

COMMISSION MEETING AGENDA

July 21, 1988

10:00 A.M.

Holiday Inn Embarcadero  
Pacific Ballroom "A"  
1355 North Harbor Drive  
San Diego, CA 92101  
(619) 232-3861

CALL TO ORDER

FLAG SALUTE

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

RECOGNITION OF ADVISORY COMMITTEE MEMBERS PRESENT

HONORING COMMISSIONER ROBERT WASSERMAN - CHAIRMAN APRIL 1987 TO  
APRIL 1988

HONORING RETIRED COMMISSIONER B. GALE WILSON

APPROVAL OF MINUTES

A. Approval of the minutes of the April 21, 1988 regular  
Commission meeting at the Hyatt Regency in Sacramento.

CONSENT CALENDAR

B.1 Receiving Course Certification Report

Since the April meeting, there have been 37 new  
certifications, 28 decertifications, and 70 modifications.  
In approving the Consent Calendar, your Honorable  
Commission receives the report.

B.2 Receiving Financial Report - Fourth Quarter FY 1987/88

The fourth quarter financial report will be provided at the  
meeting for information purposes. In approving the Consent  
Calendar, your Honorable Commission receives the report.

B.3 Receiving Information on New Entry Into Regular POST (Reimbursement) Program

The Santa Barbara County Marshal (Lompoc Judicial District) has met the Commission's requirements and has been accepted into the POST (Reimbursement) Program. In approving the Consent Calendar, your Honorable Commission receives the report.

B.4 Receiving Information on New Entries Into the POST Specialized Program

Procedures provide for agencies to enter into the POST Specialized Program when qualifications have been met. In approving the Consent Calendar, your Honorable Commission notes that the California Controller's Office and the Department of Health Services, Toxic Substances Control Division, have met the requirements and have been accepted, and that three separate divisions of the Department of Health Services are now combined into one participating entity.

B.5 Receiving Information on Withdrawal of Fort Jones Police Department from the POST Program

POST has been notified that the Fort Jones Police Department was disbanded effective February 1, 1988. The responsibility for policing the city will revert to the Siskiyou County Sheriff's Department under a contract for services. In approving the Consent Calendar, your Honorable Commission receives the report.

B.6 Approving Resolution Commending POST Management Fellow Jim Holts

In approving the Consent Calendar, your Honorable Commission adopts a resolution commending Lieutenant Jim Holts of the Los Angeles County Sheriff's Department for his service as a POST Management Fellow. Lieutenant Holts successfully completed the Driver Training Research Project, leading to the award of the contract to complete a Front-End Analysis Study of a Law Enforcement Driver Training Simulator System. He also coordinated work on the shooting judgment simulator project.

B.7 Approving Resolution Commending POST Management Fellow Terry Cunningham

In approving the Consent Calendar, your Honorable Commission adopts a Resolution commending Lieutenant Terry Cunningham of the Los Angeles Police Department for his service as a POST Management Fellow in developing the POST Supervisory Leadership Institute.

B.8 Approving Resolution Commending Advisory Committee Member Gary Wiley

In approving the Consent Calendar, your Honorable Commission adopts a Resolution recognizing the service of Gary Wiley as a member of the POST Advisory Committee from 1985 to 1988, representing the California Association of Police Training Officers.

B.9 Approving Resolution Commending Advisory Committee Member Barbara Gardner

In approving the Consent Calendar, your Honorable Commission adopts a Resolution recognizing the service of Barbara Gardner as a member of the POST Advisory Committee from 1984 to 1988, representing the Women Peace Officers' Association of California.

PRESENTATIONS

PRESENTATION OF RESOLUTION TO POST MANAGEMENT FELLOW JIM HOLTS

PRESENTATION OF RESOLUTION TO POST MANAGEMENT FELLOW TERRY CUNNINGHAM

PRESENTATION OF RESOLUTION TO ADVISORY COMMITTEE MEMBER GARY WILEY

PRESENTATION OF RESOLUTION TO ADVISORY COMMITTEE MEMBER BARBARA GARDNER

PUBLIC HEARING

C. Receiving Testimony on the Proposal to Adopt and Amend POST Regulations and Procedures for the Selection and Training of Public Safety Dispatchers

The Commission, by virtue of changes in Penal Code Section 13510, is required to establish selection and training standards for public safety dispatchers. The code also permits local agencies to be reimbursed for selected training costs of certain dispatchers if the governing body has agreed, by ordinance or resolution, to meet the

selection and training standards established by the Commission. As with other programs, it is proposed that the Commission allow state or local agencies, not eligible for reimbursement, to participate in the public safety dispatcher program by voluntarily committing to and adhering to the same standards.

Following a field survey and after consultation with subject matter experts, the initial selection and training standards are proposed to consist of the following:

1. Selection Standards (To be completed prior to employment)
  - o Medical examination
  - o Completion of an appropriate background investigation
  - o Evaluation of appropriate communication skills
2. Training Standards (To be completed within 12 months of employment)
  - o Completion of an 80-hour POST-certified Basic Complaint/Dispatcher Course
3. Probationary Period
  - o Satisfactory completion of probationary period of at least 12 months

The proposed standards are more completely described in the report under this tab. As a matter of law (PC 13523) only full-time employees are eligible for reimbursement. By proposed definition, all full or part-time employees of participating agencies who are employed to perform complaint/dispatcher duties would be subject to the standards.

As approved by the Commission, a job task analysis and appropriate related research will be initiated to more completely address standards for public safety dispatchers. This research may lead to future proposals for additional or more definitive standards. The personnel and other resources to accomplish this research are included in the 1988/89 budget.

This time on the agenda is set for holding the public hearing. Subject to input received at the public hearing, if the Commission concurs, the appropriate action would be a MOTION to adopt the changes as proposed.

## APPEALS

### D. Decertification of the SWAT Munitions Course Presented by Resource and Referral, Inc.

An eight-hour course titled "SWAT Munitions" to be presented by Resource and Referral, Inc. was certified in July 1986. The course was certified as a low lethality munitions familiarization course only. The central purpose was to provide the trainees with enough knowledge to use low lethality munitions in conjunction with the tactics taught in other Special Weapons and Tactics (SWAT) courses.

The SWAT Munitions course was offered on December 12, 1987, in Clearlake, California, and some of the course trainees were injured by a munitions device. It was alleged that the presenter included dangerous exercises in the SWAT Munitions course.

A POST staff inquiry was conducted and significant deviation from the approved curriculum was confirmed. As a result, the SWAT Munitions course was decertified by the Executive Director on April 13, 1988.

Mr. Brian Brady, the presenter of the SWAT Munitions course, requested the opportunity to appeal that decertification action at this meeting. A report describing the course and the basis for decertification is included under this tab.

## TRAINING PROGRAM SERVICES

### E. Update of Domestic Violence Guidelines

In 1984, legislation was passed which required POST to develop guidelines and training standards for law enforcement response to domestic violence. At the July 1985 meeting, the Commission approved these guidelines and training standards. Two laws passed in 1987 created the need for revisions to these guidelines and training standards. A group of subject matter experts and POST staff have identified specific recommended changes for the Commission's consideration.

Assembly Bill 1599 amended Section 546 of the Code of Civil Procedures which authorizes designated peace officers to obtain telephonic temporary restraining orders under certain emergency circumstances involving domestic disputes. As a result of this law, operative July 1, 1988, it is proposed that a new guideline be added which specifies procedures for obtaining these orders.

Assembly Bill 416 amended Section 12028.5 of the Penal Code to authorize peace officers to seize and take temporary custody of firearms in plain sight or obtained pursuant to a consent search when there is a threat of violence or physical assault at the scene of a domestic violence incident. This, too, strongly suggests the need for a new guideline.

The recommended guideline changes along with minor technical changes to POST's curriculum standards for the Basic Course are more fully described in the report under this tab.

If the Commission concurs, the appropriate MOTION would be to approve the updated "Guidelines and Curriculum for Law Enforcement Response to Domestic Violence" and authorize its distribution.

F. Recommendation to Schedule a Public Hearing on POST Program for Approval of Field Training

Penal Code Section 832.3 has for many years required that certain peace officers complete a course of training (the Basic Course) before exercising peace officer powers. An exception is provided while the officer is participating in a supervised POST approved field training program. Pursuant to that law and consistent with the needs of law enforcement agencies, the Commission implemented in 1974 a process for approving pre-academy field training programs.

Changes in law and employment practices since 1974 have served to virtually eliminate assignment to peace officer duties before basic training. The current POST field training approval program does not appear to meet contemporary needs.

There remains, however, a statutory basis for regulations concerning POST approval of field training occurring during and after basic training including: (a) Penal Code Section 832.3 providing for peace officer powers based upon POST approval of field training programs; and (b) Penal Code Section 832.6 requiring specified reserve officers to participate in POST-approved field training.

POST currently approves for law enforcement agencies during-academy field training programs. Two academies currently schedule breaks for trainees to experience field training. It is proposed these be continued with specific enabling regulations.

There also appears to be widespread interest on the part of local agencies in POST approval on a voluntary basis of their after-academy field training programs. Most law

enforcement agencies have such programs because they are generally considered an essential element in the development and evaluation of officers. Adoption of regulations to provide for such approvals would meet local needs and also provide the basis for approval of reserve officer field training as required by law. The overall issue as well as proposed regulations are discussed and described in the report under this tab.

If the Commission concurs, the appropriate MOTION would be to approve a public hearing for the January 1989 meeting to consider changes to the POST voluntary program for approving law enforcement agency field training programs including: (1) discontinuing pre-academy program approval; (2) adding separate during and after-academy program approval; and (3) revising some of the requirements for approval.

G. Approval of POST Career Ethics/Integrity Training Guide

At the October 1986 meeting, the Commission directed staff to review all training mandates to determine the feasibility of adding curriculum on Principles, Values and Ethics. With the input of the Standards and Ethics Committee of the California Peace Officers' Association, an eight-hour optional training program has been developed drawing liberally on the highly successful Career Integrity Workshops developed and presented by the Los Angeles County Sheriff's Department.

This new program is designed to foster discussion about values, ethics/integrity, and principles as they relate to law enforcement decision-making. Its purpose is to allow law enforcement personnel of all ranks an opportunity to exchange honest views on these issues in an organized and professional manner. This consciousness-raising experience is intended to encourage self-examination and acceptance of responsibility, enhance awareness of personal values and encourage planning for future decision-making.

The program is designed for a high level of student participation in small groups led by a trained facilitator. The program is most effective when presented within an agency, but can also be made a part of an Advanced Officer Course attended by students of multiple agencies. An advanced draft copy of the Guide has been provided to Commissioners. There is every reason to anticipate this program will be highly successful and consistent with Commission interests in providing training on principles, values, and ethics.

If the Commission concurs, the appropriate MOTION would be to approve the POST Career Ethics/Integrity Training Guide and authorize its distribution.

H. Approval of Missing Person Guidelines and Curriculum

Guidelines and training curriculum for law enforcement's handling of missing person and runaway cases have been developed in response to 1987 legislation (Assembly Bill 1073 - Stirling, establishing Penal Code Section 13519.1). The essential requirements of the law are that:

1. POST develop guidelines for use of law enforcement agencies in responding to missing person and runaway cases.
2. Instruction consistent with the guidelines be incorporated in the basic training courses for law enforcement officers and dispatchers.
3. All law enforcement officers and dispatchers whose basic training was completed prior to January 1, 1989 receive in-service training on the subject by January 1, 1991.

POST Management Fellow Gary Sorg has worked with subject matter experts in developing 15 guidelines for the formulation and updating of law enforcement agency policies and practices. The guidelines and explanatory information, including definitions, are closely referenced with existing related laws. Guidelines are written as generally as possible so as to make them applicable to all size and types of agencies.

Proposed curriculum developed pursuant to the training mandate includes revision of three existing and five new performance objectives for the Basic Course. The training provides the student legal requirements, benefits for law enforcement involvement, initial response, reasons for sensitivity, locating missing persons, and factors influencing level of response. The proposed curriculum will require approximately two hours of instruction and testing, when presented in the Basic Course, in-service officer training, or dispatcher training.

Proposed guidelines and curriculum are included in the report under this tab. If the Commission concurs, the appropriate action would be a MOTION to approve the Law Enforcement Guidelines and Curriculum for Handling Missing Persons and Runaway Cases and authorize distribution.



## I. Supervisory Course Curriculum Changes

At the July 1987 meeting, the Commission approved changes to POST's curriculum for the Supervisory Course including: (1) adding three subjects of Liability Issues, Testing, and Values/Principles/Ethics; (2) increasing minimum course hours from 72 to 80; and (3) deleting reference to hours for individual subjects in PAM Procedure D-3.

The Commission directed staff to report on the effectiveness of these changes at the July 1988 Commission meeting. This report summarizes findings of the staff study.

Supervisory Course presenters have successfully implemented the above curriculum changes without difficulty. The new subjects appear to have been well received by instructors and trainees with no reduction in course evaluation ratings by trainees. Existing POST specified topics permit enough latitude for presenters to incorporate local examples and content. The addition of the requirement to test trainees has generated some challenges for POST and presenters. A mutual development and sharing of testing methodologies effort is underway that should continue until testing is fully implemented in every Supervisory Course.

If the Commission concurs, the appropriate action would be a MOTION to approve the report with the understanding that staff will continue to monitor the course and work closely with presenters on testing and instructional methods.

## EXECUTIVE OFFICE

### J. Recruitment - Progress Report

Chief law enforcement administrators reported considerable concern in the POST 1986 Field Survey over the ability to attract qualified job applicants. Many expressed the desire for POST assistance. Upon receiving this information, the Commission directed that staff work in concert with the POST Advisory Committee to study the topic in greater detail, and to report on the study results and recommendations.

As enumerated in the full agenda report, a variety of activities were undertaken to gain a greater understanding of the problems and concerns surrounding local agency recruitment. Comments and suggestions regarding the appropriate role for POST were received with respect to the current and projected future "recruitment problem".

Results of these inquiries indicate that current recruitment difficulties are far reaching and pervasive, and are likely to worsen in the future. Local agencies are deeply concerned and often ill equipped to address the problem, and are extremely desirous of POST assistance.

In particular, there is great interest in having POST: (1) undertake activities designed to increase the size of the applicant pool; and (2) conduct training, host seminars, etc., so that local agency recruiters can learn from outside professionals as well as from each other.

Given the scope and likely continuing nature of the recruitment problem, as well as the substantial nature of desired POST assistance, it is recommended that the Commission consider a formal, long-term commitment to law enforcement recruitment. If the Commission believes that it has a formal role in the recruitment area, approval is requested for an additional full-time position to be dedicated to the establishment of needed recruitment projects and activities. If approved, the position would become effective July 1, 1989.

Further input on this matter will be provided by the Advisory Committee. The Advisory Committee has received past reports on this subject and will again address the issue at its meeting on July 20th.

Subject to further input at the meeting, and if the Commission concurs, the appropriate action would appear to be a MOTION to approve the establishment of a formal law enforcement recruitment function within POST and to seek budget approval beginning in FY 1989/90 for a full-time position to staff the function.

K. Contract Request for Pilot Testing of Supervisory Leadership Institute

Development of the POST Supervisory Leadership Institute has progressed to the point that the program is ready for pilot testing. In addition to providing an evaluation of the concept, curriculum and methodology, pilot testing will provide an opportunity to familiarize future instructors with the program. One pilot presentation is tentatively planned, but early results of testing may suggest the need for one additional one so that mid-course adjustments in instructional techniques can be tested. Because of the Institute's extended format (eight 24-hour sessions presented over a period of approximately 10 months),

contract payment of presentation costs is proposed to eliminate any hardship that delayed reimbursement for regular course tuition might cause to participating departments.

A contract on a cost reimbursement basis with the Center for Criminal Justice Research and Training, California State University at Long Beach is proposed to pay instructors and coordinators, purchase supplies, provide clerical support, and include some additional planning activities. The pilot(s) would be certified under Reimbursement Plan IV for travel and per diem only. It is anticipated that planning activities would begin in August with piloting to begin in October 1988.

If the Commission concurs, the appropriate MOTION would be to authorize the Executive Director to sign a contract with the Center for Criminal Justice Research and Training, California State University at Long Beach for the provision of support services to enable staff to conduct up to two pilot presentations of the POST Supervisory Leadership Institute at a cost not to exceed \$98,000.

#### COMMITTEE REPORTS

L. Accreditation Committee

Commissioner Wasserman, Chairman of the ad hoc Accreditation Committee, will report on the results of the Committee meeting held June 22, 1988 in Ontario.

M. Long Range Planning Committee

Chairman Pantaleoni, who also chairs the Long Range Planning Committee, will report on results of the Committee meeting held June 23, 1988 in Ontario.

N. Instructional Technology and Institutes Committee

Commissioner Grande, Chairman of the Instructional Technology and Institutes Committee, will report on results of the Committee meeting held June 30, 1988 at POST headquarters in Sacramento.

O. Finance Committee

Commissioner Tidwell, Chairman of the Finance Committee, will report on results of the Committee meeting held July 6, 1988 in Ontario.

P. Legislative Review Committee

Commissioner Block, Chairman of the Commission's Legislative Review Committee, will report on the Committee meeting held July 21, 1988 in San Diego.

Q. Advisory Committee

Bill Shinn, Chairman of the POST Advisory Committee, will report on the Committee meeting held July 20, 1988 in San Diego.

OLD/NEW BUSINESS

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

November 3, 1988 - Capitol Plaza Holiday Inn - Sacramento  
January 19, 1989 - Bahia Hotel - San Diego  
April 20, 1989 - Hilton Inn - Sacramento  
July 20, 1989 - Holiday Embarcadero - San Diego

ADJOURNMENT

COMMISSION MEETING MINUTES

April 21, 1988

Hyatt Regency

Sacramento, California

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

Commissioner Tidwell led the flag salute.

ROLL CALL OF COMMISSION MEMBERS

A calling of the roll indicated a quorum was present.

Commissioners Present:

Robert Wasserman, Chairman  
Alex Pantaleoni, Vice Chairman  
Sherman Block  
Carm Grande  
Cecil Hicks  
Edward Maghakian  
Raquel Montenegro  
Leslie Sourisseau  
Floyd Tidwell  
B. Gale Wilson  
Gerald Clemons, Representing John Van de Kamp, Attorney General

Commissioners Absent:

Robert Vernon

POST Advisory Committee Members Present:

Bill Shinn, Chairman, POST Advisory Committee  
Carolyn Owens  
Gary L. Wiley

Staff Present:

Norman C. Boehm	- Executive Director
Glen Fine	- Deputy Executive Director
Don Beauchamp	- Assistant Executive Director
John Berner	- Bureau Chief, Standards and Evaluation
Jim Holts	- POST Management Fellow
Tom Liddicoat	- Budget Officer, Administrative Services
Ted Morton	- Bureau Chief, Center for Executive Development
Otto Saltenberger	- Bureau Chief, Administrative Services
Harold Snow	- Bureau Chief, Training Program Services
Darrell Stewart	- Bureau Chief, Compliance & Certificate Services
Doug Thomas	- Bureau Chief, Special Projects
George Williams	- Bureau Chief, Information Services
Vera Roff	- Executive Secretary

## VISITOR'S ROSTER

Bruce Adams, Hughes Aircraft, Long Beach  
Ronald Bieberdorf, San Bernardino County Sheriff's Department  
Darlene Camilleri, Hillsborough Police Department  
Irene Carroll, City of San Jose, Communications Office  
Nancy Jackson, City of San Jose, Communications Office  
Robert Main, Professor, California State University, Chico  
Fred Penn, San Bernardino County Sheriff's Department  
Roger Picard, Hughes Aircraft, Long Beach  
Terry White, San Francisco Sheriff's Department

### A. Approval of Minutes of January 21, 1988 Commission Meeting

MOTION - Wilson, second - Pantaleoni, carried unanimously to approve the minutes of the January 21, 1988 Commission meeting held at the Radisson Hotel in San Diego.

### B. Approval of Consent Calendar

MOTION - Maghakian, second - Pantaleoni, carried unanimously to approve the following Consent Calendar.

#### B.1. Receiving Course Certification Report

Since the January meeting, there have been 15 new certifications, one decertification, and 46 modifications.

#### B.2. Receiving Financial Report - Third Quarter FY 1987/88

This report provided financial information relative to the local assistance budget through March 31, 1988. The report was presented and accepted and is on file at POST headquarters.

#### B.3. Receiving Information on New Entries Into the POST Regular (Reimbursement) Program

The Cerritos Community College District has met the requirements and has been accepted into the POST Reimbursement Program.

## PUBLIC HEARING

### C. Receiving Testimony on Proposal to Amend POST Regulations Regarding Time Limits and Processes for Obtaining the POST Basic Certificate

The purpose of the public hearing was to receive testimony on amendments to Commission Regulations 1010 and 1011, and Procedures F-1 and F-2.

The Executive Director provided a summary of the written commentary that had been received regarding the proposed amendments to Commission Regulation 1010 and Procedure F-1-5(a) which included:

Craig L. Meacham, Chief of Police, City of West Covina, expressed support for the proposal, specifically extending the probationary period an individual must satisfactorily complete before obtaining the basic certificate. Chief Meacham believes this amendment is necessary to ensure that the individual has satisfactorily demonstrated the ability to function as a peace officer prior to obtaining the certificate.

Melvin Mouser, Chief of Police, City of Grass Valley, expressed support for the proposed changes to the professional certificate program.

Staff reported that proposed changes were brought about because of additions to Penal Code Section 832.4, which became effective January 1, 1988. These changes require that every peace officer listed in subdivision (a) of Penal Code 830.1 (except a sheriff, elected constable or elected marshal) employed after that date shall obtain the basic certificate upon completion of probation, but not later than 24 months after hire, in order to continue to exercise peace officer powers. Subdivision (a) of PC 830.1 includes an undersheriff, deputy sheriff, city police officer, district police officer, deputy marshal, deputy constable and district attorney investigator.

Commission Regulation 1010 must be amended to accommodate this new law. POST regulations currently provide that participating agencies shall be ineligible for continued participation in the POST program if they employ officers who have not acquired the basic certificate within 6 months of completion of 12 months satisfactory service. Proposed amendments will require that officers employed by these agencies after January 1, 1988 must obtain the basic certificate within 24 months generally, or in the case of agencies with a 24 month probationary period, no later than 27 months after the officer's employment.

Commission Procedure F-1-5(a) provides that an applicant for award of a basic certificate must have completed a 12 month period of satisfactory service. This procedure should be amended to provide that an applicant must have satisfactorily completed the department's probationary period of at least 12 months and acquire the certificate within 24 months from the date of employment, or within 27 months if the probationary period is 24 months.

It was further proposed that Procedure F-1 and F-2 be adopted formally and incorporated by reference in accordance with public hearing/administrative law processes in order to assure full conformance with requirements of law.

As a part of this process, Procedure F should be modified to state timeframes for processing requests for basic certificates, which is necessary to comply with provision of the Permit Reform Act.

Following completion of the staff report, the Chairman invited oral testimony. No one present indicated the desire to testify.

There being no further testimony, the public hearing was closed.

MOTION - Hicks, second - Block, carried unanimously that POST Regulations 1010 and 1011, and Procedures F-1 and F-2, POST Professional Certificate Program, be amended as proposed (see Attachment).

D. Request to Allow Completion of Command College as Meeting the Training Requirements for the Executive Certificate

Award of the Executive Certificate requires satisfaction of several criteria, including completion of the Executive Development Course. Commission regulations do not allow for recognition of alternative training courses.

Chief Harold Barker, Folsom Police Department, is a graduate of the POST Command College. He requested that Commission regulations be revised to allow completion of the Command College to satisfy the training requirement for the Executive Certificate. The Executive Director reported that Chief Barker could not be present to address the Commission due to an emergency in his community.

After considering the issue and the staff report, the following action was taken:

MOTION - Hicks, second - Maghakian, carried unanimously to deny the request by Chief Harold Barker, Folsom Police Department, to allow completion of the Command College to satisfy the training requirement for the Executive Certificate.

E. Scheduling a Public Hearing to Amend Regulations and Procedures Regarding the Selection and Training of Public Safety Dispatchers

Staff reported that the Legislature last year amended Penal Code Section 13510 which required the Commission to adopt minimum selection and training standards for public safety dispatchers to include a reimbursement program for local public safety dispatchers whose employers agree to meet these standards.

Based upon a field survey and consultation with subject matter experts, the initial selection and training standards were proposed to consist of the following:

Selection Standards (To be completed prior to employment)

- o Medical examination
- o Completion of an appropriate background investigation
- o Demonstration of appropriate communication skills

Training Standards (To be completed within 12 months of employment)

- o Completion of 80 hour POST certified Basic Complaint/Dispatcher Course

Probationary Period

- o Satisfactory completion of probationary period of at least 12 months



The program will cover full-time and part-time dispatchers, but only training expenses of full-time dispatchers will be reimbursable. The program will permit the law enforcement agencies identified in the statute to participate, including consolidated dispatch centers operated by cities and counties. It will also permit a specialized dispatcher program to be established for other law enforcement agencies not identified in the statute, such as non-reimbursable state and local agencies.

A job task analysis and appropriate related research will be initiated in the 1988/89 budget year to more completely address standards for public safety dispatchers. This research may lead to future proposals for additional or more definitive standards. The personnel and other resources to accomplish this work are included in the proposed budget for next fiscal year. The Long Range Planning Committee reviewed the proposals for the dispatcher program at its March 23, 1988 meeting and recommended proceeding with the proposed public hearing.

The Commission directed staff to ensure that the future research also include psychological screening in the selection of public safety dispatchers.

The Commission requested that legal advice be sought to determine whether private employees under contract to a public entity would fall within the public dispatcher standards so that the program could not be circumvented.

MOTION - Tidwell, second - Clemons, carried unanimously to approve scheduling a public hearing for the July 21, 1988 Commission meeting to consider the enactment of regulations related to the selection and training of certain public safety dispatchers.

#### STANDARDS AND EVALUATION

##### F. Report and Recommendation on Reading/Writing Tests

At the January 1988 meeting, the Commission directed staff to reexamine the feasibility of mandating a minimum score on the POST test and requiring that all participating agencies use the test.

Staff prepared the following options:

- o Mandate use of the POST test with a minimum cutoff score. This would provide assurance of a minimum standard to be met by all peace officers. However, there is concern that overall scores could even come down, because a statewide minimum score would be set which would otherwise often be exceeded. This option would greatly increase the costs to POST if the POST test continues to be offered free of charge.

Implementation of this option could be expected to meet with strong resistance on grounds of: (1) infringement on "home rule"; (2) possible adverse effect on local affirmative action programs; and (3) disruption of local recruitment/testing programs through loss of discretion to use and score local tests that frequently entail continuous testing and immediate scoring. Changes in delivery and scoring of the POST test to make it more acceptable would further increase POST costs.

- o Mandate a minimum score on the POST test as the standard, but allow continued use of alternative job-related tests that achieve comparable results. This option would set a minimum standard; however, costs and potential resistance difficulties would remain. The process to establish the comparability of results between the POST test and alternative tests would require comparative testing. This would have the effect of POST mandating a cutoff score for locally administered test instruments and could lead to disputes over methodologies.
- o Continue the present approach to encourage but not require the use of the POST test. The current voluntary approach is showing results. It is less costly than the other options, and is acceptable to local employers. Those agencies using the POST test are setting cutoff scores within the minimum recommended range. The effect of the new higher cutoff range has not been in use long enough to permit it to be evaluated. Also, POST is field testing a new writing test which will provide evaluation of actual writing ability, whereas the present test assesses writing abilities via responses to multiple-choice questions.

The Long Range Planning Committee considered the reading and writing test options at its March 23, 1988 meeting. The Committee recommended that the Commission more actively encourage voluntary use of the POST reading/writing test battery, proceed with validating the new writing test, and track the effect of the recently increased minimum scoring range.

The Committee also suggested an alternative approach. The consensus of the Committee was that a POST-mandated graduation standard for the basic course would entail fewer drawbacks and could be as effective as a POST-mandated reading and writing test/minimum cutoff score. Such a standard would consist of a Commission-mandated minimum passing score on a POST-developed test of student achievement.

Commissioner Block reported that the Legislative Committee had met earlier and reviewed AB 3554 (Clute), a bill which will require passage of a standardized exam in the basic course. The Legislative Committee recommended that POST take a neutral position on the bill at this time, and refer the issue for further review to the newly appointed ad hoc Accreditation Committee.

MOTION - Pantaleoni, second - Maghakian, carried unanimously to approve the recommendation of the Long Range Planning Committee with regard to the reading and writing test.

MOTION - Pantaleoni, second - Grande, carried unanimously that the recommendation concerning achievement testing in the basic course be referred to both the Advisory and Accreditation Committees for further review and report to the Commission as appropriate.

G. Report on the Proposal for Voluntary Program for POST Recognition of Physically Fit Peace Officers

At the January 21, 1988 Commission meeting, staff was directed to research alternatives for the development and implementation of a POST-sponsored program to identify and formally recognize officers who maintain exemplary levels of physical fitness.

Three optional models for developing and administering such a program were prepared. All three models are based on the following assumptions:

- o Any program would be entirely voluntary in nature.
- o The purpose of any program would be to formally recognize physically fit officers - not to discipline officers who may be in poor physical condition.
- o Any program would contain a battery of common adult physical fitness tests (examples include a 1-1/2 Mile Run/Walk, Benchpress, Legpress, Situps, Pushups, Flexibility Tests, Skinfold Body Fat Measurements, and Resting Heart Rate and Blood Pressure).
- o Tests would be scored on the basis of age and sex norms.
- o Local agencies would conduct medical prescreening of participating officers.
- o All test administration and program management activities would be conducted by local agency personnel.
- o Some type of recognition award would be provided by POST or the local agency, e.g., lapel pin, rosette, patch, etc.

The alternative models would have varying levels of potential POST responsibility for program coordination.

The Long Range Planning Committee reviewed the optional models at its March 23, 1988 meeting and recommended that action by the Commission be deferred pending a survey of local administrators to determine the extent of their interest in a POST developed program.

After a lengthy discussion concerning the appropriateness of POST's participation in a voluntary physical fitness leadership program, the following action was taken:

MOTION - Hicks, second - Wilson, carried unanimously to direct staff to conduct a survey of local law enforcement administrators to solicit their views and interest in the optional approaches to a POST developed inservice program.

#### TRAINING PROGRAM SERVICES

- H. Recommendation for Basic Course Modifications (First Aid/CPR, Criminal Law and Hate Crimes)

As part of POST's continuing efforts to routinely update the Basic Course curriculum, the following curriculum changes were recommended:

## FIRST AID/CPR

To overcome current deficiencies with the present first aid and cardiopulmonary (CPR) training for peace officers, a course relevant to the specific needs of peace officers and consistent with Emergency Medical Services Authority (EMS) requirements was designed. It was proposed that the two existing performance objectives for this training (one for first aid and one for CPR) be combined into one objective. Besides the EMS-required topics, three additional topics were recommended: (1) AIDS familiarization; (2) use of airway devices in administering CPR; and (3) distinguishing between intoxicated persons and those with medical conditions, e.g., a diabetic condition.

## CRIMINAL LAW

Proposed curricula changes relative to Criminal Law involved: (1) the addition of one performance objective or the procedures necessary to conduct a "line-up" identification of suspects; (2) the addition of one performance objective on legalities for admissibility of line-up based identifications, and (3) the deletion of a redundant performance objective.

## HATE CRIMES

The following three performance objectives were proposed to address the issue of hate crimes: (1) recognizing hate crimes; (2) consequences of hate crimes; and (3) laws regarding hate crimes.

MOTION - Block, second - Clemons, carried unanimously to approve the proposed Basic Course curricula changes related to First Aid/CPR, Criminal Law, and Hate Crimes effective July 1, 1988.

## EXECUTIVE OFFICE

### I. Interactive Videodisc PC 832 Course

The demonstration of the PC 832 Interactive Video Program was unavailable for presentation at the time of the Commission meeting.

### J. Report on POST Video Distribution and Recommendation to Approve a POST Management Fellow

At the January 1988 meeting, the Commission approved a one-year pilot project that involves: (1) increasing the dissemination of information to law enforcement agencies about the available videotape training programs; (2) selecting an undetermined number of the best training videotapes and providing copies of them to agencies upon request; and (3) evaluating the effectiveness of these efforts. The Commission also approved the establishment of a training videotape distribution library within POST and the securing of necessary staff, including a temporary management fellow.

MOTION - Hicks, second - Tidwell, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with a local governmental agency for services of a Management Fellow to conduct research related to a video library distribution system. The amount of the contract is not to exceed \$45,000.

K. Contract to Develop Instructional Methodology for the POST Institute of Criminal Investigation

An 80-hour Criminal Investigation Core Course has been developed with content based upon a job task analysis and other data. It is proposed that all criminal investigators who participate in the Institute of Criminal Investigation Program will be required to complete this course.

The Finance Committee concurred in the recommendation that POST contract with a governmental agency or an established training institution to provide research services, including instructor identification and training, presentation plan development, production of instructor/student guides and test questions. These contractual services will involve all necessary planning and development for two pilot presentations. It will not include the actual pilot presentation costs which can be accommodated by regular course tuition. Sufficient instructors will be trained for two core course presenters - one north and one south.

MOTION - Hicks, second - Tidwell, carried unanimously by ROLL CALL VOTE to approve a proposed contract to develop instructional methodology for the POST Institute of Criminal Investigation in an amount not to exceed \$100,000.

L. Report on Results of Study - Computer Assisted Management Simulation System

At the July 1986 Commission meeting, staff was directed to explore the use of computer/video technology in such management training subjects as strategic planning and critical decision-making. The Commission subsequently authorized a contract with California State University - Chico, Foundation, in the amount of \$100,000. The contractor agreed to develop the concept and specifications for a Computer-Assisted Management Simulation System.

The contractor's report has been completed. Major conclusions include: (1) applications envisioned by the Commission are not now available; however, (2) technology is available to develop the desired computer-based application; (3) literature suggests that computer based approaches may be the most effective way of addressing instruction in decision-making and planning; and (4) software development costs are high due to extensive programming requirements.

The report also indicates there is great potential for recovery of development costs for this type of program. However, initial investments could be several million dollars. For this reason, it is proposed that program development be deferred pending exploration of outside funding possibilities, including state and federal sources.

MOTION - Pantaleoni, second - Grande, carried unanimously to accept the report from California State University - Chico, Foundation, and direct staff to explore funding alternatives for program development.

M. Award of Contract for Front End Analysis Study of Law Enforcement Driver Training Simulation System

After review and rating of the eleven proposals received to conduct a Front End Analysis Study of a Law Enforcement Driver Training Simulator System (LEDTSS), the Finance Committee recommended that the contract be awarded to Hughes Aircraft for a cost to POST of one dollar (\$1.00). This study has a one year time limit from the approval of the contract. The results will give the Commission the specifications, cost-benefits and acquisition alternatives for a driving simulator.

MOTION - Tidwell, second - Maghakian, carried unanimously by ROLL CALL VOTE to award the contract for a Front End Analysis Study of Law Enforcement Driver Training Simulation System to Hughes Aircraft for the sum of one dollar (\$1.00).

N. Recommendation for Approval of Substance Abuse Resource Document

As directed by the Commission at its January 1988 meeting, a POST Management Fellow (Lt. Alicia Powers, Long Beach Police Department) was assigned to develop a compendium of exemplary programs focused on reducing substance abuse by law enforcement personnel. The manual has been completed.

MOTION - Hicks, second - Block, carried unanimously to approve the Substance Abuse Resource Document and authorize its distribution to law enforcement agencies.

O. Request for POST to Develop, Fund and Implement a State Accreditation Program

The California Police Chiefs' Association (CPCA) requested that POST become the California authority on accreditation. CPCA, after a review of accreditation, supports the concept of accreditation through standards developed in and for the State of California. To achieve this goal, CPCA believes the appropriate agency for accreditation development, funding, implementation, and compliance is the California Commission on POST. The Cal State Sheriff's Association agreed to study the issue. The California Peace Officers' Association will discuss the matter at its Executive Meeting on May 9, 1988.

MOTION - Maghakian, second - Tidwell, to authorize the Chairman to appoint a committee to study the issue of a state accreditation program for California law enforcement agencies.

Chairman Wasserman appointed the following members to the ad hoc Accreditation Committee: Commissioners Grande, Sourisseau, Tidwell, Vernon, Wasserman and Wilson. Representatives from CPOA, Cal Chiefs, PORAC, Cal Sheriffs and the POST Advisory Committee will also be invited to serve on this ad hoc committee. Robert Wasserman will serve as Committee Chairman.

P. Request for Services Relating to Peace Officers' Memorial

The Department of General Services requested that the Commission provide on-going updating (adding names) and bookkeeping services for the Peace Officers Memorial being constructed with funds donated from private sources. Day-to-day on site maintenance will be the sole responsibility of General Services. The agreement will specifically prohibit the expenditure of POST funds for Memorial development/maintenance purposes.

MOTION - Wilson, second - Sourisseau, carried unanimously to authorize the Executive Director to enter into an agreement with the Department of General Services for updating and bookkeeping services for the Peace Officers' Memorial, with the understanding that POST will expend no out of pocket funds for this purpose.

Q. Letter in Response to the Recently Completed SCR 53 Study Relating to Penalty Assessment Fund

Senate Concurrent Resolution of 1986 required that the Legislative Analyst conduct a study of the Penalty Assessment Fund. The major conclusion of this study is that all Penalty Assessment Fund revenues be transferred to the General Fund and recommends legislation to bring this about. If accomplished, it would result in a loss of special fund status for the Commission. The Finance Committee recommends the adoption of a position of disagreement and forwarding of a letter to the Joint Legislative Budget Committee.

MOTION - Wilson, second - Tidwell, carried unanimously to authorize a letter to the Joint Legislative Budget Committee expressing the Commission's strong opposition to the recommendations made in the report on SCR 53 by the Office of the Legislative Analyst concerning Penalty Assessment Fund revenues.

R. Increase in Salary Reimbursement Rate for FY 1987/88

The Finance Committee met on April 20 via telephone conference call to review the salary reimbursement rate. At its last meeting, the Commission increased the salary rate to 35% for the Basic Course and 50% for other salary reimbursement courses after reviewing mid year revenue and expenditures.

Third Quarter experience and projected training reimbursement needs for the remaining quarter again suggest that sufficient resources are available to additionally augment the current salary reimbursement rate. The combined factors of a stable, if not slightly elevated revenue, and a significantly reduced trainee estimate, make this consideration possible.

An estimated balance of approximately \$5.36 million is available. Retention of at least a \$2.5 million reserve is recommended to allow for fourth quarter contingencies (e.g., revenue pattern reversal, trainee mix or volume changes, etc.).

The Finance Committee recommended that the Commission approve a salary reimbursement increase from 35% to 45% for the Basic Course and 50% to 57% for other salary reimbursable courses for the 1987/88 Fiscal Year beginning July 1, 1987. This would amount to a salary reimbursement increase of \$2,840,633, leaving a projected reserve of \$2,518,054.

MOTION - Block, second - Tidwell, carried unanimously by ROLL CALL VOTE that the Commission approve the recommendation of the Finance Committee concerning an increase in salary reimbursement rates for FY 1987/88.

#### S. Finance Committee

The Finance Committee met on April 5, 1988 via telephone conference call and reviewed the contracts for FY 1988/89 and recommended approval.

MOTION - Grande, second - Pantaleoni, carried unanimously by ROLL CALL VOTE to approve the following contracts for FY 1988/89 and authorize the Executive Director to sign them on behalf of the Commission:

1. Management Course Contracts with CSU-Humboldt, CSU-Long Beach, CSU-Northridge, CSU-San Jose and San Diego Regional Training Center for a total of 22 presentations and an expenditure of \$301,316.
2. California State Polytechnic University, Pomona, for five presentations of the Executive Development Course for a total of \$71,260.
3. San Diego Regional Training Center for Executive Leadership Training for a total of \$321,589.
4. Interagency Agreement with the Department of Justice Training Center to provide training for a total of \$735,040.
5. Cooperative Personnel Services to administer the Basic Course Proficiency Examination for a total of \$29,142.
6. Cooperative Personnel Services and the State Personnel Board to administer and score the POST entry-level reading and writing test for a total of \$131,000.
7. Interagency Agreement with the State Controller to provide field auditing services for a total of \$85,000.
8. Third Party Maintenance Company for maintenance of the Four Phase computer equipment for a total of \$19,000.
9. Teale Data Center to utilize mainframe computer capabilities for a total of \$89,000.
10. CALSTARS to provide computer linkage with the Health and Welfare Data Center for necessary budget services for a total of \$25,000.



T. Long Range Planning Committee

Commissioner Wasserman, Chairman of the Long Range Planning Committee reported that the Committee met on March 23, 1988 in Ontario. In addition to issues discussed earlier, the Committee also received a staff report on the Team Building Workshop Program. Staff continues to look into ways of improving delivery of these services and an updated report will be presented at the next meeting of the Long Range Planning Committee.

U. Capital Improvements Committee

Commissioner Block reported that the Capital Improvements Committee met on April 4, 1988 in Burbank to discuss alternatives to providing necessary equipment and facilities to meet currently unfilled skill training needs. It is anticipated that a meeting will be scheduled with the Governor's staff to discuss future support for the regional skill center concept.

V. Legislative Review Committee

Commissioner Block, Chairman of the Legislative Review Committee, reported on the Committee meeting of April 21, 1988 in Sacramento. The Committee recommended that the Commission take the following actions on new legislation:

<u>SB 1806/2667</u> (Doolittle)	- Out-of-state officers to serve as reserves	<u>Oppose Unless Amended</u>
<u>SB 1925</u> (Montoya)	- Allows revolving accounts to be created	<u>Neutral</u>
<u>SB 2210</u> (McCorquodale)	- Requires training re mentally ill	<u>Neutral</u>
<u>AB 2994</u> (Tucker)	- Requires training re AIDS	<u>Support</u>
<u>AB 3246</u> (Campbell)	- POST Fund increase	<u>Support</u>
<u>AB 3558</u> (Clute)	- Requires basic course test	<u>Neutral</u>
<u>AB 1760</u> (Clute)	- Dog training study	<u>Neutral</u> (from previous oppose position)

MOTION - Hicks, second - Grande, carried unanimously to approve the positions recommended by the Legislative Committee.

W. Advisory Committee

Bill Shinn, Chairman of the POST Advisory Committee, reported on the Committee meeting held April 20, 1988 in Sacramento. The Committee received reports on the reading/writing test and the recruitment project, and is strongly supportive of the efforts in those particular areas. The issue of private security was also discussed.

X. Appointment of Advisory Committee Members

MOTION - Tidwell, second - Sourisseau, carried unanimously to appoint the following nominees to the POST Advisory Committee, to serve terms of office beginning September 1988 and continuing to September 1991:

Derald D. Hunt, California Association of Administration of  
Justice Educators  
Bruce D. Rayl, California Association of Police Training Officers  
Donald L. Forkus, California Peace Officers' Association  
William Shinn, Peace Officers' Research Association of California  
Dolores A. Kan, Women Peace Officers' Association

Y. Report of the Nominating Committee

Commissioner Grande, Chairman of the Nominating Committee, reported that the Committee recommended that Commissioner Alex Pantaleoni be nominated as Chairman and Commissioner Sherman Block be nominated as Vice-Chairman of the POST Commission.

MOTION - Sourisseau, second - Grande, carried unanimously that nominations be closed.

MOTION - Hicks, second - Wilson, carried unanimously to accept the recommendation of the Nominating Committee and elect Commissioner Pantaleoni as Commission Chairman, and Commissioner Block as Commission Vice Chairman, both terms running through the April 1989 Commission meeting.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

July 21, 1988 - Holiday Inn Embarcadero, San Diego  
November 3, 1988 - Capitol Plaza Holiday Inn, Sacramento  
(NOTE: Changed from October 20, 1988)  
January 19, 1989 - Bahia Hotel, San Diego  
April 20, 1989 - Hilton Inn, Sacramento

ADJOURNMENT - 12:15 p.m.

## REGULATIONS

### 1010. Eligibility for Participation

- (a) To be eligible for participation in the POST Program, a jurisdiction or agency must adhere to the minimum standards for selection and training as defined in Regulations 1002, 1005, and 1009 for every peace officer employed by the jurisdiction or agency.
  
- (b) A jurisdiction or agency shall be ineligible to participate if it:
  - (1) Employs one or more peace officers who do not meet the minimum standards for employment; or
  
  - (2) Does not require that every peace officer satisfactorily completes the required training as prescribed in these Regulations; or
  
  - (3) Has in its employ any Regular Program peace officer hired after January 1, 1971, but before January 1, 1988, who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer, or as otherwise determined by the Commission in PAM, Section F-1-5-a; or

- (4) Effective upon entry into the Specialized Program, has in its employ any specialized peace officer hired ~~thereafter~~ before January 1, 1988 who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer; or
- (5) Has in its employ any regular or specialized program peace officer hired after January 1, 1988, who has not acquired the Basic Certificate upon completion of probation, but not later than 24 months after employment (except when the agency's probation period is 24 months, an additional three months shall be allowed); or
- (6) ~~(5)~~ Fails to permit the Commission to make such inquiries and inspection of records as may be necessary to verify claims for reimbursement or to determine whether the jurisdiction or agency is, in fact, adhering to the Commission's Regulations.
- (c) If it appears to the Commission that a jurisdiction or agency has failed to adhere to the minimum standards for recruitment, selection or training, the Commission shall notify the jurisdiction or agency of its concern and of the jurisdiction's or agency's probable ineligibility for participation. The Commission shall request that the agency or jurisdiction comply with the minimum standards. In the event that the jurisdiction or agency fails to comply, the Commission shall afford the concerned jurisdiction's or agency's official representatives the opportunity to appear before the Commission and present

appropriate evidence or testimony. If the Commission finds that the standards have not been adhered to, it must, beginning with a date determined by the Commission, reject all of the jurisdiction's or agency's requests for services or benefits. A jurisdiction or agency may be reinstated in the Program and again become eligible for participation when, in the opinion of the Commission, the jurisdiction or agency has demonstrated that it will adhere to the prescribed standards. The period during which the jurisdiction or agency shall remain ineligible for services or benefits shall be at the discretion of the Commission.

PAM Section F-1-5-a adopted effective \_\_\_\_\_ is herein incorporated by reference.

#### 1011. Certificates and Awards

- (a) Certificates and awards are presented by the Commission in recognition of achievement of education, training, and experience for the purpose of raising the level of competence of law enforcement officers and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (b) Professional certificates shall remain the property of the Commission. Certificates may be denied or cancelled when:
  - (1) A peace officer is adjudged guilty of a felony; or

(2) If the certificate was obtained through misrepresentation, or fraud; or

(3) The certificate was issued due to administrative error.

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

(d) Requirements for the denial or cancellation of professional certificates are as prescribed in PAM, Section F-2.

(e) Regular Certificates, and Specialized Law Enforcement Certificates, i.e., Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are provided for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general or specialized police service duties performed by regular or specialized peace officers. Requirements for the Certificates are as prescribed in PAM, Section F-1.

PAM Section F-1 adopted effective \_\_\_\_\_ is hereby incorporated by reference.

PAM Section F-2 adopted effective \_\_\_\_\_ is hereby incorporated by reference.

(2) If the certificate was obtained through misrepresentation, or fraud; or

(3) The certificate was issued due to administrative error.

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

(d) Requirements for the denial or cancellation of professional certificates are as prescribed in PAM, Section F-2.

(e) Regular Certificates, and Specialized Law Enforcement Certificates, i.e., Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are provided for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general or specialized police service duties performed by regular or specialized peace officers. Requirements for the Certificates are as prescribed in PAM, Section F-1.

PAM Section F-1 adopted effective                      is hereby incorporated by reference.

PAM Section F-2 adopted effective                      is hereby incorporated by reference.

REGULAR AND SPECIALIZED LAW ENFORCEMENT CERTIFICATE PROGRAM

Purpose

1-1. The Professional Certificate Program: This Commission procedure describes the Professional Certificate Program established in Section 1011 of the Regulations.

General Provisions

1-2. Eligibility:

- a. To be eligible for the award of a Regular Program Certificate, an applicant must currently be a full-time peace officer employed and paid as such in a participating California agency, and have satisfactorily completed the Basic Course listed in PAM, Section D-1-3.
- b. To be eligible for the award of a Specialized Law Enforcement Certificate, an applicant must currently be a full-time peace officer employed and paid as such in a participating California agency, and have satisfactorily completed a specialized basic course listed in PAM, Section D-1.



- c. Notwithstanding the provisions of subsections a and b, full-time, paid peace officer employees of cities, counties and districts authorized to maintain police departments are eligible for award of a basic certificate if they are required by Penal Code Section 832.4 to attain such a certificate, and their employing agency does not participate in the POST Program. This eligibility shall pertain only to award of a basic certificate, which shall be issued only after compliance with all other conditions for basic certificate award expressed elsewhere in law and the PAM.
- d. ~~Effective January 1, 1988, a~~ currently employed peace officer who has satisfactorily completed the regular Basic Course, regardless of completion date, and was issued the Specialized Basic Certificate and/or higher level Specialized Certificates, may apply for issuance of the Regular Basic and/or higher level Regular Certificates.
- e. A currently employed peace officer who has been awarded a Basic Certificate listing an experience category may apply for another Basic Certificate, after completing the required experience in the new agency category.

### 1-3. Application Requirements

- a. ~~All~~ Each applications for award of a certificates covered in this procedure shall be completed on the prescribed Commission form entitled "~~POST~~ Certificate Application", POST 2-116 (Rev. ~~1/95~~ 2/88).

b. Each applicant shall attest that he or she subscribes to the Law Enforcement Code of Ethics.

c. ~~The application for a certificate shall provide for the following recommendation of the department head~~ shall sign the following statement which appears on the application:

- (1) "I recommend that the certificate be awarded. I attest that the applicant has completed a period of satisfactory service ~~of no less than 12 months~~ or probation as provided in Section 1010b 3, 4, or 5 of the Commission's Regulations and has been employed in compliance with the minimum standards set forth in Section 1002 of the Commission's Regulations. The applicant in my opinion is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction/agency substantiate my recommendation."
  
- (2) When a department head is the applicant, the above recommendation shall be made by the department head's appointing authority such as the city manager or mayor, or in the case of a Specialized Agency, the applicant's superior. Elected department heads are authorized to submit an application with only their personal signature.

## Education, Training, Experience

1-4. Basis for Qualification: To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.

- a. Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.
- b. Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited college or university.
- c. All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the Application for POST Certificate. Units of credit transferred from one accredited college to another must be documented by transcripts from both such colleges. When college credit is awarded, it may be counted for either training or education points, whichever is to the advantage of the applicant.
- d. Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well

as training points are acquired in completing the Basic Course, the applicant may select, without apportionment, the use of either the education points or the training points.

- e. For the Regular or Specialized Certificate Programs, law enforcement experience in California as a full-time, paid peace officer may be accepted for the full period of such experience.
- f. In other law enforcement categories (e.g., out-of-state or military law enforcement experience) ~~designated by the Commission, the acceptability of~~ the required experience shall be determined accepted by the Commission, not to exceed a maximum ~~total~~ of five years. The experience must be documented and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility.
- g. The Supervisory, Management, and Executive Certificates each require two years of satisfactory experience in the capacity designated in F-1-8(d), F-1-9(d) or F-1-10(d).

Middle management experience ~~may~~ shall be substituteable for supervisory experience. Department head experience ~~may~~ shall be substituteable for middle management or supervisory experience. An aggregate of four years' experience (with at least two years of experience at the higher rank) is required to receive both the Supervisory and Management Certificates; an aggregate of six years' experience (with at least two years of experience at the higher rank) is required before all three certificates may be awarded.

## Professional Certificates

1-5. The Regular or Specialized Basic Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Basic Certificate must:

- a. If employed after January 1, 1988, ~~have~~ satisfactorily completed a the period of satisfactory service probation in the appropriate program for which the certificate is being sought, of no less than one year, as attested to by the department head. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate. For officers employed before January 1, 1988, they must have completed a period of satisfactory service of no less than one year. The Executive Director shall have the authority to determine the manner in which the ~~18-month~~ time periods ~~is~~ are calculated, when there is change of employers, injury, illness, or other such extraordinary circumstances over which the applicant or department may have little or no control.
- b. Have satisfactorily met the appropriate POST Basic Course training requirement.

The certificate shall include the applicant's name and experience category of the employing agency.

1-6. The Regular or Specialized Intermediate Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Intermediate Certificate must:

- a. Possess or be eligible to possess a ~~B~~basic ~~C~~certificate; and
- b. Satisfy the ~~appropriate~~ prerequisite ~~B~~basic ~~C~~course training requirement as described in Section 1005(a), and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Training Points

Required	15	30	45
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Minimum Education Points

or Degree Required	15	30	45	Associate Degree	Baccalaureate Degree
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Years of Law Enforcement

Experience Required	8	6	4	4	2
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1-7. The Regular or Specialized Advanced Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Advanced Certificate must:

- a. Possess or be eligible to possess an ~~intermediate~~ certificate; and
- b. Satisfy the ~~appropriate prerequisite~~ basic ~~course~~ training requirement and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Training Points

Required	30	45
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Minimum Education Points			Associate	Baccalaureate	Master
or Degree Required	30	45	Degree	Degree	Degree

Years of Law Enforcement

Experience Required	12	9	9	6	4
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1-8. The Regular or Specialized Supervisory Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Supervisory Certificate must:

- a. Possess or be eligible to possess the an ~~intermediate~~ certificate; and
- b. Have no less than 60 college semester units awarded by an accredited college; and

- c. Satisfactorily meet the training requirement of the Supervisory Course; and
- d. Have served satisfactorily for a period of two years as a first-line supervisor, middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (k), (p), (d), and (i) of the Regulations.

The certificate shall include the applicant's name, official title, and name of employing jurisdiction or agency.

1-9. The Regular or Specialized Management Certificate: In addition to the requirements set forth in paragraphs, 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Management Certificate must:

- a. Possess or be eligible to possess the an ~~Advanced~~ Certificate; and
- b. Have no less than 60 college semester units awarded by an accredited college and;
- c. Satisfactorily meet the training requirement of the Management Course; and
- d. Have served satisfactorily for a period of two years as a middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (p), (d), and (i) of the Regulations.



The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction, a new certificate may be issued upon request, as provided for in PAM, Section F-3, displaying the name of the new jurisdiction.

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

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

The certificate shall include the applicant's name, official title and name of employing jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction, a new certificate may be issued upon request, as provided for in PAM Section F-3, displaying the name of the new jurisdiction or agency.

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Historical Note:

Section F-1 adopted and incorporated by reference into Commission  
Regulations 1010(b)(3) and 1011(e) on \_\_\_\_\_.

ISSUANCE, DENIAL OR CANCELLATION OF PROFESSIONAL CERTIFICATES

Purpose

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

2-2. Issuance of Certificates: A Professional Certificate shall be issued following receipt of a Certificate Application, Form 2-116, that provides all of the required information listed on the form (i.e., information that: will be used to identify the applicant, lists present and previous law enforcement experience, and training and educational achievements). Verifying documents shall be attached to the application to substantiate satisfaction of the prerequisites for the award of the certificate. The time period for the processing and issuance of the Basic Certificate shall be: a median of 24 days, a minimum of 15 days, and a maximum of 35 days from the date of receipt of a complete and accepted application; or the applicant shall be notified within the same time period that the application is not acceptable and what specific prerequisite is required. The processing of Basic Certificate applications shall be given precedence over the processing of applications for all other certificates. The determination of time periods established in this section are calendar days based on the date of initial receipt of an application and the last resubmission date thereafter.

2-3. Appeal When Maximum Time Period is Exceeded: When an application for a basic certificate has not been acted upon by issuance, return for additional information or denial within the time periods established above, the applicant can appeal directly to the Executive Director. The Executive Director shall determine whether the maximum time period was exceeded, and when confirmed, order the prompt issuance of the certificate if the established maximum time period was exceeded without good cause providing the applicant is qualified for the issuance of a basic certificate.

#### Denial or Cancellation

~~2-2.~~ 2-4. Right to Deny or Cancel: Professional Certificates remain the property of the Commission, and the Commission has the right to deny issuance of a certificate when the person does not satisfy a prerequisite for issuance of a certificate, or cancel any certificate when:

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

~~2-3.~~ 2-5. Notification by Department Head: When a department head obtains information that a certificate should be denied or cancelled because of any of the conditions listed in paragraph ~~2-24~~ above, ~~it shall be the department head's~~ administrator ~~responsibility to~~ shall immediately notify the Commission.

## Investigation

~~2-4.~~ 2-6. Initiation of Investigation: When ~~it is brought to the attention~~ of the Commission is notified that a professional certificate has or may have been issued involving conditions listed ~~under~~ in paragraph ~~2-24,~~ subsections a, b, or c, the Executive Director shall ~~initiate an investigation~~ into the matter the allegation. The department ~~head~~ administrator and the concerned individual shall be notified in writing of the initiation of the investigation.

### Notice of Denial or Cancellation

~~2-5.~~ 2-7. Notification of Denial or Cancellation: If the facts developed by the investigation ~~of the case appear to~~ substantiate cause for denial or cancellation of the certificate, the individual concerned shall be notified.

- a. If a professional certificate ~~is~~ has been applied for and it is determined that one or more of the prerequisites for the issuance of the certificate has not been satisfied, the concerned ~~person~~ individual, via the person's department head, shall be notified in writing of the denial of the issuance of the certificate and given an explanation of the reason for denial.
- b. If the reason for cancellation of a certificate is that the person has been adjudged guilty of a felony, a certified copy of the abstract of judgment shall be obtained. After ensuring that the time has ended for the criminal appellate process, the individual

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

- c. If the facts determined in the investigation substantiate cause for cancellation involving a condition listed under paragraph 2-24, subsections b or c, the individual concerned shall be so notified by certified mail of the grounds for the proposed cancellation. The notice shall direct the individual to return the certificate. The individual's department head shall also be notified. The notice shall also state that the certificate shall be deemed cancelled on the 45th day following the mailing of the notice. Before the expiration of the 45th day, if the individual desires a hearing, he or she must respond in writing with documentation showing that the reason for cancellation of the certificate is unfounded.

#### Hearing

2-6. 2-8. Procedures for Hearing: If the ~~holder of~~ individual who has been issued a certificate which is proposed for cancellation ~~under~~ based on

paragraph 2-24, subsections b or c, desires a hearing regarding such action, the individual must notify the Commission in writing of the desire for a hearing within 45 days of the mailing of the notice of cancellation. The individual shall provide with the request for hearing all documentation he or she believes proves that the reason for cancellation of the certificate is unfounded.

- a. All hearings shall be conducted in conformance with the Administrative Procedures Act (Government Code Section 11340 et. seq.). All hearings shall be conducted by a qualified hearing officer who shall prepare a proposed decision in such form that it may be adopted as the decision in the case. The Commission shall decide the case.
- b. The Commission may decide the case on the basis of the transcript of the hearing conducted by the hearing officer.
- c. That portion of a meeting of the Commission to consider and decide upon evidence introduced in a hearing conducted as provided for in paragraph 2-68, subsection a, regarding cancellation of a professional certificate may be closed to the public.

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Historical Note:

Section F-2 adopted and incorporated by reference into Regulation 1011(d)  
on \_\_\_\_\_.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Course Certification/Decertification Report</b>		Meeting Date <b>July 21, 1988</b>
Bureau <b>Training Delivery Services</b>	Reviewed By <b>Ronald T. Allen, Chief</b>	Researched By <b>Rachel S. Fuentes</b>
Executive Director Approval <i>Norman C. Boehmer</i>	Date of Approval <b>6-30-88</b>	Date of Report <b>June 30, 1988</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 type="checkbox"/> No		

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

The following courses have been certified or decertified since the April 21, 1988 Commission meeting:

CERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1.	Boating Intoxication Enforcement	Department of Boating & Waterways	Technical	IV	\$ 8,064
2.	Future of Policing	FBI, San Francisco	Mgmt. Trng.	IV	5,880
3.	Rifle Marksmanship & Sniper	Fullerton College	Technical	IV	4,200
4.	Drug Alcohol Recognition Trng	Rancho Santiago Col/Laguna Beach P.D.	Technical	III	54,080
5.	Strategic Planning & Directed Patrol	CPQA	Mgmt. Trng.	III	5,346
6.	Managing Marginal Performance	FBI, San Francisco	Supv. Sem.	IV	2,520
7.	Semi-Automatic Handgun	Rio Hondo College	Technical	IV	5,328
8.	Skills & Knowledge Modular Training	Riverside City College	Technical	IV	161
9.	Skills & Knowledge Modular Training	Moorpark College	Technical	IV	4,378
10.	Women in Law Enforcement	CPQA	Mgmt. Sem.	III	7,990
11.	Interrogation Techniques	Sacto Public Safety Center	Technical	IV	5,733
12.	Field Training Program Mgmt	CSU, Long Beach	Mgmt. Trng.	III	19,602



CERTIFIED - Continued

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
13.	Interviewing Tech/ Courtroom	FBI, San Francisco	Technical	IV	\$ 15,680
14.	Field Training Officer	San Diego Co. SD/ Southwestern Coll.	Technical	II	22,680
15.	Drug Influence - 11550 H&S	Redwoods Center	Technical	IV	8,820
16.	Driver Awareness	San Diego PD	Technical	IV	1,038
17.	Skills & Knowledge Modular Training	San Mateo College	Technical	IV	280
18.	Communicable Diseases: Trng for Trainer	Rancho Santiago College	Technical	IV	6,272
19.	Basic Forensic Microscopy	Department of Justice	Technical	IV	9,360
20.	Firearm Safety in a Lab Environment	Department of Justice	Technical	IV	5,460
21.	Clandestine Lab Forensic Inv.	Department of Justice	Technical	IV	18,720
22.	Firearms/Semi- Automatic Pistol	Los Medanos College	Technical	IV	6,048
23.	Firearms/Inst./ Semi-Automatic	Los Medanos College	Technical	IV	5,376
24.	Radar Operator Training	Santa Rosa Training Center	Technical	IV	18,144
25.	Radar Operator Training	San Diego Co. SD/ Southwestern Coll.	Technical	IV	3,600
26.	Occupant Protect. Usage & Enforce.	Los Angeles Police Department	Technical	IV	-0-
27.	Forensic Exam. of Sexual Assault Evidence	Department of Justice	Technical	IV	23,400
28.	Supervisory Update Course	Long Beach Police Department	Supv. Trng.	IV	22,909

CERTIFIED - Continued

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
29.	Reserve Training Module C	Monterey Peninsula College	Reserve Training	N/A	\$ -0-
30.	Drug Influence Investigation 11550 H&S	San Mateo College	Technical	IV	10,000
31.	Intro to Micro-computers for LE Mgrs.	Los Angeles Co. Sheriff's Dept.	Technical	III	21,600
32.	Skills & Knowledge Modular Training	Yuba College	Technical	IV	18,000
33.	Reserve Training Module C	Contra Costa CJTC	Reserve	N/A	-0-
34.	Chemical Agent Trng (PC 12403)	Martinez Adult School	Chemical Agent	N/A	-0-
35.	Driver Awareness	Imperial Valley College	Technical	IV	-0-
36.	Advanced Officer	Yuba College	A/O	II	36,120
37.	Firearms Trng.- Semi-Auto Pistol	San Diego LETC	Technical	IV	24,888

DECERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1.	SWAT Munitions	Resource & Referral	Technical	III	\$ -4,193
2.	Traffic Accident Invest.	Riverside Co. Sheriff's Dept.	Technical	II	-10,292
3.	Coroners School, Deputy	Stanislaus Co. S. D.	Technical	III	-17,600
4.	Training Managers Update	Justice Training Institute	Technical	III	-14,800
5.	Hostage Situation Mgt/Dispatch	FBI, San Francisco	Technical	IV	-2,362
6.	Computers in L.E. Intro to	Riverside Co. SD	Technical	III	-13,320
7.	Driver Awareness	Los Medanos College	Technical	IV	-480
8.	Reserve Training Module B	Southwestern College	Reserve Training	N/A	-0-
9.	Financial Crimes Investigation	Department of Justice	Technical	IV	-11,100
10.	Information Sys.- DOJ	Department of Justice	Technical	IV	-600
11.	Bomb Technician Seminar	FBI, Sacramento	Technical	IV	-4,896
12.	Instructor Development	FBI, San Diego	Technical	IV	-4,400
13.	Officer Tactics & Firearms	Los Angeles Police Department	Technical	III	-225,000
14.	Arrest & Firearms (P.C. 832)	Los Angeles Police Department	P.C. 832	IV	-0-
15.	Complaint /Dispatcher	Modesto CJTC	Technical	II	-7,556
16.	Driver Training, In-Service	Los Angeles Police Department	Technical	IV	-2,994
17.	Complaint/Dispatcher Update	San Diego LETC	Technical	IV	-17,120
18.	Supervisory Sem.	San Diego LETC	Supv. Trng.	IV	-34,385

DECERTIFIED - Continued

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
19.	Skills & Knowledge Modular Training	San Diego LETC	Technical	IV	-1,400
20.	Advanced Officer	So. Pacific Trans. Co. P.D.	AD	II	-0-
21.	Burglary Invest.	Sacto Public Safety Center	Technical	II	-13,824
22.	Crime Prevention, Adv: Rural	Sacto Public Safety Center	Technical	IV	-3,510
23.	Defensive Tactics	FBI, Los Angeles	Technical	IV	-8,000
24.	Motorcycle Trng.	San Joaquin Delta Public Safety Training Center	Technical	III	-20,000
25.	Heroin Influence	Central Coast Co. Police Academy (Gavilan College)	Technical	IV	-3,096
26.	Traffic Accident Investigation	Central Coast Co. Police Academy (Gavilan College)	Technical	II	-3,859
27.	Basic Course Extended Format	Los Medanos College	Basic Course	N/A	-0-
28.	Reserve Training Module B, C	Redwoods Center	Reserve Training	N/A	-0-

TOTAL CERTIFIED 37

TOTAL DECERTIFIED 28

TOTAL MODIFICATIONS 70

875 courses certified as of 06/28/88  
152 presenters certified as of 06/28/88

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title New Agency - Santa Barbara County Marshal (Lompoc Judicial District)		Meeting Date July 21, 1988
Bureau Compliance and Certificate Services Bur.	Reviewed By <i>[Signature]</i>	Researched By Bud Perry <i>BP</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 6-30-88	Date of Report June 22, 1988
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 Santa Barbara County Marshal (Lompoc Judicial District) has requested entry into the POST program.

BACKGROUND

The Santa Barbara County Board of Supervisors passed an Ordinance on February 8, 1982, approving the Santa Barbara County Marshals' (Lompoc Judicial District) entry into the POST program and assuring compliance with POST requirements.

ANALYSIS

The agency presently employes two sworn individuals. An on-site inspection revealed the agency meets the requirements of Government Code 1031. The projected financial impact is approximately \$1,000.

RECOMMENDATION

The Commission be advised that the Santa Barbara County Marshal (Lompoc Judicial District) has been admitted into the POST program consistent with Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Controller of the State of California		Meeting Date July 11, 1988
Bureau Compliance & Certificate Services Bureau	Reviewed By D. Stewart <i>DS</i>	Researched By T. Farnsworth <i>TF</i>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 5-16-88	Date of Report
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report           Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No		

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

Issue

The California Controller, Mr. Gray Davis, has requested that his investigators be included in the Specialized POST Program.

A letter from the Controller has been received agreeing to abide by the rules and regulations of the Commission.

Analysis

The State Controller currently employs three investigators. An inspection of personnel records revealed that all the requirements of Government Code 1031 have been met. No fiscal impact projected.

Recommendation

That the Commission be advised that the California Controller's Office has been admitted to the Specialized POST Program, consistent with Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title CA Department of Health Services		Meeting Date July 21, 1988
Bureau Compliance and Certificate Services	Reviewed By Darrell L. Stewart <i>DS</i>	Researched By Thomas G. Farnsworth
Executive Director Approval <i>Norman C. Bachm</i>	Date of Approval 5-20-88	Date of Report April 25, 1988
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report                   Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

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

Issue

The Department of Health Services has asked that their Audits and Investigations and Food and Drug Divisions be combined with the Toxic Substances Control Division into one POST participating agency, and that the investigators of the newly created Toxic Substances Control Division be admitted into the Specialized Law Enforcement Certificate Program.

Analysis

The Toxic Substances Control Division investigators previously were investigators in either the Audits and Investigations or Food and Drug Divisions and were, until a recent department reorganization, already affiliated with the POST program.

With the proposed combining of the separate divisions into one POST participating agency, new background investigations will not be required when transfers within the Department of Health Services occur, resulting in cost savings to the department.

Recommendation

That the Commission be advised that the Department of Health Services' participation in the POST program include the Audits and Investigations, Food and Drug, and the newly created Toxic Substances Control Division into a single participating agency.

The current and separate participation of the Audits and Investigations and Food and Drug Divisions should be discontinued.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Decertification of Fort Jones Police Department		Meeting Date July 21, 1988
Bureau Compliance and Certificate Services	Reviewed By Darrell L. Stewart <i>DL</i>	Researched By Thomas G. Farnsworth
Executive Director Approval <i>Norman C. Bachm</i>	Date of Approval 5-20-88	Date of Report April 25, 1988
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report           Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

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

Issue

Decertification of the Fort Jones Police Department

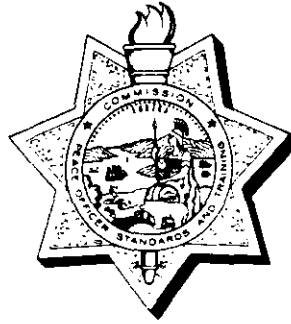
Background

The city of Fort Jones discontinued their police department effective February 1, 1988. Fort Jones Police Department was a two officer department until it was disbanded. The responsibility for policing the city will revert to the Siskiyou Sheriff's Department under a contract for services.

Recommendation

That the Fort Jones Police Department be decertified.





# *Resolution* OF THE *Commission on Peace Officer Standards and Training*

STATE OF CALIFORNIA

WHEREAS, Jim Holts is a lieutenant with the Los Angeles County Sheriff's Department; and

WHEREAS, He has served the Commission on Peace Officer Standards and Training in the capacity of a POST Management Fellow, full time from November 1, 1985 through June 30, 1988; and

WHEREAS, He was responsible for the Driver Training Research Project, which involved collecting information on driver training, the development of manuals for California law enforcement agencies, and issuance of a contract for the Front-End Analysis Study of a Law Enforcement Driver Training Simulator System; and

WHEREAS, He coordinated the efforts of Advisory Committees providing input on the studies; and

WHEREAS, His work on this indepth project was exemplary in every respect; and

WHEREAS, The results of his work will be of benefit to law enforcement officers throughout California, now therefore be it

RESOLVED, That the members of the Commission on Peace Officer Standards and Training commend Lieutenant Holts for a job well done, and be it

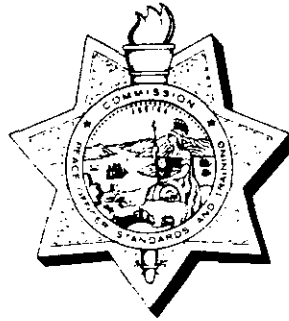
FURTHER RESOLVED, That the Commission extends its best wishes for continued service to California law enforcement.

\_\_\_\_\_  
*Chairman*

\_\_\_\_\_  
*Executive Director*

\_\_\_\_\_  
**July 21, 1988**

*Date*



*Resolution* OF THE  
*Commission on Peace Officer Standards and Training*  
STATE OF CALIFORNIA

WHEREAS, Terry Cunningham is a Lieutenant with the Los Angeles Police Department with impressive service in law enforcement; and

WHEREAS, He served the Commission on Peace Officer Standards and Training in the capacity of a POST Management Fellow, full time from June 1987 through May 1988; and

WHEREAS, He was the Project Director for the POST Supervisory Leadership Institute Project which involved developing a unique leadership training program for first-line, sworn supervisors; and

WHEREAS, His work on this difficult project was exemplary in every respect; and

WHEREAS, The results of his work will be of benefit to first-line, sworn supervisors for many years to come, now therefore be it

RESOLVED, That the members of the Commission on Peace Officer Standards and Training commend Terry for a job well done; and be it

FURTHER RESOLVED, That the Commission extends its best wishes for continued service to California law enforcement.

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*Chairman*

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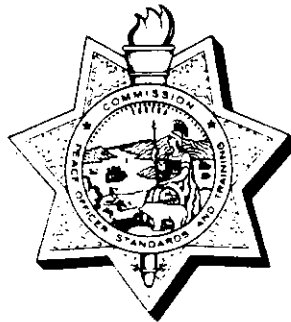
*Executive Director*

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July 21, 1988

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*Date*



*Resolution* OF THE  
*Commission on Peace Officer Standards and Training*  
STATE OF CALIFORNIA

WHEREAS, Gary L. Wiley has served as a member of the Advisory Committee of the Commission on Peace Officer Standards and Training (POST) since 1985; and

WHEREAS, Gary L. Wiley has effectively represented the California Association of Police Training Officers; and

WHEREAS, He has demonstrated leadership and diligence in his service as Vice Chairman in 1988 of the POST Advisory Committee; and

WHEREAS, California law enforcement and POST benefited from his advice and counsel, particularly in relation to police training; now, therefore, be it

RESOLVED, That the members of the Commission on Peace Officer Standards and Training do hereby commend Gary L. Wiley for his outstanding service and dedication to California law enforcement.

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*Chairman*

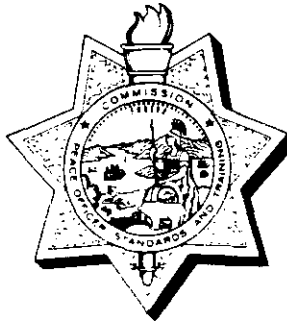
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*Executive Director*

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July 21, 1988

*Date*



*Resolution* OF THE  
*Commission on Peace Officer Standards and Training*

STATE OF CALIFORNIA

WHEREAS, Barbara J. Gardner has served as a member of the Advisory Committee of the Commission on Peace Officer Standards and Training (POST) since 1984; and

WHEREAS, Barbara J. Gardner has effectively represented the Women Peace Officers' Association of California; and

WHEREAS, California law enforcement has benefited from her advice and counsel as a member of the POST Advisory Committee; now, therefore, be it

RESOLVED, That the members of the Commission on Peace Officer Standards and Training do hereby commend Barbara J. Gardner for her outstanding service and dedication to California law enforcement.

\_\_\_\_\_  
*Chairman*

\_\_\_\_\_  
*Executive Director*

\_\_\_\_\_  
July 21, 1988  
*Date*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Public Hearing-Proposal to Ammend Regulation Re. Public Safety Dispatcher Program</b>		Meeting Date <b>July 21, 1988</b>
Bureau <b>Compliance &amp; Certificate Services</b>	Reviewed By	Researched By <b>Darrell L. Stewart</b>
Executive Director Approval <i>Howan C. Bachan</i>	Date of Approval <b>July 5, 1988</b>	Date of Report <b>June 6, 1988</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

Should POST Regulations and Procedures be modified to implement a Public Safety Dispatcher Program in response to amendments in P.C. 13510?

BACKGROUND

Assembly Bill 546 became law on January 1, 1988. The bill amends Penal Code Section 13510 by adding a new subsection (c), and adding Section 13525 (See Attachment A).

Penal Code Section 13510(c) requires that the Commission adopt rules establishing minimum selection and training standards for public safety dispatchers having a primary responsibility for providing dispatch services for law enforcement agencies described in subsection (a). Subsection (a) includes police, sheriffs, marshals, police of districts authorized to maintain a police department, district attorney criminal investigators, and peace officers of districts receiving state (POST) aid. The law defines "primary responsibility" as performing law enforcement dispatch duties a minimum of 50% of the time worked within a pay period.

Listed in Penal Code Section 13510(c) as eligible departments and entities entitled to participate in the Public Safety Dispatcher Program are "cities, counties, cities and counties, and districts receiving state aid pursuant this chapter." This includes all of the departments currently reimbursable in the reimbursable peace officer program, including the departments defined as districts in Penal Code Section 13507, such as, the University of California, the State University and Colleges, community college districts, school districts, and regional park districts. It also includes consolidated dispatch centers utilized by law enforcement agencies even though they may be independent departments operated by a city, county, or city and county.

Penal Code Section 13525 provides that qualified departments desiring to receive aid for the training of public safety dispatchers shall include the request for aid in its application to the Commission.

The Commission, at its November 5, 1987 meeting, adopted a policy to continue reimbursing departments whose claims for such reimbursement have heretofore been accepted for non-sworn dispatcher training until the new POST Dispatcher Program is implemented.

Staff developed proposed selection and training standards and presented a report to the Commission on January 21, 1988. At that time, concerns were expressed whether sufficient time was spent in discussing the proposal with the ad hoc Dispatcher Standards Advisory Committee, whether the standards should include refresher training requirements, and whether psychological screening should be required as a standard to address the issue of a dispatcher's ability to cope with stress of the job.

After discussion, the Commission moved that staff meet again with the Dispatcher Standards Advisory Committee to discuss the issues and inclusion of psychological testing.

The Dispatcher Standards Advisory Committee met with staff on March 3-4, 1988. The following are the significant issues discussed:

1. Minimum Selection Standards

There was strong interest in the inclusion of psychological screening with the initial standards, but concern exists as to the focus of such screening (emotional stability, ability to cope with stress, or cognitive abilities) and the availability of instruments to implement job-related screening. There was similar interest in including specific disqualifiers such as prohibiting employment of convicted felons. The related concern is that without indepth research, specific disqualifiers may not be supportable or defensible.

2. Basic Training Standards

Some adjustments in topics and hours within the proposed 80-hour Complaint/Dispatcher Course were suggested. Additionally, it was proposed that flexibility, similar to that allowed for the peace officer Basic Course, be allowed to adjust topics and hours within functional areas of the course.

3. Public Safety Dispatcher Definition

The definition determines the employees who would be subject to the standards. There was strong sentiment for imposing the standards on all employees who may work in the complaint dispatcher function, including those who may provide relief for breaks. As a practical matter though, it was suggested that initial standards apply only to those specifically employed to perform complaint/dispatch duties, and that by definition peace officer employees be excluded.

4. 12 Month Probationary Period

It was suggested that a 12-month probation be adopted, but that allowance or exemption be made for those employers whose 6-month probation requirement is tied to existing charter provisions or MOUs.

5. In-Service Training

It was suggested that an in-service training mandate be deferred until after entry-level selection and training standards are enacted. While there is a strong belief in the need for in-service training, there is concern that

employers statewide may not be able to immediately accommodate such a program requirement. The intent is that further study be done pointing towards inclusion of this requirement in the program within the next 18 to 24 months.

## 6. Certificate Program

There was interest in a professional certificate program for dispatchers. Work should commence on the development of requirements for a certificate program, and that implementation be considered in the future.

Staff presented the proposed selection and training standards to the Commission at their April 21, 1988, meeting in Sacramento. After discussion and clarification, the Commission moved to set the issue for public hearing on July 21, 1988.

The required legal notices announcing the public hearing were distributed statewide as POST Bulletin 88-4 (See Attachment B).

## ANALYSIS

Implementation of the Dispatcher Standards program requires enactment of regulations concerning participation eligibility, reimbursement for training, standards for selection and training of personnel, and related administrative requirements. This report includes proposals concerning all of these areas. Based upon work conducted by the Commission and staff in prior years, a survey of public safety dispatcher employers conducted in the Fall of 1987, and inputs received from an advisory committee convened to assist staff in the formulation of proposed standards; the proposals contained in this report are believed to constitute a reasonable and acceptable foundation for the program.

The proposed standards for selection of personnel are procedural in nature. Hiring decisions following these proposed procedural requirements would be left to the employer.

The Commission's proposed budget for the 1988/89 FY contains funds for the employment of permanent staff to conduct research on dispatcher standards. It is envisioned that 18 to 24 months will be required to conduct statewide job analysis and specific indepth standards research.

This work may lead to the identification of need and justification for the future proposal of additional selection requirements that could be either specific disqualifiers or added procedural requirements. Completion of future research is believed necessary before enactment of standards beyond those proposed in this report.

The initial standards proposed are as follows:

### Proposed selection standards:

1. Background Investigation: A thorough background investigation shall be conducted to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall include a check of Department of Motor Vehicle records, and a search of local, state, and national fingerprint files to disclose any criminal record. Result of the background investigation shall be reduced to writing and retained by the department.

2. Medical Examination: A medical examination shall be conducted to verify the absence of any medical condition which would preclude the safe and efficient performance of dispatcher duties. Written verification that the medical examination was conducted in accordance with this requirement, signed by a licensed physician and surgeon, shall be retained by the department.
3. Oral Communications: Oral communication skills shall be evaluated to assure the presence of skill levels commensurate with the performance of dispatcher duties.

Proposed training standard:

The POST-developed 80-hour Complaint/Dispatcher Course be adopted as the minimum basic training for public safety dispatchers participating in the program, and that the course be completed within 12 months of hire.

Probation requirement:

Satisfactory completion of at least a 12-month probationary period be required for all public safety dispatchers in the program. Departments with probation periods of less than 12 months, upon entry into the program, can be given time waivers in order to change their probation periods if they are included in ordinances, charters, or MOUs.

It is suggested that the proposed new public safety dispatcher standards be adopted as POST Regulation 1018. Related changes will be required in some existing regulations and procedures. (See Attachment C, Proposed New Regulation 1018; Attachment D, Other Regulation Changes including Regulation 1003, Notice of Appointment/Termination; and Attachment E, Proposed Procedure changes.)

The proposed definition of a public safety dispatcher, for inclusion in regulation 1001, includes call-takers, dispatchers, and others such as supervisors who are involved in receiving calls for service and/or dispatching law enforcement personnel. The effect of the definition will be that all individuals employed by participating agencies, either full-time or part-time, to perform complaint/dispatch duties will be subject to the selection and training standards if the agency joins the program. Consistent with law, only the full-time employees would be eligible for reimbursement.

Penal Code Section 13510(c) does not specifically provide for the inclusion of all local law enforcement dispatchers nor does it include any state agencies, such as the California Highway Patrol or the State Police in the Public Safety Dispatcher program. These agencies may be included on a non-reimbursable basis, if the Commission desires, by specific language that may be incorporated in Commission Regulations to establish a Specialized Public Safety Dispatcher Program. Because the Commission has allowed non-reimbursable peace officers of participating agencies to participate in a specialized law enforcement program, it is proposed that similar arrangements be made for public safety dispatchers not listed in 13510(c) of the Penal Code.



To enter the Public Safety Dispatcher Programs, a separate ordinance, resolution, or letter of intent will be required of all governmental jurisdictions including those now training dispatchers and receiving POST reimbursement. A sample ordinance, resolution, and letter of intent, along with an informational packet, will be provided to interested agencies.

A summary of the major program elements include the following:

1. Selection standards requiring a background investigation, medical examination, and evaluation of oral communications.
2. Entry level training standard requiring completion of the POST 80-hour complaint/dispatcher course within 12 months of hire.
3. Probation period of at least 12 months.
4. Definition of Public Safety Dispatcher to include those performing complaint reception as well as dispatch duties, and to include part-time employees.
5. Establishment of a voluntary non-reimbursable specialized dispatcher program to allow participation by state agencies and others not eligible for the statutory program.
6. Administrative regulations as described.

#### RECOMMENDATION

Subject to input at the public hearing, adopt the new and revised regulations as proposed with an effective date of January 1, 1989.

## Assembly Bill No. 546

## CHAPTER 971

An act to amend Section 13510 of, and to add Section 13525 to, the Penal Code, relating to crimes.

[Approved by Governor September 22, 1987. Filed with Secretary of State September 23, 1987.]

## LEGISLATIVE COUNSEL'S DIGEST

AB 546, Condit. Local law officers: standards and training.

Existing law requires the Commission on Peace Officer Standards and Training to establish and enforce minimum standards relating to peace officer members of specified entities.

This bill would require the commission to additionally establish and enforce minimum standards relating to local public safety dispatchers, as defined.

Existing law provides for grants of state aid by the commission to local governments and districts from the Peace Officers' Training Fund.

This bill would provide that any governmental entity desiring to receive that state aid for the training of regularly employed and paid local public safety dispatchers shall include the request for that aid in its application to the commission for the aid.

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

SECTION 1. Section 13510 of the Penal Code is amended to read:

13510. (a) For the purpose of raising the level of competence of local law enforcement officers, the commission shall adopt, and may, from time to time amend, rules establishing minimum standards relating to physical, mental, and moral fitness, which shall govern the recruitment of any city police officers, peace officer members of a county sheriff's office, marshals or deputy marshals of a municipal court, reserve officers as defined in subdivision (a) of Section 830.6, policemen of a district authorized by statute to maintain a police department, regularly employed and paid inspectors and investigators of a district attorney's office as defined in Section 830.1 who conduct criminal investigations, or peace officer members of a district, in any city, county, city and county, or district receiving state aid pursuant to this chapter, and shall adopt, and may, from time to time amend, rules establishing minimum standards for training of city police officers, peace officer members of county sheriff's offices, marshals or deputy marshals of a municipal court, reserve officers as defined in subdivision (a) of Section 830.6, policemen of a district authorized by statute to maintain a police department, regularly employed and paid inspectors and investigators of a district

attorney's office as defined in Section 830.1 who conduct criminal investigations, and peace officer members of a district which shall apply to those cities, counties, cities and counties, and districts receiving state aid pursuant to this chapter. All such rules shall be adopted and amended pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1, of Division 3 of Title 2 of the Government Code.

(b) 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.

(c) For the purpose of raising the level of competence of local public safety dispatchers, the commission shall adopt, and may, from time to time amend, rules establishing minimum standards relating to the recruitment and training of local public safety dispatchers having a primary responsibility for providing dispatching services for local law enforcement agencies described in subdivision (a), which standards shall apply to those cities, counties, cities and counties, and districts receiving state aid pursuant to this chapter. All such rules shall be adopted and amended pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1, of Division 3, of Title 2 of the Government Code. As used in this section, "primary responsibility" refers to the performance of law enforcement dispatching duties for a minimum of 50 percent of the time worked within a pay period.

(d) Nothing in this section shall prohibit a local agency from establishing selection and training standards which exceed the minimum standards established by the commission.

SEC. 2. Section 13525 is added to the Penal Code, to read:

13525. Any city, county, city and county, or district which desires to receive state aid pursuant to this chapter for the training of regularly employed and paid local public safety dispatchers, as described in subdivision (c) of Section 13510, shall include that request for aid in its application to the commission pursuant to Sections 13522 and 13523.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

June 3, 1988

Bulletin: 88-4

Subject: PUBLIC HEARING TO CONSIDER REGULATIONS TO IMPLEMENT THE PUBLIC  
SAFETY DISPATCHER PROGRAM

A public hearing has been scheduled, in conjunction with the July 21, 1988 Commission meeting in San Diego, for the purpose of considering proposed Commission Regulations regarding selection and training standards for Public Safety Dispatchers. These standards have been developed in compliance to Penal Code Section 13510(c), as added by Chapter 971 of 1987.

According to this provision of law, which became effective on January 1, 1988, the Commission is required to adopt rules establishing minimum selection and training standards for local Public Safety Dispatchers having a responsibility for providing dispatch services for prescribed local law enforcement agencies. These local agencies wishing to receive POST reimbursement for approved training expenditures of eligible Public Safety Dispatchers must agree, via ordinance, resolution or, in some cases, a letter of intent adopted by their governing body, to adhere to the POST standards for this class. There is no requirement in law that mandates participation in the Public Safety Dispatcher program. This program is separate and distinct from the regular and specialized POST programs currently maintained for peace officers, and therefore agencies participating in those programs are under no obligation to participate in the new Public Safety Dispatcher program.

Local agencies eligible to participate and receive reimbursement of approved Public Safety Dispatcher training costs include City Police Departments, County Sheriff Departments, California State University and Colleges Police Departments, Community College Police Departments, School District Police Departments, and Transit District Police Departments. City-operated or county-operated consolidated dispatch centers are also eligible to participate if the majority of their work time is devoted to dispatching for local law enforcement agencies. A non-reimbursable Specialized Public Safety Dispatcher program is proposed for those state and local law enforcement agencies that are not included in the law.

For purposes of both the proposed regular and specialized law enforcement Public Safety Dispatcher programs, "Public Safety Dispatcher" is proposed to be defined as a non-peace officer employee assigned to either full-time or part-time duties which include receiving emergency calls for service and/or dispatching law enforcement personnel. The initial minimum selection and training standards are proposed to include:

1. A medical examination
2. A thorough background investigation
3. An evaluation of oral communication skills
4. Completion of a POST-certified 80-hour complaint/dispatcher course within one year of hire
5. Completion of a minimum 12-month probationary period.

The Commission may adopt the Public Safety Dispatcher program as proposed, or with modifications which are based on input at the public hearing. Written and oral input is invited.

The attached Notice of Public Hearing, required by the Administrative Procedures Act, provides details concerning the proposed additions and amendments of the Regulation; the Notice also provides information regarding the hearing process. Inquiries concerning the proposed action may be directed to Georgia Pinola, Staff Services Analyst, at (916) 739-5400.

*Norman C. Boehm*

• NORMAN C. BOEHM  
Executive Director

Attachment

Commission on Peace Officer Standards and Training

NOTICE OF PUBLIC HEARING

AMENDMENT OF COMMISSION REGULATIONS AND PROCEDURES

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested in Sections 13503, 13506, and 13510 of the Penal Code to interpret and make specific Sections 13510(c) and 13525 of the Penal Code, proposes to adopt, and amend or repeal the Commission Regulations in Chapter 2 of Title 11 of the California Administrative Code. A public hearing regarding these proposals will be held before the Commission on:

Date: Thursday, July 21, 1988

Time: 10:00 a.m.

Place: Holiday Inn, Embaradero  
1355 N. Harbor Drive  
San Diego, CA 92101

Notice is also hereby given that any interested person may present oral or written statements or arguments, relevant to the action proposed, during the public hearing.

INFORMATIVE DIGEST

Legislation, effective January 1, 1988, amended Penal Code Section 13510 by adding a new subsection (c). This subsection requires the Commission on Peace Officer Standards and Training to adopt rules establishing minimum selection and training standards for public safety dispatchers having primary responsibility for providing dispatch services to law enforcement agencies described in subsection (a) of Penal Code Section 13510. Subsection (a) includes police, sheriffs, marshals, police of districts authorized by statute to maintain a police department, district attorney criminal investigators, and peace officers of certain entities defined as districts for the purposes of the POST program. This includes agencies defined as districts in Penal Code Section 13507, such as the University of California, the State University and Colleges, community college districts, school districts, and regional park or transit districts. Also permitted by penal Code 13510(c) are consolidated dispatch centers utilized by law enforcement agencies when the centers are operated by a city, county, or city and county, or operated as a joint powers communications agency providing dispatching services to the above-described law enforcement personnel serving the principals in the joint powers agency. The public safety dispatcher provisions in Penal Code Section 13510 require development of a voluntary program in which the described entities may participate and receive POST reimbursement for dispatcher training expenses. The proposed program, in addition, will permit non-reimbursable agencies (such as those agencies that now participate in the POST program with regard to their peace officer employees) also to participate on a non-reimbursable basis with regard to their dispatchers.

Implementation of a Public Safety Dispatcher Program requires adoption of Regulations concerning participation eligibility, standards for selection and training of personnel, reimbursement for training, and related administrative procedures. Based upon work that has been conducted by POST (e.g., a survey, of public safety dispatcher employers, which was conducted in the fall of 1987, and inputs received from an ad hoc advisory committee convened to assist in the formulation of proposed standards), the proposed Public Safety Dispatcher Program was developed. The proposed selection standards are procedural in nature, with the hiring decisions left to the employing entities.

Proposed selection standards:

1. Background Investigation: A thorough background investigation shall be conducted to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall include a check of Department of Motor Vehicle records, and a search of local, state, and national fingerprint files to disclose any criminal record. Results of the background investigation shall be prepared in writing and retained by the agency.
2. Medical Examination: A medical examination shall be conducted to verify the absence of any medical condition which would preclude the safe and efficient performance of dispatcher duties. Written verification that the medical examination was conducted in accordance with this requirement, signed by a licensed physician and surgeon, shall be retained by the agency.
3. Oral Communications: Oral communication skills shall be evaluated to assure the presence of skill levels commensurate with the performance of dispatcher duties.

Proposed training standard:

The POST 80-hour Complaint/Dispatcher Course shall be the minimum basic training for public safety dispatchers participating in the program, and the course shall be satisfactorily completed before or within 12 months after hire.

Probation requirement:

Satisfactory completion of at least a 12-month probationary period shall be required for all public safety dispatchers in the program. Agencies with probation periods of less than 12 months, upon entry into the program, shall be given time waivers in order to increase their probation periods to at least one year if such provisions are included in ordinances, charters, or memorandums of understanding.

The provisions for the the Public Safety Dispatcher Program are to be added to the current Regulations which heretofore principally related to peace officers. A new Regulation 1018 is proposed to establish the Public Safety Dispatcher Program and the Specialized Public Safety Dispatcher Program. This Regulation will set forth the selection and training requirements. Modifications to current Regulations are proposed in order to integrate the procedures for the Public Safety Dispatcher Programs. As proposed eligible agencies that employ

dispatchers will relate with POST in a similar manner as with their peace officers. It is also proposed that many of the forms used for peace officers will be used (after modification as necessary) for dispatchers.

Proposed Regulation 1001(t) defines a Public Safety Dispatcher as a non-peace officer who is employed full time or part-time to perform duties which include receiving emergency calls for law enforcement services and/or dispatching law enforcement personnel. The program is designed for all defined personnel who are employed to dispatch, either full time or part-time, but does not prohibit temporary or emergency re-assignment of other employees to perform dispatch duties. The definition does not include peace officers, as they are selected and trained based on other standards.

Based on Penal Code Section 13510(c), entry into the Public Safety Dispatcher Program will require submission of an ordinance, resolution or letter of intent. The same is required for an agency to enter the POST program for its peace officers.

#### PUBLIC COMMENT

The Commission welcomes and invites written comments on the proposed actions. All written comments must be received at POST no later than 4:30 p.m. on July 18, 1988. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

#### ADOPTION OF PROPOSED REGULATIONS

After the hearing, and consideration of oral and written public comments, the Commission may adopt the proposals substantially as set forth without further notice. If the proposed text is modified prior to adoption and the change is related but not solely grammatical or nonsubstantial in nature, the full text of the resulting regulation will be made available, at least 15 days before the date of adoption, to all persons who testified or submitted written comments at the public hearing, all persons whose comments were received by POST during the public comment period, and all persons who requested notification from POST of the availability of such changes. A request for the modified text should be addressed to the Executive Director. The Commission will accept written comments on the modified text for 15 days after the date on which the revised text is made available.

#### TEXT OF PROPOSAL

Copies of the Statement of Reasons and exact language of the proposed action may be obtained at the hearing or prior to the hearing upon request in writing to the contact person at the above address. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commission's normal business hours (8 a.m. to 5 p.m.).



## ESTIMATE OF ECONOMIC IMPACT

The Commission has determined that the proposed changes: (1) will have no effect on housing costs; (2) do not impose any new mandate upon local agencies or school districts; (3) involve no increased nondiscretionary costs of savings to any local agency, school district, state agency, or federal funding to the State; (4) will have no adverse economic impact on small businesses; and (5) involve no significant cost to private persons or entities.

In order to take this action, the Commission must determine that no alternative considered by the Commission would be more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons than the proposed action.

### CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Georgia Pinola, Staff Services Analyst, at the above-listed address, or by telephone at (916) 739-5400.

PROPOSED NEW REGULATION

1018. Public Safety Dispatcher Programs

(a) The Commission shall establish a Public Safety Dispatcher Program for the purpose of raising the level of competence of public safety dispatchers having primary responsibility for providing dispatching services for local law enforcement agencies listed in subsection (a) of Penal Code Section 13510.

(b) Specialized Public Safety Dispatcher Program

Any public jurisdiction or agency, other than those described in Penal Code Section 13510(a), which employs public safety dispatchers whose primary responsibility is providing dispatch services for law enforcement personnel, may participate in the Specialized Public Safety Dispatcher Program. Such participants shall not be eligible for reimbursement. All rules and procedures, except reimbursement provisions, that apply to the Public Safety Dispatcher Program shall also apply to the Specialized Public Safety Dispatcher Program.

(c) Minimum Selection Standards for Public Safety Dispatchers

(1) Every public safety dispatcher shall be subject to the following requirements:

1018. Public Safety Dispatcher Program (continued)

- a) Background Investigation: A thorough background investigation shall be conducted before hire to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall include a check of Department of Motor Vehicle records, and a search of local, state, and national fingerprint files to disclose any criminal record. Results of the background investigation shall be reduced to writing and retained by the department.
- b) Medical Examination: A medical examination shall be conducted before hire to verify the absence of any medical condition which would preclude the safe and efficient performance of dispatcher duties. Signed written verification of the medical examination having been conducted in accordance with this requirement, by a licensed physician and surgeon, shall be retained by the department.
- c) Oral Communications: Oral communication skills shall be evaluated before hire to assure the presence of skill levels commensurate with the performance of dispatcher duties.

1018. Public Safety Dispatcher Program (continued)

(d) Minimum training standards for public safety dispatchers

- (1) Every public safety dispatcher shall satisfactorily complete the POST-certified Basic Complaint/Dispatcher Course as set forth in PAM, Section D-1-7 before or within 12 months after the date of appointment, promotion, reclassification, or transfer to a public safety dispatcher position.

(e) Probation Period

- (1) Every public safety dispatcher after hire shall demonstrate competence in the performance of the duties of a public safety dispatcher by satisfactory completion of a probationary period of at least 12 months. Upon entry into the program, departments with a probation period of less than 12 months, when established by ordinance, charter, or memorandum of understanding, shall be granted a waiver of this requirement until a 12-month probation period can be established.

PAM Section D-1-7 adopted effective                   \*                   is herein incorporated  
by reference.

\*This date is to be filled in by OAL.

3019C/231

## OTHER REGULATION CHANGES

### 1001. Definitions

- (h) "Department" in the Regular Program is a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, the California Highway Patrol, the University of California Police, the California State University and Colleges Police, marshals departments, district attorney offices employing investigators, and Community College District Police; in the Specialized Program "department" is a specialized agency, department, division, branch, bureau, unit, section, office or district that provides investigative or general law enforcement services; and in the Public Safety Dispatcher Program and Specialized Public Safety Dispatcher Program, "department" is the governmental entity which provides the dispatch services.
- (i) "Full-time Employment" as defined by local charter or ordinance; and, the employee normally works in excess of 20 hours weekly or 87 hours monthly; and, the employee is tenured or has a right to due process in personnel matters; and, the employee is entitled to ~~public safety~~ workmans compensation and retirement provisions as are other full-time ~~peace officer~~ employees of the same personnel classification in the department.

1001. Definitions (continued)

(t) "Public Safety Dispatcher" is a non-peace officer who is employed full time or part time to perform duties which include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel.

NOTE: Present (t) through (z) and (aa) will be relettered.

1003. Notice of ~~Peace Officer~~ Appointment/Termination

Whenever a regular, specialized, limited function, 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 the Notice of Appointment/Termination Form 2-114 (Rev ), ~~a form approved by the Commission~~ as prescribed in PAM, Section C-4, "Notice of ~~Peace Officer~~ Appointment/Termination." For departments in the Public Safety Dispatcher Programs, the form shall be submitted whenever a person is appointed, promoted, reclassified, or transferred to a public safety dispatcher position, or whenever the person is terminated from a public safety dispatcher position.

1006. Extension of Time Limit for Course Completion

(a) The Commission will ~~may~~ grant an extension of time limit for completion of any course required by Section 1005 or 1018 of the Regulations upon presentation of satisfactory evidence by a

1006. Extension of Time Limit for Course Completion (continued)

department that a peace officer or dispatcher is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction; or upon presentation of evidence by a department that a peace officer or dispatcher is unable to complete the required course within the time prescribed. Time extensions granted under this sub-section shall not exceed that which is reasonable, bearing in mind each individual circumstance.

1010. Eligibility for Participation

- (a) To be eligible for participation in the POST Program, a jurisdiction or ~~agency~~ department must adhere to the minimum standards for selection and training as defined in Regulations 1002, 1005, and 1009, for every peace officer, and for every ~~peace officer~~ dispatcher employed by a ~~the~~ jurisdiction or ~~agency~~ department the minimum standards for selection and training as defined in Regulation 1018. The minimum standards for selection and training of peace officers and/or public safety dispatchers shall apply only to jurisdictions or departments that have pledged to adhere to these standards.
- (b) A jurisdiction or agency shall be ineligible to participate if it:
- (1) Employs one or more peace officers or dispatchers who do not meet the minimum standards for employment; or

1010. Eligibility for Participation (continued)

- (2) Does not require that every peace officer or dispatcher satisfactorily completes the required training as prescribed in these Regulations; or
- (3) Has in its employ any Regular Program peace officer hired after January 1, 1971, who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer, or as otherwise determined by the Commission in PAM, Section F-1-5-a; or
- (4) Effective upon entry into the Specialized Law Enforcement Certification Program, has in its employ any specialized peace officer hired thereafter who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer; or
- (5) Fails to permit the Commission to make such inquiries and inspection of records as may be necessary to verify claims for reimbursement or to determine whether the jurisdiction or ~~agency~~ department is, in fact, adhering to the Commission's Regulations.

(c) .....



## 1015. Reimbursements

### (a) Proportionate Reimbursement

~~In the Regular Program,~~ Reimbursements to cities, counties, and districts shall be granted by the Commission in accordance with Section 13523 Penal Code.

- (1) Marshals' and district attorneys' departments are included in the Regular Program for reimbursement even though individual officers employed by the agencies have retained specialized peace officer classification.
- (2) A jurisdiction that employs limited function peace officers may be reimbursed for allowable expenses related to attendance of POST-certified courses.

(b) .....

### (c) Training Expenses May Be Claimed Only Once

When a ~~Regular Program~~ trainee has attended a course certified by the Commission for which reimbursement has been legally requested and paid, an employing jurisdiction may not receive reimbursement for subsequent attendance by the same trainee of the same course except where attendance of the course is authorized to be repeated periodically, such as for Seminars, Advanced Officer Courses, and selected Technical Courses which deal with laws, court decisions, procedures,

1015. Reimbursements (continued)

techniques and equipment which are subject to rapid development or change. Exceptions or special circumstances must be approved by the Executive Director prior to beginning the training course.

(d) .....

(e) .....

(f) Reimbursement may be made to a jurisdiction which terminates a ~~Regular-Program~~ Basic Course trainee, allows a trainee to resign prior to completion of a certified basic course, or if the trainee is unable to complete a certified basic course due to illness, injury, or other physical or academic deficiency, provided the background investigation requirements of ~~Regulation 1002(a)~~ have been completed prior to the trainee's appointment date and the date the course began. The remaining reimbursement entitlement (~~up to 400 hours maximum~~) for those trainees eligible to be re-enrolled, may be applied to any certified basic course which is subsequently attended.

(g) Reimbursement may be paid to a jurisdiction when a ~~Regular-Program~~ trainee fails a certified basic course only because of not passing a locally required training subject(s), but the trainee otherwise satisfactorily completes the course.

1015. Reimbursements (continued)

(h) When a ~~Regular Program~~ peace officer trainee has attended a POST-certified basic course for which reimbursement has been provided, an employing jurisdiction may receive reimbursement for subsequent attendance of a POST-certified basic training course by the same trainee who has a three-year or longer break in service as a peace officer and must be retrained (Section 1008(b)).

(i) .....

## Proposed Procedure Changes

### Commission Procedure E-1

1-4. General Requirements: General requirements relating to reimbursement are as follows:

6. Non-sworn persons performing police tasks who are to be assigned or are assigned to the following job classes are eligible, without prior approval from POST, to attend training courses, as provided by Regulation Section 1014, that are specific to their assignments. Job descriptions shall be used to determine those positions eligible:

Administrative Positions  
~~Communications Technician~~  
~~Complaint/Dispatcher~~  
Criminalist  
Community Service Officer  
Evidence Technician  
Fingerprint Technician  
Identification Technician  
Jailer and Matron  
Parking Control Officer  
Polygraph Examiner  
Records Clerk

Commission Procedure E-1 (continued)

Records Supervisor

School Resource Officer

Traffic Director and Control Officer

7. Reimbursement for training which is not specific to one of the job classes enumerated in the above paragraph, must be approved by the Commission on an individual basis prior to the beginning of the course, providing such information as specified in Section 1014 of the Regulations.
  
8. A full-time public safety dispatcher, as defined in Regulation 1001(1) and (t), who is employed by a department or jurisdiction authorized to participate in the Public Safety Dispatcher Program by statute, and which is participating, may attend the POST-certified Basic Complaint/Dispatcher Course required by Regulation 1018, and the jurisdiction may be reimbursed for allowable training expenses up to the maximum hours listed in PAM E-4-3. Eligible public safety dispatchers, as specified above, without prior approval from POST may attend POST-certified seminars and technical courses which are specific to their assignments, and the jurisdiction may be reimbursed. If such seminars and courses are not specific to their assignments, reimbursement must be approved by the Commission prior to attendance of the course. Training expenses shall be reimbursed only for full-time employees as defined in Regulation 1001(1).

Commission Procedure D-1

1-7 Basic Complaint/Dispatcher Course. The Basic Complaint/Dispatcher Course contains the following Functional Areas and minimum hours. This course provides instruction regarding entry-level skills and knowledge to personnel whose duties include receiving emergency calls for services and dispatching law enforcement personnel. With prior POST approval, flexibility shall be granted to adjust hours between functional areas.

Functional Areas:

<u>1.0</u>	<u>Professional Orientation</u>	<u>( 4 hours)</u>
<u>2.0</u>	<u>Administration of Justice</u>	<u>( 4 Hours)</u>
<u>3.0</u>	<u>Legal Aspects</u>	<u>(16 Hours)</u>
<u>4.0</u>	<u>Telephone Procedures</u>	<u>(10 Hours)</u>
<u>5.0</u>	<u>Radio Procedures</u>	<u>(10 Hours)</u>
<u>6.0</u>	<u>Dispatch Practicals (Role-play exercise)</u>	<u>(12 Hours)</u>
<u>7.0</u>	<u>Stress Management</u>	<u>( 6 Hours)</u>
<u>8.0</u>	<u>Telecommunications</u>	<u>( 6 Hours)</u>

Commission Procedure D-1 (continued)

<u>9.0</u>	<u>Basic Emergency Medical Services Dispatching</u>	<u>( 4 Hours)</u>
<u>10.0</u>	<u>Unusual Incidents</u>	<u>( 6 Hours)</u>
	<u>Examinations</u>	<u>( 2 Hours)</u>
	<u>Total Minimum Required Hours</u>	<u>(80 Hours)</u>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

AMENDMENT OF COMMISSION REGULATIONS  
AND PROCEDURES

JULY 21, 1988 PUBLIC HEARING

SCRIPT

CHAIRMAN: THIS HEARING IS IN REGARD TO PROPOSED AMENDMENTS OF COMMISSION REGULATIONS AND PROCEDURES RELATING TO THE SELECTION AND TRAINING OF PUBLIC SAFETY DISPATCHERS.

EXECUTIVE  
DIRECTOR: THIS HEARING IS BEING CONDUCTED IN COMPLIANCE WITH REQUIREMENTS SET FORTH IN THE ADMINISTRATIVE PROCEDURES ACT. THE RECORDS OF COMPLIANCE ARE ON FILE AT POST HEADQUARTERS. THE PROPOSED AMENDMENTS ARE DESCRIBED IN AGENDA ITEM C AND WERE ANNOUNCED IN POST BULLETIN 88-4 AND PUBLISHED IN



THE CALIFORNIA REGULATORY NOTICE REGISTER AS  
REQUIRED BY LAW. COPIES OF THESE ITEMS ARE  
AVAILABLE AT THE REGISTRATION TABLE.

CHAIRMAN: THE PURPOSE OF THIS PUBLIC HEARING IS TO CONSIDER  
THE PROPOSAL TO ADOPT OR AMEND COMMISSION  
REGULATIONS 1001, 1003, 1006, 1010, 1015, 1018 AND  
PROCEDURES D-1 AND E-1.

EXECUTIVE  
DIRECTOR: EACH WRITTEN COMMENT THAT HAS BEEN RECEIVED HAS  
BEEN ACKNOWLEDGED AND ALL CONCERNS RESPONDED TO IN  
WRITING BY STAFF. A SUMMARY OF THE WRITTEN  
COMMENTARY THAT HAS BEEN RECEIVED REGARDING THE  
PROPOSED AMENDMENTS WILL NOW BE READ INTO THE  
RECORD:

O. R. SHIPLEY, CHIEF OF POLICE, CITY OF EUREKA,  
WROTE IN SUPPORT OF THE PROPOSAL STATING THE  
ADOPTION OF THE PROPOSAL SHOULD ACCRUE TREMENDOUS  
BENEFITS TO THE AGENCIES AND COMMUNITIES EMPLOYING  
PUBLIC SAFETY DISPATCHERS.

S. L. KNEE, CAPTAIN AND COMMANDER OF STAFF SERVICES, CITY OF GARDEN GROVE, WROTE IN SUPPORT OF THE PROPOSAL AND SUGGESTED THE COMMISSION CONSIDER REQUIRING A STRUCTURED, ON-THE-JOB FIELD TRAINING PROGRAM FOR DISPATCHERS.

JAMES W. LEE, CHIEF OF POLICE, CITY OF CORNING, WROTE IN SUPPORT OF THE PROPOSAL AND RECOMMENDED THE TRAINING BE MANDATORY FOR ALL POLICE/SHERIFF DISPATCHERS.

JAMES G. MARSHALL, CITY MANAGER, CITY OF CERES, WROTE IN SUPPORT OF THE PROPOSAL STATING THAT WITHOUT GOOD DISPATCHING, THE OFFICER IN THE FIELD BECOMES LESS EFFECTIVE AND LESS EFFICIENT. MR. MARSHALL ALSO STATED THE CITY OF CERES IS ALREADY IN COMPLIANCE WITH THE PROPOSED STANDARDS.

KENNETH FRANK, CITY MANAGER, CITY OF LAGUNA BEACH, WROTE IN OPPOSITION TO SOME PARTS OF THE PROPOSAL. MR. FRANK BELIEVES THE 80-HOUR COURSE FOR DISPATCHERS IS TOO LONG, PUBLIC SAFETY DISPATCHERS COULD ARRIVE AT THE TRAINING SITE SUNDAY EVENING TO ENABLE TRAINING TO BEGIN EARLY MONDAY MORNING, AND THE REQUIREMENT TO ATTEND THE COURSE WITHIN ONE YEAR SHOULD BE EXTENDED TO AT LEAST 2 YEARS.

RAY R. BENEVEDES, SHERIFF-CORONER, COUNTY OF LAKE, WROTE IN SUPPORT OF THE PROPOSAL AND ALSO REQUESTED THAT THE COMMISSION INCLUDE PSYCHOLOGICAL SCREENING AS ONE OF THE SELECTION CRITERIA. SHERIFF BENEVEDES STATED THAT MANY APPLICANTS RESIGN OR ARE TERMINATED WITHIN 60 TO 90 DAYS OF HIRE BECAUSE THEY DO NOT POSSESS THE BASIC PERSONALITY NECESSARY TO PERFORM STRESSFUL DUTIES.

DANIEL R. MONEZ, CHIEF OF POLICE/EXECUTIVE BOARD CHAIRMAN, NAPA CENTRAL DISPATCH, WROTE IN SUPPORT OF THE PROPOSAL AND REQUESTED THAT THE COMMISSION INCLUDE PSYCHOLOGICAL SCREENING AS ONE OF THE SELECTION CRITERIA. CHIEF MONEZ STATED THE PSYCHOLOGICAL SCREENING PROCESS IDENTIFIES CRITICAL JOB SKILLS (E.G., COGNITIVE AND MEMORY SKILLS, AND ABILITY TO COPE WITH DAY-TO-DAY PRESSURES OF THE JOB) FOR THE DISPATCHER POSITION.

GREGORY A. KAST, SERGEANT OF COMMUNICATIONS DIVISION, OAKLAND POLICE DEPARTMENT, WROTE IN SUPPORT OF THE PROPOSAL AND REQUESTED THE COMMISSION CONSIDER THE FOLLOWING SELECTION

REQUIREMENTS: PSYCHOLOGICAL SCREENING; A PRE-EMPLOYMENT WRITTEN EXAMINATION TO ASSESS READING COMPREHENSION, VOCABULARY AND RECALL ABILITY; AND A TYPING OR KEYBOARD SKILLS EXAMINATION.

GROVER C. TRASK, II, DISTRICT ATTORNEY, COUNTY OF RIVERSIDE, WROTE IN SUPPORT OF THE PROPOSAL. MR. TRASK RECOMMENDED THAT DISPATCHERS EMPLOYED BY DISTRICT ATTORNEY OFFICES BE COVERED IN THE REGULATIONS AND BE ELIGIBLE FOR REIMBURSEMENT.

WILLIAM J. NOONAN, PRESIDENT, POLICE CHIEFS ASSOCIATION OF SAN MATEO COUNTY, WROTE IN SUPPORT OF THE PROPOSAL AND ALSO SUGGESTED THAT PSYCHOLOGICAL SCREENING AND REFRESHER TRAINING BE INCLUDED IN THE PROGRAM, ~~IN THE FUTURE.~~ *set*

RICHARD K. RAINEY, SHERIFF-CORONER, CONTRA COSTA COUNTY, WROTE IN SUPPORT OF THE PROPOSAL STATING THAT ONLY THROUGH SET STANDARDS FOR SELECTION AND TRAINING CAN WE ACHIEVE THE PROFESSIONALISM THAT IS REQUIRED TO SERVE OUR COMMUNITIES.

DENNIS T. HOERTH, CAPTAIN, CITY OF MANTECA, WROTE IN SUPPORT OF THE PROPOSAL AND RECOMMENDED THAT PSYCHOLOGICAL SCREENING BE ADDED TO THE SELECTION STANDARDS.

STEVE KEIL, PERSONNEL DIRECTOR, COUNTY OF SAN LUIS OBISPO, WROTE IN SUPPORT OF THE PROPOSAL AND REQUESTED THE COMMISSION CONSIDER MODIFYING THE 12-MONTH PROBATIONARY REQUIREMENT BY REDUCING THE REQUIREMENT OR PROVIDE EXCEPTIONS FOR AGENCIES THAT FACE LEGAL PROHIBITIONS TO IMPLEMENTING A 12-MONTH PROBATIONARY PERIOD.

RECEIPT OF THE WRITTEN COMMENTARY HAS BEEN ACKNOWLEDGED BY POST; A SUMMARY OF THE COMMENTARY WAS READ INTO THE RECORD. RESPONSE TO THE CONCERNS OR OPPOSITION EXPRESSED IN THE WRITTEN COMMENTARY MUST AWAIT THE DISCUSSION AND DECISION OF THE COMMISSION.

CHAIRMAN: WE WILL NOW HEAR STAFF'S REPORT ON ADOPTING OR AMENDING COMMISSION REGULATIONS AND PROCEDURES REGARDING DISPATCHER SELECTION AND TRAINING.

CHAIRMAN: WE WILL NOW RECEIVE, FOR THE RECORD, TESTIMONY FROM THE AUDIENCE. PERSONS TESTIFYING ON THE ISSUE BEFORE US NOW ARE REQUESTED TO PLEASE STATE THEIR FULL NAME AND AGENCY AFFILIATION.

THOSE WHO OPPOSE THE RECOMMENDATION, PLEASE COME FORWARD.

CHAIRMAN: THOSE WHO SUPPORT THE RECOMMENDATION, PLEASE COME FORWARD.

CHAIRMAN: THERE BEING NO FURTHER TESTIMONY, THIS PORTION OF THE HEARING IS ENDED TO ALLOW THE COMMISSION TO ACT ON THIS ISSUE.

CHAIRMAN: THE ADMINISTRATIVE CODE REQUIRES POST TO LIST EACH OBJECTION OR RECOMMENDATION MADE BY THE PUBLIC, HOW THE PROPOSED ACTION NOW UNDER CONSIDERATION IS TO BE CHANGED TO ACCOMMODATE EACH CONCERN OR RECOMMENDATION, OR THE REASONS FOR MAKING NO CHANGE. THE CHAIR CALLS UPON THE EXECUTIVE DIRECTOR TO ADDRESS EACH WRITTEN OR ORAL CONCERN OR RECOMMENDATION MADE BY THE PUBLIC. EACH CONCERN OR RECOMMENDATION AND STAFF'S RESPONSE WILL ONLY BE SUMMARIZED HERE. EACH ISSUE RAISED IN <sup>THE</sup> STAFF'S CORRESPONDENCE IS ADDRESSED AT GREATER LENGTH, IN STAFF'S ~~REPLY~~ RESPONSES.

EXECUTIVE

DIRECTOR:

RESPONSE TO S. L. KNEE'S RECOMMENDATION THAT DEPARTMENT'S DEVELOP FIELD TRAINING PROGRAMS FOR NEW DISPATCHERS. IT IS STAFF'S UNDERSTANDING THAT THIS RECOMMENDATION WAS NOT INTENDED TO BE ACTED ON AT THIS TIME. THEREFORE, THE COMMISSION MAY IN THE FUTURE CONSIDER INCLUDING FIELD TRAINING AS A PART OF THE PUBLIC SAFETY DISPATCHER PROGRAM.

RESPONSE TO JAMES W. LEE'S RECOMMENDATION THAT THE TRAINING BE MANDATORY FOR ALL POLICE/SHERIFF DISPATCHERS. THE LEGISLATURE HAS NOT MANDATED THAT ALL POLICE/SHERIFF DISPATCHERS BE TRAINED AND STAFF BELIEVES THE COMMISSION DOES NOT HAVE THE AUTHORITY TO ADOPT SUCH A BROAD MANDATE. POLICE AND SHERIFFS DEPARTMENTS THAT PARTICIPATE IN THE POST PUBLIC SAFETY DISPATCHERS PROGRAM BY SO DOING WILL OBLIGATE THEMSELVES TO TRAINING THEIR DISPATCHERS. STAFF SUGGESTS THE COMMISSION SHOULD NOT CONSIDER MANDATING TRAINING FOR ALL POLICE/SHERIFF DISPATCHERS.

RESPONSE TO RECOMMENDATIONS OF RAY R. BENEVEDES, DANIEL R. MONEZ, GREGORY A. KAST, WILLIAM J. NOONAN, AND DENNIS T. HOERTH THAT PSYCHOLOGICAL SCREENING BE INCLUDED AS PART OF THE SELECTION PROCESS. THE COMMISSION'S BUDGET FOR FISCAL YEAR 1988/89 CONTAINS FUNDS TO EMPLOY STAFF TO CONDUCT

RESEARCH ON DISPATCHER STANDARDS. STAFF ESTIMATES 18 TO 24 MONTHS WILL BE REQUIRED TO CONDUCT A STATEWIDE JOB ANALYSIS AND SPECIFIC INDEPTH STANDARDS RESEARCH, OF WHICH PSYCHOLOGICAL SCREENING FOR THE SELECTION AND TRAINING OF PUBLIC SAFETY DISPATCHERS WILL BE A PART. STAFF, THEREFORE, SUGGESTS THE COMMISSION SHOULD NOT ADOPT A PSYCHOLOGICAL SCREENING STANDARD FOR THE SELECTION OF PUBLIC SAFETY DISPATCHERS AT THIS TIME. IT SHOULD ALSO BE NOTED THAT PENAL CODE SECTION 13510(D) STATES LOCAL OFFICIALS MAY ADOPT SELECTION AND TRAINING STANDARDS WHICH EXCEED THE MINIMUM STANDARDS ESTABLISHED BY THE COMMISSION. THEREFORE, DEPARTMENTS CAN CONTINUE OR INITIATE PSYCHOLOGICAL SCREENING AS PART OF THEIR SELECTION PROCESS.

RESPONSE TO KENNETH FRANK'S RECOMMENDATIONS THAT THE COURSE IS TOO LONG AND SHOULD BE PRESENTED IN A ONE-WEEK, INTENSIVE FORMAT, AND TO EXTEND THE ATTENDANCE OF TRAINING REQUIREMENT FROM ONE TO TWO YEARS. THE 80-HOUR COMPLAINT/DISPATCHER COURSE IS CONSIDERED TO BE THE MINIMUM ENTRY LEVEL BASIC TRAINING COURSE BY SUBJECT MATTER EXPERTS. THE LENGTH OF TIME DEVOTED TO THE INSTRUCTION FOR EACH TOPIC WAS DETERMINED TO ENSURE ADEQUATE UNDERSTANDING AND LEARNING BY THE STUDENTS, AND



THE COURSE WAS FIELD TESTED OVER A TWO-YEAR PERIOD. THEREFORE, STAFF SUGGESTS AT THIS TIME, THE COMMISSION SHOULD NOT CONSIDER SHORTENING THE COURSE.

THE REQUIREMENT FOR TRAINING BEFORE OR WITHIN ONE YEAR OF THE DATE OF EMPLOYMENT HAS BEEN DETERMINED BASED UPON A WIDE RANGE OF LOCAL PRACTICES. HERETOFORE, IT HAS BEEN THE OPINION OF THE COMMISSION AND LAW ENFORCEMENT OFFICIALS IN LARGE AND SMALL AGENCIES THAT BASIC TRAINING SHOULD PRECEDE ASSIGNMENT TO A JOB. ON-THE-JOB TRAINING BEFORE THE EMPLOYEE HAS COMPLETED PROBATION SHOULD BUILD UPON WHAT WAS LEARNED IN BASIC TRAINING AND FAMILIARIZE THE EMPLOYEE WITH THE AGENCY'S PROCEDURES AND EQUIPMENT. STAFF BELIEVES REASONABLE LATITUDE IS PROVIDED TO EMPLOYERS WHO CONFRONT DIFFERENT CONDITIONS AND, THEREFORE, THE ONE YEAR REQUIREMENT TO COMPLETE THE DISPATCHER TRAINING NEED NOT BE EXTENDED.

RESPONSE TO GREGORY A. KAST'S RECOMMENDATIONS THAT DEPARTMENTS ADMINISTER A PRE-EMPLOYMENT WRITTEN AND/OR PERFORMANCE EXAMINATIONS TO DETERMINE APPROPRIATE READING COMPREHENSION, VOCABULARY, AND SHORT TERM RECALL ABILITIES AND TYPING OR

KEYBOARD SKILLS. THE PROPOSAL BEFORE THE COMMISSION ADDRESSES INITIAL STANDARDS ONLY AND LOCAL OFFICIAL<sup>S</sup> MAY ADOPT HIGHER STANDARDS AND OTHER REQUIREMENTS. THE COMMISSION'S PLAN IS TO DEFER ADOPTION OF ADDITIONAL STANDARDS UNTIL A STATEWIDE JOB ANALYSIS AND INDEPTH STANDARDS RESEARCH IS COMPLETED.

RESPONSE TO GROVER C. TRASK'S RECOMMENDATION THAT DISPATCHERS EMPLOYED BY DISTRICT ATTORNEY'S OFFICES BE COVERED IN THE COMMISSION'S REGULATIONS AND BE ELIGIBLE FOR REIMBURSEMENT. THE PROPOSED REGULATORY ACTIONS COVER DISPATCHERS EMPLOYED BY DISTRICT ATTORNEY OFFICES.

RESPONSE TO STEVE KEIL'S RECOMMENDATION THAT THE COMMISSION MODIFY THE 12-MONTH PROBATIONARY PERIOD BY EITHER REDUCING THE REQUIREMENT OR PROVIDING EXCEPTIONS FOR AGENCIES FACED WITH LEGAL PROHIBITIONS TO IMPLEMENTATION OF A 12-MONTH PROBATIONARY PERIOD. THE COMMISSION IS AWARE THAT IN SOME JURISDICTIONS EXISTING PRACTICES ESTABLISH PROBATIONARY PERIODS OF LESS THAN 12 MONTHS. IN ORDER TO ALLOW TIME TO ADJUST THE LENGTH OF PROBATION TO COMPLY WITH THE COMMISSION'S PROPOSED REGULATION, THE PROPOSED REGULATION IS WRITTEN TO ALLOW JURISDICTIONS

REASONABLE TIME WITHIN WHICH TO EXTEND ESTABLISHED  
PROBATIONARY PERIODS TO 12 MONTHS.

CHAIRMAN: THE CHAIR NOW WELCOMES THE COMMENTS AND QUESTIONS  
OF THE COMMISSIONERS REGARDING THIS MATTER.

CHAIRMAN: HAVING CONSIDERED STAFF'S RECOMMENDATIONS AND THE  
WRITTEN AND ORAL TESTIMONY, THE CHAIR WILL NOW  
ENTERTAIN MOTIONS BY THE COMMISSION TO ADOPT OR  
AMEND COMMISSION REGULATIONS AND PROCEDURES  
REGARDING THE PUBLIC SAFETY DISPATCHER PROGRAM.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Public Hearing-Proposal to Ammend Regulation Re. Public Safety Dispatcher Program		Meeting Date July 21, 1988
Bureau Compliance & Certificate Services	Reviewed By	Researched By Darrell L. Stewart <i>DL</i>
Executive Director Approval <i>Norman C. Bachar</i>	Date of Approval July 5, 1988	Date of Report June 6, 1988
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

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

ISSUE

Should POST Regulations and Procedures be modified to implement a Public Safety Dispatcher Program in response to amendments in P.C. 13510?

BACKGROUND

Assembly Bill 546 became law on January 1, 1988. The bill amends Penal Code Section 13510 by adding a new subsection (c), and adding Section 13525 (See Attachment A).

Penal Code Section 13510(c) requires that the Commission adopt rules establishing minimum selection and training standards for public safety dispatchers having a primary responsibility for providing dispatch services for law enforcement agencies described in subsection (a). Subsection (a) includes police, sheriffs, marshals, police of districts authorized to maintain a police department, district attorney criminal investigators, and peace officers of districts receiving state (POST) aid. The law defines "primary responsibility" as performing law enforcement dispatch duties a minimum of 50% of the time worked within a pay period.

Listed in Penal Code Section 13510(c) as eligible departments and entities entitled to participate in the Public Safety Dispatcher Program are "cities, counties, cities and counties, and districts receiving state aid pursuant this chapter." This includes all of the departments currently reimbursable in the reimbursable peace officer program, including the departments defined as districts in Penal Code Section 13507, such as, the University of California, the State University and Colleges, community college districts, school districts, and regional park districts. It also includes consolidated dispatch centers utilized by law enforcement agencies even though they may be independent departments operated by a city, county, or city and county.

Penal Code Section 13525 provides that qualified departments desiring to receive aid for the training of public safety dispatchers shall include the request for aid in its application to the Commission.

The Commission, at its November 5, 1987 meeting, adopted a policy to continue reimbursing departments whose claims for such reimbursement have heretofore been accepted for non-sworn dispatcher training until the new POST Dispatcher Program is implemented.

Staff developed proposed selection and training standards and presented a report to the Commission on January 21, 1988. At that time, concerns were expressed whether sufficient time was spent in discussing the proposal with the ad hoc Dispatcher Standards Advisory Committee, whether the standards should include refresher training requirements, and whether psychological screening should be required as a standard to address the issue of a dispatcher's ability to cope with stress of the job.

After discussion, the Commission moved that staff meet again with the Dispatcher Standards Advisory Committee to discuss the issues and inclusion of psychological testing.

The Dispatcher Standards Advisory Committee met with staff on March 3-4, 1988. The following are the significant issues discussed:

1. Minimum Selection Standards

There was strong interest in the inclusion of psychological screening with the initial standards, but concern exists as to the focus of such screening (emotional stability, ability to cope with stress, or cognitive abilities) and the availability of instruments to implement job-related screening. There was similar interest in including specific disqualifiers such as prohibiting employment of convicted felons. The related concern is that without indepth research, specific disqualifiers may not be supportable or defensible.

2. Basic Training Standards

Some adjustments in topics and hours within the proposed 80-hour Complaint/Dispatcher Course were suggested. Additionally, it was proposed that flexibility, similar to that allowed for the peace officer Basic Course, be allowed to adjust topics and hours within functional areas of the course.

3. Public Safety Dispatcher Definition

The definition determines the employees who would be subject to the standards. There was strong sentiment for imposing the standards on all employees who may work in the complaint dispatcher function, including those who may provide relief for breaks. As a practical matter though, it was suggested that initial standards apply only to those specifically employed to perform complaint/dispatch duties, and that by definition peace officer employees be excluded.

4. 12 Month Probationary Period

It was suggested that a 12-month probation be adopted, but that allowance or exemption be made for those employers whose 6-month probation requirement is tied to existing charter provisions or MOUs.

5. In-Service Training

It was suggested that an in-service training mandate be deferred until after entry-level selection and training standards are enacted. While there is a strong belief in the need for in-service training, there is concern that

employers statewide may not be able to immediately accommodate such a program requirement. The intent is that further study be done pointing towards inclusion of this requirement in the program within the next 18 to 24 months.

## 6. Certificate Program

There was interest in a professional certificate program for dispatchers. Work should commence on the development of requirements for a certificate program, and that implementation be considered in the future.

Staff presented the proposed selection and training standards to the Commission at their April 21, 1988, meeting in Sacramento. After discussion and clarification, the Commission moved to set the issue for public hearing on July 21, 1988.

The required legal notices announcing the public hearing were distributed statewide as POST Bulletin 88-4 (See Attachment B).

### ANALYSIS

Implementation of the Dispatcher Standards program requires enactment of regulations concerning participation eligibility, reimbursement for training, standards for selection and training of personnel, and related administrative requirements. This report includes proposals concerning all of these areas. Based upon work conducted by the Commission and staff in prior years, a survey of public safety dispatcher employers conducted in the Fall of 1987, and inputs received from an advisory committee convened to assist staff in the formulation of proposed standards; the proposals contained in this report are believed to constitute a reasonable and acceptable foundation for the program.

The proposed standards for selection of personnel are procedural in nature. Hiring decisions following these proposed procedural requirements would be left to the employer.

The Commission's proposed budget for the 1988/89 FY contains funds for the employment of permanent staff to conduct research on dispatcher standards. It is envisioned that 18 to 24 months will be required to conduct statewide job analysis and specific indepth standards research.

This work may lead to the identification of need and justification for the future proposal of additional selection requirements that could be either specific disqualifiers or added procedural requirements. Completion of future research is believed necessary before enactment of standards beyond those proposed in this report.

The initial standards proposed are as follows:

#### Proposed selection standards:

1. Background Investigation: A thorough background investigation shall be conducted to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall include a check of Department of Motor Vehicle records, and a search of local, state, and national fingerprint files to disclose any criminal record. Result of the background investigation shall be reduced to writing and retained by the department.

2. Medical Examination: A medical examination shall be conducted to verify the absence of any medical condition which would preclude the safe and efficient performance of dispatcher duties. Written verification that the medical examination was conducted in accordance with this requirement, signed by a licensed physician and surgeon, shall be retained by the department.
3. Oral Communications: Oral communication skills shall be evaluated to assure the presence of skill levels commensurate with the performance of dispatcher duties.

Proposed training standard:

The POST-developed 80-hour Complaint/Dispatcher Course be adopted as the minimum basic training for public safety dispatchers participating in the program, and that the course be completed within 12 months of hire.

Probation requirement:

Satisfactory completion of at least a 12-month probationary period be required for all public safety dispatchers in the program. Departments with probation periods of less than 12 months, upon entry into the program, can be given time waivers in order to change their probation periods if they are included in ordinances, charters, or MOUs.

It is suggested that the proposed new public safety dispatcher standards be adopted as POST Regulation 1018. Related changes will be required in some existing regulations and procedures. (See Attachment C, Proposed New Regulation 1018; Attachment D, Other Regulation Changes including Regulation 1003, Notice of Appointment/Termination; and Attachment E, Proposed Procedure changes.)

The proposed definition of a public safety dispatcher, for inclusion in regulation 1001, includes call-takers, dispatchers, and others such as supervisors who are involved in receiving calls for service and/or dispatching law enforcement personnel. The effect of the definition will be that all individuals employed by participating agencies, either full-time or part-time, to perform complaint/dispatch duties will be subject to the selection and training standards if the agency joins the program. Consistent with law, only the full-time employees would be eligible for reimbursement.

Penal Code Section 13510(c) does not specifically provide for the inclusion of all local law enforcement dispatchers nor does it include any state agencies, such as the California Highway Patrol or the State Police in the Public Safety Dispatcher program. These agencies may be included on a non-reimbursable basis, if the Commission desires, by specific language that may be incorporated in Commission Regulations to establish a Specialized Public Safety Dispatcher Program. Because the Commission has allowed non-reimbursable peace officers of participating agencies to participate in a specialized law enforcement program, it is proposed that similar arrangements be made for public safety dispatchers not listed in 13510(c) of the Penal Code.

To enter the Public Safety Dispatcher Programs, a separate ordinance, resolution, or letter of intent will be required of all governmental jurisdictions including those now training dispatchers and receiving POST reimbursement. A sample ordinance, resolution, and letter of intent, along with an informational packet, will be provided to interested agencies.

A summary of the major program elements include the following:

1. Selection standards requiring a background investigation, medical examination, and evaluation of oral communications.
2. Entry level training standard requiring completion of the POST 80-hour complaint/dispatcher course within 12 months of hire.
3. Probation period of at least 12 months.
4. Definition of Public Safety Dispatcher to include those performing complaint reception as well as dispatch duties, and to include part-time employees.
5. Establishment of a voluntary non-reimbursable specialized dispatcher program to allow participation by state agencies and others not eligible for the statutory program.
6. Administrative regulations as described.

#### RECOMMENDATION

Subject to input at the public hearing, adopt the new and revised regulations as proposed with an effective date of January 1, 1989.



## Assembly Bill No. 546

## CHAPTER 971

An act to amend Section 13510 of, and to add Section 13525 to, the Penal Code, relating to crimes.

[Approved by Governor September 22, 1987. Filed with Secretary of State September 23, 1987.]

## LEGISLATIVE COUNSEL'S DIGEST

AB 546, Condit. Local law officers: standards and training.

Existing law requires the Commission on Peace Officer Standards and Training to establish and enforce minimum standards relating to peace officer members of specified entities.

This bill would require the commission to additionally establish and enforce minimum standards relating to local public safety dispatchers, as defined.

Existing law provides for grants of state aid by the commission to local governments and districts from the Peace Officers' Training Fund.

This bill would provide that any governmental entity desiring to receive that state aid for the training of regularly employed and paid local public safety dispatchers shall include the request for that aid in its application to the commission for the aid.

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

SECTION 1. Section 13510 of the Penal Code is amended to read:  
 13510. (a) For the purpose of raising the level of competence of local law enforcement officers, the commission shall adopt, and may, from time to time amend, rules establishing minimum standards relating to physical, mental, and moral fitness, which shall govern the recruitment of any city police officers, peace officer members of a county sheriff's office, marshals or deputy marshals of a municipal court, reserve officers as defined in subdivision (a) of Section 830.6, policemen of a district authorized by statute to maintain a police department, regularly employed and paid inspectors and investigators of a district attorney's office as defined in Section 830.1 who conduct criminal investigations, or peace officer members of a district, in any city, county, city and county, or district receiving state aid pursuant to this chapter, and shall adopt, and may, from time to time amend, rules establishing minimum standards for training of city police officers, peace officer members of county sheriff's offices, marshals or deputy marshals of a municipal court, reserve officers as defined in subdivision (a) of Section 830.6, policemen of a district authorized by statute to maintain a police department, regularly employed and paid inspectors and investigators of a district

attorney's office as defined in Section 830.1 who conduct criminal investigations, and peace officer members of a district which shall apply to those cities, counties, cities and counties, and districts receiving state aid pursuant to this chapter. All such rules shall be adopted and amended pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1, of Division 3 of Title 2 of the Government Code.

(b) 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.

(c) For the purpose of raising the level of competence of local public safety dispatchers, the commission shall adopt, and may, from time to time amend, rules establishing minimum standards relating to the recruitment and training of local public safety dispatchers having a primary responsibility for providing dispatching services for local law enforcement agencies described in subdivision (a), which standards shall apply to those cities, counties, cities and counties, and districts receiving state aid pursuant to this chapter. All such rules shall be adopted and amended pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1, of Division 3, of Title 2 of the Government Code. As used in this section, "primary responsibility" refers to the performance of law enforcement dispatching duties for a minimum of 50 percent of the time worked within a pay period.

(d) Nothing in this section shall prohibit a local agency from establishing selection and training standards which exceed the minimum standards established by the commission.

SEC. 2. Section 13525 is added to the Penal Code, to read:

13525. Any city, county, city and county, or district which desires to receive state aid pursuant to this chapter for the training of regularly employed and paid local public safety dispatchers, as described in subdivision (c) of Section 13510, shall include that request for aid in its application to the commission pursuant to Sections 13522 and 13523.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083



June 3, 1988

Bulletin: 88-4

Subject: PUBLIC HEARING TO CONSIDER REGULATIONS TO IMPLEMENT THE PUBLIC SAFETY DISPATCHER PROGRAM

A public hearing has been scheduled, in conjunction with the July 21, 1988 Commission meeting in San Diego, for the purpose of considering proposed Commission Regulations regarding selection and training standards for Public Safety Dispatchers. These standards have been developed in compliance to Penal Code Section 13510(c), as added by Chapter 971 of 1987.

According to this provision of law, which became effective on January 1, 1988, the Commission is required to adopt rules establishing minimum selection and training standards for local Public Safety Dispatchers having a responsibility for providing dispatch services for prescribed local law enforcement agencies. These local agencies wishing to receive POST reimbursement for approved training expenditures of eligible Public Safety Dispatchers must agree, via ordinance, resolution or, in some cases, a letter of intent adopted by their governing body, to adhere to the POST standards for this class. There is no requirement in law that mandates participation in the Public Safety Dispatcher program. This program is separate and distinct from the regular and specialized POST programs currently maintained for peace officers, and therefore agencies participating in those programs are under no obligation to participate in the new Public Safety Dispatcher program.

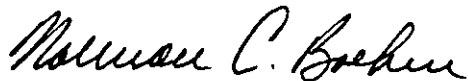
Local agencies eligible to participate and receive reimbursement of approved Public Safety Dispatcher training costs include City Police Departments, County Sheriff Departments, California State University and Colleges Police Departments, Community College Police Departments, School District Police Departments, and Transit District Police Departments. City-operated or county-operated consolidated dispatch centers are also eligible to participate if the majority of their work time is devoted to dispatching for local law enforcement agencies. A non-reimbursable Specialized Public Safety Dispatcher program is proposed for those state and local law enforcement agencies that are not included in the law.

For purposes of both the proposed regular and specialized law enforcement Public Safety Dispatcher programs, "Public Safety Dispatcher" is proposed to be defined as a non-peace officer employee assigned to either full-time or part-time duties which include receiving emergency calls for service and/or dispatching law enforcement personnel. The initial minimum selection and training standards are proposed to include:

1. A medical examination
2. A thorough background investigation
3. An evaluation of oral communication skills
4. Completion of a POST-certified 80-hour complaint/dispatcher course within one year of hire
5. Completion of a minimum 12-month probationary period.

The Commission may adopt the Public Safety Dispatcher program as proposed, or with modifications which are based on input at the public hearing. Written and oral input is invited.

The attached Notice of Public Hearing, required by the Administrative Procedures Act, provides details concerning the proposed additions and amendments of the Regulation; the Notice also provides information regarding the hearing process. Inquiries concerning the proposed action may be directed to Georgia Pinola, Staff Services Analyst, at (916) 739-5400.



• NORMAN C. BOEHM  
Executive Director

Attachment

Commission on Peace Officer Standards and Training

NOTICE OF PUBLIC HEARING

AMENDMENT OF COMMISSION REGULATIONS AND PROCEDURES

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested in Sections 13503, 13506, and 13510 of the Penal Code to interpret and make specific Sections 13510(c) and 13525 of the Penal Code, proposes to adopt, and amend or repeal the Commission Regulations in Chapter 2 of Title 11 of the California Administrative Code. A public hearing regarding these proposals will be held before the Commission on:

Date: Thursday, July 21, 1988

Time: 10:00 a.m.

Place: Holiday Inn, Embaradero  
1355 N. Harbor Drive  
San Diego, CA 92101

Notice is also hereby given that any interested person may present oral or written statements or arguments, relevant to the action proposed, during the public hearing.

INFORMATIVE DIGEST

Legislation, effective January 1, 1988, amended Penal Code Section 13510 by adding a new subsection (c). This subsection requires the Commission on Peace Officer Standards and Training to adopt rules establishing minimum selection and training standards for public safety dispatchers having primary responsibility for providing dispatch services to law enforcement agencies described in subsection (a) of Penal Code Section 13510. Subsection (a) includes police, sheriffs, marshals, police of districts authorized by statute to maintain a police department, district attorney criminal investigators, and peace officers of certain entities defined as districts for the purposes of the POST program. This includes agencies defined as districts in Penal Code Section 13507, such as the University of California, the State University and Colleges, community college districts, school districts, and regional park or transit districts. Also permitted by penal Code 13510(c) are consolidated dispatch centers utilized by law enforcement agencies when the centers are operated by a city, county, or city and county, or operated as a joint powers communications agency providing dispatching services to the above-described law enforcement personnel serving the principals in the joint powers agency. The public safety dispatcher provisions in Penal Code Section 13510 require development of a voluntary program in which the described entities may participate and receive POST reimbursement for dispatcher training expenses. The proposed program, in addition, will permit non-reimbursable agencies (such as those agencies that now participate in the POST program with regard to their peace officer employees) also to participate on a non-reimbursable basis with regard to their dispatchers.

Implementation of a Public Safety Dispatcher Program requires adoption of Regulations concerning participation eligibility, standards for selection and training of personnel, reimbursement for training, and related administrative procedures. Based upon work that has been conducted by POST (e.g., a survey, of public safety dispatcher employers, which was conducted in the fall of 1987, and inputs received from an ad hoc advisory committee convened to assist in the formulation of proposed standards), the proposed Public Safety Dispatcher Program was developed. The proposed selection standards are procedural in nature, with the hiring decisions left to the employing entities.

Proposed selection standards:

1. Background Investigation: A thorough background investigation shall be conducted to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall include a check of Department of Motor Vehicle records, and a search of local, state, and national fingerprint files to disclose any criminal record. Results of the background investigation shall be prepared in writing and retained by the agency.
2. Medical Examination: A medical examination shall be conducted to verify the absence of any medical condition which would preclude the safe and efficient performance of dispatcher duties. Written verification that the medical examination was conducted in accordance with this requirement, signed by a licensed physician and surgeon, shall be retained by the agency.
3. Oral Communications: Oral communication skills shall be evaluated to assure the presence of skill levels commensurate with the performance of dispatcher duties.

Proposed training standard:

The POST 80-hour Complaint/Dispatcher Course shall be the minimum basic training for public safety dispatchers participating in the program, and the course shall be satisfactorily completed before or within 12 months after hire.

Probation requirement:

Satisfactory completion of at least a 12-month probationary period shall be required for all public safety dispatchers in the program. Agencies with probation periods of less than 12 months, upon entry into the program, shall be given time waivers in order to increase their probation periods to at least one year if such provisions are included in ordinances, charters, or memorandums of understanding.

The provisions for the the Public Safety Dispatcher Program are to be added to the current Regulations which heretofore principally related to peace officers. A new Regulation 1018 is proposed to establish the Public Safety Dispatcher Program and the Specialized Public Safety Dispatcher Program. This Regulation will set forth the selection and training requirements. Modifications to current Regulations are proposed in order to integrate the procedures for the Public Safety Dispatcher Programs. As proposed eligible agencies that employ

dispatchers will relate with POST in a similar manner as with their peace officers. It is also proposed that many of the forms used for peace officers will be used (after modification as necessary) for dispatchers.

Proposed Regulation 1001(t) defines a Public Safety Dispatcher as a non-peace officer who is employed full time or part-time to perform duties which include receiving emergency calls for law enforcement services and/or dispatching law enforcement personnel. The program is designed for all defined personnel who are employed to dispatch, either full time or part-time, but does not prohibit temporary or emergency re-assignment of other employees to perform dispatch duties. The definition does not include peace officers, as they are selected and trained based on other standards.

Based on Penal Code Section 13510(c), entry into the Public Safety Dispatcher Program will require submission of an ordinance, resolution or letter of intent. The same is required for an agency to enter the POST program for its peace officers.

#### PUBLIC COMMENT

The Commission welcomes and invites written comments on the proposed actions. All written comments must be received at POST no later than 4:30 p.m. on July 18, 1988. Written comments should be directed to Norman C. Boehm, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

#### ADOPTION OF PROPOSED REGULATIONS

After the hearing, and consideration of oral and written public comments, the Commission may adopt the proposals substantially as set forth without further notice. If the proposed text is modified prior to adoption and the change is related but not solely grammatical or nonsubstantial in nature, the full text of the resulting regulation will be made available, at least 15 days before the date of adoption, to all persons who testified or submitted written comments at the public hearing, all persons whose comments were received by POST during the public comment period, and all persons who requested notification from POST of the availability of such changes. A request for the modified text should be addressed to the Executive Director. The Commission will accept written comments on the modified text for 15 days after the date on which the revised text is made available.

#### TEXT OF PROPOSAL

Copies of the Statement of Reasons and exact language of the proposed action may be obtained at the hearing or prior to the hearing upon request in writing to the contact person at the above address. This address also is the location of all information considered as the basis for these proposals. The information will be maintained for inspection during the Commission's normal business hours (8 a.m. to 5 p.m.).

## ESTIMATE OF ECONOMIC IMPACT

The Commission has determined that the proposed changes: (1) will have no effect on housing costs; (2) do not impose any new mandate upon local agencies or school districts; (3) involve no increased nondiscretionary costs of savings to any local agency, school district, state agency, or federal funding to the State; (4) will have no adverse economic impact on small businesses; and (5) involve no significant cost to private persons or entities.

In order to take this action, the Commission must determine that no alternative considered by the Commission would be more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons than the proposed action.

### CONTACT PERSON

Inquiries concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Georgia Pinola, Staff Services Analyst, at the above-listed address, or by telephone at (916) 739-5400.



PROPOSED NEW REGULATION

1018. Public Safety Dispatcher Programs

(a) The Commission shall establish a Public Safety Dispatcher Program for the purpose of raising the level of competence of public safety dispatchers having primary responsibility for providing dispatching services for local law enforcement agencies listed in subsection (a) of Penal Code Section 13510.

(b) Specialized Public Safety Dispatcher Program

Any public jurisdiction or agency, other than those described in Penal Code Section 13510(a), which employs public safety dispatchers whose primary responsibility is providing dispatch services for law enforcement personnel, may participate in the Specialized Public Safety Dispatcher Program. Such participants shall not be eligible for reimbursement. All rules and procedures, except reimbursement provisions, that apply to the Public Safety Dispatcher Program shall also apply to the Specialized Public Safety Dispatcher Program.

(c) Minimum Selection Standards for Public Safety Dispatchers

(1) Every public safety dispatcher shall be subject to the following requirements:

1018. Public Safety Dispatcher Program (continued)

- a) Background Investigation: A thorough background investigation shall be conducted before hire to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall include a check of Department of Motor Vehicle records, and a search of local, state, and national fingerprint files to disclose any criminal record. Results of the background investigation shall be reduced to writing and retained by the department.
- b) Medical Examination: A medical examination shall be conducted before hire to verify the absence of any medical condition which would preclude the safe and efficient performance of dispatcher duties. Signed written verification of the medical examination having been conducted in accordance with this requirement, by a licensed physician and surgeon, shall be retained by the department.
- c) Oral Communications: Oral communication skills shall be evaluated before hire to assure the presence of skill levels commensurate with the performance of dispatcher duties.

1018. Public Safety Dispatcher Program (continued)

(d) Minimum training standards for public safety dispatchers

- (1) Every public safety dispatcher shall satisfactorily complete the POST-certified Basic Complaint/Dispatcher Course as set forth in PAM, Section D-1-7 before or within 12 months after the date of appointment, promotion, reclassification, or transfer to a public safety dispatcher position.

(e) Probation Period

- (1) Every public safety dispatcher after hire shall demonstrate competence in the performance of the duties of a public safety dispatcher by satisfactory completion of a probationary period of at least 12 months. Upon entry into the program, departments with a probation period of less than 12 months, when established by ordinance, charter, or memorandum of understanding, shall be granted a waiver of this requirement until a 12-month probation period can be established.

PAM Section D-1-7 adopted effective \_\_\_\_\_ \* \_\_\_\_\_ is herein incorporated by reference.

\*This date is to be filled in by OAL.

3019C/231

## OTHER REGULATION CHANGES

### 1001. Definitions

- (h) "Department" in the Regular Program is a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, the California Highway Patrol, the University of California Police, the California State University and Colleges Police, marshals departments, district attorney offices employing investigators, and Community College District Police; in the Specialized Program "department" is a specialized agency, department, division, branch, bureau, unit, section, office or district that provides investigative or general law enforcement services; and in the Public Safety Dispatcher Program and Specialized Public Safety Dispatcher Program, "department" is the governmental entity which provides the dispatch services.
- (1) "Full-time Employment" as defined by local charter or ordinance; and, the employee normally works in excess of 20 hours weekly or 87 hours monthly; and, the employee is tenured or has a right to due process in personnel matters; and, the employee is entitled to ~~public safety~~ workmans compensation and retirement provisions as are other full-time ~~peace officer~~ employees of the same personnel classification in the department.

1001. Definitions (continued)

- (t) "Public Safety Dispatcher" is a non-peace officer who is employed full time or part time to perform duties which include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel.

NOTE: Present (t) through (z) and (aa) will be relettered.

1003. Notice of ~~Peace Officer~~ Appointment/Termination

Whenever a regular, specialized, limited function, 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 the Notice of Appointment/Termination Form 2-114 (Rev ), ~~a form approved by the Commission~~ as prescribed in PAM, Section C-4, "Notice of ~~Peace Officer~~ Appointment/Termination." For departments in the Public Safety Dispatcher Programs, the form shall be submitted whenever a person is appointed, promoted, reclassified, or transferred to a public safety dispatcher position, or whenever the person is terminated from a public safety dispatcher position.

1006. Extension of Time Limit for Course Completion

- (a) The Commission will ~~may~~ grant an extension of time limit for completion of any course required by Section 1005 or 1018 of the Regulations upon presentation of satisfactory evidence by a

1006. Extension of Time Limit for Course Completion (continued)

department that a peace officer or dispatcher is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction; or upon presentation of evidence by a department that a peace officer or dispatcher is unable to complete the required course within the time prescribed. Time extensions granted under this sub-section shall not exceed that which is reasonable, bearing in mind each individual circumstance.

1010. Eligibility for Participation

- (a) To be eligible for participation in the POST Program, a jurisdiction or ~~agency~~ department must adhere to the minimum standards for selection and training as defined in Regulations 1002, 1005, and 1009, for every peace officer, and for every ~~peace officer~~ dispatcher employed by a ~~the~~ jurisdiction or ~~agency~~ department the minimum standards for selection and training as defined in Regulation 1018. The minimum standards for selection and training of peace officers and/or public safety dispatchers shall apply only to jurisdictions or departments that have pledged to adhere to these standards.
- (b) A jurisdiction or agency shall be ineligible to participate if it:
- (1) Employs one or more peace officers or dispatchers who do not meet the minimum standards for employment; or

1010. Eligibility for Participation (continued)

- (2) Does not require that every peace officer or dispatcher satisfactorily completes the required training as prescribed in these Regulations; or
- (3) Has in its employ any Regular Program peace officer hired after January 1, 1971, who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer, or as otherwise determined by the Commission in PAM, Section F-1-5-a; or
- (4) Effective upon entry into the Specialized Law Enforcement Certification Program, has in its employ any specialized peace officer hired thereafter who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date first hired as a peace officer; or
- (5) Fails to permit the Commission to make such inquiries and inspection of records as may be necessary to verify claims for reimbursement or to determine whether the jurisdiction or ~~agency~~ department is, in fact, adhering to the Commission's Regulations.

(c) .....

## 1015. Reimbursements

### (a) Proportionate Reimbursement

~~In the Regular Program,~~ Reimbursements to cities, counties, and districts shall be granted by the Commission in accordance with Section 13523 Penal Code.

- (1) Marshals' and district attorneys' departments are included in the Regular Program for reimbursement even though individual officers employed by the agencies have retained specialized peace officer classification.
- (2) A jurisdiction that employs limited function peace officers may be reimbursed for allowable expenses related to attendance of POST-certified courses.

(b) .....

### (c) Training Expenses May Be Claimed Only Once

When a ~~Regular Program~~ trainee has attended a course certified by the Commission for which reimbursement has been legally requested and paid, an employing jurisdiction may not receive reimbursement for subsequent attendance by the same trainee of the same course except where attendance of the course is authorized to be repeated periodically, such as for Seminars, Advanced Officer Courses, and selected Technical Courses which deal with laws, court decisions, procedures,



1015. Reimbursements (continued)

techniques and equipment which are subject to rapid development or change. Exceptions or special circumstances must be approved by the Executive Director prior to beginning the training course.

(d) .....

(e) .....

(f) Reimbursement may be made to a jurisdiction which terminates a ~~Regular Program~~ Basic Course trainee, allows a trainee to resign prior to completion of a certified basic course, or if the trainee is unable to complete a certified basic course due to illness, injury, or other physical or academic deficiency, provided the background investigation requirements ~~of Regulation 1002(a)~~ have been completed prior to the trainee's appointment date and the date the course began. The remaining reimbursement entitlement ~~(up to 400 hours maximum)~~ for those trainees eligible to be re-enrolled, may be applied to any certified basic course which is subsequently attended.

(g) Reimbursement may be paid to a jurisdiction when a ~~Regular Program~~ trainee fails a certified basic course only because of not passing a locally required training subject(s), but the trainee otherwise satisfactorily completes the course.

1015. Reimbursements (continued)

(h) When a ~~Regular Program~~ peace officer trainee has attended a POST-certified basic course for which reimbursement has been provided, an employing jurisdiction may receive reimbursement for subsequent attendance of a POST-certified basic training course by the same trainee who has a three-year or longer break in service as a peace officer and must be retrained (Section 1008(b)).

(i) .....

## Proposed Procedure Changes

### Commission Procedure E-1

1-4. General Requirements: General requirements relating to reimbursement are as follows:

6. Non-sworn persons performing police tasks who are to be assigned or are assigned to the following job classes are eligible, without prior approval from POST, to attend training courses, as provided by Regulation Section 1014, that are specific to their assignments. Job descriptions shall be used to determine those positions eligible:

Administrative Positions  
~~Communications Technician~~  
~~Complaint/Dispatcher~~  
Criminalist  
Community Service Officer  
Evidence Technician  
Fingerprint Technician  
Identification Technician  
Jailer and Matron  
Parking Control Officer  
Polygraph Examiner  
Records Clerk

Commission Procedure E-1 (continued)

Records Supervisor

School Resource Officer

Traffic Director and Control Officer

7. Reimbursement for training which is not specific to one of the job classes enumerated in the above paragraph, must be approved by the Commission on an individual basis prior to the beginning of the course, providing such information as specified in Section 1014 of the Regulations.
  
8. A full-time public safety dispatcher, as defined in Regulation 1001(1) and (t), who is employed by a department or jurisdiction authorized to participate in the Public Safety Dispatcher Program by statute, and which is participating, may attend the POST-certified Basic Complaint/Dispatcher Course required by Regulation 1018, and the jurisdiction may be reimbursed for allowable training expenses up to the maximum hours listed in PAM E-4-3. Eligible public safety dispatchers, as specified above, without prior approval from POST may attend POST-certified seminars and technical courses which are specific to their assignments, and the jurisdiction may be reimbursed. If such seminars and courses are not specific to their assignments, reimbursement must be approved by the Commission prior to attendance of the course. Training expenses shall be reimbursed only for full-time employees as defined in Regulation 1001(1).

Commission Procedure D-1

1-7 Basic Complaint/Dispatcher Course. The Basic Complaint/Dispatcher Course contains the following Functional Areas and minimum hours. This course provides instruction regarding entry-level skills and knowledge to personnel whose duties include receiving emergency calls for services and dispatching law enforcement personnel. With prior POST approval, flexibility shall be granted to adjust hours between functional areas.

Functional Areas:

<u>1.0</u>	<u>Professional Orientation</u>	<u>( 4 hours)</u>
<u>2.0</u>	<u>Administration of Justice</u>	<u>( 4 Hours)</u>
<u>3.0</u>	<u>Legal Aspects</u>	<u>(16 Hours)</u>
<u>4.0</u>	<u>Telephone Procedures</u>	<u>(10 Hours)</u>
<u>5.0</u>	<u>Radio Procedures</u>	<u>(10 Hours)</u>
<u>6.0</u>	<u>Dispatch Practicals (Role-play exercise)</u>	<u>(12 Hours)</u>
<u>7.0</u>	<u>Stress Management</u>	<u>( 6 Hours)</u>
<u>8.0</u>	<u>Telecommunications</u>	<u>( 6 Hours)</u>

Commission Procedure D-1 (continued)

<u>9.0</u>	<u>Basic Emergency Medical Services Dispatching</u>	<u>( 4 Hours)</u>
<u>10.0</u>	<u>Unusual Incidents</u>	<u>( 6 Hours)</u>
	<u>Examinations</u>	<u>( 2 Hours)</u>
	<u>Total Minimum Required Hours</u>	<u>(80 Hours)</u>

3019C/231

# Memorandum

George Williams, Chief  
Information Services Bureau

Date : March 24, 1988

*Georgia*  
Georgia Pinola, Staff Services Analyst

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

Subject: PUBLIC HEARING DOCUMENTS SCHEDULE - JULY 21, 1988 COMMISSION MEETING

The schedule for preparation and submission of OAL-related documents for regulatory action items to be addressed at the July Commission meeting is listed below:

<u>ITEM</u>	<u>DEADLINE</u>
Submit the following items to Information Services Bureau AFTER review and approval by the Executive Office:	
o Copies of letters, reports, studies, and field input affecting or prompting proposed action	May 13, 1988
o Strikeout/underline version of proposed language	
o Fiscal Impact Statement	
o Initial Statement of Reasons	
o Notice of Proposed Adoption	
o Bulletin	
Submit above in finished format to the Office of Administrative Law (OAL)	May 24, 1988
Publish in Notice Register and POST bulletin	June 3, 1988
Written comment deadline from field	July 18, 1988
Commission Meeting	July 21, 1988

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

## GENERAL INFORMATION

(916) 739-5328

## EXECUTIVE OFFICE

(916) 739-3864

## BUREAUS

Administrative Services

(916) 739-5354

Center for Executive

Development

(916) 739-2093

Compliance and Certificates

(916) 739-5377

Information Services

(916) 739-5340

Management Counseling

(916) 739-3868

Standards and Evaluation

(916) 739-3872

Training Delivery Services

(916) 739-5394

Training Program Services

(916) 739-5372

Course Control

(916) 739-5399

Professional Certificates

(916) 739-5391

Reimbursements

(916) 739-5367

Resource Library

(916) 739-5353

June 14, 1988

O. R. Shipley  
Chief of Police  
Eureka Police Department  
604 C Street  
Eureka, CA 95501

Dear Chief Shipley:

This is to acknowledge your letter of support regarding the Commission's proposal to amend Commission Regulations and Procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,

NORMAN C. BOEHM  
Executive Director



6-10-88



# CITY OF EUREKA

EUREKA POLICE DEPARTMENT

604 C Street

Eureka, California 95501

(707) 442-4545

Office of the Chief of Police

June 7, 1988

Norman C. Boehm  
Executive Director  
Commission on Peace Officer Standards and Training  
1601 Alhambra Boulevard  
Sacramento, California 95816-7083

Dear Norm:

In response to Bulletin 88-4, regarding the Public Hearing To Implement The Public Safety Dispatcher Program, please accept this written response in support of the proposed program.

As you know, I have long believed that Public Safety Dispatchers have been overlooked in terms of appropriate selection and training standards and in my view the adoption of rules addressing this matter should accrue tremendous benefits to the agencies and communities employing Public Safety Dispatchers. In conclusion, please add my support for this program to those which you will no doubt receive from other chiefs and sheriffs.

Sincerely,

O.R. SHIPLEY  
Chief of Police

cc: City Manager  
Fire Chief

JUN 21 1988  
NAC

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

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June 15, 1988

S. L. Knee, Captain  
Commander  
Staff Services Bureau  
City of Garden Grove  
11301 Acacia Parkway  
Garden Grove, CA 92640

Dear Captain Knee:

This is to acknowledge your letter of support regarding the Commission's proposal to amend Commission Regulations and Procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

Your suggestion that the Commission consider a requirement that departments use a Field Training Program for dispatchers was clarified after receipt of your letter in a discussion with staff. It is our understanding that this suggestion is not intended to apply to the present rule-making proposal. But that you intend that the Commission consider this idea in the future when expansion of the Dispatcher Program is contemplated. It is also our understanding that the type of field training you have in mind is a structured on-the-job training program to be used either before or after formal Dispatcher Basic Training.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,

A handwritten signature in cursive script, appearing to read "Norman C. Boehm".

NORMAN C. BOEHM  
Executive Director

# CITY OF GARDEN GROVE, CALIFORNIA

11301 ACACIA PARKWAY, GARDEN GROVE, CALIFORNIA 92640



POLICE DEPARTMENT

June 7, 1988

Mr. Norman C. Boehm  
Executive Director  
Commission on Peace Officer  
Standards and Training  
1601 Alhambra Blvd.  
Sacramento, CA 95816-7083

Dear Mr. Boehm:

The Garden Grove Police Department is pleased that the Commission on Peace Officer Standards and Training has been given the authority to improve the selection and training of police dispatchers.

The police dispatcher is a key person in the chain of events created when a crime or a life-threatening emergency occurs. If the dispatcher is not properly trained, it is highly probable that the call will not be handled in the most effective manner.

As a result of the critical nature of the work performed by the dispatcher, I would encourage the commission to consider a requirement that departments develop a training program similar to the Field Training Program required of new officers. This standard would encourage departments to further improve the performance of their dispatcher.

I would like to commend P.O.S.T. staff for the development of Dispatcher Standards. These standards will certainly assist California law enforcement in providing more effective service to their communities.

Sincerely,

S. L. Knee, Captain  
Commander  
Staff Services Bureau

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SLK:m1

714-741 5909

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

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*Resource Library*

(916) 739-5353

June 14, 1988

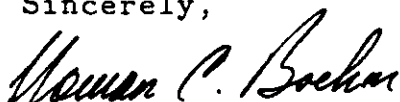
James W. Lee  
Chief of Police  
City of Corning  
774 Third Street  
Corning, CA 96021

Dear Chief Lee:

This is to acknowledge your letter of support regarding the Commission's proposal to amend Commission Regulations and procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,

NORMAN C. BOEHM  
Executive Director

**JAMES W. LEE**  
Chief of Police



**CITY OF CORNING**  
774 Third St.  
Corning Ca. 96021  
(916) 824-5424

JUN 10 1 50 PM '88

June 8, 1988

Mr. Norman C. Boehm  
Executive Director  
Commission on Peace Officer Standard Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

Dear Mr. Boehm:

I would like to offer my total support for the proposed implementation of POST training for Public Safety Dispatchers.

I also recommend that this training be mandatory for all police/sheriff dispatchers.

Sincerely,  
*James W. Lee*  
James W. Lee  
Chief of Police

JWL/ac

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

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*Resource Library*

(916) 739-5353

June 14, 1988

James G. Marshall  
City Manager  
City of Ceres  
2720 Second Street  
Ceres, CA 95307-0217

Dear Mr. Marshall:

This is to acknowledge your letter of support regarding the Commission's proposal to amend Commission Regulations and procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,

NORMAN C. BOEHM  
Executive Director

P.O. BOX 2176-142  
2720 SECOND STREET  
CERES, CA 95307-0217  
(209) 537-8911



CITY COUNCIL  
Lewis Arrollo, Mayor  
Paul Caruso                      Jeffrey D. McKay  
Barbara Hinton                  Richard McBride

June 8, 1988

Norman C. Boehm  
Executive Director  
Commission on Peace  
Officers Standards  
and Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816

SUBJECT: Public Safety Dispatcher Program - Bulletin 88-4

Dear Mr. Boehm:

I have received your notice dated June 3, 1988 relative a public hearing to consider regulations to implement a Public Safety Dispatcher Program.

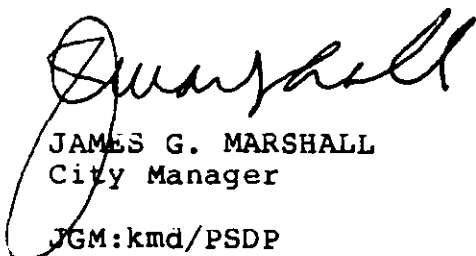
Please advise the Commission that this city is supportive of such a program.

This city is already in compliance with the proposed standards.

Without good dispatching, the officer in the field becomes less effective and less efficient.

Please convey our support during your public hearing process.

Sincerely,

  
JAMES G. MARSHALL  
City Manager

JGM:kmd/PSDP

cc: Gail W. Peterson,  
Police Chief

JUN 13 1 45 PM '88  
COMMISSION ON P.O.S.

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083GENERAL INFORMATION  
(916) 739-5328EXECUTIVE OFFICE  
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(916) 739-5372*Course Control*  
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(916) 739-5353

July 8, 1988

Kenneth Frank  
City Manager  
City of Laguna Beach  
505 Forest Avenue  
Laguna Beach, CA 92651

Dear Mr. Frank:

This is to acknowledge your letter regarding the Commission's proposal to amend Commission Regulations and Procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers. I will address your three concerns.

The 80-hour course for dispatchers is far too long.

The 80-hour Complaint/Dispatcher Course is felt to be the minimum entry level basic training that would serve as the standard throughout the State, given the wide range of agency sizes and local needs. The curriculum for this course was developed with wide input from subject matter experts, incumbent public safety dispatchers, law enforcement officials and trainers. The course has been field tested by POST over a two-year period. In this developmental process the topics in the course were selected carefully and the length of instruction for each topic was determined to assure that there is adequate time allowed for newly employed public safety dispatchers to understand and apply what they have learned.

Public safety dispatchers could arrive at the training site Sunday evening so that the course could start early Monday morning.

The Commission has certified the Complaint/Dispatcher Course for several years at a number of locations throughout the State. As a rule, these courses begin early Monday morning. Because the courses are distributed throughout the State, travel to these training sites is convenient; frequently this can be done by daily commuting. For those students who must travel further, it is the practice of the Commission also to reimburse for the expenses of travel and per



Kenneth Frank  
July 8, 1988  
Page 2

diem for the evening before the first day of instruction so that students are present and prepared to begin instruction early Monday morning.

The need to attend the Public Safety Dispatchers Course should be extended to at least two years.

The timing of instruction relative to the date of employment must be determined based on a wide range of local practices; and, in the opinion of the Commission and many law enforcement officials in large and small agencies, basic training should precede assignment to perform a job. On-the-job training while an employee is on probation should build upon what was learned in basic training and familiarize the employee with the agency's procedures and equipment, given the ability to apply this sequence of events. As proposed, we believe that reasonable and defensible latitude is provided to employers who must confront different conditions.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,



NORMAN C. BOEHM  
Executive Director

6-17-88



June 13, 1988

Mr. Norman C. Boehm  
Executive Director  
Commission on Peace Officer  
Standards and Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

Dear Norm:

I do not believe I have ever commented on one of the proposed regulations being promulgated by POST. However, I do have a concern with the proposed regulations regarding the Public Safety Dispatcher program. I hope that my letter can be included in the public record related to this proposal.

Our first concern is that the 80-hour course for dispatchers is far too long. I recognize that it probably includes extensive role playing and paramedic assistance but we believe that the course could clearly be completed in one week of intensive study. In fact, one complaint I have with many of the POST courses is that they are too long and too much time is wasted. For example, the Dispatcher course could be one full week with employees arriving Sunday evening so that the course could start at 7:30 or 8:00 on Monday morning.

A second concern would be the need to have dispatchers attend the 40-hour or 80-hour course within one year of employment. That probably should be extended to at least two years since, especially in larger departments, there is a longer training period in house for dispatchers.

Sincerely,

Kenneth Frank  
City Manager

cc: Chief of Police

BB. WJ 02 91 NDF

304 N. ...

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1801 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083

## GENERAL INFORMATION

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(916) 739-3664

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*Information Services*

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*Management Counseling*

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*Standards and Evaluation*

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*Training Delivery Services*

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June 23, 1988

Ray R. Benevedes  
Sheriff-Coroner  
County of Lake  
Courthouse  
375 Third Street  
Lakeport, CA 95453

Attn: Doug Rhoades, Sergeant  
Training Manager

Dear Sheriff Benevedes:

This is to acknowledge your letter of support regarding the Commission's proposal to amend Commission Regulations and Procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

The Commission has discussed a requirement, based upon adequate research, for the psychological screening of public safety dispatchers. As proposed, initial standards are under consideration for adoption by the Commission which do not include psychological screening provisions. The Commission's proposed budget for Fiscal Year 1988/89 contains funds to employ staff to conduct research on dispatcher standards. Eighteen to 24 months will be required to conduct a statewide job analysis and specific indepth standards research. The Commission will ensure that this future research will address psychological screening for the selection and training of public safety dispatchers.

While the Commission does not propose at this time to adopt psychological screening standards for the selection of public safety dispatchers, there appears to be no bar to local jurisdictions independently establishing such requirements. In fact, it appears that local jurisdictions are at liberty to do so based upon the provision of Penal Code Section 13510(d), which states:

Ray R. Benevedes  
June 23, 1983  
Page 2

Nothing in this section shall prohibit a local agency from establishing selection and training standards which exceed the minimum standards established by the commission.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,



NORMAN C. BOEHM  
Executive Director

6-17-88



**COUNTY OF LAKE**

Office of the County Sheriff - Coroner  
Courthouse - 375 Third Street  
Lakeport, California 95453  
Telephone 707/263-2331

**RAY R. BENEVEDES**  
County Sheriff - Coroner

June 13, 1988

Mr. Norman C. Boehm  
Executive Director  
Commission on Peace Officer Standards and Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

Dear Sir:

We have received your Bulletin 88-4 re Amendment of Commission Regulations and Procedures as they relate to the selection and training of Public Safety Dispatchers. We agree with the proposed standards of the Commission, so far as they go. A thorough background investigation should be required for any employee in law enforcement, sworn or non-sworn, or in any related criminal justice field. We further agree that a twelve month probationary period is a minimum for this type of service.

The 80-hour complaint/dispatcher course is also acknowledged as an orientation course, appropriate to entry level dispatchers. We find no fault with these proposals, and encourage the Commission to adopt these portions of the amendment.

We further encourage the Commission to consider adding to this amendment of procedures and regulations a requirement for a thorough psychological screening of public safety dispatcher applicants prior to selection. In our organization, we have found a significant number of applicants who have no disqualifying background elements, who have satisfactorily completed a pre-employment physical, and who seem to possess satisfactory oral communication skills. However, many of these applicants perform below satisfactory on the job as a public service dispatcher, and are either terminated or resign with 60 to 90 days of hire. It is our belief that a pre-employment psychological evaluation would be money well spent in further reducing our loss of employees who are hired only to discover that they do not possess the basic "personality" necessary to perform the voluminous and at times stressful duties of a public service dispatcher. Consequentially, we ask that the Commission study this element of the selection process. and require such evaluation of those applicants.

Thank you for your consideration in this matter.

Sincerely,

RAY R. BENEVEDES  
Sheriff-Coroner

88 JUN 29 9 11 AM

By: Doug Rhoades  
Doug Rhoades, Sergeant  
Training Manager

DO NOT REPRODUCE

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083

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June 23, 1988

Daniel R. Monez  
Chief of Police  
Napa Central Dispatch  
Executive Board Chairman  
City of Napa  
1539 First Street  
Napa, CA 94559

Dear Chief Monez:

This is to acknowledge your letter of support regarding the Commission's proposal to amend Commission Regulations and Procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

The Commission has discussed a requirement, based upon adequate research, for the psychological screening of public safety dispatchers. As proposed, initial standards are under consideration for adoption by the Commission which do not include psychological screening provisions. The Commission's proposed budget for Fiscal Year 1988/89 contains funds to employ staff to conduct research on dispatcher standards. Eighteen to 24 months will be required to conduct a statewide job analysis and specific indepth standards research. The Commission will ensure that this future research will address psychological screening for the selection and training of public safety dispatchers.

While the Commission does not propose at this time to adopt psychological screening standards for the selection of public safety dispatchers, there appears to be no bar to local jurisdictions independently establishing such requirements. In fact, it appears that local jurisdictions are at liberty to do so based upon the provision of Penal Code Section 13510(d), which states:

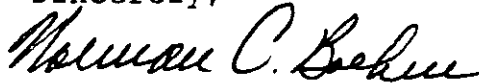


Daniel R. Monez  
June 23, 1988  
Page 2

Nothing in this section shall prohibit a local agency from establishing selection and training standards which exceed the minimum standards established by the commission.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,



NORMAN C. BOEHM  
Executive Director



6-73-88  
POLICE DEPARTMENT  
1539 First Street  
Napa, California 94559  
(707) 257-9550

June 16, 1988

Commission on Peace Officer Standards and Training  
1601 Alhambra Blvd.  
Sacramento, California 95816-7083

Attn: Norman C. Boehm  
Executive Director

Re: Public Hearing to Consider  
Regulations to Implement the  
Public Safety Dispatcher  
Program

Dear Sir:

On behalf of the Napa Central Dispatch Executive Board, I wish to submit the following written testimony into the record of the public hearing scheduled for July 21, 1988:

"I am the Chairman of the Executive Board for the Napa Central Dispatch Center representing the Napa County Sheriff's Department, Napa City Fire Department, and Napa City Police Department. Napa Central Dispatch is the primary public safety answering point (PSAP) for all Napa County emergency calls for service on the 911 system. It also dispatches law enforcement services to the City of Napa and the unincorporated area of Napa County, as well as all fire and EMS calls in the City of Napa.

The Executive Board has reviewed the proposed selection and training standards for public safety dispatchers and agree with all (5) standards. In addition, the Board recommends the addition of a psychological screening standard.

It is the opinion of the Board that public safety dispatchers must operate in a very stressful environment, that is, at least as intense, if not more so, than peace officers. It is important that candidates for these positions be psychologically capable of dealing with the day to

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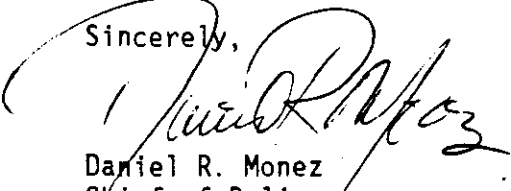
day pressures of their working environment.

The PSAP operator is the lifeline between the emergency service client and the emergency service provider and it is imperative that they can remain calm and function efficiently and effectively in life threatening situations.

In addition, the cognitive and memory skills identified in the psychological screening process are critical job skills for this position.

We would respectfully recommend to the Commission that they include a psychological screening element to the selection criteria."

Sincerely,



Daniel R. Monez  
Chief of Police  
Napa Central Dispatch  
Executive Board Chairman

DRM:ap

cc: Executive Board Members

POST61688/COPLATTERS/TXTLIB14

July 8, 1988

Gregory A. Kast  
Sergeant of Police  
Communications Division  
Oakland Police Department  
455 7th Street  
Oakland, CA 94607

Dear Sergeant Kast:

This is to acknowledge your letter of support regarding the Commission's proposal to amend Commission Regulations and Procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

The Commission has discussed a requirement, based upon adequate research, for the psychological screening of public safety dispatchers. As proposed, initial standards are under consideration for adoption by the Commission which do not include psychological screening provisions. The Commission's proposed budget for Fiscal Year 1988/89 contains funds to employ staff to conduct research on dispatcher standards. Eighteen to 24 months will be required to conduct a state-wide job analysis and specific indepth standards research. The Commission will ensure that this future research will address psychological screening for the selection and training of public safety dispatchers. In a telephonic discussion with our staff, we were informed that when you used the phrase "pre-employment medical examination" your intended meaning was "pre-employment selection process". We also understand that for your agency that medical and psychological examinations are usually scheduled closely together and thus are sometimes thought of both being in the category of the medical examination.

The Commission is aware of the need to evaluate oral/written communications, reading comprehension, vocabulary, and short term recall skills/abilities of prospective public safety dispatchers. Until our research is completed the Commission has opted to propose the adoption of an oral communications skills standard that is performance-oriented, job related, and widely applicable to local jurisdictions.

Sergeant Kast  
July 8, 1988  
Page 2

The necessity for establishing prerequisite skills standards such as for typing or for the use of computer keyboards, the Commission believes, also must await the outcome of our planned research. The Commission shares your view that the selection process for public safety dispatchers should take into account determining that applicants have appropriate aptitudes/skills for such work; but the Commission must guard against the establishment of standards that could result in disparate effects.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,

NORMAN C. BOEHM  
Executive Director

NCB/GW/skm 4095C

CITY OF OAKLAND



6-30-88

POLICE ADMINISTRATION BUILDING • 455-7TH STREET • OAKLAND, CALIFORNIA 94607

Police Department

June 28, 1988

Georgia Pinola  
Staff Services Analyst  
Commission on Peace Officer Standards and Training  
1601 Alhambra Boulevard  
Sacramento, California 95816-7083

86, 41, 97, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

In response to your letter of June 7, 1988 regarding the upcoming public hearings on the POST Dispatcher Program, the Oakland Police Department recommends consideration of the following pre-employment selection procedures:

The pre-employment medical examination should include psychological testing for job compatibility. The testing would verify the absence of psychological conditions that would be incompatible with the safe and efficient performance of dispatcher duties under inherently demanding conditions.

In addition to testing for oral communications skills, a pre-employment written and/or performance examination should be administered to assure the presence of minimally acceptable skill levels for such job related aptitudes as reading comprehension, vocabulary, and short term recall ability.

For those agencies utilizing a Computer Assisted Dispatch (CAD) system, a typing or keyboard skills test should be administered to assure a minimally acceptable level of skill.

Gregory A. Kast  
Sergeant of Police  
Communications Division  
(415) 273-3268

cc: Darrell L. Stewart; POST

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**501 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083GENERAL INFORMATION  
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(916) 739-5367Resource Library  
(916) 739-5353

July 11, 1988

Grover C. Trask, II  
District Attorney  
County of Riverside  
4080 Lemon Street  
Riverside, CA 92501

Dear Mr. Trask:

This is to acknowledge your letter regarding the Commission's proposal to amend Commission Regulations and Procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

As you know, the Commission proposes to adopt and amend regulations related to the category of government public safety dispatcher, defined as "...a non-peace officer who is employed full time or part time to perform duties which include receiving emergency calls for law enforcement services and/or dispatching law enforcement personnel." Persons who provide these services for the peace officers of a district attorney's office would be covered by the actions proposed by the Commission.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,

Handwritten signature of Norman C. Boehm in cursive.

NORMAN C. BOEHM  
Executive Director



OFFICE OF THE DISTRICT ATTORNEY  
COUNTY OF RIVERSIDE

4080 LEMON STREET  
RIVERSIDE, CALIFORNIA 92501  
714/787-2525

GROVER C. TRASK, II  
DISTRICT ATTORNEY

JAY THOMPSON HANKS  
ASSISTANT DISTRICT ATTORNEY  
WESTERN DIVISION

July 1, 1988

Norman C. Boehm, Executive Director  
Commission on Peace Officer Standards & Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

Re: Public Safety Dispatcher Program; Public Hearing  
July 21, 1988

Dear Mr. Boehm:

In the near future, this office will be part of a countywide coordinated law enforcement communications system. When the system becomes operational, civilian employees of the Bureau of Investigation will be assigned dispatching duties which will include dispatching forty mobile units operated by peace officer investigators of this office. Those units routinely respond to the following types of assignments:

- Felony criminal investigations
- Officer-involved shootings
- Stake-outs and surveillances
- Undercover drug investigations
- Joint investigations with police agencies
- Assisting other agencies
- Serving arrest warrants
- Child stealing investigations
- Transporting high risk prisoners/informants
- Protection of witnesses and government officials
- Arson investigations
- Search warrant operations

Our dispatchers will be working in conjunction with the dispatchers of the other law enforcement agencies in the county, coordinating joint operations.

The proper selection and training of dispatchers will be a priority program of this office.

I am in full support of the proposed regulations as stated in POST Bulletin #88-4. Further, it is critical that dispatchers employed by district

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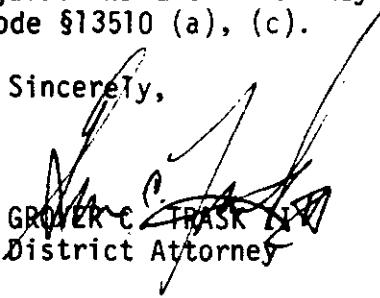
Norman C. Boehm  
Executive Director

2.

July 1, 1988

attorney's offices be covered in the regulations and that they be eligible for reimbursement as is stated in Penal Code §13510 (a), (c).

Sincerely,



GROVER C. TRASK  
District Attorney

GCT:mah

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1801 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083GENERAL INFORMATION  
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July 19, 1988

William J. Noonan, President  
Police Chiefs Association  
Broadmoor Police Department  
P.O. 306  
Colma, CA 94014

Dear Chief Noonan:

This is acknowledge your letter of support regarding the Commission's proposal to amend Commission Regulations and Procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

The Commission has discussed a requirement, based upon adequate research, for the psychological screening of public safety dispatchers. As proposed, initial standards are under consideration for adoption by the Commission which do not include psychological screening provisions. The Commission's proposed budget for Fiscal Year 1988/89 contains funds to employ staff to conduct research on dispatcher standards. Eighteen to 24 months will be required to conduct a statewide job analysis and specific indepth standards research. The Commission will ensure that this future research will address psychological screening for the selection and training of public safety dispatchers.

While the Commission does not propose at this time to adopt psychological screening standards for the selection of public safety dispatchers, there appears to be no bar to local jurisdictions independently establishing such requirements. In fact, it appears that local jurisdictions are at liberty to do so based upon the provision of Penal Code Section 13510(d), which states:



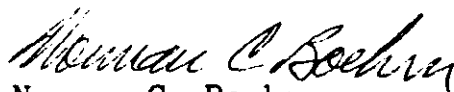
Nothing in this section shall prohibit a local agency from establishing selection and training strands which exceed the minimum standards established by the Commission.

In summary, it is the intention of the Commission to initiate initial selection and training standards. The Commission also proposes to conduct research within the next two years to identifying additional standards that should be addressed, and to develop and conduct appropriate research to validate them.

Psychological evaluation and refresher training are matters that the Commission has discussed and these will be addressed in our research. The procedures that the Commission proposes to adopt pertaining to public safety dispatchers provided that participants in the POST program decide whether or not to initiate involvement in the Public Safety Dispatcher Program, and if the decision is to participate, participation can be initiated only at the discretion of the participant.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,



Norman C. Boehm  
Executive Director



# POLICE CHIEFS ASSOCIATION OF SAN MATEO COUNTY



Norman C. Boehm, Executive Director  
Commission on Peace Officer Standards and Training  
1601 Alhambra Boulevard  
Sacramento, California 95816-7083

July 8, 1988

Dear Mr. Boehm:

Ref: Bulletin 88-4 6/3/88

This Association wishes to make the following statement for the record for the Commission meeting of July 21, 1988 regarding the public hearing to consider regulations to implement the Public Safety Dispatcher Program:

The Police Chiefs Association of San Mateo County supports the concept of establishing the initial minimum selection and training standards for public safety dispatchers of:


1. A medical examination
2. A thorough background investigation
3. An evaluation of oral communication skills
4. Completion of a POST certified 80-hour complaint/dispatcher course within one year of hire.
5. Completion of a minimum 12-month probationary period

To this list we would like to see added:

6. A psychological evaluation and examination
7. Refresher training similar to that required of line peace officers

Above all this Association wishes to emphasize that a "go slow" approach be taken in the implementation of this proposed program. We feel that the implementation will have a better result if the program is introduced in increments similar to the way in which the Peace Officer Program was implemented.

Sincerely,

  
William J. Noonan, President  
(Chief, Broadmoor Police Department)

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DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1801 ALHAMBRA BOULEVARD  
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(916) 739-5353

July 19, 1988

Richard K. Rainey, Sheriff-Coroner  
Contra Costa County  
P.O. Box 391  
Martinez, CA 94553-0039

Dear Sheriff Rainey:

This is to acknowledge your letter of support regarding the Commission's proposal to amend Commission Regulations and Procedures and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,

A handwritten signature in cursive script, appearing to read "Norman C. Boehm".

NORMAN C. BOEHM  
Executive Director

# Sheriff-Coroner

P.O. Box 391  
Martinez, California 94553-0039  
(415) 372-

Contra  
Costa  
County



*Gilme 7-15-88*  
Richard K. Rainey  
SHERIFF-CORONER

Warren E. Rupp  
Assistant Sheriff

Gerald T. Mitosinka  
Assistant Sheriff

July 1, 1988

JUL 13 1 30 PM '88

Norman C. Boehm  
Executive Director  
Commission on Peace Officer Standards and Training  
1601 Alhambra Boulevard  
Sacramento CA 95816-7083

Dear Mr. Boehm:

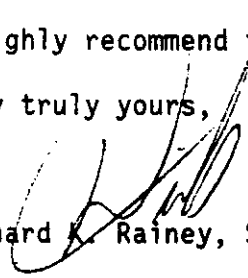
I have had the opportunity to review the recommended regulations to implement the Public Safety Dispatcher Program and have discussed the proposals with Lt. Larry Crompton, the Contra Costa County representative on the ad hoc advisory committee convened to assist in the formulation of the proposed standards.

I agree completely with the standards set forth and the reasoning behind the legislation.

It is only through set standards for selection and training that we can achieve the professionalism that is required to serve our communities.

I highly recommend the adoption of the proposed Commission Regulations.

Very truly yours,

  
Richard K. Rainey, Sheriff-Coroner

RKR/meg:51,77

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083GENERAL INFORMATION  
(916) 739-5328EXECUTIVE OFFICE  
(916) 739-3864BUREAUS  
*Administrative Services*  
(916) 739-5354*Center for Executive  
Development*  
(916) 739-2093*Compliance and Certificates*  
(916) 739-5377*Information Services*  
(916) 739-5340*Management Counseling*  
(916) 739-3868*Standards and Evaluation*  
(916) 739-3872*Training Delivery Services*  
(916) 739-5394*Training Program Services*  
(916) 739-5372*Course Control*  
(916) 739-5399*Professional Certificates*  
(916) 739-5391*Reimbursements*  
(916) 739-5367*Resource Library*  
(916) 739-5353

July 19, 1988

Dennis T. Hoerth, Captain  
Manteca PoLice Department  
1001 W. Center Street  
P.O. Box 3000  
Manteca, CA 95336

Dear Captain Hoerth:

This is to acknowledge your letter of support regarding the Commission's proposal to amend Commission Regulations and Procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

The Commission has discussed a requirement, based upon adequate research, for the psychological screening of public safety dispatchers. As proposed, initial standards are under consideration for adoption by the Commission which do not include psychological screening provisions. The Commission's proposed budget for Fiscal Year 1988/89 contains funds to employ staff to conduct research on dispatcher standards. Eighteen to 24 months will be required to conduct a statewide job analysis and specific indepth standards research. The Commission will ensure that this future research will address psychological screeching for the selection and training of public safety dispatchers.

While the Commission does not propose at this time to adopt psychological screening standards for the selection of public safety dispatchers, there appears to be no bar to local jurisdiction independently establishing such requirements. In fact, it appears that local jurisdictions are at liberty to do so based upon the provision of Penal Code Section 13510 (d), which states:

Nothing in this section shall prohibit a local agency from establishing selection and training standards which exceed the minimum standards established by the Commission.

The Commission appreciates your input regarding these issues. Your letter will be provide to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,

A handwritten signature in cursive script that reads "Norman C. Boehm".

NORMAN C. BOEHM  
Executive Director



# CITY OF MANTECA

POLICE DEPARTMENT

July 12, 1988

Norman C. Boehm, Executive Director  
Commission on Peace Officer Standards & Training  
1601 Alhambra Boulevard,  
Sacramento, CA. 95816-7083

Dear Mr. Boehm:

Upon Reviewing Bulletin 88-4 regarding regulations for the Public Safety Dispatcher Program, I have to say that this is long in coming. With 911, C.L.E.T.S., Computer aided dispatch, and other complex duties that are now being required of the Public Safety Dispatcher, it is no longer "answer the phone and radio the squad car." Proper, consistent training is an absolute necessity and P.O.S.T. reimbursement is icing on the cake. I agree with the five initial minimum selection and training standards that are listed in the bulletin and our department follows these in selection of dispatchers. We have however found that a psychological examination is also very valuable in dispatcher selection, as it is in Police Officer selection. Dispatching in our department is a very stressful job and the dispatcher must have a very stable temperament and personality. I would strongly recommend that the psychological exam be added to the selection standards.

Sincerely,

Dennis T. Hoerth, Captain

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1301 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083

## GENERAL INFORMATION

(916) 739-5328

## EXECUTIVE OFFICE

(916) 739-3864

## BUREAUS

Administrative Services

(916) 739-5354

Center for Executive

Development

(916) 739-2093

Compliance and Certificates

(916) 739-5377

Information Services

(916) 739-5340

Management Counseling

(916) 739-3868

Standards and Evaluation

(916) 739-3872

Training Delivery Services

(916) 739-5394

Training Program Services

(916) 739-5372

Course Control

(916) 739-5399

Professional Certificates

(916) 739-5391

Reimbursements

(916) 739-5367

Resource Library

(916) 739-5353



July 19, 1988

Steve Keil, Personnel Director  
County of San Luis Obispo  
Personnel Department  
County Government Center  
San Luis Obispo, CA 93408

Dear Mr. Keil:

This is to acknowledge your letter of support regarding the Commission's proposal to amend Commission Regulations and Procedures, and implement new Regulation 1018 regarding the selection and training of Public Safety Dispatchers.

You recommended that the Commission consider modifying its proposal to adopt a regulation that would require that public safety dispatchers satisfactorily complete a 12-month probationary period. The Commission is aware that in some jurisdictions existing practices establish probationary periods of less than 12-months. In order to allow time to adjust the length of probation to comply with the Commission's proposed regulation, the proposed regulation states, "Upon entry into the program, departments with a probation of less than 12 months, when established by ordinance, charter, or memorandum of understanding, shall be granted a waiver of this requirement until a 12-month probation period can be established." You can be assured that the Commission intends that San Luis Obispo County and other jurisdiction are provided reasonable time within which to extend established probationary periods to 12 months.

The Commission appreciates your input regarding these issues. Your letter will be provided to the Commission for consideration at the July 21, 1988 public hearing.

Sincerely,

Handwritten signature of Norman C. Boehm in cursive.

NORMAN C. BOEHM  
Executive Director



**County of San Luis Obispo  
Personnel Department**

COUNTY GOVERNMENT CENTER, ROOM 384 • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 549-5959

July 15, 1988



STEVE KEIL  
Personnel Director

Norman C. Boehm, Executive Director  
Commission on Peace Officer Standards  
& Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

Dear Mr. Boehm:

San Luis Obispo County would like to participate in the Public Safety Dispatcher Program proposed by the Commission on Peace Officer Standards and Training.

We currently meet all of the stated requirements except for the twelve (12) month probationary period. San Luis Obispo County has a six (6) month probationary period for all employees except Deputy Sheriff, which is twelve months. All other classes, including Sheriff's Correctional Officer, Sheriff's Senior Deputy, Sheriff's Cadet, Sergeant and Lieutenant have a six month probationary period.

I have included a copy of our County Ordinance Code number 2.40.080 (10) for your information. That ordinance is a ballot initiative ordinance. Our County Counsel has given us an opinion that to change the Ordinance to allow the Dispatcher classification to have a twelve (12) month probationary period would require the County to call for an election by the voters of this County to ratify the proper change. Such an election would cost the County about \$80,000, depending on if the election could wait for a general election or if a special election would need to be called. The earliest possible general election would be November, 1989, however, that could be postponed until June, 1990, by a request from the San Luis Obispo County School District, which is anticipated.

Obviously, even with this time, effort and money invested in such a plan, San Luis Obispo County cannot guarantee a favorable outcome in an election.

For these reasons, San Luis Obispo County asks the Honorable Commission to consider modifying the twelve (12) month probationary period by either reducing the twelve (12) month probationary period or making an exception for agencies like San Luis Obispo County, which face legal prohibitions to implementation of a twelve (12) month probationary period.

Thank you in advance for your consideration.

Sincerely,

STEVE KEIL  
Personnel Director

:lf/8932a

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PERSONNEL DIVISION

232  
781

names of all successful candidates. The lists shall remain in force not longer than two years;

(7) For the appointment of any eligible from a non-competitive eligible list;

(8) For public advertisement of all examinations;

(9) For the rejection of candidates or eligibles who fail to comply with the reasonable requirements of the commission or of the law with regard to job requirements, age, residence, sex and physical condition, or who have been guilty of crime or infamous or disgraceful conduct, or who have attempted any deception or fraud in connection with an examination, or who have refused to take the oath prescribed by law:

(10) For a period of probation not to exceed six months before appointment or promotion is complete, except in the case of deputy sheriff whose period of probation shall be one year, during which period a probationer may be discharged or reduced without a hearing;




(11) For the provisional appointment of persons to permanent positions without examination when no eligible list exists for the class or when the eligible list contains insufficient names to permit complete certification. The provisional appointments shall only be made with the prior consent of the personnel director. No provisional appointment shall continue beyond the date of promulgation of an appropriate eligible list for the class of employment, and in no event shall continue longer than six months. Successive provisional appointments are prohibited. Acceptance or refusal to accept a provisional appointment on the part of a person on the eligible list shall not be a bar to a permanent appointment from the eligible list;

(12) For the temporary appointment of persons to nonpermanent positions from the appropriate eligible list where such exists and the eligibles thereon are willing to accept the appointment. Where no appropriate eligible list exists or where it contains insufficient names to permit complete certification, the temporary appointments may be made without examinations with the consent of the personnel director. In case of emergency where no eligible list exists, consent may be granted retroactively, provided the fact is reported to the personnel director no later than the end of the pay period within which the temporary appointment occurred. Temporary appointments to nonpermanent positions shall not continue for longer than one hundred twenty working days within any fiscal year. Acceptance or refusal to accept a temporary appointment on the part of a person on an eligible list shall not be a bar to a permanent or provisional appointment from the eligible list;

(13) For transfer from one position to a similar position in the same class and pay range or to a similar position in another class with equal minimum qualifications,

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Appeal of Course Decertification Decision</b>		Meeting Date <b>July 21, 1988</b>
Bureau <b>Training Delivery Services</b>	Reviewed By <b>Ronald T. Allen</b> 	Researched By <b>Bobby Sadler</b> 
Executive Director Approval 	Date of Approval <b>7/7/88</b>	Date of Report <b>July 7, 1988</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

Appeal of staff decision to decertify the SWAT Munitions Course previously certified to Resource and Referral.

BACKGROUND

Mr. Brian Brady is the president of a private company named "Resource and Referral." Mr. Brady is also employed by the Novato Police Department as a captain.

In a letter dated May 4, 1984, Mr. Brady requested certification for a 24-hour, special weapons and tactics (SWAT) course titled "Advanced Special Response Team Tactics." That course contained tactical exercises involving the use of low lethality munitions devices (flash/bang grenades). Certification was denied on August 6, 1984, for reasons of cost and because there was a sufficient number of SWAT courses certified to meet the existing training needs.

Mr. Brady made four unsuccessful attempts between April 29, 1985, and March 6, 1986, to obtain certification for a 24-hour, SWAT course that included tactical munitions exercises. The reasons for denial continued to be cost and a lack of need for additional SWAT courses.

In April of 1986, Mr. Brady was advised that POST would consider an 8-hour "munitions" familiarization course that excluded tactical exercises. The familiarization course would be considered because of the increasing availability of flash/bang grenades, the non-availability of munitions courses, and an expressed need by law enforcement officials for munitions training.

In a letter dated May 6, 1986, Mr. Brady proposed a 16-hour version of his SWAT course that included tactical munitions exercises. Letters of support from 18 local law enforcement agencies were included with that proposal. The proposed course objectives and outline are included in Attachment A. Subsequent discussions between POST staff and Mr. Brady resulted in agreement to certify an 8-hour, low lethality munitions familiarization course that contained no tactical exercises. The teaching of SWAT tactics was to be done by other certified presenters. The "SWAT Munitions" course was certified to Resource and Referral on July 31, 1986. The certification letter is included in Attachment A.

The central purpose of the course was to provide the trainees with enough knowledge to properly use flash/bang grenades in hostage situations after other tactics,

like the use of tear gas and negotiations, have failed. The instructors were to explain and show trainees how to use munitions in conjunction with SWAT tactics.

Subsequent to certification of the course, the presenter again sought approval for a longer SWAT tactics course which was denied. Copies of the denial letters are included in Attachment A. These letters reinforce the agreed upon nature of the 8-hour course.

The certified 8-hour course was designed to be offered in sets of three, at the same location, on three consecutive days. The first set of courses started on October 20, 1986, in Novato, California. POST staff members audited some of the practical exercises during the second and third sets of courses. No safety problems were observed during the audits.

A total of 22 courses were offered. They were highly rated by trainees. POST records contain 18 course evaluation instrument (CEI) summaries that vary from a low of 4.2 to a high of 4.9 on a scale of 5 (average = 4.58). Each individual trainee's CEI was reviewed when received by POST staff. No comments pertaining to safety issues were made by any trainee prior to December 12, 1987.

On December 14, 1987, POST staff was informed that some trainees had been injured in a December 12, 1987, offering of the course presented in Clearlake, California. Reportedly, the injuries occurred in a tactical munitions exercise wherein flash/bang grenades were detonated in the air over the heads of a group of trainees. The certification of the course was suspended on December 14, 1987, until a staff investigation could be conducted. Mr. Brady was advised by telephone on December 15, 1987, to not offer or plan any courses until the investigation was completed.

The investigation determined that paint gun and tactical munitions exercises had been included in the December 12, 1987, course without the knowledge or approval of the responsible POST staff members. Mr. Brady provided carbon dioxide powered paint pellet guns to trainees and allowed the trainees to "fire" those devices at each other. An exercise, called the "room" exercise, wherein trainees were invited to be in an enclosed room when a munitions device was detonated therein, was performed. An exercise termed, a "crowd control" exercise, wherein grenades were exploded over the heads of a group of trainees, was performed twice. The first time, it occurred as planned by the instructor. The second time, there were injuries to trainees. Mr. Brady described the situation in which the injuries occurred in a letter dated December 21, 1987 (see Attachment B).

The known injuries were to two trainees--Deputy Ralph R. Eaves, Lake County Sheriff's Department and Sergeant Neil B. Franzen, Mendocino County Sheriff's Department. Deputy Eaves received two, one-inch diameter welts in the middle of his back. Sergeant Franzen was rendered unconscious and suffered a perforation of his right eardrum. The sergeant's other injuries included three puncture wounds that required sutures on his head, a one-inch diameter by three-eighths inch deep hole on his upper right arm, burns on his upper right arm, and "flash" burns to his eyes. The sergeant has suffered vertigo for seven months and has undergone an unsuccessful operation on his right eardrum. Additional surgery is planned for September. As a result of the injuries, it is unlikely that the sergeant will be able to resume his peace officer duties.

The injuries apparently occurred as a result of trainees' errant attempts to throw the flash/bang grenades over the heads of a group of fellow trainees. The objective was to have the trainees experience the effects of the grenades exploding in the air above their heads. Instead, the grenades exploded in close proximity to the trainees, with one exploding close to Sergeant Franzen's head and shoulder.

On January 7, 1988, Mr. Brady was advised by telephone that the investigation had been substantially completed and a recommendation would be made to the executive director that the SWAT Munitions course should be decertified. He was also advised the existing suspension of the course certification would remain in effect until action was taken on the decertification recommendation.

On February 10, 1988, Mr. Brady wrote a letter to POST requesting an interview before any decision was made on the course decertification recommendation. A final decision on the course was delayed, and he was interviewed by Bureau Chief Ronald Allen on March 18, 1988. There was agreement to consider issues raised by Mr. Brady.

In a letter dated April 4, 1988, (see Attachment C), Mr. Brady requested that POST reinstate the certification of the course. On April 13, 1988, the course was decertified principally because of deviation from the approved course curriculum. (see Attachment D.)

In a letter dated May 24, 1988, (see Attachment E), Mr. Brady requested to appear before the Commission to appeal decertification of the course.

#### ANALYSIS

The SWAT Munitions Course was certified after a conclusion was reached that there existed a need and interest in the familiarization of appropriate law enforcement personnel with the use of flash/bang grenades as an alternative to the use of deadly force. The principal use of the devices is to shock and thereby immobilize dangerous suspects--especially in hostage situations. On several occasions, Resource and Referral requested and was denied certification of training courses that would have included SWAT tactics that integrated the use of grenades and other explosive devices. The 8-hour course certified to Resource and Referral was intended and understood to focus on familiarization with appropriate use of munitions and specifically the flash/bang grenades.

After injuries occurred during a presentation, staff review disclosed that the course being presented varied from the certification agreement between POST and Resource and Referral. POST staff recognizes that presenters need reasonable latitude to present their material in a manner consistent with their individual styles and perceptions of how best to communicate instructional objectives. However in this case, the deviations from the agreed-upon curriculum were of a substantive nature and included exercises that, in staff's judgment, were deficient in relation to both safety and correct usage of munition devices. The principle issues cited in the staff decertification decision were:

1. Introduction of tactical exercises involving trainees firing paint pellet guns at each other. These exercises were unrelated to the approved and agreed-upon curriculum for the certified course. POST staff previously denied certification of a proposed course that included such exercises. Resource and Referral's inclusion of these exercises is believed to represent a knowing disregard for the agreed-upon conditions of certification.

2. Use of exercises wherein munitions devices are exploded inside a room where trainees are present. While such exercises are related to the general objective of familiarization with the use of the devices, POST staff would not have approved trainees actually experiencing the effects of exploding munitions. Staff inquiries have determined that law enforcement users and trainers generally avoid such exercises for safety reasons.

The inclusion of this exercise by Resource and Referral is believed to demonstrate inadequate attention to safety precautions.

3. Demonstrating the use of flash/bang grenades for crowd dispersal purposes. This exercise was unrelated to the approved and agreed-upon objectives of the certified course. Staff's opinion, after consultation with law enforcement experts and a representative of the manufacturer, is that this exercise serves to teach inappropriate law enforcement use of flash/bang grenades. A different type of grenade is recommended for crowd control. The flash/bang type is considered too hazardous to use for this purpose. The type of grenade involved is potentially lethal.

In addition, the presenter invited and allowed trainees to actually experience the effects of the grenades, rather than simply demonstrate the effects.

POST staff would not have allowed this exercise to be presented because it demonstrates inappropriate use of the device by law enforcement officers and jeopardizes trainee safety.

Resource and Referral's inclusion of this exercise is believed to represent a disregard for the conditions of certification of the course, inappropriate instruction in use of the device being demonstrated, and inadequate trainee safety precautions.

For the reasons described, staff has concluded that this course should be decertified. As of the preparation date of this report, staff is not aware of any information that would alter the factual descriptions and conclusions described in this report and its attachments.

#### RECOMMENDATION

Sustain the decertification of the SWAT Munitions course.

4011C/231  
7-07-88

ATTACHMENT "A"

1. Class Schedule
2. Objectives of the Course  
"Advanced Special Response Team Tactics"
3. Course Outline  
(16-hour Course)
4. July 31, 1986 - Certification Confirmation Letter
5. May 8, 1987 - Sadler to Brady Letter
6. July 24, 1987 - Sadler to Brady Letter

CLASS SCHEDULE

Introduction	0800 - 0900
Flash & Stun Grenades	0900 - 1100
Liability	1100 - 1200
Lunch	1200 - 1300
Range Demonstration	1300 - 1500
Exercises	1500 - 1600
Critique	1600 - 1700



### OBJECTIVES OF THE COURSE

The objectives of the Advanced Special Response Team Tactics Course are five in number. These objectives are designed to provide officers with the best possible training in a highly specialized area. Currently, police agencies are utilizing flash and stun grenades and a wide variety of tear gas products with very little training; and are exposing themselves and their personnel to potential liability and injury problems. This particular course endeavors to address the liability issue and to provide a sufficient amount of training so the persons handling these devices are competent in both the makeup of the device and the actual use of both the flash and stun grenade, a sufficient number of the available tear gas products on today's market, and the controlled use of explosives.

Attached are three newspaper articles; one dated 3/28/84 detailing how the Seattle Police utilized tear gas and flash and stun grenades to terminate an incident where a police officer had been killed. The second article deals with an incident where the officer was held accountable in a criminal case where a hostage was inadvertently killed during an assault. Lastly, an article depicting the successful use of the flash and stun grenade to capture a sniper.

Lastly, in 1982, according to the Police Officers Killed Report, one half of the police officers fatally injured in the line of duty in California were so injured in the process of a tactical function. This figure is far too high. The purpose of the special response team is to train and equip a select group of people to handle critical incidents that will ultimately result in the problem being resolved with no injuries. The flash and stun grenade, explosives, as well as tear gas, provide the special response team with a set of unique tools that will allow them to conclude a critical incident without a serious or fatal injury to any of the persons involved. The use of these tools should end such incidents with the greatest injury suffered being a minor inconvenience to those actually involved.

The objectives of the course, as I have stated, are five in number, and they are as follows:

1. Familiarize officers in the construction, composition and utilization of flash and stun grenades and the latest delivery systems for tear gas.
2. Provide practical exposure in the utilization of flash and stun grenades, tear gas weapons, and the controlled use of explosives.
3. Update special response team tactics.
4. Update officer knowledge of the legal issues facing special response teams and the constraint placed upon such teams by the courts.
5. Provide a forum to allow officers to perform supervised practice exercises to test their knowledge on the subject matter, and to become proficient.

These objectives will be accomplished utilizing training techniques that are safe, effective and accepted.

Attachments

LEGAL ISSUES - LIABILITY

This portion of the class will be presented by one of the attorneys from the firms of:

1. Carroll, Burdick & McDonough  
Counselors and Attorneys at Law  
One Ecker Building, Suite 450  
Ecker & Stevenson Streets  
San Francisco, California 94105
  
2. Silver, Kreisler, Goldwasser & Shaeffer  
1428 2nd Street, Suite 200  
Santa Monica, California 90401  
(213) 393-1486

AGENCIES ATTENDING:

Burlingame P.D.  
Hayward P.D.  
Hollister P.D.  
Los Gatos P.D.  
Napa P.D.  
Novato P.D.  
Oakland P.D.  
Petaluma P.D.  
Salinas P.D.  
San Francisco P.D.  
San Mateo P.D.  
San Pablo P.D.  
San Rafael P.D.

Monterey Co. S.O.  
San Mateo Co. S.O.  
Sonoma Co. S.O.

Bay Area Rapid Transit Police  
East Bay Regional Parks Police

U.S. Army, Ft. Ord

Department of Corrections, State of California

## COURSE OUTLINE

### I. INTRODUCTION

- A. Statement of Purpose
  - 1. Historical Significance
  - 2. State of the Art Technology
  - 3. Presentation of Viable Options
- B. Background on Training Company
  - 1. When Founded
  - 2. Track Record
  - 3. Why Developed Originally
- C. Biography on Instructors
  - 1. Years in Police Work
  - 2. Years Instructing
  - 3. Years in S.W.A.T.

### II. FLASH AND STUN GRENADES

- A. Explanation of Grenade
  - 1. Uses and Limitations
  - 2. Composition
  - 3. Construction
  - 4. Nomenclature
  - 5. Identification of Various types
- B. Demonstration (simulated)
  - 1. Grenades
  - 2. Controlled use of Explosives
  - 3. Use of Models
  - 4. Use of Audio and Visual Aids

### III. RANGE

- A. Demonstration of Low Lethality Munitions
  - 1. By Instructors
  - 2. By Students
- B. Hands on Demo, Controlled Use of Explosives
  - 1. By Instructor
- C. Hands on Demo, New Devices
  - 1. By Instructor

#### IV. LEGAL ISSUES

- A. Liability of Low Lethality Munitions
  - 1. On the Department
  - 2. On the Individual Officer
- B. Recent Court Decisions
  - 1. History
  - 2. Current
  - 3. Trends

#### V. EXERCISES

- A. S.W.A.T. Tactics
  - 1. Integrate Low Lethality Munitions
- B. Assault Procedures
  - 1. Modifications
  - 2. Limitations
  - 3. Advantages

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1001 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7083



**GENERAL INFORMATION**

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**EXECUTIVE OFFICE**

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*Reimbursements*

(916) 739-5367

*Resource Library*

(916) 739-5353

July 31, 1986

Brian Brady  
President  
Resource & Referral  
P.O. Box 2026  
Novato, CA 94948

Dear Mr. Brady:

The Commission on Peace Officer Standards and Training is pleased to inform you that the course titled SWAT Munitions Training was certified on July 29, 1986.

Conditions of the certification include:

Course Certification Number: 958-2301

Course Category: Technical

Number of Presentations: 9

Number of Hours Per Presentation: 8

Maximum Class Enrollment: 20

Time Period for Presentations: Through June 30, 1987

Reimbursement Plan: III

Tuition: \$209.00

Location: Hamilton Field, Novato, CA 94947 & Off-site

We have prepared an attachment of additional information to assist you with administrative matters relating to this course certification.

The Commission and its staff appreciate your participation in the POST training program and offer their cooperation and assistance in achieving the success we all desire.

Sincerely,

NORMAN C. BOEHM  
Executive Director

NOTE TO TYPIST: Itemize enclosures on this copy

Bureau	Attachments	Originator B. Sadler	Bureau Chief 	Executive Office	Xerox copy to:
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The conditions of certification outlined in our letter are necessary to provide POST proper coordination of fiscal and course management controls and to assure efficient processing of course documents. To further assist you, we have summarized the major points contained in the POST Administrative Manual (PAM) which relate to course administration.

- A. Course Announcement, POST 2-110. Completed Course Announcements for the first presentation of a newly certified course must be forwarded to POST for approval, except in unusual circumstances, at least 40 days prior to the first presentation. This will permit adequate time for staff to correct forms as necessary, and complete all processing prior to receiving inquiries from potential students. For second or subsequent presentations of the course, the Course Announcement form must be submitted at least 30 days prior to the course offering. A copy of the course hourly distribution schedule shall be attached to such Course Announcement submitted for approval.
- B. Brochures. Drafts of all brochures and formal course publicity materials shall be forwarded to POST as soon as possible for editing assistance, if this was not completed during the certification process.
- C. Course Outline or Schedule. Any changes in the course outline or hourly distribution schedule, from that which was submitted during the certification process, will require submission of a new outline or schedule prior to the changes being implemented.
- D. Course Roster (POST 2-111). After a course presentation is completed, a Course Roster which identifies all persons who attended, whether or not they successfully completed the course, must be forwarded to POST within 7 days.
- E. Course Evaluation Instrument (POST 2-245). The POST Course Evaluation (CEI) must be filled out by each student who completes the course. All CEI's must be submitted to POST by the presenter with the Course Roster, unless a specific exemption is provided by POST.
- F. Other Conditions of Certification. You should be aware that certification is a continuing status enabling you to present your course on a monthly schedule as the demand indicates, up to the maximum number of presentations certified during the fiscal year. This is assuming, of course, that conditions of certification are adhered to and quality control is maintained. In addition to conditions listed at the beginning of this letter, other conditions of certification include:

1. The course name must not be changed from that certified by POST (set forth in this letter) without a written request and approval.
2. The course curriculum must not be changed, nor a majority of the instructors substituted, without a written request and approval.
3. The course length must not be increased or decreased without a written request and approval.
4. The course format (hours per day, days per week, etc.) must not be substantially changed from the format concept included in the certification request without a written request and approval.
5. Maximum student enrollment must not be changed from that certified without a written request and approval. Maximum enrollment is limited to prevent overcrowding and maintain proper student/instructor ratios.
6. If a course tuition has been approved, such tuition shall not be increased or decreased without a written request and approval. Course non-reimbursable fees shall not be changed without prior POST approval.
7. POST staff must be permitted to monitor any presentation of your course, without cost, to assist in maintaining quality control, and providing evaluation reports to the Commission.

If you have any questions regarding the course management process, please call your area consultant at Training Delivery Services Bureau, telephone (916) 739-5394.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING



1601 ALHAMBRA BOULEVARD  
SACRAMENTO 95816-7093

GENERAL INFORMATION  
(916) 739-5328

EXECUTIVE OFFICE  
(916) 739-3864

May 8, 1987

BUREAUS

Administrative Services  
(916) 739-5354

Center for Executive  
Development  
(916) 739-2093

Compliance and Certificates  
(916) 739-5377

Information Services  
(916) 739-5340

Management Counseling  
(916) 739-3868

Standards and Evaluation  
(916) 739-3872

Training Delivery Services  
(916) 739-5394

Training Program Services  
(916) 739-5372

Course Control  
(916) 739-5399

Professional Certificates  
(916) 739-5391

Reimbursements  
(916) 739-5367

Resource Library  
(916) 739-5353

Brian Brady, President  
Resource and Referral  
P. O. Box 2026  
Novato, CA 94948

Dear Mr. Brady:

Your "Special Weapons and Tactics" Course Certification Request is being returned without certification action.

The materials submitted were well prepared and complete. In addition, I believe the proposed course would be well received by the law enforcement community.

Certification was withheld because of the considerable cost, the availability of other Special Weapons and Tactics courses, other pressing law enforcement training needs, and the risk of trainee injuries associated with the use of carbon dioxide powered paint pellet guns.

This is no reflection on your "SWAT Munitions" course or your Resource and Referral Company. POST is interested in continuing the certification of your existing course.

If you wish to pursue this course proposal, let me suggest affiliation with a community college and a non-tuition, Plan IV certification request.

Sincerely,

BOBBY SADLER, Senior Consultant  
Training Delivery Services Bureau

Enclosure

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General



*Rec'd 7-13-87*

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

GENERAL INFORMATION July 24, 1987

(916) 739-5328

EXECUTIVE OFFICE

(916) 739-3864

BUREAUS

Administrative Services

(916) 739-5354

Center for Executive

Development

(916) 739-2093

Compliance and Certificates

(916) 739-5377

Information Services

(916) 739-5340

Management Counseling

(916) 739-3868

Standards and Evaluation

(916) 739-3872

Training Delivery Services

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(916) 739-5372

Course Control

(916) 739-5399

Professional Certificates

(916) 739-5391

Reimbursements

(916) 739-5367

Resource Library

(916) 739-5353

Brian Brady, President  
Resource and Referral  
P. O. Box 2026  
Novato, CA 94948

Dear Mr. Brady:

Your "Advanced SWAT Munitions" course certification request is being returned without certification action.

The proposal submitted was well prepared and easily understood. However, the need for the proposed course has not been substantiated at a level high enough to justify certification. POST conducts training needs assessments on a regular basis, and SWAT Munitions training has not been identified as a priority training need.

Earlier in the year, you proposed a SWAT course, containing the use of low grade explosives, that POST declined to certify. A copy of my letter, declining that request is enclosed for your reference.

POST is interested in continuing the certification of your existing "SWAT Munitions" course because we believe the use of flash/bang grenades is of great value in protecting the lives of peace officers and citizens in very narrowly defined tactical situations. We are not, however, willing to expand your course to include other SWAT Munitions or SWAT tactics.

We believe the value of your course, to the law enforcement community, is to familiarize law enforcement tactical personnel with the use of flash/bang grenades. That training can, then, be used in conjunction with other SWAT training.

Expansion of your course to more than one eight-hour day would extend the length of time the students are exposed to the risks associated with training in the use of explosives.

Thank you for your continued interest in law enforcement training. If I can be of assistance in other matters, please let me know.

Sincerely,

NOTE TO TYPIST: Item enclosed on this copy Consultant

Bureau

Training Delivery Services Bureau  
Originator

Bureau Chief

Executive Office

Xerox copy to:

Enclosures *bg*

December 21, 1987



ATTACHMENT B  
bys  
12/24/87

DEC 24 9 50 AM '87

Mr. Bobby Sadler  
Commission on P.O.S.T.  
1601 Alhambra Boulevard  
Sacramento, CA 95814

Dear Bobby:

The following is a description of the events that took place on Saturday, December 12, 1987, at Clearlake, California. What I am describing to you is the training that was taking place during which one of the students was injured. On Tuesday, December 15, 1987, you and I had a conversation concerning the incident. Per your request I am sending you this letter which describes, to the best of my ability, the events that took place on Saturday afternoon, December 12.

The course was being presented to the Clearlake Police Department, Lake County Sheriffs Department, Napa Police Department, and Mendocino County Sheriffs Department. The classroom portion of the course was held at a middle school in Clearlake and the practical portion was held on Cache Road in an old, abandoned house. This particular structure is quite a ways away from any populated area and was used to allow the students to simulate entries.

Additionally, there was an open space area adjacent to the house which was used to place grenades in the open area and to have the grenades used for air bursts.

The location of the students was the open area adjacent to the structure. The class had been approximately divided into two groups -- one which comprised primarily the Napa Police Department officers and the second group which basically involved the remaining officers in attendance. The course of instruction involved the officers throwing the flash bang device into the air in order that it would discharge in the air, creating a loud report over the remainder or other half of the class. The proper technique had been discussed with the students by the instructors and one group had already successfully completed that portion of the training. The second group was then instructed to throw the flash bang device into the air over the group that had thrown first. One of the students threw the flash bang device at a trajectory that was roughly parallel to the ground and probably six to eight feet off the ground. That particular throw is improper and is not part of the instruction. Each of the students had been instructed to throw the device up into the air as high and as far as they could. In doing this particular throw, the device then detonates in the air causing a loud report above and beyond the crowd, or simulated crowd, which the students represented.

**Resource & Referral**  
P.O. Box 2026  
Novato, CA 94948  
(415) 897-1527

bap  
12/21/87

This particular training technique has been used in a number of our classes and is used in the "real world" by sheriffs departments, i.e. Los Angeles County Sheriffs Department, California Department of Corrections, and the San Bernardino Sheriffs and Police Departments to create a diversion and to move a crowd. The idea of the device is to create a loud report above the individuals who you wish to move. This particular technique has proven quite effective to correctional officers and sheriff's deputies in controlling crowds of inmates who have become unruly. This is especially germane when one looks at the recent occurrences taking place in Louisiana and Georgia.

The injury to the Mendocino County Sheriffs sergeant took place when the device was thrown into the students as opposed to over and above the students. The device detonated to the immediate right of the student at approximately shoulder height. The student suffered a cut on the right side of his head, a cut or several small cuts on his shoulder and upper arm, and a burn on the shoulder area. The student was instructed to lie down and to remain immobile. The Clearlake Police Department EMT, who was present, gave preliminary first aid and the student was transported to Redbud Hospital emergency room.

The students in the class had each been instructed on several occasions as to the inherent danger of each of the flash bang devices used in the class. The instructors in the class had personally demonstrated the devices before any of the students handled them. In the course of the classroom instruction incidents where individuals had been injured on actual call-outs or training exercises were pointed out to the students to further reinforce the proper way to handle the devices. Additionally during the course of instruction incidents where individuals had thrown some of the devices in an improper fashion were pointed out. The students were instructed in the proper handling of the device and they were further instruction of the possible ramifications should the device be handled in an improper fashion. Each of the students was instructed that it would be the conscious intent of the instructional staff to provide an entertaining and informative class; however, when using live devices there would be no horseplay entertained and that the students would pay attention and follow instructions.

In addition, at the beginning of the class the students were requested to sign a waiver and they were further instructed that should they observe anything in the course of instruction that they felt was unsafe or that they did not wish to participate in,

Mr. Bobby Sadler  
December 21, 1987  
Page 3

bap  
12/24/87

all they needed to do was to advise one of the instructional staff present. This particular admonition is given in each of the classes and is done for the benefit of the students. We do not wish to have a student participating in any exercise or any scenario that they don't want to or participate at a level that would impair their performance.

Additionally, as each scenario unfolds the instructional staff advises those students participating that they might opt out of the exercises anytime and that the various exercises are designed to do specific things; however, if they feel they would be more comfortable not participating in a particular exercise they are free to withdraw at that time. There is no punitive action taken if a student opts out of an exercise, and it in no way will adversely reflect upon their completion of the course.

In this particular class we had no students who opted out of exercises. No students came forward stating that they felt any particular exercise was either unsafe or unrelated to their particular job, and the waivers were signed by the students who were present.

Additionally, after the incident, team leaders from the various teams present were contacted and asked if something could be done in a different fashion that would eliminate any kind of risk or potential risk to students in such a class. Each of the team leaders indicated that they felt the accident was just that - an "accident." No one was doing anything unsafe or deliberately outside the realm of instruction. It appears that the student throwing the grenade just inadvertently and accidentally threw the device at a flat level trajectory rather than the high arc which had been emphasized by the instructors present.

The course that was being presented has been presented since October of 1986 on approximately 22 separate occasions throughout the state of California. In addition, the same course has been presented out of state to a number of other students. In all, over approximately the last 13 months over 550 individuals have participated in this training. During this period, there have been no injuries and no problems with the class. The training has been well-received and currently there is a waiting list of individuals for classes in January and February, as soon as the weather breaks.

Mr. Bobby Sadler  
December 21, 1987  
Page 4

bap  
12/24/87

We certainly welcome any suggestions that you might have to improve the class and, needless to say, we are anxiously awaiting the outcome of your investigation.

If there is anything further I can do to assist you in your investigation, please feel free to contact me.

Sincerely,

  
Brian Brady

BB\re

File



58-2301  
ATTACHMENT "C"

COMMISSION ON POST  
APR 6 1 17 PM '88

April 4, 1988

Mr. Norman C. Boehm  
Executive Director  
Commission on Peace Officers  
Standards and Training  
1601 Alhambra Blvd.  
Sacramento, CA 95816-7083

Dear Mr. Boehm:

The purpose of this letter is to authenticate the current certification status of my firm, Resource and Referral, in terms of its relationship with P.O.S.T.

As you know, our P.O.S.T. certification is now in a state of suspension. I will briefly outline below the history of our P.O.S.T. certification, the basic elements of the course, the factors which apparently precipitated the suspension, and, finally, our factual reasoning to the effect that both fairness and due process of law mandate the immediate re-instatement of our certificate.

**THE NEW TECHNOLOGY AND ITS APPLICATIONS**

Within the past decade, technological developments in police ordinance have included the evolution of a certain class of special weapons intended to facilitate interdiction of terrorist and criminal hostage situations. Amongst the tools more recently developed have been what are commonly called "stun grenades," or more properly called "flash-bang" devices. This general class of ordinance, when properly deployed and used, is humane in its application in the field. The better versions of the device generate no metallic shrapnel whatsoever, but nonetheless produce a shock wave, light emission, and a very intense loud noise.

**Resource & Referral  
P.O. Box 2026 -  
Novato, CA 94948  
(415) 897-1527**

Mr. Norman C. Boehm  
Executive Director, P.O.S.T.  
Re: Resource and Referral  
April 4, 1988

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The "flash-bang" device provides an opportunity for temporary disablement of armed suspects, without presentation of direct risk of serious injury to bystanders and/or hostages. As these devices have been used in international terrorist interdiction situations, and as they have been more recently deployed in domestic police use, the devices cause very temporary inability to see, due to the intensely bright flash, and also cause disorientation in the suspect, due to the sound and shock waves involved. As you are aware, these devices facilitate fast entry by trained S. W. A. T. personnel, who, with proper training, can enter into and control a situation during the period of disorientation caused by the use of the device. At the same time, because the devices do not generate metallic shrapnel, there is very slight risk of serious personal harm to bystanders or hostages.

It is particularly noteworthy that these devices, while very effective, are humane in comparison to all other available ordinance tools. Policemen entering hostage containment areas, where there are armed suspects, had heretofore been limited to the use of weapons of deadly force, such as shotguns, pistols, and automatic weapons, or the use of a variety of gas weapons, which are comparatively unpredictable in their level of early incapacitation, and which present other risks, such as fire. Further, these devices do not mandate the wearing of gas-masks on entry, giving the opportunity to chose a path of lesser visual impairment.

In substance, these devices present several advantages. They protect innocent citizens from injury by misplaced shot or ricochet. They allow comprehensive short term disablement of the suspects without the necessity for the use of deadly force. They protect the officers involved. They reduce the liability exposure of the officers involved and their departments, because of the comparative reduction in potential for lethal injury. Consequently, many police departments have purchased the subject ordinance. This has naturally led to the desire on the part of such departments to obtain competent and system-appropriate S. W. A. T. training, both in the use of the devices themselves, and in the use of the devices in conjunction with other well established aspects of S. W. A. T. technique.

#### THE CERTIFICATION HISTORY

Pursuant to the perceived need for specialized training in the use of these devices, our firm was formed of experienced and appropriately trained S.W.A.T. police officers, in order to provide such training on a contract basis to police departments in California.



Mr. Norman C. Boehm  
Executive Director, P.O.S.T.  
Re: Resource and Referral  
April 4, 1988

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Our firm first made application to P.O.S.T. in 1984. At the time of our original application, we were encouraged to seek affiliation with a college or university, and to offer the training in that context, and initially discouraged from presentation of the course as a private firm. It was also suggested at the time of original application that the course [then a 24 hour course] was too long to fit well into the training schedules of many departments. Lastly, we were informed that there were other S. W. A. T. courses available which covered the same material.

The original certification was arduous. There were many meetings, and much correspondence. Every attempt was made by our firm to tailor the course to the training needs perceived to exist by senior P.O.S.T. personnel. The course was shortened to eight hours. On further study by P.O.S.T., it was determined that there was not, in fact, duplicate training available through other courses. I will not take your time here to review the whole history of the original certification, but suffice to say that your own review of your records will indicate that the final certification was the result of considerable conscientious work on our part, and on the part of appropriate P.O.S.T. personnel.

In July of 86, the certification was granted. The firm was certified for 9 presentations. At the conclusion of the 9 presentations, P.O.S.T. contacted me and requested 9 additional presentations for that fiscal year, due to demand from interested departments. In fact, our firm presented 17 course offerings in the first fiscal year of operation, almost half of which were in response to a specific request from P.O.S.T.

In July of 1987, we were contacted by Mr. Sadler of P.O.S.T., and asked if we could present 36 presentations for fiscal 87/88. Because of the need to present the course during the drier months, and because of the need to assure smooth logistics, and the fullest possible instructor preparation, we declined to present 36 courses, and instead agreed to present only 24 for the 87/88 fiscal year, so that we could be assured that there would be no diminution in the quality of the course as presented.

A course outline was presented at the time of original certification, inclusive of costs and behavioral objectives. The certification as given was on the basis of the resumes of the instructors, the expanded course outline, the hourly breakdown of instruction, the behavioral objectives, and the detailed budget. All aspects of our program in these categories was approved by P.O.S.T. at the time of original certification.

Mr. Norman C. Boehm  
Executive Director, P.O.S.T.  
Re: Resource and Referral  
April 4, 1988

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#### THE HISTORY AFTER CERTIFICATION

This course has been very well received. Since original certification, there have been 22 course offerings made. Four hundred and forty officers have received this training. Both large departments and small have sent their officers to our firm for this supplemental training. For example, we have provided course instruction to officers from the police departments in the communities of San Francisco; San Diego; Sacramento; Sacramento Sheriff; Santa Rosa; Petaluma; San Rafael; Berkeley; Oakland; Hayward; Fremont; Newark; Milpitas; Santa Cruz; Santa Clara; Santa Clara County; Sunnyvale; San Mateo; San Mateo Sheriff; Burlingame; Napa; Napa Sheriff; Vacaville; Solano County Sheriff; Sonoma County Sheriff; Novato; Marin County Sheriff; Twin Cities; Contra Costa County; Concord; Walnut Creek; East Bay Regional Parks; B.A.R.T; Manteca; Stockton; San Joaquin County; Galt; Placer County Sheriff; South Lake Tahoe; Grass Valley; Shasta County Sheriff; Roseville; Folsom; Monterey County Sheriff; Hollister; Santa Barbara Police Department; Santa Barbara Sheriff; San Luis Obispo; Ventura Police Department; Ventura Sheriff's Department; Ontario Police Department; Fresno Police Department; Fresno County Sheriff's Department; Orange County Sheriff's Department; California Department of Corrections; and several other departments. One of our last offerings was to the Clearlake Police Department, and to the Lake and Mendocino County Sheriff's Departments.

The evaluations from all of the above listed departments have been, so far as we are informed, uniformly supportive of the program. The designated officers from these above-listed communities have been placed in a position of trained know-how, at a increase to the personal safety of the officers involved, at a decrease in risk to the affected citizens. The departments involved in this training have through this participation, avoided putting their officers in the dangerous and liability inducing position of possession and use of the subject ordinance without appropriate training.

In substance, the course has been a success story in every way, and the officers involved, and the public protected, have been greatly aided by the availability of the subject course. As your files indicate, myself and the other instructors in this course have substantive academic and practical police expertise. Our company has made a modest profit consistent with the P.O.S.T. outlines, and we wish to continue to provide this service to interested departments.

Mr. Norman C. Boehm  
Executive Director, P.O.S.T.  
Re: Resource and Referral  
April 4, 1988

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#### THE HISTORY OF AN INCIDENT DURING TRAINING IN CLEARLAKE

On December 12, 1987, an officer participating in training exercises as a part of this course suffered a temporary injury. This incident was a precipitating factor in the suspension of certification which my firm has received. In order to give you, and interested members of the Board, perspective on this situation, it is necessary for me to briefly review the facts of this Clearlake incident. Review of these facts indicates that there was no negligence on the part of my firm, to any extent, and further indicates that the injuries involved were of a transitory nature.

During the course of training, and on a voluntary basis, members of the class are offered the opportunity to experience the effects of the flash/bang device. In particular, the class members who elect to do so are allowed to stand in a group, while another class member throws one of the devices in a high arc, so that the device deflagrates in the air over the group of students.

There are two basic reasons for this exercise. One issue relates to the potential liability of police personnel engaged in the use of these devices in the field. It has been our view that, in the instance of possible injury claims arguably arising from the use of the device, any officer would be helped if he can testify truthfully that he has been personally exposed to the use of the device. Otherwise, should an injury occur in the field, the officer will be in the unfortunate spot of being forced on examination to admit that he has never actually personally experienced the impacts of the device. We feel that this puts the subject officer and his department at some practical disadvantage in litigation. Secondly, and of at least equal importance, the officer, in the practical application of this training in the field, must swiftly accomplish trained tasks in immediate proximity in time to the use of the device. The point here, simply stated, is that the officer needs to be trained to a such a level that he is not "shocked" by the device to the same extent as the criminal against whom the device is used. I am sure that you will agree that this is simple common sense. Finally, the device has been used a number of times to break up fight type situations in a correctional context, both by the California Department of Corrections, and by the Los Angeles County Sheriff's department, to name just a couple of the departments who have so employed the device. The "air burst" use of the device is therefore taught for this third purpose.

Mr. Norman C. Boehm  
Executive Director, P.O.S.T.  
Re: Resource and Referral  
April 4, 1988

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The deflagration takes place above the individuals involved, there is no shrapnel. It is critical to note that the fuse time on this device varies between 1 second and 1.5 seconds, so that, so long as the device is thrown in an arc over the individuals involved, there is no possibility of injury.

For reasons unknown to me as of this writing, an individual in the Clearlake training, who was charged with the responsibility of throwing the device over the heads of a group of class participants, instead threw the device in a "flat" trajectory, so that the deflagration took place at or near ear level. The result of this was that one of the participants in the exercise suffered a tear in the ear drum. This was subsequently repaired, and the individual involved has long since resumed his normal functions as a police officer.

#### THE HISTORY OF THE PRESENT CERTIFICATION SUSPENSION

Despite the success of the program, on December 15, 1987, I received notice of suspension of our certification to offer the subject course. This Notice was received in the form of a letter dated December 14, 1987.

The written notice followed on the heels of a conversation between myself and Mr. Bobby Saddler, of P. O. S. T. Mr. Saddler called in reference to what he described as a "problem" relating to an injury which took place on December 12, 1987. I acknowledged that there had in fact been an ear injury, and advised that the individual involved was resolving. Mr. Saddler informed me that as a matter of course, there would be a "temporary" suspension of the certificate, pending an investigation by the P.O.S.T. staff. Mr. Saddler indicated that he expected that the investigation would be finished prior to the end of 1987.

On January 7, 1988, I contacted Mr. Saddler. Mr. Saddler advised me that he had completed his investigation. He further advised me of his conclusion, consistent with my own, that the injury involved was an accident. He further indicated that he had "some other concerns" which he would be addressing in writing, and that I would be hearing from him shortly. The only arguably substantive comment that Mr. Saddler mentioned was his concern that the training scenario which had been employed in the Lake County incident was a "deviation from the approved lesson plan." I explained to Mr. Saddler that our delivery of the course is of course updated to integrate changes in the technology, and on our experience. Mr. Saddler explained to me that such "modifications" were acceptable. He further explained to while "modifications" were acceptable, "deviations" were not.

Mr. Norman C. Boehm  
Executive Director, P.O.S.T.  
Re: Resource and Referral  
April 4, 1988

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Crucially, at this point I asked Mr. Sadler to advise me on the standards which he employed in distinguishing between a "modification" and a "deviation." Mr. Saddler advised me that he "could not explain" the difference between a "modification" and a "deviation" but he "knew the difference when he saw it." In particular, it is noted to your attention that there were no uniform standards applied in any way in this supposed assessment that there had been a "deviation" from the approved course outline. Further, it is respectfully noted to your attention that no activity engaged in by my firm has in fact been a deviation from the approved course outline, despite Mr. Sadler's commentary to same effect. As will be discussed in closing, the removal of our certification, done by administrative fiat, and without the application of clear standards, is, in our view, a violation of our rights to due process under the California State Constitution, and the United States Constitution, and also violative of federal law.

Obviously, as a company, we were very concerned to receive the promptest possible re-instatement of our certification. Many departments continue to contact us requesting the provision of the course, and the presentation of the course is the central aspect of our business, a factor well understood to Mr. Sadler. Despite the obvious importance of this situation, as of January 26, 1988, I had not heard from Mr. Sadler, nor received the promised writing description of these supposed "other problems" which he stated that he wished to address.

On January 26, I called to Mr. Ron Allen, who is in a supervising capacity to Mr. Sadler. Mr. Allen was not available to receive my call. I accordingly requested a call-back.

On January 27, 1988, I received another call from Mr. Sadler. He advised me that I "would not receive a letter." and that he was "recommending de-certification of the course." He further advised that I would receive a letter from Mr. Boehm no later than February 7. I asked if I would be given an opportunity to present my side of the story, or at least to hear what the concerns were which motivated this decision. Mr. Sadler advised me that I was not going to receive anything other than the de-certification letter, and what ever other information Mr. Boehm elected to disclose to me.

Accordingly, I awaited a response. As of February 7, I had received no letter from Mr. Boehm. I therefore wrote to Mr. Boehm on February 10, 1988, which letter is in the P. O. S. T. files relating to this matter.

Mr. Norman C. Boehm  
Executive Director, P.O.S.T.  
Re: Resource and Referral  
April 4, 1988

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I next received a letter dated February 19 from Mr. Boehm, advising that he was assigning Mr. Allen to discuss the matter with me and to subsequently brief Mr. Boehm.

Ten days later, I received a call from Mr. Allen. (March 2). He advised that I should call him on the morning of March 4, 1988. We were finally able to talk to one another on the afternoon of March 4, 1988. He advised me that he was "going on vacation" and that he had "a number of other meetings scheduled" and that the earliest he could speak with me was March 18. Accordingly, we met at 10 a. m. on March 18. At that time, Mr. Allen described to me five "areas of concern" regarding the course. These areas are discussed separately under the corresponding heading below.

#### THE MEETING OF MARCH 18, 1988

After these events, on Friday, March 18, 1988, I had an occasion to meet with Mr. Allen about the SWAT munitions training course. On that morning Mr. Allen pointed out to me verbally that there were five areas of concern that evidently surfaced and were causing some degree of consternation for the P.O.S.T. staff. I spoke with Mr. Allen about all of these areas and I pointed out to him that many of the areas of concern were not based on factual information. One salient example is as follows:

Mr. Allen pointed out that in the administration of the SWAT munitions training program, the paperwork was not completed in a timely fashion. He went on to point out that on several courses the course announcements were not received by P.O.S.T. on time. I then informed him, and I do so now for your benefit, of the following: During the 18 months this course has been certified, until the present, no one has ever informed me that course paperwork has been late.<sup>1</sup>

The Clearlake program, where the injury occurred, is the program under scrutiny at this time. I have been told by Mr. Sadler that the paperwork for that program did not reach P.O.S.T.

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<sup>1</sup>. The only area of any concern that Mr. Sadler informed me of was the fact that a couple of classes had gone over the 20 person minimum. As soon as Mr. Sadler pointed this out to me I put a class on that had far less than 20 people in order to bring the total number of students into compliance with the number of classes. Mr. Sadler can attest to this fact, and the 1986-87 figures will bear this out.

Mr. Norman C. Boehm  
Executive Director, P.O.S.T.  
Re: Resource and Referral  
April 4, 1988

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until December 15, three days after the course was put on. I now point out, as I indicated to Mr. Allen on March 18, 1988, that the paperwork indicates the course announcements were sent to P.O.S.T., as early as November 9, 1987. Additionally, phone calls were received by me from P.O.S.T. during Thanksgiving week and information was passed back and forth concerning the classes at that time. So obviously all of the paperwork was in P.O.S.T. hands far in advance of the class being put on.

The second item of concern that Mr. Allen expressed concerned the paint guns in the class. Mr. Allen said that this was not approved by P.O.S.T. agreed to by P.O.S.T.. However, Mr. Sadler was well aware that paint guns were used in the class to insure that the student officers would be able to differentiate from friend and foe, paper plate targets, in a smokey environment after the introduction of a flash and stun grenade. The paint guns were used as part of this training exercise and P.O.S.T. and Mr. Sadler was aware of it. What may be a question is the fact that Mr. Sadler expressed concern that the paint guns not be used for one student to shoot another. I will say, however, that at the conclusion of the class, after the P.O.S.T. approved class had been completed, the students who wished to further experiment with the paint guns, were allowed to use the equipment on their own time and not during the "P.O.S.T. approved" portion of the class. Each and every P.O.S.T. class has been advised that P.O.S.T. does not approve of individuals shooting one another with the paint guns and that this should and could only be done on the individual's own time and their own discretion.

The third area of concern Mr. Allen expressed was that the secondary instructor was not approved by P.O.S.T.. This is a grave concern to me, owing to the fact that all of the secondary instructors or back-up instructors for these courses, had resumes submitted on the original lesson plans. When the course was first certified, resumes were on hand in Sacramento. In September 1987, Mr. Sadler advised me that he was concerned that he did not have a resume on Mr. Halloran. I then forwarded an additional resume to Mr. Sadler which he returned to me. Upon receipt of the resume my assumption was that he had found the original one turned in and no longer needed the back-up resume. I have paperwork on file and would be happy to produce it, showing that Mr. Halloran was listed as a secondary instructor from the very first class put on in October of 1986. He was also the back-up instructor on several classes after and all of the paperwork was forwarded to P.O.S.T. in a timely fashion and the hour by hour breakdowns Mr. Halloran is listed and P.O.S.T. was notified on each class.

Mr. Norman C. Boehm  
Executive Director, P.O.S.T.  
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The last two areas of concern Mr. Allen addressed dealt with the practical exercises during the course. As you know, this was where an air burst was thrown, or a simulation device was placed in a large room. Students were in an adjoining room, or at the back end of the room if the same were large enough to safely experience the sound and light given off by the device. These particular techniques have been employed throughout the course presentation and there is no deviation. There appears to be a significant communication problem in that Mr. Allen pointed out to me he was not aware that these were being used and I pointed out to him they were being used in each of the classes. There evidently is a perception problem in Mr. Allen's mind between what was being taught and what was not being taught.

Mr. Allen pointed out to me that if a decertification was forthcoming from your office, my avenue of appeal would be the P.O.S.T. commission meeting on April 21. Mr. Allen advised me that he did not feel he had adequate time between our meeting on the 18th and the P.O.S.T. commission meeting on the 21st to complete his investigation and have all the necessary paperwork available to the Commission with a 30-day lead time necessary from his office. I pointed out to Mr. Allen my main concern would be that this would drag on through May and June and then all P.O.S.T. would do would be not recertify the course for the upcoming year and this whole "issue" would be pushed under the carpet. Mr. Allen assured that was not the case and that any course that was not recertified was in fact decertified and that would come from your office and would be with cause.

I pointed out to you that this particular class has pervasive support in the police community and there are a number of classes right now on the waiting list to be put on as soon as the course suspension is lifted.

I would like, once again, to reiterate to you that there was nothing done in a negligent fashion by me or by any of the other instructors during these courses. It is very difficult to measure the success of such a course and it is very difficult to measure the effectiveness of training scenarios or practical exercises when there is no set of standards which you measure such exercises and training against. The exercises are put on primarily at the instructor's discretion and you use the tools at your disposal to put such training on in the safest and the most effective method possible. I point out that the training that was done was done in such a safe, effective manner. I would point out that there are 22 presentations that have been successfully completed with 20 officers attending each one. We are talking about 440 students going through the course. I would feel that the law of averages would certainly



Mr. Norman C. Boehm  
Executive Director, P.O.S.T.  
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have intervened if the course were being presented in a slipshod or unsafe fashion with those numbers of students.

This particular type of training is extremely critical in the law enforcement community at this time. Failure on the part of P.O.S.T. to allow the continuation of this course puts officers and departments in a position of jeopardy. Without this kind of training the officers will be forced into what may be an unnecessary increase in the application of lethal force. In doing so the officers' lives are in danger, bystanders are in danger, and most certainly suspects are in danger. The whole purpose of this kind of training is to put forth a course of instruction which provides the user with a new set of tools and a better way to resolve critical incidence without resorting to lethal force. The course has been conducted in a safe and systematic fashion and has been presented by quality instructors and the entire course has been received by the student officer population as a quality course. This is borne out by P.O.S.T.'s own figures showing the course consistently ranks among the highest in total number of points for quality and for the ability of the instructors.

Lastly, I would point out that departments who have gone through the course are, right now, on hold to send additional officers through the course. If the course were not a quality course or if the course were presented in a less effective and accepted fashion, these varied departments who have already gone through the training certainly would not be lining up to send additional personnel through the same course of instruction. As an example, in the San Diego Police Department we trained approximately 62 of their officers in 1987. Their department currently has 40 additional officers to be trained and are holding until such time as we can get down to complete the training of the 40 additional officers. Additionally, San Diego wishes to make this particular course a part of their basic SWAT Academy so that all of their officers coming out of their academy will have the benefit of this type of training. Based on San Diego's training records and their track record in the training area, I do not believe that Chief Kollender and his department would be continuing a relationship with a group of instructors who did not put on a quality course and did not deliver the stated service.

I am going to allow Mr. Allen to finish his investigation and in doing so am being placed in a position where I will not be able to be on the agenda for the April meeting should P.O.S.T. decide to decertify the course.

Mr. Norman C. Boehm  
Executive Director, P.O.S.T.  
Re: Resource and Referral  
April 4, 1988

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I urge you to look very carefully at this letter and at Mr. Allen's findings. I believe that you will see that each of the points I have made will be borne out by students who have gone through the class and chiefs of police and sheriffs who have sent their people to the class, and are continuing to send officers to the class. I feel that Resource and Referral continuing with it's existing relationship with P.O.S.T. provides a best possible instruction in this very critical area and that this type of training is current, necessary, and it needs to continue.

When this investigation was first commenced, on December 14-15, 1987, Mr. Sadler assured me that the inquiry would take no more than two to three weeks. As of the date of the writing of this communication, the investigation is still not completed. There were 19 courses that were authorized at the time of the time of the suspension for this investigation. 8 to 10 of these classes are presently filled with the students waiting for performance. The expenses I am presently suffering as a result of your investigation's delay are considerable. Resource & Referral receives \$209 per student. With 20 students per class, this amounts to \$4180 per class. Out of the authorized classes, the amount of tuition funds at issue therefore total over \$79,000 at present.

I believe that this failure to promptly conclude the investigation, and the attendant delays it is causing, are resulting in a denial of my due process rights, both procedural and substantive. I also believe that fairness dictates that the suspension of P.O.S.T. be promptly lifted. Until your investigation is completed, the uncertainty prevents us from planning for the future of this program. Consequently, it is my emphatic request that your department conclude this investigation promptly, and that thereafter, the this program be recertified forthwith.

I appreciate the time that you have taken to read this communication. If there is anything I can do to further assist you, please do not hesitate to contact me. I hope for a prompt and fair conclusion to this matter.

Very truly yours,

  
Brian Brady

DEPARTMENT OF JUSTICE

JOHN K. VAN DE KAMP, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1801 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083



- GENERAL INFORMATION  
(916) 739-5328
- EXECUTIVE OFFICE  
(916) 739-3864
- BUREAUS
- Administrative Services (916) 739-5354
  - Center for Executive Development (916) 739-2093
  - Compliance and Certificates (916) 739-5377
  - Information Services (916) 739-5340
  - Management Counseling (916) 739-3868
  - Standards and Evaluation (916) 739-3872
  - Training Delivery Services (916) 739-5394
  - Training Program Services (916) 739-5372
  - Course Control (916) 739-5399
  - Professional Certificates (916) 739-5391
  - Reimbursements (916) 739-5367
  - Resource Library (916) 739-5353

Brian Brady, President  
Resource and Referral  
P. O. Box 2026  
Novato, CA 94948

April 13, 1988

Dear Mr. Brady:

As you requested in your letter of February 10, 1988, we have delayed a decision regarding continued certification of your training course. Mr. Ronald Allen of our staff has met with you on March 18, 1988 to discuss the course. We are mindful of the long period of suspension of the course since injuries that occurred during a presentation on December 12, 1987. But we did wish to be certain that your views and concerns were taken into account before a decision was finalized.

In reaching a decision, matters which you have brought to Mr. Allen's attention, as well as issues raised in your letter of April 4, 1988, have been taken into account. Our decision is that your SWAT Munitions Course, certification number 958-2301, is decertified effective immediately.

Our principal reason for this action is your deviation from the approved course curriculum. Specifically you have without approval altered the course to:

1. Introduce exercises using paint pellet handguns while the approved curriculum is restricted to demonstrating use of low lethality munitions and tear gas.
2. Teach the use of flash/stun grenades for crowd control rather than for capture of suspects as described in the approved objectives for the course.
3. Include scenarios which expose trainees to the effects of low lethality munitions rather than simply demonstrate such effects for them.

Should you desire to do so, this decertification action may be appealed to the POST Commission. The next meeting at which this matter could be scheduled for their agenda is July 21, 1988. If you wish to appeal, please notify us 45 days prior to that meeting date.

If you have questions regarding this matter, please contact Mr. Allen or Mr. Bobby Sadler at (916) 739-5406.

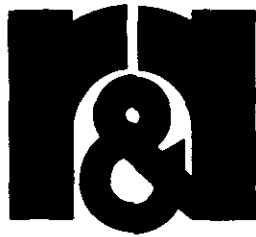
Sincerely,

*Norman C. Boehm*

NOTE TO TYPIST: Item 1234567890 in this copy

Bureau	Executive Director	Bureau Chief	Executive Office	Xerox copy to:
	Originator			





May 24, 1988

Mr. Norman C. Boehm  
Executive Director  
Commission on Peace Officer Standards and Training  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

Dear Mr. Boehm:

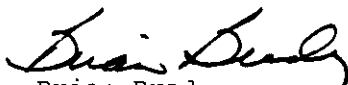
The purpose of this letter is to request to be placed on the agenda for the July 21, 1988, POST Commission meeting. It is my intention to formally appeal to the POST Commission your decision to decertify the course entitled "S.W.A.T. Munitions Training."

While I appreciate the efforts of Mr. Allen and yourself to attempt to conclude the investigation in a timely fashion after the inordinate time lapse that first occurred, I still feel the investigation fell far short of the mark and never touched on areas that are of extreme import.

I am requesting, via this letter, to be placed on the agenda so I may explain in detail to the POST Commission *all* of the circumstances surrounding the December incident and *all* of the circumstances surrounding the allegations that have been put forth that are the basis for decertification.

Once again, I appreciate your efforts; however, I feel I must continue to avail myself of the appeal process, as up to this point I have been done a great injustice.

Sincerely,

  
Brian Brady

**Resource & Referral  
P.O. Box 2026  
Novato, CA 94948  
(415) 897-1527**

MAY 25 12:50 PM '88

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Update of Domestic Violence Guidelines</b>		Meeting Date <b>July 21, 1988</b>
Bureau <b>Training Program Services</b>	Reviewed By <b>Hal Snow</b>	Researched By <b>Ray Bray</b>
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval <b>6.30.88</b>	Date of Report <b>April 14, 1988</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

Commission approval of updated "Guidelines and Curriculum for Law Enforcement Response to Domestic Violence" document and authorize its distribution.

BACKGROUND

In 1984, the California Legislature passed Senate Bill 1472 (Watson) which required POST to develop guidelines and training standards for law enforcement response to domestic violence (Penal Code Section 13519). At the July 25, 1985 meeting, the Commission approved these guidelines and training standards and authorized the distribution of a publication--Guidelines and Curriculum for Law Enforcement Response to Domestic Violence. Recently passed legislation has suggested the need for these revisions to POST's guidelines and curriculum. A group of subject matter experts serving as an ad hoc advisory committee provided input into these revisions.

ANALYSIS

In 1987, the California Legislature passed Assembly Bill 1599 (Speir), which enacted Section 546 of the Code of Civil Procedures and authorizes (not require) designated peace officers to obtain telephonic temporary restraining orders under certain emergency circumstances involving domestic disputes. As a result of this law, operative July 1, 1988, it is proposed that Guideline #9 be added which specifies procedures for obtaining telephonic temporary restraining orders. See Attachment A for the proposed new Guideline #9, which was inserted at that point because of its relevance to and sequencing with other guidelines.

In 1987, the California Legislature passed Assembly Bill 416 (Mojonnier) which enacted Section 12028.5 of the Penal Code. This law authorizes peace officers to seize and take temporary custody of firearms in plain sight or obtained pursuant to a consent search when there is a threat of violence or a physical assault at the scene of a domestic violence incident. This too strongly suggests the need for the addition of a new Guideline #17--Seizure of Firearms. See Attachment A for Guideline #17 which was inserted at this point because of its relevance to and sequencing with other guidelines.

Other minor technical changes to the guidelines have been incorporated. Technical changes to the Basic Course and in-service officer training will be made should the Commission approve these guideline changes.

RECOMMENDATION

Approve the updated "Guidelines and Curriculum for Law Enforcement Response to Domestic Violence" and authorize its distribution.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## Introduction

Domestic violence is a growing problem in both California and the United States. Statistics from the California Department of Justice reveal that in almost one third of all willful homicides, the victim was killed by a spouse, parent or child. More dramatically, over one half of all female homicide victims were killed by a spouse, parent or child.<sup>1</sup> Hundreds of thousands of Americans are harmed, not by strangers, but by those they trust and love. They are victimized not on the street nor in the workplace but in their own homes. Children who are abused or who live in homes where parents are battered carry the terrible lessons of violence with them into adulthood. A great proportion of those who assault both strangers and loved ones were raised themselves in violent households. Most authorities agree that violence is learned behavior. Accordingly, to tolerate family violence is to allow the seeds of violence to be sown into the next generation.

When the President's Task Force on Victims of Crime studied the experience of victims in this country, it recognized that family violence is often much more complex in causes and solutions than crimes committed by unknown attackers. To be abused by a spouse, a parent, a trusted adult or by one's own child or to witness such abuse carries with it a particular agony. Victims wrestle with feelings of fear, loyalty, love, guilt and shame. In this they often face conflicts not experienced by those attacked by strangers. Adults will be torn between the desire to shield and help a loved one and their responsibility toward their own safety or others in the household. Children often face alone the terrible truth that those who should protect them are in fact a source of harm. Anyone who lives in a violent home experiences an essential loss. The one place on earth where they should feel safe and secure has become instead a place of danger. A victim of domestic violence is no less a victim than one set upon by strangers.

In 1984, the California Legislature passed Senate Bill 1472 (Watson) (now Section 13519, and 13700 et seq. of the Penal Code). This law requires:

- o POST, by January 1, 1986, to develop guidelines for law enforcement response to domestic violence cases. (Penal Code Section 13519(d))
- o POST, by January 1, 1986, to implement into the Basic Course instruction in the handling of domestic violence complaints for law enforcement officers. (Penal Code Section 13519)
- o All local police and sheriffs' officers who have received their basic training prior to January 1, 1986, to attend a supplementary training course on domestic violence by January 1, 1989. (Penal Code Section 13519(c))

<sup>1</sup> Lois Haight Herrington, Preface to the Final Report, U.S. Attorney General's Task Force on Family Violence (Washington: Department of Justice, 1984), iii-iv.

- o POST to develop the necessary course(s) and guidelines to implement the mandate listed above, in consultation with appropriate groups and individuals, to include specific organizations mentioned in the bill. (Penal Code Section 13519(d))
- o POST, in consultation with these groups and individuals, to review existing training programs to determine how domestic violence topics might be included. (Penal Code Section 13519(d))
- o Law enforcement agencies to adopt and implement written policies and standards for response to domestic violence calls by January 1, 1986 and make them available upon request. (Penal Code Section 13701)
- o Law enforcement agencies are also required to maintain records of protection orders issued in domestic violence incidences and to compile certain statistical data from domestic violence calls received. (Penal Code Section 13710)
- o Law enforcement agencies to develop a system for recording all domestic violence related calls for assistance made to the department, including reporting requirements, as determined by the Attorney General by January 1, 1986. Each law enforcement agency is also required to develop an Incident Report form that includes a Domestic Violence Identification Code. (Penal Code Section 13730(c))

The purpose of this law is to address domestic violence as a serious crime against society and to assure the victim of domestic violence the maximum protection from abuse which the law and those who enforce the law can provide. It is the intent of the legislature that the official response to cases of domestic violence shall stress the enforcement of the laws to protect the victims and shall communicate the attitude that violent behavior in the home is criminal behavior and will not be tolerated. It is not the intent of the legislature to remove a peace officer's individual discretion where that discretion is necessary, nor is it the intent of the legislature to hold individual peace officers liable for exercising such discretion.

In 1987, the California Legislature passed Assembly Bill 1599 (Speier) now Section 546 of the Code of Civil Procedure. This law, operative July 1, 1988, requires the designation by the Presiding Judge of the Superior Court of at least one Judge, Commissioner, or referee in each county to be available, as specified, to orally issue, by telephone or otherwise, emergency protective orders against domestic violence which would be issued at all times when the court is not in session upon the request of a peace officer. As a result of this law, Guideline #9 was added to these guidelines for the 1988 edition.

Another 1987 law change (Assembly Bill 416) authorizes peace officers to seize and take temporary custody of firearms under specified circumstances at domestic violence scenes. As a result, Guideline #19 was added for this 1988 edition.

The following are guidelines for law enforcement response to domestic violence. These guidelines do not address child abuse cases nor cases of domestic disputes where there is no domestic violence or criminal violation. Whenever the word "shall" is used, the appropriate legal citation is referenced. Whenever the word "should" is used, law enforcement agencies should consider the substitution of the word with "shall." Departmental policies and



procedures may be more specific and may supersede these guidelines. Relevant training on these guidelines should be provided to appropriate employees. For clarification, guidelines are presented in full capitalization and explanatory information in lower case. Penal Code Section 13700 specifies the following definitions which are included for clear understanding of these guidelines:

"ABUSE" MEANS INTENTIONALLY OR RECKLESSLY CAUSING OR ATTEMPTING TO CAUSE BODILY INJURY, OR PLACING ANOTHER PERSON IN REASONABLE APPREHENSION OR IMMINENT SERIOUS BODILY INJURY TO HIMSELF OR ANOTHER.

"DOMESTIC VIOLENCE" IS ABUSE COMMITTED AGAINST AN ADULT OR FULLY EMANCIPATED MINOR WHO IS A SPOUSE, FORMER SPOUSE, COHABITANT, FORMER COHABITANT, OR A PERSON WITH WHOM THE SUSPECT HAS HAD A CHILD OR HAS HAD A DATING OR ENGAGEMENT RELATIONSHIP.

"OFFICER" MEANS ANY LAW ENFORCEMENT OFFICER EMPLOYED BY A LOCAL POLICE DEPARTMENT OR SHERIFF'S OFFICE, CONSISTENT WITH PENAL CODE SECTION 830.1.

"VICTIM" MEANS A PERSON WHO IS A VICTIM OF DOMESTIC VIOLENCE.

This document specifies POST's general guidelines for law enforcement response to domestic violence and curriculum mandated by Penal Code Section 13519.

## GUIDELINES FOR LAW ENFORCEMENT RESPONSE TO DOMESTIC VIOLENCE

### I. ENFORCEMENT OF LAWS

#### Guideline 1 - ENFORCE LAWS RELATING TO DOMESTIC VIOLENCE.

Historically, law enforcement agencies have utilized a variety of dispute resolution methods as alternatives to arrest in domestic violence incidents. Based on public attitudes, lack of prosecution of domestic violence cases, and departmental priorities, a number of factors influenced law enforcement officers to make no arrest in a majority of cases. It is the intent of the legislature that the official response to cases of domestic violence shall stress the enforcement of the laws to protect the victim and shall communicate the attitude that violent behavior in the home is criminal behavior and will not be tolerated. The following factors, for example, should not be used to avoid making an arrest:

1. marital status of suspect and victim,
2. whether or not the suspect lives on the premises with the victim,
3. existence or lack of restraining orders,
4. potential financial consequences of arrest,
5. complainant's history or prior complaints,
6. verbal assurances that violence will cease,
7. complainant's emotional state,
8. non-visible injuries,
9. location of the incident (Public/Private),
10. speculation that complainant may not follow through with the prosecution, or that the case may not result in a conviction.

## II. FELONY ARREST

Guideline 2 - MAKE AN ARREST WHEN THERE IS REASONABLE CAUSE TO BELIEVE THAT A FELONY HAS OCCURRED.

## III. MISDEMEANOR ARREST

Guideline 3 - MAKE AN ARREST WHEN THERE IS REASONABLE CAUSE TO BELIEVE THAT A MISDEMEANOR (INCLUDING VIOLATIONS OF COURT ORDERS) HAS OCCURRED IN THE OFFICER'S PRESENCE.

- A. Officers considering releasing the suspect on a citation shall evaluate the likelihood of a continuing offense which is one of the statutory conditions under which a field release is not appropriate. Any one of the following may support the likelihood of a continuing offense:
1. Whether the suspect has a prior history of arrests or citations involving domestic violence.
  2. Whether the suspect is violating a criminal court-issued-stay away order.
  3. Whether the suspect has previously violated, or is currently violating, valid restraining orders.
  4. Whether the suspect has a prior history of other assaultive behavior (e.g., arrest/convictions for battery or aggravated assaults).
  5. Statements taken from the victim that the suspect has a history of physical abuse towards the victim.
  6. Statements taken from the victim expressing fear of retaliation or further violence should the suspect be released.

## IV. PRIVATE PERSON'S ARREST (CITIZEN'S)

Guideline 4 - INFORM THE VICTIM OF THE RIGHT TO MAKE A PRIVATE PERSON'S ARREST WHEN A CRIME HAS BEEN COMMITTED OUTSIDE THE OFFICER'S PRESENCE WHICH DOES NOT MEET THE REQUIREMENTS FOR A FELONY ARREST. WHENEVER POSSIBLE, SUCH DISCUSSION SHALL BE HELD OUT OF THE PRESENCE OF THE SUSPECT.

Guideline 5 - ACCEPT A PRIVATE PERSON'S ARREST. OFFICERS SHOULD NOT DISSUADE VICTIMS FROM MAKING A LAWFUL PRIVATE PERSON'S ARREST.

## V. REPORTING

Guideline 6 - WRITE A REPORT IN ALL INCIDENTS OF DOMESTIC VIOLENCE. PENAL CODE SECTION 13730 REQUIRES SUCH A REPORT SHALL BE IDENTIFIED ON ITS FACE AS A DOMESTIC VIOLENCE INCIDENT AND BE RETRIEVABLE.

Guideline 7 - IDENTIFY, IN THE REPORT, WHETHER OR NOT WEAPONS WERE INVOLVED. (PENAL CODE SECTION 13730(a))

Guideline 8 - PROVIDE THE VICTIM WITH THE CASE NUMBER OF THE REPORT, OR IF NOT IMMEDIATELY AVAILABLE, EXPLAIN TO THE VICTIM HOW THE NUMBER MAY BE OBTAINED.

VI. COURT PROTECTIVE ORDERS

Guideline 9 - REQUEST EMERGENCY PROTECTIVE ORDERS WHEN APPROPRIATE.

The Code of Civil Procedure Section 546(b) requires that at least one judge, commissioner, or referee be reasonably available to orally issue, by phone or otherwise, an ex parte emergency protective order when a police or sheriff's officer asserts reasonable grounds to believe that a person is in immediate and present danger of domestic violence as defined in Section 542 Code of Civil Procedure. Such an order may also exclude the suspect from the premises and determine temporary custody of minor children.

A. Ascertain Need for Emergency Order

1. When the officer has reasonable grounds to believe a person is in immediate and present danger of domestic violence by a family or household member, the officer may request an ex parte emergency restraining order from the on-call judge.
2. Officers should make this determination based on the complainant's allegations of a recent incident of abuse or threat of abuse by a family or household member.
3. The following situations are examples of those which may provide grounds for requesting an emergency order:
  - a. The suspect is being arrested for a charge related to a domestic violence incident.
  - b. The suspect has a history of domestic violence.
  - c. The victim expresses fear of retaliation or further violence.
  - d. Threats of serious danger have been made to the victim or to the victim's family.

B. Request Emergency Order

1. Officer shall contact the judge, commissioner, or referee designated to be on-call to issue emergency orders by telephone or otherwise and assert grounds for belief that order is appropriate.
2. Upon oral issuance of the order by the on-call judge, the officer requesting the order shall reduce it to writing, using Judicial Council forms provided, and sign the order.

C. Issued Orders

1. The officer shall serve a copy of the emergency order on the restrained party, if the party can be reasonably located.
2. The officer shall give a copy of the emergency order to the protected party.
3. The officer who requested the emergency order, while on duty, shall carry a copy of the order.
4. A copy of the emergency order shall be filed with the court as soon as practical after issuance.
5. An emergency protective order shall expire not later than the close of judicial business on the next day of judicial business following the day of its issue.

D. Enforcement Procedures

1. Where a violation of an emergency order has occurred, arrest in accordance with Guideline 10, Section B.

E. Officer Immunity

1. A police or sheriff's officer, acting pursuant to Section 546 CCP, shall not be held civilly or criminally liable if he or she acted in good faith in requesting and enforcing an emergency protective order.

Guideline 10 VERIFY AND ENFORCE RESTRAINING ORDERS.

There are different types of restraining orders issued by a court in domestic violence situations. Penal Code Section 13710 requires law enforcement agencies to maintain a complete and systematic record of all protection orders with respect to domestic violence incidents, restraining orders, and proofs of service in effect. This section also requires that the systematic record shall be used to inform law enforcement officers responding to domestic violence calls of the existence, terms, and effective dates of protection orders in effect.

A. Verification of Restraining Orders

Whenever a complainant advises of the existence of a restraining order, the officer should ascertain:

1. Whether a restraining order is on file with the department or whether complainant has copy of restraining order in possession.
2. Whether a restraining order is still valid as to duration/time.

3. Whether the proof of service or prior notice exists or that the suspect was in court when the order was made.
4. The terms of the restraining order.

B. Arrest Criteria and Enforcement Procedures

1. A violation of a restraining order is a misdemeanor under either Penal Code Sections 273.6 or 166.(4). Make an arrest when there is reasonable cause to believe the subject of the restraining order has violated the order in the presence of the officer and any one of the following conditions is met:
  - a. The existence of the order and proof of service on the suspect has been verified by the officer.
  - b. The complainant produces a valid copy of the order bearing a file stamp of a court and a proof of service on the subject.
  - c. The existence of the order has been verified by the officer; no proof of service is required if the order reflects that the suspect was personally present in court when the order was made.
  - d. The existence of the order has been verified, and there is proof that the suspect has previously been admonished or served a copy of the order.
2. When the officer verifies that a restraining order exists, but cannot verify proof of service or prior knowledge of order by suspect, the officer should:
  - a. Inform the subject of the terms of the order.
  - b. Admonish the subject of the order, that the subject is now on notice and that the violation of the order will result in arrest. If the subject continues to violate the order after being advised of the terms, an arrest should be made.
  - c. If the suspect complies after admonishment of the terms, the officer shall make a retrievable report pursuant to Penal Code Section 13730(c)) showing the suspect was admonished/advised of the terms of the order, the specific terms of the order suspect was advised about, the name of the admonishing officer, time and date. The department's copy of the restraining order will be updated to reflect the admonishment information listed above.
3. In the event the suspect has left the scene of the incident, an investigation should be made to determine if a crime has been committed. Penal Code Sections 13730(c) and 13701(i)

require that a retrievable report shall be made and complainant shall be advised of the follow-up criminal procedure and case number of the report.

C. Order Not Verifiable

1. When the victim is not in possession of the restraining order, and/or in case of computer error, officers may not be able to confirm the order's validity.
  - a. Penal Code Section 13730(c) requires that an officer shall write a report, give the victim the police report number and direct the victim to contact the appropriate department unit for follow-up information.
  - b. When an order is not verifiable through the verification procedures, officers should advise the victim of the right to make a private person's arrest for the appropriate violation.

Guideline 11 - VERIFY AND ENFORCE CRIMINAL COURT-ISSUED STAY-AWAY ORDERS

A. Verification of Stay-Away Orders

1. A stay-away order is issued in a criminal case where the probability of victim intimidation exists and violation of such is a misdemeanor under Penal Code Section 166.(4). In domestic violence incidents where a person advises an officer that a stay-away order has been issued, the officer should attempt to ascertain the terms and validity of the order.
  - a. Request the victim show a copy of the order. Verify, through the department, that the suspect is under the court's jurisdiction, or
  - b. Verify, through the department, that a stay-away order has been issued against the suspect.

B. Arrest Criteria and Enforcement Procedures

1. The Code of Civil Procedure Section 540 et seq. and 527.6 requires that when the order has been verified, officers shall effect an arrest if the suspect has violated any terms of the order. The report should note the specific violations of the order, and the victim shall be given the police report number for reference pursuant to Penal Code Section 13701(f).
2. A violation of the order is a violation of Penal Code Section 166.(4). This violation can be added to other charges such as assault or battery.

3. An act of victim intimidation relating to the court proceedings is a violation of Penal Code Section 136 et seq. Examples of intimidation include:
  - a. Attempting to prevent or dissuade a victim from attending or giving testimony at any proceeding is a misdemeanor.
  - b. Using force, or expressing or implying threat of force or violence related to the court proceeding is a felony.

C. Order Not Verifiable

1. When the victim is not in possession of the stay-away order, and/or in cases of computer error, officers may not be able to confirm the order's validity.
  - a. Penal Code Section 13730 requires that officers shall write a report, give the victim the police report number and direct the victim to contact the appropriate department unit for follow up information.
  - b. When an order is not verifiable through the verification procedures, officers should advise the victim of the right to make a private person's arrest for the appropriate violation.

VII. TENANCY

Guideline 12 - REQUEST A PERSON WHO IS NOT IN LAWFUL POSSESSION OF THE PREMISES TO LEAVE THE PREMISES WHEN: (1) THE COMPLAINANT IS IN LAWFUL POSSESSION OF THE PREMISES, AND (2) THE COMPLAINANT HAS REQUESTED THAT THE PERSON LEAVE THE PREMISES.

- A. Arrest the suspect under Penal Code Section 602.5 if the suspect does not leave upon request.
- B. The officer should consider the possibility of requesting an emergency protective order pursuant to Section 546 of the Code of Civil Procedures excluding the suspect from the premises.
- C. The officer should refer the complainant for a temporary restraining order or other appropriate civil remedy if the complainant requesting removal cannot show proof of lawful possession. "Lawful possession" of the premises is shown by a rental agreement, cancelled rent check, lease, grant deed, verification from landlord, court order, or other document showing person(s) to be removed.

VIII. VICTIM ASSISTANCE

Guideline 13 - ASSIST IN OBTAINING APPROPRIATE MEDICAL ATTENTION IF A COMPLAINANT CLAIMS INJURY WHETHER VISIBLE OR NOT.

Guideline 14 - ASSIST IN MAKING ARRANGEMENTS TO TRANSPORT THE VICTIM TO AN ALTERNATE SHELTER IF THE VICTIM EXPRESSES A CONCERN FOR SAFETY OR THE OFFICER DETERMINES A NEED EXISTS.

Guideline 15 - STAND BY FOR A REASONABLE AMOUNT OF TIME WHEN A COMPLAINANT REQUESTS POLICE ASSISTANCE WHILE REMOVING ESSENTIAL ITEMS OF PERSONAL PROPERTY.

Guideline 16 - PROVIDE THE FOLLOWING TO THE VICTIM IN WRITING:

- A. For further information about a shelter, you may contact \_\_\_\_\_.
- B. For information about other services in the community, you may contact \_\_\_\_\_.
- C. You have the right to ask the District Attorney to file a Criminal Complaint.
- D. You have the right to go to the Superior Court and file a petition requesting any of the following orders for relief:
  - 1. An order restraining the attacker from abusing the victim and other family members.
  - 2. An order directing the attacker to leave the household.
  - 3. An order preventing the attacker from entering the residence, school, business, or place of employment of the victim.
  - 4. An order awarding the victim or the other parent custody of or visitation with a minor child or children.
  - 5. An order restraining the attacker from molesting or interfering with minor children in the custody of the victim.
  - 6. An order directing the party not granted custody to pay support of minor children, if that party has a legal obligation to do so.
  - 7. An order directing the defendant to make specific debit payments coming due while the order is in effect.
  - 8. An order directing that either or both parties participate in counseling.
- E. You have the right to file a civil suit for losses suffered as a result of the abuse, including medical expenses, loss of earnings, and other expenses for injuries sustained and damage to property and any other related expenses incurred by the victim or any agency that shelters the victim.



IX. SEIZURE OF FIREARMS

GUIDELINE 17 - SEIZE AND TAKE TEMPORARY CUSTODY OF FIREARMS IN PLAIN SIGHT OR OBTAINED PURSUANT TO A CONSENT SEARCH WHEN THERE IS A THREAT OF VIOLENCE OR A PHYSICAL ASSAULT AT THE SCENE OF A DOMESTIC VIOLENCE INCIDENT. (PENAL CODE 12028.5)

- A. This provision of law is permissive and allows the officer discretion.
- B. No firearm seized pursuant to this section shall be held less than 48 hours.
- C. Provide person from whom the firearm is taken a receipt describing the firearm and stating where and when the firearm can be recovered.
- D. If the seized firearm is not to be used as evidence in a criminal proceeding resulting from the domestic violence incident, or was not illegally possessed, it shall be made available for return no later than 72 hours after the seizure

X. OFFICER SAFETY

Guideline 18 - EXERCISE REASONABLE CARE FOR THE SAFETY OF OFFICERS AND PARTIES INVOLVED AND NO PROVISION OF THIS GUIDELINE SHALL SUPERSEDE THAT RESPONSIBILITY.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Re: POST Program for Approving Field Training Programs		Meeting Date July 21, 1988
Bureau Training Program Services	Reviewed By Glen Fine	Researched By Hal Snow
Executive Director Approval <i>Norman C. Bachm</i>	Date of Approval 7/5/88	Date of Report June 14, 1988
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 schedule a public hearing to consider changes to the POST voluntary program for approving law enforcement agency field training programs including: 1) discontinuing pre-academy program approval, 2) adding separate during and after-academy program approval, and 3) revising some of the requirements for approval?

BACKGROUND

The Commission first established a program of approving law enforcement agency field training programs in October 1974 after Penal Code Section 832.3 was enacted. This law required specified regular officers to complete the Basic Course except that they may exercise peace officer powers prior to completing the Basic Course provided they are participating in a supervised field training program approved by POST. Based upon this law, POST established a voluntary program of approving field training programs occurring for up to 90 days prior to a Basic Course. It was common practice at that time for agencies to employ officers for a short period prior to the starting dates of academies and assign them to various peace officer duties. Since then, POST has approved over 230 agency field training programs.

Inasmuch as Penal Code Section 832 requires officers to complete an introductory course of training prior to exercising peace officer powers, it is not practical for law enforcement agencies to send officers to the PC 832 Course prior to field training. Such courses would be redundant with curriculum of the Basic Course. This change combined with increased concerns for agency liability has resulted in virtually all agencies discontinuing pre-academy field training and simply having the hiring date of new officers coincide with the starting dates of Basic Courses or assigning them to non-peace officer duties prior to a Basic Course.

The need to revise the basis upon which POST approves field training programs has been prompted primarily because of the discontinued use of pre-academy field training. However, other factors have contributed to the need for changes including requests for POST to approve after-academy field training programs and to update some of POST's requirements for approval.

### ANALYSIS

The need to discontinue POST approval of pre-academy field training programs is evident by the lack of any known agencies using such programs. It could also be asserted that pre-academy field training programs pose some degree of agency or POST liability because of the minimal formalized training required of officers prior to this field training.

Assuming Regulation 1005 and Procedure D-13 are modified to discontinue authorizing approval of pre-academy programs, there remains a statutory basis for regulations concerning POST approval of field training including: a) Penal Code Section 832.3 providing for peace officer powers based upon POST approval of field training programs, and b) Penal Code Section 832.6 requiring reserve officers to participate in POST-approved field training. There is need for POST to formally articulate the requirements for field training.

### During-Academy Field Training

Only one or two academies currently schedule breaks during basic courses for officers to experience field training. Because these voluntary programs are considered a valuable learning experience, mid-course field training programs should continue to be approved by POST. It is proposed this be continued on the basis of POST approval of an academy's voluntary request for a POST-approved field training program that minimally requires trainees to: 1) have completed the training requirements of Penal Code Section 832 prior to field training, 2) be under supervision of a field training officer possessing a POST Basic Certificate and who has completed the POST Field Training Officer Course if the trainee is assigned to general law enforcement duties, and 3) participate in structured learning content specified in the POST Model Field Training Guide or its equivalent approved by POST. See Attachment A for proposed changes to Regulation 1005(a).

### After-Academy Field Training

A new voluntary service of approving law enforcement agencies for their after-academy field training programs is highly desirable. There appears to be widespread interest on the part of local agencies in POST approval on a voluntary basis of their after-academy programs. Most law enforcement agencies have such

programs because they are generally considered an essential element in the development and evaluation of officers. Field training that follows academy training is considered the most valuable because of the prerequisite knowledge and skills learned in the academy. As indicated in the 1986 POST Field Needs Survey, law enforcement agencies overwhelmingly (84%) support POST's establishing guidelines or requirements for these programs. There is considerable potential for improving the competence of officers with field training programs that voluntarily meet some minimum standards.

The maintenance of a voluntary program for approval of after-academy field training program, also provides a means for responding to requirements of Penal Code Section 832.6(2). This law requires POST to approve a program for ride-along (Level II) reserve officers. Additionally, Level I reserve officers are required to complete a field training program in order to qualify for certificates. Accordingly, it is proposed Regulation Section 1005(j) Approval of Field Training Programs (Optional) be adopted and Procedure D-13 be modified to focus solely on POST approval of after-academy field training programs. See Attachments A and B for proposed language.

Proposed requirements for approval under this program would remain the same as they currently exist except for the following:

1. The program would be broadened to include all agencies and peace officers participating in the POST Regular and Specialized Certificate Programs. It is expected that law enforcement agencies participating in the POST Specialized Certificate Program could benefit from field training program approval.
2. Field training officers would, in addition to possessing the POST Basic Certificate, have to complete the 40-hour POST Field Training Officer Course prior to assignment. Currently, POST has no specific training requirement for field training officers (FTO's). The training and selection of FTO's is considered an essential element of any quality field training program.
3. The program must be based upon structured learning content as specified in the POST Model Field Training Guide or its equivalent approved by POST. In order for field training to be most effective, there must be structured learning content so that trainees progress from simple to more complex tasks and that the training is comprehensive.
4. Trainees would be required to be evaluated on at least a weekly basis instead of daily and evaluations

reviewed with the trainee. Trainee evaluations on a weekly basis are more in line with contemporary practices. In some cases, daily evaluations have led to an over emphasis on evaluation to the detriment of training.

5. The program emphasis must be on both training and evaluation, which also is consistent with contemporary thinking about the nature and purpose of field training.
6. Appropriate documentation of trainee progress (usually in the form of a training guide) must be maintained. Maintenance of appropriate documentation can be a critical factor for agencies maintaining program accountability and defending against negligent training liability claims.

See Attachment B for proposed language changes to Procedure D-13.

There should be no fiscal impact upon law enforcement agencies because most already have field training programs and the voluntary nature of these programs should alleviate any such concerns. Approval of individual field training programs will require an additional temporary staff workload but can be accommodated with existing staff.

#### RECOMMENDATION

Approve a public hearing for the January 1989 meeting to consider changes to the POST voluntary program for approving law enforcement agency field training programs including: 1) discontinuing pre-academy programs approval, 2) adding separate during and after-academy program approval, and 3) revising some of the requirements for approval.

Attachments

Proposed Revisions to POST Regulations 1005(a),  
1005(j), and Procedure D-13

## 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 exercise of peace officer power.

Requirements for the Basic Course are set forth in PAM, Section D-1-3.

Pursuant to Penal Code Section 832.3 a~~Agencies that employ regular peace officers may be assigned newly appointed sworn personnel to a POST-approved field training program during as a peace officers scheduled break of a Regular Basic Course for a period not to exceed 90 days from date of hire, without if the such personnel being enrolled in a basic course, if (1) the personnel have satisfied the training requirements of Penal Code Section 832 basic academy has a POST-approved and (2) the Commission has approved a field training plan program submitted by the agency and the personnel are full-time participants therein.~~ that minimally requires trainees to: (a) have completed the training requirements of Penal Code Section 832 prior to assignment to field training, (b) be under the direct supervision of a peace officer possessing a POST Basic Certificate and completed the POST Field Training Officer Course if the trainee is assigned to general law enforcement duties, and (c) participate in a structured learning experience as specified in the POST Model Field Training Guide or its equivalent approved by POST.

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

(j) Approval of Field Training Programs (Optional)

- (1) POST approval of optional field training programs is directed at peace officers who have completed basic training described in Section 1005(a).
- (2) Requirements for Approval of Field Training Programs are set forth in PAM Section D-13.

COMMISSION PROCEDURE D-13  
\* Revised: October 18, 1984

## APPROVAL OF FIELD TRAINING PROGRAMS

### Purpose

13-1. Requirements for Approval of Field Training Program Purpose: This Commission procedure implements requirements for the voluntary POST-approval of law enforcement agency field training programs pursuant to Section 1005(j), Approval of Field Training Programs (optional), which is the Minimum Standards for Training established in Section 1005(a) of the Regulations, for the Field Training Program. This Commission Procedure also specifies the design of a field training program which satisfies the provision of Penal Code Section 832.3 directed at peace officers who have completed basic training described in Regulation 1005(a). POST-approval of field training programs is designed to recognize the importance of such training, encourage the establishment of these programs, and promote the voluntary adoption of minimum requirements.

### Specific Requirements

13-2. Application for Approval: A department which desires to grant peace officer powers to a trainee prior to the trainee's completion of a certified Basic Course must apply to POST for approval of the department's field training plan outlining the content of the plan.

13-2. General Program Description: This program is based upon a law enforcement agency voluntarily requesting POST approval of its field training program as described in a field training plan and the attached application form. POST approval is contingent upon the agency attending to initial and continuous adhering to these minimum requirements.

Field Training approved by POST under this program is restricted to supervised field training provided to sworn peace officers regardless of assignment or status (regular or reserve) after completing the applicable basic or reserve course. This approval does not extend to persons serving in ride-along, observer capacities.

A field training plan and application need be submitted only one time, and if not modified, once approved by POST, will remain in full force.

A plan is not required to be submitted and approved unless the agency grants peace officer powers to a trainee prior to the trainee's completion of a certified Basic Course.

~~13-3. Field Training Plan Content: The field training plan shall contain the following:~~

- ~~a. Description of the selection process for field training officers.~~
- ~~b. Description of the specialized training provided or proposed to enable the field training officers to properly perform this role.~~
- ~~c. Description of the evaluation process for field training officers and trainees, including formal performance check sheets or field training guides.~~

13-3. Specific Approval Requirements:

- a. Trainees must have completed one of the basic training requirements specified in Regulation 1005(a) and 1007(b).
- b. Qualified field training officers must: (1) possess a POST Basic Certificate, (2) completed the POST Field Training Officer Course prior to assignment, and (3) be carefully selected based upon a supervisor's nomination.
- c. Trainees must be supervised depending upon their assignment:
  - (1) Trainees assigned to general law enforcement duties must be under the direct and immediate supervision (physical presence) of a qualified "field training officer."
  - (2) Trainees assigned to, non-peace officer, specialized functions (i.e., complaint/dispatcher, records, jail) do not require the immediate presence of a field training officer. Such trainees shall be considered engaged in an "approved field training program" while under normal supervision in the agency.
- d. The field training program must be based upon structured learning content as specified in the POST Model Field Training Guide or its equivalent approved by POST.
- e. Field training officers shall be periodically evaluated by trainees and supervisors.
- f. Trainees shall be evaluated on at least a weekly basis with written summaries of progress or lack thereof prepared and reviewed with the trainee.
- g. Program emphasis must be on both training and evaluation of trainees.
- h. Appropriate documentation of trainee progress (usually in the form of a training guide) must be maintained.



~~13-4. Trainees Assigned General Law Enforcement Duties: Newly employed, sworn personnel assigned to general law enforcement duties must have completed PC 832 training and be under direct and immediate supervision (physical presence) of a qualified "field training officer."~~

~~13-5. Trainees Assigned Specialized Functions: Trainees assigned to, non-peace officer, specialized functions (i.e., complaint/dispatcher, records, jail) do not require the immediate presence of a field training officer. Such trainees shall be considered engaged in an "approved field training program" while under normal supervision in the agency.~~

~~13-6. Field Training Officers: Designated field training officers shall be carefully screened and selected. Selection standards shall include:~~

- ~~a. Possession of a POST Basic Certificate.~~
- ~~b. Supervisors' nominations based upon the officer's:~~
  - ~~(1) Past and present performance,~~
  - ~~(2) Skill in interpersonal relationships,~~
  - ~~(3) Knowledge of training responsibilities,~~
  - ~~(4) Knowledge of teaching techniques,~~
  - ~~(5) Comprehension of coach-pupil check sheet or field training guide.~~

~~13-7. Evaluation of Field Training Officers: Field training officers shall be periodically evaluated by trainees and supervisors.~~

~~13-8. Evaluation of Trainees: Trainees shall be evaluated daily. Weekly summaries of progress or lack thereof shall also be prepared.~~

13-9 13-4. Department Head Signature Required: Signature of the department head is required attesting to continued adherence to the field training plan which is submitted for approval. (Request for approval for changes in a previously-approved plan may be submitted to POST at any time by written request.)

#### Application Procedures

13-10 13-5. Application Procedures for POST Approval of a Field Training Plan:

- a. Evaluate ~~your~~ present (formal and informal) field training plan or develop a proposed field training plan. (Compare present policies and practices with POST standards for an Approved Field Training Program.)

COMMISSION PROCEDURE D-13  
Revised: July 1, 1980

- b. Institute changes or develop internal policies if needed to comply with POST minimum standards for an Approved Field Training Program.
- c. Confer with the POST Training Delivery Services Bureau area consultant if assistance is needed in designing and establishing a field training plan.
- d. Submit to POST an Application for POST Approved Field Training Program, POST form 2-229, describing your agency's field training plan. Application forms are available from POST.
- e. Submit supporting documentation (i.e., Field Training Guides, Policies and Procedures, or Evaluation Forms) with the application.
- f. Submit tThe application along with supporting materials will be evaluated by POST for conformity with the minimum standards for approved field training programs. Written notification of approval or other disposition will be forwarded to each applying agency.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Approval of POST Career Ethics/Integrity Training Guide		July 21, 1988
Bureau	Reviewed By	Researched By
Training Program Services	Hal Snow	Don Moura
Executive Director Approval	Date of Approval	Date of Report
<i>Norman P. Baehr</i>	7/5/88	May 20, 1988
Purpose:		<input checked="" type="checkbox"/> Yes (See Analysis per details)
<input checked="" type="checkbox"/> Decision Requested	<input type="checkbox"/> Information Only	<input type="checkbox"/> No
<input type="checkbox"/> Status Report	Financial Impact	

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

ISSUE

Should the Commission approve the POST Career Ethics/Integrity Training Guide and authorize its distribution?

BACKGROUND

At the October 1986 meeting, the Commission directed staff to review all training mandates to determine the feasibility of adding curriculum on Principles, Values and Ethics. This has been accomplished for the Supervisory, Management, and Executive Development courses. Heretofore, no such training has been systematically made available for in-service personnel. In May 1987, staff began a project to develop an optional training program that could be presented as non-certified training within law enforcement agencies or incorporated as a module into certified Advanced Officer courses. With the input of the Standards and Ethics Committee of the California Peace Officers' Association, an eight-hour training program has been developed drawing liberally on the highly successful Career Integrity Workshops developed and presented by the Los Angeles County Sheriff's Department.

ANALYSIS

This eight-hour program is designed to foster discussion about values, ethics/integrity, and principles as they relate to law enforcement decision-making. Its purpose is to allow law enforcement personnel an opportunity to exchange honest views on a wide range of law enforcement issues in an organized, professional manner. As the students express opinions and listen to those of their peers, their attention is focused on analyzing the parameters of their own value system and those of their individual agency. The program is not designed to train personnel in the nature of ethics and integrity. Rather, it is a consciousness-raising experience intended to encourage self-examination and acceptance of responsibility, enhance awareness of personal values, discuss standards, encourage planning for future decision-making, and highlight common feelings about right and wrong.

The program is designed for a high level of student participation in small group discussions with minimal lecture presentations. The program is intended to be led by carefully selected and trained facilitators, who serve to elicit participation and to keep the discussions "on track." A 24-hour course has been designed to train facilitators for this program.

The training is appropriate, with modification of the case studies, for all levels of personnel (administrator, manager, supervisor, and officer). Experience has shown the program should be presented at the Administrative and Management level prior to presentation to supervisors and officers. Additionally, it is recommended that, if the program is presented within an agency, the agency first adopt, prior to a presentation, a statement of organizational values and communicate it throughout the agency at all levels, or a process designed to result in adoption of such a statement be initiated. It is expected this training will be most effective when all trainees in a given presentation are from the same agency. Experience with the Model LASD program clearly supports these recommendations.

A draft copy of the Guide has been provided to Commissioners in advance of this meeting under a separate cover. It includes a Course Outline, Facilitator Selection and Instructions, Case Studies and Reference Material. The Case Studies Section provides some useful discussion questions on several common ethical decision-making issues. This is followed with some generic case study descriptions which the facilitator is encouraged to supplement with some real examples from his or her agency.

This training guide is consistent with previous Commission direction to make ethics/integrity training more readily available. In developing the guide, considerable interest and enthusiasm has been generated among police managers and executives for this program. There is every reason to anticipate this program will be highly successful and consistent with the interests of maintaining ethical conduct/professionalism within law enforcement.

#### RECOMMENDATION

Approve the POST Career Ethics/Integrity Training Guide and authorize its distribution.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title: Approval of Guidelines and Curriculum for Handling Missing Persons and Runaway Cases		Meeting Date: July 21, 1988
Bureau: Training Program Services	Reviewed By: Hal Snow	Researched By: Gary Sorg
Executive Director Approval: <i>Norman C. Bachon</i>	Date of Approval: 7/6/88	Date of Report: May 14, 1988
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

Approval of the proposed Law Enforcement Guidelines and Curriculum for Handling Missing Person and Runaway Cases.

BACKGROUND

In 1987 the California Legislature passed Assembly Bill 1073 (Stirling) which created Penal Code Section 13519.1. This section, effective January 1, 1988, mandates that the Commission on POST develop guidelines for law enforcement's response to missing person and runaway cases. The Commission is also required to implement a course or courses of instruction for law enforcement officers and dispatchers in the handling of missing person and runaway cases. This includes appropriate training for the basic recruit course and supplementary training for in-service officers and dispatchers. This law requires that all law enforcement officers and dispatchers who receive basic training before January 1, 1988 complete supplementary training on this subject by January 1, 1991. AB 1073 requires POST to implement the training courses and guidelines by July 1, 1988 (see Attachment A). This report presents the proposed guidelines and training course curriculum which incorporates current operational and reporting mandates for local departments. Those mandates include acceptance of any missing person report, giving priority to missing person reports over crimes relating to property, and coordinating of agencies for the purpose of efficiently and effectively taking and investigating missing person reports. Existing law also requires departments to confer with the coroner or medical examiner and submit reports and dental records to the Department of Justice in specific instances.

At the January 1988 meeting, the Commission authorized a contract to secure the services of a Management Fellow for up to six months to conduct the research and developmental activities required by Assembly Bill 1073. Subsequently, Sergeant Gary Sorg of the Merced Sheriff's Department was selected and began work March 1, 1988. An advisory committee of subject matter experts, representatives of law enforcement, and special interest organizations has provided input in the formulation of guidelines and training standards (see Attachment B).

## ANALYSIS

The proposed guidelines, Attachment C, provide direction to law enforcement agencies in the formulation and updating of departmental policies as well as direction to individual officers and dispatchers. The 15 guidelines are conveniently presented in three categories including Initial Response, Follow-up Investigation, and Reporting Requirements. For guidelines using the term "shall," the legal reference is cited in parenthesis following the guideline. In most instances, guidelines are expressed in the permissive "should," with an introductory admonition to agencies to evaluate local conditions as to determining whether the guidelines should be made mandatory. Following each guideline, explanatory information is provided. Among the definitions provided as part of the guidelines, "missing person" is defined as "Any person who is reported missing to a law enforcement agency until the person is located or determined to be a voluntarily missing adult. A missing person includes any of the following: involuntary missing, parental abduction, runaway, unknown missing.

These guidelines are purposely written as generally as possible so as to make them applicable to all sizes and types of agencies. In addition to advisory committee input, other law enforcement agencies have had opportunity for review. Those agencies found the guidelines to be not only acceptable, but also helpful in updating policies. It is expected these guidelines will ease implementation of statutory mandates in local departments, as well as promote statewide consistency in handling missing person cases. The guidelines should also foster higher quality initial investigations and improved reporting.

Proposed curriculum for handling missing person cases pursuant to this training mandate includes revision to two existing Basic Course performance objectives and the addition of five new PO's. The proposed training includes requiring the student to identify the benefits for law enforcement involvement in missing person cases, reasons for sensitivity, and legal requirements. Existing PO's include the identification of initial response, means for locating missing persons, and factors influencing level of response (see Attachment D). It is estimated the proposed curriculum will require approximately two additional hours beyond what time is currently being devoted to this subject in the Basic Course (estimated at two hours). It is anticipated this supplementary curriculum will be integrated into the Basic Dispatcher, Advanced Officer, and other in-service training courses.

Attachment E provides recommended changes to Commission Procedure D-7 (Approved Courses) to implement the proposed curriculum .

## RECOMMENDATION

1. Approve the Law Enforcement Guidelines and Curriculum for Handling Missing Persons and Runaway Cases, effective immediately, and authorize publication distribution.
2. Approve performance objective changes for the Basic Course effective January 1, 1989.

**§ 13519.1. Missing persons; training course and guidelines**

(a) The commission shall implement by July 1, 1988, a course or courses of instruction for the training of law enforcement officers and law enforcement dispatchers in the handling of missing person and runaway cases and shall also develop guidelines for law enforcement response to missing person and runaway cases. The course or courses of instruction and the guidelines shall include, but not be limited to, timeliness and priority of response, assisting persons who make missing person reports to contact the appropriate law enforcement agency in the jurisdiction of the residence address of the missing person or runaway and the appropriate law enforcement agency in the jurisdiction where the missing person or runaway was last seen, and coordinating law enforcement agencies for the purpose of efficiently and effectively taking and investigating missing person reports.

As used in this section, "law enforcement" includes any officers or employees of a local police or sheriff's office or of the California Highway Patrol.

(b) The course of basic training for law enforcement officers and law enforcement dispatchers shall, not later than January 1, 1989, include adequate instruction in the handling of missing person and runaway cases developed pursuant to subdivision (a).

(c) All law enforcement officers and law enforcement dispatchers who have received their basic training before January 1, 1989, shall participate in supplementary training on missing person and runaway cases, as prescribed and certified by the commission. The training required by this subdivision shall be completed not later than January 1, 1991. (*Added by Stats.1987, c. 705, § 3.*)

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## GUIDELINES FOR HANDLING MISSING PERSON AND RUNAWAY CASES

### I. INITIAL RESPONSE

#### Guideline # 1 - DETERMINE IF YOU HAVE A MISSING PERSON CASE.

1. Officers, dispatchers, or other designated personnel who take the initial call, by phone or in person, should determine if the call is a missing person case according to the definition of a missing person and department policy.
2. If it is determined the person is a victim of a kidnapping or parental abduction the case should also be handled as a criminal investigation.

#### Guideline # 2 - EXHIBIT SENSITIVITY TO THE REPORTING PARTY.

1. Reporting parties and families of missing persons often experience feelings of helplessness and anxiety. Officers, dispatchers, or other designated personnel dealing with these persons should be sensitive to those feelings and respond appropriately.

#### Guideline # 3 - ACCEPT ANY REPORT, INCLUDING ANY TELEPHONIC REPORT, OF A MISSING PERSON OR RUNAWAY PROMPTLY (11114a PC).

1. It is the duty of all law enforcement agencies to immediately assist any person who is attempting to make a report of a missing person or runaway (11114.3a PC).
  - a. A report must be accepted regardless of jurisdiction.
  - b. Generally the agency of ultimate investigative responsibility is the agency having jurisdiction over the missing persons place of residence.
2. If the California Highway Patrol is contacted, including by phone, by someone wishing to make a report of a missing person or runaway the CHP may take the report; and shall immediately advise the reporting party the name(s) and phone number(s) of the police or sheriff's department having jurisdiction of the residence of the missing person and of the place where the missing person was last seen (11114a PC).

**Guideline # 4 - GIVE PREFERENCE TO REPORTS OF MISSING PERSON AND RUNAWAY CASES.**

1. Officers, dispatchers, or other designated personnel shall give priority to the handling of these reports over reports relating to crimes involving property (11114a PC).

a. The individual taking the report must exercise good judgement and apply reasonableness in following this guideline.

b. The intent of this guideline is to insure missing person cases are given appropriate attention over "non-emergency" property related cases.

c. Special attention should be given to reports of very young missing children. The younger the child, the lesser their survival skills, and the greater the risk to their safety.

**Guideline # 5 - TAKE PROPER COURSE OF ACTION FOR INITIAL RESPONSE.**

1. Officers or other designated personnel should interview reporting party and any witnesses as needed to determine:

a. Type of missing person.

b. Existence of any suspicious circumstances.

c. Description of missing person.

d. Other appropriate action.

2. Based upon the circumstances of each report and department policy appropriate action may include:

a. Making a local "Be On the Lookout" broadcast.

b. Searching the area.

c. Examining court orders regarding custody matters.

d. Notifying other agencies.

e. Calling a supervisor or investigator to the scene.

f. Securing a recent photo.

g. Making a referral to local counseling agencies or support groups.

h. Following reporting requirements.

i. Utilizing additional resources.

**Guideline # 6 - PROVIDE REPORTING PARTY DEPARTMENT OF JUSTICE FORM # SS8567 AUTHORIZING THE RELEASE OF DENTAL RECORDS AND PHOTO; INCLUDING INSTRUCTIONS ON WHEN TO OBTAIN THESE AND SUBMIT THEM TO THE AGENCY.**

1. Officers, dispatchers, or other designated personnel shall give the reporting party, in person or by mail, a Department of Justice form authorizing the release of dental records and a recent photograph if the missing person is under 18 years of age (11114b PC). The form shall have instructions which state if the person is still missing 30 days after the report is made, the form is to be signed by a family member or next of kin and taken to the dentist(s) of the missing person. The family member or next of kin should obtain the dental records and submit them within 10 days to the agency to which the report was made (11114b PC).

2. The Department of Justice form given to the reporting party shall also state that the form should be taken to the dentist(s) immediately when a child's disappearance was under suspicious circumstances, or the missing child is under 13 years of age and has been missing at least 14 days, and the dental records and a recent photograph should be immediately thereafter submitted to the law enforcement agency. In these cases the law enforcement agency should confer with the coroner or medical examiner and submit the report and dental records to DOJ within 24 hours (11114d PC).

**Guideline # 7 - THE AGENCY WHERE THE MISSING PERSON WAS LAST SEEN MAY INITIATE AN INVESTIGATION IF APPROPRIATE.**

1. Officers or other designated personnel of the agency having jurisdiction where the person was last seen may initiate an investigation irrespective of the jurisdiction of the department taking the report (11114a PC).

a. It may be appropriate to initiate an investigation where the missing person is at risk or when a delay might significantly reduce the possibility of finding the missing person quickly.

Guideline # 8 - WHEN A MINOR IS MISSING UNDER SUSPICIOUS CIRCUMSTANCES THE AGENCY MAY IMMEDIATELY OBTAIN THE DENTAL RECORDS BY "WRITTEN DECLARATION". IN SUCH CASES THE AGENCY SHOULD IMMEDIATELY CONFER WITH THE CORONER OR MEDICAL EXAMINER AND SUBMIT ITS REPORT, DENTAL RECORDS, AND PHOTO TO THE DEPARTMENT OF JUSTICE WITHIN 24 HOURS.

1. A peace officer may sign a written declaration to obtain the release of dental records immediately when the missing person is under 18 years of age and missing under suspicious circumstances. The officer or other designated personnel should immediately confer with the coroner or medical examiner and should submit the report and dental records within 24 hours thereafter to DOJ (11114d PC).

## II. FOLLOW-UP INVESTIGATION

Guideline # 9 - INITIATE FOLLOW-UP CONTACTS WITHIN 30 DAYS.

1. Officers or other designated personnel should consider re-contacting the reporting party within 30 days of the initial report for additional information, and re-contacting any other involved agencies as appropriate.

Guideline # 10 - OBTAIN THE DENTAL RECORDS BY "WRITTEN DECLARATION" WHEN A PERSON IS STILL MISSING AFTER 30 DAYS AND NO NEXT OF KIN CAN BE LOCATED.

1. When any person has not been found within 30 days and no family or next of kin can be located, a written declaration may be executed which states an active investigation seeking the location of the missing person is being conducted, and that dental records are necessary in the furtherance of the investigation. The written declaration, signed by a peace officer, is sufficient authority for the dentist(s) to release the records (11114b PC).

Guideline # 11 - CONFER WITH THE CORONER OR MEDICAL EXAMINER AND SUBMIT A MISSING PERSON REPORT, DENTAL RECORDS AND PHOTO TO THE DEPARTMENT OF JUSTICE WHEN ANY MISSING PERSON HAS NOT BEEN FOUND WITHIN 45 DAYS.

1. If the person missing has not been found within 45 days the officer or other designated personnel within the agency initiating or conducting the investigation shall confer with the coroner or medical examiner for comparison to unidentified deceased persons. After conferring with the coroner or medical examiner the investigating officer or other designated personnel shall submit a missing person report, dental records; and photograph if under 18 years of age to DOJ on a DOJ authorized form (11114c PC).
2. The officer or other designated personnel should send a copy of the release form with the photo to DOJ. DOJ cannot reproduce the photo without a release.

### III. REPORTING REQUIREMENTS

Guideline # 12 - IF THE REPORT IS TAKEN BY AN OUTSIDE AGENCY, THAT AGENCY MUST PROMPTLY NOTIFY, AND SEND THE REPORT TO THE DEPARTMENTS THAT HAVE JURISDICTION OF THE MISSING PERSON'S RESIDENCE ADDRESS AND WHERE LAST SEEN.

1. Officers, dispatchers, or other designated personnel who take a report on a missing person or runaway who resides outside their departments jurisdiction shall without delay, notify and forward a copy of the report when completed to the police or sheriff's departments having jurisdiction of that persons residence address and where they were last seen (11114a PC).
2. It may be appropriate to notify the agency having jurisdiction of the missing persons intended destination.
3. Agencies should define the words "without delay" with a specific time frame that conveys urgency.

Guideline # 13 - THE AGENCY TAKING THE REPORT MUST SUBMIT THE REPORT TO THE CALIFORNIA DEPARTMENT OF JUSTICE, AND MAY ENTER THE INFORMATION DIRECTLY INTO THE NATIONAL CRIME INFORMATION CENTER MISSING PERSON SYSTEM (11114a PC).

Guideline # 14 - INFORMATION REGARDING MISSING PERSONS UNDER 12 YEARS OF AGE MUST BE ENTERED INTO THE NCIC MISSING PERSONS SYSTEMS WITHIN 4 HOURS BY THE AGENCY TAKING THE REPORT (11114a PC).

1. The agency assuming investigative responsibility should make a NCIC entry for their agency.
2. Agencies may consider NCIC entries for persons missing under suspicious circumstances.

Guideline # 15 - WHEN A MISSING PERSON HAS BEEN FOUND THE AGENCY MUST REPORT THIS TO THE DEPARTMENT OF JUSTICE AND SHOULD REPORT TO OTHERS AS APPROPRIATE.

1. When any person reported missing has been found the officer, dispatcher, or other designated personnel shall report that information to DOJ (11114e PC).
2. The reporting party and other involved agencies should be notified in accordance with local policy.
3. Any automated systems entries should be canceled.
4. Information regarding any found unidentified persons, alive or deceased, should be entered into the NCIC Unidentified Persons File.

## Definitions

**DENTAL RECORDS** - Includes charts, x-rays, or other physically identifying records maintained by a dentist.

**DISPATCHER** - Any employee of a governmental agency who receives calls for service and/or dispatches officers or other designated personnel.

**MISSING PERSON** - Any person who is reported missing to a law enforcement agency until the person is located or determined to be voluntarily missing adult. Missing persons include any of the following:

**INVOLUNTARY MISSING** - Includes the involuntary abduction of an adult, the involuntary abduction of a minor child under circumstances other than "parental abduction", minors that have been rejected by their families, missing adults or minors who have left and are viewed as unable to care for themselves.

**PARENTAL ABDUCTION** - Abduction or concealment of a child by either a parent or their agent in violation of current law (Penal Code Sections 277, 278, or 278.5).

**RUNAWAY** - Any minor who is voluntarily missing.

**UNKNOWN MISSING** - Cases where there are insufficient facts to determine the missing person's disposition.

**SUSPICIOUS CIRCUMSTANCES** - Circumstances which give rise to the belief that "foul play" may have been involved; the person is suffering from a physical, mental, or emotional condition which causes them to constitute a danger to themselves or others; the disappearance is out of character for the person and no known reason can be determined.



CHANGES TO BASIC COURSE CURRICULUM RESULTING FROM  
MISSING PERSONS PROJECT  
FUNCTIONAL AREA 8

8.17.0 MISSING PERSONS

(Revised) Learning Goal: The student will ~~understand~~ learn ~~the procedures for to handling~~ handle missing persons cases.

(Revised) 8.17.1 The student will identify procedures ~~for~~ required for the initial ~~investigating~~ investigation and response to ~~the following types of~~ missing person cases ~~involving~~ including:

- ~~A. Young children~~
- ~~B. Adolescents~~
- ~~C. Adults~~
- ~~D. Persons with medical, mental, or physical impairments~~

- A. Verify report is a missing person case.
- B. Determine type of missing person case
- C. Determine existence of suspicious circumstances
- D. Obtain description
- E. Secure recent photo
- F. Attempt to locate
- G. Call a supervisor or investigator if appropriate
- H. Notify other agencies
- I. Complete report

8.17.2 The student will identify the reasons for making a thorough search of a reported missing small child's home and yard at the outset of the investigation.

(Revised) 8.17.3 The student will identify the influence of the following conditions on the nature and level of response to a report of a missing person:

- ~~A. Weather~~ Age
- ~~B. Environmental conditions~~ Family and social environment
- C. Missing person's knowledge of the area
- D. Suspicious circumstances
- E. Mental or emotional condition
- F. Medical or physical condition
- G. Weather
- H. Living conditions

- (New) 8.17.4 The student will identify the benefits for law enforcement involvement in missing person cases including:
- A. Community support
  - B. Personal/professional satisfaction
  - C. Reduction of civil liability
- (New) 8.17.5 The student will identify the reasons why officers should exhibit sensitivity in handling missing person cases including:
- A. Feelings of helplessness/trauma/fear/anger
  - B. Valuable public service opportunity
  - C. Unfamiliarity with police procedures
- (New) 8.17.6 The student will identify the legal requirements for the initial handling of missing person cases including:
- A. Accepting any report regardless of jurisdiction (Penal Code Sections 11114a and 784.5)
  - B. Priority of response (Penal Code Section 11114a)
  - C. Issuance of DOJ release form (Penal Code Section 11114b)
  - D. Initiating investigation (Penal Code Section 11114a)
  - E. Children missing under suspicious circumstances (Penal Code Section 11114d)
- (New) 8.17.7 The student will identify the legal requirements for handling followup of missing person cases including:
- A. Obtaining dental records (Penal Code Section 11114b)
  - B. Confer with coroner or medical examiner (Penal Code Section 11114C)
  - C. Notification of other agencies (Penal Code Sections 11114a and 11114e)
  - D. DOJ/NCIC Reporting (Penal Code Sections 11114a & e)

7-2. Standards for Approved Course Content and Minimum Hours (continued)

Penal Code Section 13516 (continued)

- F. Classroom Demonstration
- G. Basic Assault Investigation
- H. Review Report of Preliminary Investigation
- I. Re-interview the Victim
- J. Investigation of the Suspect
- K. Physical Evidence
- L. Prosecution
- M. Pretrial Preparation

Penal Code Section 13517  
Child Abuse and Neglect - 24 hours  
 (Certified course; requirement satisfied by the Basic Course; optional Technical Course.)

- A. General Child Abuse Investigative Procedures
- B. Child Neglect and Emotional Abuse/Deprivation
- C. Physical Child Abuse
- D. Sexual Abuse and Exploitation of Children
- E. Interview and Interrogation Techniques
- F. Community Child Care Facilities
- G. Course Critique and Student Evaluation

Penal Code Section 13519  
Domestic Violence - 8 hours

- A. Overview of Domestic Violence
- B. Legislative Intent/POST Guidelines
- C. Enforcement of Laws

3882C/231

Penal Code Section 13519 (continued)

- D. Court Orders
- E. Tenancy
- F. Documenting Domestic Violence Cases
- G. Victim Assistance and Referral
- H. Practical Application/Student Evaluation

Penal Code Section 13519.1  
Missing Persons - 4 hours\*

- \*A. Benefits for Law Enforcement Involvement and Sensitivity
- B. Initial Response Procedures
- C. Locating Missing Persons
- \*D. Legal Requirements for Initial Response and Follow-up

\*For in-service officers completing basic training prior to 1-1-89, supplementary training consists of 2 hours emphasizing the indicated topics.

Vehicle Code Section 40600  
Traffic Accident Investigation  
 (Certified course.)

- A. Vehicle Law and Court Decisions Relating to Traffic Accidents
- B. Report Forms and Terminology
- C. Accident Scene Procedures
- D. Follow-up and Practical Application

Civil Code Section 607f  
Humane Officer Firearms - 15 hours  
 (Certified course.)

The required course is the Firearms portion of the PC 832 Course, with an examination.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Status Report on the Effectiveness of Supervisory Course Curriculum Changes		Meeting Date July 21, 1988
Bureau Training Program Services	Reviewed By Hal Snow	Researched By Don Moura
Executive Director Approval <i>Norman C. Belin</i>	Date of Approval 6-30-88	Date of Report June 21, 1988
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

This is a status report on the effectiveness of changes to POST's minimum curriculum standards for the Supervisory Course.

BACKGROUND

At the July 1987 meeting after a public hearing, the Commission approved changes to POST's minimum curriculum standards for the Supervisory Course including: 1) adding three subjects of Liability Issues, Testing and Values/Principles/Ethics, 2) increasing minimum course hours from 72 to 80, and 3) deleting reference to hours for individual subjects in PAM Procedure D-3. After several concerns were expressed in testimony on these changes, the Commission, in addition to approving the above, directed staff to report on the effectiveness of these changes at the July 1988 Commission meeting. This report summarizes findings of the staff study which involved surveying a random sample of Supervisory Course presenters and observations of POST's area consultants who monitor course quality, etc. Since January 1, 1988 when these changes actually became effective, presenters have averaged one presentation each.

ANALYSIS

Presenters of the Supervisory Course have successfully implemented the above curriculum changes without difficulty. The new subjects added appear to have been well received by instructors and trainees with no reduction in course ratings by trainees. Presenters were able to adjust to the increased hours from 72 to 80 which had the effect of eliminating locally determined subjects from the course. In most cases, instructors have been able to incorporate local examples and content into the POST specified topics. Incorporating liability/legal issues in one block of instruction has enabled presenters to bring greater instructional expertise than heretofore possible.

The addition of the requirement to test trainees has generated some challenges and opportunities for POST and course presenters

alike. POST staff has met with all supervisory course presenters in an effort to share existing testing mechanisms and development activities. Currently, presenters are developing and experimenting with various testing strategies. Further follow-up activities are planned with course presenters so that the objectives of testing trainees can be realized - to provide feedback on the degree of student learning, instructor capabilities and accountability, and ultimately improve course quality. Staff, through meetings with presenters, will be further evaluating the use of scenario-based testing and whether the course should be lengthened, or whether other subject blocks should be shortened in order to accommodate time requirements of testing.

Staff plans to continue meeting periodically with course presenters and instructors to assess and update curriculum with the Commission being kept apprised of these activities.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Recruitment Study</b>		Meeting Date <b>July 21, 1988</b>
Bureau <b>Standards &amp; Evaluation</b>	Reviewed By	Researched By <b>John Berner</b>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <b>7/8/88</b>	Date of Report <b>June 30, 1988</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

What role, if any, should POST play with respect to law enforcement recruitment?

BACKGROUND

Over the years, POST involvement in law enforcement recruitment has been minimal. However, in the 1986 POST Field Survey, many agencies reported increasing difficulties in recruiting qualified job applicants, and a sizable number of Chief Executives volunteered that POST should initiate efforts to assist local agencies in overcoming these difficulties.

Upon reporting these findings to the Commission, staff was directed to work in concert with the Advisory Committee in studying the "recruitment problem" in greater depth, and to prepare a report of study findings and recommendations.

ANALYSIS

Considerable additional information has been collected concerning the topic via attendance at job fairs and law enforcement recruitment association meetings; the convening of POST-sponsored meetings of local agency recruiters; and the conduct of two statewide surveys.

Copies of the questionnaires used in the two surveys are attached. Overall results of the surveys are shown on the questionnaires. The POST Recruitment Needs Survey (Attachment A) was mailed to approximately half of the Chief Executives in the state, and was administered to gather more specific information concerning local agency recruitment difficulties, the perceived reasons for the difficulties, current activities designed to overcome the difficulties (recruitment techniques), and opinions concerning the likely effectiveness of certain specific recruitment activities that would either require or benefit from POST involvement.

The Law Enforcement Career Interest Survey (Attachment B) was administered to all currently enrolled academy cadets. The purpose of the survey was to obtain background information descriptive of typical "successful" job applicants; to learn what factors were most instrumental in influencing this group to choose: (a) a law enforcement career, and (b) a particular department; to learn which specific recruitment techniques the group considered most effective; and to get the views of the group concerning what should be done to attract greater numbers of qualified individuals to the profession.

Results of the surveys indicate that: (1) recruitment problems are widespread and pervasive, cutting across all agency type and size categories, and applying equally to recruitment from within majority and minority groups; (2) a lack of qualified applicants, competition from other law enforcement agencies, and uncompetitive salaries and benefits, are considered to be the major barriers to law enforcement recruitment; and (3) the majority of local agency recruitment efforts address immediate rather than long-term needs, and tend to focus on competing with other agencies for available job applicants rather than expanding the applicant pool.

Demographic projections indicate that the overall population of California will increase dramatically during the next 15 years. Further, growth rates will be most pronounced for the elderly and for Hispanics and Asians, while the growth rate within the 20 to 29 year age group (the age group most characteristic of new officers) will lag behind that for the overall population. All of these trends suggest that current recruitment problems are likely to worsen over the coming years unless ways can be found to attract greater numbers of qualified individuals to the profession.

Results of the surveys, as well as the demographic projections, were discussed with local agency recruiters at two recently held POST Special Seminars (June 21 in Sacramento and June 23 in Ontario). Also discussed at the meetings was a list of potential recruitment projects/activities suggested by the data and seemingly worthy of POST attention. As evidenced by the length and breadth of the list (see Attachment C), much could be done.

The comments received at the meetings served to confirm that local agencies are deeply concerned about their ability to employ sufficient numbers of qualified persons, and are extremely desirous of POST assistance in addressing this concern. With respect to POST involvement, both groups concurred that POST could best serve local law enforcement by: (1) engaging in activities designed to enhance the overall image of law enforcement and thus expand the current and future labor pool (by conducting market research and developing appropriate media; developing and implementing school programs to educate and encourage elementary, junior, and senior high school students to pursue a law enforcement career; etc.); and (2) providing the means by which local area recruiters can learn from outside

professionals as well as from each other (via POST-certified training courses, regularly scheduled law enforcement recruitment seminars, etc.). Agencies were especially enthusiastic about POST's involvement in long-term solutions -- efforts local departments see a great need for but lack budgets and personnel to attempt.

Given the scope and likely continuing nature of the recruitment "problem", as well as the substantial nature of desired POST assistance in addressing the "problem", it is recommended that the Commission consider a formal, long-term commitment to law enforcement recruitment. Prior to the Commission meeting, this issue will have been reviewed by the Long Range Planning Committee, the Finance Committee and the Advisory Committee. These committees will likely provide recommendations or input at the time of the meeting.

#### RECOMMENDATION

If it is the Commission's desire to establish a formal role for POST in this regard, funding of a full-time position is recommended.



STATE OF CALIFORNIA

JOHN K. VAN DE KAMP, Attorney General

DEPARTMENT OF JUSTICE

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**901 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

## GENERAL INFORMATION

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EXECUTIVE OFFICE

(916) 739-3864

## BUREAUS

Administrative Services

(916) 739-5354

Center for Executive

Development

(916) 739-2093

Compliance and Certificates

(916) 739-5377

Information Services

(916) 739-5340

Management Counseling

(916) 739-3868

Standards and Evaluation

(916) 739-3872

Training Delivery Services

(916) 739-5394

Training Program Services

(916) 739-5372

Course Control

(916) 739-5399

Professional Certificates

(916) 739-5391

Reimbursements

(916) 739-5367

Resource Library

(916) 739-5353

November 20, 1987

TO: CALIFORNIA CHIEF LAW ENFORCEMENT EXECUTIVES

Results of the POST 1986 Field Survey were recently mailed to your department in the form of a report entitled Summary of POST 1986 Field Survey Results. One of the more significant findings of the survey was the degree to which those surveyed indicated difficulties in recruiting qualified peace officer applicants. In response to the concerns reflected in the 1986 survey results, the Commission has directed that further study of the topic be conducted. A report of findings and recommendations for action is planned for the April 1988 Commission meeting.

The attached Recruitment Needs Survey has been mailed to a representative sample of agencies in the POST program. The survey is designed to identify recruitment problems and their possible causes. It will catalog current recruiting techniques and solicit opinions on how recruitment might be improved upon.

The very nature of the recruitment issue requires a comprehensive survey. We ask for your understanding in providing this important information. Not all agencies are being surveyed, therefore it is very important that your agency respond. Please complete or have your designee complete and return the survey to POST by Friday, December 11, 1987, in the enclosed return envelope.

The information gathered with this survey will help identify alternatives to alleviate current recruitment problems. If you have any questions about the survey or general suggestions for helping us to address this issue, please contact John Berner at (916) 739-3890.

Thank you for your assistance.

Sincerely,



NORMAN C. BOEHM  
Executive Director

Enclosure



# POST Recruitment Needs Survey

Results of POST's 1986 Field Survey indicate that one of the more significant issues facing law enforcement agencies today is the recruitment of law enforcement personnel.

1. Is your agency experiencing difficulties with recruitment?

75.4% Yes    24.6% No

If "No," please skip to question #4.

2. Please use the scale below to indicate how much of a problem each of the following recruitment activities is to your agency.

- 1 = significant problem
- 2 = somewhat of a problem
- 3 = not a problem

Scale Value			
<u>1</u>	<u>2</u>	<u>3</u>	
51.4%	44.6%	4.0%	a. Attracting qualified applicants
			b. Attracting qualified minority group applicants

Scale Value			
<u>1</u>	<u>2</u>	<u>3</u>	
56.7%	28.0%	15.3%	Blacks
43.4%	37.7%	18.9%	Hispanics
58.8%	27.0%	14.2%	Asians
			Other (specify) _____
<u>1</u>	<u>2</u>	<u>3</u>	
50.0%	34.5%	15.5%	c. Attracting qualified female applicants
			d. Attracting qualified applicants for Reserve Officer positions

Scale Value			
<u>1</u>	<u>2</u>	<u>3</u>	
57.9%	26.4%	15.7%	Level I
36.1%	45.1%	18.9%	Level II
25.7%	30.7%	43.6%	Level III
			e. Other (explain) _____
			_____
			_____

3. What do you believe are the reasons for the recruitment difficulties in your agency? (Please use the scale below to indicate the extent to which each of the following is a reason for recruitment difficulties in your agency.)

- 1 = major reason for recruitment difficulties
- 2 = minor reason for recruitment difficulties
- 3 = not a reason for recruitment difficulties

	Scale Value	
<u>1</u>	<u>2</u>	<u>3</u>
23.8%	36.0%	<u>40.1%</u> a. Limited recruitment budget
26.7%	41.3%	<u>32.0%</u> b. Limited recruitment staff
19.4%	35.3%	<u>45.3%</u> c. Need for assistance in defining and locating target groups
28.4%	41.4%	<u>30.2%</u> d. Competition for applicants from the private sector
68.4%	27.6%	<u>4.0%</u> e. Competition for applicants from other law enforcement agencies
18.5%	44.5%	<u>37.0%</u> f. Extended selection process leading to applicant drop out
42.9%	25.7%	<u>31.4%</u> g. Uncompetitive salaries and benefits
7.6%	31.6%	<u>60.8%</u> h. Negative image of law enforcement profession
67.2%	25.9%	<u>6.9%</u> i. Lack of qualified applicants

If "lack of qualified applicants" is a major or minor reason for recruitment difficulties in your agency, what are the most frequent reasons for disqualifying applicants?

Check any that apply:

- 39.1% failure to pass written exam
- 46.0% failure to pass oral
- 23.8% failure to pass physical agility
- 25.5% failure to pass polygraph
- 48.9% failure to pass psychological
- 25.5% failure to pass medical
- 23.0% failure to pass drug screening
- 57.0% failure to pass background
- 7.7% other (explain) \_\_\_\_\_

4. What type of applicant(s) does your agency prefer to hire?  
 Check any that apply:

- 31.5% a. persons with no prior law enforcement training or experience
- 68.1% b. persons who have completed basic training but have no prior law enforcement experience
- 64.7% c. lateral transfers
- 35.7% d. reserve officers interested in full-time, regular positions
- 17.4% e. other (specify) \_\_\_\_\_

5. What recruitment techniques has your agency used in recent years to attract applicants?

Check any  
 your agency has  
 used in recent  
 years

Would you recommend use  
 of this technique to others:  
 (Answer only if your agency  
 has used this technique.)

- |              |                             |                        |                                  |
|--------------|-----------------------------|------------------------|----------------------------------|
| <u>88.1%</u> | a. Newspaper Ads            | <u>97.5%</u> recommend | <u>2.5%</u> would not recommend  |
| <u>19.1%</u> | b. Radio Announcements      | <u>95.3%</u> recommend | <u>4.7%</u> would not recommend  |
| <u>8.5%</u>  | c. Television Announcements | <u>90.0%</u> recommend | <u>10.0%</u> would not recommend |
| <u>5.1%</u>  | d. Billboards               | <u>90.9%</u> recommend | <u>9.1%</u> would not recommend  |
| <u>26.0%</u> | e. Magazine Ads             | <u>93.5%</u> recommend | <u>6.5%</u> would not recommend  |
| <u>52.8%</u> | f. Pamphlets                | <u>98.3%</u> recommend | <u>1.7%</u> would not recommend  |
| <u>27.7%</u> | g. Posters                  | <u>98.4%</u> recommend | <u>1.6%</u> would not recommend  |
| <u>53.6%</u> | h. Direct Mailings          | <u>98.3%</u> recommend | <u>1.7%</u> would not recommend  |
| <u>5.5%</u>  | i. Recruitment Vans         | <u>100%</u> recommend  | _____ would not recommend        |

Check any  
your agency has  
used in recent  
years

Would you recommend use  
of this technique to other  
(Answer only if your agency  
has used this technique.)

<u>40.0%</u>	j.	Explorer Scout Programs	<u>92.6%</u> recommend	<u>1.4%</u> would not recommend
<u>31.9%</u>	k.	Cadet Programs	<u>97.2%</u> recommend	<u>2.8%</u> would not recommend
<u>35.3%</u>	l.	Speaking to Jr. High/ High School Students	<u>91.3%</u> recommend	<u>8.7%</u> would not recommend
<u>23.0%</u>	m.	College Internships/ Work Study	<u>98.0%</u> recommend	<u>12.0%</u> would not recommend
<u>2.6%</u>	n.	Scholarship Programs	<u>80.0%</u> recommend	<u>20.0%</u> would not recommend
<u>41.3%</u>	o.	Out-of-Area Recruitment	<u>88.9%</u> recommend	<u>11.1%</u> would not recommend
<u>38.7%</u>	p.	Regional Recruitment	<u>96.7%</u> recommend	<u>3.3%</u> would not recommend
<u>8.5%</u>	q.	Cooperative Testing	<u>71.4%</u> recommend	<u>28.6%</u> would not recommend
<u>31.9%</u>	r.	Continuous Testing	<u>100%</u> recommend	___ would not recommend
	s.	Outreach Programs to:		
		<u>35.3%</u> Colleges	<u>100%</u> recommend	___ would not recommend
		<u>6.8%</u> Churches	<u>93.3%</u> recommend	<u>6.7%</u> would not recommend
		<u>9.8%</u> Women's Groups	<u>100%</u> recommend	___ would not recommend
		<u>15.7%</u> Minority Neighborhoods	<u>97.1%</u> recommend	<u>2.9%</u> would not recommend
		<u>4.7%</u> Other (explain)	___ recommend	___ would not recommend
<u>45.1%</u>	t.	Job Fairs	<u>97.1%</u> recommend	<u>2.9%</u> would not recommend

Check any  
your agency has  
used in recent  
years

Would you recommend use  
of this technique to others?  
(Answer only if your agency  
has used this technique.)

<u>14.9%</u>	u.	Referrals From Officers	<u>98.8%</u> recommend	<u>1.2%</u> would not recommend
<u>20.9%</u>	v.	Shortening the Length of the Selection Process	<u>97.9%</u> recommend	<u>2.1%</u> would not recommend
	w.	Workshops to Prepare Applicants for:		
		<u>7.2%</u> Oral Exams	<u>100%</u> recommend	___ would not recommend
		<u>6.8%</u> Written Tests	<u>93.3%</u> recommend	<u>6.1%</u> would not recommend
		<u>13.2%</u> Physical Ability Tests	<u>100%</u> recommend	___ would not recommend
		<u>3.4%</u> Other (explain)	___ recommend	___ would not recommend
<u>17.0%</u>	x.	Permanent Recruitment Function in Department	<u>100%</u> recommend	___ would not recommend
<u>49.4%</u>	y.	Recruitment of Non-Affiliated Cadets at Basic Academies	<u>94.6%</u> recommend	<u>5.4%</u> would not recommend
<u>3.4%</u>	z.	Other (explain)	___ recommend	___ would not recommend
<u>0.4%</u>	aa.	Other (explain)	___ recommend	___ would not recommend

6. Does your agency have a recruitment staff?

33.2% Yes 66.8% No

If "Yes," please specify number and rank/classification of staff positions and indicate whether positions are full-time, half-time, etc.

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7. Has your agency made changes to civil service rules (separate lists, rules of the list, etc.) in an attempt to hire targeted applicants?

13.9% Yes 86.1% No

If "Yes," please explain changes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have the changes resulted in the desired effects?

54.5% Yes 45.5% No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Is your agency experiencing increased turnover among non-probationary officers?

20.7% Yes 79.3% No

If "Yes," please describe the extent and nature of the problem (who leaves, where they go, etc.) and indicate whether the turnover is more prevalent among females or specific racial/ethnic groups.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Response Scale:

Strongly Disagree	Disagree	Somewhat Disagree	No Opinion	Somewhat Agree	Agree	Strongly Agree
1	2	3	4	5	6	7

Please use the scale at the top of the page to indicate your agreement/disagreement with each of the statements in questions #9 and #10.

9. My agency is experiencing difficulties in filling positions due to:

76.5% ~~disagreement~~ 13.7% agreement a. excessively difficult selection requirements for Regular Officers.  
If in agreement, please explain \_\_\_\_\_

56.3% 28.4% b. excessively difficult selection requirements for Reserve Officers.  
If in agreement, please explain \_\_\_\_\_

74.5% 15.2% c. limited availability of basic course offerings.

71.6% 12.9% d. the inability of recruits to successfully complete the basic course.

If in agreement, please specify the most frequent reasons for failure and indicate whether failures are more prevalent among females or racial/ethnic groups \_\_\_\_\_

65.6% 25.3% e. the inability of recruits to successfully complete field training/probation.

If in agreement, please specify the most frequent reasons for failure and indicate whether failures are more prevalent among females or racial/ethnic groups \_\_\_\_\_

10. Recruitment of applicants would be enhanced by:

17.6% 64.4% a. courses on recruitment techniques.

19.0% 62.5% b. published guidelines on recruitment.

28.5% 54.4% c. cooperative recruitment among agencies.



Response Scale:

Strongly Disagree	Disagree	Somewhat Disagree	No Opinion	Somewhat Agree	Agree	Strongly Agree
1	2	3	4	5	6	7

<u>disagreement</u>	<u>agreement</u>	
22.2%	60.9%	d. regionalized reading/writing testing.
17.8%	69.1%	e. POST certification of reading/writing scores (so that applicants would take the test only once).
31.8%	48.3%	f. a standardized application form.
17.1%	70.6%	g. assistance in defining and locating target groups.
29.7%	58.4%	h. development of a statewide pool of prospective applicants.
9.5%	71.1%	i. professionally developed media spots, scripts, or slide presentations to be used by departments during recruitment periods.
16.7%	60.8%	j. more stringent requirements for non-affiliated basic course students to increase their prospects for employment.
		k. other (explain) _____
		l. other (explain) _____

Do you have any other comments that would serve to help POST to understand any difficulties your agency is experiencing in recruitment? Or, do you have any comments on how recruitment problems might be alleviated?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for taking the time to complete this survey. Please return the completed survey to POST by Friday, December 11, 1987.

In the event that we should need to contact you for further information, we request:

Your Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Department: \_\_\_\_\_ Tel. No.: ( ) \_\_\_\_\_

## LAW ENFORCEMENT CAREER INTEREST SURVEY

As a result of interest on the part of law enforcement agencies throughout California, the Commission on Peace Officer Standards and Training (POST) is attempting to gain a better understanding of both who is attracted to a law enforcement career, and what leads such people to choose a career in law enforcement.

For this understanding, we need your help. As someone who has recently chosen law enforcement as a career, you can provide us with valuable information that will help to answer these questions. The attached survey was developed to collect the information and is being administered to all current basic academy students. All information will be kept confidential and reported only in aggregate form.

Please take the brief time necessary to complete this survey. You will not only be helping POST, but also your chosen profession.

Thank you for your cooperation.

## BACKGROUND INFORMATION

Academy Name: N = 29 academies, 1916 surveys Date: \_\_\_\_\_

Your Name (optional): \_\_\_\_\_

1. Age: 

<u>4.2</u> %	a.	18-20	<u>9.8</u>	d.	31-35
<u>52.6</u>	b.	21-25	<u>3.6</u>	e.	36-40
<u>28.1</u>	c.	26-30	<u>1.7</u>	f.	41+
  
2. Sex: 

<u>82.9</u>	a.	male
<u>17.1</u>	b.	female
  
3. Marital status: 

<u>53.5</u> %	a.	never married
<u>37.6</u>	b.	currently married
<u>2.0</u>	c.	separated
<u>6.9</u>	d.	divorced
<u>0.1</u>	e.	widowed
  
4. Number of children: 1.9 (30.2% have children)
  
5. Current permanent residence:

<u>30.8</u>	a.	parents' home
<u>61.6</u>	b.	one's own home/apartment
<u>7.5</u>	c.	other (specify): _____
  
6. How long have you lived in California? 20.0 years
  
7. Race/Ethnicity:

<u>12.3</u>	a.	Mexican, Mexican-American
<u>0.4</u>	b.	Puerto Rican
<u>0.4</u>	c.	Cuban
<u>3.4</u>	d.	other Spanish/Hispanic
<u>65.8</u>	e.	White
<u>9.4</u>	f.	Black
<u>0.9</u>	g.	Filipino
<u>0.9</u>	h.	American Indian
<u>1.5</u>	i.	Japanese
<u>1.0</u>	j.	Chinese
<u>0.3</u>	k.	Korean
<u>0.2</u>	l.	Vietnamese
<u>0.2</u>	m.	Asian Indian
<u>—</u>	n.	Eskimo
<u>—</u>	o.	Aleut
<u>0.2</u>	p.	Hawaiian
<u>—</u>	q.	Samoan
<u>0.2</u>	r.	Guamanian/Chamorro
<u>2.8</u>	s.	other (specify) _____

8. How much education have you completed?  
(Check highest level.)

		Year Graduated	Major
<u>3.9</u>	a. G.E.D. or h.s. proficiency	_____	<u>N/A</u>
<u>17.0</u>	b. graduated from high school	_____	<u>N/A</u>
<u>40.1</u>	c. 1-2 yrs. college (1-59 semester units; no associate degree)	<u>N/A</u>	_____
<u>8.1</u>	d. graduated from a 2-yr. college	_____	_____
<u>13.6</u>	e. 3-4 yrs. college (60+ semester units; no bachelor's degree)	<u>N/A</u>	_____
<u>13.3</u>	f. graduated from a 4-yr. college	_____	_____
<u>2.0</u>	g. post-college graduate courses, but no advanced degree	<u>N/A</u>	_____
<u>1.0</u>	h. postgraduate degree (e.g., M.A., L.L.B., Ph.D.)	_____	_____
<u>1.0</u>	i. other (specify): _____	_____	_____

9. What was your grade-point average in high school?

<u>11.1</u>	a. A (3.6 - 4.0)
<u>62.4</u>	b. B (2.6 - 3.5)
<u>26.0</u>	c. C (1.6 - 2.5)
<u>0.4</u>	d. D (.6 - 1.5)

10. If you went to college, what was your grade-point average in college?

<u>12.9</u>	a. A (3.6 - 4.0)
<u>62.3</u>	b. B (2.6 - 3.5)
<u>17.1</u>	c. C (1.6 - 2.5)
<u>0.6</u>	d. D (.6 - 1.5)
<u>7.1</u>	e. does not apply

11. What are your three favorite hobbies or outside activities/interests?

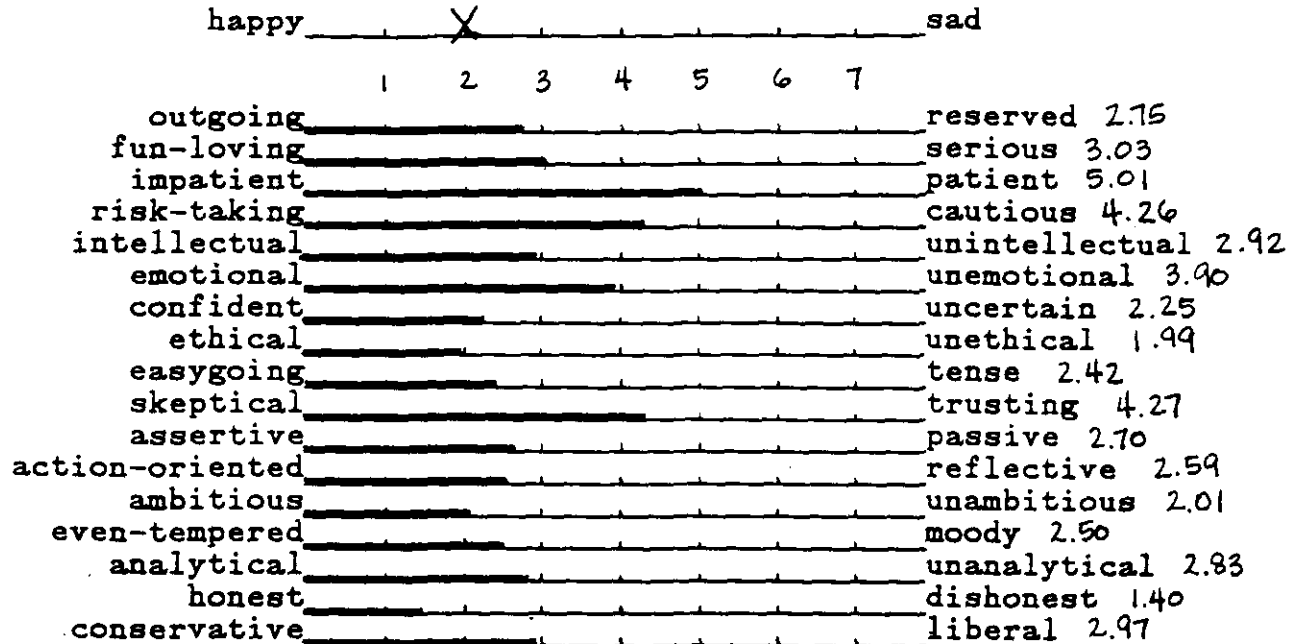
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

12. In high school, were you involved in any extracurricular activities? (Check any that apply.)

<u>74.3</u>	a. athletics
<u>13.2</u>	b. student government
<u>25.9</u>	c. special interest clubs (e.g. Latin Club, Drama, etc.) (specify club): _____
<u>13.8</u>	d. other (specify): _____

13. Using the descriptors below, please place an "X" at the point along the continuum that you think describes yourself.

example:



14. How would you describe your relationship with your parents?

- 42.4 a. extremely close
- 35.8 b. fairly close
- 17.2 c. average
- 3.6 d. fairly distant
- 1.0 e. extremely distant

15. Military background:

- 69.5 a. no military background
- 1.4 b. R.O.T.C.
- 3.4 c. military reserves (active)
- 1.1 d. military reserves (inactive)
- 17.0 e. discharged from military service
- 7.6 f. other (specify): \_\_\_\_\_

16. Employment history:

Are you currently employed outside the department?

17.8 yes      82.2 no

17. Employment history (continued):

Please describe your most recent/current job:

- a. Job title: \_\_\_\_\_  
b. Name of employer: \_\_\_\_\_  
c. Duties: \_\_\_\_\_  
\_\_\_\_\_
- d. Hours per week: 39.8  
e. 83.2 full-time  
16.8 part-time  
f. Total length of employment: 2.7 years \_\_\_\_\_ months  
g. Salary: \$ 20,748.76 per year

18. Current status:

73.6 a. Agency-affiliated student

Name of Department \_\_\_\_\_

If you are an affiliated student, please indicate your departmental classification:

- 64.9 1. cadet (or trainee)  
25.7 2. sworn officer  
0.8 3. community service officer  
5.6 4. reserve officer  
3.4 5. other (specify) \_\_\_\_\_

26.4 b. Non-affiliated student

19. Which format describes your current academy training?

- 83.8 a. Intensive format (Monday through Friday)  
16.2 b. Extended format (nights, weekends, etc.)

20. How many weeks/months of training have you completed to date in this academy?

- |                              |                         |
|------------------------------|-------------------------|
| <u>16.8</u> a. 1 - 4 weeks   | <u>1.8</u> g. 6 months  |
| <u>12.8</u> b. 5 - 8 weeks   | <u>4.2</u> h. 7 months  |
| <u>31.6</u> c. 9 - 12 weeks  | <u>2.7</u> i. 8 months  |
| <u>14.5</u> d. 13 - 16 weeks | <u>0.4</u> j. 9 months  |
| <u>12.1</u> e. 17 - 20 weeks | <u>0.1</u> k. 10 months |
| <u>3.1</u> f. 21 - 24 weeks  | — l. 11 months          |
|                              | — m. 12 months          |

21. Do you have any relatives who work in law enforcement as either sworn or non-sworn employees?

32.0yes    68.0no

If "yes," what are their relationships to you and what are their job titles within their departments?

	<u>Relationship</u>	<u>Job Title</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

### YOUR INTEREST IN LAW ENFORCEMENT

22. Approximately how old were you when you first became interested in a career in law enforcement?

17.7 years old

23. Were you ever an explorer scout affiliated with a law enforcement department?

11.5yes    88.5no

24. Have you undertaken any of the following activities in order to prepare yourself to become a peace officer?  
(Check any that apply.)

90.9 a. physical fitness preparation such as aerobic exercise, weight training, jogging, etc.

33.8 b. participation in workshops to prepare for various phases of the selection process (e.g., the oral exam or the written test)

55.0 c. course work in criminal justice or administration of justice

20.8 d. remedial work to improve language skills (including reading and writing skills)

21.1 e. other (specify): \_\_\_\_\_

25. Of the following aspects of the law enforcement profession, which factors were reasons for your choosing this career? (Please use the scale below to indicate your response to each aspect.)

- 1 = major reason for my choosing law enforcement
- 2 = moderate reason for my choosing law enforcement
- 3 = minor reason for my choosing law enforcement
- 4 = not a reason for my choosing law enforcement

Scale Value

1-2	<u>3-4</u>	
<u>92.4</u>	<u>1.6</u>	a. service to society
91.4	<u>8.6</u>	b. excitement of the job
75.0	<u>25.0</u>	c. prestige of the job
30.6	<u>69.4</u>	d. flexible working hours
71.7	<u>28.3</u>	e. availability of job opportunities
80.0	<u>20.0</u>	f. job diversity (non-routine workdays)
75.1	<u>24.9</u>	g. independent work with discretionary powers
81.1	<u>18.9</u>	h. working outdoors
91.3	<u>8.7</u>	i. working with the public
80.4	<u>19.6</u>	j. working closely with other officers toward a common goal
82.1	<u>17.9</u>	k. job security
86.1	<u>13.9</u>	l. opportunity to learn new skills (training)
93.4	<u>6.6</u>	m. long-term career opportunities
72.0	<u>28.0</u>	n. salary
77.8	<u>22.2</u>	o. benefits (including public safety retirement)
6.2	_____	p. other (specify) _____

THE RECRUITMENT/APPLICATION PROCESS

26. How have you learned about law enforcement opportunities at various law enforcement departments? (Check any that apply.)

Check any that apply	Was this method effective in gaining your attention/ interest?	If employed, did you find out about the dept. that hired you through this source?
<u>36.8</u>	Y/N	Y/N
a. newspaper ad	<u>90.2</u>	<u>14.1</u>
<u>12.3</u>	b. radio announcement	<u>3.9</u>
	<u>75.4</u>	



26. (continued)

Check any that apply		Was this	If employed,
		method effective in gaining your attention/ interest?	did you find out about the dept. that hired you through this source?
		Y/N %	Y/N %
<u>7.7</u>	c. TV announcement	<u>81.8</u>	<u>2.7</u>
<u>10.4</u>	d. billboard	<u>82.5</u>	<u>4.8</u>
<u>2.7</u>	e. magazine ad	<u>75.0</u>	<u>0.6</u>
<u>14.7</u>	f. pamphlet	<u>85.4</u>	<u>7.1</u>
<u>9.0</u>	g. poster	<u>86.6</u>	<u>3.4</u>
<u>8.1</u>	h. direct mailing	<u>82.6</u>	<u>3.0</u>
<u>2.7</u>	i. recruitment van	<u>78.8</u>	<u>1.1</u>
<u>16.0</u>	j. job fair	<u>84.6</u>	<u>6.1</u>
<u>5.0</u>	k. explorer scout program	<u>87.4</u>	<u>1.9</u>
<u>6.2</u>	l. cadet program	<u>85.7</u>	<u>2.8</u>
<u>6.8</u>	m. college internship/work study	<u>83.2</u>	<u>2.0</u>
<u>0.8</u>	n. scholarship program	<u>100%</u>	<u>0.2</u>
<u>11.3</u>	o. officer speaking at school	<u>86.6</u>	<u>2.9</u>
<u>12.5</u>	p. recruiting officer (specify where you spoke to the recruiter)	<u>82.4</u>	<u>6.4</u>
<u>48.4</u>	q. friend who works for a law enforcement department	<u>83.6</u>	<u>26.8</u>
<u>17.9</u>	r. relative who works for a law enforcement department	<u>83.4</u>	<u>9.7</u>
<u>11.2</u>	s. friend who does <u>not</u> work for a department but knew of career opportunities	<u>81.9</u>	<u>5.5</u>
<u>5.2</u>	t. relative who does <u>not</u> work for a department but knew of career opportunities	<u>85.9</u>	<u>2.5</u>
<u>2.8</u>	u. high school teacher/counselor	<u>81.1</u>	<u>0.5</u>
<u>7.8</u>	v. college teacher/counselor	<u>86.6</u>	<u>3.0</u>
<u>9.3</u>	w. law enforcement academy staff	<u>84.3</u>	<u>1.3</u>
<u>0.2</u>	x. church group	<u>100%</u>	<u>0.2</u>
<u>0.1</u>	y. women's group	<u>100%</u>	<u>0.3</u>
<u>0.6</u>	z. community service organization (specify)	<u>90.9</u>	<u>0.2</u>
<u>8.9</u>	aa. other (specify)	<u>64.7</u>	<u>4.8</u>

27. What single event or experience was most instrumental in influencing you to pursue a law enforcement career?

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28. What should be done to encourage more qualified people to become peace officers?

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29. How would you describe your understanding of the peace officer job...

...on the day you began basic training?

23.1 a. excellent  
46.2 b. good  
26.6 c. fair  
4.0 d. poor

30. ...today?

53.8 a. excellent  
43.6 b. good  
2.5 c. fair  
0.1 d. poor

31. What has been the most surprising to you with respect to what you have learned about the job?

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32. What has been the most surprising to you with respect to your basic academy training?

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PLEASE ANSWER QUESTIONS #33 - #37 ONLY IF YOU ARE CURRENTLY EMPLOYED BY A LAW ENFORCEMENT DEPARTMENT.

33. How many law enforcement departments did you apply to when you were applying to become an officer? 2.6

34. What other careers (for example, teacher, mechanic, firefighter, etc.) did you consider besides law enforcement? (Include those careers you did not actually work in but considered.)

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

35. What were the reasons that led you to choose the department that hired you? (Please use the scale below to indicate how much each factor was a reason for your choosing your department.)

- 1 = major reason for choosing my department
- 2 = moderate reason for choosing my department
- 3 = minor reason for choosing my department
- 4 = not a reason for choosing my department

Scale  
Value

<u>1-2</u>	<u>3-4</u>	
87.5	<u>12.5</u>	a. overall image of the department in the community
76.0	<u>25.0</u>	b. department's philosophy of law enforcement
47.9	<u>52.1</u>	c. initial work assignment
79.8	<u>20.2</u>	d. opportunity for varied work assignments within the department
78.4	<u>21.6</u>	e. opportunity for promotion within the department
65.5	<u>34.5</u>	f. compatible departmental personnel
31.2	<u>68.8</u>	g. friends/relatives in the department
42.0	<u>58.0</u>	h. personal contacts made with departmental personnel during the recruitment process
47.2	<u>52.8</u>	i. helpfulness of the department in getting me through the selection process
24.1	<u>75.9</u>	j. preparation the department offered me (e.g., special courses to prepare me for the selection process)
37.2	<u>62.8</u>	k. first/only department to make an offer of employment
69.3	<u>30.7</u>	l. size of department
76.8	<u>23.2</u>	m. geographical location of department
73.9	<u>26.1</u>	n. department's training program
73.8	<u>26.2</u>	o. department's salary
76.5	<u>23.5</u>	p. department's benefits
8.2	_____	q. other (specify) _____

36. Approximately how many months lapsed between the date you submitted your application and the date you were hired?

8.6 months

37. During this time, were you kept informed by the department of your status in the hiring process?

82.0% yes      18.0% no

PLEASE ANSWER QUESTIONS #38 - #40 ONLY IF YOU ARE A NON-AFFILIATED (OPEN ENROLLMENT) STUDENT

38. Do you plan to become a law enforcement officer?

99.1 yes      0.9 no

39. If "yes," what are you looking for in the department of your choice? (Check any that apply.)

- 86.4 a. good overall image of the department in the community
- 46.3 b. philosophy of law enforcement that is compatible with my own
- 36.6 c. desirable initial work assignment
- 76.0 d. opportunity for varied work assignments within the department
- 80.7 e. opportunity for promotion within the department
- 57.9 f. compatible departmental personnel
- 37.7 g. large department
- 40.9 h. small department
- 36.7 i. urban department
- 25.8 j. rural department
- 80.0 k. opportunity for training
- 86.0 l. satisfactory salary
- 82.7 m. satisfactory benefits
- 15.0 n. other (specify) \_\_\_\_\_

40. Have law enforcement departments which are hiring attempted to make it easy for you to apply or participate in their application and selection process? That is, are you generally satisfied with your access to departments which are hiring?      77.8 yes      22.2 no

If "no," what do you think can be done to improve the situation?

\_\_\_\_\_

\_\_\_\_\_

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY. PLEASE RETURN THE SURVEY TO THE APPROPRIATE ACADEMY REPRESENTATIVE. ALL SURVEYS SHOULD BE RETURNED TO POST BY APRIL 4, 1988.

## POTENTIAL RECRUITMENT PROJECTS

### Expand the Labor Pool

- Produce media (audio, video)
- Publish informational material (about a career in law enforcement)
- Develop educational materials and programs for high school and college vocational counselors
- Develop programs to foster greater understanding and cooperation between agencies and community groups/minority peace officer associations
- Research and educate agencies as to existence of, and strategies for overcoming cultural differences that act as barriers to entry into profession
- Develop programs designed to increase employment of college graduates
- Encourage and support internship programs for those who have yet to satisfy age or other minimum selection standards (e.g., Sac PD CSO program)
- Conduct market research to determine employment needs and overall perceptions concerning law enforcement among relevant labor pool (21-30 year olds)

### Improve Local Agency Recruitment Practices and Procedures

- Train local recruiters in recruitment techniques and procedures
- Develop model programs and recruitment materials for modification and adoption by local agencies
- Publish exemplary programs for distribution to local agencies
- Meet with local recruiters throughout the state on a regular basis for the purpose of sharing information and fostering greater interagency cooperation
- Serve as a general clearinghouse of pertinent recruitment information (publish a monthly/quarterly newsletter?)
- Serve as a liaison between police department and personnel department personnel in an attempt to introduce greater flexibility and efficiency into the selection process
- Issue test result certificates to those who have taken the POST reading and writing tests
- Conduct and publish research along the lines of the two recently completed POST surveys (recruitment needs survey of Chief Executives, career interest survey of basic academy students)
- Assist local agencies in defining and locating target groups
- Sponsor regional workshops to increase understanding and cooperation among law enforcement personnel and school/vocational counselors, community groups, professional associations, etc.



only.

The primary purpose of these pilot presentation(s) is to test and perfect the Institute's content, curriculum, and methodology. However, a secondary purpose is to develop potential backup instructors and coordinators from multiple training institutions, so that future presentations can receive maximum benefit. Therefore, a maximum of five potential instructors will be invited to participate (audit). It is also planned that portions of the program will be videotaped for subsequent instructor critique and development.

Additional pre-pilot development activities that are necessary to be performed and included under this contract involve finalizing an Instructor Syllabus and Student Workbook, presentation of an instructor workshop for orientation purposes, development of an Institute brochure, and other normal planning activities of a new training program. It is anticipated that Lieutenant Cunningham will be secured by the contractor on a part-time basis to perform these and other coordination duties.

It is anticipated the per student cost for these pilot presentations (\$2,450) will be higher than would be required for the program once implemented. This is because of the pre-pilot development activities, video recording, and extensive use of team teaching during pilot testing.

It is anticipated that planning for the pilot presentation(s) would begin in August with actual piloting to begin in October 1988.

#### RECOMMENDATION

Authorize the Executive Director to sign a contract with the Center for Criminal Justice Research and Training, California State University at Long Beach for the provision of support services to enable staff to conduct up to two pilot presentations of the POST Supervisory Leadership Institute at a cost not to exceed \$98,000.

Attachment

POST SUPERVISORY LEADERSHIP INSTITUTE

## The Concept

The Institute, which is the first of its kind for law enforcement, is a voluntary training program to enhance the leadership abilities of first-line, sworn supervisors.

Format - The 192-hour Institute consists of eight 24-hour sessions which are presented over a period of eight to ten months so that there is sufficient opportunity for trainees to accomplish course readings, reflection, and experimentation. To enhance the learning process, each class of students progresses together from session to session.

Curriculum - Leadership involves such attributes as inspiration, empowerment, action-orientation, and commitment. "Leadership Skills" are perceived to be different from managerial skills. The focus of the Institute will be on leadership skills even though there will be some integration of managerial (control-oriented) skills. Because leadership is viewed as a dynamic phenomenon of integrating numerous attributes and skills, the Institute utilizes a unique presentation or sequence model that requires the trainee to continuously revisit and review previous concepts, values, and principles. Curriculum approach is an "inside out" one in that attention is first focused on the individual (his/her values, principles, skills), moves to interpersonal relationships, and then to organizational issues.

Instructional Methodology - Because many of the skills and attributes of leaders are best "discovered" by trainees rather than imparted traditionally by lecture, highly experiential teaching techniques are used that involve small group discussions, case studies, role playing scenarios, outside assignments, etc.

Philosophy of Leadership - The Institute's philosophy of leadership is that influence must always be exercised by first-line supervisors within the framework, values, and limitations of the employing law enforcement agency.

Prerequisites - The official prerequisites for trainees are completion of the POST Supervisory Course, one year at the rank of supervisor, and endorsement by the employing agency. However, the most important requirement is that the trainee to be highly motivated because of the exceptionally high level of intensity and rigor of instruction, assignments, participation,, and self-responsibility.



# Memorandum

: POST Commissioners

Date July 5, 1988

Robert Wasserman, Chairman  
Accreditation Committee  
From : **Commission on Peace Officer Standards and Training**

Subject: ACCREDITATION COMMITTEE MEETING

The Committee met at the Clarion Hotel, Ontario on June 22, 1988 at 10:00 a.m. Present were the following Committee members:

Commissioner Robert Wasserman, Committee Chairman  
Commissioner Carm Grande  
Commissioner Les Sourisseau  
Commissioner Floyd Tidwell  
Chief Karel Swanson, CPCA  
Chief Don Forkus, CPOA  
Chief Ron Lowenberg, Advisory Committee  
President Larry Malmberg, PORAC

Assistant Sheriff Dennis La Ducer and Captain Dave Mann of the Orange County Sheriff's Department, representing Sheriff Brad Gates and the CSSA, were also present. Staff members present included Deputy Director Glen Fine, Bureau Chiefs Doug Thomas and John Berner.

## ASSEMBLY BILL 3558

As requested by the Commission, input was requested from law enforcement representatives at this meeting regarding this bill which would require a standardized pass/fail final exam for the Basic Course. The majority view of representatives at this meeting was that this bill should be opposed. The reasoning was that while it may be a good idea to have the required final exam, institution of such an exam is something the Commission can do administratively under current law.

## ACCREDITATION

The Committee reviewed materials put together by staff and discussed the overall issue at some length.

There was consensus that there is a lack of support for a nationally based program of accreditation for California agencies and that a state level program should be considered.

There was also consensus that more study should be directed at identifying and evaluating the advantages of accreditation and that the ad hoc committee should continue the study of accreditation -- incrementally. Staff was requested to develop a document that describes what accreditation is in some detail, and provide a thorough assessment of the presumed benefits of accreditation. This information would be sent to the Committee members prior to its next meeting on August 18, 1988.

# Memorandum

: POST Commissioners

Date : July 1, 1988

C. Alex Pantaleoni, Chairman  
Long Range Planning Committee  
From : **Commission on Peace Officer Standards and Training**

Subject: REPORT OF LONG RANGE PLANNING COMMITTEE

The Committee met in Ontario on June 23, 1988. Present were myself and Commissioners Grande and Wasserman. Also present were Deputy Director Glen Fine and staff members Doug Thomas, Michael DiMiceli and John Berner. The Committee discussed the following issues:

## CAPITAL IMPROVEMENTS

Staff reviewed the history and the options available for Capital Improvements. Beginning with the January 1985 Commission meeting, a number of projects have been identified and approved for increasing training effectiveness. These projects include interactive video, computer based training in critical incidents, the shoot/no shoot simulator, and the driver training simulator. Because of the specialization of these training enhancements, the Commission established a Capital Improvements Committee to examine the alternatives for funding regional skill training centers in which to house these specialized training enhancements. The Committee composition has now been restructured and the issue of capital improvements has been transferred to the Long Range Planning Committee.

The Long Range Planning Committee discussion on this issue emphasized: (1) the need to keep the momentum going to obtain these need training enhancements; (2) the need to continue the examination of funding alternatives; and (3) the need to continue to gain support for these projects.

## TBW PROGRAM

At the last Committee meeting in April, 1988, agreement was made to make the following modifications to the TBW program: (1) to authorize the Executive Director to exceed the \$250,000 annual cap on Team Building Workshops under exceptional situations where a pressing need exists; (2) to allocate Team Building Workshops to requesting department

heads rather than to certified presenters; and (3) to adopt an "open market" approach for certifying presenters in order to ensure that all qualified persons have an opportunity to provide the service.

Staff reported on a survey of TBW vendors and users regarding the proposals. There was no opposition to the proposed TBW allotment. Commission Bulletin 88-5 was also sent to the field on June 10, 1988 notifying of the proposed changes. The consensus of the Committee was to wait and see how the new system works and to bring the issue back to the Committee next year for a report.

#### RECRUITMENT STUDY

The 1986/87 Field Needs Survey highlighted problems with recruitment as an issue for POST's involvement. Staff summarized the work done to date on this project. Meetings are currently being held throughout the State with recruiting personnel to identify problems and solutions. Results of these meetings are showing that the problem is pervasive throughout the State and is continuing due to the shrinking population of candidates.

There was Committee consensus to support the addition of one full time staff member to work on the issue. (The Finance Committee is looking at this proposal.) The goal of the recruitment effort should be towards increasing the pool of candidates.

#### REVIEW OF THE EXECUTIVE DIRECTOR'S VACATION ALLOTMENT

The Committee reviewed the Executive Director's vacation allotment which has been awarded for the past several years at the rate of 33 days for the year. In addition, the Executive Director has been authorized to expend up to \$5,000 for the year on professional development activities.

The consensus of the Committee was that these allocations should be continued for FY 1988/89. The Committee also expressed its appreciation for the Executive Director's performance and their regret that the state personnel system does not allow greater Commission influence over personnel compensation.

#### ISSUES REGARDING LENGTHENING THE BASIC COURSE

Over the years, the Basic Course has expanded from 200 to 400 to 520 hours. In addition, most academies add a considerable number of hours to teach local option subjects. Since the increase from 400 to 520 hours three years ago, additional

hours have also been added as a result of legislation. Practice has been to absorb these hours and to periodically make adjustments. Consideration is now being be given to increasing the course to 560 hours.

The Committee discussed a number of complex issues relating to increasing the Basic Course hours. Concern was expressed over the number of hours continuing to grow with corresponding increases in reimbursements. Long term prospects appear to be for an ever increasing percentage of the POTF being allocated to the basic course. There was also some question about the applicability of SB90 requirements which require that the costs of new State mandated programs be borne by the State. Due to these concerns, the Committee wished to discuss the matter further at its next meeting.

# Memorandum

POST Commissioners

July 1, 1988  
Date :Carm Grande, Chairman  
Instructional Technology and Institutes CommitteeFrom : **Commission on Peace Officer Standards and Training**

REPORT OF INSTRUCTIONAL TECHNOLOGY AND INSTITUTES COMMITTEE

Subject:

The Committee met at POST headquarters in Sacramento on June 30, 1988. Present were myself and Commissioners Pantaleoni and Sourisseau. Also present were Executive Director Norm Boehm and staff members Hal Snow, Terry Cunningham, Frederick Williams, Jan Duke, Russ Kinderman, and guests George Arnovick, Professor, Chico State and Nels Anderson, representative from Sony Corporation.

## A. Interactive Videodisc Training

A demonstration of an interactive videodisc training program developed by Sony was provided by Nels Anderson. Staff presented a demonstration of the PC 832 course prepared by Comsell under contract to POST. The Commissioners were very well pleased with the quality and comparison of the two systems. It is hoped a demonstration can be made at the November Commission meeting.

## B. Command College

Staff reported that the Command College has received special recognition as being one of the top law enforcement executive training programs in the country. George Arnovich, Professor at CSU - Chico, expressed CSU's interest in offering a Master of Science in Executive Leadership for the Command College program. There was Committee consensus that the degree would be very beneficial to Command College graduates and to support this effort.

## C. Institute of Criminal Investigation

Staff reviewed the current status of the Institute of Criminal Investigation. Plans are underway for the pilot presentation of the core course to be conducted at San Diego Regional Training Center in the Spring of 1999.

D. Supervisory Leadership Institute

Staff reviewed the background and concept of the Supervisory Institute. There was Committee consensus to approve up to two pilot test presentations of the Supervisory Leadership Institute beginning in October 1988. A proposed contract with California State University, Long Beach for an amount not to exceed \$98,000 will be presented for recommendation at the July 6th meeting of the Finance Committee.

ADJOURNMENT - 2:45 p.m.

# Memorandum

: Commissioners

Date : July 7, 1988

FLOYD TIDWELL, Chairman  
Finance Committee

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

Subject: COMMITTEE REPORT

The Committee, with myself and Commissioners Raquel Montenegro and Robert Vernon present, met in Ontario on July 6, 1988. Also present were staff members Glen Fine, Otto Saltenberger and Thomas Liddicoat.

The Committee reviewed financial reports prepared by staff as indicated in the attached meeting agenda. Committee members agreed to the following recommendations for consideration of the Commission:

#### Carryover of End of Year Balance

An estimated \$4.7 million dollars remains in the FY 1987/88 local assistance budget as of June 30, 1988. It is recommended that this balance be carried over to be applied against FY 87/88 reimbursement claims to be paid in FY 88/89.

#### Increase in Trainee Per Diem Reimbursement

The Commission's current rate for trainee per diem is \$70.00. It is recommended that the rate be increased to \$78.00 effective August 1, 1988.

The recommended amount would move the rate more in line with State of California per diem rates. The fiscal impact of the proposal is estimated at \$779,000 based on expected trainee volume.

#### Beginning Salary Reimbursement Rates for FY 88/89

Last year's beginning salary reimbursement rate was 30% for the basic course and 40% for other eligible courses. The rates were increased during the year and ended at 45% for the basic course and 57% for others.

Based upon projected available funding, it is recommended that the Commission set beginning rates for FY 88/89 at 40% for the basic course and 50% for other salary reimbursable courses.



July 7, 1988

This rate would result in retention of a prudent reserve and allow for quarterly review of the rates as has been past Commission practice.

Budget Change Proposals for FY 89/90

The Committee reviewed five Budget Change Proposals as described in the attachment to this report. The Committee recommends approval of the following:

	<u>Positions</u>	<u>Annual Cost</u>
Video Training Program	2	\$129,000
Supervisory Leadership Institute	2	103,000
Test Item Bank	1/2	15,000
Basic Academy Testing Program	<u>1</u>	<u>84,000</u>
TOTALS	5.5	\$331,000

The Committee also discussed the proposal (described in the attachment) for a position to support a POST role in law enforcement recruitment. Action on that proposal was deferred pending Commissioners' review of the overall matter of POST's future role as scheduled on the Commission's agenda.

Proposed Contract for Services in Support of the Supervisory Leadership Institute

Included on the Commission's agenda is a request for authorization to contract with Long Beach State University in an amount not to exceed \$98,000. The Committee recommends approval of that request.

Potential SB 90 Impacts

Committee members were briefed on the status of claims pending action by the State Mandates Commission. Test claims have been filed for recovery of local costs incurred in compliance with Commission regulations requiring psychological screening for peace officer applicants. Should these claims be approved there could be a significant impact on the Peace Officer Training Fund. The matter remains unsettled and is reported for information purposes only at this time.

Commission on Peace Officer Standards and Training  
Legislative Review Committee Meeting  
July 21, 1988, 9:00 a.m.  
Holiday Inn Embarcadero - San Diego

AGENDA

1. Review of Active Legislation
2. New Legislation
  - o AB 3424 Allows college degree to satisfy high school requirement in peace officer selection standards.
  - o SB 2282 Requires POST to provide training re: missing persons and handling victims of violent crimes.
3. Open Discussion
4. Adjournment











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BILL-FILE - COMMISSION ON POST-MASTER  
TYPE - ACTIVE LEG  
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TYPE POSITION TOPIC  
-----  
ACTIVE LEG NEUTRAL TRAINING  
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SB 254 CHILD WELFARE SERVICES: EMPLOYEE  
RICHARDSON TRAINING

SUMMARY: THIS BILL WOULD SPECIFY A TAXPAYER MAY DESIGNATE  
06/18/87 ON HIS OR HER PERSONEL INCOME TAX RETURN THAT A  
CONTRIBUTION BE MADE TO THE STATE CHILDREN'S  
TRUST FUND FOR SPECIFIED PURPOSES ONLY, AND  
WOULD AUTHORIZE A PERSONAL INCOME TAX DEDUCTION  
WHEN THE DESIGNATION IS FOR SPECIFIED PURPOSES  
ONLY. THE BILL WOULD SPECIFY THAT TRAINING  
RELATED TO A CHILD PROTECTIVE SERVICE IS A  
FUNCTION OF CHILD ABUSE AND NEGLECT PREVENTION  
AND WOULD REQUIRE THAT \$250,000 BE ALLOCATED FOR  
THE SUPPORT OF A SPECIFIED TRAINING PROGRAM.

*Dead*

URGENCY FISCAL

NOTES: CHILD ABUSE INSTRUCTORS TO ATTEND POST COURSE  
(DIED IN COMMITTEE)

STATUS: SECRETARY OF THE SENATE

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TYPE POSITION TOPIC  
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ACTIVE LEG SUPPORT TRAINING  
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BILL-FILE - COMMISSION ON POST-MASTER  
TYPE - ACTIVE LEG  
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SB 1437 ASSESSMENT FUND  
DOGLITTLE

SUMMARY: UNDER EXISTING LAW, OF THE FUNDS DEPOSITED IN THE  
05/04/87 ASSESSMENT FUND, 27.75% IS TRANSFERRED MONTHLY TO  
THE PEACE OFFICERS' TRAINING FUND, WHICH IS  
APPROPRIATED WITHOUT REGARD TO FISCAL YEARS, AND  
29.73% TO THE DRIVER TRAINING PENALTY ASSESSMENT  
FUND. THIS BILL WOULD PROVIDE, INSTEAD, THAT OF  
THE FUNDS DEPOSITED IN THE ASSESSMENT FUND, 40.00%  
SHALL BE TRANSFERRED MONTHLY TO THE PEACE  
OFFICERS' TRAINING FUND AND 17.48% TO THE DRIVER  
TRAINING PENALTY ASSESSMENT FUND. THE BILL WOULD  
DELETE PEACE OFFICERS EMPLOYEES OF THE UNIVERSITY  
OF CALIFORNIA AND THE CALIFORNIA STATE UNIVERSITY  
POLICE DEPARTMENTS FROM THE PROVISIONS  
ESTABLISHING MINIMUM STANDARDS FOR TRAINING OF  
PEACE OFFICERS EMPLOYED BY STATE AGENCIES,  
ADD PEACE OFFICERS EMPLOYEES OF THE C.H.P.,  
OFFICE OF EMERGENCY SERVICES, STATE FAIR POLICE,  
DEPARTMENT OF CORRECTIONS, AND THE DEPARTMENT OF  
INSURANCE, AND EXPAND THESE PROVISIONS TO APPLY TO  
ALL PEACE OFFICER EMPLOYEES OF THE DEPARTMENT OF  
CONSUMER AFFAIRS RATHER THAN JUST THOSE OF THE  
DIVISION OF INVESTIGATION. THE BILL WOULD ALSO  
MAKE THESE PROVISIONS APPLICABLE ONLY TO THOSE  
STATE AGENCIES WHICH RECEIVE STATE AID FROM THE  
PEACE OFFICER'S TRAINING FUND.

*Dead*

FISCAL

NOTES: PROVIDES ADDIT. POST FUNDS AND ALLOWS PARTIAL  
REIMP. FOR CERTAIN STATE PEACE OFFICERS.  
(DIED IN COMMITTEE)

STATUS: SECRETARY OF THE SENATE

TYPE	POSITION	TOPIC
ACTIVE LEG	SUPPORT	FUNDING









# BILL ANALYSIS

State of California Department of Justice  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
P.O. Box 20145  
Sacramento, California 95820-0145

TITLE OR SUBJECT Peace Officer Standards: Acceptance of College Degree	AUTHOR Assemblyman Costa	BILL NUMBER AB 3424
SPONSORED BY California Department of Corrections	RELATED BILLS	DATE LAST AMENDED 4-19-88

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

Note: The comments in this analysis are limited to those portions of the bill relating to the Commission on Peace Officer Standards and Training (POST).

### General

Assembly Bill 3424 would:

1. Provide that graduation from an accredited two- or four-year college shall satisfy the educational requirement for designation as a peace officer.

### Analysis

Under current law, one of the requirements to be a peace officer is that the person must be a high school graduate, or pass the General Education Development Test indicating high school graduation level. No mention is made that graduation from either a two- or four-year college satisfies this educational requirement, although most college graduates also previously graduated from high school.

The sponsors of this bill indicate that they have, in fact, recruited candidates that had not received a high school diploma, but did go on to graduate from an accredited college. Because current statutes do not make it clear that these recruits are meeting the requirements of law, they believe that the law should be amended to specifically recognize college graduation as meeting the peace officer educational requirement.

The Commission on Peace Officer Standards and Training (POST) has, for some time, administratively ruled that current law allows for the recognition of graduation from an accredited college as evidence that the person has satisfied the high school graduation requirement. The reasoning is that a person qualified at the higher level can be assumed to have met the lower, inclusive, standard mentioned in law.

### Comment

Because this change in law would codify in statutory law a practice that POST now accomplishes administratively, it seems appropriate that the Commission support this change.

### Recommendation

"Support"

## OFFICIAL POSITION

ANALYSIS BY <i>D. Beauchamp</i>	DATE 4/28/88	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>Morgan L. Poelun</i>	DATE 5/5/88	COMMENT	

AMENDED IN ASSEMBLY APRIL 19, 1988

CALIFORNIA LEGISLATURE—1987-88 REGULAR SESSION

**ASSEMBLY BILL**

**No. 3424**

Introduced by Assembly Member Costa

February 16, 1988

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An act to amend Section 1031 of the Government Code, and to repeal Section 2050 and Article 8 (commencing with Section 2049) of Chapter 1 of Title 1 of Part 3 of the Penal Code, relating to ~~prisons~~ corrections.

LEGISLATIVE COUNSEL'S DIGEST

AB 3424, as amended, Costa. Prisons ; peace officers.

(1) Existing law establishes certain minimum standards for peace officers, including that these persons be high school graduates or pass the General Education Development Test indicating high school graduation level.

This bill would provide as an alternative to the above-education requirements that the person has attained a 2-year or 4-year degree from a college or university accredited by the Western Association of Colleges and Universities.

(2) Existing law authorizes the Director of Corrections to establish a state prison for the confinement of males to be known as the Special Security Facility with the primary purpose of that prison to provide custody, industrial, and other training, treatment, and care to persons confined in that facility.

This bill would delete that authorization.

(3) Existing law provides that the Department of Corrections has the power to establish an office in San Francisco.

This bill would delete that provision.

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

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

1 SECTION 1. *Section 1031 of the Government Code is*  
2 *amended to read:*

3 1031. Each class of public officers or employees  
4 declared by law to be peace officers shall meet all of the  
5 following minimum standards:

6 (a) Be a citizen of the United States or a permanent  
7 resident alien who is eligible for and has applied for  
8 citizenship.

9 (b) Be at least 18 years of age.

10 (c) Be fingerprinted for purposes of search of local,  
11 state, and national fingerprint files to disclose any  
12 criminal record.

13 (d) Be of good moral character, as determined by a  
14 thorough background investigation.

15 (e) Be a high school ~~graduate or pass the general~~  
16 ~~education development test indicating high school~~  
17 ~~graduation level; graduate, pass the General Education~~  
18 *Development Test indicating high school graduation*  
19 *level, or have attained a two-year or four-year degree*  
20 *from a college or university accredited by the Western*  
21 *Association of Colleges and Universities; provided that*  
22 *this subdivision shall not apply to any public officer or*  
23 *employee who was employed, prior to the effective date*  
24 *of the amendment of this section made at the 1971*  
25 *Regular Session of the Legislature, in any position*  
26 *declared by law prior to the effective date of such*  
27 *amendment to be peace officer positions.*

28 (f) Be found to be free from any physical, emotional,  
29 or mental condition which might adversely affect the  
30 exercise of the powers of a peace officer. Physical  
31 condition shall be evaluated by a licensed physician and  
32 surgeon. Emotional and mental condition shall be  
33 evaluated by a licensed physician and surgeon or by a  
34 licensed psychologist who has a doctoral degree in  
35 psychology and at least five years of postgraduate



1 experience in the diagnosis and treatment of emotional  
2 and mental disorders.

3 This section shall not be construed to preclude the  
4 adoption of additional or higher standards, including age.

5 *SEC. 2. Article 8 (commencing with Section 2049) of*  
6 *Chapter 1 of Title 1 of Part 3 of the Penal Code is*  
7 *repealed.*

8 *SEC. 3. Section 2050 of the Penal Code is repealed.*

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# BILL ANALYSIS

State of California Department of Justice  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
P.O. Box 20145  
Sacramento, California 95820-0145

TITLE OR SUBJECT Training: Missing persons & victims of violent crimes	AUTHOR Senator Presley	BILL NUMBER SB 2282
SPONSORED BY Author	RELATED BILLS	DATE LAST AMENDED 5-24-88

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

Note: This analysis will be limited to those portions of the bill that directly affect the Commission on Peace Officer Standards and Training (POST).

### General

Senate Bill 2282 would:

1. Require POST to provide training for local peace officers re: missing persons and handling victims of violent crimes.

### Analysis

The author of this legislation has been working with a representative group of law enforcement and other subject-matter experts to develop a more appropriate set of standards which are to be utilized when handling missing person complaints and victims of violent crimes. This bill would establish a new Penal Code Section titled "Violent Crime Information Center" and give the Attorney General the responsibility for carrying out the program requirements. POST would be required to provide the necessary training regarding this program to local peace officers.

As a result of legislation which was passed in 1987, POST currently is developing course material and guidelines relating to the handling of missing person and runaway cases (see Penal Code Section 13519.1). Because this course development activity is still underway, it is logical to assume that many of the requirements of this bill can be accommodated without significant additional cost to POST.

### Comments

Although the Commission has the administrative flexibility to accommodate this training mandate without additional statutory direction, the "Violent Crime Information Center" approach called for in this legislation would not be complete without a training requirement. For this reason, it is recommended that the Commission support that feature of the bill.

## OFFICIAL POSITION

ANALYSIS BY <i>Dr. Benham</i>	DATE 6/2/88	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>Thomas A. Boehm</i>	DATE 6-6-88	COMMENT	

Recommendation

"Support" that portion of the bill relating to POST providing training for local peace officers in the tracing of missing persons and handling victims of violent crimes.

AMENDED IN SENATE MAY 24, 1988  
AMENDED IN SENATE APRIL 4, 1988

SENATE BILL

No. 2282

Introduced by Senator Presley

February 18, 1988

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An act to add ~~Part 4~~ of Title 12 (commencing with Section 14200) to *Part 4 of*, and to repeal Sections 11114, 11114.1, 11114.2, and 11114.3 of, the Penal Code, relating to missing persons, and making an appropriation therefor.

LEGISLATIVE COUNSEL'S DIGEST

SB 2282, as amended, Presley. Missing persons.

Existing law contains various provisions relating to missing persons and missing children, including requiring all local police and sheriffs' departments to accept any report, including any telephonic report, of a missing person, including runaways, without delay. Existing law prescribes the requirements applicable to the handling of these reports.

Existing law requires the Department of Justice to operate a statewide toll-free hotline to give and relay information on missing children and to provide local reporting agencies with a list of persons listed as missing who are under 18 years of age, to distribute a missing children bulletin on a quarterly basis, and to undertake certain other measures relating to missing persons.

Existing law requires the California Highway Patrol to immediately advise a person making a report of the name and telephone number of the police or sheriff's department having jurisdiction of the residence address of the missing person or runaway and the name and telephone number of the police or sheriff's department having jurisdiction of the place where the person was last seen. It also requires the

Department of the California Highway Patrol, by June 30, 1988, to develop, adopt, and implement a related policy concerning missing persons, and to report to the Legislature on or before June 30, 1989, regarding that policy.

This bill would repeal the existing specific statutory provisions referred to above and instead would add a new title to the Penal Code which would revise and recast the law relating to missing persons to, among other things, do all of the following:

(1) Require the Attorney General to establish and maintain a Violent Crime Information Center to assist in the identification and apprehension of persons responsible for specific violent crimes and for the disappearance and exploitation of missing persons, as defined, particularly children and dependent adults; require the establishment and maintenance within the center of an online, automated, computer system designed to effect an immediate law enforcement response to reports of missing persons, as specified; and continue the requirement of the distribution of missing children bulletins (expanded to include missing dependent adults, as defined), as specified.

(2) Provide that, ~~on and after an unspecified date,~~ the online missing persons registry within the center shall accept and generate complete information, as specified, on missing persons. It would require the Attorney General to undertake specific tasks with respect to developing and maintaining the registry. It would require the center to supply information about specific cases to local law enforcement agencies if those agencies are investigating a missing person or specified sex crime.

(3) Require the Attorney General to establish and maintain within the center an investigative ~~lead~~ support unit and an automated violent crime method of operation system to facilitate the identification and apprehension of persons responsible for violent felonies, as defined.

(4) Require the Attorney General to provide training on the services provided by the center, as specified.

(5) Require all local police and sheriffs' departments to accept any report regarding missing persons as required by existing law, as well as imposing certain new and increased

duties on local officials regarding the handling of missing person reports, thus establishing state-mandated local programs.

(6) Continue the requirements of existing law concerning prescription of forms for missing person reports, maintenance of a 24-hour toll-free telephone line regarding missing children (expanded to include missing dependent adults, as defined), production of posters and photographs regarding missing children, and various other functions regarding missing persons.

(7) Continue the requirement of the implementation of the California Highway Patrol policy noted above as well as the report thereon.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates which do not exceed \$500,000 statewide and other procedures for claims whose statewide costs exceed \$500,000.

11. This bill would provide that, if the Commission on State  
in Mandates determines that this bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to those statutory procedures and, if the statewide cost does not exceed \$500,000, shall be made from the State Mandates Claims Fund.

This bill would appropriate \$360,000 to the Department of Justice for the purposes of this act.

12. *† This bill* would express legislative intent that as the provisions of the bill relate to activities of the Department of Justice, they should be mandatory only to the extent funds are appropriated for the purposes of the bill and that funding for the bill shall be included in the annual Budget Act.

Vote:  $\frac{2}{3}$ . Appropriation: yes. Fiscal committee: yes. State-mandated local program: yes.

pla

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

1 SECTION 1. Section 11114 of the Penal Code is  
2 repealed.

3 SEC. 2. Section 11114.1 of the Penal Code is repealed.

4 SEC. 3. Section 11114.2 of the Penal Code is repealed.

5 SEC. 4. Section 11114.3 of the Penal Code is repealed.

6 SEC. 5. Title 12 (commencing with Section 14200) is  
7 added to Part 4 of the Penal Code, to read:

8

9 TITLE 12. VIOLENT CRIME INFORMATION  
10 CENTER  
11

12 14200. The Attorney General shall establish and  
13 maintain the Violent Crime Information Center to assist  
14 in the identification and the apprehension of persons  
15 responsible for specific violent crimes and for the  
16 disappearance and exploitation of persons, particularly  
17 children and dependent adults. The center shall establish  
18 and maintain programs which include, but are not  
19 limited to, all of the following: developing violent  
20 offender profiles; assisting local law enforcement  
21 agencies by providing investigative information on  
22 persons responsible for specific violent crimes and  
23 missing person cases; providing information to county  
24 district attorneys, nonprofit missing persons  
25 organizations, schools, and local law enforcement  
26 agencies; and providing statistics on missing dependent  
27 adults and on missing children, including, as may be  
28 applicable, family abductions, nonfamily abductions,  
29 voluntary missing, and lost children or lost dependent  
30 adults.

31 14201. (a) The Attorney General shall establish  
32 within the center and shall maintain an online,  
33 automated; computer system designed to effect an  
34 immediate law enforcement response to reports of  
35 missing persons. The Attorney General shall design the  
36 computer system, using any existing system, including  
37 the California Law Enforcement Telecommunications  
38 System, to include an active file of information

1 concerning persons reported to it as missing and who  
2 have not been reported as found. The computer system  
3 shall also include a confidential historic data base. The  
4 Attorney General shall develop a system of cataloging  
5 missing person reports according to a variety of  
6 characteristics in order to facilitate locating particular  
7 categories of reports as needed.

8 (b) The Attorney General's active files described in  
9 subdivision (a) shall be made available to law  
10 enforcement agencies and other governmental agencies  
11 attempting to locate missing persons. The Attorney  
12 General shall provide to these agencies the name and  
13 personal description data of the missing person including,  
14 but not limited to, the person's date of birth, color of eyes  
15 and hair, sex, height, weight, and race, the time and date  
16 he or she was reported missing, the reporting agency, and  
17 any other data pertinent to the purpose of locating  
18 missing persons. However, the Attorney General shall  
19 not release the information if the reporting agency  
20 requests the Attorney General in writing not to release  
21 the information because it would impair a criminal  
22 investigation.

23 (c) The Attorney General shall distribute a missing  
24 children and dependent adults bulletin on a quarterly  
25 basis to local law enforcement agencies, district  
26 attorneys, and public schools. The Attorney General shall  
27 also make this information accessible to other parties  
28 involved in efforts to locate missing children and  
29 dependent adults and to those other persons as the  
30 Attorney General deems appropriate.

31 14202. (a) The Attorney General shall establish and  
32 maintain within the center an investigative ~~lead~~ *support*  
33 unit and an automated violent crime method of operation  
34 system to facilitate the identification and apprehension of  
35 persons responsible for murder, kidnap, including  
36 parental abduction, false imprisonment, or sexual assault.  
37 This unit shall be responsible for identifying perpetrators  
38 of violent felonies collected from the center and  
39 analyzing and comparing data on missing persons in  
40 order to determine possible leads which could assist local



1 law enforcement agencies. *This unit shall only release*  
2 *information about active investigations by police and*  
3 *sheriffs' departments to local law enforcement agencies.*

4 (b) The Attorney General shall make available to the  
5 investigative ~~lead~~ support unit files organized by  
6 category of offender or victim and shall seek information  
7 from other files as needed by the unit. This set of files may  
8 include, among others, the following:

9 (1) Missing or unidentified, deceased persons dental  
10 files filed pursuant to this title or Section 10254 of the  
11 Health and Safety Code.

12 (2) Child abuse reports filed pursuant to Section  
13 11169.

14 (3) Sex offender registration files maintained pursuant  
15 to Section 290.

16 (4) State summary criminal history information  
17 maintained pursuant to Section 11105.

18 (5) Information obtained pursuant to the parent  
19 locator service maintained pursuant to Section 11478.5 of  
20 the Welfare and Institutions Code.

21 (6) Information furnished to the Department of Justice  
22 pursuant to Section 11107.

23 (7) Other Attorney General's office files as requested  
24 by the investigative ~~lead~~ support unit.

25 14203. (a) ~~On and after / / / /~~; ~~the~~ The online  
26 missing persons registry shall accept and generate  
27 complete information on a missing person.

28 (b) The information on a missing person shall be  
29 retrievable by any of the following:

30 (1) The person's name.

31 (2) The person's date of birth.

32 (3) The person's social security number.

33 (4) Whether a dental chart has been received, coded,  
34 and entered into the National Crime Information Center  
35 Missing Person System by the Attorney General.

36 (5) The person's physical description, including hair  
37 and eye color and body marks.

38 (6) The person's known associates.

39 (7) The person's last known location.

40 (8) The name or assumed name of the abductor, if

1 applicable, other pertinent information relating to the  
2 abductor or the assumed abductor, or both.

3 (9) Any other information, as deemed appropriate by  
4 the Attorney General.

5 (c) The Attorney General, in consultation with local  
6 law enforcement agencies and other user groups, shall  
7 develop the form in which information shall be entered  
8 into the system.

9 (d) The Attorney General shall establish and maintain  
10 within the center a separate, confidential historic data  
11 base relating to missing children and dependent adults.  
12 The historic data base may be used only by the center for  
13 statistical and research purposes. The historic data base  
14 shall be set up to categorize cases relating to missing  
15 children and dependent adults by type. These types ~~may~~  
16 ~~include, but shall not be limited to, the following, as, in~~  
17 ~~the determination of the Attorney General, applicable:~~  
18 ~~runaway, voluntary missing, lost, abduction involving~~  
19 ~~movement of the victim in the commission of the crime~~  
20 ~~or sexual exploitation of the victim, nonfamily abduction,~~  
21 ~~and family abduction shall include the following:~~  
22 ~~runaways, voluntary missing, lost, abduction involving~~  
23 ~~movement of the victim in the commission of the crime~~  
24 ~~or sexual exploitation of the victim, nonfamily abduction,~~  
25 ~~family abduction, and any other categories as determined~~  
26 ~~by the Attorney General.~~ In addition, the data shall  
27 include the number of missing children and missing  
28 dependent adults in this state and the category of each  
29 case :

30 (e) The center may supply information about specific  
31 cases from the historic data base to a local police  
32 department, sheriff's department, or district attorney,  
33 only in connection with an investigation by the police  
34 department, sheriff's department, or district attorney of  
35 a missing person case or a sex crime as defined in  
36 subdivision (e) of Section 11105.3.

37 14204. The Attorney General shall provide training  
38 on the services provided by the center to line personnel,  
39 supervisors, and investigators in the following fields: law  
40 enforcement, district attorneys' offices, *California Youth*

1 Authority, the Department of Corrections, including the  
2 Parole and Community Services Unit, probation  
3 departments, court mediation services, and the judiciary.  
4 The Commission on Peace Officer Standards and  
5 Training shall ~~coordinate~~ *provide* for the presentation of  
6 ~~specialized~~ training to peace officers which will enable  
7 them to more efficiently handle, on the local level, the  
8 tracing of missing persons and victims of violent crimes.

9 14205. (a) All local police and ~~sheriffs~~ *sheriffs'*  
10 departments shall accept any report, including any  
11 telephonic report, of a missing person, including  
12 runaways, without delay and shall give priority to the  
13 handling of these reports over the handling of reports  
14 relating to crimes involving property. In cases where the  
15 person making a report of a missing person or runaway,  
16 contacts, including by telephone, the California Highway  
17 Patrol, the California Highway Patrol may take the  
18 report, and shall immediately advise the person making  
19 the report of the name and telephone number of the  
20 police or sheriff's department having jurisdiction of the  
21 residence address of the missing person and of the name  
22 and telephone number of the police or sheriff's  
23 department having jurisdiction of the place where the  
24 person was last seen. In cases of reports involving missing  
25 persons the local police or sheriff's department shall  
26 immediately take the report and make an assessment of  
27 reasonable steps to be taken to locate the person. If the  
28 missing person is under 12 years of age, or is between the  
29 ages of 12 and 18 years and there is evidence that the  
30 person is at risk, the department shall broadcast a "Be On  
31 the Look-Out" bulletin, without delay, within its  
32 jurisdiction.

33 (b) If the person reported missing is under 12 years of  
34 age, or if the missing person is between the ages of 12 and  
35 18 years and there is evidence that the person is at risk,  
36 the local police, sheriff's department, or the California  
37 Highway Patrol shall ~~transmit~~ *submit* the report to the  
38 ~~center~~ *Attorney General's office* within four hours after  
39 accepting the report. *After the California Law*  
40 *Enforcement Telecommunications System online*

1 *missing person registry becomes operational, the reports*  
2 *shall be submitted, within four hours after accepting the*  
3 *report, to the Attorney General's office through the use*  
4 *of the California Telecommunications System.*

5 (c) In cases where the report is taken by a  
6 department, other than that of the city or county of  
7 residence of the missing person, the department, or  
8 division of the California Highway Patrol taking the  
9 report shall, without delay, and, in the case of children  
10 *under 12 years of age and juveniles between the ages of*  
11 *12 and 18 where there was evidence that the missing*  
12 *juvenile was at risk, within no more than 24 hours, notify,*  
13 *and forward a copy of the report to the police or sheriff's*  
14 *department or departments having jurisdiction of the*  
15 *residence address of the missing person and of the place*  
16 *where the person was last seen. The report shall also be*  
17 ~~transmitted~~ *submitted by the department or division of*  
18 *the California Highway Patrol which took the report to*  
19 *the center.*

20 14206. (a) (1) When any person makes a report of a  
21 missing person to a police department, sheriff's  
22 department, district attorney's office, California  
23 Highway Patrol, or other law enforcement agency, the  
24 ~~person making the report~~ shall be given in person or by  
25 ~~mail on a form supplied by~~ *in a format acceptable to the*  
26 *Attorney General. That form shall include a statement*  
27 *authorizing the release of the dental or ~~medical records~~*  
28 *or skeletal x-rays, or both, of the person reported missing*  
29 *and authorizing the release of a recent photograph of a*  
30 *person reported missing who is under 18 years of age.*  
31 *Included with the form shall be instructions which state*  
32 *that if the person reported missing is still missing 30 days*  
33 *after the report is made, the release form signed by a*  
34 *member of the family or next of kin of the missing person*  
35 *shall be taken by a ~~peace officer~~ or the family member or*  
36 *next of kin to the dentist, physician and surgeon, or*  
37 *medical facility in order to obtain the release of the*  
38 *dental or ~~medical records~~ or skeletal x-rays, or both, of*  
39 *that person or may be taken by a peace officer, if others*  
40 *fail to take action, to secure those x-rays. Notwithstanding*

1 any other provision of law, dental or ~~medical records or~~  
2 *skeletal* x-rays, or both, shall be released by the dentist,  
3 physician and surgeon, or medical facility to the person  
4 presenting the request and shall be submitted within 10  
5 days by that person to the police or sheriff's department  
6 or other law enforcement agency having jurisdiction over  
7 the investigation. When the person reported missing has  
8 not been found within 30 days and no family or next of  
9 kin exists or can be located, the law enforcement agency  
10 may execute a written declaration, stating that an active  
11 investigation seeking the location of the missing person is  
12 being conducted, and that the dental or ~~medical records~~  
13 ~~or skeletal~~ x-rays, or both, are necessary for the exclusive  
14 purpose of furthering the investigation. Notwithstanding  
15 any other provision of law, the written declaration,  
16 signed by a peace officer, is sufficient authority for the  
17 dentist, physician and surgeon, or medical facility to  
18 release the missing person's dental or ~~medical records or~~  
19 *skeletal* x-rays, or both.

20 (2) The form provided under this subdivision shall also  
21 state that if the person reported missing is under 18 years  
22 of age, the completed form shall be taken to the dentist,  
23 physician and surgeon, or medical facility immediately  
24 when the law enforcement agency determines that the  
25 disappearance involves evidence that the person is at risk  
26 or when the law enforcement agency determines that the  
27 person missing is under 12 years of age and has been  
28 missing at least 14 days. The form shall further provide  
29 that the dental or ~~medical records or skeletal~~ x-rays, or  
30 both, and a recent photograph of the missing child shall  
31 be submitted immediately to the law enforcement  
32 agency. Whenever authorized under this subdivision to  
33 execute a written declaration to obtain the release of  
34 dental or ~~medical records or skeletal~~ x-rays, or both, is  
35 provided, the investigating law enforcement agency may  
36 obtain those ~~records or x-rays, or both, x-rays~~ when a  
37 person reported missing is under ~~18 years of age and is~~  
38 ~~determined by the agencies to have disappeared under~~  
39 ~~suspicious circumstances. In each 18 years of age and the~~  
40 *law enforcement agency determines that the*

1 *disappearance involves evidence that the person is at*  
2 *risk. In each case, the law enforcement agency shall*  
3 *confer immediately with the coroner or medical*  
4 *examiners and shall submit its report including the dental*  
5 *or ~~medical records or skeletal~~ x-rays, or both, within 24*  
6 *hours thereafter to the Attorney General. The Attorney*  
7 *General's office shall code and enter the dental or*  
8 *~~medical records or skeletal~~ x-rays, or both, into the*  
9 *center.*

10 (b) When a person reported missing has not been  
11 found within 45 days, the sheriff, chief of police, or other  
12 law enforcement agency conducting the investigation for  
13 the missing person shall confer with the coroner or  
14 medical examiner prior to the preparation of a missing  
15 person report. The coroner or medical examiner shall  
16 cooperate with the law enforcement agency. After  
17 conferring with the coroner or medical examiner, the  
18 sheriff, chief of police, or other law enforcement agency  
19 initiating and conducting the investigation for the  
20 missing person shall submit a missing person report and  
21 the dental or ~~medical records or skeletal~~ x-rays, or both,  
22 and photograph received pursuant to subdivision (a) to  
23 the Attorney General's office ~~on forms supplied by~~ *in a*  
24 *format acceptable to the Attorney General's office for*  
25 *that purpose. Attorney General.*

26 Nothing in this section prohibits a parent or guardian  
27 of a child, reported to a law enforcement agency as  
28 missing, from voluntarily submitting fingerprints, and  
29 other documents, to the law enforcement agency  
30 accepting the report for inclusion in the report which is  
31 ~~transmitted~~ *submitted* to the Attorney General.

32 14207. (a) When a person reported missing has been  
33 found, the sheriff, chief of police, coroner or medical  
34 examiner, or the law enforcement agency locating the  
35 missing person shall immediately report that information  
36 to the Attorney General's office.

37 (b) In the case of a child *under 12 years of age and a*  
38 *juvenile between the ages of 12 and 18 where there was*  
39 *evidence that the missing juvenile was at risk who is*  
40 *found, the report indicating that the child is found shall*

1 be made not later than 24 hours after the child is found.  
2 A report shall also be made to the law enforcement  
3 agency that made the initial missing person report. The  
4 Attorney General's office shall then notify the National  
5 Crime Information Center that the missing person has  
6 been found.

7 (c) In the event that a missing person is found alive or  
8 dead in less than 24 hours and the local police or sheriff's  
9 department has reason to believe that the person had  
10 been abducted, the department shall ~~transmit~~ submitted  
11 a report to the center in a format established by the  
12 Attorney General. In the event that a missing person has  
13 been found before he or she has been reported missing  
14 to the center, the information related to the incident shall  
15 be submitted to the center.

16 14208. (a) The Department of Justice shall operate a  
17 statewide, toll-free telephone hotline 24 hours per day,  
18 seven days per week to receive information regarding  
19 missing children and dependent adults and relay this  
20 information to the appropriate law enforcement  
21 authorities.

22 (b) The Department of Justice shall select up to six  
23 children per month from the missing children registry  
24 maintained pursuant to former Section 11114 or pursuant  
25 to the system maintained pursuant to Sections 14201 and  
26 14202 and shall produce posters with photographs and  
27 information regarding these children, including the  
28 missing children hotline telephone number and reward  
29 information. The department shall make these posters  
30 available to parties as prescribed and as the department  
31 deems appropriate.

32 14209. (a) The Department of Justice shall provide  
33 appropriate local reporting agencies with a list of persons  
34 still listed as missing who are under 18 years of age, with  
35 an appropriate waiver form in order to assist the  
36 reporting agency in obtaining a photograph of each of the  
37 missing children.

38 (b) Local reporting agencies shall attempt to obtain  
39 the most recent photograph available for persons still  
40 listed as missing and forward those photographs to the

1 Department of Justice.

2 (c) The department shall include these photographs,  
3 as they become available, in the quarterly bulletins  
4 pursuant to subdivision (c) of Section 14201.

5 (d) State and local elected officials, agencies,  
6 departments, boards, and commissions may enclose in  
7 their mailings information regarding missing children or  
8 dependent adults obtainable from the Department of  
9 Justice or any organization that is recognized as a  
10 nonprofit, ~~tax exempt~~ tax-exempt organization under  
11 state or federal law and that has an ongoing missing  
12 children program. Elected officials, agency secretaries,  
13 and directors of departments, boards, and commissions  
14 are urged to develop policies to enclose missing children  
15 or dependent adults information in mailings when it will  
16 not increase postage costs, and is otherwise deemed  
17 appropriate.

18 14210. (a) The Legislature finds and declares that it  
19 is the duty of all law enforcement agencies to  
20 immediately assist any person who is attempting to make  
21 a report of a missing person or runaway.

22 (b) The Department of the California Highway Patrol  
23 shall continue to implement the written policy, required  
24 to be developed and adopted pursuant to former Section  
25 11114.3, for the coordination of each of its divisions with  
26 the police and sheriffs' departments located within each  
27 division in taking, transmitting, and investigating reports  
28 of missing persons, including runaways.

29 (c) The Department of the California Highway Patrol  
30 shall report to the Legislature on or before June 30, 1989,  
31 regarding the experience under, and the effects of,  
32 subdivision (b).

33 14213. (a) As used in this title, "missing person"  
34 includes, but is not limited to, a child who has been taken,  
35 detained, concealed, enticed away, or retained by a  
36 parent in violation of Chapter 4 (commencing with  
37 Section 277) of Title 9 of Part 1. It also includes any child  
38 who is missing voluntarily or involuntarily, or under  
39 circumstances not conforming to his or her ordinary  
40 habits or behavior and who may be in need of assistance.



1 (b) As used in this title, "evidence that the person is  
2 at ~~risk~~" risk" includes, but is not limited to, physical  
3 evidence of a struggle or foul play where the missing  
4 person was last present, the missing person is last  
5 observed with an apparent stranger, there is an  
6 indication of possible parental abduction of the juvenile,  
7 or the juvenile is mentally impaired. not limited to,  
8 evidence or indications of any of the following:

9 (1) The person missing is the victim of a crime or foul  
10 play.

11 (2) The person missing is in need of medical attention.

12 (3) The person missing has no pattern of running away  
13 or disappearing.

14 (4) The person missing may be the victim of parental  
15 abduction.

16 (5) The person missing is mentally impaired.

17 (c) As used in this title, "child" is any person under the  
18 age of 18.

19 (d) As used in this title, "center" means the Violent  
20 Crime Information Center.

21 (e) As used in this title, "dependent adult" is any  
22 person described in subdivision (e) of Section 368.

23 (f) As used in this title, "dental or medical records or  
24 x-rays," include all those records or x-rays which are in  
25 the possession of a dentist, physician and surgeon, or  
26 medical facility.

27 SEC. 6. The sum of three hundred sixty thousand  
28 dollars (\$360,000) is hereby appropriated from the  
29 General Fund to the Department of Justice for purposes  
30 of this act.

31 It is the intent of the Legislature that the requirements  
32 of this act, as they relate to activities of the Department  
33 of Justice, should be mandatory only to the extent funds  
34 are appropriated for its purpose and that funding for this  
35 act shall be included in the annual Budget Act.

36 SEC. 7. Notwithstanding Section 17610 of the  
37 Government Code, if the Commission on State Mandates  
38 determines that this act contains costs mandated by the  
39 state, reimbursement to local agencies and school  
40 districts for those costs shall be made pursuant to Part 7

1 (commencing with Section 17500) of Division 4 of Title  
2 2 of the Government Code. If the statewide cost of the  
3 claim for reimbursement does not exceed five hundred  
4 thousand dollars (\$500,000), reimbursement shall be  
5 made from the State Mandates Claims Fund.

O

Commission on Peace Officer Standards and Training  
Advisory Committee Meeting  
July 20, 1988, 10 a.m.  
Holiday Inn Embarcadero  
Pacific Ballroom "A"  
San Diego, California

AGENDA

Call to Order and Roll Call	Chair
Approval of Minutes of Previous Meeting	Chair
Announcements	Chair
Presentation of Awards to Departing Members	Chair
Executive Director's Remarks	Staff
Recruitment Project Report	Staff
Basic Course Testing	Staff
Advisory Committee Member Reports	Members
Commission Liaison Committee Remarks	Commissioners
Open Discussion	Members
Adjournment	Chair

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

POST ADVISORY COMMITTEE MEETING  
Hyatt Regency Hotel  
Sacramento, California  
April 20, 1988

**MINUTES****CALL TO ORDER**

The meeting was called to order at 10 a.m. by Chairman Bill Shinn.

**ROLL CALL OF ADVISORY COMMITTEE MEMBERS**

Present: Don Brown, Calif. Organization of Police & Sheriffs  
Cois Byrd, Calif. State Sheriffs' Assoc.  
John Clements, California Highway Patrol  
Derald Hunt, Calif. Assoc. of Administration of Justice  
Educators  
Joe McKeown, Calif. Academy Directors' Assoc.  
Carolyn Owens, Public Representative  
Michael Sadleir, Calif. Specialized Law Enforcement  
William Shinn, Peace Officers' Research Assoc. of  
Calif.  
Gary Wiley, Calif. Assoc. of Police Training Officers

Absent: Ronald Lowenberg, Calif. Police Chiefs' Assoc.

Commission Advisory Liaison Committee Members present:

Commissioner Carm Grande  
Commissioner Edward Maghakian  
Commissioner C. Alex Pantaleoni

POST staff present:

Norman Boehm, Executive Director  
Glen Fine, Deputy Executive Director  
John Berner, Bureau Chief, Standards and Evaluation  
Doug Thomas, Bureau Chief, Special Projects  
George Williams, Bureau Chief, Information Services  
Imogene Kauffman, Executive Secretary

**APPROVAL OF MINUTES**

MOTION - Forkus, second - Sadleir, carried unanimously to approve the minutes of January 20, 1988 Advisory Committee meeting in San Diego.

## ANNOUNCEMENTS

Chairman Shinn announced that the following names had been submitted for Commission approval by various associations to fill terms of the Advisory Committee that will expire in September:

Calif. Assoc. of Administration of Justice Educators  
nominated Derald Hunt for reappointment  
Calif. Assoc. of Police Training Officers nominated  
Lieutenant Bruce Rayl of the East Bay Regional Park  
District  
Calif. Peace Officers' Assoc. nominated Chief Donald Forkus  
for reappointment  
Peace Officers' Research Assoc. of Calif. nominated  
Lieutenant Bill Shinn for reappointment  
Women Peace Officers' Association nominated Lieutenant  
Delores Kan of the Bay Area Rapid Transit Police Dept.

Newly appointed Advisory Committee member Sheriff Cois Byrd, Riverside County, was introduced. Sheriff Byrd represents the California State Sheriffs' Association on the Advisory Committee.

## EXECUTIVE DIRECTOR'S REMARKS

The Executive Director and the Deputy Executive Director reviewed the April 21, 1988 Commission Meeting Agenda. Following the agenda item "Report and Recommendation on Reading/Writing Tests", there was discussion on the several options to be presented to the Commission.

## RECRUITMENT PROJECT REPORT

Bureau Chief Berner reported that since the January 1988 Advisory Committee meeting, academies have been surveyed for information on what is being done to remediate applicants who have less than adequate reading skills. Findings were not encouraging and pointed to the need for more definitive research. A "Law Enforcement Career Interest" survey was mailed to trainees currently attending a POST-certified basic academy. Preliminary survey results were presented. Overall results will be presented at the next meeting.

Future activities include two one-day recruitment project seminars for mid-June -- one north and one south. Each seminar will be attended by approximately 20 local agency personnel who are actively involved in recruitment. A representative from CADA will attend each seminar, and certain Advisory Committee members will be invited to one of the two seminars. Future plans also include defining POST's role in the recruitment process.

## SUBSTANCE ABUSE MANUAL REPORT

It was reported that the Substance Abuse Manual will be presented to the Commission for final approval at the meeting April 21, 1988. Upon Commission approval, the document will be released to the field. It is felt that it will be a valuable resource document to law enforcement departments throughout the State.

It was pointed out that this was another project recommended by the Advisory Committee that has been brought to fruition.

MOTION - McKeown, second - Wiley, carried unanimously that the Advisory Committee Chairman recommend to the Commission that the Substance Abuse Manual be approved for distribution to the field.

## NON-UNIFORMED ORIENTATION/CLERICAL TRAINING PROGRAM

Advisory Committee Member Chief John Clements described the high lights of an on-the-job training program that the CHP had recently presented to their clerical staff, including an orientation program for new employees. The program is directed toward the Patrol's 2,300 member non-uniformed employee group which support operations of the 5,900 member uniformed force. The training ranges from orientation for newly hired employees to supervisory in-service training.

The innovative CHP training program described by Chief Clements was complimented as being excellent and long over-due.

## ADVISORY LIAISON COMMITTEE REPORTS

Commissioner Grande stated that the interaction in the meeting today was great, and the input from the Advisory Committee to the Commission is very much appreciated.

Commissioner Maghakian reported that he has come to rely heavily on the Advisory Committee as a very important part of the Commission's input process.

## MEMBER REPORTS

California Association of Police Training Officers - Gary Wiley reported that CAPTO is planning the annual conference which is to be held October 19-21 at the Hyatt Regency in Sacramento. The emphasis will be on hi-tech training and the things available to advance training.

California Academy Directors' Association - Joe McKeown reported that CADA had met in March in Ontario. The main thrust of the meeting was working on changes in the basic academy and working with POST staff to update the academy. There is a continuous commitment of the academy directors to keep the basic course the best available.

Women Peace Officers' Assoc. of California - Barbara Gardner announced that the W.P.O.A.C.'s annual training conference will be held May 9-11 at the San Francisco Marriott in conjunction with the C.P.O.A. conference.

California State Sheriffs' Assoc. - Cois Byrd stated the CSSA feels it is pulling together better than in the past on specific issues and are concentrating on one or two main issues legislatively each year. If the members of the Advisory Committee have ideas on what the Sheriffs' Association should be concentrating on, they would appreciate hearing them.

Calif. Organization of Police and Sheriffs - Don Brown reported that the C.O.P.S. Endorsement Conference will be held next week at the Clarion Hotel in Sacramento. May 15 they will be in Washington, D.C. for the dedication of the memorial for slain peace officers and return on May 17 for the California dedication.

Calif. Assoc. of Administration of Justice Educators - Derald Hunt reported that CAAJE's 23rd Annual Conference in April 1988 at the Amfac Hotel in Burlingame was one of the best attended in the past five years. Highlights of the conference program included:

A report on the newly revised AJ Core Curriculum and the follow-up implementation plans by Win Silva, Chancellor's Office;

Techniques for using the camcorder to improve classroom instruction by Ron Havner of Napa College;

An overview of AB 1725 by Dr. Larry Toy of Chabot College.

Ron Havner of Napa College was elected CAAJE President for 1988/89.

Calif. Peace Officers' Assoc. - Donald Forkus reported the next CPOA conference will be the second week in May in the Bay Area. The CPOA Law & Legislative Committee meets on a monthly basis and always has a very ambitious agenda. The CPOA legislative advocate is shared by the State Sheriffs' and State Police Chiefs' Associations, and they find themselves in concert on the majority of legislation. The wire tap bill has been a major successful effort of these groups.

Peace Officers' Research Assoc. of Calif. - William Shinn stated that PORAC is moving along with its agenda to work on issues of mutual concern. A current major concern is the issue of private security and their role in the enforcement arena.

There was a discussion on the problems surrounding private security training, where the responsibility for same should be

placed, and consensus that the issue should not be tabled.

**OPEN DISCUSSION**

There was a discussion on the 10 o'clock convening time of the Advisory Committee meetings. It was decided that in the future the Sacramento (Northern California) meetings will convene at 9 o'clock, and the San Diego (Southern California) meetings will convene at 10 o'clock.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1330 hours.



Imogene Kauffman  
Executive Secretary



# Memorandum

Advisory Committee

Date : July 1, 1988

Norman C. Boehm  
Executive Director

From : Commission on Peace Officer Standards and Training

Subject: Recruitment Study

Two major activities have been completed since the last meeting of the Advisory Committee. Complete results for the Law Enforcement Career Interest Survey (the questionnaire distributed to all basic academy trainees) have been tabulated. The results, which are reported on the attached questionnaire, vary only slightly from the preliminary results which were reported to the committee in April.

The second major activity consisted of assembling two groups of local agency recruiters for the purpose of reviewing all information collected to date by POST concerning the "recruitment problem", and soliciting comment from the groups concerning potential POST involvement in recruitment. One group met on June 21 in Sacramento; the other on June 23 in Ontario. Advisory Committee member John Clements attended both meetings. The attached list of potential recruitment projects was presented to the groups for review and discussion.

Both groups concurred that POST involvement in law enforcement recruitment was much needed. Specifically, widespread consensus was found for POST involvement in activities to: (1) enhance the overall image of law enforcement and thus expand the current and future labor pool (by conducting market research and developing appropriate media; developing and implementing school programs to educate and encourage elementary, junior, and senior high school students to pursue a law enforcement career; etc.); and (2) provide the means by which local area recruiters can learn from outside professionals as well as from each other (via POST-certified training courses, regularly scheduled law enforcement recruitment seminars, etc.). Agencies were especially enthusiastic about POST's involvement in long-term solutions -- efforts local departments see a great need for but lack budgets and personnel to attempt.

The scope and likely continuing nature of the "recruitment problem", as well as the substantial nature of desired POST assistance in this area, suggest that POST should prepare to assume a formal, long-term commitment to law enforcement recruitment. Accordingly, it is proposed that POST seek an

additional full time position to be dedicated to the establishment of the types of programs enumerated above.

Due to the nature of the timing with which the different Commission committees met, such a proposal has already been reviewed by the Long Range Planning Committee, and a budget proposal will be reviewed by the Finance Committee on July 6. Further, the Commission will be asked to take action on the proposal at their meeting on July 21.

We look forward to discussing all matters related to the project on July 20. Chief Clements, whose attendance and assistance at the meetings were invaluable, will no doubt contribute greatly to the discussion. We are hopeful that the committee will concur with the staff recommendation to seek establishment of a permanent recruitment function within POST.

Attachments

## LAW ENFORCEMENT CAREER INTEREST SURVEY

As a result of interest on the part of law enforcement agencies throughout California, the Commission on Peace Officer Standards and Training (POST) is attempting to gain a better understanding of both who is attracted to a law enforcement career, and what leads such people to choose a career in law enforcement.

For this understanding, we need your help. As someone who has recently chosen law enforcement as a career, you can provide us with valuable information that will help to answer these questions. The attached survey was developed to collect the information and is being administered to all current basic academy students. All information will be kept confidential and reported only in aggregate form.

Please take the brief time necessary to complete this survey. You will not only be helping POST, but also your chosen profession.

Thank you for your cooperation.

BACKGROUND INFORMATION

Academy Name: N = 29 academies, 1916 surveys Date: \_\_\_\_\_

Your Name (optional): \_\_\_\_\_

1. Age: 4.2% a. 18-20 9.8 d. 31-35  
52.6 b. 21-25 3.6 e. 36-40  
28.1 c. 26-30 1.7 f. 41+

2. Sex: 82.9 a. male  
17.1 b. female

3. Marital status: 53.5% a. never married  
37.6 b. currently married  
2.0 c. separated  
6.9 d. divorced  
0.1 e. widowed

4. Number of children: 1.9 (30.2% have children)

5. Current permanent residence:

30.8 a. parents' home  
61.6 b. one's own home/apartment  
7.5 c. other (specify): \_\_\_\_\_

6. How long have you lived in California? 20.0 years

7. Race/Ethnicity:

12.3 a. Mexican, Mexican-American  
0.4 b. Puerto Rican  
0.4 c. Cuban  
3.4 d. other Spanish/Hispanic  
65.8 e. White  
9.4 f. Black  
0.9 g. Filipino  
0.9 h. American Indian  
1.5 i. Japanese  
1.0 j. Chinese  
0.3 k. Korean  
0.2 l. Vietnamese  
0.2 m. Asian Indian  
— n. Eskimo  
— o. Aleut  
0.2 p. Hawaiian  
— q. Samoan  
0.2 r. Guamanian/Chamorro  
2.8 s. other (specify) \_\_\_\_\_

8. How much education have you completed?  
(Check highest level.)

		Year Graduated	Major
<u>3.9</u>	a. G.E.D. or h.s. proficiency	_____	<u>N/A</u>
<u>17.0</u>	b. graduated from high school	_____	<u>N/A</u>
<u>40.1</u>	c. 1-2 yrs. college (1-59 semester units; no associate degree)	<u>N/A</u>	_____
<u>8.1</u>	d. graduated from a 2-yr. college	_____	_____
<u>13.6</u>	e. 3-4 yrs. college (60+ semester units; no bachelor's degree)	<u>N/A</u>	_____
<u>13.3</u>	f. graduated from a 4-yr. college	_____	_____
<u>2.0</u>	g. post-college graduate courses, but no advanced degree	<u>N/A</u>	_____
<u>1.0</u>	h. postgraduate degree (e.g., M.A., L.L.B., Ph.D.)	_____	_____
<u>1.0</u>	i. other (specify): _____	_____	_____

9. What was your grade-point average in high school?

<u>11.1</u>	a. A (3.6 - 4.0)
<u>62.4</u>	b. B (2.6 - 3.5)
<u>26.0</u>	c. C (1.6 - 2.5)
<u>0.4</u>	d. D (.6 - 1.5)

10. If you went to college, what was your grade-point average in college?

<u>12.9</u>	a. A (3.6 - 4.0)
<u>62.3</u>	b. B (2.6 - 3.5)
<u>17.1</u>	c. C (1.6 - 2.5)
<u>0.6</u>	d. D (.6 - 1.5)
<u>7.1</u>	e. does not apply

11. What are your three favorite hobbies or outside activities/interests?

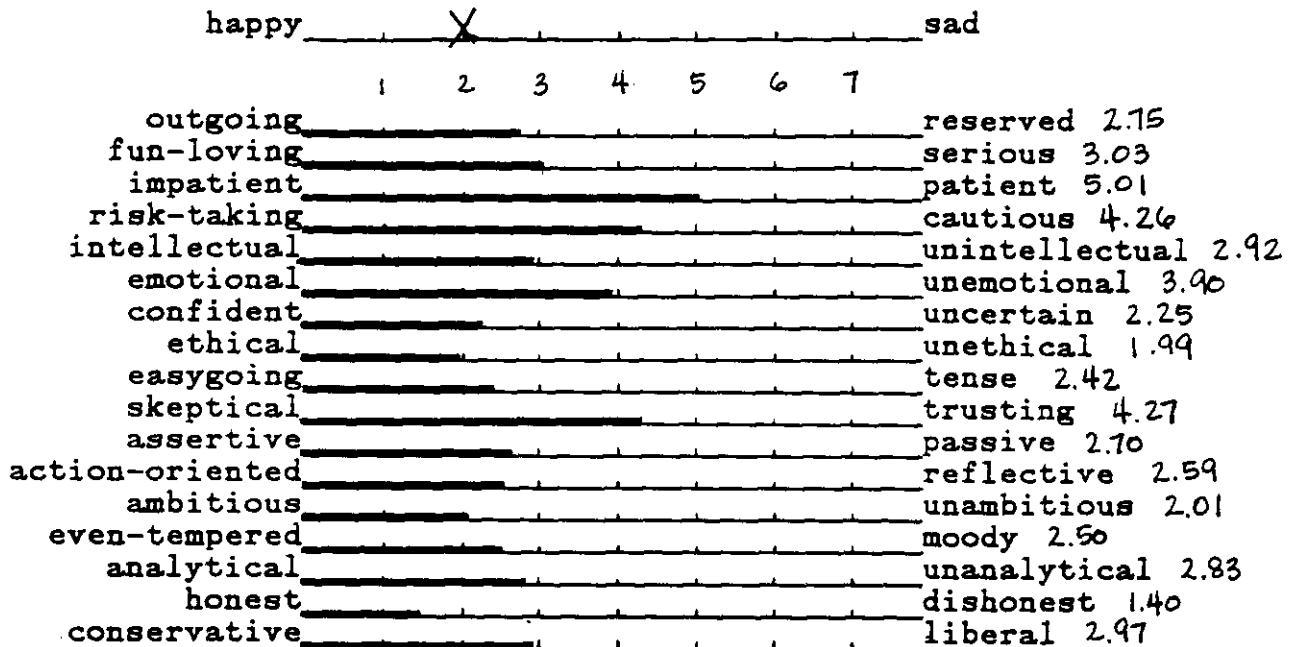
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

12. In high school, were you involved in any extracurricular activities? (Check any that apply.)

<u>74.3</u>	a. athletics
<u>13.2</u>	b. student government
<u>25.9</u>	c. special interest clubs (e.g. Latin Club, Drama, etc.) (specify club): _____
<u>13.8</u>	d. other (specify): _____

13. Using the descriptors below, please place an "X" at the point along the continuum that you think describes yourself.

example:



14. How would you describe your relationship with your parents?

<u>42.4</u>	a.	extremely close
<u>35.8</u>	b.	fairly close
<u>17.2</u>	c.	average
<u>3.6</u>	d.	fairly distant
<u>1.0</u>	e.	extremely distant

15. Military background:

<u>69.5</u>	a.	no military background
<u>1.4</u>	b.	R.O.T.C.
<u>3.4</u>	c.	military reserves (active)
<u>1.1</u>	d.	military reserves (inactive)
<u>17.0</u>	e.	discharged from military service
<u>7.6</u>	f.	other (specify): _____

16. Employment history:

Are you currently employed outside the department?

17.8 yes      82.2 no

17. Employment history (continued):

Please describe your most recent/current job:

- a. Job title: \_\_\_\_\_  
b. Name of employer: \_\_\_\_\_  
c. Duties: \_\_\_\_\_  
\_\_\_\_\_
- d. Hours per week: 39.8  
e. 83.2 full-time  
16.8 part-time  
f. Total length of employment: 2.7 years \_\_\_\_\_ months  
g. Salary: \$ 20,748.76 per year

18. Current status:

73.6 a. Agency-affiliated student

Name of Department \_\_\_\_\_

If you are an affiliated student, please indicate your departmental classification:

- 64.9 1. cadet (or trainee)  
25.7 2. sworn officer  
0.8 3. community service officer  
5.6 4. reserve officer  
3.4 5. other (specify) \_\_\_\_\_

26.4 b. Non-affiliated student

19. Which format describes your current academy training?

- 83.8 a. Intensive format (Monday through Friday)  
16.2 b. Extended format (nights, weekends, etc.)

20. How many weeks/months of training have you completed to date in this academy?

- |                              |                         |
|------------------------------|-------------------------|
| <u>16.8</u> a. 1 - 4 weeks   | <u>1.8</u> g. 6 months  |
| <u>12.8</u> b. 5 - 8 weeks   | <u>4.2</u> h. 7 months  |
| <u>31.6</u> c. 9 - 12 weeks  | <u>2.1</u> i. 8 months  |
| <u>14.5</u> d. 13 - 16 weeks | <u>0.4</u> j. 9 months  |
| <u>12.1</u> e. 17 - 20 weeks | <u>0.1</u> k. 10 months |
| <u>3.1</u> f. 21 - 24 weeks  | — l. 11 months          |
|                              | — m. 12 months          |

21. Do you have any relatives who work in law enforcement as either sworn or non-sworn employees?

32.0 yes      68.0 no

If "yes," what are their relationships to you and what are their job titles within their departments?

	<u>Relationship</u>	<u>Job Title</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

### YOUR INTEREST IN LAW ENFORCEMENT

22. Approximately how old were you when you first became interested in a career in law enforcement?

17.7 years old

23. Were you ever an explorer scout affiliated with a law enforcement department?

11.5 yes      88.5 no

24. Have you undertaken any of the following activities in order to prepare yourself to become a peace officer?  
(Check any that apply.)

90.9 a. physical fitness preparation such as aerobic exercise, weight training, jogging, etc.

33.8 b. participation in workshops to prepare for various phases of the selection process (e.g., the oral exam or the written test)

55.0 c. course work in criminal justice or administration of justice

20.8 d. remedial work to improve language skills (including reading and writing skills)

21.1 e. other (specify): \_\_\_\_\_



25. Of the following aspects of the law enforcement profession, which factors were reasons for your choosing this career? (Please use the scale below to indicate your response to each aspect.)

- 1 = major reason for my choosing law enforcement
- 2 = moderate reason for my choosing law enforcement
- 3 = minor reason for my choosing law enforcement
- 4 = not a reason for my choosing law enforcement

Scale  
Value

<u>1-2</u>	<u>3-4</u>	
92.4	<u>7.6</u>	a. service to society
91.4	<u>8.6</u>	b. excitement of the job
75.0	<u>25.0</u>	c. prestige of the job
30.6	<u>69.4</u>	d. flexible working hours
71.7	<u>28.3</u>	e. availability of job opportunities
80.0	<u>20.0</u>	f. job diversity (non-routine workdays)
75.1	<u>24.9</u>	g. independent work with discretionary powers
81.1	<u>18.9</u>	h. working outdoors
91.3	<u>8.7</u>	i. working with the public
80.4	<u>19.6</u>	j. working closely with other officers toward a common goal
82.1	<u>17.9</u>	k. job security
86.1	<u>13.9</u>	l. opportunity to learn new skills (training)
93.4	<u>6.6</u>	m. long-term career opportunities
72.0	<u>28.0</u>	n. salary
77.8	<u>22.2</u>	o. benefits (including public safety retirement)
6.2	_____	p. other (specify) _____

### THE RECRUITMENT/APPLICATION PROCESS

26. How have you learned about law enforcement opportunities at various law enforcement departments? (Check any that apply.)

	Was this method effective in gaining your attention/interest?	If employed, did you find out about the dept. that hired you through this source?
Check any that apply	Y/N	Y/N
	<u>91.7</u>	<u>91.7</u>
<u>36.8</u> a. newspaper ad	<u>80.2</u>	<u>14.1</u>
<u>12.3</u> b. radio announcement	<u>75.4</u>	<u>3.9</u>

26. (continued)

Check any that apply		Was this method effective in gaining your attention/ interest?	If employed, did you find out about the dept. that hired you through this source?
		Y/N %	Y/N %
<u>7.7</u>	c. TV announcement	<u>81.8</u>	<u>2.7</u>
<u>10.4</u>	d. billboard	<u>82.5</u>	<u>4.8</u>
<u>2.7</u>	e. magazine ad	<u>75.0</u>	<u>0.6</u>
<u>14.7</u>	f. pamphlet	<u>85.4</u>	<u>7.1</u>
<u>9.0</u>	g. poster	<u>86.6</u>	<u>3.4</u>
<u>8.1</u>	h. direct mailing	<u>82.6</u>	<u>3.0</u>
<u>2.7</u>	i. recruitment van	<u>78.8</u>	<u>1.1</u>
<u>16.0</u>	j. job fair	<u>84.6</u>	<u>6.1</u>
<u>5.0</u>	k. explorer scout program	<u>87.4</u>	<u>1.9</u>
<u>6.2</u>	l. cadet program	<u>85.7</u>	<u>2.8</u>
<u>6.8</u>	m. college internship/work study	<u>83.2</u>	<u>2.0</u>
<u>0.8</u>	n. scholarship program	<u>100%</u>	<u>0.2</u>
<u>11.3</u>	o. officer speaking at school	<u>86.6</u>	<u>2.9</u>
<u>12.5</u>	p. recruiting officer (specify where you spoke to the recruiter)	<u>82.4</u>	<u>6.4</u>
<u>48.4</u>	q. friend who works for a law enforcement department	<u>83.6</u>	<u>26.8</u>
<u>17.9</u>	r. relative who works for a law enforcement department	<u>83.4</u>	<u>9.7</u>
<u>11.2</u>	s. friend who does <u>not</u> work for a department but knew of career opportunities	<u>81.9</u>	<u>5.5</u>
<u>5.2</u>	t. relative who does <u>not</u> work for a department but knew of career opportunities	<u>85.9</u>	<u>2.5</u>
<u>2.8</u>	u. high school teacher/counselor	<u>81.1</u>	<u>0.5</u>
<u>7.8</u>	v. college teacher/counselor	<u>86.6</u>	<u>3.0</u>
<u>9.3</u>	w. law enforcement academy staff	<u>84.3</u>	<u>1.3</u>
<u>0.2</u>	x. church group	<u>100%</u>	<u>0.2</u>
<u>0.1</u>	y. women's group	<u>100%</u>	<u>0.3</u>
<u>0.6</u>	z. community service organization (specify)	<u>90.9</u>	<u>0.2</u>
<u>8.9</u>	aa. other (specify)	<u>64.7</u>	<u>4.8</u>

27. What single event or experience was most instrumental in influencing you to pursue a law enforcement career?

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28. What should be done to encourage more qualified people to become peace officers?

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29. How would you describe your understanding of the peace officer job...

...on the day you began basic training?

23.1 a. excellent  
46.2 b. good  
26.6 c. fair  
4.0 d. poor

30. ...today?

53.8 a. excellent  
43.6 b. good  
2.5 c. fair  
0.1 d. poor

31. What has been the most surprising to you with respect to what you have learned about the job?

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32. What has been the most surprising to you with respect to your basic academy training?

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PLEASE ANSWER QUESTIONS #33 - #37 ONLY IF YOU ARE CURRENTLY EMPLOYED BY A LAW ENFORCEMENT DEPARTMENT.

33. How many law enforcement departments did you apply to when you were applying to become an officer? 2.6

34. What other careers (for example, teacher, mechanic, firefighter, etc.) did you consider besides law enforcement? (Include those careers you did not actually work in but considered.)

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

35. What were the reasons that led you to choose the department that hired you? (Please use the scale below to indicate how much each factor was a reason for your choosing your department.)

- 1 = major reason for choosing my department
- 2 = moderate reason for choosing my department
- 3 = minor reason for choosing my department
- 4 = not a reason for choosing my department

Scale Value

<u>1-2</u>	<u>3-4</u>	
87.5	<u>12.5</u>	a. overall image of the department in the community
75.0	<u>25.0</u>	b. department's philosophy of law enforcement
47.9	<u>52.1</u>	c. initial work assignment
79.8	<u>20.2</u>	d. opportunity for varied work assignments within the department
78.4	<u>21.6</u>	e. opportunity for promotion within the department
65.5	<u>34.5</u>	f. compatible departmental personnel
31.2	<u>68.8</u>	g. friends/relatives in the department
42.0	<u>58.0</u>	h. personal contacts made with departmental personnel during the recruitment process
47.2	<u>52.8</u>	i. helpfulness of the department in getting me through the selection process
24.1	<u>75.9</u>	j. preparation the department offered me (e.g., special courses to prepare me for the selection process)
37.2	<u>62.8</u>	k. first/only department to make an offer of employment
69.3	<u>30.7</u>	l. size of department
76.8	<u>23.2</u>	m. geographical location of department
73.9	<u>26.1</u>	n. department's training program
73.8	<u>26.2</u>	o. department's salary
76.5	<u>23.5</u>	p. department's benefits
8.2	_____	q. other (specify) _____

36. Approximately how many months lapsed between the date you submitted your application and the date you were hired?

8.6 months

37. During this time, were you kept informed by the department of your status in the hiring process?

82.0% yes      18.0% no

PLEASE ANSWER QUESTIONS #38 - #40 ONLY IF YOU ARE A NON-AFFILIATED (OPEN ENROLLMENT) STUDENT

38. Do you plan to become a law enforcement officer?

99.1 yes      0.9 no

39. If "yes," what are you looking for in the department of your choice? (Check any that apply.)

- 86.4 a. good overall image of the department in the community
- 46.3 b. philosophy of law enforcement that is compatible with my own
- 36.6 c. desirable initial work assignment
- 16.0 d. opportunity for varied work assignments within the department
- 80.1 e. opportunity for promotion within the department
- 57.9 f. compatible departmental personnel
- 37.7 g. large department
- 40.9 h. small department
- 36.7 i. urban department
- 25.8 j. rural department
- 80.0 k. opportunity for training
- 86.0 l. satisfactory salary
- 82.7 m. satisfactory benefits
- 15.0 n. other (specify) \_\_\_\_\_

40. Have law enforcement departments which are hiring attempted to make it easy for you to apply or participate in their application and selection process? That is, are you generally satisfied with your access to departments which are hiring?

77.8 yes      22.2 no

If "no," what do you think can be done to improve the situation?

\_\_\_\_\_

\_\_\_\_\_

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY. PLEASE RETURN THE SURVEY TO THE APPROPRIATE ACADEMY REPRESENTATIVE. ALL SURVEYS SHOULD BE RETURNED TO POST BY APRIL 4, 1988.

## POTENTIAL RECRUITMENT PROJECTS

### Expand the Labor Pool

- Produce media (audio, video)
- Publish informational material (about a career in law enforcement)
- Develop educational materials and programs for high school and college vocational counselors
- Develop programs to foster greater understanding and cooperation between agencies and community groups/minority peace officer associations
- Research and educate agencies as to existence of, and strategies for overcoming cultural differences that act as barriers to entry into profession
- Develop programs designed to increase employment of college graduates
- Encourage and support internship programs for those who have yet to satisfy age or other minimum selection standards (e.g., Sac PD CSO program)
- Conduct market research to determine employment needs and overall perceptions concerning law enforcement among relevant labor pool (21-30 year olds)

### Improve Local Agency Recruitment Practices and Procedures

- Train local recruiters in recruitment techniques and procedures
- Develop model programs and recruitment materials for modification and adoption by local agencies
- Publish exemplary programs for distribution to local agencies
- Meet with local recruiters throughout the state on a regular basis for the purpose of sharing information and fostering greater interagency cooperation
- Serve as a general clearinghouse of pertinent recruitment information (publish a monthly/quarterly newsletter?)
- Serve as a liaison between police department and personnel department personnel in an attempt to introduce greater flexibility and efficiency into the selection process
- Issue test result certificates to those who have taken the POST reading and writing tests
- Conduct and publish research along the lines of the two recently completed POST surveys (recruitment needs survey of Chief Executives, career interest survey of basic academy students)
- Assist local agencies in defining and locating target groups
- Sponsor regional workshops to increase understanding and cooperation among law enforcement personnel and school/vocational counselors, community groups, professional associations, etc.