-line supervisors;
7. Allow supervisors to satisfy the Continuing Professional training requirement by completing supervisory or management training courses, in addition to Advanced Officer courses and technical courses;
8. Change the minimum hours for Advanced Officer Course presentations from 20 to 24 hours; and
9. Require testing of students in all Advanced Officer courses.

E. Receiving Testimony on the Establishment of Entry-Level Physical Ability and Emotional Stability (Psychological Suitability) Standards

At the October 18, 1984 meeting, the Commission scheduled a public hearing to consider whether to adopt entry-level physical ability and emotional stability (psychological suitability) standards. The proposed standards were developed on the basis of findings of research conducted by POST to establish job-related standards. The research was conducted in response to PC 13510(b) which requires that POST conduct research concerning job-related standards for education, vision, hearing, physical ability, and emotional stability and, where the findings so indicate, establish job-related standards by January 1, 1985.

Before the Commission is a single public hearing on setting standards in two areas. For continuity and clarity, the public hearing is in two parts. Part one will consider all testimony and action on physical ability, and part two will consider factors of emotional stability.

Physical Ability

The proposed physical ability standard would mandate a 48-hour POST-developed conditioning program as part of the regular POST Basic Course and would require that as a condition for graduation a passing score be achieved on a POST-developed physical ability test at the conclusion of the conditioning program. The minimum passing score on the POST-developed test would be established by POST. Subject to POST approval and pursuant to guidelines developed by POST, alternative job-related physical abilities tests could be substituted for the POST-developed test. Persons who have previously completed basic training, or who attend other POST basic courses, would not be required to meet the standard.

Subject to comment received at the public hearing, the appropriate action, if the Commission concurs, would be a MOTION to approve the following regulation and Commission procedure changes to become effective on July 1, 1985:

Amend Commission Procedure D-1 to: (a) require that the POST-developed physical conditioning program be incorporated into Functional Area 12.0 (Physical Fitness and Defense Techniques) of the Basic Course Curriculum; (b) require that students pass a POST-developed physical abilities test or, pursuant to guidelines, an alternative job-related physical abilities test approved by POST at the conclusion of the conditioning program as a condition for graduation from basic training; and (c) increase the number of hours for Basic Course Functional Area 12.0 from 40 hours to 85 hours and the examination portion from 20 hours to 23 hours to accommodate the POST-developed physical conditioning program.

## Emotional Stability (Psychological Suitability)

The proposed psychological suitability standard is largely a procedural requirement. The basic elements of the requirement are that at least two objectively scored psychological tests be used as part of the assessment process, that the test results be interpreted by a qualified professional, and that there be a clinical interview in those instances when the candidate is being considered for disqualification, or when the candidate's test data are inconclusive. As proposed, a qualified professional is defined as an individual who meets the qualification requirements as specified in Government Code Section 1031(f).

The proposed psychological suitability standard would apply to all regular, specialized, and reserve officers, and to all lateral transfers who have had a break in service of more than 60 days.

Subject to comment received at the public hearing, the appropriate action, if the Commission concurs, would be a MOTION to approve the following regulation and Commission procedure changes to become effective on July 1, 1985:

Amend Regulation 1002(a) and Commission Procedure H-2 to reflect the proposed examination title language for testing psychological suitability, consistent with proposed changes to Commission Procedure C-2.

Amend Commission Procedure C-2 to require that candidates be screened for psychological suitability and to require that the screening be conducted in the manner prescribed by POST.

Pursuant to Commission Regulation 1002(b), as a matter of policy, waive the psychological suitability requirement for lateral entrants with 60 days or less break in service.

### F. Receiving Testimony on the Proposal to Increase the Length of the Basic Course from 400 to 520 Hours

At the October 1984 meeting, the Commission scheduled a public hearing to increase the minimum length of the Basic Course from 400 to 520 hours. This is the time and place scheduled to receive that testimony, and notices have been given as provided by law and procedure.

In the past, the Commission has not increased the length of the Basic Course, presumably because of limitations on POST's reimbursement ability. Therefore, the official length of the Basic Course was tied more to the 400-hour reimbursement limit, rather than to actual Basic Course length requirements.

Studies have shown that it requires a minimum of 480 hours to complete the POST-mandated performance objectives. In addition, the Commission will be considering adding 48 hours of instruction and testing time to the Basic Course earlier on this agenda. On balance, a 520-hour minimum Basic Course is recommended.

The Commission also directed staff to study the Basic Course length for district attorney investigators and deputy marshals. The Commission's policy is that marshals and district attorney investigators may attend the Basic Course at their request, but that is not mandated by the Commission. Their respective basic training standards are largely included within the Basic Course, supplemented by special training modules.

Analysis shows that the basic training requirement for district attorney investigators should be increased from 350 to 422 hours (a 72-hour increase), and from 374 to 446 hours (also a 72-hour increase) for deputy marshals. The difference between the 120-hour increase for the Basic Course and the 72-hour increase for these two groups is the 48-hour physical training requirement which is not proposed to be mandated for either district attorney investigators or deputy marshals from a job-relatedness standpoint. As a practical matter, however, they may well participate in the physical conditioning and in the test.

The public hearing relates to the minimum length of the Basic Course. Issues of reimbursement adjustments will be considered later on the agenda and are not part of the public hearing. Following the public hearing and in consideration of testimony received, the recommended action would be a MOTION to:

1. Increase the minimum length of the POST Basic Course to 520 hours, effective July 1, 1985.
2. Increase the minimum basic training requirement for district attorney investigators to 422 hours, effective July 1, 1985.
3. Increase the minimum basic training requirement for deputy marshals to 446 hours, effective July 1, 1985.

#### TRAINING PROGRAMS

##### G. Recommended Guidelines for Waiving the Three-Year Break in Service Testing/Retraining Requirement

At the October 1984 meeting, the Commission, after a public hearing, amended POST Regulation 1008 by extending the three-year-break-in-service testing and retraining requirement (also known as the Basic Course requalification requirement) to individuals who have previously received a POST Basic Certificate. The Commission, at the same time, amended Regulation 1008(b) by providing for a waiver of such requirement pursuant to guidelines established by the Commission. The Commission directed staff to develop these guidelines for consideration at the January 1985 meeting.

The purpose of the exemption is to obviate the need for requalifying and the attendant expense and inconvenience if a re-entering, certificated person is currently proficient, based upon the nature of duties and responsibilities for the position or rank being re-entered. Numerous alternatives exist for these guidelines.

If the Commission approves, the appropriate action would be a MOTION to approve the following Commission policy:

"The Executive Director may authorize the waiver of the testing or retraining requirement under Commission Regulation 1008 for the following individual who holds a POST Basic Certificate:

1. Re-entering into middle management or executive ranks and who will function at least at the second level of supervision; or
2. Has been continuously (no more than 60 days break between employers) employed in another state as a full-time peace officer; or
3. Has served continuously (no more than 60 days break between employers) as a California Level I or Level II reserve officer, and the department head attests in writing that the reserve officer is currently proficient; or
4. Others whose employment, training, and education during the break in service provides assurance that the individual is currently proficient.

If they are approved, staff will report to the Commission on how well these guidelines are working at the January 1986 Commission meeting.

#### COMPLIANCE AND CERTIFICATE

##### H. Selection and Training Requirements for "Limited Function" Peace Officers

Penal Code Section 832.3 specifies that police officers and deputy sheriffs hired for the purposes of general law enforcement must, in order to exercise peace officer powers, complete POST's prescribed training course (Basic Course). A few years ago some sheriffs' departments discovered that by hiring deputies for "other" than the purpose of general law enforcement they could avoid sending those deputies to the Basic Course and use them for those limited purposes. During the past few years, a total of 13 sheriffs' departments are known to have engaged in this hiring practice.

At the October 1984 meeting, the Commission held a public hearing with the idea of setting the PC 832 course as the training standard for these officers, supplemented by whatever additional training individual assignments may require. The issue was to be brought back at the January meeting, pending further study and resolution of a language conflict brought up by STC (which conflict has been fully resolved). The PC 832 training requirement has been heard and could be acted upon without further public hearing.

However, the Long-Range Planning Committee, at its January 1985 meeting, has considered some of the long-range implications of a separate class of police officer/deputy sheriff. It is the Long-Range Planning Committee's recommendation that the Commission consider requiring the Basic Course for all deputy sheriffs and police officers, regardless of how they are assigned, and that the Commission act now while the practice is not widespread.

If the Commission concurs with the Long-Range Planning Committee's recommendation, the appropriate action would be a MOTION to schedule a new public hearing on this matter for the April 1985 Commission meeting.

## STANDARDS AND EVALUATION

### I. Recommendations on Guidelines for Vision and Hearing Standards

Research conducted by POST to attempt to establish job-related hearing and vision standards resulted in the recommendation to the Commission at the October 1984 meeting that POST adopt hearing and vision screening guidelines as opposed to standards. Many reasons were cited for the recommendation to adopt guidelines rather than standards, including: realization that the research evidence is not sufficient to support the establishment of statewide standards; recognition that the establishment of guidelines is more consistent with current physical handicap law; and acknowledgement that the issuance of guidelines, as opposed to standards, is consistent with POST policy over the last 10 years with regard to medical standards.

The proposed vision guidelines address recommended testing procedures and screening criteria for visual acuity, color vision, and visual fields (peripheral vision). The proposed hearing guidelines contain recommendations regarding pure tone audiometric testing and the advisability of permitting the use of hearing aids. Use of the guidelines would be voluntary.

If the Commission concurs, the appropriate action would be a MOTION to approve for distribution the proposed guidelines for hearing and vision screening.

## EXECUTIVE OFFICE

### J. Review of Salary Reimbursement Rate

Consistent with the Commission's policy, we are pleased to report that training volumes and available financial resources in this year's budget will permit the Commission to increase the amount of money going to local law enforcement in support of standards and training activities.

Assuming that the Commission approves the 520-hour Basic Course, it is recommended that for the current fiscal year the Commission establish a baseline of 60 percent salary reimbursement for the 520-



hour Basic Course retroactive to July 1, 1984 and that district attorney investigators and deputy marshals basic courses be reimbursed for 422 hours and 446 hours, respectively. The total cost for this increase in length of basic courses would be approximately \$2.5 million for Fiscal Year 1984/85.

It is also recommended that the baseline salary reimbursement for qualifying courses other than the Basic Course be established now at 70 percent, effective retroactively to July 1, 1984, at an approximate cost of \$1 million. The field was notified that the Commission is considering a salary reimbursement rate for the Basic Course that may be different from other courses.

As in the past, a reserve has been retained to assure a positive cash flow throughout the fiscal year. If an April adjustment is indicated, it will be recommended; otherwise, any remaining withheld reimbursement monies will be distributed on a pro-rata basis at the end of the fiscal year, using the two baselines as a guide. Certainly these increases in financial support, while still shy of reimbursing for actual costs, are significant steps in the right direction.

If the Commission concurs, the appropriate action would be a MOTION to:

1. Increase maximum reimbursement for the Basic Course from 400 hours to 520 hours, retroactive to July 1, 1984.
2. Increase maximum reimbursement for the Marshal's Basic Course from 374 to 446 hours, retroactive to July 1, 1984.
3. Increase maximum reimbursement for the District Attorney Investigator's Basic Course from 350 hours to 422 hours, retroactive to July 1, 1984.
4. Establish the current 60 percent salary reimbursement rate as the baseline for the Basic Course for this fiscal year.
5. Increase the salary reimbursement rate for courses other than the basic courses to 70 percent, retroactive to July 1, 1984.

(Roll-call vote)

K. Contract for Field Training Study

As the Commission is aware, there are a number of projects of short duration which can be very well accomplished using highly skilled and qualified persons who presently work for constituent agencies. The most recent example of that is the contract the Commission approved for Robert Blankenship, a Lieutenant with the Redding Police Department, to work for four months at POST. His primary assignment will be to develop the domestic violence guidelines and curriculum under Senate Bill 1472. Other projects which have been reviewed by the Long-Range Planning Committee can similarly be addressed in this fashion.

There are many people with a great deal of expertise who presumably would be willing to work at POST for a short period of time with the Commission paying the agency for the person's salary and benefits and then providing the necessary travel and per diem to allow the person to work in Sacramento during the course of the project.

POST has maintained a longstanding interest in developing proficient field training programs, including evaluations, for law enforcement agencies. POST has certified training for field training officers and developed a field training guide and guidelines for field training programs. These efforts need to be updated and expanded.

It is proposed that POST enter into a contract with a city or county to be named at a cost not to exceed \$40,000 for six months of full-time services of an officer to research POST's services concerning field training programs for law enforcement.

If the Commission concurs, the appropriate action would be a MOTION to approve a contract with a city or county to be named for six months of full-time personal services of an officer at a cost not to exceed \$40,000 for salary, fringe benefits, and long-term per diem while working for POST. (Roll-call vote)

L. Contract with Capitol Computer Center

POST currently has a contract with Capitol Computer Center in the amount of \$14,900 to provide computer processing time for the conversion of POST's research files to the Teale Data Center. Data conversion activities are now near completion, and it has become evident that the contract amount must be augmented by \$1,600 in order to complete the conversion.

Approval may be granted by a MOTION to authorize the Executive Director to sign a contract augmentation amendment with Capitol Computer Center in the amount of \$1,600. (Roll-call vote)

COMMITTEE REPORTS

M. Advisory Committee

Joe McKeown, Chairman of the POST Advisory Committee, will report on the meeting of January 23, 1985.

N. Legislative Review Committee

Chairman Vernon will report on the Legislative Review Committee meeting of January 24, 1985.

O. Ad Hoc Committee on Corrections Training

Commissioner Dyer, Chairman of the Ad Hoc Committee on Corrections Training, will report on the joint meeting with STC representatives.

P. Contracts Committee

At each January meeting, the Commission receives a report on major training and administrative contracts planned for the upcoming fiscal year. Information regarding these contracts is presented in order to obtain the Commission's approval to negotiate and return the proposed contracts for final approval at the April 1985 meeting. The Contracts Committee has reviewed these proposals and recommends approval to negotiate the contracts. The Committee's final report and recommendations will be provided when contracts are brought back for action in April.

As in the past, the appropriate action would be a MOTION to authorize the Executive Director to negotiate the contracts and Interagency Agreements identified in the agenda item and report back through the Contracts Committee at the April meeting.

Proposed Contracts to be Negotiated for Fiscal Year 1985/86

1. Management Course

This course is currently budgeted at \$237,562 for 22 presentations by five presenters:

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

In addition, there are two certified Management Course presenters who offer training to their own personnel at no cost to the POST Fund:

California Highway Patrol  
State Department of Parks and Recreation

Course costs are consistent with guidelines, and performance by all five presenters has been satisfactory. Staff anticipates some increases over FY 1984/85 due to increased costs for instructors, coordination, facilities, and materials. Upon approval, new contracts with these presenters will be negotiated for FY 1985/86.

2. Executive Development Course

This course is currently presented by California State Polytechnic University, Pomona, at a cost of \$56,810 for five presentations. Course costs are consistent with POST guidelines, and performance of the presenter has been satisfactory. Staff anticipates some increases over FY 1984/85 expenses due to increased costs for instructors, coordination, facilities, and materials which may be allowable under tuition guidelines. Upon approval, a new contract with this presenter will be negotiated for FY 1985/86.

3. San Diego Regional Training Center - Support of Command College and Executive Training

POST staff, with the assistance of services provided by a contract with the San Diego Regional Training Center, for Fiscal Year 1984/85, at a cost of \$200,057, has developed the Command College curriculum and selection process and presented monthly executive/ management seminars. Upon approval, a new contract will be negotiated for FY 1985/86.

4. Department of Justice - Training Center

An Interagency Agreement (IAA) is proposed with DOJ to continue providing local law enforcement training for Fiscal Year 1985/86. The request is to present 28 different technical courses, providing 160 separate presentations, for a total cost not to exceed \$688,000. Upon approval, an Interagency Agreement with DOJ for FY 1985/86 for an amount not to exceed \$688,000 will be negotiated.

5. Cooperative Personnel Services - Basic Course Proficiency Test

Cooperative Personnel Services (CPS), a unit of the State Personnel Board, has administered this test for POST under Interagency Agreement for the past four years. CPS has demonstrated the ability to effectively administer this test at a cost which is lower than if POST staff actually administered and proctored the examinations.

The current year agreement is for an amount not to exceed \$29,700. Upon approval, a new agreement for FY 1985/86 for an amount not to exceed \$35,000 will be negotiated.

6. Computer Services Contract

POST has a contract with Four Phase Systems, Inc., for the current fiscal year of \$81,167. The contract is a three-year commitment that began in Fiscal Year 1983/84.

The upgrade of POST's computer system has been analyzed and the need for greater efficiency in programming and data base storage would be achieved by special software to access data files. This system would cost approximately \$1,600 per year. The addition would bring the total Four Phase Systems contract to approximately \$83,000.

POST has an Interagency Agreement with the Teale Data Center (a State agency) for this current year of \$32,000. The contract provides computer "tie in" of POST's system with the Teale Data Center. This allows POST staff to utilize the Center's main frame capabilities to process complex data processing needs that cannot be processed by the Four Phase Systems equipment. An additional \$18,000 will be needed in FY 1985/86 to include the

costs of the proposed test item bank system. The continuation of this agreement in the amount of approximately \$50,000 is therefore anticipated.

Upon approval, new contracts for Fiscal Year 1985/86, within the amounts mentioned, will be negotiated.

7. State Controller's Office - Agreement for Auditing Services

Each year for the past several years, the Commission on Peace Officer Standards and Training has negotiated an Interagency Agreement with the State Controller's Office to conduct audits of selected local jurisdictions which receive POST reimbursement funds. The Commission approved an agreement not to exceed \$80,000 for the current fiscal year.

Approval is requested to negotiate a similar agreement for Fiscal Year 1985/86 in an amount not to exceed \$80,000 to provide necessary audit capability.

Q. Long-Range Planning Committee

The Long-Range Planning Committee will report on its meeting of January 7, 1985.

R. Organizational and Personnel Policies Committee

The Organizational and Personnel Policies Committee is reviewing certain written policies of the Commission which may need to be adjusted and updated. The Chairman of the Committee plans to make a brief report on the status of the Committee's work.

OLD/NEW BUSINESS

S. Correspondence

- o Correspondence received from Chief Leslie Sourisseau, President of the California Police Chiefs Association, requesting reconsideration by the Commission to allow sergeants with significant command responsibility to attend the Command College.
- o Correspondence received from Salvatore V. Rosano, President of the California Peace Officers' Association, requesting that the Commission reconsider the decision which excludes sergeants from attending the Command College.

It is recommended that the Chairman consider reconstituting an ad hoc committee to meet with the signers of the letters and another representative from each association and report back. There are a number of issues and alternatives which could be discussed, and both correspondents have indicated favor for a meeting.

PROPOSED DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

April 25, 1985 - Sacramento  
July 25, 1985 - San Diego  
October 17, 1985 - San Francisco Bay Area  
January 23, 1986 - San Diego

ADJOURNMENT



**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

4949 BROADWAY  
P. O. BOX 20145  
SACRAMENTO 95820-0145

**COMMISSION MEETING MINUTES**  
October 18, 1984  
Holiday Inn, Holidome  
Sacramento, CA

The meeting was called to order at 10:00 a.m. by Chairman Vernon.

Chairman Vernon led the salute to the flag.

**ROLL CALL OF COMMISSION MEMBERS**

A calling of the roll indicated a quorum was present.

**Commissioners Present:**

Robert L. Vernon	- Chairman
Carm J. Grande	- Commissioner
Cecil Hicks	- Commissioner
C. Alex Pantaleoni	- Commissioner
Charles B. Ussery	- Commissioner
Robert Wasserman	- Commissioner
B. Gale Wilson	- Commissioner
John K. Van de Kamp	- Attorney General - Ex Officio Member

**Commissioners Absent:**

Glenn E. Dyer  
Robert A. Edmonds

**Also Present:**

Joseph McKeown, Chairman of the POST Advisory Committee

**Staff Present:**

Norman Boehm	- Executive Director
Glen Fine	- Deputy Director
Don Beauchamp	- Assistant to the Executive Director
Ron Allen	- Bureau Chief, Training Delivery Services - North
John Berner	- Bureau Chief, Standards and Evaluation Services
Ray Bray	- Training Program Services
Pat Cassidy	- Information Services
Gene DeCrona	- Bureau Chief, Information Services
Kathy Delle	- Executive Office
Tom Farnsworth	- Acting Chief, Compliance and Certificate
Rachel Fuentes	- Training Delivery Services - South
Ken Krueger	- Standards and Evaluation Services
Susan MacFarland	- Information Services
Ted Morton	- Bureau Chief, Center for Executive Development
Jerry Nussbaum	- Information Services
Otto Saltenberger	- Bureau Chief, Administrative Services
Harold Snow	- Bureau Chief, Training Program Services
Darrell Stewart	- Training Delivery Services - South

POST Advisory Committee Members Present:

Ronald Lowenberg  
Jack Pearson  
William Shinn  
J. Winston Silva

Visitors' Roster:

Charley Johnson	- Concord Police Department
Robert Crumpacker	- San Bernardino County Marshal's Office
Glenn Johnson	- Kern County Sheriff's Office
Gregg Bresson	- Kern County Sheriff's Office
Larry Preston	- Chief, Lake Shastina Police Department
R. C. Randolph	- Marshal, San Bernardino County
J. French	- San Bernardino County Personnel
Ray Dorsey	- San Bernardino County Sheriff's Department
Dennis Prescott	- Santa Barbara County Sheriff's Department
Norma Lammers	- Board of Corrections
Susan Jacobson	- Loomis
Alan M. Crogan	- Board of Corrections
Jerry W. Johnson	- Sacramento County Sheriff's Department
Frank Kessler	- Garden Grove Police Department
Austin Smith	- Golden West College
Martin Tucker	- Los Angeles City School Police
Mel Majesty	- State Personnel Board
Don Forkus	- Chief, Brea Police Department
Carlos E. Noriega	- Department of Justice
Rodney Pierini	- Executive Director, C.P.O.A.
Terry White	- San Francisco County Sheriff's Department
William A. Wade	- Ventura County Sheriff's Department
Izzy Flores	- Attorney General's Office
Michael Guerin	- Pasadena Police Department
Jerry Mitosinka	- Assistant Sheriff, Contra Costa County

PRESENTATIONS

Chairman Vernon presented a POST Commission badge to Commissioner Wasserman as a symbol of his office during his term as Commissioner.

Executive Director Boehm presented Rachel Fuentes, a POST employee, with a pin commemorating 25 years of State service.

APPROVAL OF MINUTES

A. MOTION - Wasserman, second - Pantaleoni, carried unanimously for approval of the minutes of the June 28, 1984, regular Commission meeting at the Bahia Hotel in San Diego, California.

CONSENT CALENDAR

MOTION - Pantaleoni, second - Van de Kamp, carried unanimously for approval of the following Consent Calendar:



B.1. Receiving Course Certification Report

Since the June meeting, there have been 27 new certifications and 39 decertifications.

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

The following agencies have met the POST requirements and have been accepted into the POST Reimbursement Program:

- o Santa Monica Community College District
- o Inyo County District Attorney Investigators
- o Cathedral City Police Department
- o Clovis Unified School District Police Department

B.3. Receiving Information on New Entry Into POST Specialized Program

The San Francisco Public Utilities Commission has met the POST requirements and has been accepted into the POST Specialized Program.

B.4. Affirming Commission Policies Set by Actions at June 1984 Meeting

The following policies were affirmed for inclusion in the Commission Policy Manual:

o COMMAND COLLEGE - APPLICANT REQUIREMENTS

Applicants applying for admission to the Command College must:

1. Have completed the POST Management Course;
2. Occupy a senior management position at the rank of Lieutenant or above;
3. Demonstrate the potential to be effective in an executive position; and
4. Demonstrate the ability to influence the policies, or impact the operations, of their agency.

o MUST PASS PERFORMANCE OBJECTIVES - BASIC COURSE

The Commission may designate certain basic course performance objectives (those which can have consequences of serious injury or death of officers or citizens) as "must pass."

B.5. Receiving Financial Report - First Quarter 1984-85

This report provided financial information relative to the local assistance budget through September 30, 1984. The revenue received during this three-month period totals \$5,657,680. This represents an

increase of \$578,495 over the same period last year. A total of \$3,353,101 has been reimbursed during this period; a decrease of \$715,676 compared to the similar period last year. The employers of 4,965 trainees have been reimbursed during this period; a 43% decrease from the 8,698 trainees reimbursed during the first quarter of last fiscal year.

B.6. Commission Procedure D-7 - Amendment

The Commission approved the deletion of the standards for content and minimum hours for Baton Training for Private Security as listed in Commission Procedure D-7.

B.7. Adopting a Resolution of Commendation for a Retired Employee

A resolution commending Brooks Wilson, Bureau Chief, on his retirement after 14 1/2 years as a POST employee was approved and authorized to be presented as appropriate.

PUBLIC HEARINGS

C. Testing/Retraining Requirement For All With Three-Year Break in Service

This hearing was for the purpose of receive testimony to determine whether Commission Regulations should be changed to require basic training requalification for former officers who possess POST Certificates.

A report was presented which included a summarization of written testimony from the following:

H. T. Garrigan, Assistant Sheriff, Alameda County, supports the proposal and writes "With the ever changing Criminal Justice system being what it is, a former peace officer should and must receive the most up-to-date training in his profession."

James G. Marshall, City Manager, City of Ceres, indicates that the City of Ceres would support all of the proposed regulation changes.

Ray Shipley, Chief of Police, City of Eureka, expresses concerns over application of this proposal to middle managers and chief executives, particularly in the belief that these persons would be required to complete a POST basic academy. He states ". . . in discussing this matter with other members of the Humboldt County Law Enforcement Chiefs Association, . . . I have been requested to . . . request that before a decision is reached on this issue, further study and consideration be given to the impact that this proposal would have upon law enforcement executives."

Richard H. Lockwood, Chief of Police, City of Jackson, objects to this proposal. He writes, "A program offering refresher courses, similar to Advanced Officer requirements, would be much more acceptable. Further, the new employee (who was once certified) should be given up to one year to accomplish that refresher. Most agencies are doing Field Training programs with all rehires or new officers. . . . Until such time as POST makes out-reach training available within a reasonable distance of my agency, my objection to recertification shall stand."

Bob Murphy, Chief of Police, City of Petaluma, indicates that the City of Petaluma supports the proposed regulation changes.

Michael W. Duval, Chief of Police, City of Plymouth, indicates "The proposed regulation is not in the best interest of rural agencies. . . . The agency contemplating the hiring of an ex-officer with a break in service should be allowed to make its own determination on each individual case."

R. C. Randolph, Marshal, San Bernardino County, states "This office supports this new proposed regulation, as a realistic approach to the training problem created when an officer re-enters service after 3 years or more break in service. . . . it is doubtful that . . . an officer can resume his duties without either a specially prepared concentrated training program or a six month on-the-job trial and error program. The on-the-job training very often results in vicarious liability for the agency who accepted the re-entry officer."

Robert J. McDonnell, Acting Chief of Police, City of San Clemente, opposes application of the proposed regulation to officers with more than one year of experience and retesting for management-level positions. He further states "It would be more appropriate for the hiring agency to place the veteran officer into a modified field training program to assess his/her level of competence, and insure the individual receives any refresher training which may be necessary in those areas which are identified as weak." Regarding retesting for management positions, he indicates ". . . the hiring agency is the most appropriate authority to assess whether the individual has the qualities and abilities to carry out the responsibility of the job for which the person was hired (no doubt another management position.)"

Robert W. Bugni, Chief of Police, City of Sutter Creek, states "It is my hardline opinion that once an officer has received a Basic Certificate, the officer should be allowed to re-enter the law enforcement field, and the break in service should be of interest only to the agency contemplating the hiring, and of no interest to POST whatsoever. . . . My agency relies on part-time officers, some of which have re-entered the field after a lengthy break in service and have performed without difficulty."

Following the report, Chairman Vernon opened the public hearing and invited those wishing to speak, both in favor and in opposition, to come forward.

Carlos Noriega, State Department of Justice, expressed concern for former peace officers who have remained employed in the law enforcement field; however, who no longer are sworn officers with peace officer powers. He suggested exempting those certificate holders who work for agencies such as the Department of Justice, California Youth Authority, Department of Corrections, etc., during their break in service. He feels that the current exception language in the proposed regulation change is not specific enough.

Ron Lowenberg, Chief of Police, City of Cypress, speaking on behalf of the California Chiefs' Association, stated that the chiefs request that the Commission consider restricting the procedure to entry-level officers only, and not apply it to supervisors and management levels.

Michael Guerin, Pasadena Police Department, stated that he had no opposition to the principle of the proposed regulation change; however, he feels that the Basic Course Waiver Examination (BCWE) can be cumbersome at times in terms of scheduling and later remediation. He also feels that the possibility of increased workload on POST staff due to an increase in the number of requests to take the BCWE as well as possible appeals, should be taken into consideration. He also expressed concern that the Commission does not require Advanced Officer training for lieutenants and sergeants, and therefore some may not possess the knowledge that they may need.

There being no further testimony from the floor, the public hearing was closed. The Commission, after hearing the testimony, took the following action:

MOTION - Van de Kamp, second - Hicks, to accept proposed staff recommendation. Discussion was held, after which there was a MOTION by Van de Kamp, seconded by Wilson, passed unanimously, to amend the original motion. The amended motion follows:

POST Regulation 1008. Waiver of Attendance of a POST-Certified Basic Course and Basic Course Requalification Requirements shall read as follows:

- (a) The Commission may waive attendance of a POST-certified basic course required by Section 1005(a) of the Regulations for an individual who is currently employed or under consideration for hire as a full-time California Peace Officer by an agency participating in the POST programs and who has completed training equivalent to a certified basic course. This waiver shall be determined by an evaluation and examination process as specified in PAM Section D-11, Waiver of Attendance of a POST-Certified Basic Course, (adopted effective January 28, 1982, and amended effective January 1, 1985), herein incorporated by reference.

- (b) The Commission requires that individuals who have previously completed a POST-certified basic course, or have previously been deemed to have completed equivalent training, but have a three-year or longer break in service as a California peace officer must be retrained or complete the basic course waiver process (PAM Section D-11); unless such retraining or examination is waived by the Commission, pursuant to guidelines established by the Commission.

These provisions apply to all individuals who seek appointment or reappointment to positions for which completion of a basic course is required elsewhere in these regulations. These provisions are applicable without regard to whether the individual has been awarded a POST certificate. The three-year rule described will be determined from the last date of employment as a California peace officer, or from the date of last completion of a basic course, or from the date of last issuance of a basic course waiver by POST; whichever date is most recent.

POST staff shall develop guidelines relating to the waiving of retraining or examination by the Commission. These guidelines will be considered by the Commission at their January 24, 1985 meeting in San Diego.

D. Amend POST Regulation 1002 to Include Government Code Selection Standards

This hearing was for the purpose of receiving testimony to determine whether Commission Regulations should be amended to include citizenship and other provisions of the Government Code in POST Regulation 1002, Minimum Standards for Employment.

A report was presented which included summarization of written testimony from the following:

H. T. Garrigan, Assistant Sheriff, Alameda County, supports the proposed regulation changes as this "will allow POST to be consistent with provisions of the Government Code affecting eligibility requirements for peace officer appointments."

James G. Marshall, City Manager, City of Ceres, indicates that the City of Ceres would support all of the proposed regulation changes.

Mel Nelson, Chief of Police, City of Livermore, recommends that minimum age be at local jurisdiction discretion.

Bob Murphy, Chief of Police, City of Petaluma, indicates that the City of Petaluma supports the proposed regulation changes.

R. C. Randolph, Marshal, San Bernardino County, states "This office supports the proposed regulation for two reasons. First, it will provide a centralized location for all legal requirements for appointment of Peace Officers. Second, it will provide POST authority to monitor the basic entry appointment level which is the base from which we develop and train our professional officers."

Following the report, Chairman Vernon opened the public hearing and invited those wishing to speak, both in favor and in opposition, to come forward.

Donald Forkus, Chief of Police, City of Brea, stated that he understands and appreciates the amendments and feels that they are necessary; however, he hopes the changes would not remove local discretion from an agency that wanted to preserve a minimum hiring age greater than 18 years.

There being no further testimony from the floor, the public hearing was closed. The Commission, after hearing the testimony and after discussion, took the following action:

MOTION - Wasserman, second - Ussery, carried unanimously, to accept the staff recommendation to approve the following regulation changes to take effect January 1, 1985:

1. Amend Regulation 1002 to: (1) adopt the citizenship requirements of Government Code Sections 1031(a) and 1031.5; (2) require a minimum age of eighteen years as required by Government Code Section 1031(f); (3) restructure provisions of Regulation 1002 for technical purposes; (4) restructure Commission Procedure H-2 for technical consistency; and (5) revise Regulations 1007 and 1015 with related technical changes.
2. Amend Regulation 1002 and Procedure C-2 to reflect changes allowing psychologists to evaluate emotional and mental conditions as required by Government Code Section 1031(f).

E. Selection and Training Requirements for "Limited Function" Peace Officers

This hearing was for the purpose of receiving testimony to determine whether Commission Regulations should be changed to include selection and training standards for "limited function" peace officers.

A report was presented which included a summarization of written testimony from the following:

James G. Marshall, City Manager, City of Ceres, indicates that the City of Ceres would support all of the proposed regulation changes.

Mel Nelson, Chief of Police, City of Livermore, is concerned that the proposal may cause an unwarranted burden in relationship to those employees hired for issuing citations for specific violations. He further states "It appears that the intent of the proposed regulation changes is that of Sheriff Jailer. I would suggest, should a proposed regulation change take place, that it be specifically for Sheriff Jailers."

Bob Murphy, Chief of Police, City of Petaluma, states "We do not oppose the regulation changes related to jailers. However, we are concerned that civilian (non-sworn) positions such as community service officers, parking enforcement officers, and property technicians, etc., might be identified as 'limited function' officers."

Mike Acorne, Program Administrator, City of Petaluma, writes "The key seems to be who POST will define as 'Limited Function Peace Officers' and the listing of duties to be included. . . I can see this as a thrust toward the inclusion of other non-sworn personnel in this definition. If this is the case, the City of Petaluma is opposed to the broadening of definitions and urges that the proposed amendments be opposed."

Following the report, Chairman Vernon opened the public hearing and invited those wishing to speak, both in favor and in opposition, to come forward.

Ron Lowenberg, Chief of Police, City of Cypress, speaking on behalf of the California Chiefs' Association, stated that there is still a tremendous amount of confusion surrounding the issue and the definition of "limited function" peace officer. He recommended that any decision be postponed until after further study.

Norma Phillips Lammers, Executive Officer, Board of Corrections, distributed copies of written testimony to the Commission which is summarized as follows. Regarding the proposed change to identify limited function peace officers, appointed under the provision of the Penal Code Section 830.1, as a distinct peace officer class, she states "The proposed regulation change will contradict existing law by placing 'jailers' under Penal Code Section 830.1. It also takes liberty with the term peace officer by creating a new peace officer classification--'limited function'. . . Since Penal Code Sections 830 and 831.5 already define 'jailers' as public officers and not peace officers, there is no reason for including them under Penal Code Section 830.1." She further states that POST is directed by Penal Code Section 13510 to set standards for "police officers, (and) peace officer members of county sheriff offices" among others. The Board of Corrections is directed to set standards for jailers by Penal Code Sections 6030, 6035, and 6036.

Alan Crogan, Chief Probation Officer, Santa Barbara County, speaking as a member of the Board of Corrections as well as a member of an ad hoc task force appointed by the POST Commission, requested clarification of the use of the term "jailer" under new regulations to define a new class--"limited function peace officer," in view of the fact that the Commission established an ad hoc committee to address overlaps or conflicts in jail training between POST and the Board of Corrections. He states "Since the report back from the six-member task force is still an open issue, I am confused both personally and as a member of the Board over the inclusion of jailers in the regulation changes before you today, since it appears to be a move in the opposite direction from the road the subcommittee was charged to pursue. . . I would like to request that the POST Commission place on its next agenda the subject of this task group--to reiterate or clarify the intent of this ad hoc subcommittee, reaffirm or modify the composition of the group, and set any time frames necessary from the Commission's planning perspective."

Jerry Mitosinka, Assistant Sheriff, Contra Costa County, speaking on behalf of Sheriff Rainey, a member of the Board of Corrections, testified that the Board of Corrections is imminently qualified to address the needs of sheriffs and police chiefs regarding jail operations. The introduction of a second organization setting standards for limited function peace officer jailers is unnecessary and potentially confusing due to regulation overlaps, and is an infringement upon the Board of Corrections. He further requested that jailers be deleted from the proposal.

William Wade, Ventura County Sheriff's Department, testified that there is a clear separation between the role of POST and the role of STC. He feels the proposed change would only serve to cause confusion over which agency to deal with regarding setting standards.

There being no further testimony from the floor, the public hearing was closed. The Commission, after hearing the testimony and after discussion, took the following action:

MOTION - Van de Kamp, second - Grande, carried unanimously, to continue the matter to the January 25, 1985 Commission meeting.

Chairman Vernon assigned the responsibility to study all of the implications of the proposal to the Ad Hoc Committee on Corrections Training, to report back with a progress report at the next Commission meeting.

## ADMINISTRATION

### F. Report on Automated Reimbursement System

POST staff reported on the results of an analysis of the Automated Reimbursement System, which has been in effect for one full year. The analysis included a survey of all participating agencies in the reimbursement program.



Overall, the system is greatly preferred over the previous manual system; however, the straight-line method of calculating travel reimbursement works to the disadvantage of a few remote area departments in some instances. Consistent with Commission policy, the Executive Director will authorize adjustments in individual instances where remote area departments are negatively impacted.

The subsistence reimbursement for the Basic Course has increased substantially because live-in Basic Course attendees are paid at the regular daily rate rather than a lower long-term subsistence rate.

There is strong statewide belief that the subsistence rate of \$58 per day is too low.

Mileage rates for both automobile and air travel will continue to be studied.

MOTION - Wilson, second - Van de Kamp, carried unanimously, to approve the following adjustments in the POST Automated Reimbursement System:

1. The subsistence allowance shall be increased from \$58 to \$66 per day, effective November 1, 1984.
2. A long-term subsistence rate shall be established at \$41 per day for the Basic Course live-in attendees, effective July 1, 1985.

#### TRAINING PROGRAMS

##### G. Report on Advanced Officer Training/Setting Public Hearing

Staff presented a report which studied the length and frequency of the Advanced Officer training requirement as well as other issues pertaining to the requirement. The proposals for major change are as follows:

- o Increase the length/frequency of Advanced Officer training from 20 hours every 4 years to 24 hours every 2 years, effective July 1, 1986.
- o Extend the Advanced Officer requirement to supervisors, effective July 1, 1986.
- o Require testing in all Advanced Officer courses.

Other proposals include:

- o Extend the time period for completion of an Advanced Officer course from 90 days to 180 days.

- o Allow accumulation of short technical courses (6 hours or more) to satisfy the Advanced Officer requirement.
- o Broaden allowable Advanced Officer content to include "liability-causing subjects."
- o Change the title of the Advanced Officer requirements to "Continuing Professional Training."
- o Delete the existing "in-house Advanced Officer" alternative, but maintain provision for other possible alternative means of satisfying the requirement.

MOTION - Pantaleoni, second - Wasserman, carried unanimously, to set a public hearing for the January 24, 1985 Commission meeting to receive testimony on the proposed changes to the Advanced Officer training program.

#### H. Modification to Basic Course Performance Objectives

Staff presented a report recommending eight new performance objectives to be added to the Basic Course curriculum. These performance objectives relate to officer wearing of seat belts, a new traffic law requiring the use of safety seats for child passengers, securing of officers' weapons prior to entry into a custody facility, medical care required for prisoners prior to entry into a custody facility, new strip search law requirements, and carotid restraining hold. One performance objective was recommended for deletion.

It was also recommended that the Commission designate 41 performance objectives as "must pass" objectives which are consistent with the Commission's policy and criteria established at the June 1984 Commission meeting. Failure to perform these performance objectives can have the consequences of serious injury or death to citizens and/or officers.

MOTION - Ussery, second- Hicks, carried unanimously, to:

1. Approve the proposed revisions to the Basic Course performance objectives relating to Custody, Physical Fitness/Defensive Techniques, Traffic and Vehicle Operations; and
2. Approve designating the specified performance objectives as "must pass."

#### I. Report on Dispatcher Selection/Training Requirements

Staff presented a report recommending that POST develop a standardized Basic Course for public safety dispatchers. It was also recommended that POST make available in-service refresher training for dispatchers, and publish a field training guide for the dispatcher position.

It was also concluded, however, that POST should avoid developing selection standards or "guidelines" for selection of dispatchers at this time.

MOTION - Wasserman, second - Van de Kamp, to accept the staff recommendation to: (1) develop a standardized dispatcher basic training course that can also include locally determined curriculum; (2) develop a field training guide for dispatchers, and (3) encourage existing certified trainers to present advanced/update dispatcher training.

The MOTION was later amended, with the approval of the maker of the motion and the second, to also direct staff to conduct a study to determine the number of civilian positions in law enforcement and the types of functions performed, and to report back to the Commission with a comprehensive plan to address training needs in those areas. The MOTION, including the amendment, was carried unanimously.

#### TRAINING DELIVERY

##### J. Driver Training Tuition

Staff presented a report addressing the tuition level required by presenters of basic driver training. Following discussion centering around the number of presenters of driver training throughout the state, the following action was taken:

MOTION - Hicks, second - Grande, carried unanimously (abstention - Pantaleoni) by roll-call vote, to approve a driver training tuition not to exceed \$380 (\$323 POST reimbursable) at the Academy of Defensive Driving (AODD) Orange County facility for a period not to exceed one calendar year to be re-evaluated at that time.

There was consensus that the action taken specifically affects only the Academy of Defensive Driving. Other presenters of such training may receive tuition increases not to exceed this amount, but individual budget justifications will be required.

#### STANDARDS AND EVALUATION

##### K. Report/Action on Selection Standards Research

Staff presented a report per Penal Code Section 13510(b) which requires that POST set minimum standards, if research findings permit, for education, physical ability, emotional stability, hearing, and vision, by January 1, 1985. The following proposals were submitted for Commission consideration:

Education: No action. Research does not support establishment of a higher education requirement.

Physical Ability: Require a physical conditioning program as part of the Basic Course and require that all recruits pass a POST-developed physical ability test as a condition for graduation from the Basic Course.

Emotional Stability: Require that peace officer applicants, before hire, be screened through the use of written tests, with disqualifications based in part upon clinical interviews conducted by qualified professionals. Publish a POST Manual for Emotional Stability Screening with guidelines to assist employers and those conducting screening evaluations.

Vision and Hearing: Approve and publish POST guidelines for the use of employers screening peace officer applicants for deficiencies in visual acuity, color vision, and hearing. Use of the guidelines would be voluntary.

After discussion, the following action was taken:

MOTION - Wasserman, second - Pantaleoni, carried unanimously, to (1) set public hearings in January 1985 on proposed standards for physical ability and emotional stability; and (2) direct staff to finalize, for Commission approval at the January 1985 meeting, guidelines for vision and hearing.

#### EXECUTIVE OFFICE

##### L. Report on California Peace Officers Legal Sourcebook

Staff presented a report noting that the California Peace Officers Legal Sourcebook is a valuable and well-done document and recommending that POST continue to fund printing and distribution of the initial 5,000 copies for the remainder of this fiscal year.

MOTION - Hicks, second - Wilson, carried unanimously (abstention - Van de Kamp) by roll-call vote, to approve the funding of printing and distribution costs of the California Peace Officers Legal Sourcebook for the remainder of Fiscal Year 1984/85, at a cost not to exceed \$37,303.

Commissioner Van de Kamp also requested that POST staff conduct an analysis of the appropriate distribution of the Sourcebook, at government expense, to local law enforcement agencies; i.e., a possible expansion of the current distribution of 5,000 copies.

M. Report on Roles for POST in Law Enforcement Training Media Productions

Staff presented a report outlining suggested policy guidelines for POST's role in media productions.

Commissioner Van de Kamp expressed his desire that POST take a more active role in this area in the future, including setting aside money to stimulate local government to become involved in the production of films.

After discussion, the following action was taken:

MOTION - Wasserman, second - Grande, carried unanimously, to accept the following policy guidelines for the Commission's role in media production:

1. Coordinate identification of needed subjects for production.
2. Act as a catalyst to bring media producers and subject-matter experts together in the developmental stages so that productions may have the benefit of the widest possible appropriate input and be technically sound and correct in every regard.
3. Assist in the "signal calling" role to coordinate which producers will produce which subjects, with a purpose of avoiding costly duplication.
4. Develop guidelines for production quality with the producers.
5. Provide a process whereby the fact that a video production has been developed under the guidelines of the POST Training Media Producers Committee appears on the videotapes.
6. Act as a clearinghouse for the distribution of information on media through advertising the availability of training media.
7. Encourage duplication of certain selected media to make them more accessible to regional repositories and trainers generally.
8. Avoid direct participation in production costs; however, in the event of a critical statewide need that cannot be met otherwise, assist in the funding of production to meet that critical need. (The Executive Director has authority to sign contracts up to \$10,000 for training efforts, which could include media productions. Any amounts above that would need to be approved by the Commission.)

N. Recommendation on Course Length and Reimbursable Hours for Basic Academy

Executive Director Boehm presented a report recommending that the minimum actual and reimbursable length of the Basic Course be increased to the 520 hours required by the mandated performance objectives. The actual dollars being reimbursed to local agencies would remain the same; however the percentage of reimbursement would be modified.

In addition, appropriate adjustments would be made to the minimum length and maximum reimbursement for the District Attorney Investigators and Deputy Marshals Basic Courses.

The following action was taken by the Commission:

MOTION - Hicks, second - Van de Kamp, carried unanimously, to schedule a public hearing at the January 1985 Commission meeting in San Diego to discuss the appropriate minimum length and maximum reimbursement for the Basic Courses (including the Marshals and D.A. Investigators Basic Course).

O. Contract with City of Redding for Personal Services

Executive Director Boehm presented a recommendation that the Commission approve a contract with the City of Redding for the temporary services of a member of their staff to conduct research on one or more specified projects. This recommendation came as a result of a longstanding interest on the part of POST in temporary assignments of staff from law enforcement agencies for individual training and development purposes and the resulting sharing of expertise and ideas.

The Commission took the following action:

MOTION - Grande, second - Pantaleoni, carried unanimously by roll-call vote, to approve POST entering into a \$19,744 contract with the City of Redding for the four-month services of Lt. Robert Blankenship of the Redding Police Department.

COMMITTEE REPORTS

P. Advisory Committee

Joseph McKeown, the newly elected Chairman of the Advisory Committee, reported on the Committee meeting of October 17, 1984. At that meeting, Michael T. Sadleir was elected Vice-Chairman.

Staff reported on the use of civilians in law enforcement. As mentioned earlier, a study on the civilianization of law enforcement will be undertaken.

Chairman Vernon conveyed his congratulations to Mr. McKeown on his election to the position of Chairman of the Advisory Committee.

Q. Legislative Review Committee

Commissioner Wilson reported that the Legislative Review Committee met at 8:30 a.m. on this date. Present were Commissioners Vernon and Wilson, and staff members Boehm, Fine, and Beauchamp.

Successful key 1984 legislation affecting POST or of great interest to the field was reviewed. Senate Bill 1472 was of particular significance due to the fact that it addresses additional duties for POST. In addition, concern was expressed over possible future attempts by the Legislature to reduce or eliminate certain funding sources currently available to POST.

MOTION - Wilson, second - Ussery, carried unanimously, for the Commission to go on record as opposing any reductions, caps, or ceilings on POST funding. In addition, staff was directed to move ahead with implementation of appropriate high-priority programs to fully utilize available funds.

R. Police Corps - Study Committee

Commissioner Grande reported on the September 12, 1984 meeting of the Police Corps Ad Hoc Committee. Commissioner Grande reported that the Committee felt that since there is no legislation or specific proposal at hand, the Commission should not pursue the Police Corps concept further at this time. The Commission should remain in the position of being able to study any future proposals objectively, should they arise.

It was the recommendation of the Ad Hoc Committee that the Commission take no further action at this time, and that the Committee be found to have completed its work. Chairman Vernon accepted the Committee's recommendation.

S. Ad Hoc Committee on Corrections Training

Commissioner Wasserman reported on the October 11, 1984 meeting of the Commission's Ad Hoc Committee on Corrections Training held in Oakland. The Committee will continue to study the issues, including the limited function peace officer matter discussed earlier, and report back at the January 1985 Commission meeting.

T. Long-Range Planning Committee

Chairman Vernon reported on the September 6, 1984 meeting of the Long-Range Planning Committee held in Pomona. The progress report on futures issues which was provided to Commissioners and Advisory Committee members in early September was discussed. The Long-Range Planning Committee will continue to meet on these issues and keep the Commission informed.

o Correspondence

The Commission noted several complimentary letters received in response to the first publication of the management newsletter, PACESETTER.

o Advisory Committee Appointments

The following three-year reappointments to the POST Advisory Committee were made by the Commission:

- o Sheriff Ben Clark - California State Sheriffs' Association Representative
- o Chief William F. Oliver - California Highway Patrol Representative
- o J. Winston Silva - California Community Colleges Representative
- o Mimi Silbert - Public Representative
- o Carolyn Owens - Public Representative

It was noted that Edwin Meese is an honorary public member, and a suggestion was made to let him remain as an honorary member and to establish an additional public member position. It was decided to hold discussion on this topic until a later date.

o Discussion of a POST Foundation Concept

As it was former Commissioner Rodriguez who asked that this item be placed on the agenda, the Commission decided to take no further action at this time. The Long-Range Planning Committee will continue to study this issue.

o Election of Vice-Chairman

Nominations were opened for the position of Commission Vice-Chairman. Commissioner Ussery nominated Commissioner Wilson, and the nomination was seconded by Commissioner Hicks.

There being no further nominations, nominations were closed.

By unanimous vote, Commissioner Wilson was elected the new Vice-Chairman, to serve through the end of the existing term.

W. Proposed Dates and Locations of Future Commission Meetings

The following schedule was approved for upcoming Commission meetings:

January 24, 1985, San Diego Hilton, San Diego  
April 18, 1985, Sacramento (subsequently changed to April 25)  
July 25, 1985, Bahia Hotel, San Diego  
October 17, 1985, San Francisco Bay area



U. Organizational and Personnel Policies Committee (Sub-Committee Report)

Commissioner Wilson reported on the Executive Director's compensation issue. Existing law provides that the Commission may establish regulations governing the granting of vacation credits for the Executive Director. It is the recommendation of the Organizational and Personnel Policies Committee that regulations be established that would allow the Commission to determine the Executive Director's vacation credits annually, after a performance review.

MOTION - Wilson, second - Wasserman, carried unanimously, that the following regulation be established:

1017. Executive Director Evaluation and Vacation Allowance

The Commission, at the first meeting held after the beginning of each fiscal year, shall review the performance of the Executive Director and after such review, assign vacation credits that will accrue to that position for that fiscal year. Such vacation credits may accrue, without respect to annual vacation allowances, to a maximum of 60 working days at any given time.

Based on a review of the Executive Director's performance, the Commission agreed to grant 30 days of vacation credits to the Executive Director for Fiscal Year 1984/85.

V. Old/New Business

o Office of Traffic Safety Grant

Executive Director Boehm reported that the Office of Traffic Safety has invited POST to apply for a \$10,000 grant to reproduce and distribute an instructional training package on the new child passenger safety law. The training package would include POST's recently developed curriculum for the Basic Course, an excellent 10-minute videotape based upon the curriculum, and other supporting materials. OTS intends that the training package be distributed to Basic Academies, Advanced Officer Course presenters, and interested law enforcement agencies.

MOTION - Wasserman, second - Grande, carried unanimously by roll-call vote, to approve POST requesting an OTS grant, not to exceed \$10,000, for actual costs for reproduction and distribution of the child passenger safety training package for law enforcement.

After discussion, it was agreed that the October Commission meeting will be held in a varying location, and will rotate between Northern California and Southern California.

X. Adjournment

MOTION - Grande, second - Pantaleoni, carried unanimously, that there being no further business before the Commission, the meeting be adjourned at 1:46 p.m.

Respectfully submitted,



KATHERINE D. DELLE  
Executive Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Course Certification/Decertification Report</b>		Meeting Date <b>January 24, 1985</b>
Bureau <b>Training Delivery Services</b>	Reviewed By <b>Darrell L. Stewart, Chief</b>	Researched By <b>Rachel S. Fuentes</b>
Executive Director Approval <i>Mouman C. Behera</i>	Date of Approval <b>1-8-85</b>	Date of Report <b>January 2, 1985</b>
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 checked="" 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 October 18, 1984 Commission meeting:

CERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1. Crisis Intervention	Modesto CJTC	Technical	IV	\$ 9,180
2. Canine Handler - Advanced	Academy of Justice Riverside County	Technical	III	85,975
3. Computer Appl. for Emerg. Mgmt.	CSTI	Technical	III	7,500
4. Baton Instructor-Impact Weapons	NCCJTES - Santa Rosa Center	Technical	IV	23,760
5. Defensive Tactics Instructor-Update	NCCJTES - Santa Rosa Center	Technical	IV	23,760
6. Advanced Officer	Moorpark College	AO	II	6,300
7. Basic Special Weapons & Tactics	Modesto CJTC	Technical	IV	8,600
8. Supv. Development Seminar	Cristando House, Inc.	Supv. Trng.	III	8,400
9. Drug Abuse Resistance Education	Los Angeles Police Department	Technical	IV	24,000
10. Adv. Trng. Skills for LE Trainers	San Diego RTC	Technical	III	10,197
11. Custody Officers Training	Los Angeles County Sheriff's Dept.	Technical	N/A	-0-
12. Vehicle Theft Investigation	CSU, San Jose	Technical	III	32,340

CERTIFIED - Continued

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
13.	Arrest & Firearms (P.C. 832)	Feather River College	P.C. 832	IV	-0-
14.	Basic Course	Southwestern College	Basic	I	236,000
15.	Restraint System for Instructors	San Diego County RLETC	Technical	IV	2,183
16.	Advanced Officer	Southwestern Col./ San Diego Co. S.D.	Technical	II	75,600
17.	Advanced Narcotics Investigation	U.S. Drug Enforcement Admin.	Technical	IV	18,225
18.	5th National Homicide Symposium	Calif. District Attorney's Assoc.	Technical	III	13,406
19.	Reserve Training, Module B	West Hills College	Approved	N/A	-0-
20.	Arrest & Firearms (P.C. 832)	West Hills College	P.C. 832	IV	-0-
21.	Radar Operator's Course	Los Angeles Police Department	Technical	IV	28,761
22.	Heroin Influence	State Center Peace Officer Academy	Technical	N/A	5,880
23.	Advanced Dive Rescue	Santa Barbara City College	Technical	IV	3,600

DECERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1.	Vehicle Theft Inv., Adv.	CSU, San Jose	Technical	IV	-0-
2.	Vehicle Theft Inv.	CSU, San Jose	Technical	II	-0-
3.	Specialized Basic Inv. Course	Saddleback College N. Campus	Specialized Basic Inv.	II	-0-
4.	Legal Education Program	CSU, Long Beach	Technical	III	-0-
5.	5th National Homicide Symposium	Calif. District Attorney's Assoc.	Technical	III	-0-

TOTAL CERTIFIED 23

TOTAL DECERTIFIED 05

TOTAL MODIFICATIONS 24

694 courses certified as of 1/02/85  
149 presenters certified as of 1/02/85

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>San Diego City School Police</b>		Meeting Date <b>January 24, 1985</b>
Bureau <b>Compliance and Certificate Services</b>	Reviewed By	Researched By <b>George Fox <i>Fox</i></b>
Executive Director Approval <i>William C. Beckman</i>	Date of Approval <b>10-2-84</b>	Date of Report <b>September 26, 1984</b>
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 San Diego City School District has requested that their police department be enrolled in the POST Regular Reimbursement Program.

BACKGROUND

The District's Board of Supervisors have passed a resolution, dated February 14, 1984, requesting participation in the POST program.

ANALYSIS

The school district employs thirty-two sworn officers. An on-site inspection indicates that suitable selection standards have been met. The anticipated fiscal impact will be about \$12,000 annually.

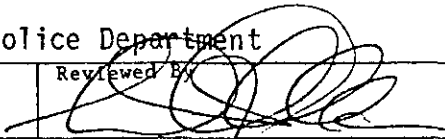
RECOMMENDATION

That the Commission be advised that the San Diego City School District Police have been included into the POST Regular Reimbursement Programs consistent with Commission policy.

6354B  
9-27-84 - A.M.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Fort Jones Police Department		Meeting Date January 24, 1985
Bureau Compliance & Certificates	Reviewed By 	Researched By George Fox <i>Yef</i>
Executive Director Approval <i>Monahan C. Boehm</i>	Date of Approval 12-14-84	Date of Report December 5, 1984
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

Should the Fort Jones Police Department be included in the POST Regular and Reimbursement Program:

BACKGROUND

The Fort Jones City Council has passed Ordinance No. 51-1984, effective September 9, 1984, indicating their desire to have the city's police department participate in the POST program.

ANALYSIS

The Fort Jones Police Department presently employs two sworn officers. The fiscal impact should be less than \$1,000 annually.

RECOMMENDATION

The Commission be advised that the Fort Jones Police Department has been admitted into the POST Regular and Reimbursement Programs consistent with Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title San Bernardino County District Attorney, Child Support Division		Meeting Date January 24, 1985
Bureau Compliance & Certificates	Reviewed By <i>[Signature]</i>	Researched By George Fox <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 12-20-84	Date of Report December 5, 1984
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:

The San Bernardino County District Attorney has requested that his Child Support Division Investigators be included in the POST Specialized Program.

BACKGROUND:

The Child Support Division's Investigators are sworn members of the agency per Section 830.31(e) P.C. The necessary Ordinance (No. 2618) has been passed by the San Bernardino County Board of Supervisors. The Investigation Unit has maintained adequate selection and training standards in the past and meets POST standards.

ANALYSIS:

The Investigations Unit presently consists of eight sworn members. The unit is not reimbursable, creating no fiscal impact.

RECOMMENDATION:

The Commission be advised that the San Bernardino County District Attorney's Child Support Division's Investigations Unit has been admitted, as a non-reimbursable agency, into the POST Specialized Program consistent with Commission policy.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Policy Statement for Commission Policy Manual		Meeting Date January 24, 1985
Bureau Information Services Bureau	Reviewed By <i>Al Cirina</i>	Researched By Georgia Pinola
Executive Director Approval <i>Monroe C. Beck</i>	Date of Approval <i>12-26-84</i>	Date of Report November 6, 1984
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

A policy statement is being submitted for approval as adopted by the Commission at its regular meeting on October 18, 1984.

BACKGROUND

The Commission has directed staff to submit policy matters for affirmation by the Commission prior to inclusion in the Commission Policy Manual. The policy statement below is, therefore, being submitted for affirmation.

RECOMMENDATION

Affirm the following policy statement for inclusion in the Commission Policy Manual:

Law Enforcement Training Media Productions - POST's Role

POST's role in law enforcement training media production shall be governed by the following guidelines:

1. Coordinate identification of needed subjects for production.
2. Act as a catalyst to bring media producers and subject-matter experts together in the developmental stages so that productions may have benefit of the widest possible appropriate input, and be technically sound and correct in every regard.
3. Assist in the "signal calling" role to coordinate which producers will produce which subjects, with a purpose of avoiding costly duplication.

4. Develop guidelines for production quality with the producers.
5. Provide a process whereby the fact that a video production has been developed under the guidelines of the POST Training Media Producers Committee appears on the videotapes.
6. Act as a clearinghouse for the distribution of information on media through advertising the availability of training media.
7. Encourage reproduction of certain selected media to make them more accessible to regional repositories and trainers generally.
8. Avoid direct participation in production costs; however, in the event of a critical statewide need that cannot be met otherwise, assist in the funding of production to meet that critical need. (The Executive Director has authority to sign contracts up to \$10,000 for training efforts, which could include media productions. Any amounts above that would need to be approved by the Commission.)

# Memorandum

● : Frank Torkelson, Assistant Director  
Department of Finance  
State Capitol Room 1145  
Sacramento, CA 95814

Date : April 23, 1985

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

Subject: Budget Change Letter (Finance Letter)

In accordance with the Department of Finance's directive, POST is submitting a budget change letter showing the decreased budget amounts for a Feasibility Study Report to replace POST's computer system and to develop application software for maintaining and accessing data for use by POST management and California's law enforcement agencies.

**BUDGET CHANGE PROPOSAL**  
for  
FISCAL YEAR 85-86

**ORGANIZATION CODE:** 8120      **DEPARTMENT:** Commission on Peace Officer Standards and Training  
**PROGRAM:** 40 - Administration      **ELEMENT:**      **COMPONENT:**

**TITLE OF PROPOSED CHANGE:** (Limited to a Maximum of 69 Characters)  
 Feasibility Study for Computer Equipment and Application Development

**SUMMARY OF PROPOSED CHANGES:** (Limited to a Maximum of 240 Characters)  
 To conduct a FSR to define the best way of upgrading POST's current computer equipment and development of application software for the new equipment.

**NATURE OF PROPOSAL** (See reverse; indicate appropriate number.)

**FISCAL IMPACT:**

	Appropriation No.			Dollars (In Thousands)		
	(Org)	(Ref)	(Fund)	Past Year	Current Year	Budget Year
<b>Existing Program:</b>						
	8120	-001	-268	\$2,197	\$2,341	\$2,341
	-	-	-	\$	\$	\$
	-	-	-	\$	\$	\$
	-	-	-	\$	\$	\$
Reimbursements	-	-	995	\$	\$	\$
<b>TOTAL</b>	8120	-001	-268	\$2,197	\$2,341	\$2,341
Personnel Years				45.7	42.9	42.9
<b>Proposed Changes:</b>						
	8120	-001	-268		\$	\$110
	-	-	-		\$	\$
	-	-	-		\$	\$
	-	-	-		\$	\$
Reimbursements	-	-	995		\$	\$
<b>TOTAL</b>	8120	-001	-268		\$	\$110
Positions:						0
Personnel Years:						0

**BUDGET IMPACT:**       One-Time Cost       Future Savings       Revenue

**PREPARED BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_      **REVIEWED BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**DEPARTMENT DIRECTOR:** \_\_\_\_\_ **Date:** \_\_\_\_\_      **AGENCY SECRETARY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DOF ANALYST USE:**

<u>Additional Review</u>	<u>Action</u>
OIT _____      FSCU _____	<input type="checkbox"/> Approved      Entered in System on _____
FPA _____      CALSTARS _____	<input type="checkbox"/> Disapproved <input type="checkbox"/> Add <input type="checkbox"/> Non Add

BCP Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

BUDGET CHANGE PROPOSAL  
 FISCAL DETAIL  
 (Dollars in Thousands)

Short Title of Proposed Change: Feasibility Study for Computer Equipment and Application Development

	Personnel Years		Current Year	Budget Year
	CY	BY		
TOTAL SALARIES AND WAGES <sup>a/</sup>			\$ _____	\$ _____
Partial Year Adjustments	-	-	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
Salary Savings	-	-	-	-
NET TOTAL SALARIES AND WAGES			\$ _____	\$ _____
Staff Benefits <sup>b/</sup>	XXXXXX	XXXXXX	_____	_____
TOTAL PERSONAL SERVICES			\$ _____	\$ _____
OPERATING EXPENSES AND EQUIPMENT				
General expense				
Printing				
Communications				
Postage				
Insurance				
Travel--In-State				
Travel--Out-of-State				
Training				
Facilities Operations				
Utilities				
Cons. & Prof. Svcs: Interdept'l				
Collective Bargaining			(     )	( 110 )
Cons. & Prof. Svcs: External				
Consolidated Data Centers				
Health and Welfare Data Center			(     )	(     )
Stephen P. Teale Data Center			(     )	(     )
Data Processing				
Central Administrative Services:				
Prorata			(     )	(     )
SWCAP			(     )	(     )
Equipment				
Other Items of Expense (Specify Below)				
_____			\$ _____	\$ _____
_____				
_____				
TOTAL OPERATING EXPENSES AND EQUIPMENT			\$ _____	\$ 110
SPECIAL ITEMS OF EXPENSES <sup>c/</sup>			\$ _____	\$ _____
_____			\$ _____	\$ _____
_____				
TOTAL EXPENDITURES			\$ _____	\$ 110
Source of Funds				
General Fund			\$ _____	\$ _____
Special Funds			\$ _____	\$ 110
Federal Funds			\$ _____	\$ _____
Other Funds			\$ _____	\$ _____
Reimbursements			\$ _____	\$ _____

<sup>a/</sup>Itemize detail on reverse side by classification as in Salaries and Wages Supplement.  
<sup>b/</sup>Provide detail on reverse.  
<sup>c/</sup>Special Items of Expense must be titled. Only names included in the standardized list of Special Items of Expense Objects portion of the Uniform Codes Manual may be used.

## IV. SUBSTANTIATION OF EXISTING BASE PROGRAM

## A. DETAIL ANALYSIS NOT REQUIRED

## 1. Reasons:

## Written Analysis

- FPA--Department of Finance
- PEU--Department of Finance
- LAO
- AG
- Senate OR
- Assembly OR

## Federally Mandated

- Federal Catalog Number
- 

## Legislative Action

- Recent Legislation
- Legislative Augmentation
- Other--Explain

## Administrative Action

- Reorganization Plan
- Other--Explain

## 2. EXPLANATION WHY FURTHER ANALYSIS IS NOT REQUIRED

**B. DETAILED ANALYSIS REQUIRED****1. Public Need**

The objectives of the Commission on Peace Officer Standards and Training are to raise the level of competence of California peace officers and to provide such other services to local law enforcement as are authorized by law, thereby enhancing the quality of services provided to the public by law enforcement personnel.

**2. Goals/Objectives (Relate to satisfaction of public needs)**

The objective of the Administration Program is to assist the Commission in the execution of its duties through guidance and direction in the implementation of Commission policies, and to provide administrative and staff support to insure that line program objectives are achieved in the most effective and economical manner.

**3. Alternative means of achieving goals and objectives**

The executive and administrative functions are inherent to any organization.

**4. Alternatives selected and reasons why**

The executive function and administrative activities are required to support the Commission in the execution of duties imposed upon it through Penal Code Sections 13500-13524.

## B. DETAILED ANALYSIS (Cont'd)

## 5. Identification of work activities necessary to accomplish goals and objectives

The work activities incurred in providing support and administrative services include the traditional budget, personnel, accounting and business services activities, as well as many support related activities, such as library services, graphic art services, computerized information and word processing activities.

## 6. Quantification of workload standards

There are currently no quantitative measurements associated with administrative and support services functions. The role each activity plays is an extremely difficult one to measure in quantitative terms, e.g., the quality of a budget, the accuracy of accounting records, a well researched library reference.



V. DETAIL OF PROPOSED CHANGES

A. Problem

SEE ATTACHED

B. Reasons why problem not being met with current level

SEE ATTACHED

**V. DETAIL OF BUDGET CHANGE (Cont'd)****C. Program Objectives (only if B-2 not completed)****SEE ATTACHED****D. Analysis of alternative means of solving problem****SEE ATTACHED**

V. DETAILED OF PROPOSED CHANGE (Cont'd)

E. Recommendations

SEE ATTACHED

F. Implementation (timetable)

SEE ATTACHED

## V. DETAIL OF PROPOSED CHANGES

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### A. PROBLEM

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The Commission on POST must decide what to do about computer equipment. Our contract with Four Phase Systems Inc., supplier of our current computer, expires in June 1986. The Department of Finance, Office of Information Technology, (OIT) recommended that POST evaluate its long term computer needs before deciding on a course of action. At OIT's suggestion, POST hired an outside consultant to assist in this evaluation and in preparing a long range information plan. This Budget Change Proposal is based on the consultant's findings and recommendations.

Although POST has made significant progress in implementing information systems to support many of its activities, there is much left to do. We plan to continue enhancing these activity-based information systems as users require, develop new activity-based systems where we need them, and develop a management information system needed to administer POST overall and enable California law enforcement agencies to utilize POST's databases through a statewide telecommunications network.

The problem is, we have reached the limit of our current computer's capabilities. Developing new systems, especially those that compile and disseminate management information, handle communications and maintain data base systems will be technically difficult and inordinately expensive under present circumstances. Here are the major reasons why.

#### SHORTCOMINGS OF PRESENT COMPUTER SYSTEM & SOFTWARE

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**CRT TERMINALS.** The 32 CRT terminals we now use is the maximum number that can be plugged into our Four Phase IV/95 computer. As we've added new functions and features to current information systems and developed new systems, we have periodically added more terminals so that users can access these systems. We must be able to continue doing that.

**CONCURRENT PROCESSING.** Four Phase does not offer true concurrent processing. Although it handles concurrent tasks in the foreground partitions, the background partition, known as "Supervisor Mode" allows only one user at a time. All program compiling and testing, reports, and batch processing can only be done in the Supervisor Mode, one task at a time.

There are several problems with this arrangement. It seriously impedes program development since only one programmer at a time can be doing program compiling and testing. This increases our programming cost by as much as 10%. Moreover, we've reached the point where we have so many batch jobs and reports to process, the Supervisor Mode is in almost constant use. Consequently, both programmers and users often have to wait many hours, sometimes longer, for the computer to become available. As we put more work on the computer, it shall only get worse.

**DATABASE MANAGEMENT FACILITIES.** The facilities Four Phase provides for managing database files are severely limited. Since programmers have to program all input and output functions in every program they write, there are many more instructions to be written, tested, and documented than would be necessary if we had better data management facilities. That, in turn, substantially increases the cost of every program we develop, by perhaps as much as 15%.

**PROGRAMMING TOOLS.** Facilities that improve programming efficiency are all but nonexistent. Both "Format" and "Dollar COBOL" are only slight improvements over native languages. We have no interactive program debugging facilities. Program library facilities are extremely limited. All this makes programming more time consuming and, thus, more costly than it would be if we had better programming tools. Lack of programming tools increases the cost of each program we write by as much as 25%.

**REPORT GENERATOR FACILITIES.** Four Phase does not provide a report generator. All database retrievals and reports must be programmed from scratch. We currently have over 60 separate retrieval programs and more than 100 separate report programs in our library. Many of these programs were used only once, or a few times, for "ad hoc" reports.

The investment we have in these programs is several times what it would be if we had access to better report generator facilities. We estimate on the average each of the above 160 programs took 2 days to develop and cost approximately \$600 (total \$96,000). With a good report generator, reports should average 2 hours and cost less than \$100 each (the same 160 programs would cost less than \$12,000). Put another way, roughly one-half of a programmer position is being wasted every year because we don't have a report generator. We could do a lot of good in other areas if we could put that half of a position to better use.

Moreover, without an easy-to-use report generator, users cannot do their own reports, even simple ones. They must wait until a programmer is available to write a program. We have a number of professionals on our staff who, though are fully capable of doing reports if they had the right tools. But are not trained to write computer programs. Thus a report generator would save considerable programmer time which could be devoted to efforts that have far greater benefits to POST.

**SCREEN GENERATOR FACILITIES.** Four Phase's screen generator ("Format") handles most of our screen processing. However, it does not allow user-defined logic operations to be performed on input data, which means we have to write COBOL programs in these instances. Moreover, Format cannot be used by our users, even for simple input tasks. It's not "user-friendly," which further compounds the burden on our programming staff.

**RECOVERY FACILITIES.** Four Phase's facilities for recovering from a system failure is nothing short of primitive. It takes a minimum of 2 hours to rebuild database indexes and pointers before we can resume processing. The system fails 4 or 5 times per month on average, making downtime a serious matter.

In short, we simply can't proceed with further information system development work without first enhancing our computer facilities. Our computer simply can't handle much more. In addition to, we must find ways to reduce or eliminate programming inefficiencies inherent in current facilities. Otherwise all future development work will cost far more than it should.

B. REASONS WHY PROBLEM NOT BEING MET WITH CURRENT LEVEL

The shortcomings outlined above are serious indeed. Unfortunately, most of them are beyond POST's ability to do anything about. They cannot be overcome without major changes in the system software Four Phase provides with its computers. Such changes can only come from Four Phase itself.

C. PROGRAM OBJECTIVES (only if B-2 not completed)

D. ANALYSIS OF ALTERNATIVE MEANS OF SOLVING PROBLEM

ALTERNATIVE 1: DO NOTHING. We could continue on with current computer facilities without change. Doing that, however, would be pointless and fruitless. We could never get where we're going that way.

ALTERNATIVE 2: ADD SECOND FOUR PHASE COMPUTER. We could install a second Four Phase computer and connect it to our current system. This would solve only one of the problems described above, namely it would allow us to add more CRT terminals. It would do nothing to alleviate the problems with Four Phase's system software. We would have to continue living with those.

ALTERNATIVE 3: EVALUATE THE FEASIBILITY OF REPLACING OUR CURRENT COMPUTER. We could live with the above problems while we evaluate ways of replacing current facilities. However, if it proves both feasible and cost-effective, it would take at least 18 months, probably longer. In the meantime we would have to live with each and every problem described above. Our users could never live with that.

ALTERNATIVE 4: IMPLEMENT LIMITED INTERIM FACILITIES AND EVALUATE THE FEASIBILITY OF REPLACING OUR CURRENT COMPUTER. We could implement some limited improvements in our current computer facilities while proceeding with efforts to replace them. We could shift as much development work as is technically workable to the Teale Data Center, (TDC) and limit further development on our Four Phase computer as much as possible. We could also transfer as much batch processing and report preparation as possible TDC.

This would solve some of the above problems temporarily, and alleviate others somewhat. We would be able to do more concurrent processing at TDC than we can now. We could take advantage of TDC's database management facilities, system development and programming tools, report generator capabilities, and recovery facilities for systems that could be developed and implemented there. But for the systems that must remain on our Four Phase computer, which is the bulk of what we do, all of the above problems would continue. And in both cases, we would still be limited to 32 CRT terminals.

## E. RECOMMENDATIONS

-----

We recommend alternative 4. It provides some limited temporary relief from some of the above problems, while allowing time to evaluate, develop, and implement permanent solutions.

Since our EDP staff has neither the time nor expertise required, we would contract out the work required to replace our computer and applications software. The contract would retain a consulting firm to evaluate alternatives and recommend solutions for designing and developing a Management Information System, a computer network that allows local law enforcement agencies to exchange computer data with POST, and the acquisition of hardware needed to implement POST's current and future systems.

The feasibility study would not exceed \$76,000 and the Implementation contract is not to exceed \$34,000. The implementation contract would cover the cost of writing an RFP and evaluating proposals to acquire whatever hardware, software, and services the approved FSR recommends; plan and coordinate preparation of physical facilities, if needed; monitor installation of all equipment; conduct all required acceptance tests; and plan the conversion of existing applications.

Thus, we recommend approval of this Budget Change Proposal in the amount of \$110,000 to cover cost of this effort.

Attachment A shows the basis for these estimates.

Attachment B shows the timetable for the proposed actions.

## ATTACHMENT A

## POST COMPUTER REPLACEMENT AND MANAGEMENT INFORMATION SYSTEM

<u>Project Phase/Task</u>	<u>Persondays</u>	<u>Total Persondays</u>	<u>Cost @ \$50/Hour</u>
<u>Conduct Feasibility Study</u>			
Project Planning	10		
Define Requirements	80		
Define Alternative Solutions	10		
Estimate Costs & Benefits	40		
Choose Recommended Solution	3		
Develop Implementation Plan	5		
Prepare FY 1986-87 FSR & BCP	20		
Review With POST/Finalize FSR & BCP	10		
Obtain POST Approvals, CDR	2		
Obtain OIT Approvals	5		
Obtain Budget Approvals	5		
Total Persondays		190	\$76,000
<u>Conduct Facilities Procurement</u>			
Write RFP, Obtain Approvals	45		
Evaluate Proposals, Award	30		
Obtain Contract Approvals	10		
Total Persondays		85	\$34,000
		275	\$110,000



ATTACHMENT B

POST COMPUTER REPLACEMENT PROJECT PLAN

PROJECT	FY 1984-85					FY 1985-86					FY 1986-87													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
o OBTAIN FSR CONTRACTOR						I												I						
o Write RFP, Obtain Approvals			:XXXX			I												I						
o Evaluate Proposals, Award					XX	I												I						
o Obtain Contract Approvals						XXI												I						
o CONDUCT COMPUTER FEAS. STUDY						I												I						
o Project Planning						I	XXX											I						
o Define Requirements						I	XXXX											I						
o Define Alternative Solutions						I	XX											I						
o Estimate Costs & Benefits						I	XXX											I						
o Choose Recommended Solution						I	X											I						
o Develop Implementation Plan						I	XX											I						
o Prepare FY 1986-87 BCP						I	XX											I						
o Finalize FSR & BCP						I		XXXX										I						
o Obtain POST Approvals						I		X										I						
o Obtain OIT Approvals						I			XXXXXXXX									I						
o Obtain Budget Approvals						I				XXXXXXXX								I						
o RETAIN IMPLEMENT'N CONTRACTOR						I												I						
o Write RFP, Obtain Approvals						I			:XXX									I						
o Evaluate Proposals, Award						I				:XXX								I						
o Obtain Contract Approvals						I					XXX							I						
o ACQUIRE REPLACEMENT FACILITIES:						I												I						
o Write RFP, Obtain Approvals						I							XXXXXXXX					I						
o Evaluate Proposals, Award						I										XXXX		I						
o Obtain Contract Approvals						I											:XXXI	I						
o INSTALL REPLACEMENT FACILITIES:						I												I						
o Prepare Physical Facility						I												I			XXXX			
o Install Hardware						I												I			:XXX			
o Install System Software						I												I			:XXX			
o Conduct Acceptance Tests						I												I				XXXX		
o Cutover						I												I				X		
o CONVERT EXISTING APPLICATIONS						I												I						
o Peace Officer System						I												I			:XXX			
o Reimbursement System						I												I			:XXX			
o Course Catalog						I												I				XXXX		
o Instruction Media Catalog						I												I				XXXX		
o CED Tracking						I												I					XXXX	
o Miscellaneous Ad Hoc Programs						I												I					XXXX	
o Release Four Phase Computer						I												I						X

D

ESTABLISHED 1921  
**Jenkins**  
INDEX CORPORATION  
LOS ANGELES

JL - 11925

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Public Hearing - Amendments to Advanced Officer Training Requirement</b>		Meeting Date <b>January 24, 1985</b>
Bureau <b>Training Program Services</b>	Reviewed By <b>Hal Snow</b> <i>HS</i>	Researched By <b>Ray Bray</b>
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval <b>1-3-85</b>	Date of Report <b>December 10, 1984</b>
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

Should the Commission approve Amendments to the Advanced Officer Training Requirement? Amendments include:

1. Increasing the training requirement to 24 hours every two years, effective July 1, 1986.
2. Updating the alternatives for satisfying the training requirement by: a) adding the alternative of an accumulation of short-term Technical Courses, b) deleting the "in-house course as an alternative method of compliance, and c) extending the 90-day maximum time period for completing the AO Course to six months.
3. Extending the AO training requirement to the supervisor rank, effective July 1, 1986, and permit AO, Technical or Supervisory/Management Training Course to satisfy the requirement for supervisors.
4. Changing the title of the training requirement to "Continuing Professional Training."
5. Adding a student testing requirement for AO Courses.
6. Making necessary technical changes including, a) increasing the minimum length of the Advanced Officer Course from 20 to 24 hours, b) specifying a six-hour minimum length for Technical Courses, and c) adding "Liability Causing Subjects" as a suggested content area for Advanced Officer Courses.

BACKGROUND

At the April 1984 Commission meeting, the Commission directed staff to study the length and frequency of the advanced officer (AO) training requirement as well as other issues pertaining to the AO requirement. The completed report was presented to the Commission at its October 1984 meeting. The Commission approved the report's recommendations and scheduled a public hearing for this January 1985 meeting. POST Bulletins 84-13 and 84-16, Attachment A, announce the public hearing and specify the effective dates of the proposed changes.

POST's A0 training requirement has remained substantially the same as it was established by the Commission in July 1971. The training requirement consists of 20 hours of training once every four years for sworn peace officers below the rank of supervisor. There are currently three means available to satisfy the training including: (1) completion of a POST-certified Advanced Officer Course; (2) completion of any POST-certified Technical Course totaling 20 or more hours; or (3) completion of 20 hours of in-house training (Alternative Method of Compliance) approved by POST. The A0 training requirement is prescribed in Section 1005(d) of the Commission Regulations (Attachment B). Commission Procedure D-2 (Attachment C) identifies the Advanced Officer Course content objectives, curriculum design and minimum hours.

The following chart indicates the volume of 1983-84 FY training which satisfied the A0 training requirement:

	<u>Reimbursable Trainees</u>	<u>Non-Reimb. Trainee</u>	<u>Total</u>
Advanced Officer Courses	11,807	2,782	14,589
Technical Courses	<u>18,124</u>	<u>8,415</u>	<u>26,539</u>
Grand Total	29,931	11,197	41,128

It should be noted that the 41,128 figure includes some duplications because some officers are sent to more than one course.

The following table indicates the amount of POST 1983-84 FY reimbursement for training which satisfied the A0 training requirement:

	<u>POST Reimbursement</u>	<u>Average Per Trainee</u>
Advanced Officer Courses	\$3,830,000	\$324.00
Technical Courses	<u>7,740,000</u>	<u>427.00</u>
Total	\$11,570,00	

Thus a total of 41,128 officers satisfied the A0 training requirement during the 1983-84 FY at a cost to POST of \$11,570,000.

It is estimated that POST has 40,784 officers in the Regular Program and 4,272 in the Specialized Program who are subject to the A0 training requirement.

Questions have been raised about the adequacy of the length and frequency of the A0 training requirement. In a recent study, the National Association of State Directors of Law Enforcement Training (NADSLET) reports that of the sixteen states requiring in-service or A0 training, California ranks sixteenth in both length and frequency. See Attachment D for a chart summarizing the results. The results particularly identify the four-year frequency as behind those of other states. POST's A0 training requirement is also considerably behind the 24 hours/year requirement set for jail personnel by the State Board of Corrections, Standards and Training for Corrections.

An Advanced Officer Training Requirement Review Committee (See Attachment E for a list of members) was convened to examine the present requirement in view of law

enforcement's training needs. The Committee, representative of most California law enforcement organizations and ranks, made several recommendations for amendments to the requirement based on their perception of law enforcement needs. Among the recommendations was one to increase the requirement to 24 hours annually and extend the requirement to first-line supervisors. See Attachment F for a complete summary of the committee's recommendations.

Training records of a sample of 500 peace officers who were hired in 1979 were examined to determine the exact amount and frequency of their training after the basic academy. Of the 500 officers, only 397 were still subject to the AO training requirement. In their first year of employment after basic academy, 136 officers, or 34 percent, had already attended training which would satisfy the existing 20-hour AO training requirement. By the end of the second year, an additional 111 (28%) officers had completed the requirement. In other words, by the end of two years, 62% of the sample had satisfied the AO training requirement by completing either an AO or Technical Course. Forty-two percent of the sample attended at least two courses in the four-year period from 1979 to 1983 which would satisfy the AO requirement. The present length of AO courses vary from 20 hours to 40 hours, with the average length being 32 hours. The average length of Technical Courses is 42 hours.

A sampling of agencies by size was made to determine the quantity of certified training attended by officers. The average number of certified training hours attended by officers from small agencies is 16 per year, 17 per year for medium agencies and 12 for large agencies. It should be noted that large departments generally have well developed roll call training programs which can, in some cases, amount to 60 hours per year per officer. Thus large departments give less emphasis to formalized POST-certified AO Courses. See Attachment G.

With this information as background, various recommendations for updating the AO training requirement can be analyzed.

## ANALYSIS

### Length and Frequency

It is readily observed that POST's Advanced Officer training requirement lags behind that of other states. Within the last ten years a trend, and presumably a need, has developed for law enforcement agencies to send officers to AO and Technical Courses more frequently than once every four years and to shorter duration courses.

The Advanced Officer Training Requirement Review Committee recommended an increase in the AO training requirement to 24 hours annually to be effective July 1986. The Committee's rationale for this recommendation includes: (1) POST's AO training requirement lags far behind what is needed to keep an officer proficient, (2) California should continue its tradition and reputation as being a leader in police training and professionalization and (3) many agencies are presently meeting or exceeding a higher or more frequent AO training on a voluntary basis. The consensus is that 24 hours is appropriate because most AO and Technical Courses are presented in increments of 8 hours to correspond with the average work day. The Committee also recommended that POST review the requirement again by 1990 to assure the proposed requirement is meeting the needs of law enforcement. The Committee further recommended that POST continue its present reimbursement policy of a maximum 40 hours per officer every year.

In analyzing the Committee's recommendation of 24 hours annually, staff's assessment was that a more moderate increase may be appropriate considering POST's longer Basic Course and the practicalities agencies face in arranging for a higher advanced officer training standard to avoid hardship on some agencies. Therefore, a requirement of 24-hours every two years is being recommended for consideration to be effective July 1, 1986. This will permit law enforcement agencies sufficient planning and budgeting time.

It is estimated that a 24-hour, every two years (or 12 hours every year) A0 training requirement would have the following impact: Thirty-eight percent (38%) of affected law enforcement officers would have to have the frequency of their Advanced Officer or Technical Course training increased. However, even this 38% are completing a minimum of 5 hours every year to satisfy the present A0 requirement. The remaining 62% are already meeting or exceeding this proposed higher standard. POST's increased reimbursement for this proposed higher standard is estimated to be \$1,200,000 annually, which can be accommodated by anticipated budget increases or adjustments in salary percentages. As proposed, these increased costs would not occur until the 1986/87 FY. It is estimated the impact upon employing agencies will be largely offset by significant increases in POST reimbursement. However, the precise impact is uncertain although it is anticipated to be minimal.

#### Alternatives for Satisfying the Requirement

Recognizing that increasing the A0 training requirement may constitute a temporary hardship for some law enforcement agencies, a series of proposals were considered to enable more expeditious satisfaction of the requirement. The Advanced Officer Training Requirement Committee concurs with the proposal of amending POST's regulations to recognize an accumulation of short-term Technical Courses as an alternative for satisfying the A0 training requirement. Presently, Technical Courses of shorter than 20 hours do not qualify for meeting the A0 training requirement. Law enforcement agencies are increasingly seeking out short-term Technical Courses of six hours or more, so that officers can be trained on a more frequent basis. Other professions, e.g., registered nurses, pharmacists, teachers, etc., recognize an accumulation of training over a specified time period and it is desirable for POST to begin recognizing such training. To accomplish this objective, suggested changes to Commission Regulation 1005(d) are identified in Attachment B. To implement this change requires a technical change to Commission Procedure D-6, relating to Technical Courses. This proposed technical change (Attachment H) would specify that the minimum length of any POST-certified Technical Course shall be six hours. Any shorter duration would make it impractical for POST to keep up with the anticipated added workload to approve course presentations and document training records. This issue of allowing an accumulation of training was subject to public hearing in April 1984. The Commission postponed a decision until other aspects of Advanced Officer training were examined.

A second recommendation from the Advanced Officer Training Requirement Review Committee regarding alternatives for satisfying the requirement concerns the elimination of the in-house method of compliance currently approved pursuant to Commission Regulation 1005(d). This method is acceptance of an in-house department training course if approved in advance by POST. This is infrequently used by law enforcement agencies because of the lack of POST reimbursement and ready availability of POST-

certified training courses. Staff concurs that the "in-house AO course" should be eliminated as a means for satisfying the requirement. However, the "alternative method of compliance" specified in Commission Regulation 1005(d) is being retained in the event the Commission wishes to adopt one or more in the future.

The third proposal concerning alternatives for satisfying the AO training requirement is to extend the 90-day maximum time period for completing the Advanced Officer Course to six months. The 90-day maximum time period was originally established to accommodate those agencies who wish to train officers over an extended period. The rationale for increasing this maximum to six months is to provide greater flexibility to training presenters and particularly larger law enforcement agencies which are now conducting non-POST-certified training. (See suggested changes to Commission Procedure D-2 (Attachment C)).

### Extending the AO Training Requirement to Supervisors

The Advanced Officer Training Requirement Review Committee recommended the requirement be extended to first-line supervisors by July 1986 and extended to all ranks by 1990. POST has long recognized the need for higher ranks to complete periodic refresher/update training. There is general agreement among law enforcement that supervisors need to be updated as much as line officers. Supervisors need update training in law enforcement techniques and skills as well as supervisory skills and knowledge. There are approximately 7,000 supervisors employed in the POST Regular and Specialized Programs. A representative sampling of six small, medium, and large agencies was researched to determine the amount of training now received by first-line supervisors after completion of the required supervisors course. Supervisors from small agencies are presently attending an average of 20 hours of AO, Technical, or Supervisory/ Management training per year, medium size agencies 17 hours, and large agencies 11 hours. See Attachment I for comparison chart.

Staff concurs that the AO training requirement should be extended to all supervisors and that, in addition to AO and Technical Courses, any courses classified as Supervisory or Management Training should also satisfy the requirement for supervisors. See Attachment B for proposed Commission Regulation changes. Since most supervisors are already satisfying the AO requirement, it is anticipated the fiscal impact would be negligible upon POST and most law enforcement agencies.

### Title of Advanced Officer Training Requirement

The Committee recommended the advanced officer training requirement be retitled "Continuing Professional Training." There is general agreement that the proposed title would be more descriptive of the content and the persons required to attend such training. The content of courses satisfying the Advanced Officer training requirement is more often than not, basic fundamental subjects, and not advanced. Extending the requirement to other ranks, e.g., supervisors, also suggests the requirement should be retitled.

### Content and Length of the AO Course

The Commission, in directing staff to study the AO training requirement, specified that the content of the Advanced Officer Course should be reviewed. POST's current requirements for the course as provided for in Commission Procedure D-2 (Attachment C) provides extensive flexibility to course presenters to meet local and changing training needs. POST generally identifies suggested course topics. In researching this issue, staff found considerable diversity in existing AO course content. See

Attachment J for a chart comparing A0 course content. The Committee also recommended that Commission Procedure D-2 be amended to add "Liability Causing Subjects" as another recommended A0 course topic. The Committee recommended that POST continue permitting Technical Courses to satisfy the A0 training requirement and to increase the minimum length of the A0 Course from 20 to 24 hours to permit the A0 Course to satisfy the proposed extended requirement.

#### Student Testing Requirement For A0 Courses

The Advanced Officer Training Requirement Revision Committee recommended, and staff concurs, that students should be tested in Advanced Officer Courses. Except for the Basic and P.C. 832 Courses, POST does not require such testing and few course presenters do so. The rationale for requiring student testing includes: (1) encourages students to take the training seriously, (2) encourages instructors to teach to course objectives, (3) enables course coordinators to evaluate the effectiveness of instructors, (4) student testing is consistent with traditionally accepted teaching methodology, and (5) generally will improve course quality. The results of such testing shall as a minimum be used for diagnostic purposes including instructor evaluation and student comprehension. The issue of extending a testing requirement to Technical Courses and others is being studied and is not addressed at this time.

#### RECOMMENDATIONS

Subject to input at the public hearing, approve Admendments to the Advanced Officer training requirement. These proposed changes, if approved, would be effective July 1, 1985:

1. Permit an accumulation of certified short-term technical courses of six hours or more to satisfy the requirement.
2. Change the maximum time period for completing presentations of the Advanced Officer Course to 180 days from 90 days.
3. Retitle the Advanced Officer Requirement to "Continuing Professional Training." (Commission Regulation 1005(d).)
4. Add "Civil Liability-Causing Subjects" to the list of recommended topics for Advanced Officer Courses.

These proposed changes, if approved, would be effective July 1, 1986:

5. Require testing of students in all Advanced Officer Courses.
6. Change the advanced officer training requirement to 24 hours every two years.
7. Extend the advanced officer training requirement to first-line supervisors.
8. Allow supervisors to satisfy the advanced officer training requirement by completing supervisory or management training courses, in addition to Advanced Officer Course and Technical Courses.
9. Change the minimum hours for Advanced Officer course presentations to 24 hours.



**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

4949 BROADWAY  
P. O. BOX 20145  
SACRAMENTO 95820-0145

December 7, 1984

BULLETIN: 84-13

SUBJECT: PUBLIC HEARING - MODIFICATION OF THE POST ADVANCED OFFICER  
TRAINING REQUIREMENT

A public hearing has been scheduled in conjunction with the January 24, 1985, Commission meeting in San Diego. The purpose of the public hearing is to consider proposed changes to POST Regulation 1005(d) and to Commission Procedures D-2 and D-6. Commission Regulation 1005(d) currently requires peace officers employed by agencies participating in a POST program to complete a POST-certified Advanced Officer Course or any POST-certified Technical Course of 20 or more hours at least once every four years. Commission Procedure D-2 specifies the recommended Advanced Officer Course content and the minimum course hours. Commission Procedure D-6 specifies Technical Course content and minimum hours.

Effective July 1, 1985, the proposed Regulation changes would:

- o Change the advanced officer training requirement to 24 hours every two years from 20 hours every four years.
- o Permit an accumulation of certified short-term technical courses of six hours or more to satisfy the requirement. Currently, one technical course of 20 or more hours will satisfy this requirement.
- o Change the maximum time period for completing the Advanced Officer Course to 180 days from 90 days. (The 90-day time period is currently expressed in Commission policy. The proposed change will become part of Commission Procedure D-2.)
- o Extend the advanced officer training requirement to first-line supervisors. Currently, this requirement applies only to peace officers below the rank of supervisor.
- o Allow supervisors to satisfy the advanced officer training requirement by completing supervisory or management training courses, in addition to Advanced Officer Courses and Technical Courses. Supervisors are not currently required to complete advanced officer training.
- o Retitle the "Advanced Officer Course" to "Continuing Professional Training." (Commission Regulation 1005(d).)
- o Change the minimum hours for the Advanced Officer Course to 24 hours every two years from 20 hours every four years.

- o Add "Civil Liability-Causing Subjects" to the list of recommended topics for Advanced Officer Courses.
- o Require testing of students in all Advanced Officer Courses; testing is not currently required.

The proposed changes increasing the advanced officer training requirement are intended to more accurately reflect the current training patterns of California law enforcement in maintaining proficiency through continuing training. POST studies indicate most agencies are already meeting or exceeding the proposed requirements. Extending the requirement to first-line supervisors reflects the need for periodic refresher training in basic training proficiencies. Supervisors are frequently called upon to perform law enforcement duties and routinely supervise others who do so. In addition, supervisors need to maintain proficiency in supervisory and management techniques. The other proposed changes are intended to facilitate and make it easier to satisfy these increased training requirements.

The July 1, 1985, effective date is intended to provide time for local budget planning needed to accommodate increased requirements.

The attached Notice of Public Hearing, required by the Administrative Procedures Act, provides details concerning the proposed Regulation and Procedures changes, and information regarding the hearing process. Inquiries concerning the proposed action may be directed to Patricia Cassidy at (916) 739-5348.

*Norman C. Boehm*

NORMAN C. BOEHM  
Executive Director

Attachment

Commission on Peace Officer Standards and Training

NOTICE OF PUBLIC HEARING

MODIFICATION OF THE POST ADVANCED OFFICER TRAINING REQUIREMENT

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Section 13506 of the Penal Code to interpret, amend and make specific Sections 13503, 13506, 13510, and 13510.5 of the Penal Code, proposes to adopt, amend, or repeal regulations in Chapter 2 of Title 11 of the California Administrative Code. A public hearing to adopt the proposed amendments will be held before the full Commission on:

Date: Thursday, January 24, 1985  
Time: 10:00 a.m.  
Place: San Diego Hilton  
San Diego, CA

INFORMATIVE DIGEST

Commission Regulation 1005(d) currently requires peace officers employed by agencies participating in a POST Program to complete a POST-certified Advanced Officer Course or any POST-certified Technical Course of 20 or more hours at least once every four years. Commission Procedure D-2 specifies the recommended Advanced Officer Course content and the minimum course hours. Commission Procedure D-6 specifies Technical Course content and minimum hours.

Effective July 1, 1985, the proposed Regulation changes would:

- o Change the advanced officer training requirement to 24 hours every two years from 20 hours every four years.
- o Permit an accumulation of certified short-term technical courses of six hours or more to satisfy the requirement. Currently, one technical course of 20 or more hours will satisfy this requirement.
- o Change the maximum time period for completing the Advanced Officer Course to 180 days from 90 days. (The 90-day time period is currently expressed in Commission policy. The proposed change will become part of Commission Procedure D-2.)
- o Extend the advanced officer training requirement to first-line supervisors. Currently, this requirement applies only to peace officers below the rank of supervisor.
- o Allow supervisors to satisfy the advanced officer training requirement by completing supervisory or management training courses, in addition to Advanced Officer Courses and Technical Courses. Supervisors are not currently required to complete advanced officer training.
- o Retitle the "Advanced Officer Course" to "Continuing Professional Training." (Commission Regulation 1005(d).)

- o Change the minimum hours for the Advanced Officer Course to 24 hours every two years from 20 hours every four years.
- o Add "Civil Liability-Causing Subjects" to the list of recommended topics for Advanced Officer Courses.
- o Require testing of students in all Advanced Officer Courses; testing is not currently required.

This regulation change increasing the Advanced Officer Training Requirement is intended to more accurately reflect the needs of California law enforcement for more frequent training to maintain officer proficiency. Extending the requirement to first-line supervisors reflects their need for continued proficiency in basic course training concepts and updating in supervisory and management techniques. The other proposed changes are intended to facilitate and to provide greater convenience in satisfying these increased training requirements. POST studies have shown that most law enforcement agencies are currently complying with these higher training requirements.

#### ADOPTION OF PROPOSED REGULATIONS

After the hearing, the Commission may adopt the proposed language if it remains sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any modified language will be made available to the public at least 15 days before adoption. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified language for 15 days after the date on which the revised text is made available.

#### FISCAL IMPACT

The Commission has determined that no savings or increased costs to any state agency, no costs or savings under Section 2231 of the Revenue and Taxation Code to local agencies or school districts, no other non-discretionary costs or savings imposed on local agencies, and no costs or savings in federal funding to the state will result from the proposed changes. The Commission has also determined that the proposed changes do not impose a mandate on local agencies or school districts and will involve no significant cost to private individuals and businesses.

The proposed regulations will have no effect on housing costs.

The proposed regulations will have no adverse economic impact on small businesses.

#### INFORMATION REQUESTS

Notice is hereby given that any interested person may present statements or arguments in writing relevant to the action proposed. Written comments must be received by the Commission on Peace Officer Standards and Training, P. O. Box 20145, Sacramento, CA 95820-0145, no later than January 21, 1985.

A copy of the Statement of Reasons and the exact language of the proposed regulations may be obtained at the hearing or prior to the hearing upon request by writing to the Commission at the above address. This address is also the location of public records, including reports, documentation, and other materials related to the proposed action.

Inquiries concerning the proposed action may be directed to Patricia Cassidy at (916) 739-5348.

5178B/29 11/28/84



## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

4949 BROADWAY  
P. O. BOX 20145  
SACRAMENTO 95820-0145

December 13, 1984

BULLETIN: 84-16

SUBJECT: EFFECTIVE DATES OF PROPOSED CHANGES TO ADVANCED OFFICER TRAINING

POST Bulletin 84-13, dated December 7, 1984, announced a public hearing to consider changes to the POST advanced officer training requirement. Although the bulletin proposed an effective date of July 1, 1985, it is the Commission's intention that certain changes become effective July 1, 1986. This later effective date for some changes is intended to provide sufficient time for local budget planning and scheduling of training.

These proposed changes, if approved, would be effective July 1, 1985:

- o Permit an accumulation of certified short-term technical courses of six hours or more to satisfy the requirement.
- o Change the maximum time period for completing the Advanced Officer Course to 180 days from 90 days.
- o Retitle the "Advanced Officer Course" to "Continuing Professional Training." (Commission Regulation 1005(d).)
- o Add "Civil Liability-Causing Subjects" to the list of recommended topics for Advanced Officer Courses.

These proposed changes, if approved, would be effective July 1, 1986:

- o Require testing of students in all Advanced Officer Courses.
- o Change the advanced officer training requirement to 24 hours every two years.
- o Extend the advanced officer training requirement to first-line supervisors.
- o Allow supervisors to satisfy the advanced officer training requirement by completing supervisory or management training courses, in addition to Advanced Officer Courses and Technical Courses.
- o Change the minimum hours for advanced officer presentations to 24 hours.

As always, we welcome your comments on these proposed changes.

NORMAN C. BOEHM  
Executive Director

## REGULATIONS

Revised: January 26, 1984  
July 1, 1985

## 1005. Minimum Standards for Training (continued)

(d) ~~Advanced Officer Course~~ Continuing Professional Training (Required)

- (1) Every peace officer below the rank of a first-level supervisory middle management position as defined in Section 1001 (k) (o) shall satisfactorily complete the Advanced Officer Course of ~~20~~ 24 or more hours at least once every four two years after completion of the Basic Course.
- (2) The above requirement may be met by satisfactory completion of any an accumulation of certified Technical Courses of 20 24 or more hours, or satisfactory completion of the an alternative method of compliance as determined by the Commission. In addition to the above methods of compliance, supervisors may also satisfy the requirement by completing Supervisory or Management Training Courses.
- (3) Every regular officer, regardless of rank, may attend a certified Advanced Officer Course and the jurisdiction may be reimbursed.
- (4) Requirements for the Advanced Officer Course are set forth in the POST Administrative Manual, Section D-2, (adopted effective April 15, 1982 and amended January 24, 1985), herein incorporated by reference.

Procedure D-2 was incorporated by reference into Commission Regulation 1005 on April 15, 1982. A public hearing is required prior to revision of this directive.

## ADVANCED OFFICER COURSE

### Purpose

2-1. Specification of Advanced Officer Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(d) of the Regulations for Advanced Officer Training.

### Course Objective

2-2. Advanced Officer Course Objectives: The Advanced Officer Course is designed to provide updating and refresher training at the operations level. It is not to be used to present single-subject presentations. Since these are designed to train personnel in a specific subject area, single subjects are more properly addressed in POST-certified Technical Courses. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs.

The Advanced Officer Course shall not be used to circumvent Commission-imposed limitations of funding for specific training.

### Course Content

2-3. Advanced Officer Course Content:

The Commission recommends the following topics be considered, but not required, as part of the Advanced Officer Course:

New Laws  
Recent Court Decisions and/or Search and Seizure Refresher  
Officer Survival Techniques  
New Concepts, Procedures, Technology  
Discretionary Decision Making (Practical Field Problems)  
Civil Liability-Causing Subjects

The course may contain other currently needed subject matter such as, the topical areas of the Basic Course, Commission Procedure D-1. It is suggested elective subjects address current and local problems or needs of a general, rather than a specific, nature.

2-4. Presentation and Curriculum Design: Curriculum design and the manner in which the Advanced Officer Course is proposed to be presented may be developed by the advisory committee of each agency certified to present the Advanced Officer Course and shall be presented to the Commission for approval.

2-5. Minimum and Maximum Hours: The Advanced Officer Course shall consist of time blocks of not less than two hours each, regardless of subject matter, with an overall minimum of no less than ~~20~~ 24 hours. The maximum time period for presenting an Advanced Officer Course is 180 days.

2-6. Student Testing: Students in each Advanced Officer Course presentation shall be tested on the course content.



STATES WITH REQUIRED IN-SERVICE TRAINING  
(Advanced Officer)

<u>State</u> *	<u>Hours</u>	<u>Frequency/Years</u>
1. Kansas	40	1
2. Kentucky	40	1
3. Utah	40	1
4. Tennessee	40	1
5. North Dakota	48	3
6. Virginia	40	2
7. Minnesota	48	3
8. Connecticut	40	3
9. Vermont	25	1
10. South Carolina	24	1
11. Nebraska (sheriffs only)	20	1
12. Georgia (sheriffs only)	20	1
13. Maryland	17.5	1
14. Arizona	24	3
15. West Virginia	24 (must take 8hrs/yr)	3
16. California	20	4
Average	<u>31.9</u>	<u>1.875</u>

\* Listed in rank order considering hours and frequency

Texas has passed authority to implement A.O. training, no time estimate as yet

ADVANCED OFFICER TRAINING REQUIREMENT  
Howard Johnsons, Sacramento  
July 19-20, 1984 Meeting

ATTENDEE ROSTER

Lieutenant Jim Spreine  
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Stan Friedman, Director  
CAPTO President  
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Los Alamitos Police Department  
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Gerald Galvin  
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Captain Bob Moody  
Costa Mesa Police Department  
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Lieutenant Bob Blankenship  
Redding Police Department  
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Andrew Sarcinella  
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Chief Ron Lowenberg  
California Police Chiefs Association  
c/o Cypress Police Department  
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Cypress, CA 90630  
(714) 828-9390

Sheriff John Zunino  
State Sheriffs' Association  
San Joaquin County Sheriff's Department  
222 E. Weber Avenue  
Stockton CA 95202  
(209) 944-2512

Sergeant Dennis McKenzie  
San Jose Police Department  
201 West Mission  
San Jose, CA 95110  
(408) 277-4345

Captain David Gott  
Sunnyvale Department of Public Safety  
650 W. Olive Street  
Sunnyvale, CA 94088  
(408) 738-5700

5948B/01  
7/16/84

## Commission on Peace Officer Standards and Training

POST SPECIAL SEMINAR--ADVANCED OFFICER TRAINING REQUIREMENT  
Sacramento, California, July 19-20, 1984

Summary of Recommendations\*Length and Frequency of Requirement

1. The advanced officer training requirement should be increased to 24 hours annually, to be effective July 1986. POST should review the requirement again by 1990 to determine if it should be increased to meet law enforcement training needs. POST should continue to provide reimbursement for up to 40 hours of AO training for each officer. POST's AO training requirement should note that it does not include legislatively mandated training nor non-POST-certified departmental training.

Alternatives for Satisfying the Requirement

2. The Advanced Officer Course or an accumulation of 24 hours or more of POST-certified Technical Courses should be alternatives for satisfying the AO training requirement. The "alternative method of compliance" (inhouse, non-POST-certified training) should be eliminated as an alternative.
3. POST should recognize an accumulation of any POST-certified Technical Course of six hours or more. Commission Procedure D-6 relating to Technical Courses should be amended to specify that the minimum length is six hours.

Advanced Officer Course

5. The present 20-hour minimum length of the AO Course should be increased to 24 hours and may be presented in modules of not less than six hours. The minimum time for completing the AO Course should be extended from 12 weeks to one year. POST should reimburse for officers partially attending the course who terminate employment or otherwise are justifiably unable to complete the course.
6. The content of the AO Course should remain flexible as currently prescribed in Commission Procedure D-2, except that the list of recommended subjects should be expanded to include "High Liability-Causing Subjects."

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\*These Committee recommendations are made to POST staff and will be more completely reported as part of the meeting minutes. These recommendations will be evaluated by staff and shall be taken into consideration in developing the report to be submitted to the Commission at the October meeting.

Advanced Officer Course (Continued)

7. POST should require testing in the A0 Course.

STC (Board of Corrections) Training

8. No position.

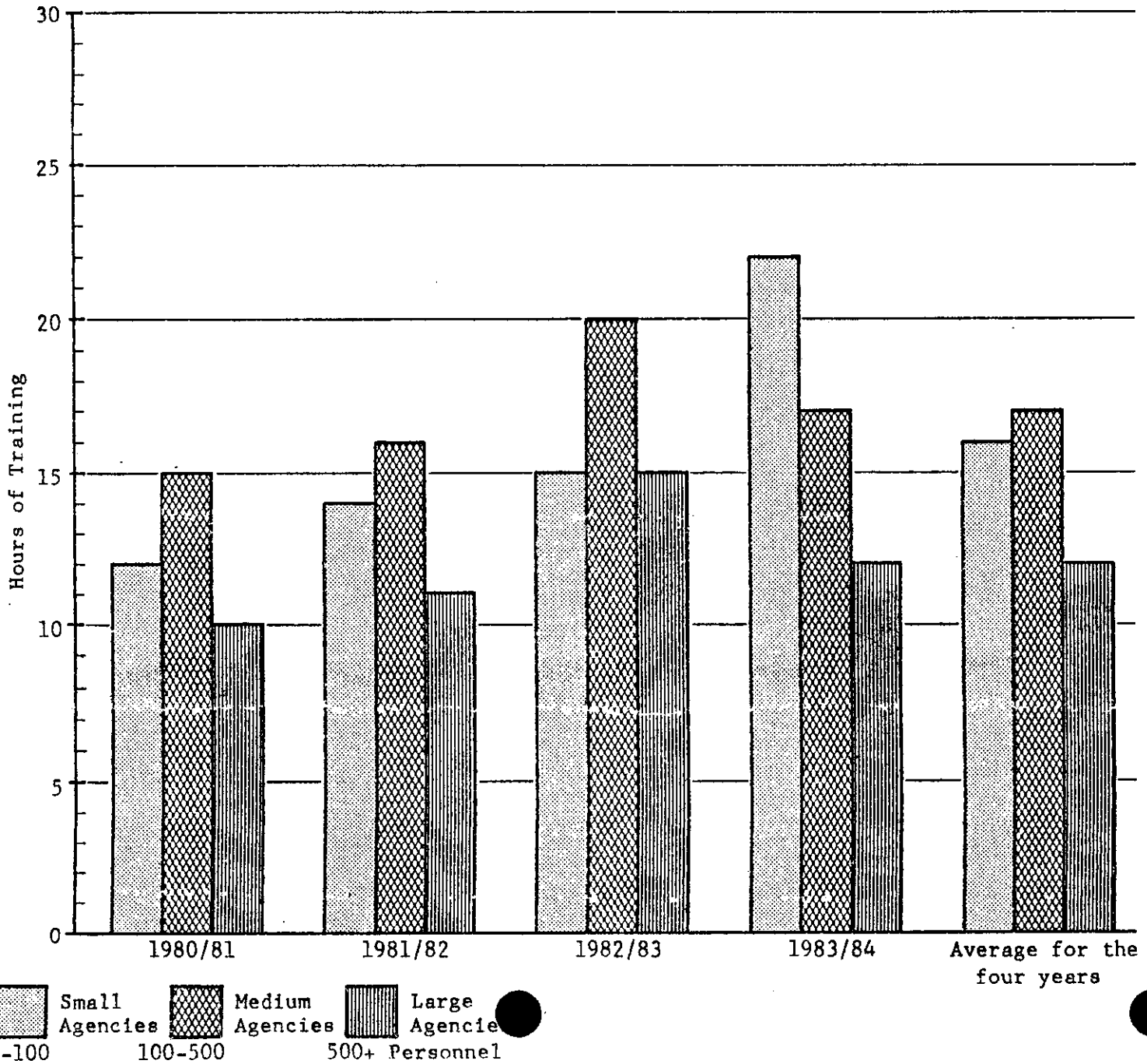
Applicability to Other Peace Officer Ranks/Reserves

9. All first-line supervisors should be subject to the A0 training requirement, and any supervisory or management training course may additionally qualify for satisfying the requirement. POST should recommend the training requirement for all ranks. The need to extend this requirement to other ranks should be evaluated by 1990.
10. POST should study the problem of Level I reserve officers not being required to complete the A0 training requirement.

Title of A0 Training Requirement

11. POST should retitle the A0 training requirement to "Continuing Professional Training."

Commission on Peace Officer Standards and Training  
 AVERAGE HOURS OF TRAINING PER YEAR PER OFFICER



## TECHNICAL COURSES

## Purpose

6-1. Specifications for Technical Courses: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(f) of the Regulations for Technical Training.

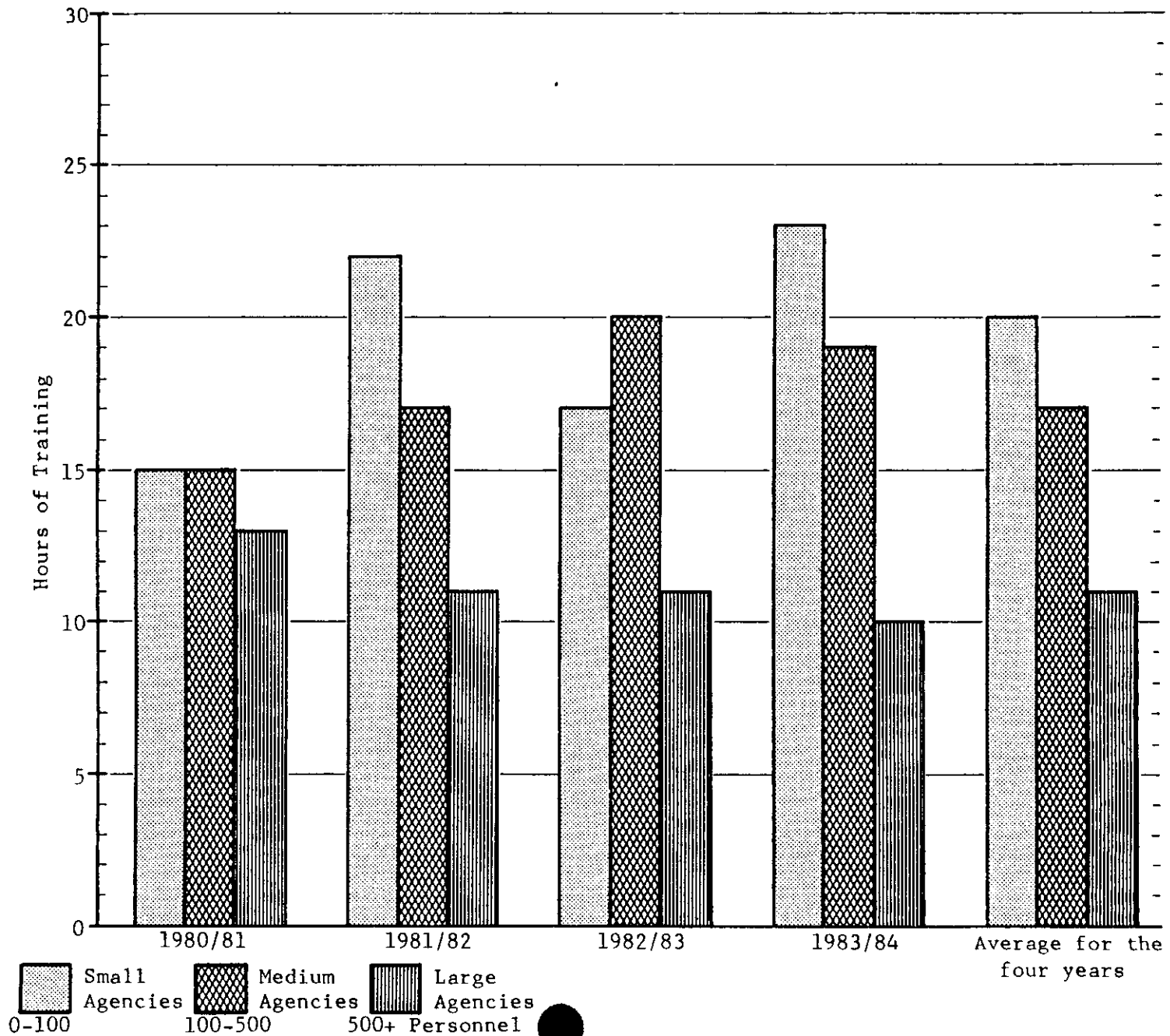
## Content and Minimum Hours

6-2. Technical Courses Subjects and Minimum Hours: Technical Courses may vary in length (minimum 6 hours) and subject matter and are designed to satisfy local needs in specialized subjects or where additional expertise is required. Subjects may include, but are not limited to, evidence gathering and processing, narcotics, law enforcement procedures, data processing and information systems, riot control, jail operations, criminal investigation, crime prevention, community relations, and others. The length of these courses for which reimbursement may be granted shall be determined by the Commission.

6-3. Job Specific Training: Job specific training courses are technical courses and are defined as courses of instruction which teach the basic skills required to perform peace officer or non-peace officer jobs in law enforcement agencies. Training courses excluded by this definition are advanced technical courses and those courses which teach only a single skill or technique, unless it involves the entire job of an individual.

6-4. POST Prescribed Curricula: For selected technical courses, POST specifies the course curricula. Certified presenters of such courses shall use the course curriculum specified by POST. In order to meet local needs, flexibility in curriculum may be authorized with prior POST approval at least 30 days in advance of course presentation. Copies of the POST specified curricula for individual courses are available upon request from POST.

Commission on Peace Officer Standards and Training  
 AVERAGE HOURS OF TRAINING PER YEAR PER SUPERVISOR



# Advanced Officer Course Content

ATTACHMENT J

	Arrest/Search/Seizure	Child Abuse	Crisis Intervention	Defense Tactics	Firearms	First Aid/CPR	Hazardous Materials	Law	Investigations	Officer Survival	Patrol	Officer Stress	Vehicle Operations	Other	Hours (* Variable)
ACADEMY OF JUSTICE/RIVERSIDE COLLEGE	X		X					X		X					20-40*
ALLAN HANCOCK COLLEGE								X	X	X					20-40*
BUTTE CENTER	X							X	X	X					20-40*
CALIFORNIA HIGHWAY PATROL					X	X		X	X	X	X				24-40*
CHABOT COLLEGE		X	X	X	X			X		X					20-40*
CHAFFEY COLLEGE								X		X					20-40*
FORESTRY, DEPARTMENT OF			X					X							20-40*
GAVILAN COLLEGE				X					X	X					20-40*
IMPERIAL VALLEY COLLEGE			X	X	X	X		X		X					20-40*
KERN CO. PEACE OFF. ACADEMY		X	X		X			X	X	X		X	X		20-40*
LONG BEACH POLICE DEPT.			X	X		X		X	X	X					20-40*
LOS ANGELES CO. SHERIFF'S DEPT.			X	X		X				X					24
LOS ANGELES POLICE DEPT.			X	X	X	X		X		X					24
LOS MEDANOS COLLEGE	X		X	X				X		X					24-40*
MODESTO CRIM. JUSTICE TRNG. CENTER	X		X	X				X		X	X				24-40*
NAPA COLLEGE	X	X	X	X	X			X		X					20-40*
OAKLAND POLICE DEPT.		X	X	X	X	X									20-37*
ORANGE COUNTY SHERIFF'S DEPT.	X		X	X				X		X					40 or 120*
PALO ALTO POLICE DEPT.	X		X						X	X					20-40*
PARKS & RECREATION, DEPT. OF	X	X	X					X	X	X					20-80*
REDWOODS CENTER	X			X				X		X		X	X		20-40*
RIO HONDO COLLEGE	X							X				X	X		20-40*
SACRAMENTO CENTER	X					X		X		X	X				20-40*
SACRAMENTO COUNTY SHERIFF'S DEPT.				X	X			X		X			X		20-40*
SADDLEBACK COLLEGE	X		X			X		X	X	X	X				20-40*
SAN BERNARDINO CO. SHERIFF'S DEPT.		X	X			X		X		X		X	X		20-40*
SAN DIEGO CO. L.E. TRNG. CENTER	X		X	X					X	X					20-40*
SAN FRANCISCO CO. SHERIFF'S DEPT.			X	X	X					X			X		20-40*
SAN FRANCISCO POLICE DEPT.	X	X	X	X	X	X		X		X	X	X	X		20-40*
SAN JOAQUIN DELTA COLLEGE						X		X		X	X				20-40*
SAN MATEO COLLEGE	X					X		X	X			X			20-40*
SANTA CLARA VALLEY CJTC	X			X									X		20-40*
SANTA ROSA CENTER	X		X					X		X		X	X		20-40*
SHASTA COLLEGE	X		X		X										20-40*
SOUTHERN PACIFIC RAILROAD PD	X		X			X		X		X					24-40*
STATE CENTER/FRESNO CITY COLLEGE			X		X			X	X		X	X	X		20-40*
STOCKTON POLICE DEPT.		X		X		X		X		X					20-40
SUNNYVALE PUBLIC SAFETY DEPT.			X							X					20-40*
TULARE-KINGS CO. TRNG. ACADEMY															(Schedule not available, content will depend on needs assessment)
VENTURA CO. POLICE/SHERIFF'S ACADEMY		X				X	X								24*

LAPD also has a 24 hour update and refresher training course for detectives.  
 LASD has a 120 hour course for jail deputies being transferred to patrol.



E

MANUFACTURED SINCE 1878  
**Jenkins**  
IMBEL CORPORATION  
LOS ANGELES

J1 - 11925



## ANALYSIS:

As reported at the October 1984 Commission meeting, results of the research warrant the adoption of the job-related physical ability and emotional stability (psychological suitability) standards.

### Physical Ability

The physical ability research findings indicate that the most useful, least disruptive institution of a standard would be to mandate a 48-hour, POST-developed physical conditioning program as part of the regular POST Basic Course, and further, that a POST-developed physical abilities test or pursuant to guidelines, an alternative job-related physical abilities test approved by POST, be instituted as a "must pass" performance objective in the Basic Course. That is, that administration of the test be made part of the conditioning program, and that as a condition of graduation from the academy, each cadet be required to achieve a passing score on the test at the conclusion of the conditioning program.

Persons who have previously completed basic training, or who attend other POST basic courses would not be required to meet the standard.

The physical conditioning program was developed in a collaborative effort involving POST staff, academy PT instructors, and expert exercise physiologists. Throughout the developmental effort, the primary objective was to develop a program that systematically addresses the physical demands placed on the entry-level officer. To this end, significant physical job task information was collected statewide, and served as the underlying basis for the program. POST's involvement in this effort, in large part, was in response to concerns expressed by academy personnel about the lack of standardization, as well as the lack of job-relatedness evidence, with respect to existing physical conditioning training in the 33 basic academies.

The conditioning program is organized around a series of training modules. Each module focuses on a specific type of conditioning and addresses one of the following: Flexibility, Muscular Strength, Muscular Endurance, Aerobic Capacity, and Neuromuscular Coordination. The individual exercises comprising each module are specified, as are recommended changes in exercise intensity/duration during the full term of the program.

Each conditioning session is designed to last 75 minutes and is comprised of two of the modules, as well as warm-up and cool-down periods (which comprise the flexibility module). The modular nature of the program permits the conditioning to be conducted on a variable daily schedule (three days to five days per week) depending upon the circumstances at the local academy.

A total of 372 cadets from 5 academy classes participated in pilot testing of the conditioning program. A comparison of scores on tests administered at the beginning and end of the conditioning program indicates that significant improvement was achieved in each of the five areas addressed by the conditioning program (Flexibility, Muscular Strength, Muscular Endurance, Aerobic Capacity, Neuromuscular Coordination).

ANALYSIS: (continued)

A confidential survey of cadets who participated in the pilot program indicates that by-in-large, the cadets viewed the program favorably; that almost without exception the cadets intend to maintain the level of fitness attained in the program; and that few cadets sustained serious injury during the program.

Finally, general reaction among those academy personnel who administered the program has been very favorable, with the most frequently mentioned comments being that the program works, has resulted in fewer injuries, and is well documented (thereby making it possible to maintain continuity, regardless of who conducts the program).

The test proposed for administration at the conclusion of the conditioning program in the form of a "must pass" performance objective consists of the following five events:

Body Drag - Lift and drag a 165 pound lifelike mannequin 32 feet.

Agility Run - Run a 99 yard obstacle course consisting of several sharp turns, a number of curb height obstacles, and a 34 inch high obstacle that must be vaulted.

Six Foot Solid Fence Climb - Run 25 yards to a 6-foot solid fence, climb over fence, continue running another 5 yards.

500 Yard Run - Run 500 yards (1 lap plus 60 yards of a standard 440 yard running track).

Six Foot Chain Link Fence Climb - Run 25 yards to a 6-foot chain link fence, climb over fence, continue running another 5 yards.

Specifications for the events were developed on the basis of extensive job analysis information. The items were field tested on 446 cadets, 213 of whom were retested after a period of approximately 12 weeks. Test-retest reliability for the test for the sample of 213 was found to be extremely high ( $r = .95$ ).

Each of the events is timed, and a score value is assigned for each event on the basis of the time taken to complete the event. The score values are then totaled to arrive at a total test score. The minimum passing score for the test is defined in terms of the total test score, as opposed to having separate pass points for each individual event. The minimum passing score was derived on the basis of judgments from incumbent officers as to what constitutes acceptable minimum performance. The officers made their judgments after having taken the tests, and having been supplied with both their individual times and the times achieved by the 446 cadets who were tested. At the proposed minimum passing score, 98.2% of the 213 cadets who were tested at the conclusion of the training program achieved a passing score. With respect to this relatively high

ANALYSIS: (continued)

passing rate, it is worthy to note that: (a) the vast majority of the 213 cadets had been prescreened on a locally developed physical abilities test prior to entry into academy training; and (b) the passing rate is for those cadets remaining in the respective academies after 12 weeks of training.

The guidelines proposed for evaluating the acceptability of alternatives to the POST-developed test are consistent with provisions for demonstrating job-relatedness as specified in the Uniform Guidelines on Employee Selection Procedures. Agencies seeking approval to use an alternative test would be required to provide written documentation regarding:

- o Job analysis procedures and findings leading to the development of the test
- o Test content
- o Test administration and scoring procedures
- o Reliability and other relevant psychometric properties of the test
- o Procedures followed to establish minimum passing scores

Impact of Proposed Standard

Two features of the proposed physical ability standard represent precedent setting actions. By mandating the physical conditioning program, POST, for the first time, would be requiring that a specific methodology be followed in presenting training. Currently, all prescribed basic training is defined largely in terms of training content, with the specific method for presenting the training left to the individual presenter.

The institution of the testing component of the standard represents the first POST standard that would be defined in terms of a POST prescribed minimum passing score on a POST prescribed test.

With reference to the institution of a specific training methodology, few concerns have been raised about this "first", and overwhelming support for the proposed conditioning program was voiced by the Basic Course academy directors at the Basic Course Consortium meeting held December 4, 1984. It should also be noted, that few concerns were raised at the meeting about the cost of approximately \$2,000 to obtain the equipment necessary to conduct the testing at the conclusion of the conditioning program.

ANALYSIS: (continued)

Concerns have been expressed about the institution of a POST prescribed pass-point on the physical abilities test. The principle concern is that, in effect, the POST prescribed "minimum" will become a "maximum", because those academies that might wish to set a higher standard would find it difficult to defend the higher standard. While it is probably true that the existence of a POST "minimum" standard would increase the likelihood of a locally determined standard being called into question, the types of job-relatedness evidence that would be required to defend a locally determined standard would remain unchanged.

Emotional Stability (Psychological Suitability) Standard

The emotional stability research findings support the establishment of a job-related, entry-level psychological suitability standard. The recommended action is to require that:

1. Peace officer applicants shall be judged to be free from job-relevant psychopathology, including personality disorders, as diagnosed by a qualified professional, described in Government Code Section 1031(f). References which may be used in making this determination are identified in the "POST Psychological Screening Manual."
2. Psychological suitability shall be determined on the basis of objective psychological test score information which has been interpreted by a qualified professional. A minimum of two psychological tests shall be used. One must be normed in such a manner as to identify patterns of abnormal behavior; the other must be oriented toward assessing relevant dimensions of normal behavior.
3. All final decisions to disqualify candidates for psychological suitability shall be based, in part, on a clinical interview conducted by a qualified professional. An interview shall also be conducted when objective test data are inconclusive.

As recommended, the psychological suitability standard will apply to all regular, specialized, and reserve officers, and all lateral transfers who have had a break in service of more than 60 days.

The proposed standard is largely a procedural requirement. The basic elements of the requirement are that at least two objectively scored psychological tests be used as part of the assessment process; that the test results be interpreted by a qualified professional; and that a clinical interview be conducted by a qualified professional in those instances when the candidate is being considered for disqualification, or when the candidate's test data are inconclusive. As proposed, a qualified professional is defined as an individual who meets the qualification requirements as specified in Government Code Section 1031(f).

ANALYSIS: (continued)

The POST Psychological Screening Manual, referenced in the proposed standard, describes and elaborates upon the requirements of the proposed POST standard; provides an overview of the job-relatedness evidence for psychological screening; includes reviews of the most commonly used objective psychological tests; and contains a more detailed summary of the POST research effort, the findings and conclusions of which are more meaningful to providers of psychological screening services.

Impact of Proposed Standard

Although the estimated per candidate cost for psychological screening is significant (\$150.00), the results of several recent surveys indicate that among California police and sheriff departments, approximately 75 percent of the departments are currently conducting psychological screening. Further, among those that are conducting such screening, approximately 86 percent utilize a clinical interview; approximately 55 percent conduct psychological screening of all reserves; and approximately 90 percent conduct psychological screening of all laterals (while the proposed POST standard would require screening of only those laterals with greater than 60 days break in service).

The proposed standard would most probably have the greatest financial impact on those State agencies which employ peace officers, and the largest of those agencies, the California Highway Patrol, is preparing to institute a psychological screening program effective January 1, 1985.

The proposed changes that must be made to Commission Procedures and Regulations in order to institute the recommended Physical Ability and Emotional Stability (Psychological Suitability) Standards, are attached, along with a Notice of Public Hearing.

RECOMMENDATIONS:

Physical Ability

Subject to input at the public hearing:

Amend Commission Procedure D-1 to (a) require that the POST-developed physical conditioning program be incorporated into Functional Area 12.0 (Physical Fitness and Defense Techniques) of the Basic Course Curriculum, and (b) require that students pass a POST-developed physical abilities test or, pursuant to guidelines, an alternative job-related physical abilities test approved by POST at the conclusion of the conditioning program as a condition for graduation from basic training, and (c) increase the number of hours for Basic Course Functional Area 12.0 from 40 hours to 85 hours and the examination portion from 20 hours to 23 hours to accommodate the POST-developed physical conditioning program.

RECOMMENDATIONS: (continued)

Emotional Stability (Psychological Suitability) Standard

Subject to input at the public hearing:

Amend Regulation 1002(a) and Commission Procedure H-2 to reflect the proposed examination title language for testing psychological suitability, consistent with proposed changes to Commission Procedure C-2.

Amend Commission Procedure C-2, to require that candidates be screened for psychological suitability and to require that the screening be conducted in the manner prescribed by POST.

Pursuant to Commission Regulation 1002(b), as a matter of policy, waive the psychological suitability requirement for lateral entrants with 60 days or less break in service.

The recommended effective date for the proposed changes is July 1, 1985.



## Commission on Peace Officer Standards and Training

### PUBLIC HEARING: IMPLEMENTATION OF PENAL CODE SECTION 13510(b): PHYSICAL ABILITY AND EMOTIONAL STABILITY STANDARDS

#### STATEMENT OF REASONS

The Commission on Peace Officer Standards and Training (POST) will hold a public hearing on January 24, 1985, for the purpose of receiving comments on proposed changes to Commission Procedure D-1 to: (1) increase the minimum hours of the POST Basic Course, (2) include a physical conditioning program, and (3) require that students pass a POST-developed physical abilities test or an alternative job-related test approved by POST at the conclusion of the conditioning program as a condition for graduation from basic training; and for the purpose of receiving comments on proposed changes to Commission Regulation 1002(a)(7), Commission Procedures C-2 and H-2 to include the requirement that (1) law enforcement candidates be screened for psychological suitability, and (2) that the screening process be conducted according to POST-specified requirements.

These proposed changes are the result of two years of research aimed at fulfilling the mandate of Penal Code Section 13510(b), which states:

The Commission shall conduct research concerning job-related educational standards and job-related selection standards, to include vision, hearing, physical ability, and emotional stability. Job-related standards which are supported by this research shall be adopted by the Commission prior to January 1, 1985, and shall apply to those peace officer classes identified in subdivision (a). The Commission shall consult with local entities during the conducting of related research into job-related selection standards.

Research was conducted in each of the five areas enumerated by PC 13510(b) (educational standards, and vision, hearing, physical ability, and emotional stability selection standards); however, in only two of the researched areas - physical ability and emotional stability - did the findings to date warrant the adoption of selection standards.

#### Physical Ability Standards

The results of the physical ability research concurred with and expanded upon previous POST research. The earlier effort, which led to the development of the Patrol Officer Physical Performance Testing Manual, resulted in the identification of two test batteries (the Work Sample Test Battery and the Generic Test Battery) that can be used by employing agencies to screen applicants. The current study confirmed the original research findings and resulted in the identification of two test batteries that are similar to the original Work Sample Test Battery and Generic Test Battery. A further goal of the current research was to develop a job-related physical conditioning program. This goal was successfully met, and data collected to evaluate the program indicates that the program is highly effective.

As a result of the physical ability standards research, it is proposed that Commission Procedure D-1 be modified to require that the physical conditioning program be mandated as part of the regular POST Basic Course and that Functional Area 12 (Physical Fitness and Defense Techniques) and the examination portion of the Basic Course be expanded by an additional 48 hours to accommodate the program. Furthermore, it is recommended that the revised POST-developed Work Sample Test Battery or an alternative job-related physical abilities test approved by POST be instituted as a "must pass" performance objective in the Basic Course. That is, that administration of the tests be made part of the conditioning program, and as a condition of graduation from the academy, each cadet be required to achieve a passing score on the tests at the conclusion of the conditioning program. The advantages of this approach over that of mandating a passing score on the POST tests as a condition for employment and/or entry into the academy, are as follows:

1. Many smaller agencies lack the resources to conduct physical ability testing. A POST required entry-level test standard outside of the Basic Course would represent a cost of such significance that it would, perhaps, be necessary for POST to establish regional testing centers.
2. Initial results of the physical ability program are very encouraging and suggest that the vast majority of persons who complete the program will be able to meet reasonable standards of performance on POST's test or alternative job-related tests.
3. The majority of academies have experience administering physical abilities tests, and thus, already have much of the expertise and the equipment needed to administer the POST test or alternative job-related tests.
4. Many agencies are utilizing locally developed, job-related selection tests of physical ability. By administering the POST-developed physical abilities test or an alternative job-related test approved by POST as a "must pass" performance objective in the Basic Course, local agencies will not face an unjustified significant burden, given that the agencies are currently using tailor-made job-related tests.
5. Requiring that the POST test or alternative job-related tests be passed as a condition for graduation from the academy would not preclude agencies from using the POST tests (the Work Sample Test Battery and the Generic Test Battery) for entry-level selection. POST would encourage the use of the tests for this purpose. POST will publish a test manual with recommended cut-off score information which takes into account the improvement in test performance that can be expected as a result of successfully completing the conditioning program.

These changes would apply only to the POST Regular Basic Course. Persons who have previously completed basic training, or who attend other POST basic courses would not be required to meet the standard.

## Emotional Stability Standards (Psychological Suitability)

There were three major components to the psychological suitability research, each designed to achieve a specific purpose. They were: (1) Behavioral Surveys. Two surveys were conducted to identify desirable and undesirable psychological factors. The first was developed to determine the incidence of abnormal behavior among officers and the estimated impact of such behavior upon job performance. The second survey examined the effects of general behavioral and psychological attributes upon job performance; (2) Academy Studies. This component was designed to contribute longitudinal data where title exists. Eight hundred cadets who had not previously been screened with psychological tests were tested with a battery of standard (e.g., MMPI, CPI) and research psychological tests. Performance data on the eight hundred cadets were also collected, then test and performance data were statistically analyzed to identify predictive relationships; and (3) Incumbent Officer Study. This component was conducted to replicate other research and to determine if there were procedures which could be developed to enhance predictability over that reported in previous concurrent validation studies. In all, the records of 328 officers were examined.

Overall, the research findings indicate there is a sound basis for establishing a job-related entry-level psychological suitability standard. Specifically, the recommendations are that Regulation 1002(a), Commission Procedure C-2, and Commission Procedure H-2 be modified to require that:

1. Applicants shall be judged to be free from job-relevant psychopathology, including personality disorders, as diagnosed by a qualified professional, described in Government Code Section 1031(f). References which may be used in making this determination are identified in the POST Psychological Screening Manual.
2. Psychological suitability shall be determined on the basis of objective psychological test score information which has been interpreted by a qualified professional.
3. All final decisions to disqualify candidates for psychological suitability be based, in part, on a clinical interview conducted by a qualified professional.\* An interview shall also be conducted when objective test data are inclusive.

As proposed, this requirement would apply to all regular, specialized and reserve officers, and all lateral transfers who have had a break in service of more than 60 days.

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\*Although not required, it is strongly recommended that all applicants receive a clinical interview conducted by a qualified professional, and that interview data be combined with psychological test results in making selection decisions.

Commission on Peace Officer Standards and Training

PUBLIC HEARING: IMPLEMENTATION OF PENAL CODE SECTION 13510(b):  
PHYSICAL ABILITY AND EMOTIONAL STABILITY STANDARDS

PROPOSED LANGUAGE

REGULATIONS

Revised: ~~January 1, 1985~~  
July 1, 1985

1002. Minimum Standards for Employment (continued)

(a) Every peace officer employed by a department shall be selected in conformance with the following requirements:

(7) ~~Physical and Mental~~ Psychological Suitability Examinations. Government Code Section 1031(f): Requires an examination of physical, emotional, and mental conditions.

The examinations shall be conducted as prescribed in the POST Administrative Manual, Section C-2, "Physical and Psychological Suitability Examinations," (adopted effective April 15, 1982 and amended January 1, 1985 and July 1, 1985), herein incorporated by reference.

### Training Methodology Basic Course

1-2. Basic Course 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 (57).

- a. Performance objectives must be taught and tested. Successful course completion is based upon objectives meeting the established success criteria specified in the POST Basic Course Unit Guides.
- b. Training methodology is optional with the exception of the requirement that the POST-developed physical conditioning program be followed within Functional Area 12.0 of the Basic Course, and that students pass a POST-developed physical abilities test at the conclusion of the conditioning program as a condition for graduation from basic training. The Commission, pursuant to guidelines, may approve the use of alternative job-related physical abilities tests.
- c. Tracking objectives by student is mandatory; however, the tracking system to be used is optional.
- d. A minimum of ~~400~~ 448 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 a functional area, listed below, flexibility is provided to adjust hours and instructional topics with prior POST approval.

#### Functional Areas:

1.0	Professional Orientation	10 hours
2.0	Police Community Relations	15 hours
3.0	Law	45 hours
4.0	Laws of Evidence	15 hours
5.0	Communications	15 hours
6.0	Vehicle Operations	15 hours

Functional Areas: (continued)

7.0	Force and Weaponry	40 hours
8.0	Patrol Procedures	105 hours
9.0	Traffic	30 hours
10.0	Criminal Investigation	45 hours
11.0	Custody	5 hours
12.0	Physical Fitness and Defense Techniques	<del>40 hours</del> <u>85 hours</u>
	Examinations:	<del>20 hours</del> <u>23 hours</u>
	Total Minimum Required Hours	<del>400 hours</del> <u>448 hours</u>

PHYSICAL AND PSYCHOLOGICAL SUITABILITY EXAMINATION

Purpose

2-1. Physical and Psychological Suitability Examinations: This Commission procedure implements the physical and psychological suitability examinations requirements established in Section 1002(a)(7) of the Regulations. The purpose of the physical examination is to select personnel who are physically sound and free from any physical ~~or mental~~ condition which would probably adversely affect their performance as a peace officer. The purpose of the psychological suitability examination is to select personnel who are free from any mental or emotional condition which might adversely affect their performance as a peace officer. The POST "Medical Screening Manual," or its equivalent, should be followed in conducting the physical evaluation. The "POST Psychological Screening Manual," or its equivalent, should be followed in conducting the psychological suitability evaluation.

Procedure

2-2. ~~Medical~~ Physical and Psychological Suitability Examinations: The ~~medical~~ physical and psychological suitability examinations shall be ~~administered~~ conducted as specified in Government Code Section 1031(f) within 60 days before hire.

2-6. Psychological Suitability: Peace officer applicants shall be judged to be free from job-relevant psychopathology, including personality disorders, as diagnosed by a qualified professional, described in Government Code Section 1031(f). References which may be used in making this determination are identified in the "POST Psychological Screening Manual."

2-7. Psychological Suitability Examination: Psychological suitability shall be determined on the basis of psychological test score information which has been interpreted by a qualified professional. A minimum of two psychological tests shall be used. One must be normed in such a manner as to identify patterns of abnormal behavior; the other must be oriented toward assessing relevant dimensions of normal behavior.

2-8. Clinical Interview: All final decisions to disqualify candidates for psychological suitability shall be based, in part, on a clinical interview conducted by a qualified professional. An interview shall also be conducted when objective test data are inconclusive.

2-3. Minimum Selection Standards: The following minimum standards for selection shall apply to all reserve officers:

- g. Physical and ~~Mental~~ Psychological Suitability Examinations.  
Government Code Section 1031(f): Requires an examination of physical, emotional and mental conditions.



POST HEARING ON PSYCHOLOGICAL SCREENING

FOR

PEACE OFFICER CANDIDATES

JANUARY 24, 1985

TESTIMONY PRESENTED

BY

CALIFORNIA STATE PERSONNEL BOARD

MY NAME IS NANCY BOHATY AND I AM HERE TODAY TO REPRESENT THE CALIFORNIA STATE PERSONNEL BOARD. STATE PERSONNEL BOARD REVIEWED THE RESEARCH POST DID IN THE AREA OF PSYCHOLOGICAL SCREENING FOR PEACE OFFICER CANDIDATES. WE ARE SUPPORTIVE OF THE CONCEPT OF JOB RELATED PSYCHOLOGICAL SCREENING; HOWEVER WE HAVE CONCERNS ABOUT THE PROPOSED PROCESS AS IT RELATES TO EMPLOYEE SELECTION FOR STATE PEACE OFFICER CLASSIFICATIONS. BASED ON THESE CONCERNS WE MUST OPPOSE THE PROPOSAL AS CURRENTLY WRITTEN FOR APPLICATION AT THE STATE LEVEL.

FIFTEEN STATE AGENCIES AND 12 PEACE OFFICER CLASSIFICATIONS WOULD BE AFFECTED BY THE POST IMPOSED SCREENING. AT THE TIME SPB STAFF CONTACTED AFFECTED AGENCIES ONLY THE CALIFORNIA HIGHWAY PATROL (CHP) WAS AWARE OF SPECIFICS OF THE PROPOSAL. LIKE SPB, THOSE CONTACTED WERE SUPPORTIVE OF THE CONCEPT. HOWEVER, MOST WERE NOT PREPARED TO RESPOND TO THE SPECIFIC PROPOSAL AND, WITH THE POSSIBLE EXCEPTION OF THE CHP, WILL NOT BE READY FOR IMPLEMENTATION JULY 1, 1985. HOWEVER, NEITHER CHP NOR ANY OF THE 15 STATE AGENCIES HAS RECEIVED APPROVAL FROM THE STATE PERSONNEL BOARD TO USE WRITTEN PERSONALITY TESTS IN THE SELECTION PROCESS.

IF CHP CONTINUES THEIR REQUEST FOR APPROVAL TO USE THE MINNESOTA MULTIPHASIC PERSONALITY INVENTORY AND THE CALIFORNIA PERSONALITY INVENTORY, A PUBLIC HEARING WILL HAVE TO BE SCHEDULED BEFORE THE FIVE MEMBER STATE PERSONNEL BOARD. AT THIS PUBLIC HEARING THE SPB STAFF WILL ADDRESS PERSONNEL SELECTION ISSUES, SUCH AS ADVERSE IMPACT, INVASION OF PRIVACY, VALIDITY OF THE TESTS AND THE USE OF PERSONALITY TESTING AS OPPOSED TO PSYCHOLOGICAL SCREENING. THESE ISSUES HAVE NOT BEEN COVERED TO OUR SATISFACTION IN THE POST MANUAL OR THEY HAVE BEEN OMITTED FROM THE MANUAL.

THE PROPOSED CHANGE TO POST REGULATION 1002(a) (7) WILL REQUIRE THE USE OF TWO WRITTEN TESTS IN THE EMPLOYMENT PROCESS. NOTHING IN THE POST MANUAL DEMONSTRATES THAT TWO TESTS ARE BETTER THAN ONE TEST. SINCE THE STATE HAS BEEN DOING PSYCHOLOGICAL SCREENING WITHOUT THE ROUTINE USE OF ANY WRITTEN TESTS, THE ISSUE BECOMES WHY USE EVEN ONE WRITTEN TEST? THERE IS NOTHING IN THE POST MANUAL TO DEMONSTRATE THAT PSYCHOLOGICAL SCREENING FOR PSYCHOPATHOLOGY CANNOT BE DONE WITHOUT THE ROUTINE USE OF A WRITTEN TEST OR THAT PSYCHOLOGICAL SCREENING WITHOUT A WRITTEN TEST IS INADEQUATE. ON THE OTHER HAND, THE POST MANUAL DOES CONTAIN INFORMATION THAT INDICATES WRITTEN TESTS MAY BE USEFUL FOR PURPOSES OTHER THAN PSYCHOLOGICAL SCREENING FOR PSYCHOPATHOLOGY. HOWEVER, THE INFORMATION IN THE POST MANUAL IS LEGALLY INSUFFICIENT TO PERMIT THE USE OF THESE TESTS FOR EMPLOYMENT DECISIONS.

USING A TEST IN THE EMPLOYMENT SETTING REQUIRES THAT THE UNIFORM GUIDELINES ON EMPLOYEE SELECTION PROCEDURES BE MET.

?  
THE POST MANUAL DOES NOT SATISFY THE VALIDATION REQUIREMENTS OF THE UNIFORM GUIDELINES FOR ANY OF THE TESTS INCLUDED IN THE POST MANUAL. FOR EXAMPLE, ONLY A FEW OF THE MMPI SCALES PREDICT ANY CRITERION AT ALL (TABLE 12 PAGE 64) AND MMPI SCALES THAT PREDICT TRAINING CRITERIA DO NOT PREDICT JOB PERFORMANCE. THERE IS A LEGAL PROBLEM WITH USING OR PROVIDING THE CLINICIAN MMPI SCORES ON SCALES THAT DO NOT RELATE TO JOB PERFORMANCE. IN EMPLOYMENT DISCRIMINATION CASES, INFORMATION PROVIDED IS ASSUMED TO HAVE BEEN INFORMATION USED OR ACTED UPON. ALSO, VALIDATION BY JOB CLASSIFICATION WHICH IS REQUIRED BY THE UNIFORM GUIDELINES ON EMPLOYEE SELECTION PROCEDURES HAS NOT BEEN DONE. SINCE ALL LAW ENFORCEMENT JOBS ARE NOT ALIKE, THERE IS NO REASON TO BELIEVE THAT THE TESTS WHICH PREDICT SUCCESS AS A STATE PARK RANGER ARE THE SAME TESTS OR TEST SCALES (THAT IS, NO MORE AND NO LESS) THAT PREDICT SUCCESS AS A STATE TRAFFIC OFFICER. THE LANDMARK GRIGGS V. DUKE POWER U.S. SUPREME COURT CASE STATED THAT AN APPLICANT MUST BE ASSESSED FOR THE SPECIFIC JOB AND NOT IN THE ABSTRACT.

?  
THE LEGAL REQUIREMENT OF SCREENING FOR EMOTIONAL STABILITY IS CURRENTLY MET AT THE STATE LEVEL THROUGH THE MEDICAL EXAMINATION AND BACKGROUND INVESTIGATION PROCESSES. THIS IS DONE AFTER CANDIDATES HAVE PASSED A WRITTEN AND ORAL EXAMINATION. WE ARE NOT AWARE OF ANY INADEQUANCY OR FAILURE IN OUR PRESENT SCREENING SYSTEM WHICH DOES NOT ROUTINELY USE ANY WRITTEN PSYCHOLOGICAL TESTS.

SPB'S PRIMARY CONCERNS ARE THE VALIDATION OF THE PROPOSED SCREENING PROCESS AS AN EMPLOYEE SELECTION TOOL IN ACCORDANCE WITH THE FEDERAL UNIFORM GUIDELINES ON EMPLOYEE SELECTION PROCEDURE, THE ANTI-DISCRIMINATION CODES AND THE RIGHT TO PRIVACY LAWS. UNDER THE POST PROPOSAL, 15-25% OF THE CANDIDATES WHO PASSED OUR WRITTEN, ORAL, PHYSICAL ABILITY AND MEDICAL PORTIONS OF AN EXAM WOULD BE DISQUALIFIED FOR PERSONALITY, NOT PSYCHOLOGICAL PATHOLOGIES.

THE SPB MEDICAL OFFICE AND ADVOCACY GROUP PROGRAM MANAGERS AS WELL AS TEST VALIDATION STAFF HAVE EXPRESSED CONCERNS ABOUT THE LIMITED EVIDENCE OF THE PROCESS'S VALIDITY AND POSSIBLE ADVERSE IMPACT ON PROTECTED GROUPS. ALSO OF CONCERN ARE SOME OF THE QUESTIONS ON THE POST RECOMMENDED WRITTEN TESTS (THE MMPI IN PARTICULAR) WHICH COULD BE CONSIDERED AN INVASION OF PRIVACY UNLESS IT CAN BE CLEARLY DEMONSTRATED THAT THE TEST QUESTIONS ARE RELEVANT TO A SPECIFIC JOB AND VALID.

IN CONCLUSION, SPB STAFF BELIEVES THE POST PROPOSAL AS WRITTEN IS NOT APPROPRIATE FOR STATE LEVEL CLASSIFICATIONS AFFECTED UNDER THE FEDERAL UNIFORM GUIDELINES ON EMPLOYEE SELECTION PROCEDURES. THE FOCUS HAS CHANGED FROM A SCREENING PROCESS TO IDENTIFY PSYCHOPATHOLOGY TO ONE OF SELECTING PEOPLE BASED ON PERSONALITY FACTORS. SINCE PERSONALITY TESTS HAVE NOT BEEN VALIDATED FOR USE IN SELECTION, WE FIND IT IMPOSSIBLE TO IMPLEMENT THE PROPOSED STANDARDS. WE STRONGLY SUGGEST THAT THE POST REGULATIONS IN PARAGRAPH ONE BE AMMENDED TO REFLECT OUR CONCERNS BY MAKING THE POST PSYCHOLOGICAL SCREENING GUIDELINES VOLUNTARY AND BY REQUIRING THAT ANY TEST USE BE CONSISTENT WITH THE FEDERAL UNIFORM GUIDELINES ON EMPLOYEE SELECTION PROCEDURES.

WE ALSO SUGGEST THAT PARAGRAPHS TWO AND THREE WHICH PERTAIN TO THE REQUIREMENT TO USE TWO WRITTEN TESTS AND A CLINICAL INTERVIEW BE DELETED. WE WOULD LIKE THE OPTION TO USE WHATEVER TOOLS MIGHT BE APPROPRIATE FOR A VALID, JOB RELATED PROCESS FOR PSYCHOLOGICAL SCREENING.

I APPRECIATE THIS OPPORTUNITY TO PRESENT THE STATE PERSONNEL BOARD'S POSITION AND LOOK FORWARD TO WORKING WITH POST STAFF.

attach.

1/22/85

TESTIMONY BEFORE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PRESENTED BY: W. F. OLIVER, CHIEF, PERSONNEL AND TRAINING DIVISION

CALIFORNIA HIGHWAY PATROL

ESTABLISHMENT OF ENTRY-LEVEL EMOTIONAL STABILITY (PSYCHOLOGICAL SUITABILITY)

STANDARDS

JANUARY 24, 1985

TO BEGIN, THE CALIFORNIA HIGHWAY PATROL FULLY SUPPORTS THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING'S EMOTIONAL STABILITY STANDARDS RESEARCH, AND PSYCHOLOGICAL SCREENING PROGRAM FOR STATE TRAFFIC OFFICER CADET APPLICANTS. MOREOVER, THE CHP'S PROGRAM IS BEING SPECIFICALLY DESIGNED TO COMPLY WITH THE STANDARDS PROPOSED BY POST. WE ANTICIPATE THIS PROGRAM WILL BE IMPLEMENTED DURING JULY 1985.

IT IS HOPED THAT THE FOLLOWING TESTIMONY WILL DOCUMENT THE REASONS WHY THE CHP SO ADAMANTLY SUPPORTS POST'S PROPOSED EMOTIONAL STABILITY STANDARD. FOR MANY YEARS NOW THE CHP HAS RESISTED SUPPORTING PSYCHOLOGICAL SCREENING AS A COMPONENT OF THE SELECTION PROCESS DUE TO A LACK OF EMPIRICAL EVIDENCE SUPPORTING ITS EFFECTIVENESS. HOWEVER, AFTER A THOROUGH REVIEW OF THE POST EMOTIONAL STABILITY STANDARDS RESEARCH, THE CHP IS CONVINCED THAT THE PROPOSED POST STANDARD IS FULLY SUPPORTED AND DEFENSIBLE. SPECIFICALLY, THE CHP IS SOLIDLY CONVINCED THAT WITH POST'S RESEARCH, FOR THE FIRST TIME, THERE IS THE NECESSARY JOB-RELATED VALIDATION BASIS FOR A PSYCHOLOGICAL SCREENING PROGRAM.

NEXT, THE CHP'S REVIEW OF, AND ACTIVE PARTICIPATION IN THE POST EMOTIONAL STABILITY STANDARDS RESEARCH HAS GENERATED INFORMATION WHICH CONCLUSIVELY PROVES THAT BY ADOPTING THE POST PROGRAM, THE CHP WOULD EXPERIENCE SIGNIFICANT BENEFITS IN THE FOLLOWING TWO AREAS: FIRST AND FOREMOST, ADOPTING THE POST PROGRAM WILL GREATLY REDUCE, AND GENERALLY ELIMINATE, THE LIKLIHOOD OF VICARIOUS LIABILITY ASSOCIATED WITH A NEGLIGENT HIRE. AND SECOND, IMPLEMENTING THE POST PROGRAM WILL ANNUALLY SAVE THE CHP A QUARTER OF A MILLION DOLLARS - PRIMARILY FROM REDUCED BACKGROUND INVESTIGATION COSTS NOT TO MENTION COSTS CURRENTLY ASSOCIATED WITH ACADEMY ATTRITION. THE FOLLOWING BRIEFLY EXAMINES EACH OF THESE BENEFICIAL AREAS.

UNDER ITS CURRENT SYSTEM, THE CHP IS CLEARLY OPEN TO VICARIOUS LIABILITY FROM A PSYCHOLOGICALLY-BASED NEGLIGENT HIRE AND HAS EXPERIENCED PROBLEMS ASSOCIATED WITH EMOTIONALLY UNSTABLE APPLICANTS, CADETS, AND STATE TRAFFIC OFFICERS. PRESENTLY, THE STATE PERSONNEL BOARD'S VERY LIMITED SCREENING PROCESS, THAT PURPORTS TO ASSESS A STATE TRAFFIC OFFICER CADET APPLICANT'S MENTAL AND EMOTIONAL FUNCTIONING, IS RESTRICTED TO ASKING A SINGLE, SELF-CERTIFYING QUESTION LOCATED ON A MEDICAL FORM TO DETERMINE IF A PHYSICIAN HAS EVER INDICATED THAT THE APPLICANT HAD A "MENTAL ILLNESS, NERVOUS BREAKDOWN, OR EMOTIONAL PROBLEM." WITH THE RARE EXCEPTION THAT SOME APPLICANTS ANSWER "YES," AND ARE THEN ASKED TO PROVIDE ADDITIONAL INFORMATION FROM THEIR EXAMINING MEDICAL DOCTOR, THIS IS THE ONLY MENTAL OR EMOTIONAL ASSESSMENT CURRENTLY UTILIZED.

THE LIMITED, TO ALMOST NONEXISTENT, CURRENT PSYCHOLOGICAL SCREENING PROCESS HAS RECENTLY RESULTED IN THE CHP BEING FORCED TO HIRE SEVERAL STATE TRAFFIC OFFICER CADET APPLICANTS WHO DEMONSTRATED SIGNIFICANT PSYCHOLOGICAL PROBLEMS. IN A NUMBER OF CASES, APPLICANTS WHO FAILED ONE OR MORE PSYCHOLOGICAL SCREENING

EVALUATIONS BY OTHER LAW ENFORCEMENT AGENCIES WERE CLEARED TO ENTER CHP TRAINING WITHOUT UNDERGOING ANY FURTHER PSYCHOLOGICAL EVALUATION. THE CHP ALSO HAS NUMEROUS DOCUMENTED CASES OF APPLICANTS WHO WERE FOUND TO BE MEDICALLY SUITABLE BY THE STATE PERSONNEL BOARD WHO HAVE HAD MAJOR PSYCHIATRIC DIAGNOSES.

ONE OF MANY RECENTLY DOCUMENTED EXAMPLES OF STATE TRAFFIC OFFICER CADET APPLICANTS WITH DEMONSTRATED SIGNIFICANT PSYCHOLOGICAL PROBLEMS WHO WERE CERTIFIED BY THE STATE PERSONNEL BOARD TO ENTER THE CHP'S ACADEMY, OCCURRED WITHIN THE PAST MONTH. I WILL SUMMARIZE THIS CASE FOR THE COMMISSION'S BENEFIT. THIS APPLICANT INDICATED ON THE PHYSICAL EXAMINATION FORM THAT HE HAD BEEN REFERRED FOR MENTAL HEALTH EVALUATION AND TREATMENT ON THREE SEPARATE OCCASIONS. WITHOUT EVALUATION, HE WAS MEDICALLY CLEARED BY THE STATE PERSONNEL BOARD FOR EMPLOYMENT AS A STATE TRAFFIC OFFICER CADET. PRIOR TO ENTERING TRAINING, HOWEVER, THE APPLICANT HAD A PSYCHOTIC EPISODE AND HAD TO BE HOSPITALIZED. HE WAS DIAGNOSED AS A BIPOLAR DISORDER AND IS CURRENTLY TAKING THE MEDICATIONS OF LITHIUM, IMIPRAMINE, AND NAVANE. AND WHILE IT MAY BE OBVIOUS TO SOMEONE READING THE CHARACTERISTICS OF A BIPOLAR DISORDER THAT A PERSON WITH SUCH A DIAGNOSIS COULD NOT PERFORM AS A PEACE OFFICER, WITHOUT A BONA FIDE PSYCHOLOGICAL EVALUATION, WHICH THE CHP IS CURRENTLY WITHOUT, THERE IS ABSOLUTELY NO WAY TO IDENTIFY SUCH A DISORDER. THE PROPOSED POST STANDARD PROVIDES THE AVENUE FOR IMPLEMENTING THIS NECESSARY PSYCHOLOGICAL EVALUATION.

IN ADDITION TO THE PSYCHOLOGICAL EVALUATION, THE POST PSYCHOLOGICAL SKILLS ANALYSIS ALSO PROVIDES THE JOB-RELATED VALIDATION BASE WHICH SUPPORTS THE RELATIONSHIP BETWEEN BEHAVIORS ASSOCIATED WITH DISORDERS AND IMPAIRED JOB PERFORMANCE. CONSEQUENTLY, THE POST PROPOSED STANDARD WILL PROVIDE THE



CHP WITH BOTH THE PSYCHOLOGICAL EVALUATION TO IDENTIFY DISORDERS AS WELL AS THE VALIDATED RESEARCH BASE THAT SHOWS HOW DISORDERS WOULD IMPAIR JOB PERFORMANCE. AS A RESULT, THE CHP IS CONVINCED THAT THE POST STANDARD IS FULLY DOCUMENTED AND DEFENSIBLE, AND THAT IT WILL ULTIMATELY PROTECT AGAINST THE LIKLIHOOD OF VICARIOUS LIABILITY ASSOCIATED WITH A NEGLIGENTLY HIRED STATE TRAFFIC OFFICER.

FOR REASONS THAT INCLUDE PROTECTING THE INTEGRITY OF THE CHP, I PURPOSELY SELECTED THE SPECIFIC EXAMPLE OF AN APPLICANT WHO, BY CHANCE ALONE, DIDN'T MAKE IT TO THE ACADEMY OR FIELD AND YET WHO COULD HAVE SUBSEQUENTLY CAUSED THE CHP TO EXPERIENCE A MAJOR CRITICAL INCIDENT. HOWEVER, THE CHP DOES HAVE MANY RECENTLY DOCUMENTED CASES OF MAJOR INCIDENTS EXPERIENCED WITH CADETS AND STOs WHO WERE HIRED THROUGH THE PRESENT PROCESS WITH PRE-EXISTING DEMONSTRATED PSYCHOLOGICAL PROBLEMS. BASED ON THESE EXPERIENCES, THE CHP CAN CONCLUSIVELY STATE THAT THE CURRENT VERY LIMITED SCREENING PROCESS BEING ADMINISTERED BY THE STATE PERSONNEL BOARD DOES NOT WORK.

AS NOTED, THE SECOND AREA WHERE THE CHP WOULD EXPERIENCE SIGNIFICANT BENEFITS BY ADOPTING THE POST PROGRAM IS THROUGH ENHANCED COST EFFECTIVENESS. THE KNOWLEDGE GAINED FROM CHP'S PARTICIPATION IN POST'S RESEARCH PROGRAM, WHEN APPLIED TO COST ANALYSIS OF BACKGROUND INVESTIGATIONS, REPRESENTS A COST SAVINGS OF A QUARTER OF A MILLION DOLLARS PER YEAR. THE ANNUAL COST OF A DEPARTMENTAL PSYCHOLOGIST'S POSITION, WHEN COMBINED WITH THE RELATED EXPENSES OF THE PSYCHOLOGICAL SCREENING PROGRAM, TOTALS APPROXIMATELY \$90,000. THE PROJECTED COST SAVINGS IN THE AREAS OF REDUCED BACKGROUND INVESTIGATIONS COMBINED WITH REDUCED ACADEMY ATTRITION IS APPROXIMATELY \$400,000.

GOVERNOR DEUKMEJIAN HAS DIRECTED CALIFORNIA'S STATE AGENCIES TO RELY MORE ON STREAMLINING PROGRAMS RATHER THAN RELY ON INCREASING STAFF SIZE. THE PROPOSED POST EMOTIONAL STABILITY STANDARDS, BEING ADOPTED BY THE CHP, WILL DELETE THE NEED FOR SIX CURRENT BACKGROUND INVESTIGATOR POSITIONS AND IS, THEREFORE, SUPPORTIVE OF THE GOVERNOR'S DIRECTIVE.

IN ADDITION TO THE SUPPORT EXPRESSED, THE HIGHWAY PATROL ALSO RECOMMENDS THE FOLLOWING:

1. ALTHOUGH THE POST PSYCHOLOGICAL SCREENING GUIDELINES ARE WELL SUITED TO OUR DEPARTMENT'S NEEDS, THERE IS ONE EXCEPTION WHICH MUST BE NOTED. PAGE 7 OF POST'S "STATEMENT OF REASONS" STATES THAT "...PSYCHOLOGICAL SUITABILITY EXAMINATIONS SHALL BE CONDUCTED...WITHIN 60 DAYS BEFORE HIRE." FOR OUR DEPARTMENT'S PURPOSES, THIS "STATEMENT" SHOULD BE CHANGED TO READ, "WITHIN 180 DAYS BEFORE HIRE." THE 180 DAY PERIOD WILL PROVIDE THE CHP WITH THE TIME REQUIRED TO COMPLETE A MULTI-PHASED APPLICANT SELECTION PROCESS FOR EXTREMELY LARGE GROUPS OF APPLICANTS.

IN CLOSING, I WOULD LIKE TO EMPHASIZE THAT THE CALIFORNIA HIGHWAY PATROL HAS BEEN PARTICIPATING IN NUMEROUS COOPERATIVE RESEARCH PROJECTS WITH POST FOR THE PAST SEVERAL YEARS, AND WE HAVE CONSISTENTLY BEEN IMPRESSED WITH THE RESEARCH BASES FOR POST'S STANDARDS. THE EMOTIONAL STABILITY RESEARCH IS PARTICULARLY EXCITING SINCE IT PROVIDES EVEN A GREATER VALIDATION BASE THAN THAT PROVIDED FOR PREVIOUS STANDARDS. FURTHER, SINCE THE FOCUS IN THE EMOTIONAL STABILITY RESEARCH WAS UPON VALIDATING INDIVIDUAL COMPONENTS OF THE SCREENING PROCESS, OUR ANALYSIS INDICATES THAT THE DATA PRESENTED ARE CONSERVATIVE ESTIMATES. WHEN THE COMPONENTS ARE COMBINED AND APPLIED IN AN ACTUAL EVALUATION CONTEXT, IT CAN BE FULLY EXPECTED THAT THE ALREADY RESPECTABLE ACCURACY OF PREDICTION

WILL IMPROVE EVEN FURTHER. FINALLY, SINCE THE PSYCHOLOGICAL SKILLS ANALYSIS CONDUCTED AS A COMPONENT OF THE PROJECT INDICATES THAT THE RESEARCH FINDINGS APPLY TO ALL CLASSES OF PEACE OFFICERS, THIS STUDY REDUCES THE NEED FOR EACH AGENCY TO CONDUCT ITS OWN LARGE-SCALE VALIDATION EFFORT... CONSIDERING THE DIFFICULTIES INHERENT IN CONDUCTING SUCH RESEARCH PROJECTS, POST'S IMPRESSIVE RESEARCH AND ITS RESULTING STANDARD IS OF GREAT VALUE TO ALL AGENCIES.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Receiving Testimony on the Proposal to Increase the Length of the Basic Course from 400 to 520 Hours</b>		Meeting Date <b>January 24, 1985</b>
Bureau <b>Training Program Services</b>	Reviewed By	Researched By <b>Hal Snow</b>
Executive Director Approval <i>Morgan C. Boehm</i>	Date of Approval <b>1-9-85</b>	Date of Report <b>January 9, 1985</b>
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.

ISSUES

Subject to input at the public hearing, should the Basic Course be increased from 400 hours minimum length to 520 hours? Should the District Attorney Investigators and Marshals Basic Course be increased to 422 and 446 hours respectively?

BACKGROUND

At the October 18, 1984 meeting, the Commission approved for public hearing a proposed change to Commission Procedure D-1 which would increase the minimum length of the Basic Course from 400 to 520 hours. (See Attachment A for POST Bulletin 84-15 announcing the public hearing). Also approved for consideration at this meeting, but not part of the public hearing, is a related proposal to increase the maximum reimbursable hours from 400 to 520 hours, which will be on the agenda later in the meeting.

The Commission, at its October 1979 meeting, approved converting the Basic Course curriculum to performance objectives, effective July 1, 1980. At that time there was uncertainty as to whether the newly adopted performance objectives could be satisfied in 400 hours. 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 further stretched the 400-hour minimum Basic Course. In the last four years, 42 performance objectives have been added to the POST minimum Basic Course.

During 1983, the certified Basic Course presenters were surveyed as to the number of actual instructional and testing hours 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, data from only 24 academies was 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 academies were asked to state the actual instructional and testing hours they devote to the minimum POST Basic Course by learning goal area. They were also asked to list the locally determined subjects (actual instructional/testing hours) that they additionally present in their certified courses.

A profile of the average academy length statewide reveals:

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	
Average Hours for Locally Determined	92
Subjects	<u>92</u>
Total	640

The minimum reported length was 445 hours. The results reflect formalized instructional and testing hours and does not include individual remediation hours. Only two academies (State Parks and Recreation and State Forestry) present the course in less than 500 hours.

### ANALYSIS

Based on the survey data and follow-up interviews with all of the academies, staff concluded that the minimum number of hours to present the Basic Course was approximately 480 hours. (See Attachment B for staff recommendations for functional area instructional and testing hours modifications to Commission Procedure D-1.) Under a separate public hearing item on this agenda it is recommended that physical training and conditioning become a required part of the Basic Course. Should the Commission accept that recommendation, the actual minimum time required for the course would increase from the presently estimated 480 hours to approximately 520 hours.

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 minimum POST Basic Course does not now include physical training performance objectives.

It seems appropriate for the Commission to address the issue at this time. An increase in the length of the course would result in a more accurate statement of the actual time required for the mandated performance objectives and would not likely have any adverse effects on presenters or law enforcement agencies.

At the October 1984 meeting, the Commission directed staff to also study the minimum Basic Course length and maximum reimbursement for district attorney investigators and deputy marshals. After analyzing the impact of the proposed 120-hour increase on these groups, it is recommended the basic training requirement for district attorney investigators be increased from 350 to 422 hours (72-hour increase) and deputy marshals 374 to 446 hours (72-hour increase). The reason for a 72-hour increase rather than 120 hours is that the proposed 48 hours for physical training has not been validated for these groups. See Attachment C for a chart identifying specific hourly increases. See Attachment D for proposed revisions to Commission Procedure E-4 which would limit POST reimbursement at these levels.

Reimbursement has been held to a maximum of 400 hours since 1969 when the minimum course length was 200 hours. Though it has not been a stated reason, it is believed that financial constraints have, in part, prevented an increase in the maximum reimbursement. There has been a desire to maintain a "balanced program" and consequently a feeling that the Basic Course should not consume too great a percentage of total reimbursements.

Reflection on this issue suggests that it might be more appropriate to set the length of the course at its reasonable minimum - and address the financial aspect in a different manner. The Commission could now, and in future years, effectively control Basic Course reimbursement by adjustments in the salary reimbursement rate. Salary is by far the largest expense category in Basic Course reimbursement. Salary rate for that course could be set independent of salary rate for other courses.

In 1983-84, Basic Course reimbursement of \$8.2 million represented 35.8% of the total reimbursements paid. The Commission could hold to that same percentage this year by allocating no more than \$9.7 million. Conservatively, that amount would provide reimbursement for 2800 trainees approximately as follows:

<u>Basic Course Hours</u>	<u>Estimated Salary Rate</u>	<u>Total Reimbursed For Basic Training</u>
400	70%	9.7 million
440	65%	9.7 million
480	60%	9.7 million
520	55%	9.7 million

While the Commission's goal is to reimburse salary at replacement costs, it was not the intent to divert money away from inservice training programs by an immediate increase in Basic Course reimbursement as a result of recognizing the minimum number of actual training hours. The above table is illustrative, showing the total amount of reimbursement staying the same through adjusting course hours and salary reimbursement rates respectively. One answer presented at the October 1984 meeting would be a different salary reimbursement rate for the Basic Course if that is necessary. The idea that the Commission would consider a "split roll" approach was part of the notification of public hearing. Actual reimbursement rate for the 1984-85 fiscal year could then be determined after review of the current overall status of this year's reimbursement budget. As income permits, the Commission can continue toward its goal of reimbursing at the replacement cost level for all eligible courses.

If the Commission approves the proposed recommendations, it is suggested the effective date for increases in course length be July 1, 1985.

The issues of reimbursement adjustments are not part of the public hearing and are proposed for consideration in a separate item on this meeting agenda.

#### RECOMMENDATIONS:

Subject to the results of the public hearing:

1. Increase the minimum length of the Basic Course to 520 hours. (Effective July 1, 1985)
2. Increase the minimum basic training requirement for district attorney investigators to 422 hours. (Effective July 1, 1985)
3. Increase minimum basic training requirement for deputy marshals to 446 hours. (Effective July 1, 1985)

#6379B 1/8/85



## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

4949 BROADWAY  
P. O. BOX 20145  
SACRAMENTO 95820-0145

December 7, 1984

BULLETIN: 84-15

SUBJECT: PUBLIC HEARING - MINIMUM LENGTH OF THE BASIC COURSE

A public hearing has been scheduled in conjunction with the January 24, 1985 Commission meeting in San Diego for the purpose of considering proposed changes in POST Commission Procedures which would increase the minimum length of the Basic Course from 400 to 520 hours. In addition, the Commission will consider increasing the minimum length of basic training requirements for deputy marshals and district attorney investigators to 446 hours and 422 hours respectively. The proposed hourly changes would become effective July 1, 1985.

These proposed changes are designed to have the minimum length of basic training more accurately reflect actual hours currently required to conduct the training. Since 1978, the minimum hourly requirement has remained at 400 hours for the Basic Course. POST studies have shown that academies require a minimum of 480 hours to teach and test the POST prescribed curriculum. No substantial impact is expected for an increase in the basic course length. Virtually all basic courses now meet or exceed the proposed course length.

In addition, the Commission will be considering at this meeting, under a separate agenda item, a proposal to require physical ability training as part of the Basic Course, which would necessitate an additional 48 hours of instruction in Physical Fitness and Defense Techniques. These hours are included in the total hourly increase. The proposed 120-hour increase in the Basic Course appears to be reasonable in view of present conditions and proposed physical ability training.

At this meeting the Commission will also consider, separate from this public hearing, the feasibility of establishing a separate salary reimbursement rate for basic course training. Depending upon the availability of POST aid to local government revenue, POST could, now and in future years, reimburse for the proposed number of hours in the Basic Course and still guard against an adverse impact on the reimbursement fund generally. This could be accomplished by, if deemed necessary, setting a salary reimbursement rate for the Basic Course that is lower than that provided for other salary reimbursable training.

The proposed standards would become effective July 1, 1985.

The attached Notice of Public Hearing required by the Administrative Procedures Act, provides details concerning the proposed regulation changes and provides information regarding the hearing process. Inquiries concerning the proposed action may be directed to Patricia Cassidy at (916) 739-5348.

Handwritten signature of Norman C. Boehm in cursive.

NORMAN C. BOEHM  
Executive Director

Attachment

# Commission On Peace Officer Standards And Training

## NOTICE OF PUBLIC HEARING

### MINIMUM LENGTH OF THE BASIC COURSE

Notice is hereby given that the Commission on Peace Officers Standards and Training (POST), pursuant to the authority vested by Section 13506 of the Penal Code to interpret, implement, and make specific Sections 13503, 13506, 13510, and 13510.5 of the Penal Code, proposes to adopt, amend, or repeal regulations in Chapter 2 of Title 11 of the California Administrative Code. A public hearing to adopt the proposed amendments will be held before the full Commission on:

Date: January 24, 1985  
Time: 10:00 a.m.  
Place: San Diego Hilton  
San Diego, California

### INFORMATIVE DIGEST

Commission Procedure D-1, Basic Training, currently specifies a minimum length of 400 hours for the Basic Course, 350 hours for the District Attorney Investigators Basic Course, and 374 hours for the Marshals Basic Course. Procedure D-1 also specifies the functional areas and respective hours of instruction for these courses, and was incorporated by reference into Commission Regulation 1005(a), Basic Training.

Proposed increases in hours for selected functional areas would increase the minimum length for basic training. Minimum hours would be increased to 520 hours for the Basic Course, 422 hours for the District Attorney Investigators Course, and 446 hours for the Marshals Basic Course.

Since 1978, the minimum course hours for the Basic Course have remained at 400 hours; the other two courses were adopted July 1, 1983. The proposed course hour changes are designed to more accurately reflect actual hours currently required to conduct the training. In addition, the Commission will be considering at its January 24, 1985 meeting, under a separate agenda item, a proposal to mandate physical ability training as part of the Basic Course which will require an additional 45 hours of instruction in the functional area Physical Fitness and Defense Techniques and 3 hours in examination. These additional 48 hours of course time are included within the total recommended 520 hours for the Basic Course. If the Commission does not adopt the physical ability standards recommended in another public hearing scheduled on the same date, then the recommended hours for this hearing will be reduced to 472 hours. Therefore, the proposed additional 120 hours appears to be a reasonable increase to reflect time needed to conduct the Basic Course.

### ADOPTION OF PROPOSED REGULATIONS

After the hearing, the Commission may adopt the proposed language if it remains sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any



modified language will be made available to the public at least 15 days before adoption. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified language for 15 days after the date on which the revised text is made available.

#### FISCAL IMPACT

It is expected that there will be no substantial impact on either training presenters or users of basic courses. Virtually all courses currently presented either meet or exceed the proposed hourly requirements.

The Commission has determined that no savings or increased costs to any state agency, no costs or savings under Section 2231 of the Revenue and Taxation Code to local agencies or school districts, no other non-discretionary costs or savings imposed on local agencies, and no costs or savings in federal funding to the state will result from the proposed changes. The Commission has also determined that the proposed changes do not impose a mandate on local agencies or school districts and will involve no significant cost to private individuals and businesses.

The proposed regulations will have no effect on housing costs.

The proposed regulations will have no adverse economic impact on small businesses.

#### INFORMATION REQUESTS

Notice is hereby given that any interested person may present statements or arguments, in writing relevant to the action proposed. Written comments must be received by the Commission on Peace Officer Standards and Training, P.O. Box 20145, Sacramento, CA 95820-0145, no later than January 21, 1985.

A copy of the Statement of Reasons and the exact language of the proposed regulations may be obtained at the hearing or prior to the hearing upon request by writing to the Commission at the above address. This address is also the location of public records, including reports, documentation, and other materials related to the proposed action.

Inquiries concerning the proposed action may be directed to Patricia Cassidy at (916) 739-5348.

#6482B/101 11-28-84

## Commission on Peace Officer Standards and Training

## PUBLIC HEARING: MINIMUM LENGTH OF THE BASIC COURSE

## PROPOSED LANGUAGE

COMMISSION PROCEDURE D-1  
Revised: ~~October 18, 1984~~  
July 1, 1985

Procedures D-1-3, D-1-4 & D-1-5, and D-1-6 were incorporated by reference into Commission Regulation 1005 on April 15, 1982, April 27, 1983, and October 20, 1983, respectively. A public hearing is required prior to revision of these directive sections.

## BASIC TRAINING

## Purpose

1-1. Specifications of Basic Training: 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 Basic Course

1-2. Basic Course 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 (57).

- a. Performance objectives must be tested. Successful course completion is based upon objectives meeting the established success criteria specified in the POST Basic Course Unit Guides.
- 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~~ 520 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 a functional area, listed below, flexibility is provided to adjust hours and instructional topics with prior POST approval.

1-3. Basic Course Content and Minimum Hours (continued)

Functional Areas:

1.0	Professional Orientation	10 hours	
2.0	Police Community Relations	15 hours	
3.0	Law	<del>45 hours</del>	<u>50 hours</u>
4.0	Laws of Evidence	<del>15 hours</del>	<u>20 hours</u>
5.0	Communications	<del>15 hours</del>	<u>30 hours</u>
6.0	Vehicle Operations	<del>15 hours</del>	<u>25 hours</u>
7.0	Force and Weaponry	<del>40 hours</del>	<u>50 hours</u>
8.0	Patrol Procedures	<del>105 hours</del>	<u>115 hours</u>
9.0	Traffic	30 hours	
10.0	Criminal Investigation	<del>45 hours</del>	<u>50 hours</u>
11.0	Custody	5 hours	
12.0	Physical Fitness and Defense Techniques	<del>40 hours</del>	<u>85 hours</u>
	Examinations:	<del>20 hours</del>	<u>35 hours</u>
	Total Minimum Required Hours	<del>400 hours</del>	<u>520 hours</u>

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 PAM, Section D-1-3, (adopted effective April 15, 1982 and amended January 24, 1985), herein incorporated by reference.

- (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, (adopted effective April 27, 1983 and amended January 24, 1985) herein incorporated by reference. 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, (adopted effective April 27, 1983 and amended January 24, 1985) herein incorporated by reference. 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.

ANALYSIS OF INCREASE OF HOURS IN BASIC COURSES

FUNCTIONAL AREAS	Present Basic			Proposed Basic			Increase		
	Present Basic	Proposed Basic	Increase	Present DA Basic	Proposed DA Basic	Increase	Present Marshal Basic	Proposed Marshal Basic	Increase
Professional Orientation	10	10	-	10	10	-	10	10	-
Police Community Relations	15	15	-	15	15	-	15	15	-
Law	45	50	+5	45	55	+10	30	44	+14
Laws of Evidence	15	20	+5	15	20	+5	15	20	+5
Communications	15	30	+15	15	30	+15	15	30	+15
Vehicle Operations	15	25	+10	4	7	+3	4	7	+3
Force and Weaponry	40	50	+10	40	50	+10	40	50	+10
Patrol Procedures	105	115	+10	-	-	-	-	-	-
Traffic	30	30	-	-	-	-	-	-	-
Criminal Investigation	45	50	+5	-	-	-	10	10	-
Custody	5	5	-	5	5	-	20	20	-
Physical Fitness and Defense Techniques	40	85	+45	40	40	-	40	40	-
Criminal Investigation and Trial Preparation				45	50	+5	-	-	-
Field Techniques				60	60	-	50	55	+5
Civil Process				20	20	-	60	65	+5
Specialized Investigative Techniques				30	30	-	-	-	-
Bailiff				-			40	50	+10
Examinations	20	35	+15	20	30	+10	20	30	+10
Total	400	520	120	350	422	72	374	446	72

REIMBURSEMENT POLICIES

Purpose

4-1. Commission Procedure E-4: This Commission Procedure describes the policies for reimbursement of training for agencies participating in the POST Reimbursement Program.

General Policy

4-2. Notice of Appointment: Reimbursement will not be approved for training of any sworn peace officer when the agency has not notified POST of the officer's employment by submitting a Notice of Appointment form, POST form 2-114. After submission of form 2-114, the training expenses will be paid.

4-3. Courses With Maximum Reimbursement Limitations: Subsistence, commuter lunch, and travel allowances will be reimbursed up to the date the maximum number of weeks is reached; and salary allowances will be reimbursed up to the maximum number of hours shown for the following courses:

	Weeks/Hours		Weeks/Hours
Basic Course	<del>10/400</del> <u>13/520</u>	Supervisory Course	2/80
Marshals and Deputy Marshals Basic Training requirement is a combination of:		Advanced Officer Course	1/40
* Basic Course and	<del>7.4/294</del> <u>12.1/366</u>	Executive Development Course	2/80
Bailiff and Civil Process Course	2/80	Management Course	2/80
District Attorney Inspectors or Investigators Basic Training requirement is a combination of:		Management, Supervisory, Executive Seminars	1/40
Basic Course and	<del>6.75/270</del> <u>11.50/342</u>		
Investigation and Trial Preparation Course	2/80		

Subsistence Allowance Policy

4-4. Eligibility For Subsistence Allowance: A department may receive reimbursement for this category of expense for an employee that satisfies the "Resident Trainee" definition and if reimbursement of the expense has been requested on the Training Reimbursement Request, POST form 2-273.

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JL - 11925

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title <b>Guidelines For Three-Year-Break-in-Service Testing/Retraining Requirement</b>		Meeting Date <b>January 24, 1985</b>
Bureau <b>Training Program Services</b>	Reviewed By	Researched By <b>Hal Snow</b>
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval <b>12-28-84</b>	Date of Report <b>December 19, 1984</b>
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

Adoption of Commission policy guidelines for waiving the three-year-break-in-service testing and retraining requirement.

BACKGROUND

At the October 18, 1984 meeting, the Commission, after a public hearing, amended POST Regulation 1008 by extending the three-year-break-in-service testing and retraining requirement (also known as the Basic Course Requalification Requirement), to individuals who have previously received a POST Basic Certificate. The Commission at the same time amended 1008(b) by providing for a waiver of such requirement pursuant to guidelines established by the Commission. See Attachment A for revised Commission Regulation 1008(b). The Commission directed staff to develop these guidelines for consideration at the January 1985 meeting.

ANALYSIS

The purpose in establishing exemption guidelines is to obviate the need for requalifying and the attendant expense or inconvenience if a re-entering person is currently proficient or doesn't need to be currently proficient with basic peace officer skills and knowledge.

There are two fundamental philosophies that can be used to consider such guidelines including:

1. The kind of employment or activities during the break in service that would likely result in continued proficiency and/or
2. The nature of duties and responsibilities for the position or rank being re-entered.

Pursuant to these philosophies, several alternative guidelines can be identified including:

1. Exempt all ranks above entry level. Although it is true that persons holding rank above entry level decreasingly perform peace officer duties (e.g., making arrests, patrol, etc.), a case can be made that they retain the peace officer authority which may need to be exercised on occasion. On the other hand, requalification entails expense and inconvenience through completing the Basic Course Waiver Examination Process or the Basic Course.



2. Exempt persons re-entering middle management and executive ranks. A strong case can be made not to exempt the rank of sergeants because of the fact that in many agencies, particularly smaller agencies, sergeants frequently/ routinely exercise peace officer powers. Sergeants directly supervise and evaluate officers who perform peace officer powers. Middle managers and executives generally do not routinely exercise peace officer powers; therefore reducing their need to requalify. A variation would be to exempt all persons re-entering management or executive ranks and who function at least at the second level of supervision. This would require the chief of police who is also the first-line supervisor to re-qualify.
3. Exempt persons who have been continuously employed in law enforcement in another state. It is likely these persons would retain basic peace officer proficiencies since they would be performing such duties.
4. Exempt persons who have been continuously employed as reserve officers. Although there is likelihood that reserve officers to some extent maintain peace officer proficiencies, one problem exists in recognizing reserve officers as an exemption is defining which kinds of reserves (Level I, II, or III) and identifying how much experience is required. Reserve officers generally work much less than full time, and some conceivably do not perform as peace officers. On the other hand many reserve officers do maintain proficiency in Basic Course subjects.
5. No blanket exemptions but evaluate specified categories of individuals as to their current proficiency. For example, POST-certificated persons, re-entering law enforcement as a middle manager or executive could be exempted provided an individual assessment of their activities during the break in service indicates current proficiency. This alternative presents problems in objectively determining what kind of interim experience and/or training would ensure proficiency. Another problem with this alternative is that it would, depending upon the number of the above categories included, increase staff workload.

In analyzing these alternatives, the following are recommended guidelines (Commission Policy) for staff to waive the testing or retraining requirement for re-entering officers:

The Executive Director may authorize the waiver of the testing or retraining requirement under Commission Regulation 1008 for the following individual who holds a POST Basic Certificate:

1. Re-entering into middle management or executive ranks and who will function at least at the second level of supervision, or
2. Has been continuously (no more than 60 days break between employers) employed in another state as a full-time peace officer, or
3. Has served continuously (no more than 60 days break between employers) as a Level I or Level II reserve officer and the department head attests in writing that the reserve officer is currently proficient, or
4. Others whose employment, training, and education during the break in service provides assurance that the individual is currently proficient.

Because there is considerable uncertainty as to the volume or nature of future requests, it is believed that these guidelines should be instituted now. Staff proposes to assess these guidelines for a year and report back to the Commission in January 1986.

RECOMMENDATION

Approve the proposed Commission guidelines as described above.

POST Regulation 1008. Waiver of Attendance of a POST-Certified Basic Course and Basic Course Requalification Requirements shall read as follows:

- (a) The Commission may waive attendance of a POST-certified basic course required by Section 1005(a) of the Regulations for an individual who is currently employed or under consideration for hire as a full-time California peace officer by an agency participating in the POST program and who has completed training equivalent to a certified basic course. This waiver shall be determined by an evaluation and examination process as specified in PAM Section D-11, Waiver of Attendance of a POST-Certified Basic Course (adopted effective January 28, 1982, and amended January 1, 1985), herein incorporated by reference.
- (b) The Commission requires that individuals who have previously completed a POST-certified basic course, or have previously been deemed to have completed equivalent training, but have a three-year or longer break in service as a California peace officer must be retrained or complete the basic course waiver process (PAM Section D-11), unless such retraining or examination is waived by the Commission pursuant to guidelines established by the Commission.

These provisions apply to all individuals who seek appointment or reappointment to positions for which completion of a basic course is required elsewhere in these regulations. These provisions are applicable without regard to whether the individual has been awarded a POST certificate. The three-year rule described will be determined from the last date of employment as a California peace officer, or from the date of last completion of a basic course, or from the date of last issuance of a basic course waiver by POST; whichever date is most recent.



The training provisions of Penal Code Section 832 and selection standards of Sections 1029, 1030, and 1031 of the Government Code do apply to these peace officers regardless of any action or inaction by the Commission.

Both because agencies do hire limited function peace officers and because of legal requirements, there is a need for the Commission to specify selection and training standards for limited function peace officers. Such action would resolve existing confusion in some departments relative to the appointment and training of these officers. Action would also formalize policy for staff to follow in dealing with standards and reimbursement issues.

During the public hearing in October written testimony was received, some of which may have served to confuse the issues. It was suggested that some current non-sworn civilian positions may be identified as limited function officer assignments. This is neither the intent nor is there evidence that this has occurred or would occur because of the Commission's action. Such decisions as to whether individuals are hired as peace officers or civilians would remain the responsibility of and continue to be made under the authority of the appointing power.

It was also suggested during the hearing that "jailers" appointed under 831.5 P.C. as public officers might become the subject of this proposal. This is not true. The proposal includes only employees appointed as peace officers under 830.1 P.C. and are employed for a purpose other than the prevention and detection of crime and the general enforcement of criminal laws.

There are currently two training programs in which limited function peace officers are trained, (1) regular basic course, and (2) P. C. 832 Course. In view of their limited peace officer functions, and the variety of possible job assignments, it appears that appropriate minimum entry level training would be the P.C. 832 Course.

Proposed changes in POST regulations would require the P.C. 832 Course, and also require that limited function officers meet the same standards required of regular officers for:

- o Selection
- o Probationary period
- o Advanced Officer training
- o Supervisory training
- o Management training

Proposed regulations would also exclude limited function officers from the existing certificate program.

A copy of the proposed regulations is attached.

#### RECOMMENDATION

Amend POST Regulations to:

1. Define limited function peace officers, appointed under the provisions of Section 830.1 Penal Code.

Establish the same selection standards for limited function peace officers as are required for regular officers.

3. Require P.C. 832 training as the minimum entry level training course.
4. Require limited function peace officers to attend Advanced Officer, Supervisory and Management training on the same basis as regular officers.
5. Retain the eligibility of limited function peace officers for training reimbursement.
6. Require submission of the Notice of Appointment/Termination form to POST, when limited function officers are appointed, and when they change their status to regular officer, or are terminated.
7. Exclude limited function peace officers from participation in the Certificate Program and exclude time accrued in such assignment from consideration for certificate eligibility.
8. Require a probationary period of the same length as regular officers, but time accrued as a limited function officer may not be utilized to satisfy the probation requirement in the event the individual subsequently become a regular officer.

1001. Definitions (continued)

- (o) "Limited Function Peace Officer" is a police officer of a city, police officer of a police district, or deputy sheriff appointed under the provisions of Penal Code Section 830.1 and assigned specific duties other than the prevention and detection of crime and the general enforcement of the criminal laws.
- (p) (o) "Middle Management Position" is a management peace officer position between the first-level supervisory position and the department head position, for which commensurate pay is authorized, and which, in the upward chain of command, is responsible principally for management and/or command duties, and most commonly is of the rank of Lieutenant or higher.
- (q) (p) "Non-Sworn Personnel Performing Police Tasks" are those full-time, nonpeace officer employees of participating departments for whom reimbursement may be claimed, based upon actual job assignment, as determined and approved by the Commission.
- (r) (q) "Paraprofessional" is a full-time employee of a department in the Regular Program and includes, but is not limited to, such job classifications as: community service officer, police trainee, police cadet, and for whom reimbursement may be claimed for attendance of POST-certified courses as determined and approved by the Commission.
- (s) "Peace Officer" as used in these regulations includes limited function peace officers, regular officers, and specialized officers.
- (t) (r) "POST Administrative Manual (PAM)" is a document containing Commission Regulations and Procedures, and Guidelines which implement the Regulations.
- (u) (s) "Quasi-Supervisory Position" is a peace officer position above the operational level position, for which commensurate pay is authorized, is assigned limited responsibility for the supervision of subordinates, or intermittently is assigned the responsibility of a "First-level Supervisory Position", and most commonly is of a rank below that of Sergeant.
- (v) (t) "Regular Officer" is a peace officer regularly employed and paid as such who is subject to assignment to the prevention and detection of crime and the general enforcement of the criminal laws of this state while employed by a city police department, a county sheriff's department, a department or district enumerated in Penal Code Section 13507, or the California Highway Patrol.
- (w) (u) "Reimbursement" is the financial aid allocated from the Peace Officer Training Fund, as provided in Section 13523 of the Act.

REGULATIONS

Revised: January 26, 1984

July 1, 1983

Revised: July 1, 1985

1003. Notice of Peace Officer Appointment/Termination

Whenever a regular, limited function, 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."

Authority: 13506 P.C.; Reference: 13512 P.C.

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. Time employed as a limited function peace officer cannot be used to compute the one-year probation period required of regular officers.

Authority: 13506 P.C.; Reference: 13510 P.C.

1005. Minimum Standards for Training

- (a) Basic training (Required)

(5) Every limited function peace officer shall satisfactorily meet the training requirements of Penal Code Section 832.

- (6) (5) Every peace officer listed in paragraphs (1) - (4) (5) shall complete the training requirements of Penal Code Section 832 prior to the exercise of peace officer powers.

- (b) Supervisory Course (Required) (Continued)

(5) All of the above provisions apply to limited function peace officers except those provisions relating to award of the Basic Certificate.

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

- (c) Management Course (Required)

(2) Every regular and limited function peace officer who is appointed to a middle management or higher position shall attend a certified Management Course and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Supervisory Course.



REGULATIONS

Revised: January 26, 1984

July 1, 1983

Revised: July 1, 1985

1005. Minimum Standards for Training (continued)

- (3) Every regular and limited function peace officer who will be appointed within 12 months to a middle management or higher position may attend a certified Management Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.
- (4) Every regular and limited function peace officer who is assigned to a first-level supervisory position may attend a certified Management Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.

(d) Advanced Officer Course (Required)

- (3) Every regular and limited function peace officer, regardless of rank, may attend a certified Advanced Officer Course and the jurisdiction may be reimbursed.

Authority: 13506 P.C.; Reference: 13510, 13510.5 P.C.

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J1 - 11925



ANALYSIS: (continued)

- The requirement under the law to take steps to reasonably accommodate persons with physical handicaps.

Other factors which would appear to favor the issuance of POST's findings in the form of guidelines rather than standards, include the recognition that: (1) less than unequivocal recommendations for standards resulted from the POST research; (2) even in the form of guidelines POST's recommendations will have a significant positive impact on entry-level vision and hearing screening in the state; (3) ultimately, hearing and vision standards are issues of risk management, and as such should remain the purview of local agencies; (4) the issuing of guidelines, as opposed to standards, is consistent with POST policy over the last 10 years concerning medical standards; and (5) in the area of vision, the results of POST's longer term effort to establish automated vision tests may prove more appropriate for the purposes of establishing mandated standards. Finally, by providing local agencies with all the relevant background information leading to the guidelines, each agency, if it chooses to do so, will have a far better basis for determining local hearing and vision requirements.

The POST guidelines for hearing and vision screening would contain the following features:

Hearing

- A pure tone audiometry threshold test with the following criteria:

Frequency	500 Hz	1000 Hz	2000 Hz	3000 Hz
Each ear	25 dB	25 dB	25 dB	35 dB

or

No greater than 30 dB at any one of first 3 frequencies, and average for 4 frequencies no greater than 30 dB

- Hearing aids not permitted

Vision

- 20/20 corrected visual acuity (both eyes)
- 20/80 uncorrected visual acuity (both eyes) for those wearing spectacles or hard contact lenses
- Passing score on Farnsworth D-15 panel (color vision test)
- Normal visual fields

ANALYSIS: (continued)

Recommended procedures for conducting hearing and vision testing are also included in the guidelines.

The recommended pure tone audiometry criteria correspond to the frequency levels, and associated levels of hearing loss, which are typically associated with self-reports of difficulty hearing speech in noisy environments. Results of the POST analysis of the hearing demands of the entry-level job indicate that the ability to comprehend speech (often in the context of difficult background noise conditions), is extremely important to successful job performance. Application of the same pure tone criteria to each ear is recommended on the basis of the need to locate the sources of sound (tell where sounds are coming from) on the job -- which is enhanced by good binaural hearing.

The recommended prohibition against permitting the use of hearing aids is based on the expert judgments of specialists convened by POST, who reviewed the results of POST's hearing demands analysis. In simplest terms, the experts expressed concern that because hearing aids are amplification devices, the hearing of speech is not improved by the use of hearing aids - especially in situations where there is significant background noise.

A great deal of controversy exists regarding appropriate acuity testing criteria, and there are widespread differences in local agency acuity standards. The controversy centers, in large part, around the potential risks associated with different levels of uncorrected acuity, in the event an officer's corrective lenses become broken, dislodged, etc.; and the differences of opinion that exist among local administrators with regard to the willingness to assume such risks. The recommended acuity guidelines were arrived at after considerable discussion, and represent somewhat less stringent requirements than are currently used by many local agencies. It is likely that while the majority of agencies will find the acuity guidelines beneficial, others will choose not to adopt them.

The recommended color vision guideline was developed, in part, on the basis of the results of a color vision study conducted by POST. Results of the study were found to support the recommended color vision guideline, which has the effect of disqualifying only those persons with severe color anomalies.

The recommended guideline of "normal visual fields", is tied to the recommended acuity guidelines, based on expert judgment, and receives support from the results of POST's visual skills analysis, which shows peripheral vision to be an important visual skill on the job.

### Impact of Proposed Guidelines

Commission Procedure C-2 requires that "The hiring authority shall establish minimum standards for hearing, color vision and visual acuity, and is responsible for determining that each candidate meet those standards." With regard to hearing, results of a POST survey indicate that among California police and sheriffs' departments, 68 percent currently conduct audiometric testing, and 28 percent do so in a sound proof booth (as recommended in the POST guidelines). As stated in Commission Procedure C-2, local agencies are currently required to conduct acuity and color vision testing, and the only remaining component of the recommended vision guidelines, testing for normal visual fields, can be a relatively simple procedure. Thus, the proposed guidelines, even if adopted by all local agencies statewide, would not require significant adjustments in local agency screening procedures.

A more detailed description of the guidelines with a discussion of the research findings leading to the guidelines is included under Attachment A.

By necessity, POST's effort to establish job-related vision and hearing standards was confined to the entry-level patrol position. Thus, as proposed, the recommended guidelines would apply only to this group of peace officers.

### RECOMMENDATION:

If the Commission concurs, the appropriate action would be to approve the guidelines for hearing and vision screening and authorize their distribution.

## REPORT ON PROPOSED HEARING AND VISION SCREENING GUIDELINES

The following guidelines for hearing and vision screening were developed, in large part, on the basis of expert judgments from specialists who were presented with detailed information about the hearing and vision demands of the entry-level patrol job. The job requirements which served as the basis for the guidelines are those of the radio car patrol officer. Thus, the guidelines are not intended for use in screening other than entry-level patrol officers.

These guidelines should be considered as general suggestions to be used selectively in the context of local agency needs. Local agencies are encouraged to review the background material provided with the guidelines and draw independent conclusions about the appropriateness of all aspects of each guideline. When applying the guidelines, local agencies are encouraged to make all final employment decisions on a case-by-case basis. In some cases, more information will need to be gathered -- further testing, whether a handicap can be accommodated, previous job performance, etc. In other instances it will be possible to draw definitive conclusions on the basis of the screening information alone.

## Vision Screening Guidelines

## General:

- The following visual functions be tested:  
static far acuity, color vision, and peripheral vision.
- Materials, conditions and procedures for testing be adopted as specified in Appendices A and B.

## Static Far Acuity:

- Static far acuity be tested with an appropriate Sloan optotype chart (Appendix A).
- Static far acuity be tested for both eyes only (each eye not be tested individually).
- Corrected static far acuity be 20/20 or better.
- For persons wearing spectacles or hard contact lenses, uncorrected static far acuity be 20/80 or better.
- No uncorrected static far acuity requirement for persons wearing soft contact lenses (subject to Appendix B).
- For all means of correction, including surgery (strabismus, radial keratotomy, etc.), non-surgical corneal shaping (orthokeratology), or other non-optical techniques, stability of static far acuity be demonstrated (see Appendix B).

Color Vision:

- Be found to be free of significant color vision anomaly(ies) as measured by the Farnsworth D-15 test (see Appendix A).

Peripheral Vision:

- Peripheral vision be tested either by means of automated perimetry (for example, Coopervision Dicon-peripheral vision test), by non-automated screening tests, or by clinical observation.
- Peripheral vision of each eye be tested separately.
- Total absence of peripheral vision in either eye be disqualifying.
- Noticeable decrement in visual field performance in either eye be the basis for referral for more complete clinical evaluation to determine whether loss is sufficient to significantly impair job performance, and thus sufficient grounds for disqualification.

Hearing Screening Guidelines

- Pure tone reception threshold testing using appropriate psychophysical techniques be conducted at each of the following four frequency levels:  
500 Hz, 1000 Hz, 2000 Hz, and 3000 Hz
- Each ear be tested separately
- Testing be conducted in an ANSI approved "soundproof" booth (ANSI S3.1 - 1977), with equipment calibrated to ANSI standards (ANSI S3.6 - 1973).
- Testing be conducted under the supervision of a trained hearing specialist (preferably a Ph.D. audiologist)
- Applicants be tested without correction or amplification devices of any kind (including hearing aids)
- Pure tone hearing loss in the worst ear be no greater than the following:

Frequency	500 Hz	1000 Hz	2000 Hz	3000 Hz
Decibel Loss	25 dB	25 dB	25 dB	35 dB

or

No greater than 30 dB at any one of first 3 frequencies, and average of 4 frequencies no greater than 30 dB



## Research Leading To Hearing and Vision Guidelines

### Background

In broadest terms, and in the context of physical handicap law, a job-related standard is one that is related to the specific job in question; and is so related because persons not meeting the standard either cannot perform certain critical aspects of the job, or cannot do so without serious risk to self or others. Thus, the essential first step toward establishing job-related hearing and vision standards is to determine the critical hearing and vision demands of the job.

Having defined the critical demands of the job, various methods exist for establishing the relationship between ability to perform the demands of the job and ability to meet a given standard or standards. The most desirable and elegant method is to conduct an empirical validation study in which one collects both predictor (e.g., hearing/vision test) data and criterion (job performance) data and then examines the data for empirical predictor-criterion relationships. To the extent such relationships are found, evidence exists for establishing entry-level selection standards based on the predictors (e.g., hearing/vision tests).

Several factors make this approach extremely difficult, if not totally infeasible, for establishing the job-relatedness of hearing and vision standards. Foremost among these factors are: the difficulties in obtaining meaningful performance data (How does one evaluate those aspects of an officer's on-the-job performance that are contingent upon hearing and vision?); the likely restriction-in-range in the predictor data (in the case of concurrent validation studies of incumbent officers), and the infeasibility of conducting a predictive validation study in which persons not screened for hearing and vision are observed on the job; and most importantly, the likely complex nature of any relationships which may exist between specific aspects of hearing/vision and subsequent job performance (given the myriad of variables that might influence on-the-job performance measures). Other factors include the need for state-of-the art electronic instrumentation for measurement which adds a nontrivial cost, time, reliability, and implementation burden.

The next most desirable approach for establishing job-relatedness is that of examining the empirical relationships among predictors and representations of critical job tasks. Such representations typically consist of either scenarios of representative job activities (e.g., performing a high speed vehicle pursuit) or simulations of such activities (e.g., performing a high speed vehicle pursuit on a simulator). The overwhelming concern in this approach is that of developing scenarios or simulations which allow for the collection of reliable data, but at the same time are realistic. In general, the more realistic the representation, the less reliable the outcome data (because fewer "extraneous" factors are being controlled). Another obstacle to this approach is the high cost typically associated with developing and administering the scenarios/simulations. And finally, even if one overcomes these obstacles, a difficult question often left unanswered by this approach is that of defining a reasonable performance standard on the scenario/simulation.

A variant of this approach is to actually use the scenario or simulation as the standard. Additional issues raised by this approach are the administrative feasibility of administering the scenario/simulation for purposes of entry-level selection, and the representativeness of the scenario/simulation vis-a-vis the totality of the job. (Does the scenario/simulation do a reasonable job of assessing a person's ability to perform the full range of hearing/vision-related job tasks?)

Still another approach involves establishing an analytical relationship between predictors and representations of the job. One might be able to show that the job and potential tests both share the same visual skills. For example, both acuity tests and the patrol job share the skill "looking at fine details." This approach assures the sufficiency and representativeness of testing but leads to a multiple standard in which the relationship between predictor and criterion can only be partially specified. The approach is much more fruitful for vision where there is a greater diversity of visual skills and tests.

The lone remaining approach to establishing job-relatedness consists of a rational determination made by "expert" judges. The guiding concept in this approach is one of establishing standards which "match" the performance demands of the job. The success of this approach is predicated upon having the proper type and amount of information about the job. The degree to which one can infer standards from the job information is a function of what is known about the proposed standard, and thus the nature and breadth of the "inferential leap" from the standard to the job. In the case of hearing and vision standards, even this approach is made difficult by the fact that the more widely used and recognized tests of hearing and vision were developed for purposes of clinical diagnosis and not for purposes of predicting behavior (thereby making the inferential leap from test performance to job behavior more difficult). Further, a few studies have been conducted to evaluate the relationship between scores on these clinical tests and subsequent performance differences of any kind (let alone performance on peace officer tasks).

## Significant Features of Physical Handicap Law

In addition to the difficulties associated with establishing the job-relatedness of hearing and vision standards, several features of current physical handicap law serve to discourage one from establishing across-the-board categorical standards based upon such information. Those aspects of the law which make it difficult to establish definitive categorical standards for employment include:

- The extreme "burden of proof" for establishing a legally defensible bona fide occupational qualification (BFOQ), with the "burden" amounting to being able to show that all, or substantially all persons who fail the BFOQ (e.g., hearing or vision standard) would be unable to perform the job, or to perform the job safely and efficiently.
- The general tenor of the law, which suggests that the blanket exclusion of persons with given conditions should not be practiced, and that candidates for employment should be evaluated on a case-by-case basis. In response to this aspect of the law, both the State of California and the City of Los Angeles have recently replaced all but a few of their medical standards for employment with medical guidelines.
- The need to make "reasonable accommodations" to employ handicapped individuals. An obvious potential "reasonable accommodation" for both hearing and vision, would be to permit the use of corrective devices (glasses, hearing aids, etc.).

## POST's Approach to Researching Hearing and Vision Standards

It was decided very early that the major thrust of the POST research effort should be to evaluate the relative importance of vision and hearing to the performance of patrol officers in as much detail as possible. It was hoped that this information would help determine which tests were most useful. The crucial issue for hearing was whether or not a pure tone test was both job-related and feasible. The crucial issue for vision was whether it was possible to go beyond a wall chart acuity standard and establish a practical, cost effective, and more encompassing standard for vision.

## Vision Standards Project

Since the specific literature on visual validation and visual standards for peace officers was so sparse, whereas the more general literature (especially involving military research) was so immense, POST decided to gain direct guidance on the vision standards project from experts at a national level.

On July 7th and 8th, 1983 a workshop was held at UC Berkeley to consider these problems. Participants consisted of visual scientists and other researchers representing the military, veterans, police and the National Academy of Sciences. The central concern was developing a validation strategy which would lead to work-related visual standards.

Due to the magnitude of the problem, and the limits on resources (both time and funding), the decision was made to focus on two tasks: conducting a truly visual job analysis and developing a new, inexpensive, portable, automated visual test package. It was hoped that these two efforts would result in recommended job-related visual standards for peace officers.

Following considerable interviewing and observing of patrol officers, a visual skills inventory was converted into photographic depictions illustrating how officers use their eyes on the job. Officers rated these depictions and provided critical incidents in which vision was used. The evidence gathered from 158 patrol officers throughout California dramatically underscored the common sense view that good vision is extremely important to the job. At the same time, it suggested that traditional tests used for vision screening may not be adequate.

Automated test development consisted of test development, test modification, field testing, and field validation (not yet completed). An extensive battery of automated and non-automated tests were assembled, including: automated high and low contrast acuity, automated choice reaction time and visual search, automated contrast sensitivity and glare tolerance, automated perimetry, wall chart acuity (2 forms), orthorater near and far acuity, stereopsis, wall chart contrast sensitivity, and two tests of color vision. Early data was collected on college students and Naval pilots and navigators - data is currently being collected from patrol officers.

A separate study was carried out to specifically address the color vision related demands for patrol officers. This study compared scores on both job-related color identification tasks (using color slides) and standard color vision tests for officers with "normal" color vision and for others with known color vision anomalies. Results suggested that those with significant color vision anomalies (as measured by the Farnsworth D-15 test) were most likely to do poorly on the color identification tasks, while those with mild color vision anomalies did quite well on the simulations.

Visual Standards Panel. Since recommendations for automated visual standards would not be available by the mandated January, 1985 deadline for the project, the decision was made to pursue possible standards for wall chart acuity and color vision--tests currently mandated by POST for screening. A panel of visual scientists and personnel experts reviewed the extensive visual skills' job analysis information collected by POST. Based on this and other information the panel proposed guidelines for the testing of acuity, color vision, and perimetry. The guidelines are not viewed as a final answer to the problem of visual standards, but rather a necessary first step since vision is such an important skill for law enforcement officers.

The rationale used by the majority of the panel members was that good vision meant 20/20 or better vision and that law enforcement officers should have good vision. However, if peripheral vision was normal, officers need not have 20/20 vision in both eyes. If corrective devices were used, there was concern that if the correction were taken away (e.g., glasses became dislodged), backup uncorrected vision be adequate. The recommended backup level of 20/80 was considered necessary for all types of correction except soft contact lenses. It was agreed that soft contact lenses could be used in virtually the same matter as unaided vision. Thus, there need not be a backup uncorrected standard for those who wear soft contact lenses if their corrected vision were stable.

For color vision there was a consensus that color plates overscreened and rejected candidates who could do the job, and that the Farnsworth D-15 was a more appropriate test (screening out only those with severe color vision deficiencies). Although color related tasks were infrequently performed, it was agreed that critical incidents occur in which color related skills are important.

Since the acuity guideline could be passed, in effect, by the best of two eyes, there was concern that one eyed candidates or those with little peripheral vision might "qualify" even though they were unable to perform the job adequately. Therefore the perimetry guideline was added.

The panel recommended that efforts be continued to develop an automated package of tests which more adequately represent the job. Nevertheless it was felt that the guidelines proposed were consistent with information currently available.

## Hearing Standards Research

A preliminary review of the literature led to telephone and in-person interviews of experts on hearing. All experts contacted tended to agree that even though the critical skills for law enforcement officers involved speech comprehension and sound localization, the most appropriate test would involve pure tone screening. One expert, Dr. Edward Carterette agreed to both review the extensive literature and to try to help establish a relationship between pure tone testing and the job demands of a patrol officer.

Dr. Carterette and POST staff phone interviewed others concerned about hearing standards (including the military), visited and reviewed industrial testing programs (for example, Lockheed) and a large urban law enforcement testing program (LAPD), and articulated possible relationships between testing and performance. This information and the literature were organized into an extensive review of the hearing needs of law enforcement officers together with a series of possible standards. POST conducted surveys of hearing test practices and standards, analyses of changes in officers' hearing performance over time on the job, and a patrol officer auditory skills job analysis.

Hearing Standards Panel. A hearing standards panel, consisting of some of those interviewed earlier in the study, met to consider Dr. Carterette's report as well as the auditory skills job analysis and other documentation assembled by POST. The panel felt strongly that a moderate pure tone standard could be easily related to the hearing needs of the job.

Evidence presented to the panel suggested that when pure tone performance decreased considerably, speech comprehension declined as well. In particular the ability to understand speech in background noise (a frequent and important task performed by patrol officers) was affected. There was also agreement that while hearing aids tend to improve pure tone performance, they do not appreciably improve speech understanding. Therefore, hearing aids were not considered acceptable.

Since both ears are to be tested, the proposed guidelines are for the worst ear, not the average of the two ears. Further, under the proposed guidelines only those frequencies believed to be important for speech are tested, and the requirements follow the pattern of hearing loss (which is usually greater in the higher frequencies). Finally, there is some allowance for deviation from the standard in one or more frequencies as long as the average of the deviations across the four frequency levels does not exceed a given level.

## APPENDIX A

### MATERIALS AND PROCEDURES FOR TESTING VISION

#### Static Far Acuity

Although static far acuity has been tested by means of letters of decreasing size on a wall chart for some time, standardization of materials and procedures has been addressed only recently. It is known that most details of chart construction (letter font, spacing, letter features) do have consequences for test performance. Different charts, therefore, will lead to different scores on an acuity test. Differences in testing distance and illumination (especially background glare) can interact with differences in charts. Finally, there are differing procedures and criteria for conducting an examination. The variability here could be great. To produce consistent and accurate results the following is recommended:

Materials and Conditions: Testing should be done with Sloan optotype charts with an equal number of letters in each line (such as the Bailey-Lovie chart). At least two variants of the charts should be available. Any alternative to this approach which is consistent with the recommendations of a National or International authority is also acceptable. Testing should be carried out in a dimly lit room with a brightly illuminated chart. There should be no glare either in the background or on the chart. Testing distance should be 4 meters. The materials should not be visible until testing begins.

Procedures: If both corrected and uncorrected vision are being tested, uncorrected vision should always be tested first (with the exception of hard contact lens wearers). After determining whether or not correction is being used (especially contact lenses) candidates should be instructed to identify as many letters as possible, one line at a time, guessing if necessary, but not squinting. The examiner should begin by pointing to a target line (usually several lines above the "20/20" line) and asking the candidate to recite the names of the letters. The examiner is to proceed until the candidate can no longer report any letters on a given line. The criterion should always involve total letters correct not last line correctly read.

Each test should be followed by a retest with a variant of the original chart. Thus, for those who only have uncorrected vision tested there will be two tests. For those who have uncorrected and corrected vision tested there will be 4 tests. Should test results differ, the results of the second test should be used. If there is considerable squinting, results should be discarded and further testing carried out preferably with a new variant of the test.

## Color Vision Testing

Materials and Conditions: Color vision testing should be carried out with the Farnsworth D-15. Illumination should be provided by a day-light color adjusted tungsten source - a Mackbeth source C or the equivalent. The light should be approximately 3 feet from the materials and should not reflect into the eyes of the observer. The materials should be laid out on a neutral 18% gray background with no visible hot spots or reflections. Subjects are permitted to wear corrective lenses. They can also wear tinted lenses (like x-chrome) but should be cautioned that they will not aid performance. Use of correction should be noted.

Procedures: Instructions for administering and scoring accompany the test. The color samples are to be dumped out on the gray background in no particular order. The candidate is asked to order the samples in terms of similarity by placing them, one at a time, into the response box. The applicant is permitted to reorder the materials until satisfied. Once the sample is ordered it should be scored. Scoring order is obtained by inverting the contents of the box, revealing the order of numbers, which should read from one to fifteen. If it is perfect, no retest need be given. Otherwise, the applicant should be retested once more. The best result is always used as the criterion.

## Peripheral Vision Testing

The main purpose for peripheral vision testing is to identify persons who have gross field losses. For example, someone with no vision in one eye will have total field loss for that eye. Since only gross differentiation is necessary, some imprecision in testing can be tolerated.

Materials and Procedures: Three alternatives exist for measuring peripheral vision. The most precise, automated perimetry testing of each eye, produces results which indicate the number of points correctly identified and missed. A normal subject will miss very few points (mostly those hidden by the nose) in no particular location. If an applicant has a scotoma (or "blind spot"), all points in that area will be missed. Any significant amount of errors should lead first to retesting and then referral.



Other less or non-automated procedures for peripheral vision screening involve finding the horizontal extent of peripheral vision. There are devices which estimate this quite accurately. The disadvantage of this technique is that "blind spots" (scotomas) may be overlooked and the vertical meridian may not be measured.

In the absence of apparatus it is possible to clinically estimate fields by using one's fingers while holding the fixation of the applicant. Here the extent of the fields cannot be estimated with great accuracy nor can "blind spots" be detected. People might pass this test who should be referred.

## APPENDIX B

### STABILITY OF STATIC FAR ACUITY

Persons who participate in orthokeratology ("molding" of the cornea with contact lenses), who undergo certain surgical procedures (such as radial keratotomy), or who wear contact lenses, may experience instability in their static far acuity. If instability were to occur on the job, it could have a significant impact on job performance. What follows are some recommendations for ensuring that a person's static far acuity is stable:

1. Surgical Procedures: Following any surgical procedure, the eye should be given time to physically stabilize before acuity is tested. This time obviously will vary from situation to situation and from person to person. The crucial question which must be answered is whether or not the eye has healed well enough to be comparable to its pre-surgical condition. To be comparable it needs to be structurally sound and stable. When the eye is considered to be recovered from the surgery the applicant should be tested and then retested somewhat later. The recovery period is likely to be many months and the test-retest interval might be hours or days as appropriate.
2. Orthokeratology: Following orthokeratology, the applicant should be tested and retested with or without correction (as would be used on the job). Whether corrected or uncorrected, the static far acuity test scores should be comparable when separated by at least 3 months.
3. Soft Contact Lenses: Since applicants using soft contact lenses are considered comparable to those who use no correction, it is essential that such lenses be wearable on the job at all times and that the correction be stable. To insure adequate stability, the applicant should be able to verify that for the 3 month period immediately preceding testing he/she has been wearing the same (or equivalent) soft contact lenses with no change in prescription.
4. Hard Contact Lenses: Since applicants with hard contact lenses are to be tested with and without correction, they should be tested with correction first, and then asked to remove their contact lenses. Following removal of their contact lenses they should be given an opportunity for their eyes to adjust to the removal of the lenses before their uncorrected test. The stability of corrected vision for them should be as in 3 above.

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COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Reimbursement Review</b>		Meeting Date <b>January 24, 1985</b>
Bureau <b>Administrative Services</b>	Reviewed By <i>Otto H. Saitenberg</i>	Researched By <b>Staff</b>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <b>1-9-85</b>	Date of Report <b>January 8, 1985</b>
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.

ISSUES

Adjusting Salary Reimbursement Rates for FY 1984-85  
 Adjusting Reimbursement Limits for Basic Course

BACKGROUND

The Commission's policy is to provide periodic salary reimbursement increases throughout the fiscal year consistent with budget allocations and claims experience. In addition, a proposed change in the length of the Basic Course suggests consideration of an increase (120 hours) of the Basic Course maximum reimbursable hours from 400 to 520. Concomitant increases in course requirements would furthermore suggest increasing maximum basic training reimbursement for district attorney investigators from 350 to 422 hours (72 hour increase) and deputy marshals from 374 to 446 hours (72 hour increase). Sufficient resources are available based on an evaluation of remaining unbudgeted monies and anticipated training demands for the balance of the fiscal year.

ANALYSIS

Based on an analysis of expenditures through the first half of the fiscal year and projected training reimbursement needs for the remaining six months, it is estimated that approximately \$3.5 million is available for expenditure to augment the current reimbursement program.

To accommodate increasing maximum reimbursement for the basic courses, it is proposed that the Commission consider, as a matter of policy, a separate baseline reimbursement rate for the basic course. This would permit the Commission flexibility for the future in maintaining a "balanced program" of training so that in-service and basic training would have appropriate supportive reimbursement resources. Considering that need it is proposed that the available \$3.5 million be allocated in accordance with the following recommendations.

RECOMMENDATIONS

1. Increase maximum reimbursement for the Basic Course from 400 hours to 520 hours, retroactive to July 1, 1984.
2. Increase maximum reimbursement for the Marshal's Basic Course from 374 hours to 466 hours, retroactive to July 1, 1984.

3. Increase maximum reimbursement for the District Attorney Investigator's Basic Course from 350 hours to 422 hours, retroactive to July 1, 1984.
4. Establish the current 60% salary reimbursement rate as the baseline for the basic course for this fiscal year.
5. Increase the salary reimbursement rate for courses other than the basic courses to 70% retroactive to July 1, 1984.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title <b>Contract for Field Training Study</b>		Meeting Date <b>January 24, 1985</b>
Bureau <b>Training Program Services</b>	Reviewed By	Researched By <b>Harold Snow</b> <i>HS</i>
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval <b>1-2-85</b>	Date of Report <b>December 14, 1984</b>
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:

To address issues associated with developing a more proficient field training program, including evaluations, should POST contract with a city or county for six months of full-time services of an expert from a police or sheriff's department.

BACKGROUND:

By way of precedence, at the October 1984 meeting the Commission approved a contract with the City of Redding for the services of Lieutenant Robert Blankenship to perform research related to state mandates on domestic violence issues. There are resulting benefits to the law enforcement agency and individual in providing leadership training, experience, and exposure to statewide issues and POST. At the same time POST is able to accomplish more in completing needed research on special projects and have an infusion of fresh ideas and perspectives from law enforcement.

Field training is that training provided to peace officers generally after hire and completion of the Basic Course which involves the officer riding along with a well-trained, experienced officer, known as a field training officer. Field training varies from department to department but generally involves a combination of the field training officer demonstrating techniques and the trainee practicing them. Trainees are evaluated during this learn-by-doing process, and generally detailed checksheets and forms are used. POST has played a significant role in field training by providing training for field training officers, a model field training guide, and guidelines for field training programs. These services need to be updated. Current POST staffing levels are not sufficient to meet this need.

ANALYSIS

It is estimated that the task of updating POST's field training services would require up to six months. If the Commission approves of the idea to contract with a city or county for the six months services of a law enforcement officer knowledgeable on this subject, staff would subsequently select a candidate and work out the details of the contract which would include POST paying the city or county for the officer's salary, fringe benefits, and long-term per diem while working for POST. It is estimated that the cost would not exceed \$40,000. The Commission would of course be kept informed of the progress on this project.

RECOMMENDATION:

Approve a contract with a city or county to be named for six months full-time personal services of an officer at a cost not to exceed \$40,000 for salary, fringe benefits and long-term per diem while working for POST.

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Contract with Capitol Computer Center		Meeting Date January 24, 1985
Bureau Standards & Evaluation	Reviewed By	Researched By John G. Berner <i>JGB</i>
Executive Director Approval <i>Norman C. Belton</i>	Date of Approval 1-8-85	Date of Report January 4, 1985
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 increase contract with Capitol Computer Center from \$14,900 to \$16,500.

BACKGROUND:

POST currently has a contract with Capitol Computer Center in the amount of \$14,900. The purpose of the contract is to provide computer processing and storage time for conversion of all of the Standards and Evaluation Services Bureau's data and software to the Teale Data Center. Upon completion of this conversion, POST will no longer contract with Capitol Computer Center, and all future data processing of the Standards and Evaluation Services Bureau will be conducted at the Teale Data Center.

ANALYSIS:

Data conversion activities are near completion, and it has become evident that the contract amount of \$14,900 is not sufficient to complete all conversion activities. It is estimated that approximately \$1,600 of additional computer time will be required to complete the conversion. The purpose of this contract amendment is to increase the contract with Capitol Computer Center by that amount.

RECOMMENDATION:

POST's contract with Capitol Computer Center be amended to increase the amount of the contract from \$14,900 to \$16,500.



POST Advisory Committee Meeting

San Diego Hilton Hotel - Monte Carlo Room  
1775 East Mission Bay Drive  
San Diego, California  
January 23, 1985, 10 a.m.

AGENDA

Call to Order and Roll Call	- Chair
Approval of Minutes of Previous Meeting	- Chair
Commission Liaison Committee Remarks	- Commissioners
Educational Requirements for Police Officers	- Win Silva
Civilians in Law Enforcement	- Chief Ray Davis
Commission Meeting Agenda Review	- Staff
Legislative Review	- Staff
Committee Member Reports	- Members
Adjournment	- Chair



**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

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POST ADVISORY COMMITTEE MEETING  
October 17, 1984  
Holiday Inn - Holidome  
Sacramento, California

MINUTES

CALL TO ORDER

The meeting was called to order at 10 a.m. by Chairman Michael Gonzales.

ROLL CALL OF ADVISORY COMMITTEE MEMBERS

Roll was called.

Present were: Michael Gonzales, Chairman  
Joe McKeown, Vice-Chairman  
Don Brown  
Ben Clark  
Michael D'Amico  
Ray Davis  
Barbara Gardner  
Ron Lowenberg  
William Oliver  
Jack Pearson  
Michael Sadleir  
William Shinn  
J. Winston Silva

Absent were: Carolyn Owens (excused)  
Mimi Silbert

Commission Advisory Liaison Committee member, Commissioner Alex Pantaleoni, was also present.

POST Staff: Norman Boehm, Executive Director  
Don Beauchamp, Assistant to the Executive Director  
John Berner, Bureau Chief, Standards and Evaluation  
George Williams, Bureau Chief, Management Counseling  
Imogene Kauffman, Executive Secretary

Mark Shields, Administrative Patrol Deputy, Contra Costa Sheriff's Department, was visiting.

INTRODUCTION OF NEW MEMBER

Chairman Gonzales introduced Jack Pearson, who has been appointed to the Advisory Committee as the representative of State Law Enforcement Management. Mr. Pearson is a Senior Labor Relations Officer, Department of Personnel Administration. He will be serving a term to expire in September 1987.

## APPROVAL OF MINUTES

MOTION - D'Amico, second - Shinn, carried unanimously for approval of the minutes of the June 27, 1984, Advisory Committee meeting at the Bahia Hotel in San Diego.

## ANNOUNCEMENT

Mr. Beauchamp reported the Governor's Office has determined that POST Commission Chairman Rodriguez' appointment is not valid, and therefore he cannot, by law, continue to sit on the Commission. Therefore, Vice-Chairman Robert Vernon will assume the position of Chairman, and there will be an election for a new Vice-Chairman at the October 18 Commission meeting. It was also announced that Commissioner Al Angele, a public member representative, had resigned.

## COMMISSION LIAISON COMMITTEE REMARKS

On behalf of the Commission Liaison Committee, Commissioner Pantaleoni stated that there were several issues on the October 18 Commission meeting agenda, particularly the public hearing issues, which the Commission is very desirous of support of the Advisory Committee.

## AB 1310 REPORT DISCUSSION

PC 13510(b) requires that POST conduct research concerning job-related standards for education, vision, hearing, physical ability and emotional stability; and where the research findings so indicate, establish job-related standards by January 1, 1985. John Berner, Bureau Chief of the Standards and Evaluation Bureau, reported on the major research findings on the standards which were studied. These findings are:

Education: Maintain current high school/G.E.D. requirement (POST Regulation 1002(a)(4))

Physical Ability: Mandate that the POST-developed physical conditioning program be made part of the POST regular Basic Course, and require that all cadets pass a POST-developed physical abilities test at the conclusion of the conditioning program as a condition for graduation from basic training. Persons who have previously completed basic training, or who attend a POST Specialized Basic Course, would not be required to meet the standard.

Emotional Stability: Establish an entry-level emotional stability standard which would require that:

1. Applicants be found to be free from psychopathology and personality disorders contained in psychiatric diagnostic systems as defined by sources identified in the POST Manual for Emotional Stability Screening. (This Manual is in the process of being developed.)

2. Emotional stability be determined on the basis of psychological test score information which has been interpreted by a qualified professional.
3. All final decisions to disqualify persons for emotional stability be based, in part, on a clinical interview conducted by a qualified professional.

As proposed, this requirement would apply to all regular and specialized officers, reserve officers, and all lateral transfers who have had a break in service.

Agencies would be encouraged, but not required, to have all candidates undergo a clinical interview (not just those who are disqualified) as a part of emotional stability screening. The majority of agencies are currently conducting psychological screening, and the typical practice among those agencies is to have all candidates undergo a clinical review as well as psychological testing.

Hearing  
and  
Vision:

Publish POST's hearing and vision findings in the form of recommended guidelines. The guidelines would contain the following features:

Hearing

- A pure tone audiometry threshold test with the following criteria:

Frequency	500 Hz	1000 Hz	2000 Hz	3000 Hz
Each ear	25 dB	25 dB	25 dB	35 dB

or

No greater than 30 dB at any one of first 3 frequencies, and average of 4 frequencies no greater than 30 dB

- Hearing aids are not permitted.

Vision

- 20/20 corrected visual acuity (both eyes)
- 20/80 uncorrected visual acuity (both eyes) for those wearing spectacles or hard contact lenses

- Passing score on Farnsworth D-15 panel (color vision test)
- Normal visual fields.

These recommendations are to be taken to the Commission for action at the October 18, 1984, meeting. If the Commission concurs with the research findings, conclusions and recommendations for job-related standards, the following action will be initiated:

1. Schedule public hearings, in conjunction with the January, 1985, Commission meeting, for the purposes of:
  - Amending POST Regulation 1002 to institute an emotional stability (psychological screening) requirement; and
  - Amending Commission Procedure D-1 to add the POST-developed physical conditioning program to the POST regular course (total hours for presenting the course would increase).
2. Direct staff to finalize and present for Commission approval at the January, 1985 meeting proposed POST guidelines for hearing and vision screening.

Lieutenant Shinn felt that a presentation to PORAC of these standards would be of value from a labor management standpoint and suggested that this be considered.

#### REVOLVING FUND CONCEPT

In response to a previous request by the Advisory Committee, George Williams, Bureau Chief of the Management Counseling Bureau, led a discussion on the advantages and disadvantages of the use of a revolving fund for law enforcement training. There was consensus that the report was very informative and appreciated.

#### USE OF CIVILIANS IN LAW ENFORCEMENT

George Williams initiated a discussion on the numerous services being performed in various agencies by non peace officer personnel, the savings to agencies from the use of non peace officer personnel, the training needed, and the availability of funds for this training. During discussion, the following action was taken:

MOTION - Davis, second - Clark, carried unanimously that the POST Commission be made aware that the Advisory Committee had expressed strong concern toward prioritizing the need for an early, comprehensive review of the use of civilianization in law enforcement.

In summation of the discussion, Sheriff Clark listed the following seven points which had been made:

1. POST should review law enforcement agencies to determine the job classes (titles) of all non-sworn positions in the agencies.
2. POST should categorize those job classes into not less than five classes.
3. POST should survey those job classes determined (or identified) to establish the role of each of the job classes (positions).
4. POST should determine minimum selection standards (job related) to fill the identified job classes.
5. POST should determine if it is legal and to what extent funding can be sought (reimbursement) for the training of non-sworn job classes in law enforcement agencies.
6. POST should determine a core of subject materials for all non-sworn personnel job classes.
7. POST should determine job-specific training for the classes identified and further determine refresher course material.

This subject will be on the agenda for the January, 1985 Advisory Committee meeting. At that time, Chief Davis will present some video tapes on civilianization in law enforcement.

#### COMMISSION MEETING AGENDA REVIEW

Executive Director Norman Boehm reviewed the Commission Meeting Agenda for the next day's meeting.

#### LEGISLATIVE REVIEW

Don Beauchamp, Assistant to the Executive Director, presented a summary of key legislation for 1984 that affects POST or is of great interest to the field.

#### Assembly Bill 1078 (Cortese) - Chapter 1491, effective 9-28-84

Provides for a two-year pilot training program for law enforcement and private industry personnel in Santa Clara County addressing the prevention of high-technology theft. This program, known as the District Attorney's Technology Theft Association Project, is to be coordinated by O.C.J.P.

#### Senate Bill 1472 (Watson) - Chapter 1609, effective 1-1-85 to 1-1-91

In addition to addressing various operational issues relating to the handling of domestic violence cases by law enforcement agencies, this legislation adds Penal Code Section 13519 to require the Commission to 1) develop guidelines that local agencies may use to develop written procedures for the handling of domestic violence cases, 2) modify the Basic Course to include domestic violence topics, 3) provide supplementary

domestic violence training to those officers who previously have completed the Basic Course (this training to be completed by 1-1-89), 4) review existing POST courses to determine where domestic violence topics may be included, and 5) convene a panel of experts to assist POST in accomplishing these tasks.

Assembly Bill 2110 (Alatorre) - Chapter 84, effective 1-1-85

Provides that peace officers who complete the regular POST Basic Course may be deemed to have satisfied the training requirements of Penal Code Section 832. It also requires the Commission, prior to 7-1-87, to report to the Legislature on the correlation between academy proficiency test scores and performance as a peace officer. Lastly, this new law creates Penal Code Section 13510.2 which provides criminal sanctions for misuse of the POST certificate.

Assembly Bill 2605 (Allen) - Chapter 785, effective 8-27-84

Requires that every POST Basic Course student, who is not sponsored or employed by a law enforcement agency, must submit written certification from the Department of Justice indicating that he or she may legally possess a concealable firearm, such as those used in the firearms training phase of the Basic Course.

Assembly Bill 2765 (Sher) - Chapter 1340, effective 1-1-85

In addition to addressing numerous issues concerning fines and victims of crime not related to POST, this legislation allows the Commission to continue receiving the current 27.75% of the Assessment Fund indefinitely. Previous law would have reduced POST's share of the fund to 24.17%, effective 1-1-86.

Assembly Bill 2808 (O'Connell) - Chapter 1282, effective 9-19-84

In addition to addressing other funding issues not affecting POST or law enforcement, this legislation allows Community Colleges to continue requiring police academy students to "furnish durable personal equipment" related to the law enforcement profession. Under another bill passed earlier this year (AB 1XX, Chapter 1), there was some indication the Community Colleges might be required to furnish all equipment used in the police training programs. AB 2808 further requires the Chancellor's Office to develop new regulations addressing this issue no later than March 15, 1985.

Assembly Bill 3714 (Johnston) - Chapter 761, effective 1-1-85

Amends Penal Code Section 832.6 to further limit the use of level III reserve officers. This new law states that level III reserves may perform only "limited duties" under the "direct supervision" of a peace officer possessing a basic certificate. It is still left up to the local jurisdiction to determine what constitutes "limited duties" and "direct supervision".

## COMMITTEE MEMBER REPORTS

Committee Member Shinn (PORAC) - Bill Shinn reported that the PORAC conference is scheduled for November 17-19, 1984, at North Shore, Lake Tahoe. They are currently undergoing a long-term planning process on futures issues and what is needed to address future labor issues and complex issues in law enforcement. They will also be addressing issues on non sworn and auxiliary officers on the labor side. There continues to be some feeling that there is not much attention being paid to rank and file by the Advisory Committee and the Commission. There needs to be an on-going process of getting word down through management groups that there is a lot of training being given to rank and file.

Committee Member Brown (COPS) - Don Brown stated that COPS had just completed a successful labor relations seminar in Palm Springs. There is much interest in the stress seminar cruise planned for next summer with attention on family and stress.

Committee Member Silva (Community Colleges) - Win Silva reported that they are developing a new evaluating system where they will have a statewide public safety Advisory Committee. There will be a committee for these subject areas. They will evaluate statewide systems as well as evaluating programs and input from practitioners to educators. Mr. Silva is the public safety specialist in the Chancellor's Office. He also announced that Congress passed an act on October 2 that is waiting for the President's signature which provides more money and is broader than past acts for the disadvantaged and handicapped. This act requires a new state plan for vocational education and will require a public hearing.

Committee Member Sadlier (CAUSE) - Mike Sadlier announced that the CAUSE conference is coming up in Reno this week.

Committee Member Lowenberg (CPCA) - Ron Lowenberg reported that the California Chiefs Training Committee is meeting with POST's Executive Director and the Bureau Chief of the Center for Executive Development on November 14 for the purpose of analyzing training available to chief executives and their senior managers.

Committee Member McKeown (CADA) - Joe McKeown reported that CADA is working with the changes in the Basic Course and the legislation that has been passed. CADA feels that a better comprehensive Basic Course cannot be found. It was also stated that there are more people completing the Basic Course on their own, and it is felt this is the way of the future.

Committee Member Gonzales (CAPTO) - Mike Gonzales reported that the annual CAPTO conference is being held as of this date in San Diego.

## ELECTION OF OFFICERS

MOTION - Sadlier, second - D'Amico for the nomination of Joe McKeown to serve as Advisory Committee Chairman for 1985.

MOTION - Pearson that the nominations be closed. Motion carried.

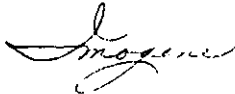


MOTION - Lowenberg , second - Shinn, for the nomination of Mike Sadleir to serve as Advisory Committee Vice-Chairman for 1985.

MOTION - Pearson that the nominations be closed. Motion carried.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1430 hours.



Imogene Kauffman  
Executive Secretary

# Memorandum

POST Commissioners

Date : January 4, 1985

Robert L. Vernon, Commission Chairman

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

Subject: Legislative Review Committee Meeting

The Legislative Review Committee of the Commission will meet at 8 a.m. January 24, 1985 in the Garden Lanai Coffee Shop of the San Diego Hilton Hotel, San Diego. The Chairman will report the Committee's action to the full Commission at the regular meeting later that date.

## AGENDA

1. Discussion and formulation of recommendations for bills concerning POST which are introduced during January 1985 (none as of mail-out date)
2. General discussion
3. Adjournment

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POST/STC JOINT MEETING  
December 3, 1984  
Host International Hotel  
Sacramento, CA

MINUTES

A meeting of the mutual corresponding committees from POST and STC was held on December 3, 1984 at the Host International Hotel in Sacramento.

The meeting was called to order at 10:00 a.m. by Sheriff Glenn Dyer, who serves as the Chair of the Commission's Ad Hoc Committee on Corrections Training. He was joined by fellow Commissioners Bob Vernon and Bob Wasserman.

Representing the Standards and Training for Corrections (STC) Ad Hoc Committee were Sheriff Floyd Tidwell, Sheriff George Whiting, and Alan Crogan, Chief Probation Officer of Santa Barbara County.

Also present were staff from POST, including Norman Boehm, Executive Director, and Don Beauchamp, Assistant to the Executive Director. STC staff was represented by Norma Lammers, Executive Officer of the Board of Corrections, and Bill McConnell, senior staff of STC. In addition, Lt. Bill Slater, Jail Administrator for the Alameda County Sheriff's Department, attended upon the invitation of Sheriff Dyer.

Sheriff Dyer advised that the committees had met because of mutual assignments from the POST Commission and STC Board. He noted that the Commission's Ad Hoc Committee had met on several occasions and discussed the various issues confronting both POST and STC.

It was noted that the two programs, while serving different needs, overlap in the areas of corrections training for peace officers assigned to sheriff's and police departments in the POST program. This overlap has caused some administrative complexities.

Upon the Chairman's invitation, Executive Director Boehm noted that generally there were three approaches that could be considered. The first was to, from an administrative and policy basis, eliminate conflicts, overlaps, and discrepancies between program approaches by the two agencies.

The second would be for POST to simply abdicate all responsibilities for standards and training in jail-related services by sheriff's departments and police departments, and relinquish total responsibility in that limited area to STC. This would amount to a functional definition; that is, STC would have responsibility for Corrections' portion of selection and training across the board. This would require legislation and would have other problems associated with it.

The third alternative would be to enact legislation to assign program responsibility and funding for all selection and training standards for both sheriff's and police peace officers working in jails to POST. This would amount to a categorical approach, giving POST responsibility for all selection and training, regardless of subject area, for all peace officers of agencies in the POST program.

Each of these alternatives was discussed and examined. It was the consensus that there would be too many disadvantages to client agencies for POST to give up selection and training standards for peace officers assigned to jails (discussed in alternative two, above). This would create difficulties in hiring and training, and would severely limit the sheriff's ability to assign deputies in the jail or in the field.

Alternative three, legislatively seeking the responsibility for peace officer training and standards in jails, was discussed and was determined incompatible, both from the legislative standpoint as well as from the recognition that expertise in the area of jail management indeed rests with STC.

It was the consensus of those addressing the subject that the best approach would be for both POST and STC to correlate their approaches so as to minimize any administrative obstacles and to simplify the practical workings of the two programs to the field. As a result, it was recommended that the following actions be considered respectively by STC and POST to help alleviate problems of overlaps in the two programs:

1. STC will work to recognize POST selection standards as meeting all of their requirements for selection. This will mean that sheriff's departments will have only one selection standard to deal with in hiring deputies.
2. STC will assume funding for all correctional training. This may include STC considering adoption of a reimbursement methodology similar to that of the Commission, or some other strategy which will facilitate STC taking on all correctional funding.
3. POST will consider recognizing selected STC training as meeting POST's requirements for advanced officer training.
4. STC training which is done for officers in the POST program will be recorded by POST on that officer's training record so that all training by any individual would be kept on that record.

Representatives of both STC and POST agreed to present these suggestions to their respective bodies. The consensus was that the recommendations by respective staffs would be in favor of this approach (as opposed to alternatives two and three).

There being no further business, the meeting was adjourned at 12:00 noon.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>MANAGEMENT COURSE CONTRACTS - FISCAL YEAR 1985/86</b>		Meeting Date <b>January 24, 1985</b>
Bureau <b>Center for Executive Development</b>	Reviewed By <i>Ted Morton</i>	Researched By <b>Ted Morton Mike DiMiceli <i>Di-</i></b>
Executive Director Approval <i>Merrill P. Beehu</i>	Date of Approval <b>12-26-84</b>	Date of Report <b>December 4, 1984</b>
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

Commission review and approval of Management Course contracts as proposed for Fiscal Year 1985/86 are required to authorize the Executive Director to negotiate contracts with presenters.

BACKGROUND

This course is currently budgeted at \$237,562 for 22 presentations by five presenters:

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

No other educational institutions have expressed interest in presenting the Management Course.

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

- California Highway Patrol
- State Department of Parks and Recreation

ANALYSIS

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

It is estimated that 22 presentations will again be required in FY 1985/86. Staff anticipates some increases over FY 1984/85 due to increased costs for instructors, coordination, facilities and materials although no additional presentations are expected.

RECOMMENDATION

Appropriate action of the Commission would be a Motion to authorize the Executive Director to negotiate contracts with the current five contractors to present twenty-two (22) presentations of the Management Course during Fiscal Year 1985/86. Negotiated contracts will be returned for Commission approval at the April 1985 meeting.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>EXECUTIVE DEVELOPMENT COURSE CONTRACT - FY 85/86</b>		Meeting Date <b>January 24, 1985</b>
Bureau <b>Center for Executive Development</b>	Reviewed By <i>[Signature]</i>	Researched By <b>Mike DiMiceli</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>1-3-85</b>	Date of Report <b>December 5, 1984</b>
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

Commission review and approval of the Executive Development Course contract as proposed for Fiscal Year 1985/86 are required to authorize the Executive Director to negotiate contracts with presenters.

BACKGROUND

The single contractor for the Executive Development Course currently provides training for 100 trainees in five presentations per year. The contract costs for FY 1984/85 are \$56,810.

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

ANALYSIS

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

It is estimated that five presentations will again be required in FY 1985/86. Staff anticipates some increases over FY 1984/85 expenses due to increased costs for instructors, coordination, facilities and materials as may be allowable by tuition guidelines.

RECOMMENDATION

Appropriate action of the Commission would be a Motion to authorize the Executive Director to negotiate a contract with Cal-Poly Kellogg Foundation to present five (5) presentations of the Executive Development Course during FY 1985/86. The negotiated contract will be returned for Commission approval at the April 1985 meeting.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title CONTRACT FOR COMMAND COLLEGE AND EXECUTIVE AND MANAGEMENT TRAINING		Meeting Date January 24, 1985
Bureau Center for Executive Development	Reviewed By <i>[Signature]</i>	Researched By Mike DiMiceli <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 12-28-84	Date of Report December 21, 1984
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

Commission review and approval of the Command College and Executive and Management Training contract proposed for fiscal year 1985/86 are recommended to authorize the Executive Director to negotiate contract with presenter.

BACKGROUND

The initial Command College program has now been developed. The first class started January 1984; the second class started in May 1984. Hereafter, two classes will commence annually. During the 1985/86 Fiscal Year, approximately sixteen four and five-day workshops will be presented for classes 2, 3, 4, and 5.

Executive and management training will need to expand to meet demands. Twelve monthly seminars will be coordinated by POST staff on the subjects: 1) Managing Injury and Workers' Compensation Cases; 2) Performance Appraisal Methods; 3) Computer Technology for Senior Management; 4) Communications Skills; 5) News Media Relations; and 6) Ethics. (Formerly there have been nine seminars annually.)

New training program series will be developed specifically for the Chief of Police and the Sheriff.

Current contract costs for FY 84/85 are \$200,057.

ANALYSIS

To support the expanding activities of the Command College, funds are required for two Assessment Centers; several Command College Concept and Planning Committee meetings, continuing Command College workshop development updating and redesign work, and the development of executive/management seminars on the following subjects: 1) Chief/Sheriff Series; 2) Executive Course on Strategic Management (highlights of the Command College program); 3) Major redesign of the Executive Development Course; and 4) Emergency Management/Planning.



RECOMMENDATION

Appropriate action of the Commission would be a Motion to Authorize the Executive Director to contract with the San Diego Regional Training Center to provide expert management consultants, educators and trainers for Command College programs and special seminars and workshops for law enforcement executives and managers for Fiscal Year 1985/86. It is anticipated that the amount of the negotiated contract will approximate the 1984/85 contract. This matter will be returned for Commission approval at the April, 1985 meeting.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title POST/DOJ Interagency Agreement for Training		Meeting Date January 24, 1984
Bureau Training Delivery Services	Reviewed By Darrell L. Stewart <i>[Signature]</i>	Researched By Tom Farnsworth
Executive Director Approval <i>[Signature]</i>	Date of Approval	Date of Report December 20, 1984
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

The Commission and the Department of Justice Advanced Training Center have cooperatively provided training to local law enforcement during the Fiscal Year 1984-85 through an Interagency Agreement (IAA).

DOJ is agreeable to continue the cooperative effort during FY 1985-86, and has proposed a tentative IAA for 28 different courses, providing 160 separate presentations, for a total cost not to exceed \$688,000.

BACKGROUND/ANALYSIS

The Department of Justice has been contracting (Interagency Agreement process) with POST to provide local law enforcement training since 1974. The total cost of the training proposal each year has varied depending on the specific training to be provided. During Fiscal Year 1984-85, the IAA approved by the Commission was \$635,946.

This proposal reflects an increase in narcotic training, with POST funding two additional Narcotic Investigation and three additional Heroin/PCP/Cocaine Influence classes (\$36,586 at 1984/85 contract price estimates).

The increase in narcotic training, in addition to the continuation of other existing training, results from the February 1984 Attorney General's Commission on Narcotics recommendation that "additional training should be provided to local law enforcement personnel to assist them in becoming more conversant and knowledgeable about the ever-changing illegal drug trafficking industry."

In November 1984, the Department of Finance approved an Advanced Training Center budget change proposal to present additional training in the area of Narcotic Enforcement. They agreed that funding for these programs should be provided on the 70:30 formula currently in the POST/ATC contract. \$38,000 was identified as the POST support level if the POST Commission would agree to the enhanced training proposal.

In addition to the \$36,586 for the additional narcotic courses, an increase in the current baseline budget of \$635,946 reflects a 2.4% increase in travel and per diem costs.

Staff will analyze this proposal for need justification and costs. This analysis will be finalized prior to the April Commission meeting, when a complete report on the proposed agreement will be presented.

RECOMENDATION

Authorize staff to negotiate an Interagency Agreement with DOJ for Fiscal Year 1985-86 for an amount not to exceed \$688,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Continuation of POST Contract with CPS		Meeting Date January 24, 1985
Bureau Standards & Evaluation	Reviewed By	Researched By John Berner <i>JB</i>
Executive Director Approval	Date of Approval	Date of Report November 30, 1984
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:

Continuation of the POST Contract with Cooperative Personnel Services (CPS) of the State Personnel Board to administer the POST Basic Proficiency Examination.

BACKGROUND:

Penal Code Section 832(b) requires POST to develop and administer a basic training proficiency test to all academy graduates. POST has contracted with Cooperative Personnel Services (CPS) for the administration of the exam each of the last four years.

ANALYSIS:

CPS has done an acceptable job of administering the POST Basic Course Proficiency Examination over the last four years. Moreover, CPS can administer the exam for much less than it would cost if POST staff were to assume this function.

The amount of the FY 84-85 contract is \$29,700. The proposed contract for FY 85-86 is expected to be no more than \$35,000. This estimate assumes a modest increase in the number of test administrations and anticipated increases of 10% for labor costs and 4% for general operating expenses.

RECOMMENDATION:

Authorize the Executive Director to negotiate a contract with CPS for services during FY 85-86.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract Authorization for Computer Lease & Maintenance		Meeting Date January 24, 1985
Bureau Information Services	Reviewed By <i>DeCrona</i>	Researched By Jerry Nussbaum
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <i>12-27-84</i>	Date of Report December 18, 1984
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

Commission approval is requested for the Executive Director to negotiate contracts or Interagency Agreements for F.Y. 1985/86 as follows:

1. Continue POST's computer hardware (equipment) lease maintenance contract with Four-Phase Systems, and
2. Computer services contract with Teale Data Center, a State agency.

Background

POST has been involved in contracts with Four-Phase Systems for Computer leasing and service since 1979. In January 1983, the Commission approved the upgrading of the system to allow for greater storage capacity and flexibility of computer use. The current upgraded system was installed during July 1983 and is providing the anticipated service. The new system has also provided POST Standards and Evaluation Bureau the capability of "tie in" with POST and the State's Teale Data Center.

Analysis

The ongoing lease and maintenance cost for the total Four-Phase Systems is \$81,167. The contract is a three-year commitment with Four-Phase Systems that began in F.Y. 1983/84. Analyses of POST's computer systems show that greater efficiency in programming and data storage would be achieved by installing a Four-Phase software product, MKAM (Multiple Key Access Method). The cost in software and additional memory would be approximately \$1,560 per year. This cost would bring the total Four Phase contract amount to approximately \$83,000.

Multiple key access is a state-of-the art enhancement. It will give us greater flexibility and ease in accessing our data base. This in turn will reduce overall programming time and could greatly accelerate the process of providing ad hoc reports for management and staff. An additional benefit is the elimination of duplicate data, thereby reducing our disk space requirements.

The Interagency Agreement (contract) with Teale Data Center for F.Y. 1985/86 will be necessary in an amount not to exceed \$50,000. This amount includes the Teale Data Center cost for the proposed Test Item Bank system. The current year's agreement is \$32,000. As you may recall, the Test Item Bank project was approved by the Commission in 1983. The Department of Finance approved the BCP for implementation for F.Y. 1985/86. The Test Item Bank will greatly enhance the basic academy testing program and provide POST with valuable research data relating to such activities.

This provides staff with computer lease time, primarily for Standards and Evaluation Bureau validation and Test Item Bank studies.

#### Recommendation

Authorize the Executive Director to continue the contract with Four-Phase Systems not to exceed \$83,000 and with Teale Data Center for a Interagency Agreement not to exceed \$50,000 for the purpose outlined above, with the understanding that actual agreements will be brought to the Commission for approval at its regular meeting in April 1985.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
State Controller's Office - Agreement for Auditing Services		January 24, 1985
Bureau	Reviewed By	Researched By
Administrative Services	<i>Orlo H. Saltenberger</i>	Staff
Executive Director Approval	Date of Approval	Date of Report
<i>Mouwan C. Boehm</i>	<i>1-3-85</i>	December 31, 1984
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

Continuation of the Commission on Peace Officer Standards and Training agreement with the State Controller's Office to provide auditing Services.

BACKGROUND

Each year for the past several years, the Commission on Peace Officer Standards and Training has negotiated on Interagency Agreement with the State Controller's Office to conduct necessary audits of selected local jurisdictions which receive POST reimbursement funds.

ANALYSIS

The State Controller's Office continues to do an acceptable job in conducting the audits of several selected jurisdictions yearly to assure that reimbursement funds are being appropriately expended.

The Commission approved an agreement not to exceed \$80,000 for the current fiscal year. Approval is requested to negotiate a similar agreement for F.Y. 1985/86.

RECOMMENDATION

Authorize staff to negotiate an Interagency Agreement not to exceed \$80,000 with the Controller's Office for services during F.Y. 1985/86.

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LONG-RANGE PLANNING COMMITTEE

Robert Vernon, Chairman of the Long-Range Planning Committee, will report on the Committee meeting held on January 7, 1985.

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# California POLICE CHIEFS Association Inc.

2012 H STREET, SUITE 102  
SACRAMENTO, CALIFORNIA 95814  
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November 20, 1984

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Mr. Norman C. Boehm  
Executive Director  
Commission on Peace Officer Standards and Training  
P. O. Box 20145  
Sacramento, California 95820-0145

Dear Norm:

At the November 15th Executive Board meeting of Cal Chiefs we again discussed the issue of application criteria for the Command College. If you recall, the original position of the California Police Chiefs Association was that the minimum rank for application to the Command College would be Police Lieutenant. The exception, as we discussed at length at our May Board meeting, was that Chiefs of departments of less than 50 personnel could nominate Sergeants. The Chief would have to indicate the nominated Sergeant is in a position of significant command responsibility.

There is a number of departments in our state which rely on Sergeants as second in command. In these situations it appears appropriate that these Sergeants should have the opportunity to at least make application and participate in the selection process. These candidates would have to demonstrate to the Assessment Center that they are qualified to attend the Command College.

There appears to be enough concern regarding this issue to ask for a reconsideration of this issue by the Commission.

Sincerely,

Leslie D. Sourisseau  
Chief of Police  
President  
California Police Chiefs  
Association Inc.

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COMMISSION ON POST



**CALIFORNIA PEACE OFFICERS' ASSOCIATION**  
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*Special Agent in Charge*  
*Federal Bureau of Investigation,*  
*Sacramento*

*Executive Director*  
RODNEY PIERINI

November 27, 1984

Mr. Robert L. Vernon, Chairman  
Commission on Peace Officer Standards  
and Training  
Los Angeles Police Department  
Parker Center, Room 604  
150 North Los Angeles Street  
Los Angeles, CA 90012

Dear Chairman Vernon:

The California Peace Officers' Association requests your Commission to reconsider a recent decision which excludes sergeants from the Command College.

CPOA fully supports the California Police Chiefs' Association philosophy that sergeants in agencies with 50 personnel or less and upon nomination by the department's chief executive officer should be allowed to compete for Command College positions.

As you know, eighty-six law enforcement agencies in California are organized whereby the subordinate rank to the chief executive officer is sergeant. These individuals are unquestionably law enforcement managers responsible for functions performed by the ranks of deputy chiefs, captains and lieutenants in more traditionally organized agencies.

Your favorable consideration to our request will be appreciated. If CPOA representatives can assist you in any way or amplify upon our position, please let me know.

Very truly yours,  
*Salvatore V. Rosano*

Salvatore V. Rosano  
President

cc: Norman Boehm, Executive Director

SVR:rm

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