

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

Thursday, January 21, 1999

Bahia Hotel

998 West Mission Bay Drive

San Diego, CA 92109

(619) 539-7708

AGENDA**CALL TO ORDER - 10:00 A.M.****COLOR GUARD AND FLAG SALUTE****MOMENT OF SILENCE HONORING PEACE OFFICERS KILLED IN THE LINE OF DUTY**

Since the last Commission meeting, the following officers have lost their lives while serving the public:

- Officer Brian Ernest Brown, Los Angeles Police Department
(Felonious)
- Deputy Sandra L. Larson, Sacramento County Sheriff's Department
(Accidental)
- Officer Rick C. Cromwell, Lodi Police Department
(Accidental)
- Deputy John P. Monego, Alameda County Sheriff's Department
(Felonious)

ROLL CALL OF COMMISSION MEMBERS**INTRODUCTIONS**

HONORING PAST COMMISSIONER

Ronald E. Lowenberg, Chief of Huntington Beach Police Department, will be honored for his service as a Commissioner from October 1989 to September 1998, and for his service as Chairman from April 1991 to April 1992.

APPROVAL OF MINUTES

- A. Approval of the minutes of the November 5, 1998 regular Commission meeting at the Piccadilly Inn Hotel in Fresno.

CONSENT CALENDAR

B.1 Receiving Course Certification Report

Since the November 1998 meeting, there have been 73 new certifications, 8 decertifications, and 79 modifications.

B.2 Receiving Financial Report - Second Quarter FY 1998/99

The second 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 Entries Into the POST Regular (Reimbursable) Program

The West Contra Costa Unified School District Police and the Napa Valley College Department of Public Safety have met the Commission's requirements and have been accepted into the POST Regular (Reimbursable) Program. In approving the Consent Calendar, your Honorable Commission receives the report.

B.4 Receiving Information on New Entry Into the Public Safety Dispatcher Program

Procedures provide that agencies that have expressed willingness to abide by POST Regulations and have passed ordinances as required by Penal Code Section 13522 may enter into the POST Reimbursable Public Safety Dispatcher Program pursuant to Penal Code Sections 13510(c) and 13525.

In approving the Consent Calendar, your Honorable Commission notes that the Exeter Police Department has met the Commission's requirements and has been accepted into the POST Reimbursable Public Safety Dispatcher Program.

B.5 Receiving Information on Withdrawals From POST Regular (Reimbursable) Program

The Coachella Police Department has disbanded in favor of services to be provided by other agencies. In approving the Consent Calendar, the Commission takes note that they are no longer part of the POST Regular Program.

B.6 Approval of Commission Resolution for Senior Law Enforcement Consultant, Ray Bray

Senior Consultant Ray Bray has coordinated POST's award-winning Telecourse Program for over seven years.

PRESENTATIONS

C. Presentation of Commission Resolution to Senior Law Enforcement Consultant, Ray Bray.

PUBLIC HEARINGS

D. Public Hearing on the Report and Recommendation to Approve Revisions to the Continuing Professional Training (CPT) Requirement

As part of POST's Strategic Plan, Objective A.3, a year-long study was conducted to determine if the current CPT requirement was meeting the needs of law enforcement. Presently, the CPT requirement specifies that every peace officer below the rank of middle-management satisfactorily complete an Advanced Officer Course or other training approved by POST of 24 hours or more at least every two years. POST staff prepared a report on the CPT requirement based on an extensive review of POST records, input from three ad hoc committees and a CPT survey of all law enforcement agencies in the POST program. As a result, this report recommends the implementation of the following changes:

- Extend the CPT requirement to middle managers, executives, Level II reserve officers, dispatchers and dispatch supervisors.
- Expand the means for satisfying the CPT requirement to include Executive Training Courses and Seminars.
- Modify POST Regulation 1005 (d) and POST Procedure D-2 to conform to the change in wording from Advanced Officer Course to Continuing Professional Training, and add Ethics and Perishable Skills to the list of recommended topics.

At its November 5, 1998 meeting, the Commission set a public hearing at the January 21, 1999 Commission meeting for the purpose of amending Commission Regulations and Procedures that would update the POST CPT requirement.

If the Commission concurs, the appropriate action would be, subject to the public hearing process, a MOTION to approve the amendments to Commission Regulations and Procedures to update the POST CPT requirement as specified and to be effective July 1, 2000.

E. Public Hearing - Proposed Changes to Reserve Officer Training Requirements

At its November 5, 1998 meeting, the Commission set for public hearing a proposal to amend Commission regulation and procedures to provide for revising and updating the Reserve Training Program. The issue before the Commission in November 1998 dealt with revising the training because of legislative amendments to Penal Code Section 832.6. These legislative amendments have created a need to revise and update the existing Module A, B, C, and D system that is currently being presented to train reserve officers statewide. Based on a comparison of the new assignments and training requirements it is evident that the present training requirement and presentation format is outdated and does not meet the training needs for newly appointed reserve officers.

The proposal before the Commission is to revise and modify Regulation 1007(b) and Procedures D-1, H-1, H-3, H-4, and H-5 to enact the proposed 730 hour reserve training modular instructional system. The concept of the proposed modular training model is to divide the Regular Basic Course content into a three-module format that meets the entry training requirements of all three levels of reserve officer. The proposed three-module training format is based on the expanded duties for Level III reserves, the changes in supervision and assignment of Level II reserves, and the basic training course requirement for Level I reserves. There are a total of 730 hours of training in the proposed three-module format. This exceeds the minimum standard of 664 hours required in the Regular Basic Course. The additional training hours are necessary to accommodate the proposed modular presentation format. The redundant training also serves to reinforce training material that trainees may be taking after long intervals.

The Ad Hoc Reserve Fact Finding Committee and the Ad Hoc Reserve Training Committee reviewed the proposed three-module system and both groups support the overall concept. The proposed training model has been extensively discussed at meetings statewide to gather input and recommendations. The concept has been well received and is strongly supported by the field. The California Reserve Peace Officers' Association is in support of the proposed training system as well.

Subject to the results of the Public Hearing, and if the Commission concurs, the appropriate action would be a MOTION to approve the proposed changes to Regulation

1007(b) and Commission Procedures D-1, H-1, H-3, H-4, and H-5 to become effective July 1, 1999 subject to approval by the Office of Administrative Law.

TRAINING PROGRAM SERVICES

F. **Report on Revised Training Requirements and Guidelines for Sexual Assault Investigation.**

Penal Code Section 13516 (added by Statutes 1978, and amended by Statutes 1980 and 1981) requires that the Commission prepare guidelines establishing standard procedures which may be followed by law enforcement agencies in the investigation of sexual assault cases, and cases involving the sexual abuse and exploitation of children. This statute also requires POST to prepare and implement a course for the training of specialists in these types of cases and mandates that investigators assigned to investigation duties which include the handling of cases involving the sexual exploitation or sexual abuse of children, shall successfully complete that training within six months of the date they were so assigned. These guidelines and curriculum were amended in 1986, and have recently been updated to incorporate recent changes in law and investigative procedures. Since the previous update, and with the advent of many new strategies and protocol for these types of cases, an ad hoc advisory committee of sexual assault investigation subject matter experts recommended, and staff concurred, the extension of the training curriculum from 24 to 40 hours.

If the Commission concurs, the appropriate action would be a MOTION to (1) subject to the results of the proposed Notice of Regulatory Action, adopt the proposed curriculum and hour changes for inclusion into POST Regulation 1081 (a) (12), and (2) approve distribution of revised Guidelines for Sexual Assault Investigation.

G. **Request for Approval to Contract for Pilot of Robert Presley Institute of Criminal Investigation Hate Crime Course**

The Los Angeles Sheriff's Department, Alameda Sheriff's Department, and the Sacramento City/County Human Rights/Fair Housing Commission have been working during the past year with POST and other interested law enforcement agencies to develop an ICI Hate Crimes Foundation Specialty Course. Several major law enforcement agencies in the State are in the process of revising their hate crime policies and are committed to training programs within their departments. Additionally, at the national level, the President has held a Hate Crime Summit and the US Department of Justice has developed curriculum for law enforcement on the topic. POST is revising the mandated Hate Crime Guidelines. POST presently does not have certified curriculum for follow-up investigators.

After pilot modification, the course will join twelve other topics as Foundation Specialties within the ICI structure.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into a contract with the Sacramento City/County Human Rights/Fair Housing Commission for two pilot presentations of the ICI Hate Crime Foundation Specialty course in an amount not to exceed \$25,002 for FY 98/99 (ROLL CALL VOTE).

H. Proposed Contracts for Domestic Violence Training

On August 1, 1997, the Commission on POST was a recipient of a Violence Against Women Act (VAWA) Law Enforcement Training Grant in the amount of \$2,929,112. The funds were dedicated to five (5) designated projects. Four of these projects are currently being presented and the remaining one (Train the Trainer for Field Training Officers Course) is part of this request.

On November 6, 1998, the Commission was the recipient of second year VAWA Grant funding in the amount of \$1,660,333. The second year funds were dedicated to nine (9) projects. Three of these projects (Sexual Assault for First Responders Course; Domestic Violence for Public Safety Dispatcher Course; and, additional presentations of the Domestic Violence for First Responders workshop and Domestic Violence Criminal Investigation Course) are part of this request. Contract requests for the remaining second year funded projects will be submitted in the future.

These courses have been previously approved for development and presentation by the Office of Criminal Justice Planning and the Commission. This training complies with the terms and conditions of the VAWA Law Enforcement Training Grant.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into contracts with San Diego Regional Training Center for the following:

1. Design and presentation of forty (40) Sexual Assault for First Responders Course for Fiscal Year 99/00 in an amount not to exceed \$160,000.
2. Design and presentation of twenty (20) additional Domestic Violence for First Responders workshops and four (4) additional Domestic Violence for Criminal Investigation courses in an amount not to exceed \$220,000 for Fiscal Years 98/99 and 99/00.
3. Design and presentation of ten (10) Domestic Violence for Public Safety Dispatcher Courses for Fiscal Year 99/00 in an amount not to exceed \$32,000.
4. Design and presentation of three (3) Train the Trainer for Field Training Officers Course for Fiscal Year 98/99 in an amount not to exceed \$25,500.
(ROLL CALL VOTE)

I. Request for Contract Augmentation - Hazardous Materials CD-ROM Training Program

At its meeting on July 16, 1998, the Commission directed the Executive Director to enter into a contract with OnGUARD to develop a CD-ROM interactive multimedia course on Hazardous Materials Awareness training. The course was developed originally by the United States Air Force and was determined, with appropriate adaptation, to meet the need of California law enforcement for annual refresher training. A contract for \$60,000 was negotiated with OnGUARD to perform the adaptation.

After further analysis, POST staff and subject matter specialists determined that the course would be enhanced by the addition of three interactive exercises that would give officers practice in applying the knowledge they had learned in the course. The cost for adding these three exercises to the course would be \$10,000. Staff has analyzed the proposal submitted by OnGUARD and determined that the cost is reasonable.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to augment the current contract with OnGUARD for developing the CD-ROM course on Hazardous Materials Awareness training to produce three interactive scenario exercises for an additional \$10,000. Total contract amount increased from \$60,000 to \$70,000. (ROLL CALL VOTE).

J. Request for Approval of a Contract Augmentation with KPBS, San Diego State University to Revise the CPTN Opening and Redesigning of the Studio Set

The California POST Television Network (CPTN) began in 1989. The program opening at that time was a still photo of the POST Star and the use of a borrowed studio set.

In 1992 funds were allotted to build a professional "opening" and a permanent studio set. That set is still in use today. It is very worn and difficult to set up and tear down. The opening is also dated and no longer provides a modern professional "look." It is important that POST create and maintain a polished satellite television network that meets the visual expectations of its viewers and satisfies the broadcast standards of today's professional distance learning market.

If the Commission concurs, the appropriate action would be a MOTION to approve a contract modification with San Diego State University in the amount of \$95,000. (ROLL CALL VOTE)

BASIC TRAINING

K. Report on Proposed Changes to Basic Course Requalification Process

Penal Code Section 13511 requires the Commission to establish a process for testing individuals with prior law enforcement training. As part of the Basic Course Waiver

Process (BCWP) the Commission adopted Regulation 1008 which also established a requalification process for individuals with a three-year break in service. The requalification process and course are currently included in Procedure D-11.

The Requalification Course was developed in 1988 to facilitate employment or reemployment of: (1) open-enrollment students who completed the Regular Basic Course but were not hired within three years; (2) previously-employed peace officers with a three-year or longer break in service; and (3) out-of-state peace officers who needed the course to either complete or prepare for the Basic Course Waiver Process.

The first proposal outlined in this agenda item is to create two separate procedures: one for the Basic Course Requalification Process (BCRP) and one for the Basic Course Waiver Process (BCWP). They are currently merged together in Regulation 1008 and Procedure D-11. The BCRP would primarily address those individuals with prior California law enforcement training after a three-year or longer break in service or a three-year break in time after completion of a California POST-certified basic course or academy. The BCWP would address those individuals with prior out-of-state law enforcement training. A new Procedure D-10 would be enacted to outline the Basic Course Requalification Process and set forth requirements for the 136 hour course.

It is also proposed that the regulations be amended to require individuals who have never served in a position for which a Regular Basic Course is required to requalify within six years of completion of the Regular Basic Course, or its equivalents. After the six years, these individuals must complete a Regular Basic Course to requalify.

Proposed regulatory language for Regulation 1008(b) and Procedures D-10 and D-11 have been included with the report under this tab. Staff recommends that the proposed changes be adopted pursuant to the Administrative Procedures Act by using the Notice of Proposed Action Process. If no one requests a public hearing, the changes would go into effect upon approval of the Office of Administrative Law as to form and procedure. If approved these changes will become effective July 1, 1999.

If the Commission concurs, the appropriate action would be a MOTION to approve, subject to Notice of Proposed Regulatory Action Process, changes to Regulation 1008 and Procedures D-10 and D-11 that would: (1) separate the Basic Course Requalification Process from the Basic Course Waiver Process; (2) establish modified eligibility requirements for the requalification process, (3) specify the 136-hour Requalification Course in Procedure D-10, and (4) make other technical changes to the regulations.

STANDARDS AND EVALUATION

L. Report on Patrol Officer Job Analysis

POST Strategic Plan Objective A.11 requires completing an updated job analysis of the entry-level peace officer position. This item is a report on that job analysis. Phase One of the project, the task analysis, is complete and the draft report is attached. Individual agency reports will be generated for the police and sheriffs' departments that participated at the required higher reporting level. Developing and linking knowledge and skill statements to the tasks (Phase Two) is being conducted on the Basic Training Bureau's workbook development schedule. Identifying discrepancies between job tasks and basic course curriculum (Phase Three) is being conducted during the test alignment process. A strategic analysis (Phase Four) will be conducted to gather executive input on predicted changes that will occur in the entry-level patrol officer position over the next five years. These remaining phases are designed to assess the completeness of the Regular Basic Course and to determine in what direction basic course training should move.

This report is provided for information purposes.

TRAINING, DELIVERY AND COMPLIANCE

M. Request for Approval of a Contract With California State University - Sacramento, Regional and Continuing Education, to Present Crime Analysis Training for Fiscal Year 1998-99

The California State University - Sacramento, Regional and Continuing Education, has been offering academic credit and non-academic credit courses to adults since 1951. CSU has agreed to develop a "California Crime Analysis Institute" as directed by POST.

Students who successfully complete the entire series will receive a Certificate in Crime and Intelligence Analysis from California State University, Sacramento. The certificate allows graduates to apply for the California Department of Justice credential, which designates them as a "Certified Crime and Intelligence Analyst."

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to contract with California State University - Sacramento, Regional and Continuing Education, to present crime analysis training for Fiscal Year 1998-99, an amount not to exceed \$26,400. (ROLL CALL VOTE)

N. Request for Approval of a Contract With the Department of Justice, Advanced Training Center

The Department of Justice has provided training to local law enforcement each year through an Interagency Agreement with POST since 1974. The Commission approved a current year contract in an amount not to exceed \$1,200,000. It is proposed that POST

amend the existing contract by \$676,000 to present two new high-tech computer crimes courses and provide augmentation of funding for a current high-tech crimes course. The two new courses would train an additional 592 students during 48 additional classes.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to amend the current Interagency Agreement with the Department of Justice Advanced Training Center to present the described training courses for an amount not to exceed \$676,000. (ROLL CALL VOTE)

O. Report and Recommendation to Schedule a Public Hearing to Amend Commission Regulations to Reimburse Agencies for POST-Certified Training Presented in States Contiguous to the State of California

POST has been participating in efforts to create cooperative agreements with States contiguous to the State of California. This action will increase the availability of training for agencies and personnel assigned to sparsely populated border regions of California. Initial collaborative training efforts between California and Oregon have proven successful, and discussions regarding a similar effort have been initiated with Nevada and, to a limited extent, Arizona. The issue to be addressed that will enhance this effort is POST reimbursement to California agencies for the costs of training that are presented in these other (contiguous) States.

It is proposed the Commission amend Regulation 1015, Reimbursements, to set forth criteria for reimbursement of California agencies for the costs associated with attending certified training presented in States contiguous to the State of California.

If the Commission concurs, the appropriate action would be a MOTION to schedule a Public Hearing for the April 1999 Commission meeting for the purpose of considering the proposed amendment to Regulation 1015, Reimbursements.

COMMITTEE REPORTS

P. Report of Strategic Plan Implementation Committee

Commissioner TerBorch, Chairman of the Strategic Plan Implementation Committee, will report on the significant progress being made to implement POST's Strategic Plan.

Q. Report of Long Range Planning Committee

Commissioner TerBorch, member of the Long Range Planning Committee, will report on the Committee meeting held on January 7, 1999, in Ontario.

R. Report of the Finance Committee

Commissioner Carre, Chairman of the Finance Committee, will report on the Committee meeting held on Wednesday, January 20, 1999, in San Diego.

S. Report of the Legislative Review Committee

Commissioner Kolender, Chairman of the Commission's Legislative Review Committee, will report on the Committee meeting held January 21, 1999, in San Diego.

T. Advisory Committee

Charles Byrd, Chairman of the POST Advisory Committee, will report on the Committee meeting held January 20, 1999, in San Diego.

The Advisory Committee report will include recommendations on recipients for the 1998 Governor's Award for Excellence in Peace Officer Training.

OLD/NEW BUSINESS

U. New Advisory Committee Member

- At the November 5, 1998 meeting of the POST Commission, an additional position on the POST Advisory Committee was established for the California Coalition of Law Enforcement Associations (CCLEA). Pursuant to the Commission's action, Al Waters was nominated by CCLEA for appointment to a three-year term of office beginning in January, 1999.

CORRESPONDENCE

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

April 15, 1999 - Doubletree Hotel, Costa Mesa
July 15, 1999 - Hilton Hotel, Burbank Airport
November 4, 1999 - Flamingo Resort Hotel, Santa Rosa
January 27, 2000 - To be Determined

NOTE: Commission will meet in closed session upon adjournment to review personnel issues

COMMISSION MEETING MINUTES

November 5, 1998
Piccadilly Inn Hotel
5115 E. McKinley Avenue
Fresno, CA 93726

The Commission meeting was called to order at 10:00 a.m., by Chairman Collene Campbell.

The Color Guard from the Fresno Police Department posted the colors, and Commissioner Tom Knutson led the flag salute.

Deputy Chief Gerald Fifield of the Fresno Police Department welcomed the Commission to the City of Fresno.

Chairman Collene Campbell observed the recent passing of Commissioner Sherman Block, Sheriff of Los Angeles County.

MOMENT OF SILENCE HONORING SHERIFF BLOCK AND PEACE OFFICERS KILLED IN THE LINE OF DUTY

- o Officer Filbert H. Cuesta, Los Angeles Police Department
- o Sr. Deputy Lisa D. Whitney, Ventura County Sheriff's Department

ROLL CALL OF COMMISSION MEMBERS

A calling of the roll indicated a quorum was present.

Chairman Campbell announced that Commissioner Anderson, of the Los Angeles County Sheriff's Department, was absent from the meeting due to the fact that he had fallen from a ladder and broken six ribs. She reported that he especially regretted being absent from this particular meeting since Sheriff Block would be honored.

Commissioners present:

Collene Campbell
Michael T. Carre
Philip del Campo
Ted Hunt
Thomas J. Knutson

William Kolender
Bud Hawkins, Attorney General Representative
Jan Scully
Rick TerBorch
Barbara Warden

The Commissioners and those seated at the Commissioners' table introduced themselves to the audience.

POST Advisory Committee Members Present:

Woody Williams, Chairman
Charles Byrd
Norman Cleaver
Joe Flanagan
Derald Hunt
Sandy Sandoval

Staff Present:

Kenneth J. O'Brien, Executive Director
Mike DiMiceli, Assistant Executive Director, Field Services Division
Glen Fine, Assistant Executive Director, Administrative Division
Hal Snow, Assistant Executive Director, Standards and Development Division
Alan Deal, Bureau Chief, Standards and Evaluation
Tom Hood, Public Information/Legislative Liaison
Jack Garner, Bureau Chief, Management Counseling
Frederick Williams, Bureau Chief, Administrative Services
Bud Lewallen, Bureau Chief, Training Program Services
Steve Lewis, Center Leadership Development
Ted Prell, Training Program Services
Kenneth Whitman, Bureau Chief, Basic Training Bureau
Mario Rodriguez, Basic Training Bureau
Tom Liddicoat, Administrative Services
Anita Martin, Secretary

Visitors Present:

Steve Craig, President, PORAC
Jim Lombardi, CRPOA - L.A. P.D.
John Hansell, Stanislaus County Sheriff's Office
Shiela Kirkorian, Fresno County Sheriff's Office
Andrew Crider, CAPTO, CADA, State Center Regional Training Academy
Mark Puthuff, Ray Simon Training Center

Craig Fienur, KFSN-TV
Jim Edison, CADA, Fresno Police Academy
Richard Lindstrom, CADA, CAPTO, Fresno C.C. Police Academy
Dennis Cole, San Diego Sheriff
Al Waters, San Francisco Deputy Sheriff's Assn.
Ron Terry, San Francisco Deputy Sheriffs' Association
Marvin Reyes, State Center Community College District Police Department
Paul Dempsey, Executive Director, CPOST
Pietro DeSantis, Commissioner, CPOST
Spring Lundberg, Headwaters Forest Defense
Noel Tendick, C.H.L.P.
Peter Geissert, Food Not Bombs
Lisa Sanderson-Fox
Jack Straw, NASEN
Che Re Leon, Peace & Freedom Party

APPROVAL OF MINUTES

- A.1 MOTION - del Campo, second - Scully, carried unanimously to approve the minutes of the July 16, 1998 regular Commission meeting at the Doubletree Hotel in Costa Mesa.

Chairman Campbell addressed the audience to explain the extensive amount of time and effort the Commission had spent deliberating on each Agenda item for this particular meeting.

CONSENT CALENDAR

MOTION - Knutson, second - Hunt, carried unanimously to approve the following items on the Consent Calendar:

- B.1 Receiving Course Certification Report
B.2 Receiving Financial Report - First Quarter FY 1998/99
B.3 Receiving Information on New Entry into the POST Regular (Reimbursable) Program
B.4 Receiving Information on New Entries into the POST Specialized (Non-Reimbursable) Program
B.5 Receiving Information on Withdrawals From POST Programs
B.6 Receiving Information on New Entries Into the Public Safety Dispatcher Program
B.7 Report on Victims of Violence Video Distribution

C. **STRATEGIC PLAN**

Commissioner TerBorch, Chairman of the Committee on the Strategic Implementation Plan, reported on the meeting held in Indian Wells, California, on September 15, 1998, and gave an update on the progress being made to implement POST's Strategic Plan. Commissioner TerBorch noted that over 80% of the 60 objectives are in various stages of implementation - several are close to completion.

Executive Director, Ken O'Brien, further reported that in addition to the meeting in Indian Wells, the POST management team spent two days in a workshop in which the entire Strategic Plan and all of the objectives were scrutinized. During this time, management carefully evaluated the workload on staff and the directions the particular objectives are taking. The consensus was that POST is on target and that all of the objectives will be accomplished within the respective time lines.

D. **BASIC TRAINING**

Report and Recommendation to Approve *Crowd Management and Civil Disobedience Guidelines*

Senate Bill 1844 (Thompson), enacting Penal Code Section 13514.5, has been signed by the Governor and requires the Commission to implement, on or before January 1, 1999, a course or courses of instruction for the training of law enforcement officers in the handling of acts of civil disobedience and to adopt guidelines establishing standard procedures that may be followed by police agencies in responding to acts of civil disobedience.

A report was presented to the Commission at the April 1998 meeting, and staff was directed to proceed with the development of voluntary guidelines.

Staff presented the proposed *Crowd Management and Civil Disobedience Guidelines* to the Commission. It was emphasized that the *Guidelines* were developed as a resource and do not constitute a policy, nor are they intended to establish a standard for any agency. The *Guidelines* were developed with assistance from state and local law enforcement agency representatives, law enforcement associations, academy instructors, legal advisors, subject matter experts, and members of the public. In addition the proposed *Guidelines* were reviewed extensively by law enforcement executives, trainers, and legal advisors.

Prior to the Commission meeting, several members of the public had expressed a desire to address the Commission with regard to the *Guidelines*. In response to their request, and as a courtesy, Chairman Campbell permitted the following individuals to speak:

Spring Lundberg, representing Headwaters Forest Defense;
Noel Tendick, representing C.H.I.P.;
Peter Geissert, representing the organization Food Not Bombs;
Lisa Sanderson-Fox;
Che De Leon, representing the Peace and Freedom Party.

Each of the above-mentioned individuals expressed their objection to the use of O.C. (Pepper) Spray by law enforcement officers during instances of passive resistance.

Commissioner Ted Hunt suggested that the word "oxymoron" be deleted from the definition of "passive resistance", line 1, page 20 of the *Guidelines*, and the word "term" be inserted in its place.

In response to questions put forth by Commission members, Ken O'Brien stated that:
1) the *Guidelines* were being considered by the Commission in compliance with SB 1844; and
2) the incident in Humboldt County referred to by the above-named individuals, became the subject of a lawsuit and was ultimately dismissed. It was also reported that during the regular Basic Course, peace officer-candidates are exposed to nonlethal chemical agents in two learning activities.

MOTION - Kolender, second - TerBorch, carried unanimously to approve the *Crowd Management and Civil Disobedience Guidelines* document, with Commissioner Hunt's suggested revision, and authorize the Executive Director to distribute the guidelines statewide.

E. Request for Approval of Interagency Agreement to Distribute Basic Training Instructional Packages.

This report requests that the Commission authorize the Executive Director to contract with the Office of State Publishing (OSP) for printing, packaging and distributing basic training instructor materials to law enforcement academies for the FY 1998-99.

Basic training instructional packages have been developed as part of the student workbook conversion project. The instructional packages include student and instructor workbooks and a 30-minute training video. If authorized by the Commission, instructional packages for 32 of the 42 learning domains will be completed and ready for delivery by June 30, 1999. The expense of developing and delivering the new training packages enhances the Commission's ability to standardize basic training.

The OSP can duplicate 30-minute training videos, provide packaging and handling, and distribute complete sets of basic training instructional packages for \$841.60. Staff is requesting allocation of \$252,480 to provide 300 sets of materials for law enforcement academies and reserve trainers this fiscal year.

MOTION - Hunt, second - Brobeck, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with the Office of State Publishing for video duplicating, printing, packaging and distributing basic training instructor materials to law enforcement academies at a cost not to exceed \$252,480.

F. Proposed Adoption of Changes to Public Safety Dispatchers' Basic Course Training Specifications Using the Notice of Proposed Regulatory Action Process.

Proposed changes to training specifications will require modifications to the document *Training Specifications for the Public Safety Dispatchers' Basic Course* as follows:

- Table of Contents is modified to reflect proposed changes
- There is no proposal for an increase in the 120 minimum hours required for the course, but a redistribution of hours is proposed;
- On Page i, the description of minimum hours in the course is modified to reflect proposed changes; and
- The Introduction, which contains Commission Regulation D-1-6, is deleted from this document because it duplicates another POST publication.

The proposed revisions that staff recommended include:

- reorganized curriculum for more effective use of instructional time;
- new and enhanced instructional goals including those for legislatively mandated subjects;
- new topics to support the instructional goals;
- deletion or modification of topics to conform to the needs of basic dispatch training;
- deletion of a Department of Justice test requirement which is no longer available; and
- addition of instructor-led interactive learning activities.

MOTION - Hunt, second - Warden, carried unanimously to approve the curriculum changes. If no one requests a public hearing, the changes would go into effect upon approval of the Office of Administrative Law as to form and procedure.

G. Report and Recommendation to Schedule a Public Hearing to Revise Reserve Officers' Training Requirements.

Reserve training requirements have been the subject of two Senate Bills SB 1874 (1995) and SB 786 (1998) which have significantly changed the requirements for reserve peace officers. The bills amend Penal Code Section 832.6 and impact the areas of assignment, supervision, and training. SB 1417 has been signed by the Governor and will make additional changes to Section 832.6 that become effective on January 1, 1999.

Proposed changes include the following:

- Modify Regulation 1007 and Procedure D-1 to implement the revised entry level Reserve Training Modules (I, II, and III), and incorporate by reference a new document *Training Specifications for the Regular Basic Course - Modular Format*.
- Modify Regulation 1007 to require Level I reserve officers, upon completing the Regular Basic Course, to also complete a POST-approved Field Training Program of 400 hours.
- Modify Commission Procedure H-1 to change the definitions of reserve officers, supervision requirements, and field training.
- Modify Commission Procedure H-3 to remove the reference to the continuous field training requirement for Level II reserves.
- Modify Commission procedure H-4 to establish completion of the Regular Basic Course, 400 hours of field training, and 200 hours of general law enforcement experience as requirements for a Reserve Officer Certificate.
- Modify Commission Procedure H-5 to establish June 30, 1999, as the final appointment date for Level II and III reserve training under the current Module A, B, and C format.

MOTION - Knutson, second - Brobeck, carried unanimously to schedule a public hearing, in conjunction with the January 1999 Commission meeting, to revise and update reserve training requirements and to amend Commission Regulation 1007(b) and Commission Procedures D-1, H-1, H-3, H- 4, and H-5.

H. Amend the Contract for Reserve Training Program.

On July 17, 1997, the Commission approved a contract for the services of a Special Consultant under the Management Fellowship Program to manage the Reserve Training Program. POST subsequently contracted with the Los Angeles County Sheriff's Department for the services of Lieutenant Frank Decker for a one-year period from January 1, 1998 to December 31, 1998. With the work on the proposed training requirements completed, it was proposed that the contract be amended and a six-month extension of the contract approved. This proposal is associated with Strategic Plan objective B.16 that addresses "maximizing the availability of Level I reserve training."

MOTION - Knutson, second - Brobeck, carried unanimously by ROLL CALL VOTE to amend the existing contract with the Los Angeles County Sheriff's Department for the services of Lieutenant Frank Decker for an additional six-month period of time at a cost not to exceed \$61,304.

TRAINING PROGRAM SERVICES

I. Report and Recommendation to Schedule a Public Hearing to Revise the Continuing Professional Training (CPT) Requirement.

Staff presented data with regard to the implementation of changes to the CPT requirement. The changes include:

- Extension of the current CPT requirement to “middle-management positions” and “executive positions,” public safety dispatchers, public safety dispatch supervisors, and Level II reserve officers.
- Expand the means for satisfying the CPT requirement to include executive training courses for “middle-management and executive positions”.
- Modify Commission Procedure D-2 (Advanced Officer Course) to delete reference to Advanced Officers Course and include reference to POST’s Continuing Professional Training Requirement that would add Ethics and Perishable Skills Refresher to the list of recommended topics.

MOTION - TerBorch, second - Carre, carried unanimously to schedule a Public Hearing for the January 1999 Commission meeting for the purpose of amending Commission Regulations and Procedures that update the CPT requirements.

J. Exceptions to Minimum Hourly Training Requirements for Legislatively-Mandated Training Courses

Regulation 1081(a) identifies minimum hours and content for 24 statutorily mandated training requirements for which the Commission is responsible. The minimum hours are generally based upon instruction that is presented by conventional means, such as in an instructor-led classroom. No authority exists for accepting fewer hours for courses that may use individualized, self-paced instruction and technology, such as computer-based interactive multimedia. Staff made a detailed presentation concerning the development of competency-based training courses, as well as the need for a technical change to Regulations 1005(g), 1081(a) and 1081(b).

MOTION - del Campo, second - Brobeck, carried unanimously to approve, subject to the results of a Notice of Proposed Regulatory Action, (1) the regulation modifications to establish authority for exceptions to the minimum hourly training requirements for legislatively-mandated training courses, and (2) the technical amendments to regulations 1005(g), 1081(a), and 1081(b).

K. Approval of Proposed Curriculum and Hour Changes to Child Abuse Investigation Training.

Penal Code Section 13517 mandates that the Commission prepare guidelines establishing standard procedures that may be followed by law enforcement agencies in the investigation of child abuse. This statute also requires POST to prepare and implement an optional course for the training of specialists in the investigation of child abuse cases. These guidelines and curriculum were amended in 1986 to include the addition of mandated material for the investigation of child physical abuse and neglect, sexual abuse and exploitation. Both the guidelines and training have recently been updated to incorporate changes in law and investigative procedures. In addition, staff proposed an increase in the minimum hours from 24 to 40.

MOTION - TerBorch, second - Kolender, carried unanimously to adopt the proposed changes in curriculum and hours, and to authorize the Executive Director to reproduce and distribute the guidelines.

STANDARDS AND EVALUATION

L. Contract For Revised *Psychological Screening Guidelines*

In 1984, POST issued the *Psychological Screening Manual* to assist agencies with mandated psychological screening of law enforcement applicants. Since the manual's publication 14 years ago, several significant developments have occurred in the field of psychological assessment.

Although staff has made progress on updating POST guidelines and procedures for the psychological screening of peace officer candidates, additional assistance is needed. The assistance is necessary to relieve the existing workload and to provide expertise that POST staff does not currently possess.

MOTION - del Campo, second - Warden, carried unanimously by ROLL CALL VOTE, to authorize the Executive Director to contract with vendors, through interagency agreement and/or the RFP process, to perform various services leading to the creation of a revised POST Psychological Screening Manual, in an amount not to exceed \$175,000.

M. Contract For Revising Sections of the Medical Screening Manual

When the Commission first authorized release of the revised *POST Medical Screening Manual* in 1993, it was intended that updates to the manual would be incorporated as future needs arose. In keeping with that intent, several revisions have already been made to the manual, and it is clear that additional revisions still need to be made. Robert Goldberg, M.D., Assistant Medical Director for the City of Los Angeles, has had primary responsibility for medical oversight, as well as drafting and finalizing the manual's protocol chapters. Staff proposes to utilize the services of Dr. Goldberg to coordinate the revisions to the manual.

MOTION - Scully, second - Brobeck, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to develop and sign a sole source contract for the services of Dr. Robert

Goldberg to revise specified sections of the *POST Medical Screening Manual* for an amount not to exceed \$35,000.

TRAINING DELIVERY AND COMPLIANCE

N. Report and Recommendation to Modify Commission Regulation 1054, Tuition Guidelines.

Commission Regulation 1054 contains the maximum allowance for costs that are presented as line items in the budgets that are required for training courses certified with a tuition (Plan I and III). The regulation also provides guidelines for approving costs associated with other certified training. The fiscal limits on individual course budget line items in effect today are unchanged since the early 1980's, although significant increases in costs have occurred.

POST staff presented changes to Regulation 1054, which included increasing the maximum allowance for instructor compensation from \$62 to \$90 per hour, and increasing the allowances for coordination, clerical support, and indirect costs.

MOTION - del Campo, second - Warden, carried unanimously to approve, subject to the results of the Proposed Notice of Regulatory Action, modifications to Regulation 1054, Tuition Guidelines.

O. Request For Approval to Contract With the California Highway Patrol for Presentation of the Motorcycle Update Course.

The California Highway Patrol is certified to present a course of instruction for experienced motorcycle officers. The course is approved under Plan I, with a tuition of \$214 per student, for a maximum of three presentations for Fiscal Year 1998/1999.

It was proposed that the Commission enter into a contract with the California Highway Patrol, not to exceed \$12,840.00 to present this course three times during the year. The contract will eliminate advance payment of a tuition by the agencies that will send officers for this training.

MOTION - Hunt, second - Warden, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with the California Highway Patrol for an amount not to exceed \$12,840.

ADMINISTRATIVE SERVICES

P. Report on Proposed Changes to Broaden Agency Participation in the Records Supervisor Certificate Program.

At its November 6, 1997 meeting, following a public hearing, the Commission approved regulation and procedural changes which established a Records Supervisor Certificate Program.

The regulation change was in adherence to Penal Code Section 13510.3 which required the Commission to establish, by December 31, 1997, a voluntary professional certificate program for law enforcement records supervisors who have primary responsibility for providing records supervising services for local law enforcement agencies. At the time of the establishment of this new certificate program, agency eligibility was confined to local agencies in accordance with the law.

Recently, several other agencies have expressed strong interest in being included in this program.

MOTION - Hunt, second - Warden, carried unanimously to approve the change in Commission Regulation 1001, which would allow all participating agencies to be eligible to participate in the Records Supervisors Certificate Program. If no one requests a public hearing, the change would go into effect upon approval of the Office of Administrative Law as to form and procedure.

COMMITTEE REPORTS

Q. Report of Long Range Planning Committee

Commissioner TerBorch, member of the Long Range Planning Committee, reported on the Committee meeting held October 26, 1998 in San Diego. The Committee received reports on the following:

1. Progress Report on POST Strategic Plan Implementation

It was noted that this was discussed earlier in the meeting under Agenda Item C.

2. Report on Crowd Management and Civil Disobedience Guidelines

It was noted that this was discussed and resolved earlier in the meeting under Agenda Item D.

3. Report on the International Fellow Program

The Committee received a staff report including the purpose and goals of the program, information concerning program need, existing cultural awareness training, and international exchange programs. Also included were cost estimates for an International Fellow to reside in a foreign nation and project POST program development and administration costs.

Following discussion, the Committee directed staff to develop additional information concerning program need and support from additional law enforcement organizations and representatives, and to further explore alternatives for funding the program. Staff will provide an additional report to the Committee after the January 1999 Commission meeting.

4. Report on Adding One Session to the Command College

The Committee received a staff report summarizing the history of the Command College and describing the revisions of the program in 1996 that reduced the number of workshops from ten to six. Eliminated in that revision was a workshop that included two executive panels that discussed the application of Command College learning to the job and a graduation program for the class. Further evaluation of the program, as described in the staff report, identified the value of the executive panels and the need for recognition (graduation) of class members as they complete the Command College.

Staff proposes to add one additional, three-day workshop (the seventh) to the Command College program to include the executive panels and a brief graduation exercise. The cost for the seventh workshop is estimated not to exceed \$10,818 for each Command College class. For two graduating classes per year, the estimated annual cost will not exceed \$21,636.

The Consensus of the Committee was to approve the staff report and recommend the Commission's approval to add a seventh workshop to the Command College program.

MOTION - TerBorch, second - Carre, carried unanimously by ROLL CALL VOTE to approve a seventh workshop to the Command College program, not to exceed the annual cost of \$21,636.

5. Report on the Basic Supervisory Course

In 1997, staff completed an assessment and revision of the Basic Supervisory Course which is an 80-hour training mandate for all new, first-line supervisors and also a prerequisite for the Supervisor Certificate. During 1998, the revised course, consisting of 120 hours presented in three separate modules, was pilot tested and evaluated. The evaluation confirmed the propriety of the curriculum and identified two additional needs for the course.

Staff proposes creating and providing training for all instructors who work in the revised Basic Supervisory Course and to add a full-time coordinator to each presentation of the course. The cost of creating, presenting, and evaluating an instructor training workshop is estimated not to exceed \$40,000. The cost of a full-time coordinator for three presentations is estimated not to exceed \$25,000.

MOTION - TerBorch, second - Scully, carried unanimously by ROLL CALL VOTE to approve: 1) pilot testing of instructor training not to exceed \$40,000; 2) pilot testing the effectiveness of a full-time coordinator position in three presentations of the course, not to exceed \$25,000; and 3) direct staff to report on implementation of the revised Basic Supervisory Course in July 1999.

6. Schedule for a Public Hearing to Revise and Update Reserve Training Program

It was noted that this item was discussed and resolved under Item G of the Agenda.

7. Supplemental Continuing Professional Training (CPT) in Perishable Skill Requirement for Officers Assigned to Enforcement Duties

In July of 1998, a year-long study of the current CPT requirement was concluded. During the study, it became clear that officers engaged in enforcement duties, in order to stay proficient, need to receive refresher training on certain skills and competencies that tend to diminish without practice over time. These competencies are termed "Perishable Skills" and are identified as those skills used by an enforcement officer that tend to deteriorate if not reinforced through training and practice. Included are 1) Tactical Communication, 2) Defensive Tactics, 3) Chemical Agents, 4) Impact Weapons, 5) Firearms, 6) Use of Force Judgment, and 7) Driver's Training.

Commissioner TerBorch reported that the recommendation concerning Perishable Skills was not presented to the Commission because the concept needs further study and development.

Commissioner TerBorch further reported that there is a proposal to conduct a study, using a Management Fellow, with the cost of such a Fellow not to exceed \$130,000 for one year.

MOTION - TerBorch, second - Scully, carried unanimously by ROLL CALL VOTE, to accept the recommendation to hire a Management Fellow to conduct the study concerning Perishable Skills, the cost not to exceed \$130,000 for one year.

8. Exceptions to Minimum Hourly Training Requirements for Legislatively-Mandated Training Courses

It was noted that this issue was discussed and the recommendation was approved under Item J of the Agenda.

9. Cross-Border Training and Reimbursement

Commissioner TerBorch reported that the Committee accepted the staff report and the following recommendations: 1) amendment of Commission Regulation 1015 to describe the authority and limits on reimbursement for the costs of training presented for out-of-state training, 2) the creation of a simplified course certification process (and related forms) for Dual-State Certification with possible changes to Regulations 1051-1058, and 3) limit on the California jurisdictions from which officers may attend training. In addition, the Committee directed staff to continue to work on this proposal in order to put it on the January 1999 Commission Agenda.

10. Distribution of Draft Accreditation Standards

Although a great deal of work has been done on this program, and the standards do exist, the program has not been implemented due to funding constraints. It was reported that the Committee had directed staff to prepare the standards for distribution to the field for those agencies that would like to use them. Agencies will be clearly informed that the standards are not a requirement but are being made available to assist in developing or revising various policies and procedures.

Ken O'Brien commented that, in his meetings with Chiefs and Sheriffs throughout the state, many had specifically requested that the standards be distributed. It would not only specifically assist newer chiefs in adopting new programs, but the input will provide POST with valuable information to implement the Accreditation Program when funds become available.

MOTION - Terborch, second Brobeck, carried unanimously to accept staff recommendation to prepare and distribute the standards to the field for agencies that wish to use them.

11. Status Report on Exercise Testing in the Regular Basic Course

This is an information item and Commissioner TerBorch reported to the Commission on the status of exercise testing in the Regular Basic Course.

12. Special Symposium on Firearms and Tactics

As an item for information and discussion, Commissioner TerBorch reported that POST conducted the *Firearms and Tactics Symposium for Trainers* in San Diego on July 7-9, 1998. Course evaluation forms, completed by attendees, revealed widespread support for the POST symposium and issues presented. The symposium was videotaped, and some of the material will be included in a telecourse that is tentatively scheduled for April 1999.

13. As a means to reduce travel for committee members, the Long Range Planning Committee agreed to conduct a future meeting by video teleconference.

R. Finance Committee

Commissioner Carre, Chairman of the Finance Committee, reported that the Committee met November 4, 1998, at the Piccadilly Inn Hotel in Fresno. The following topics were discussed at that meeting:

1. Financial Report - First Quarter FY 1998/99.
2. Back-Fill Reimbursement

The following recommendations concerning back-fill reimbursement were presented to the Commission for consideration:

- (1) Effective immediately, expand courses eligible for back-fill reimbursement to include:
 - Basic and Update courses on Arrest/Control Methods, Defensive Tactics, Officer Safety, and Use of Force (currently only instructor courses are eligible);
 - Tactical Firearms (currently only Laser Firearms Course is eligible);
 - Drug/Alcohol Recognition;
 - Interview and Interrogation; and
 - Sexual Assault Investigation.
- (2) Effective immediately, extend overtime reimbursement to include release time, not to exceed 16 hours more than course hours.
- (3) Authorize release of a public notice of intent to revise regulations and authorize reimbursement for overtime paid to the trainee who attends training on days off.

MOTION - Carre, second - Brobeck, carried unanimously to accept the above recommendations of the Finance Committee.

Other proposals included upgrading older driver training simulators with advanced systems and funding of several training sites with shoot/no shoot simulation systems. These proposals require refinement and will be brought before the Commission again in January 1999.

3. Policy Limiting Subsistence Reimbursement for Courses Attended More Than 25 Miles From the Workplace

The staff report concerning the one year suspension of the policy indicated that \$120,784 in subsistence has been paid. This reimbursement would not have been paid if the policy was in force. Projected for the full twelve months, this reimbursement figure would be approximately \$161,000. The condition of POST funds has improved considerably since the onset of the policy restricting subsistence.

MOTION - Carre, second, Terborch, carried unanimously that the suspension of the policy continue with annual reports to the Finance Committee.

4. Review of En Route Subsistence Allowance

Commissioner Carre reported that after much discussion, the committee determined that further evaluation was necessary. This issue will be brought before the Commission again in January 1999.

5. Multimedia Equipment Specifications

The committee concurred that printers should be included as reimbursable equipment since there was no increase in the previously approved \$3,000 per system.

MOTION - Carre, second - Brobeck, carried unanimously to include printers in reimbursable equipment.

6. Acceptance of 1997-1998 VAWA Law Enforcement Grant Funds and Renewal of the Existing Interagency Contract to Extend the Special Consultant Position to Coordinate the Grant.

MOTION - Carre, second - Hawkins, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to accept additional VAWA funding for 1997-98 in the amount of \$1,660,333.00 (\$1,245,250.00 for projects, \$415,083.00 in-kind match).

MOTION - Carre, second - Brobeck, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to renew the existing contract with Santa Barbara County Sheriff's Department for a sergeant to coordinate the VAWA grant in an amount not to exceed \$90,000.00 (to be paid for out of the grant.)

7. 1999/2000 FY Budget Change Proposals (BCP's) submitted to Department of Finance

Commissioner Carre informed the Commission of the status of the 1999/2000 FY Budget Change Proposals.

MOTION - Carre, second - Hunt, carried unanimously to approve the report of the Finance Committee.

S. Legislative Review Committee

Commissioner Kolender, Chairman of the Legislative Review Committee, reported that the Committee met on November 5, 1998 at 8:30 a.m. in Fresno. He presented the following proposed legislation for 1999:

1. Amendment to Penal Code Section 12403.5

Currently, Penal Code Section 12403.5 allows security personnel to purchase, possess, or transport any tear gas weapon if it is used solely for defensive purposes, as defined in the license, and if that person has satisfactorily completed a course of instruction approved by POST.

Because security personnel are not, by law in the POST program, Penal Code Section 12403.5 should be modified to exclude language referring to POST training. POST should not be in the position of setting training standards for non-peace officer security personnel.

The Committee has recommended that POST staff find a sponsor for this legislation. This bill, if passed, would transfer this training responsibility to the Department of Consumer Affairs.

2. Proposed Amendment to Penal Code Section 832

Certain classifications of peace officers are authorized to perform general law enforcement duties after they successfully complete the training requirement set forth in Penal Code Section 832.

Penal Code Section 830 bestows peace officer status on employees of specific entities, some of whom participate in the POST program and meet POST standards. Others do not participate in the POST program. It is proposed that persons in the classifications identified complete an additional course of training approved by POST in addition to the PC 832 course. The length and content of the course will be determined after further study.

The Committee approved this measure in concept, requested staff to determine the new training requirement and report back at the January meeting.

3. Proposed Changes to Penal Code Section 832.3(b)

In November 1977, the Legislative Review Committee approved a proposal to amend Penal Code Section 832.3(b) to expand the testing authorized by this section to include the requirement that the Regular Basic Course students pass standardized tests developed and maintained by the Commission. At the June 1998 meeting of academy directors, language amending PC 832.3 was circulated and discussed. On the whole, language allowing the Commission to mandate tests was approved; however, concern was expressed regarding the confidentiality of the test scores.

In response to this concern, suggested language has been added to protect the confidentiality of test scores.

The Committee agreed with this analysis and recommended to the Commission that it authorize staff to initiate efforts to obtain a legislative author.

4. Proposed Legislation Concerning POST Reimbursement of Reserve Peace Officer Training

Since 1977, Penal Code Section 13523, limits POST reimbursement to full time, regularly paid employees of eligible agencies. This requirement was instituted primarily to preclude POST reimbursement for reserve peace officers and part time employees because they obtained entry-level training on their own time and at their own expense and had not been required to meet the continuing professional training requirement. Effective January 1, 1995, Level I reserve officers were required to satisfy a CPT training requirement. And as a result of the passage of Senate Bill 1417, which becomes effective January 1, 1999, Level II reserve officers must also meet training requirements as determined by POST.

If Penal Code Section 13523 was amended to make Level I and Level II reserve peace officers eligible for POST reimbursement for their CPT expenses, the annual cost to POST would be \$863,502. The rationale for making these reserve officers eligible for POST reimbursement is that the law mandates CPT training and employing agencies incur real costs for reserve training.

MOTION - Warden, second - Brobeck, carried unanimously to accept the Legislative Review Committee Report.

T. Advisory Committee Meeting

Woody Williams, Chairman of the POST Advisory Committee, reported that the Committee met on November 4, 1998 in Fresno.

Chairman Williams reported that the Committee had reviewed the Commission Meeting Agenda and was in complete concurrence with the Commission and in support of the actions taken.

Among additional issues addressed by the Committee, was the progress report on the California Law Enforcement Image Coalition, presented by Joe Flannagan.

Chairman Williams reported that Charles Byrd had been elected the new Chairman for the POST Advisory Committee, and Bob Blankenship had been elected Vice Chairman.

Mr. Williams expressed his appreciation for the opportunity to serve as the Advisory Committee Chairman and was, in turn, thanked by Chairman Campbell for his outstanding service to the Commission over the last year.

MOTION - Brobeck, second - TerBorch, carried unanimously to approve the report of the Advisory Committee Meeting.

U. Advisory Liaison Committee

Commissioner Charles Brobeck, Chairman of the Advisory Liaison Committee, reported on the Committee meeting held November 4, 1998 in Fresno.

Chairman Brobeck reported that the Committee had met specifically to review the structure and history of the POST Advisory Committee. In so doing, the Committee had determined that the composition was suitable and that having the Advisory Committee in place was of major significance to the Commission.

The Committee recommended an additional position to the Advisory Committee: a representative from the California Coalition of Law Enforcement Associations. This organization represents a substantial number of peace officers in California and the Advisory Liaison Committee deemed it was important to recommend that a representative from this organization be added as a 15th position to the Advisory Committee.

MOTION - Brobeck, second - TerBorch, carried unanimously to approve the recommendation of the Committee to appoint a 15th member to the Advisory Committee who represents the California Coalition of Law Enforcement Associations.

The California Coalition of Law Enforcement Associations (CCLEA) will be asked to provide a recommendation for a member to the Commission Chairman.

OLD/NEW BUSINESS

Advisory Committee Member Michael Reid

On behalf of the Commission, Chairman Campbell expressed appreciation to Officer Michael Reid, Fresno Police Department, for his efforts in supporting the logistics of this meeting.

Memorial for Sheriff Sherman Block

Chairman Campbell directed POST staff to devise a special recognition of Sheriff Sherman Block.

CPOST

Ken O'Brien, Executive Director of POST, stated that Paul Dempsey, Executive Director of CPOST, had been present through the bulk of the POST Commission meeting, but of necessity had had to leave. However, Mr. Dempsey wanted to express his gratitude to everyone for the kindness and assistance he had received. Ken O'Brien explained that CPOST is a recently created agency under the Department of Corrections. Mr. Dempsey and his staff will be visiting

the POST headquarters in Sacramento to tour the various bureaus and receive whatever additional assistance POST can provide.

Peace Officers Killed in the Line of Duty

Commissioner del Campo requested that staff set forth, within the Commission Agenda, the general circumstances under which each officer died.

W. Correspondence

The letter from James Hernandez, Professor of Criminal Justice, CSU, Sacramento, was discussed. Staff was directed to further explore the requests set forth in the letter and to make an appropriate response to Professor Hernandez.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

January 21, 1999 - Bahia Hotel, San Diego
April 15, 1999 - Doubletree Hotel, Costa Mesa
July 15, 1999 - Hilton Hotel, Burbank
November 4, 1999 - to be determined.

Commissioner Brobeck requested that the Commission consider Santa Rosa as a venue for the November 1999 Commission meeting. There was no objection to this locale.

ADJOURNMENT - 12:30 P.M.

Respectfully submitted,

ANITA MARTIN
Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Course Certification/Decertification Report		Meeting Date January 21, 1999
Bureau Training Delivery & Compliance Bureau	Reviewed By Dick Reed, Chief <i>DWR 12-21-98</i>	Researched By Rachel S. Fuentes <i>Rachel Fuentes</i>
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-23-98</i>	Date of Report December 21, 1998
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 for details) <input checked="" type="checkbox"/> No

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

The following courses have been certified or decertified since the November 5, 1998 Commission meeting:

CERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1. Arrest & Firearms (IVD)	Hartnell College	P.C. 832	N/A	\$ -0-
2. Explosive Recog. & Response	Fresno State Center	Technical	IV	13,500
3. Officer Update	Porterville L.E.T.C.	Technical	IV	4,860
4. Inv. Technology-Adm.	Orange Co. S.D.	Technical	IV	5,250
5. Inv. Technology for L.E.	Orange Co. S.D.	Technical	IV	38,880
6. Arrest & Control Tech.-Ext.	Arroyo Grande P.D.	Technical	N/A	-0-
7. Employee Relations	So. Bay Reg. T. C.	Supv. Trng.	N/A	-0-
8. Criminal Inv. Analysis	Imperial Co. D.A.	Technical	IV	1,008
9. Skills & Knowledge Modular Training	EDD-Investigation	Technical	IV	-0-
10. Reserve Training Module D	San Bernardino S.D.	Basic-Reserve	N/A	-0-
11. Instructor Development Upd.	San Bernardino S.D.	Technical	N/A	-0-
12. Arrest & Firearms-IVD	Sacramento Co. S.D.	P.C. 832	N/A	-0-
13. Training Conference (Child Abuse & Neglect)	Center for Child Protection, Children's Hospital	Technical	N/A	-0-

CERTIFIED (Continued)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
14. Training Conference (Domestic Violence)	YWCA Domestic Violence Institute	Technical	N/A	\$ -0-
15. Firearms/Tactical Rifle	Ventura Co. CJTC	Technical	IV	480
16. Computer Applications - Trng. Mgr.	Los Angeles P.D.	Technical	N/A	-0-
17. Training Conference (Domestic Violence)	Redding P.D.	Technical	N/A	-0-
18. Armorer School	Fullerton College	Technical	IV	3,200
19. Baton/Impact Weapons Instr.	Anaheim P.D.	Technical	II*	2,432
20. Baton/Impact Weapons	Anaheim P.D.	Technical	IV	1,459
21. Baton/Impact Weapon Instr. Update	Anaheim P.D.	Technical	II*	1,216
22. Driver Trng.- Simulator, Instr.	Ray Simon CJTC	Technical	IV	288
23. Weapon Retention and Takeaway	Shasta College	Technical	IV	320
24. D.R.E. - Update	Calif. Highway Patrol	Technical	IV	3,722
25. Bicycle Patrol	Santa Clara Co. S.D.	Technical	IV	500
26. Training Issues	So. Bay RTC	Technical	N/A	-0-
27. Legal Issues	So. Bay RTC	Technical	N/A	-0-
28. Arrest & Control Instr. Update	Los Angeles P.D.	Technical	IV	4,320
28. Skills & Knowledge Modular Training	FBI, Sacramento	Technical	IV	900
29. SWAT Update	San Mateo P.D.	Technical	IV	1,260
30. S.W.A.T. Update	FBI, Sacramento	Technical	IV	2,400

*Backfilled approved courses

CERTIFIED (Continued)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
31. Firearms/Semi-Auto Pistol	El Dorado Co. S.D.	Technical	IV	\$ 1,080
32. S.W.A.T. Update	Fresno P.D.	Technical	IV	7,200
33. Rifle Marksmanship/Sniper Advanced	Los Angeles P.D.	Technical	III	54,000
34. Skills & Knowledge Modular Training	La Habra P.D.	Technical	IV	7,800
35. Skills & Knowledge Modular Training	Carlsbad P.D.	Technical	IV	4,200
36. 21 st Century Crime Control Seminar	Los Angeles P.D.	Technical	IV	2,700
37. Crime Scene Investigation	Santa Barbara S.D.	Technical	IV	3,960
38. Supervisory Update	Kern Co. S.D.	Supv. Trng.	IV	19,360
39. Driving Under The Influence	San Francisco P.D.	Technical	IV	7,716
40. Computer Evidence Analysis Search & Seizure	Dept. of Insurance	Technical	IV	-0-
41. Investigative Techniques/ Patrol	San Francisco P.D.	Technical	IV	4,800
42. Traffic Collision Investigation	South Bay RTC	Technical	IV	8,000
43. Corrections Trng for P.O.s Update	Sacramento Co. S.D.	Technical	IV	3,500
44. S.W.A.T. - Advanced	Los Angeles P.D.	Technical	III	50,000
45. Physical Training, Instr.	San Diego Reg. PSTI	Technical	IV	8,294
46. Crime Scene Investigation	Golden West College	Technical	IV	1,472
47. Critical Incident-Tactical Cmdr.	Los Medanos Col.	Technical	IV	23,980
48. Inst. Dev./Psychomotor Skills	San Francisco P.D.	Technical	IV	30,555

CERTIFIED (Continued)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
49. Dignitary Security	San Francisco P.D.	Technical	IV	\$ 31,600
50. Cold Case Investigation	DOJ Training Center	Technical	IV	16,000
51. Haz. Materials-1st Responder	Sacramento Co S.D.	Technical	IV	720
52. Field Training Officer Update	San Francisco P.D.	Technical	II*	7,638
53. Aviation Security	San Francisco P.D.	P.C. 832.1	IV	31,600
54. Firearm/Sub-Machine Gun	Broadmoor P.D.	Technical	IV	1,920
55. Training Conference (Burglary Inv.)	South Bay RTC	Technical	N/A	-0-
56. Traffic Accident Inv./ Motorcycle	San Jose P.D.	Technical	IV	9,000
57. Officer Safety/Field Tactics	San Mateo Co. S.D.	Technical	II*	4,800
58. Reserve Training Module D	Los Angeles S.D.	Basic-Reserve	N/A	-0-
59. CCI - Microscopy Explosives	CCI	Technical	IV	3,648
60. Canine Handler	Sacramento RCJTC	Technical	II*	23,040
61. Driver Training Instructor	Sacramento P.D.	Technical	II*	2,000
62. Bicycle Patrol	Calif. Highway Patrol	Technical	IV	-0-
63. Forensic Inv., Advanced	Los Angeles Coroner	Technical	IV	22,850
64. Fingerprint Com. Latent-Adv.	Grossmont College	Technical	IV	20,400
65. Sexual Assault Inv. (ICI)	Sacramento RCJTC	Technical	I*	46,080
66. Field Training Officer	Santa Barbara S.D.	Technical	II*	1,250
67. Driver Training Update	West Covina P.D.	Technical	II*	86,400
68. Communications Trng Ofr.	Ventura College	Technical	IV	3,200

*Backfill approved courses

CERTIFIED (Continued)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
69. Radar Operator	Visalia DPS	Technical	IV	\$ 1,152
70. Firearms/Tactical Rifle for I st Responder	Fresno P.D.	Technical	I*	67,600
71. Skills & Knowledge Modular Training	Corona P.D.	Technical	IV	-0-
73. Skills & Knowledge Modular Training	Indio P.D.	Technical	IV	6,000
74. - 96.	There were 23 additional IVD courses certified as of 12-21-98. To date, 195 IVD certified presenters have been certified and 735 IVD courses certified.			
97.- 122.	There were 15 additional Telecourses certified as of 12-21-98. To date, 425 Telecourse presenters have been certified.			
-	There were no additional Proposition 115 Hearsay Evidence Testimony Course Presenters certified as of 12-21-98. Presentation of this course is generally done using a copy of POST Proposition 115 Video Tape. To date, 294 presenters of Proposition 115 have been certified.			

DECERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
1. Livestock Theft/Rural Crimes	Santa Rosa Center	Technical	IV
2. Baton Instructors Course	Santa Rosa Center	Technical	II*
3. Defensive Tactics Instructor	Santa Rosa Center	Technical	II*
4. Firearms Instr.-Survival Shooting	Santa Rosa Center	Technical	IV
5. Skills & Knowledge Modular Trng.	Willits P.D.	Technical	N/A
6. Management Course	CSU, Northridge	Mgmt. Course	IV
7. Motorcycle Training	Fremont P.D.	Technical	III
8. Community Oriented Policing-Supv.	Justice Training Institute	Supv. Trng.	III

*Backfilled approved courses

TOTAL CERTIFIED	<u>73</u>
TOTAL PROPOSITION 115 CERTIFIED	<u>0</u>
TOTAL TELECOURSES CERTIFIED	<u>15</u>
TOTAL IVD COURSES CERTIFIED	<u>23</u>
TOTAL DECERTIFIED	<u>8</u>
TOTAL MODIFICATIONS	<u>79</u>

3,257 Skills & Knowledge Modules certified as of 12-21-98

735 IVD Courses as of 12-21-98

425 Telecourses as of 12-21-98

2,555 Other Courses certified as of 12-21-98

760 Certified Presenters

COMPARISON OF REVENUE BY MONTH

FISCAL YEARS 1997-98 AND 1998-99

MONTH	1997-98				1998-99				TOTAL	% OF EST	CUMULATIVE TOTAL	% OF EST
	PENALTY ASSESSMENT FUND	TRANSFER FROM DT PAF ***	OTHER	CUMULATIVE TOTAL	CUMULATIVE MONTHLY ESTIMATE	PENALTY ASSESSMENT FUND	TRANSFER FROM DT PAF ***	OTHER *				
JUL	2,890,628	133,190	22,798	\$3,046,616	\$3,813,000	2,990,479	879,426	18,989	\$3,888,894	101.99%	\$3,888,894	101.99%
AUG	2,710,784	181,702	32,517	\$5,971,619	7,626,000	2,861,730	1,137,131	23,988	\$4,022,849	105.50%	7,911,743	103.75%
SEP	2,879,325	192,474	19,279	\$9,062,697	11,439,000	2,999,959	1,371,787	19,389	\$4,391,135	115.16%	12,302,878	107.55%
OCT	2,706,962	180,955	32,059	\$11,982,673	15,252,000	2,753,725	1,259,214	20,626	\$4,033,565	105.78%	16,336,443	107.11%
NOV	2,346,960	156,889	26,458	\$14,512,980	19,065,000	2,711,610	1,239,956	24,613	\$3,976,179	104.28%	20,312,622	106.54%
DEC	3,137,888	209,762	15,480	\$17,876,110	23,145,000	3,218,336	1,471,669	15,700	\$4,705,705	115.34%	25,018,327	108.09%
JAN	2,281,987	152,246	22,394	\$20,332,737	26,958,000				\$0	0.00%	25,018,327	92.80%
FEB	2,198,391	146,958	404,010	\$23,082,096	30,771,000				\$0	0.00%	25,018,327	81.30%
MAR	2,756,682	184,279	27,702	\$26,050,759	34,584,000				\$0	0.00%	25,018,327	72.34%
APR	2,902,013	193,793	23,723	\$29,170,288	38,397,000				\$0	0.00%	25,018,327	65.16%
MAY	2,885,639	200,242	40,070	\$32,296,239	42,210,000				\$0	0.00%	25,018,327	59.27%
JUN	3,512,501	227,676	374,549	\$36,410,965	46,294,000				\$0	0.00%	25,018,327	54.04%
TOTAL	\$33,209,760	\$2,160,166	\$1,041,039	\$36,410,965	\$46,294,000	\$17,535,839	\$7,359,183	\$123,305	\$25,018,327	54.04%	\$25,018,327	54.04%

* - Includes \$103,424 from coroner permit fees (per Ch 990/90)

***-Per Section 24.10, Budget Act of 1998

COMMISSION ON POST
NUMBER OF REIMBURSED TRAINEES BY CATEGORY
DECEMBER

COURSE	1997-98			1998-99		
	Actual Total For Year	Actual July-December	% of Total	Projected Total For Year	Actual July-December	% of Projection
Basic Course	1,578	692	44%	1,800	511	28%
Dispatchers - Basic	317	104	33%	350	163	47%
Advanced Officer Course	2,655	1,647	62%	2,700	1,086	40%
Supervisory Course (Mandated)	582	225	39%	600	224	37%
Management Course (Mandated)	306	103	34%	310	109	35%
Executive Development Course	331	167	50%	350	145	41%
Supervisory Seminars & Courses	3,952	1,815	46%	3,900	1,702	44%
Management Seminars & Courses	1,955	694	35%	2,000	784	39%
Executive Seminars & Courses	652	282	43%	600	197	33%
Tech Skills & Knowledge Course	38,133	18,227	48%	38,000	19,262	51%
Field Management Training	23	15	65%	30	21	70%
Team Building Workshops	659	281	43%	650	218	34%
POST Special Seminars	783	389	50%	640	225	35%
Approved Courses	54	40	74%	70	5	7%
TOTALS	51,980	24,681	47%	52,000	24,652	47%

COMMISSION ON POST

REIMBURSEMENT BY COURSE CATEGORY

1997-98

1998-99

COURSE	Total For Year	Actual July-December	Actual December	Actual July-December
Basic Course	\$1,637,376	\$901,049	\$49,386	\$695,948
Dispatchers - Basic	268,806	101,659	4,091	142,958
Advanced Officer Course	166,892	100,470	18,716	85,688
Supervisory Course (Mandated)	363,615	150,949	6,417	150,279
Management Course (Mandated)	295,300	107,029	14,238	124,547
Executive Development Course	273,453	134,176	40,175	118,593
Supervisory Seminars & Courses	1,340,629	599,058	87,332	738,874
Management Seminars & Courses	720,365	240,043	63,957	316,018
Executive Seminars & Courses	244,400	95,217	17,758	78,181
Tech Skills & Knowledge Course	9,825,823	4,684,219	774,314	4,975,995
Field Management Training	10,682	6,394	1,375	8,873
Team Building Workshops	330,035	143,318	26,713	120,243
POST Special Seminars	262,138	138,979	13,817	65,871
Approved Courses	5,947	4,153	1,450	1,384
Training Aids Technology	292,093	105,296	32,050	100,589
TOTALS	\$16,037,554	\$7,512,009	\$1,151,789	\$7,724,041

COMMISSION ON POST

SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	FY 1997-98 Total	1997-98 July-Dec	1998 December	1998-99 July-Dec
Resident Subsistence	\$8,621,307	\$4,180,525	\$602,198	\$4,196,800
Commuter Meal Allowance	1,007,393	472,493	65,949	461,286
Travel	2,720,198	1,313,139	176,831	1,335,017
Tuition	3,389,790	1,440,556	234,260	1,483,584
Backfill Salary	6,773	0	40,501	146,765
Training Technology Assistance	292,093	105,296	32,050	100,589
TOTALS	\$16,037,554	\$7,512,009	\$1,151,789	\$7,724,041

COMMISSION ON POST
FISCAL YEAR 1998-99
(AS OF 1-1-99)

EXPENDITURE SUMMARY		CONTRACT SUMMARY	
RESOURCES		APPROVED TRAINING CONTRACTS *	
Revenue Projection	32,294,000	Management Course	358,915
Budget Act Revenue (Sec 24.10)	14,000,000	Executive Training	483,672
Beginning Fund Balance	14,887,852	Supervisory Ldrshp Inst	727,904
		DOJ Training Center	1,200,000
EXPENDITURES:		Satellite Video Tng	108,500
ADMINISTRATION		Case Law Updates	74,000
	\$10,394,000	Telecourse Programs	590,000
TRAINING CONTRACTS/LA		Basic Course Prof Exam	60,000
	\$9,834,616	Basic Narcotic, Motorcycle, and DT	1,716,819
Contracts Approved (See list)	8,374,616	Master Instructor Program	248,502
Letters of Agreement	1,300,000	ICI Core Course (SFPD)	105,455
Conf Room Rental	160,000	PC 832 Exam	43,564
TRAINING REIMBURSEMENT		Special Consultants: BTB, TPS (2)	390,000
	\$18,753,071	Labor/Management Partnership Course	57,608
Trainees: 52,000		Entry level reading/writing	134,490
Subsistence	8,973,410	Entry Level Dispatcher Selection Test Battery	154,382
Commuter meals	1,436,356	Cultural Diversity Tng (SDRTC)	169,582
Travel	2,761,149	POST Transition Pilot Program	41,119
Tuition	3,567,822	Joint Venture - Multimedia Program	100,000
Backfill	500,000	Videos on Emergency Vehicle Opns (July -E)	90,000
Other Reimbursements	**	Hazardous Materials Awareness CD-ROM (July-G)	60,000
Encryption	264,334	Convert 1st Aid/CPR to CD-ROM (July-I)	45,000
Multimedia Computer Purchases (Apr '98)	1,250,000	Multimedia Training Mgmt System (July-J)	75,000
MUSEUM OF TOLERANCE		ICI Domestic Violence -VAWA (July-K)	(123,048)
	\$2,000,000	ICI Core & Homicide Course (July-L)	199,003
Contract	1,556,000	ICI Instructors Workshops (July-L)	119,004
Reimbursements	444,000	ICI Core Course - SDRTC (July-L)	142,482
CONTRACTS ON JANUARY AGENDA		ICI - CSUS, SJ July-(L)	143,191
1. Hate Crimes Course (G)	25,002	ICI - LAPD (July-L)	89,868
2. Domestic Violence Training (H)	245,500	Miscellaneous Contracts (Annual Estimate)	125,000
3. Haz Mat Training (I)	10,000	Dist of Basic Training Inst Package (Nov-F)	252,480
4. KPBS Contract Augmentation (J)	95,000	Reserve Training Program Augmentation (Nov-I)	61,304
5. Crime Analysis Training (M)	26,400	Rev Psychological Screening Guidelines (Nov-M)	175,000
6. DOJ Contract Augmentation	676,000	Rev Medical Screening Manual (Nov-N)	35,000
Sub-total	\$1,077,902	Motorcycle Update Course-CHP (Nov-P)	12,840
INSTRUCTIONAL TECHNOLOGY ACQUISITION		Management Fellow for CPT Study (LRPC)	130,000
	\$5,867,375	Grand Total, All Contracts	8,374,616
EXPENDITURES, TOTAL			
	\$47,926,864		
RESERVES			
	\$13,254,888		
Spendable-A	-\$174,964		
Unavailable-B	\$13,429,852		

* - Excludes SB 350 programs

A-This is the amount of the reserves that can be spent, bringing the total expenditures to the budgeted amount of \$47,752,000
 B-Expenditure of any of this reserve would exceed the authorized level of expenditure per the Governor's Budget

* - Initial estimate was \$6 million

**- Initial estimate was \$2.25 million

COMMISSION ON POST
 REIMBURSEMENT BY CATEGORY OF EXPENSE
 FY 98-99 REIMBURSEMENT PROJECTION
 (AS OF 12-31-98)

<u>COURSE CATEGORY</u>	<u>## OF TRAINEES</u>	<u>RESIDENT SUBSIST</u>	<u>CMTR MEAL ALLOWANCE</u>	<u>TRAVEL</u>	<u>TUITION</u>	<u>BACKFILL SALARY</u>	<u>TOTAL</u>
BASIC CRS	1,800	1,058,835	1,047,581	734,330	313,480		3,154,224
DISPATCHERS BASIC	350	225,357	24,925	56,683	0		306,965
AO COURSE	2,700	76,217	65,317	71,503	0		213,036
SUPV CRS	600	312,222	26,357	63,956	0		402,536
SUPV SEM & CRS	3,900	1,053,156	12,832	403,153	237,367		1,706,508
MANAGEMENT CRS	310	302,449	2,503	49,264	0		354,216
MGMT SEM & CRS	2,000	306,314	12,857	110,237	399,366		828,774
EXEC DEV COURSE	350	234,546	1,352	50,361	0		286,259
EXEC SEM & CRS	600	191,686	414	46,014	0		238,115
TECH SKILLS	38,000	5,521,604	402,766	1,473,189	2,257,301	1,000,000	10,654,860
FIELD MGMT TNG	30	13,530	0	6,560	0		20,090
TEAM BLDG WKSHPS	650	102,856	3,960	6,687	138,200		251,703
SPECIAL SEMINARS	640	123,127	3,231	61,005	0		187,364
APPROVED COURSES	<u>70</u>	<u>0</u>	<u>1,680</u>	<u>17,696</u>	<u>0</u>	<u>0</u>	19,376
TOTAL	52,000	\$ 9,521,899	\$ 1,605,775	\$ 3,150,639	\$ 3,345,713	\$ 1,000,000	\$ 18,624,026

COMMISSION ON POST
FISCAL YEAR 1998-99
(AS OF 1-1-99)

EXPENDITURE SUMMARY		CONTRACT SUMMARY		
RESOURCES		\$61,181,852	APPROVED TRAINING CONTRACTS *	
Revenue Projection	32,294,000		Management Course	356,915
Budget Act Revenue (Sec 24.10)	14,000,000		Executive Training	463,672
Beginning Fund Balance	14,887,852		Supervisory Ldrship Inst	727,904
EXPENDITURES:			DOJ Training Center	1,200,000
ADMINISTRATION		\$10,394,000	Satellite Video Tng	108,500
TRAINING CONTRACTS/LA		\$10,912,518	Case Law Updates	74,000
Contracts Approved (See list)	9,452,518		Telecourse Programs	590,000
Letters of Agreement	1,300,000		Basic Course Prof Exam	60,000
Conf Room Rental	160,000		Basic Narcotic, Motorcycle, and DT	1,718,819
TRAINING REIMBURSEMENT		\$19,877,232	Master Instructor Program	248,502
Trainees: 54,196			ICI Core Course (SFPD)	105,455
Subsistence	9,597,256		PC 832 Exam	43,564
Commuter meals	1,361,669		Special Consultants: BTB, TPS (2)	390,000
Travel	2,928,297		Labor/Management Partnership Course	57,608
Tuition	3,475,676		Entry level reading/writing	134,490
Backfill	1,000,000		Entry Level Dispatcher Selection Test Battery	154,382
Other Reimbursements	*		Cultural Diversity Tng (SDRTC)	169,582
Encryption	264,334		POST Transition Pilot Program	41,119
Multimedia Computer Purchases (Apr '98)	1,250,000		Joint Venture - Multimedia Program	100,000
MUSEUM OF TOLERANCE		\$2,000,000	Videos on Emergency Vehicle Opns (July -E)	90,000
Contract	1,556,000		Hazardous Materials Awareness CD-ROM (July-G)	60,000
Reimbursements	444,000		Convert 1st Aid/CPR to CD-ROM (July-I)	45,000
EXPENDITURES, TOTAL		\$43,183,750	Multimedia Training Mgmt System (July-J)	75,000
RESERVES		\$17,998,102	ICI Domestic Violence -VAWA (July-K)	(123,048)
Spendable-A	\$4,568,250		ICI Core & Homicide Course (July-L)	189,003
Unavailable-B	\$13,429,852		ICI Instructors Workshops (July-L)	119,004
			ICI Core Course - SDRTC (July-L)	142,482
			ICI - CSUS, SJ July-(L)	143,191
			ICI - LAPD (July-L)	89,868
			Miscellaneous Contracts (Annual Estimate)	125,000
			Dist of Basic Training Inst Package (Nov-F)	252,480
			Reserve Training Program Augmentation (Nov-I)	61,304
			Rev Psychological Screening Guidelines (Nov-M)	175,000
			Rev Medical Screening Manual (Nov-N)	35,000
			Motorcycle Update Course-CHP (Nov-P)	12,840
			Management Fellow for CPT Study (LRPC)	130,000
			Sub-total	8,374,616
			<u>Contracts on January Agenda</u>	
			1. Hate Crimes Course (G)	25,002
			2. Domestic Violence Training (H)	245,500
			3. Haz Mat Training (I)	10,000
			4. KPBS Contract Augmentation (J)	95,000
			5. Crime Analysis Training (M)	26,400
			6. DOJ Contract Augmentation	676,000
			Sub-total	1,077,902
			Grand Total, All Contracts	9,452,518
			* - Excludes SB 350 programs	

A-This is the amount of the reserves that can be spent, bringing the total expenditures to the budgeted amount of \$47,752,000

B-Expenditure of any of this reserve would exceed the authorized level of expenditure per the Governor's Budget

* - Initial estimate was \$6 million

** - Initial estimate was \$2.25 million

COMMISSION ON POST
 REIMBURSEMENT BY CATEGORY OF EXPENSE
 FY 98-99 REIMBURSEMENT PROJECTION
 (AS OF 12-31-98)

<u>COURSE CATEGORY</u>	<u>## OF TRAINEES</u>	<u>RESIDENT SUBSIST</u>	<u>CMTR MEAL ALLOWANCE</u>	<u>TRAVEL</u>	<u>TUITION</u>	<u>BACKFILL SALARY</u>	<u>TOTAL</u>
BASIC CRS	1,080	764,469	773,380	440,598	188,088		2,166,535
DISPATCHERS BASIC	398	256,263	28,343	64,456	0		349,063
AO COURSE	2,311	65,236	55,907	61,201	0		182,343
SUPV CRS	546	284,122	23,985	58,200	0		366,308
SUPV SEM & CRS	3,596	971,064	11,832	371,728	218,865		1,573,488
MANAGEMENT CRS	295	287,814	2,382	46,881	0		337,077
MGMT SEM & CRS	2,219	339,855	14,265	122,308	443,096		919,525
EXEC DEV COURSE	265	177,585	1,023	38,131	0		216,739
EXEC SEM & CRS	465	148,557	321	35,661	0		184,539
TECH SKILLS	41,874	6,084,517	443,827	1,623,377	2,487,427	1,000,000	11,639,148
FIELD MGMT TNG	32	13,530	0	6,560	0		20,090
TEAM BLDG WKSHPS	579	102,856	3,527	6,687	138,200		251,270
SPECIAL SEMINARS	527	101,388	2,661	50,234	0		154,282
APPROVED COURSES	9	0	216	2,275	0	0	2,491
TOTAL	54,196	\$ 9,597,256	\$ 1,361,669	\$ 2,928,297	\$ 3,475,676	\$ 1,000,000	\$ 18,362,897

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 PERCENT OF ANNUAL TOTAL
 REIMBURSED TRAINEES THRU DECEMBER

FILE: REIMTRN3

COURSE CATEGORY	1995-96	1996-97	1997-98	AVERAGE	FY 98-99 TO DATE	FY 98-99 ANNUAL PROJECTION	INITIAL FY 98-99 PROJECTION	Difference
BASIC	45%	53%	44%	47%	511	1,080	1,800	-720
DISPATCHERS BASIC	50%	40%	33%	41%	163	398	350	48
ADVANCED OFF	34%	45%	62%	47%	1,086	2,311	2,700	-389
SUPERVISORY CRS	48%	36%	39%	41%	224	546	600	-54
SUP SEMINARS	49%	47%	46%	47%	1,702	3,596	3,900	-304
MGMT COURSE	32%	45%	34%	37%	109	295	310	-15
MGMT SEMINARS	38%	33%	35%	35%	784	2,219	2,000	219
EXEC DEV CRS	63%	51%	50%	55%	145	265	350	-85
EXEC SEMINARS	40%	44%	43%	42%	197	465	600	-135
TECH SKILLS	46%	44%	48%	46%	19,262	41,874	38,000	3,874
FIELD MGMT	75%	56%	65%	65%	21	32	30	2
TEAM BLDG	39%	31%	43%	38%	218	579	650	-71
POST SPEC SEM	40%	38%	50%	43%	225	527	640	-113
APPROVED CRS	52%	43%	74%	56%	5	9	70	-61
TOTALS	44%	44%	47%	43%	24,652	54,195	52,000	2,195
ANNUAL TOTAL	46,576	48,195	51,980					
TOTAL THRU DECEMBER	20,723	21,257	24,681					

REVIEW OF EN-ROUTE TRAVEL REIMBURSEMENT

MILES	FY 97-98 # CLAIMS	FY 97-98 PAID SUBSISTENCE	ADJUSTED		ALT #1	ALT #2	ALT #3
			AVERAGE REIMB	SUBSISTENCE (+8.2%)*			
Over 350	6,733	\$733,856.00	\$108.99	\$794,032.19	\$801,227.00	\$801,227.00	\$801,227.00
300-349	543	45,645.60	84.06	\$49,388.54	58,607.62	64,617.00	64,617.00
200-299	2,476	144,836.60	58.50	\$156,713.20	198,884.70	231,884.83	294,644.00
<u>under 200</u>	<u>6,097</u>	<u>148,401.20</u>	<u>24.34</u>	<u>\$160,570.10</u>	<u>264,097.65</u>	<u>308,355.78</u>	<u>462,170.89</u>
TOTAL	15,849	\$1,072,739.40	\$67.68	\$1,160,704.03	\$1,322,816.97	\$1,406,084.60	\$1,622,658.89
INCREMENTAL COST INCREASE					\$162,112.94	\$83,267.63	\$216,574.29
TOTAL COST INCREASE					\$162,112.94	\$245,380.57	\$461,954.86

* - +8.2% adjustment for rate increase of \$110 in FY 97-8 to \$119 in FY 98-9

ALT #1 - Delete 50 mile adjustment. Full reimbursement at 350 miles

ALT #2 - Lower eligibility for full reimbursement to 300 miles

ALT #3 - Lower eligibility for full reimbursement to 200 miles

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The Commission on Peace Officer Standards and Training (POST) is responsible for raising the competence level of law enforcement officers in California by establishing minimum selection and training standards, improving management practices and providing financial assistance to local agencies relating to the training of their law enforcement officers.

SUMMARY OF PROGRAM REQUIREMENTS

	97-98	98-99	99-00	1997-98*	1998-99*	1999-00*
10 Standards.....	23.5	23.8	24.5	\$3,852	\$6,570	\$5,783
20 Training.....	42.3	43.2	42.9	18,111	15,138	15,607
30 Peace Officer Training.....	-	-	-	16,558	26,020	26,590
40.01 Administration.....	48.5	49.5	50.7	3,839	3,999	4,357
40.02 Distributed Administration.....	-	-	-	-3,839	-3,999	-4,357
TOTALS, PROGRAMS.....	114.3	116.5	118.1	\$38,521	\$47,728	\$47,980
0268 Peace Officers' Training Fund.....				37,465	47,660	47,980
0995 Reimbursements.....				1,056	68	-

10 STANDARDS

Program Objectives Statement

The standards program establishes job-related selection standards for peace officers and dispatchers. It also provides management consultation to local agencies. Activities include development of examinations and counseling local law enforcement agencies on ways to improve management practices.

Applied research is conducted in the areas of peace officer selection and training, operational procedures and program evaluation in order to meet statutory requirements and to provide management guidance to local law enforcement agencies. The program also provides local agencies with information and technical expertise in the development and implementation of new programs.

Authority

Penal Code Sections 13503, 13512, 13513, and 13551.

Major Budget Adjustments Proposed for 1999-00

- The budget includes \$42,000 from the Peace Officers' Training Fund for increased facilities costs.
- The budget includes 0.9 personnel year and \$65,000 from the Peace Officers' Training Fund to provide staff for POST's Internet web site.
- The budget reflects a permanent transfer of \$2 million from local assistance to state operations to accurately align POST's expenditures.

20 TRAINING

Program Objectives Statement

POST's training program increases the effectiveness of law enforcement personnel by developing and certifying courses that meet identified training needs, by providing scheduling and quality control of such courses, and by assisting law enforcement agencies in providing necessary training and career development programs. POST assesses training on a continuing basis to assure that emerging needs are met. Courses are offered through local community colleges, four-year colleges, universities, police academies, private trainers and training centers. The curricula cover a wide variety of technical and special courses necessary to meet statutorily and Commission established training mandates, maintain effectiveness in police work and address the training needs of recruit, officer, advanced officer, supervisor, manager, executive-level, and other law enforcement agency personnel. Curricula content is updated regularly. The Commission uses proven advanced technologies such as satellite broadcast and computer/video interactive in the delivery of training. POST also presents advanced leadership training for law enforcement supervisors and executives through its Command College and the Supervisory Leadership Institute.

The Commission establishes the basic criteria that must be met by each course in order to obtain POST's certification. Assistance is given to applicable educators and police trainers in preparing and implementing courses and training plans. Evaluation mechanisms are employed to ensure that training instructors and coordinators are adhering to established course outlines and are meeting instruction standards. Failure to meet these standards may cause revocation of course certification.

Job-related selection and training standards for peace officers and dispatchers, established by the Standards Program, are enforced through inspections of local agencies receiving state aid to assure they are adhering to minimum state standards.

Authority

Penal Code Sections 13503 and 13508.

Major Budget Adjustments Proposed for 1999-00

- The budget includes \$76,000 from the Peace Officers' Training Fund for increased facilities costs.
- The budget includes 0.9 personnel year and a savings of \$73,000 to reflect oversight restructuring of the Field Training and Reserve Officer Training programs.

30 PEACE OFFICER TRAINING

Program Objectives Statement

The enforcement of laws and the protection of life and property without infringement on individual liberties are among modern government's most important responsibilities. Carefully selected, highly trained and properly motivated peace officers are important factors in meeting this responsibility. To encourage and assist local law enforcement agencies to meet and maintain minimum standards in the

For the list of standard (lettered) footnotes, see the end of the Governor's Budget.

* Dollars in thousands, except in Salary Range.

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

selection and training of law enforcement officers, financial assistance is provided to all 58 counties, approximately 346 cities, and numerous specialized districts and local agencies which have agreed to meet POST's standards. Financial assistance to participating jurisdictions provided for instructional costs associated with selected training courses. Funding is also provided for the cost of student travel and per diem associated with training presentations.

Authority

Penal Code Sections 13500 to 13523, Health and Safety Code 11489.

Major Budget Adjustments Proposed for 1999-00

- The budget includes \$88,000 from the Peace Officers' Training Fund for increased facilities costs.
- The budget includes two quarter-time positions and \$17,000 to address workload needs within the Reimbursement Unit.

PROGRAM BUDGET DETAIL**PROGRAM REQUIREMENTS****10 STANDARDS**

	1997-98*	1998-99*	1999-00*
State Operations:			
0268 Peace Officers' Training Fund.....	\$3,816	\$6,502	\$5,783
0995 Reimbursements.....	36	68	-
Totals, State Operations	\$3,852	\$6,570	\$5,783

PROGRAM REQUIREMENTS**20 TRAINING**

	1997-98*	1998-99*	1999-00*
State Operations:			
0268 Peace Officers' Training Fund.....	\$17,157	\$15,138	\$15,607
0995 Reimbursements.....	954	-	-
Totals, State Operations	\$18,111	\$15,138	\$15,607

PROGRAM REQUIREMENTS**30 PEACE OFFICER TRAINING**

	1997-98*	1998-99*	1999-00*
State Operations:			
0268 Peace Officers' Training Fund.....	\$85	\$88	\$88
Totals, State Operations	\$85	\$88	\$88
Local Assistance:			
0268 Peace Officers' Training Fund.....	16,407	25,932	26,502
0995 Reimbursements.....	66	-	-
Totals, Local Assistance	\$16,473	\$25,932	\$26,502

TOTAL EXPENDITURES

State Operations	\$22,048	\$21,796	\$21,478
Local Assistance	16,473	25,932	26,502
TOTALS, EXPENDITURES	\$38,521	\$47,728	\$47,980

SUMMARY BY OBJECT**1 STATE OPERATIONS**

	97-98	98-99	99-00	1997-98*	1998-99*	1999-00*
PERSONAL SERVICES						
Authorized Positions (Equals Sch. 7A).....	114.3	122.5	122.5	\$5,810	\$6,049	\$6,117
Total Adjustments	-	-	2.6	-	121	241
Estimated Salary Savings	-	-6.0	-7.0	-	-271	-344
Net Totals, Salaries and Wages	114.3	116.5	118.1	\$5,810	\$5,899	\$6,014
Staff Benefits	-	-	-	1,555	1,121	1,162
Totals, Personal Services	114.3	116.5	118.1	\$7,365	\$7,020	\$7,176
OPERATING EXPENSES AND EQUIPMENT				\$2,883	\$3,340	\$3,626
SPECIAL ITEMS OF EXPENSE (Training Contracts).....				11,800	11,436	10,676
TOTALS, EXPENDITURES				\$22,048	\$21,796	\$21,478

* Dollars in thousands, except in Salary Range.

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

RECONCILIATION WITH APPROPRIATIONS

1 STATE OPERATIONS

0268 Peace Officers' Training Fund *

	1997-98*	1998-99*	1999-00*
APPROPRIATIONS			
001 Budget Act appropriation.....	\$10,198	\$10,394	\$10,802
011 Budget Act appropriation.....	7,300	7,300	9,120
012 Budget Act appropriation.....	1,556	1,556	1,556
Allocation for employee compensation.....	-	121	-
Allocation for employer's share of health benefits.....	-	12	-
Adjustment per Section 3.60.....	-10	-225	-
Transfer from Local Assistance per Item 8120-011-0268, Provision 2.....	2,100	2,570	-
Totals Available.....	\$21,144	\$21,728	\$21,478
Unexpended balance, estimated savings.....	-86	-	-
TOTALS, EXPENDITURES.....	\$21,058	\$21,728	\$21,478
0995 Reimbursements			
Reimbursements.....	\$990	\$68	-
TOTALS, EXPENDITURES, ALL FUNDS (State Operations).....	\$22,048	\$21,796	\$21,478

SUMMARY BY OBJECT
2 LOCAL ASSISTANCE

	1997-98*	1998-99*	1999-00*
661701 Grants and Subventions (expenditures).....	\$16,473	\$25,932	\$26,502

RECONCILIATION WITH APPROPRIATIONS

2 LOCAL ASSISTANCE

0268 Peace Officers' Training Fund *

	1997-98*	1998-99*	1999-00*
APPROPRIATIONS			
101 Budget Act appropriation.....	\$21,937	\$28,058	\$26,058
102 Budget Act appropriation.....	444	444	444
Transfer to State Operations per Item 8120-101-0268, Provision 1.....	-2,100	-2,570	-
Totals Available.....	\$20,281	\$25,932	\$26,502
Unexpended balance, estimated savings.....	-3,874	-	-
TOTALS, EXPENDITURES.....	\$16,407	\$25,932	\$26,502
0995 Reimbursements			
Reimbursements.....	\$66	-	-
TOTALS, EXPENDITURES, ALL FUNDS (Local Assistance).....	\$16,473	\$25,932	\$26,502
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Local Assistance).....	\$38,521	\$47,728	\$47,980

FUND CONDITION STATEMENT

0268 Peace Officers' Training Fund *

	1997-98*	1998-99*	1999-00*
BEGINNING BALANCE.....	\$14,611	\$14,879	\$18,263
Prior year adjustments.....	1,300	-	-
Balance, Adjusted.....	\$15,911	\$14,879	\$18,263
REVENUES AND TRANSFERS			
Revenues:			
125600 Other regulatory fees.....	179	175	175
130700 Penalties on traffic violations.....	33,210	34,803	35,726
142500 Miscellaneous services to the public.....	77	35	35
150300 Income from surplus money investments.....	813	535	535
161000 Escheat of unclaimed checks and warrants.....	3	5	5
Totals, Revenues.....	\$34,282	\$35,553	\$36,476

* Dollars in thousands, except in Salary Range.

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

1						
2						
3						
4	Transfers from Other Funds:			1997-98*	1998-99*	1999-00*
5	F00178 Driver Training Penalty Assessment Fund per Section 24.10			\$2,151	\$15,491	\$14,000
6	Totals, Revenues and Transfers			\$36,433	\$51,044	\$50,476
7	Totals, Resources			\$52,344	\$65,923	\$68,739
8						
9						
10	EXPENDITURES					
11	Disbursements:					
12	8120 Commission on Peace Officer Standards and Training:					
13	State Operations			21,058	21,728	21,478
14	Local Assistance			16,407	25,932	26,502
15	Totals, Disbursements			\$37,465	\$47,660	\$47,980
16						
17	FUND BALANCE			\$14,879	\$18,263	\$20,759
18	Reserve for economic uncertainties			14,879	18,263	20,759

22							
23							
24	CHANGES IN						
25	AUTHORIZED POSITIONS	97-98	98-99	99-00	1997-98*	1998-99*	1999-00*
26	Totals, Authorized Positions	114.3	122.5	122.5	\$5,810	\$6,049	\$6,117
27	Salary adjustments	-	-	-	-	121	122
28	Totals, Adjusted Authorized Positions	114.3	122.5	122.5	\$5,810	\$6,170	\$6,239
29	Proposed New Positions:				Salary Range		
30	Law Enforcement Consultant II	-	-	1.0	5,071-5,591	-	61
31	Assoc Info Sys Analyst	-	-	1.0	3,602-4,346	-	43
32	Acctg Techn	-	-	0.3	2,038-2,477	-	7
33	Temporary Help	-	-	0.3	-	-	8
34	Totals, Proposed New Positions	-	-	2.6	-	-	\$119
35	Total Adjustments	-	-	2.6	-	\$121	\$241
36	TOTALS, SALARIES AND WAGES	114.3	122.5	125.1	\$5,810	\$6,170	\$6,358

8140 STATE PUBLIC DEFENDER

Program Objectives Statement

The Office of the State Public Defender was established in July 1976 by Chapter 1125, Statutes of 1975, and has offices in Sacramento and San Francisco. The State Public Defender, upon appointment by the court or upon the request of the person involved, may employ deputies and other employees, or may contract with county public defenders, private attorneys, and nonprofit corporations to furnish legal services in capital appeals to persons who do not have the financial means to employ private counsel. The State Public Defender may pay a reasonable sum for legal services provided pursuant to contracts and may also enter into reciprocal or mutual assistance agreements with boards of supervisors of one or more counties to provide for exchange of personnel.

Chapter 869, Statutes of 1997 (SB 513), revised the mission of the State Public Defender. Except for training new attorneys utilizing noncapital cases, the State Public Defender is now required to focus its resources exclusively on post-conviction proceedings following a judgment of death. Pursuant to Chapter 869/97, effective January 1, 1998, the State Public Defender will only be assigned direct death penalty appeals by the State Supreme Court. Cases involving habeas corpus proceedings will be assigned by the Supreme Court to the newly created California Habeas Resource Center or to private counsel.

Authority

Government Code Sections 15400-15404, 15420-15425; Penal Code Sections 1026.5 and 1240.

SUMMARY OF PROGRAM REQUIREMENTS

64							
65							
66	10 State Public Defender	88.5	119.8	119.8	\$10,064	\$11,020	\$11,000
67	TOTALS, PROGRAMS	88.5	119.8	119.8	\$10,064	\$11,020	\$11,000
68	0001 General Fund				10,049	11,020	11,000
69	0995 Reimbursements				15	-	-

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8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The Commission on Peace Officer Standards and Training (POST) is responsible for raising the competence level of law enforcement officers in California by establishing minimum selection and training standards, improving management practices and providing financial assistance to local agencies relating to the training of their law enforcement officers.

SUMMARY OF PROGRAM

REQUIREMENTS	97-98	98-99	99-00	1997-98*	1998-99*	1999-00*
10 Standards	23.5	23.8	24.5	\$3,852	\$6,570	\$5,783
20 Training	42.3	43.2	42.9	18,111	15,138	15,607
30 Peace Officer Training	-	-	-	16,558	26,020	26,590
40.01 Administration	48.5	49.5	50.7	3,839	3,999	4,357
40.02 Distributed Administration	-	-	-	-3,839	-3,999	-4,357
TOTALS, PROGRAMS	114.3	116.5	118.1	\$38,521	\$47,728	\$47,980
0268 Peace Officers' Training Fund				37,465	47,660	47,980
0995 Reimbursements				1,056	68	-

10 STANDARDS

Program Objectives Statement

The standards program establishes job-related selection standards for peace officers and dispatchers. It also provides management consultation to local agencies. Activities include development of examinations and counseling local law enforcement agencies on ways to improve management practices.

Applied research is conducted in the areas of peace officer selection and training, operational procedures and program evaluation in order to meet statutory requirements and to provide management guidance to local law enforcement agencies. The program also provides local agencies with information and technical expertise in the development and implementation of new programs.

Authority

Penal Code Sections 13503, 13512, 13513, and 13551.

Major Budget Adjustments Proposed for 1999-00

- The budget includes \$42,000 from the Peace Officers' Training Fund for increased facilities costs.
- The budget includes 0.9 personnel year and \$65,000 from the Peace Officers' Training Fund to provide staff for POST's Internet web site.
- The budget reflects a permanent transfer of \$2 million from local assistance to state operations to accurately align POST's expenditures.

20 TRAINING

Program Objectives Statement

POST's training program increases the effectiveness of law enforcement personnel by developing and certifying courses that meet identified training needs, by providing scheduling and quality control of such courses, and by assisting law enforcement agencies in providing necessary training and career development programs. POST assesses training on a continuing basis to assure that emerging needs are met. Courses are offered through local community colleges, four-year colleges, universities, police academies, private trainers and training centers. The curricula cover a wide variety of technical and special courses necessary to meet statutorily and Commission established training mandates, maintain effectiveness in police work and address the training needs of recruit, officer, advanced officer, supervisor, manager, executive-level, and other law enforcement agency personnel. Curricula content is updated regularly. The Commission uses proven advanced technologies such as satellite broadcast and computer/video interactive in the delivery of training. POST also presents advanced leadership training for law enforcement supervisors and executives through its Command College and the Supervisory Leadership Institute.

The Commission establishes the basic criteria that must be met by each course in order to obtain POST's certification. Assistance is given to applicable educators and police trainers in preparing and implementing courses and training plans. Evaluation mechanisms are employed to ensure that training instructors and coordinators are adhering to established course outlines and are meeting instruction standards. Failure to meet these standards may cause revocation of course certification.

Job-related selection and training standards for peace officers and dispatchers, established by the Standards Program, are enforced through inspections of local agencies receiving state aid to assure they are adhering to minimum state standards.

Authority

Penal Code Sections 13503 and 13508.

Major Budget Adjustments Proposed for 1999-00

- The budget includes \$76,000 from the Peace Officers' Training Fund for increased facilities costs.
- The budget includes 0.9 personnel year and a savings of \$73,000 to reflect oversight restructuring of the Field Training and Reserve Officer Training programs.

30 PEACE OFFICER TRAINING

Program Objectives Statement

The enforcement of laws and the protection of life and property without infringement on individual liberties are among modern government's most important responsibilities. Carefully selected, highly trained and properly motivated peace officers are important factors in meeting this responsibility. To encourage and assist local law enforcement agencies to meet and maintain minimum standards in the

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8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

selection and training of law enforcement officers, financial assistance is provided to all 58 counties, approximately 346 cities, and numerous specialized districts and local agencies which have agreed to meet POST's standards. Financial assistance to participating jurisdictions is provided for instructional costs associated with selected training courses. Funding is also provided for the cost of student travel and per diem associated with training presentations.

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Penal Code Sections 13500 to 13523, Health and Safety Code 11489.

Major Budget Adjustments Proposed for 1999-00

- The budget includes \$88,000 from the Peace Officers' Training Fund for increased facilities costs.
- The budget includes two quarter-time positions and \$17,000 to address workload needs within the Reimbursement Unit.

PROGRAM BUDGET DETAIL**PROGRAM REQUIREMENTS****10 STANDARDS**

State Operations:	1997-98*	1998-99*	1999-00*
0268 Peace Officers' Training Fund.....	\$3,816	\$6,502	\$5,783
0995 Reimbursements.....	36	68	-
Totals, State Operations	\$3,852	\$6,570	\$5,783

PROGRAM REQUIREMENTS**20 TRAINING**

State Operations:	1997-98*	1998-99*	1999-00*
0268 Peace Officers' Training Fund.....	\$17,157	\$15,138	\$15,607
0995 Reimbursements.....	954	-	-
Totals, State Operations	\$18,111	\$15,138	\$15,607

PROGRAM REQUIREMENTS**30 PEACE OFFICER TRAINING**

State Operations:	1997-98*	1998-99*	1999-00*
0268 Peace Officers' Training Fund.....	\$85	\$88	\$88
Totals, State Operations	\$85	\$88	\$88
Local Assistance:	1997-98*	1998-99*	1999-00*
0268 Peace Officers' Training Fund.....	16,407	25,932	26,502
0995 Reimbursements.....	66	-	-
Totals, Local Assistance	\$16,473	\$25,932	\$26,502

TOTAL EXPENDITURES

State Operations	\$22,048	\$21,796	\$21,478
Local Assistance	16,473	25,932	26,502
TOTALS, EXPENDITURES	\$38,521	\$47,728	\$47,980

SUMMARY BY OBJECT**1 STATE OPERATIONS**

	97-98	98-99	99-00	1997-98*	1998-99*	1999-00*
PERSONAL SERVICES						
Authorized Positions (Equals Sch. 7A).....	114.3	122.5	122.5	\$5,810	\$6,049	\$6,117
Total Adjustments	-	-	2.6	-	121	241
Estimated Salary Savings	-	-6.0	-7.0	-	-271	-344
Net Totals, Salaries and Wages	114.3	116.5	118.1	\$5,810	\$5,899	\$6,014
Staff Benefits	-	-	-	1,555	1,121	1,162
Totals, Personal Services	114.3	116.5	118.1	\$7,365	\$7,020	\$7,176
OPERATING EXPENSES AND EQUIPMENT				\$2,883	\$3,340	\$3,626
SPECIAL ITEMS OF EXPENSE (Training Contracts).....				11,800	11,436	10,676
TOTALS, EXPENDITURES				\$22,048	\$21,796	\$21,478

* Dollars in thousands, except in Salary Range.

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

RECONCILIATION WITH APPROPRIATIONS

1 STATE OPERATIONS

0268 Peace Officers' Training Fund *

APPROPRIATIONS	1997-98*	1998-99*	1999-00*
001 Budget Act appropriation.....	\$10,198	\$10,394	\$10,802
011 Budget Act appropriation.....	7,300	7,300	9,120
012 Budget Act appropriation.....	1,556	1,556	1,556
Allocation for employee compensation.....	-	121	-
Allocation for employer's share of health benefits.....	-	12	-
Adjustment per Section 3.60.....	-10	-225	-
Transfer from Local Assistance per Item 8120-011-0268, Provision 2.....	2,100	2,570	-
Totals Available.....	\$21,144	\$21,728	\$21,478
Unexpended balance, estimated savings.....	-86	-	-
TOTALS, EXPENDITURES.....	\$21,058	\$21,728	\$21,478
0995 Reimbursements			
Reimbursements.....	\$990	\$68	-
TOTALS, EXPENDITURES, ALL FUNDS (State Operations).....	\$22,048	\$21,796	\$21,478

SUMMARY BY OBJECT

2 LOCAL ASSISTANCE

	1997-98*	1998-99*	1999-00*
661701 Grants and Subventions (expenditures).....	\$16,473	\$25,932	\$26,502

RECONCILIATION WITH APPROPRIATIONS

2 LOCAL ASSISTANCE

0268 Peace Officers' Training Fund *

APPROPRIATIONS	1997-98*	1998-99*	1999-00*
101 Budget Act appropriation.....	\$21,937	\$28,058	\$26,058
102 Budget Act appropriation.....	444	444	444
Transfer to State Operations per Item 8120-101-0268, Provision 1.....	-2,100	-2,570	-
Totals Available.....	\$20,281	\$25,932	\$26,502
Unexpended balance, estimated savings.....	-3,874	-	-
TOTALS, EXPENDITURES.....	\$16,407	\$25,932	\$26,502
0995 Reimbursements			
Reimbursements.....	\$66	-	-
TOTALS, EXPENDITURES, ALL FUNDS (Local Assistance).....	\$16,473	\$25,932	\$26,502
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Local Assistance).....	\$38,521	\$47,728	\$47,980

FUND CONDITION STATEMENT

0268 Peace Officers' Training Fund *

	1997-98*	1998-99*	1999-00*
BEGINNING BALANCE.....	\$14,611	\$14,879	\$18,263
Prior year adjustments.....	1,300	-	-
Balance, Adjusted.....	\$15,911	\$14,879	\$18,263
REVENUES AND TRANSFERS			
Revenues:			
125600 Other regulatory fees.....	179	175	175
130700 Penalties on traffic violations.....	33,210	34,803	35,726
142500 Miscellaneous services to the public.....	77	35	35
150300 Income from surplus money investments.....	813	535	535
161000 Escheat of unclaimed checks and warrants.....	3	5	5
Totals, Revenues.....	\$34,282	\$35,553	\$36,476

* Dollars in thousands, except in Salary Range.

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

Transfers from Other Funds:						
F00178 Driver Training Penalty Assessment Fund per Section 24.10				1997-98*	1998-99*	1999-00*
				\$2,151	\$15,491	\$14,000
Totals, Revenues and Transfers				\$36,433	\$51,044	\$50,476
Totals, Resources				\$52,344	\$65,923	\$68,739
EXPENDITURES						
Disbursements:						
8120 Commission on Peace Officer Standards and Training:						
State Operations				21,058	21,728	21,478
Local Assistance				16,407	25,932	26,502
Totals, Disbursements				\$37,465	\$47,660	\$47,980
FUND BALANCE						
Reserve for economic uncertainties				\$14,879	\$18,263	\$20,759
				14,879	18,263	20,759

CHANGES IN

AUTHORIZED POSITIONS

	97-98	98-99	99-00	1997-98*	1998-99*	1999-00*
Totals, Authorized Positions	114.3	122.5	122.5	\$5,810	\$6,049	\$6,117
Salary adjustments	-	-	-	-	121	122
Totals, Adjusted Authorized Positions	114.3	122.5	122.5	\$5,810	\$6,170	\$6,239
Proposed New Positions:						
Salary Range						
Law Enforcement Consultant II	-	-	1.0	5,071-5,591	-	61
Assoc Info Sys Analyst	-	-	1.0	3,602-4,346	-	43
Acctg Techn	-	-	0.3	2,038-2,477	-	7
Temporary Help	-	-	0.3	-	-	8
Totals, Proposed New Positions	-	-	2.6	-	-	\$119
Total Adjustments	-	-	2.6	-	\$121	\$241
TOTALS, SALARIES AND WAGES	114.3	122.5	125.1	\$5,810	\$6,170	\$6,358

8140 STATE PUBLIC DEFENDER

Program Objectives Statement

The Office of the State Public Defender was established in July 1976 by Chapter 1125, Statutes of 1975, and has offices in Sacramento and San Francisco. The State Public Defender, upon appointment by the court or upon the request of the person involved, may employ deputies and other employees, or may contract with county public defenders, private attorneys, and nonprofit corporations to furnish legal services in capital appeals to persons who do not have the financial means to employ private counsel. The State Public Defender may pay a reasonable sum for legal services provided pursuant to contracts and may also enter into reciprocal or mutual assistance agreements with boards of supervisors of one or more counties to provide for exchange of personnel.

Chapter 869, Statutes of 1997 (SB 513), revised the mission of the State Public Defender. Except for training new attorneys utilizing noncapital cases, the State Public Defender is now required to focus its resources exclusively on post-conviction proceedings following a judgment of death. Pursuant to Chapter 869/97, effective January 1, 1998, the State Public Defender will only be assigned direct death penalty appeals by the State Supreme Court. Cases involving habeas corpus proceedings will be assigned by the Supreme Court to the newly created California Habeas Resource Center or to private counsel.

Authority

Government Code Sections 15400-15404, 15420-15425; Penal Code Sections 1026.5 and 1240.

SUMMARY OF PROGRAM

REQUIREMENTS

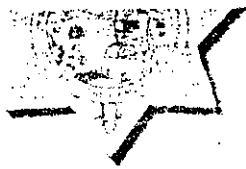
	97-98	98-99	99-00	1997-98*	1998-99*	1999-00*
10 State Public Defender	88.5	119.8	119.8	\$10,064	\$11,020	\$11,000
TOTALS, PROGRAMS	88.5	119.8	119.8	\$10,064	\$11,020	\$11,000
0001 General Fund				10,049	11,020	11,000
0995 Reimbursements				15	-	-

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Public Safety Dispatcher Program		Meeting Date January 21, 1999
Bureau Training Delivery & Compliance Bureau	Reviewed By Dick Reed, Chief <i>slaw 12-24-98</i>	Researched By Bob Spurlock <i>[Signature]</i>
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-23-98</i>	Date of Report December 23, 1998
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION . Use additional sheets if required.		
<p><u>ISSUE</u></p> <p>Acceptance of the Exeter Police Department into the Public Safety Dispatcher Program.</p> <p><u>BACKGROUND</u></p> <p>The Exeter Police Department has requested participation in the POST Reimbursable Public Safety Dispatcher Program pursuant to Penal Code Sections 13510(c) and 13525. The agency has expressed willingness to abide by POST Regulations and has passed an ordinance as required by Penal Code Section 13522.</p> <p>There are currently 356 agencies participating in the program.</p> <p><u>ANALYSIS</u></p> <p>The agency presently employs two full-time dispatchers. The agency has established minimum selection and training standards which equal or exceed the standards adopted for the program. The estimated fiscal impact on the POST budget is \$500.00 per year.</p> <p><u>RECOMMENDATION</u></p> <p>The Commission be advised that the Exeter Police Department has been accepted into the POST Reimbursable Public Safety Dispatcher Program consistent with Commission policy.</p>		



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

STATE OF CALIFORNIA

WHEREAS, Ray Bray has been a Senior Law Enforcement Consultant for POST for 25 years and has been assigned in the Training Program Services Bureau to coordinate California POST Television Network since 1991; and

WHEREAS, Ray Bray has distinguished himself in consistently managing this highly successful training program; and

WHEREAS, POST's telecourses have earned national and statewide acclaim with more than 25 video and distance learning industry awards; and

WHEREAS, these telecourses have become the primary means for POST to expeditiously address new legislative training mandates; and

WHEREAS, law enforcement feedback on the quality of POST telecourses has been consistently positive; and

WHEREAS, the Telecourse Program has taken significant steps in cost-recovery efforts; and

WHEREAS, telecourse training programs have consistently focused on the most contemporary issues facing law enforcement; and

WHEREAS, efforts are now underway to encrypt the broadcasts to facilitate even greater flexibility in programming; and

WHEREAS, telecourses are routinely reformatted for permanent use in basic academy training; and

NOW THEREFORE BE IT RESOLVED, that the Commission recognizes Ray for his extraordinary creativity, managerial, and technical skills; and

BE IT FURTHER RESOLVED, the Commission does hereby commend Senior Consultant Ray Bray for his outstanding achievements on behalf of California law enforcement; and

BE IT FURTHER RESOLVED, that the Commission expresses its best wishes for continued service of excellence for the betterment of California law enforcement.



Chairman

Kenneth L. O'Brien
Executive Director

January 21, 1999

Date

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Public Hearing to Consider Changes to POST's Continuing Professional Training Requirement		Meeting Date January 21, 1999
Bureau Training Program Services	Reviewed By <i>Bud Lewallen</i>	Researched By Ted Prell
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-23-98	Date of Report December 18, 1998
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 for 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, subject to the public hearing process, approve modification of Commission Regulations 1005 and 1018 and Procedure D-2 regarding the Continuing Professional Training (CPT) requirement?

BACKGROUND

At it's November 5, 1998 meeting, the Commission scheduled a public hearing for January 21, 1999 to receive testimony on proposed changes to Commission Regulation 1005, 1018, and Procedure D-2. These changes would extend the current CPT requirement to middle-management and executive positions, public safety dispatcher and public safety dispatch supervisor positions, and Level II reserve peace officers, expand the means of satisfying the CPT requirement to include executive training courses for middle-management and executive positions, and delete reference to Advanced Officer Course and include reference to CPT that would add Ethics and Perishable Skills refresher to the list of recommended topics.

POST's current requirement specifies that every peace officer below the rank of a middle-management position (normally Lieutenant) and Level I reserve officers satisfactorily complete the CPT requirement of 24 or more hours at least once every two years after meeting the basic training requirement. This requirement may be met by the satisfactory completion of one or more certified Technical Courses totaling 24 or more hours, the Advanced Officer Course, or satisfactory completion of an alternative method of compliance. Supervisors may satisfy the requirement by completing POST - certified Supervisory or Management Training Courses. This requirement was last updated February 22, 1986 when the requirement was increased to its present level and expanded to first line supervisors. In 1996 changes were made to require CPT training for Level I reserve officers.

The purpose of the CPT requirement is to help ensure that officers remain competent in necessary job skills and knowledge. CPT is also used to address local/agency training needs, legal update and reoccurring statutory training mandates. Because training needs from officer assignment to officer assignment, from agency to agency and from year to year, POST affords considerable flexibility to law enforcement agencies in determining what training can satisfy the CPT requirement. POST recommends, but does not require, some Advanced Officer Course content including: New Laws; Recent Court Decisions and/or Search and Seizure

Refresher; Officer Survival Techniques; New Concepts, Procedures, Technology; Discretionary Decision Making; and Civil Liability Causing Subjects.

At its July 1997 meeting, the Commission adopted its first Strategic Plan after extensive field input. The plan calls for "raising the bar" on POST standards on a wide front and more specifically objective A.3 provides:

"Review POST's Continuing Professional Training (CPT) requirement including hours, frequency, content and whether it should be extended to law enforcement managers and executives, public safety dispatchers and Level II reserve officers."

A year-long study on the CPT requirement commenced in July 1997 with the assistance of a retired POST Annuitant. Extensive input was received from three ad hoc committees (Attachment A), a survey of all law enforcement agencies, and an analysis of POST's training records. While this study resulted in numerous recommendations (Attachment B) that continue to be analyzed, this report recommends the implementation of several changes which appear to be needed at this time including:

1. Extend the current CPT requirement to "middle-management positions," "executive positions," public safety dispatchers, public safety dispatch supervisors, and Level II reserve peace officers.
2. Expand the means for satisfying the CPT requirement to include Executive Training Courses and Seminars for "middle-management and executive positions."
3. Modify Commission Procedure D-2 (Advanced Officer Course) to change the focus from Advanced Officer Course and instead include reference to POST's Continuing Professional Training requirement that would add to the list of recommended topics - Ethics and Perishable Skills Refresher.

ANALYSIS

Recommendation #1 - Extend the current CPT requirement to "middle-management positions" and "executive positions," public safety dispatchers, public safety dispatch supervisors, and Level II reserve peace officers.

Results of POST's CPT study recommended no change in the hours or frequency of the training requirement except in conjunction with establishing a supplemental training requirement on refreshing perishable skills. Perishable skills are described as those skills used by an enforcement officer to obtain voluntary compliance or to compel compliance by use of force. Tactical Communications/Interpersonal Skills, Arrest and Control Techniques, Chemical Agents, Impact Weapons, Firearms, Use of Force Decision Making, and Drivers Training are all perishable skills. This recommendation continues to be researched.

Rationale for extending the CPT requirement to "middle-management" and "executive positions," is that they also have refresher training needs on a periodic basis. POST's training records indicates that about 45% of the 2280 Executives and 27% of the 3327 Middle-Managers are already completing the training necessary to satisfy the CPT requirement. Although input continues to be solicited from professional organizations that represent these personnel, input to date strongly suggests support for this proposal.

"Middle-management," positions as defined in POST regulations, "is a management peace officer position between the first-level supervisory position, for which commensurate pay is authorized, and which, in the upward chain of command, is responsible principally for management and/or command duties, and most commonly is the rank of Lieutenant or higher."

"Executive position," as defined by POST regulations, "is a position occupied by a department head, assistant department head, or a position between middle-management and department head that is responsible principally for command assignments, the supervision of subordinate middle management and supervisory positions, is most commonly the rank of captain or higher, and is a position for which commensurate pay is authorized."

It is estimated that the cost to POST to reimburse for this additional training would be approximately \$600,000.00 annually.

Regarding public safety dispatchers POST has, by statutory requirement, a public safety dispatcher program. Over 335 agencies voluntarily participate that employ approximately 6330 public safety dispatchers. Recognizing the critical role that public safety dispatchers play in the operation of law enforcement agencies, the legislature created a specific statute (Penal Code Section 13525) to provide aid to those agencies that desire to provide training to their public safety dispatchers. In 1989 POST's initial response was to establish certain selection requirements and to require completion of the 120 hour Public Safety Dispatchers' Basic Course. Although recognized as a need at the time, no action was taken to establish a CPT requirement. POST's ad hoc dispatcher advisory committee overwhelmingly supports the recommendation to require CPT of public safety dispatchers and public safety dispatch supervisors. POST's training records indicate that 50% of existing public safety dispatcher currently satisfy the CPT requirement by completing POST - certified training. Update public safety dispatcher training courses and others complementary to public safety dispatchers currently exist and are increasing in number each year, which should make CPT more readily available. Such courses are relatively inexpensive and therefore the fiscal impact on POST should be approximately \$390,000.00 per year. It is expected that most public safety dispatcher agencies already satisfy the CPT requirement either through POST - certified training or in-house departmental training that can become POST - certified.

POST currently has approximately 2250 Level II reserves participating in the program. Level II reserves perform general law enforcement duties in a ride along capacity with regular officers and therefore have the same training refresher needs. SB 1417, effective January 1, 1999 requires Level II reserve officers to satisfy a CPT requirement determined by POST. Since reserve officers are

ineligible for POST reimbursement, this proposal will have no fiscal impact on POST. Fiscal impact upon employing agencies should be minor because reserves are generally non-paid volunteers and routinely attend the same department or locally based training as regular officers.

Attachment C provides the proposed language changes to regulation 1005(d) and 1018(d) that would implement Recommendation #1.

Recommendation #2 - Expand the means for satisfying the CPT requirement to include Executive Training Courses for "middle-management and executive positions."

Currently, POST Regulation 1005(d)(2) authorizes supervisors to satisfy the CPT requirement by completing POST - certified supervisory or management training courses, in addition to the other means of satisfaction. Since numerous managers and executives attend executive courses and seminars it is appropriate to recommend that this training be recognized for purposes of satisfying CPT.

Supervisors will continue to satisfy the CPT requirement by successfully completing an Advanced Officer course, Technical course, or courses, or supervisory or management training course. Managers and executives, in addition to those alternatives, may also satisfy the CPT requirement by successfully completing any executive training course.

POST's CPT study also recommended that federally presented law enforcement training and college education courses should be recognized for CPT. These concepts are being further researched and are not included as recommendations at this time.

Recommendation #3 - Modify Commission Procedure D-2 (Advanced Officer Course) to delete reference to Advanced Officer Course and include reference to POST's Continuing Professional Training Requirement that would add Ethics and Perishable Skills Refresher to the list of recommended topics.

Commission Procedure D-2 currently describes POST's requirements and procedures for the Advanced Officer Course. POST training records reveal that only about 14% of officers satisfied the CPT requirement via the Advanced Officer Course in 1996 and 12% in 1997. Most satisfy the requirement by completing Skills and Knowledge Courses or other Technical Courses certified by the Commission. Procedure D-2 Should be recast into requirements and procedures concerning CPT that indicates the Advanced Officer Course is only one means of satisfying the requirement. Attachment D specifies the technical changes proposed for Procedure D-2. The topics of Ethics and Perishable Skills Refresher are proposed to be added to the list of POST recommended topics to satisfy CPT. It is believed that these topics are very important and should be added at this time.

This proposal would have the effect of changing the focus of Commission Regulation from the Advanced Officer course to the CPT requirement itself. At the same time, POST will continue to certify Advanced Officer Courses that are 24 hours minimum and include POST recommended topics listed in Procedure D-2, current law enforcement training needs, topics from the Basic Course.

On the perishable skills refresher topic, the POST CPT study recommended this become a supplemental 12-hour training requirement every year for officers assigned to field duties. This concept, while it has substantial merit, needs further evaluation and therefore is not a part of these recommendations. At its November 5, 1998 meeting, the Commission approved a contract for a Management Fellow to explore and research this part of the CPT study recommendations.

SUMMARY

Because these recommendations will require some adjustment for law enforcement agencies to comply, they are recommended to become effective July 1, 2000. This delay would also permit additional public safety dispatcher specific course to be certified.

RECOMMENDATION

Subject to the results of the public hearing, amend Commission Regulations 1005, 1018, and Procedure D-2 as proposed with the effective date of July 1, 2000, contingent upon approval by the Office of Administrative Law.

Attachments

ATTACHMENT A

PUBLIC SAFETY DISPATCHER COMMITTEE

1. Training Coordinator
Sue Bacon
San Mateo Communications
2. Communications Manager
Terry Brown
Santa Barbara Sheriff's
Department
3. Communications Manager
Cherie Curzon
Riverside County Sheriff's
Department
4. Communications Manager
Danita Chrombach
Ventura County Sheriff's
Department
5. Communications Supervisor
Carol Fleischer
Irvine Police Department
6. Sergeant Greg Kast
Oakland Police Department
7. Communications Supervisor
Terry Laymance
South Lake Tahoe Police
Department
8. Captain Tom Marriscolo
Burlingame Police Department
9. Communications Supervisor
Terri Mazzanti
Rhonert Park Police Department
10. Public Safety Dispatcher
Sheri Marshall
Chico Police Department
11. Supervising Dispatcher-Training
Coordinator
Jenny McHenry
Sacramento Police Department
12. Operations Supervisor
Rosanna McKinney
Santa Cruz Consolidated
Communications Center
13. Officer Rod O'Hern
Chico Police Department
14. Senior Public Safety Dispatcher
Cori Smith
San Jose Police Department
15. Communications Manager
Jaime Young
San Mateo Communications

CONTINUING PROFESSIONAL TRAINING-DISPATCHER COMMITTEE

Rolfe Appel, Lieutenant
Sacramento County Sheriff's Department

Gregory G. Bottrell, Lieutenant
San Bernardino County Sheriff's Department

Danita Chrombach
Communications Manager
Ventura County Sheriff's Department

Deborah Davis
Operations Manager
Shasta Area Safety Communications Agency

Claye Durbin
Bureau Manager
Fresno Police Department

Terrye L. Flowers
Communications Manager
Bakersfield Police Department

Corby Harvey
Police Communications Supervisor
Oakland Police Department

Larry Henness, Lieutenant
Los Angeles Police Department

Frank Hoff
Police Dispatch Supervisor
San Diego Police Department

Pamela R. Katz
Dispatch Supervisor
San Francisco Police Department

Rex Martin
Communications Director
San Francisco Police Department

Jenny McHenry
Supervising Dispatcher
Sacramento Police Department

Rosanna McKinney
Training Supervisor
Santa Cruz Consolidated Communications
Center

Joanne McLaughlin, Lieutenant
Los Angeles County Sheriff's Department

John McMahan, Lieutenant
San Bernardino Sheriff's Department

Art Rodriguez
Supervising Communications Operator
Los Angeles County Sheriff's Department

Patricia White
Senior Communications Operator
Los Angeles Police Department

**CONTINUING PROFESSIONAL
TRAINING STEERING
COMMITTEE**

- 1. Lieutenant Stephen Ahee
Sacramento Sheriff's Department**
- 2. Commander Brad Bennett
South Lake Tahoe Police
Department**
- 3. Lieutenant Greg Bottrell
San Bernardino Sheriff's
Department**
- 4. Sergeant Steve Brackett
Santa Monica Police Department**
- 5. Officer Richard Carranza
Santa Monica Police Department**
- 6. Lieutenant Bob Fonzi
San Bernardino Sheriff's
Department**
- 7. Armour Larry Guevara
Orange Police Department**
- 8. Sergeant Tom McDonald
Los Angeles Police Department**
- 9. Sergeant Mike McMillan
Santa Cruz County Sheriff's
Department**
- 10. Sgt. Bob Medkeff
Los Angeles Police Department**
- 11. Officer Rod O'Hern
Chico Police Department**
- 12. Sergeant Richard Sabo
Alameda County Sheriff's
Department**
- 13. Training Officer Hugh Tate
Costa Mesa Police Department**
- 14. Lieutenant Ray Tucker
Alameda County Sheriff's
Department**
- 15. Captain Jeff Turley
Riverside County Sheriff's
Department**
- 16. Officer Rhonda Wood
Irvine Police Department**
- 17. Undersheriff (retired)
Wally Walker
Santa Cruz County Sheriff's
Department**
- 18. Lieutenant Bill Whealton
El Dorado County Sheriff's
Department**

ATTACHMENT B

Continuing Professional Training (CPT) Committee Major Recommendations

- Extend the current CPT requirement of 24 hours of training every 2 years to chief executives, law enforcement managers, public safety dispatchers, dispatcher supervisors and Level II Reserve Officers.
- Adopt a CPT requirement that twelve hours of perishable skills would be required within the first year of graduating from basic training and twelve hours of perishable skills would be mandated each 12 months thereafter for all peace officers, whose primary assignment was not administrative or clerical, including reserve officers.
- Adopt a process whereby certain courses of training are “approved” by POST for the purpose of satisfying additional CPT training, in addition to the current certification process.
- Certify or approve perishable skills instructors who would be qualified to teach POST certified or approved perishable skills courses of training.
- Certify or approve Public Safety Dispatcher instructors, who would be qualified to teach specific Public Safety Dispatcher courses.
- Certify or approve:
 - Out of state private and federal law enforcement training courses.
 - College courses.
 - Training conferences.
 - Internet training.

Commission on Peace Officer Standards and Training
RECOMMENDED AMENDMENTS TO POST ADMINISTRATIVE MANUAL
CONTINUING PROFESSIONAL TRAINING

1005. Minimum Standards for Training.

(d) Continuing Professional Training (Required).

- (1) Every peace officer, below the rank of a middle management position as defined in section 1001(r) and every designated and non-designated Level I and Level II Reserve Officer as defined in Commission Procedure H-1-2(a) and H-1-2(b), Public Safety Dispatcher as defined in Commission Procedure 1001(w), and Public Safety Dispatch Supervisor, shall satisfactorily complete the Advanced Officer Course Continuing Professional Training (CPT) requirement of 24 or more hours at least once every two years after meeting the basic training requirement. The CPT requirement is set forth in PAM, section D-2.
- (2) The above requirement may be met by satisfactory completion of one or more certified Advanced Officer Courses, Technical courses, and POST Special Seminars (those designed for training and not those designed to provide advice/input to POST), totaling 24 or more hours, or satisfactory completion of an alternative method of compliance as determined by the Commission. In addition to the above methods of compliance, supervisors may satisfy the requirement by completing POST-certified Supervisory or Management Training Courses. A further description of POST Special Seminars is set forth in PAM, section D-8. Requirements for Technical Courses are set forth in PAM, section D-6.
- (3) Every regular officer, regardless of rank, may attend a certified Advanced Officer Course and the jurisdiction may be reimbursed.
- (3) Peace officer supervisors may satisfy the CPT requirement by completing POST-certified Supervisory and Management Training Courses, in addition to the methods specified in (2) above.
- (4) Peace officers in middle management or executive positions may satisfy the CPT requirement by completing any Executive training courses, in addition to the methods specified in (2) and (3) above.
- (4) Requirements for the Advanced Officer Course are set forth in the POST Administrative Manual, Section D-2: shall consist of time blocks of not less than two hours each, regardless of the subject matter, with an overall minimum of no less than 24 hours. The maximum time period for presenting an Advanced Officer Training Course is 180 days.

(e) Executive Development Course (Optional).

- (1) The Executive Development Course is designed for department heads and their executive staff positions. Every regular officer who is appointed to an executive position may attend a certified Executive Development Course and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course.
- (2) Every regular officer who will be appointed within 12 months to a department head or executive position may attend a certified Executive Development Course if authorized by the department head and the officer's jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course.
- (3) Requirements for the Executive Development Course are set forth in PAM, section D-5.

~~(f) Technical Courses (Optional):~~

- ~~(1) Technical Courses are designed to develop skills and knowledge in subjects requiring special expertise.~~
- ~~(2) Requirements for Technical Courses are set forth in PAM, section D-6.~~

(g) Approved Courses.

- (1) Approved courses pertain only to training mandated by the Legislature for various kinds of peace officers and other groups. The Commission may designate training institutions or agencies to present approved courses.
- (2) Requirements for Approved Courses are set forth in Regulation 1081.

~~(h) Seminars (Optional):~~

- ~~(1) Seminars are designed to disseminate information or study and solve current and future problems encountered by law enforcement.~~
- ~~(2) Requirements for Seminars are set forth in PAM, section D-8.~~

1018. Public Safety Dispatcher Programs.

(d) Minimum Training Standards for Public Safety Dispatchers.

- (1) Every public safety dispatcher shall satisfactorily complete the POST-certified Public Safety Dispatchers' Basic Course as set forth in PAM, section D-1-6 before or within 12 months after the date of appointment, promotion, reclassification, or transfer to a public safety dispatcher position; or possess the Public Safety Dispatcher Certificate.**
- (2) Every public safety dispatcher, and public safety dispatch supervisor, shall also satisfactorily complete the Continuing Professional Training requirement set forth in Regulation 1005(d).**

Commission on Peace Officer Standards and Training
POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE D-2

ADVANCED OFFICER COURSE CONTINUING PROFESSIONAL TRAINING

Purpose

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

Course Objective

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

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

Course Recommended Content

~~2-3. Advanced Officer Course~~ Continuing Professional Training Content: The Commission recommends the following topics be considered, but not required, as part of the ~~Advanced Officer Course~~ Continuing Professional Training for officers assigned to enforcement duties:

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

*Perishable skills are those skills used by an enforcement officer to obtain compliance by persuasion, or to compel compliance by the use of force. These skills tend to deteriorate if not reinforced through training and practice; Tactical Communications, Defensive Tactics, Chemical Agents, Impact Weapons, Firearms, Use of Force Judgement, and Driver's Training.

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

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

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

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

The study demonstrated the need for a new reserve instructional system to replace the present format. Because the training requirement for a Level I reserve is completion of the Regular Basic Course; the completion of a reserve program format must be equivalent to the basic course. It is proposed that there be three modules of training to address the training needs of each level of reserve. To avoid the confusion inherent in the titles of the current modules (A, B, C, and D); the title of each proposed module corresponds to the level of reserve training it provides (i.e., Level III Module - Level III reserve).

The development of a new modular instructional system was undertaken with the following objectives in mind:

1. Aligning and blending the modules with the Regular Basic Course.
2. Providing an entry level training format that meets the needs of newly appointed reserve peace officers.
3. Providing a training format for Level III and II reserve officers that may be delivered by existing reserve training presenters.
4. Maintaining the integrity of the learning domains in the Regular Basic Course to accommodate the testing process.
5. Providing a method for the reserve training modules to be updated whenever changes are made in the Regular Basic Course.
6. Maintaining credibility with the field and training presenters.

The concept of the proposed modular training model is to divide the Regular Basic Course content into a three-module format that meets the entry level training requirements of all three levels of reserve officer. The proposed three module training format is based on the expanded duties for Level III reserves, the changes in supervision and assignment for Level II reserves, and the basic course training requirement for Level I reserves.

The PC 832 Course is the required entry level training for many categories of peace officer in addition to Level III reserves (e.g., Park Rangers, etc.). Staff felt that modifying the PC 832 course at this time would not be appropriate. Instead a supplemental course was developed that would build on to the foundation of the PC 832 Course to provide a Level III reserve with the additional training necessary to perform limited support duties outlined in the legislation. The combination of the PC 832 Course and the supplemental course would constitute the proposed Level III Module. It is proposed that the new two-part Level III training requirement be a total of *162 hours* (PC 832 Arrest and Firearms - *64 hours* and the supplemental course - *98 hours*).

The present entry level training course for Level II reserves (Module B) consists of 90 hours of training. The development of this training standard was based on the requirement that a Level II, assigned to general law enforcement duties, would be under the immediate supervision of an officer who possessed a basic certificate. The course content of the proposed Level II Module is based on the impact of two legislative mandates: 1) the lower experience level required for the supervising peace officer, and 2) the assignment of Level II reserves to specified enforcement tasks and duties without immediate supervision. As in the case with Level III reserves; Level II training needs to be strengthened and enhanced to prepare candidates to meet these standards.

To meet this requirement some subject matter content was moved from Modules C and D. Existing subject matter content in Module B was expanded to complete learning domains and facilitate alignment of the three-module format with the Regular Basic Course. It is proposed that the new Level II module training requirement be a total of 224 hours. Successful completion of the two-part Level III training requirement would be a prerequisite requirement for trainees applying for entry into the Module II reserve training.

The proposed Level I Module contains the balance of the Regular Basic Course material not covered in the other modules as well as the POSTRAC and scenario tests required as part of the Regular Basic Course. The redistribution of subject matter over a three-module system has the effect of decreasing the course length of Level I training and makes the module easier to present. Completion of the Level I Module satisfies the requirements of the Regular Basic Course in the same manner as the current Module D program. It is proposed that the Module I training requirement be a total of 344 hours.

POST Administrative Manual section D-1-3(a)(5) specifies that only academies may present the current Module D training. The current Module D is a component of the Regular Basic Course and only POST-certified academies may present this course. This was established primarily to limit access to POST-developed tests so that they remain secure. The proposed Level I Module should only be presented by an academy for the same reason. A training specification document titled *Training Specifications for the Regular Basic Course - Modular Format* has been developed for use with the modularized reserve training program.

The Ad Hoc Reserve Fact Finding Committee reviewed the proposed three-module system and supports the overall concept. The Ad Hoc Reserve Training Committee has reviewed and supports the proposed three-module format. The proposed training model was also discussed with approximately 140 participants at a two-day reserve coordinators update course in August. The concept was well received and is strongly supported. The California Reserve Peace Officers' Association supports the proposed three-module system as well.

There are a total of 730 hours of training in the proposed three-module format. This exceeds the minimum standard of 664 hours required in the Regular Basic Course. The additional training hours are necessary to accommodate the proposed modular presentation format. The redundant training also serves to reinforce material that trainees may be taking after long intervals.

There is a planned two-year overlap period between the implementation of the proposed new modular instructional system and the decertification of the present reserve training format. The Module A, B, C, and D format would be available to accommodate students who have started their training under the present system. At the end of the two-year period, Modules A, B, and C would be decertified. Module D would be available for an additional year for those students who completed Module C during the overlap period.

At the present time there is no field training requirement for Level I or II reserves. The 200 hours of structured field training for non-designated Level I reserves who completed the Module A, B, and C format was no longer required when the Regular Basic Course became the entry level training standard for Level I reserves, because there was no field training requirement for basic course graduates. The continuous field training requirement for Level II reserves was eliminated by the passage of senate Bill 786.

Following a public hearing on November 6, 1997, the Commission approved the establishment of a mandatory POST-approved Field Training Program for regular officers assigned to general law enforcement patrol duties. This action implements one of the objectives of the strategic plan, to increase standards and competencies of officers, by integrating a mandatory field training program as part of the basic training requirement. This requirement becomes effective January 1, 1999. Completion of the basic course has been the entry level training level training requirement for Level I reserve officers since January 2, 1997. For this reason, it is proposed that the field training requirement be extended to Level I reserves.

It is proposed that any Level I reserve officer appointed after July 1, 1999 complete the POST-approved FTO program at their respective agency. The agency's approved program must be a minimum of ten weeks (400 hours). The Level I reserve would be required to complete a minimum of 400 hours of structured field training over an extended period of time to satisfy this requirement. Agencies could also extend this requirement to Level II and Level III reserve officers if they chose to at the local level.

The reserve officer certificate is currently issued to Level I reserves who have completed Modules A, B, and C, 200-hours of structured field training, and 200-hours of general law enforcement experience. The certificate criteria is not applicable to Level I reserves appointed after January 1, 1997 because the training standard for those individuals is the Regular Basic Course with no requirement for field training.

It is proposed that the requirements for issuance of the reserve certificate be revised to reflect the new training standards and requirements, including a requirement to complete a minimum 400-hour POST-approved field training program at their respective agencies. The Ad Hoc Reserve Fact Finding Committee made this recommendation and it is supported by staff.

SUMMARY

Senate Bills 1874 and 786 have caused major changes in the Reserve Program. Senate Bill 1417 will enact additional changes effective January 1, 1999. These changes have impacted all three levels of reserve peace officers.

The entry level training requirement for Level I reserves has been increased, the supervision requirement for Level II reserves has been revised and they have been authorized to perform specified enforcement duties without immediate supervision, and Level III reserves have been given expanded duties. The present Module A, B, C, and D training format is outdated and should be revised to meet the entry level training needs of newly appointed reserve officers.

Field training for Level I and II reserves has been eliminated due to legislative changes. Field training is mandated for graduates of the Regular Basic Course after January 1, 1999. This same requirement should be extended to Level I reserve officers appointed on or after July 1, 1999. The criteria for the issuance of reserve officer certificates should be revised to reflect the changes in training requirements for Level I reserves and the inclusion of the field training component.

The Notice of Public Hearing, Statement of Reasons, and Proposed Regulations are enclosed as Attachment A.

RECOMMENDATION

If the Commission concurs, subject to the results of the public hearing process, the appropriate action would be a MOTION to amend Commission Regulation 1007(b) and Commission Procedures D-1, H-1, H-3, H-4, and H-5 as proposed and become effective July 1, 1999 subject to approval from the Office of Administrative Law.

November 6, 1998

BULLETIN: 98-24

SUBJECT: PUBLIC HEARING - CHANGES TO THE RESERVE TRAINING PROGRAM

A public hearing has been scheduled to consider proposed changes in Commission regulations and procedures that would revise the reserve training program. The revisions are necessary because of major changes to requirements for reserve peace officers due to the passage of three Senate Bills [SB 1874 (1995), SB 786 (1998) and SB 1417 (1999)].

The Commission is proposing to make the following changes effective July 1, 1999:

- Modify Regulation 1007 and Procedure D-1 to implement revised entry level Reserve Training Modules (I, II, and III), and incorporate by reference a new document *Training Specifications for the Regular Basic Course - Modular Format*.
- Modify Regulation 1007 to require Level I reserve officers, upon completing the Regular Basic Course, to also complete a POST-approved Field Training Program of 400 hours.
- Modify Commission Procedure H-1 to reflect the changes in definitions of reserve officers, supervision requirements, and field training.
- Modify Commission Procedure H-3 to remove the reference to the continuous field training requirement for Level II reserves.
- Modify Commission procedure H-4 to establish completion of the Regular Basic Course, 400 hours of field training, and 200 hours of general law enforcement experience as requirements for obtaining a Reserve Officer Certificate.
- Modify Commission Procedure H-5 to establish June 30, 1999 as the final appointment date for Level II and III reserves trained under the current Module A, B, and C format.

The attached Notice of Public Hearing provides details concerning the proposed changes and provides information regarding the hearing process. Inquiries concerning the proposed action may be directed to Leah Cherry, Staff Services Analyst, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083, telephone (916) 227-3891.

KENNETH J. O'BRIEN
Executive Director

Commission on Peace Officer Standards and Training

NOTICE OF PUBLIC HEARING

AMENDMENTS TO COMMISSION REGULATION 1007, COMMISSION PROCEDURES H-1, H-3, H-4, H-5 AND D-1, AND ADOPTION OF THE DOCUMENT *TRAINING SPECIFICATIONS FOR THE REGULAR BASIC COURSE - MODULAR FORMAT*

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Sections 13503 of the Penal Code (powers of the Commission on POST) and Section 13506 (authority for Commission on POST to adopt regulations), and in order to interpret, implement and make specific Sections 13510 (authority for the Commission on POST to adopt and amend rules establishing minimum standards for California local law enforcement officers) and 13510.5 of the Penal Code (authority for the Commission on POST to adopt and amend standards for certain other designated California peace officers), proposes to adopt, amend or repeal regulations in Chapter 2 of Title 11 of the California Code of Regulations. A public hearing to adopt the proposed amendments will be held before the full Commission on:

Date: January 21, 1999
Time: 10:00 a.m.
Place: Bahia Hotel, San Diego

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

INFORMATIVE DIGEST

The Reserve Training Program has been the subject of two Senate Bills [SB 1874 (1995) and SB 786 (1998)] which have resulted in major changes to requirements for reserve peace officers. The bills amended Penal Code Section 832.6 and the mandated changes have impacted the areas of assignment, supervision and training. Senate Bill 1417 has been signed by the Governor and will make additional changes to Penal Code Section 832.6 and impact the Reserve Training Program effective January 1, 1999.

Prior to the passage of SB 786, Level III reserves were deployed and authorized to carry out limited duties, not requiring general law enforcement powers in their routine performance. With the passage of SB 786, Level III reserves are now authorized to perform a variety of limited support duties which places them in an enforcement capacity in a public setting.

Prior to SB 786, Level II reserves, working in a general law enforcement assignment, were required to be under the immediate supervision of a peace officer who possessed a basic certificate. Senate Bill 786 changed the requirement of supervising peace officers from possession of the basic certificate to completion of the Regular Basic Course. This means that the peace officer supervising Level II reserves may now have less experience because he or she has not served as a full-time officer for at least a year to qualify for a basic certificate. SB 786 also authorized Level II reserves to perform specific duties without immediate supervision.

Senate Bill 1874 made significant changes to the training requirements for Level I reserve officers. The entry level training standard for Level I reserves was raised to completion of the basic course requirement. Under the current regulations a Level I reserve officer may satisfy the basic training requirement by completion of Modules A, B, C, and D. The Module D mandated supplemental course is lengthy and difficult to present because it is an add-on to the existing system. Module D is not readily available statewide and many current Level I candidates have trouble finding a Module D presentation to complete the training requirement.

The legislative changes mandating the new training requirements and assignments for all levels of reserve officers were compared to the current Module A, B, C (222- hour) and Module D (442-hour) format. Based on the

comparison, it is evident that the present training requirement and presentation format is outdated and does not meet the training needs of newly appointed reserve officers.

In response to these findings, the Commission is proposing to amend Regulation 1007 and Commission Procedures H-1, H-3, H-4, H-5 and D-1 to implement a new reserve instructional system referred to as the Regular Basic Course - Modular Format. Because the training requirement for a Level I reserve is completion of the Regular Basic Course; the completion of a reserve program format must be equivalent to the basic course.

There are a total of 730 hours of training in the proposed three-module format. This exceeds the minimum standard of 664 hours required in the Regular Basic Course. The additional training hours are necessary to accommodate the proposed modular presentation format. One of the features of this system is that the student may take an extended length of time to complete the entire program. This means that there could be months or years between the beginning and the end of the program as well as between individual modules. This can create a retention problem (as evident in the current Module D course) for the student, particularly if he or she is not working as a reserve officer in the period(s) between modules.

The proposal also incorporates by reference into Regulation 1007 a new document, *Training Specifications for the Regular Basic Course - Modular Format*. The training specification document details testing, training, content and hourly requirements for the new Reserve Training Program.

There is a planned two-year overlap period between the implementation of the proposed new modularized instructional system and the decertification of the present reserve training format (Modules A, B, C and D) in order to accommodate students who have started their training under the present system. At the end of the two-year period, Modules A, B, and C would be decertified. Module D would be available for an additional year for those students who completed Module C during the overlap period.

PUBLIC COMMENT

The Commission hereby requests written comments on the proposed actions. All written comments must be received at POST no later than 4:30 p.m. on January 4, 1999. Written comments should be directed to Kenneth J. O'Brien, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083.

ADOPTION OF PROPOSED REGULATIONS

Following the close of the public comment period, the Commission may adopt the proposal substantially as set forth without further notice or may modify the proposal if such modifications remain sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before the date of adoption, the text of any modified language, clearly indicated, will be made available at least 15 days before adoption to all persons whose comments were received by POST during the public comment period, and all persons who request notification from POST of the availability of such changes. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified text for 15 days after the date of 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 by submitting a request in writing to the contact person at the address below. 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 Commissions' normal business hours (8 a.m. to 5 p.m., Monday through Friday).

ESTIMATE OF ECONOMIC IMPACT

Fiscal impact on Public Agencies including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Costs to any Local Agency or School District for which Government Code Section 17561 Requires Reimbursement: None

Declaration Relating to Impact on All California Businesses Including Small Businesses: The Commission on Peace Officer Standards and Training, in the development of the proposed regulation, has assessed the potential for adverse economic impact on businesses in California, including the ability of California businesses to compete with businesses in other states, and has found that the proposed amendment of Regulation 1007 will have no effect. This finding was based on the determination that the proposed amendment to Regulation 1007 in no way applies to businesses.

Cost impact on Private Persons or Entities: None

Housing Costs: None

ASSESSMENT

The adoption of the proposed amendments to this regulation will neither create nor eliminate jobs in the state of California, nor result in the elimination of existing businesses or create or expand businesses in the state of California.

CONSIDERATION OF ALTERNATIVES

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 Leah Cherry, Staff Services Analyst, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083, or by telephone at (916) 227-3891.

Commission on Peace Officer Standards and Training

REGULATORY ACTION: TO AMEND COMMISSION REGULATION 1007 AND COMMISSION PROCEDURES H-1, H-3, H-4, H-5 & D-1, AND ADOPT THE DOCUMENT *TRAINING SPECIFICATIONS FOR THE REGULAR BASIC COURSE - MODULAR FORMAT*

INITIAL STATEMENT OF REASONS

The Commission on Peace Officer Standards and Training (POST) proposes to amend Regulation 1007 and Commission Procedures H-1, H-3, H-4, H-5 & D-1 and adopt the document *Training Specifications for the Regular Basic Course - Modular Format*. The proposed changes are a result of major changes to the requirements for the reserve peace officers brought about by three Senate Bills [SB 1874 (1995), SB 786 (1998) and 1417 (1999)]. The mandated changes have impacted the areas of assignment, supervision and training. POST staff compared the new training requirements and assignments for all levels of reserve officers to the current Module A, B, C (222-hour) and Module D (442-hour) format, and found that the present format is outdated and does not meet the training needs of newly appointed reserve officers. In response to these findings, the Commission is proposing to implement a new reserve instructional system referred to as the Regular Basic Course - Modular Format. Two ad hoc committees were formed to provide field input on the study and assist in the design of the proposed modular training format. The Ad Hoc Reserve Fact Finding Committee reviewed the proposed three- module system and supported the overall concept. In addition, the Ad Hoc Reserve Training Committee has reviewed and supports the proposed three-module format.

JUSTIFICATION FOR PROPOSED REVISIONS TO REGULATION 1007

1007(b)(1) -

In the past, non-designated Level I reserve officers had a different training requirement than designated Level I reserve officers. Since the training requirement for both classifications of Level I reserve officers is now the Regular Basic Course, all reference to designated and non-designated has been deleted.

Effective January 1, 1999, a mandatory POST-approved Field Training Program will be part of the basic course training requirement. Since the training requirement for Level I reserves is the basic course, the field training requirement shall then be required for Level I reserves once the new reserve training format becomes effective on July 1, 1999.

All other changes occurred for clarity and consistency.

1007(b)(2)(new) -

Deletes the old training requirement of Modules A and B and implements the new Level III and II Modules of the Regular Basic Course - Modular Format effective July 1, 1999.

Implements the Continuing Training Requirement for Level II reserve peace officers pursuant to SB 1417 which takes effect January 1, 1999.

1007(b)(3) -

Deletes the old training requirement of Module A and implements the new two-part Level III Module of the Regular Basic Course - Modular Format effective July 1, 1999.

1007(c) and

1007(d)(new) -

Changes made for clarity and consistency.

JUSTIFICATION FOR PROPOSED REVISIONS TO COMMISSION PROCEDURE H-1

- 1-2, 1-2(a) and 1-2(a)(1) Changes made for clarity and consistency
- 1-2(a)(2) - Changes made for clarity and to explain how a Level I reserve becomes "designated", which is a common question asked by the field.
- 1-2(b) - Changes made for clarity and to adhere to supervisory changes brought about by SB 786 (1998).
- 1-2(c) - Changes made for clarity and to adhere to supervisory and assignment changes brought about by SB 786 (1998) and SB 1417 (1999).
- 1-2(d) - Change made for consistency.
- 1-2(e)(old) - Deleted because the continuous field training requirement for Level II reserves was eliminated with the passage of SB 786 (1998).
- 1-2(e)(new) - Changes made to adhere to supervisory changes brought about by SB 786 (1998).
- 1-2(g)(old) - Deleted because definition is no longer needed due to supervisory changes brought about by SB 786 (1998).

JUSTIFICATION FOR PROPOSED REVISIONS TO COMMISSION PROCEDURE H-3

- 3-1 - Changes made because the field training requirement for Level II reserves was eliminated with the passage of SB 786 (1998) and the field training requirement for Level I reserves is covered in Regulation 1007.
- 3-2 - Changes made for clarity and consistency.
- 3-2(b) and 3-2(c) Changes made for consistency.
- 3-3 - Change made for clarity.
- 3-3 Minimum Hour Requirements - Added Module D to show the current 4-part reserve training format. Added the new 3-part Modular format that will become effective July 1, 1999. Changed the field training hours to match language in Regulation 1007. Moved * footnote to bottom of the page.
- 3-3 Minimum Training Requirements - Added title for clarity. Changes made to differentiate between the past training requirements for reserve officers and the new training requirements that will take effect July 1, 1999.
- * and ** Footnotes - Moved * footnote to bottom of page from up above and added another procedure for the readers to reference. The ** footnote is to point out that the Module A and PC 832 course are the same. This has always been the case but has often led to confusion by training presenters.
- 3-4 and 3-6 - Changes made for consistency.

3-8, 3-9 and
3-10

Deleted because the continuous field training requirement for Level II reserves was eliminated with the passage of SB 786 (1998).

JUSTIFICATION FOR PROPOSED REVISIONS TO COMMISSION PROCEDURE H-4

- 4-5 - Changes made for clarity.
- 4-6 - Changes made to adhere to the new field training requirement specified in Regulation 1007 and for clarity.
- 4-6(b)(1) thru
4-6(b)(3) - Deleted because these are old training requirements that should not remain in regulation.
- 4-6(b)(1) and
4-6(b)(2) (new) - Added to include the current requirements for obtaining a Reserve Officer Certificate and the new requirements that become effective July 1, 1999.
- 4-9 - Change made for consistency.
- Footnotes - Footnotes were deleted because the text that pointed to the footnotes was deleted.

JUSTIFICATION FOR PROPOSED REVISIONS TO COMMISSION PROCEDURE H-5

- 5-2 - Changes made for clarity and consistency.
- 5-3 - Changes made for clarity.
- Module A - Date was added to show that this training requirement is effective until 6-30-99. Change was also made to reflect the current name of the PC 832 performance objectives document.
- Module B - Date was added to show that this training requirement is effective until 6-30-99. Consistency changes were also made.
- Module C - Change made to reflect that Module C only satisfies a prerequisite for entrance into Module D since the training requirement for both designated and non-designated Level I reserve officers is completion of the basic course. Change was also made to reference PAM, Section D-1 for additional information on Module D.

JUSTIFICATION FOR PROPOSED REVISIONS TO COMMISSION PROCEDURE D-1

- 1-1 - Change made for consistency
- 1-3 - Consistency changes made. Adding language for new modular format.
- 1-3(a)(5) - Adding language stating that only an academy can deliver the Level I Module of the modular format. Since all POSTRAC and scenario testing is covered in the Level I Module and only academies have access to the POSTRAC system and the necessary resources for scenario testing, then the Level I Module should only be presented by a POST-certified academy. This is consistent with the current requirement that Module D be presented by POST-certified academies only.

- 1-3(a)(6) and
1-3(a)(6)(D) Adding language to include the new modular format as a delivery format of the Regular Basic Course.
- 1-3(a)(6)(A) thru
1-3(a)(6)(C) - Consistency changes made.
- 1-3(a)(8) - Since training presenters other than academies can offer portions of the Regular Basic Course (i.e, part I of the Transition Format and the Level III and II Modules of the Modular Format), the word academy was replaced with presenter. Changes were also made to the definition so that the agreement can cover both POST-constructed knowledge tests and POST-constructed comprehensive tests that presenters can acquire from POST or download off of the POSTRAC computer.
- 1-3(b) - Consistency change made.
- 1-3(b)(2) - The total hourly requirement for the Regular Basic Course is added so that individuals reading the regulation do not have to obtain the training specification document in order to find out the course's total hourly requirement.
- 1-3(c) - Consistency change made.
- 1-3(c)(4)(D) - The total hourly requirement for the Module D course is added so that individuals reading the regulation do not have to obtain the training specification document in order to find out the course's total hourly requirement.
- 1-3(d);
1-3(d)(3)(B);
1-3(d)(4)(A);
1-3(d)(4)(C);
1-3(d)(11)(A) - Consistency changes made.
- 1-3(d)(2) - The total hourly requirement for the 2-part Transition Program format is added for clarity and consistency.
- 1-3(e) Adding language for the modular format stating: 1)that successful completion of Level III and II is a required prerequisite for admission to an entrance exam for Level I, and 2) successful completion of the three-part format fulfills the requirements of the Regular Basic Course. This language is consistent with other delivery formats listed in this regulation.
- 1-3(e)(1) - Adding language that details the testing and training requirements for the two-part Level III Module. Since the PC 832 Arrest and Firearms course (part 1 of the Level III Module) is the entry level training requirement for all peace officers, this course is a prerequisite for the Level III course (part 2 of the Level III Module).

1-3(e)(1)(A);
1-3(e)(1)(B);
1-3(e)(1)(D) and
1-3(e)(1)(E) -

Adding language regarding the required topics, hourly requirements, exercise tests and learning activities that are required to be taught in the Level III Module as specified in the *Training Specifications for the Regular Basic Course - Modular Format*. Language in these four sections is consistent with other delivery formats listed in this regulation.

1-3(e)(C)(1) -

A requirement of the Regular Basic Course is passage of the LD 34 First Aid/CPR POST-constructed knowledge test. Since LD 34, First Aid/CPR, is part of the instruction covered in the Level III Module, students must pass the POSTRAC exam for this domain before advancing to the Level II Module. This exam, like all basic course exams, is a high stakes test in which a student is only given two attempts to pass. This language is consistent with testing language for other delivery formats listed in this regulation.

1-3(e)(C)(2) -

A requirement of the Regular Basic Course is passage of the POST-constructed knowledge tests for learning domains 2, 5, 31 and 36. Since most Level III Module presenters do not have access to the POSTRAC computer system to obtain these tests, POST will provide a POST-constructed comprehensive test to cover these domains. The comprehensive exam, like all basic course exams, is a high stakes test in which a student is only given two attempts to pass. This language is consistent with testing language for other delivery formats listed in this regulation.

1-3(e)(2)(A) -

Adding language regarding the prerequisites for entry into the Level II Module. The basic concept of a modular format is that each module serves as preparation and a prerequisite for the succeeding module (building block approach).

1-3(e)(2)(B);
1-3(e)(2)(C);
1-3(e)(2)(E) and
1-3(e)(2)(F) -

Adding language regarding the required topics, hourly requirements, exercise tests and learning activities that are required to be taught in the Level II Module as specified in the *Training Specifications for the Regular Basic Course - Modular Format*. Language in these four sections is consistent with other delivery formats listed in this regulation.

1-3(e)(2)(D) -

A requirement of the Regular Basic Course is passage of the POST-constructed knowledge tests for learning domains 6, 7, 8, 9, 10, 15, 16, 17, 20, 37, 39 and 40. Since most Level II Module presenters do not have access to the POSTRAC computer system to obtain these tests, POST will provide three POST-constructed comprehensive tests to cover these domains. The comprehensive exams, like all basic course exams, are high stakes tests in which a student is only given two attempts to pass. This language is consistent with testing language for other delivery formats listed in this regulation.

1-3(e)(3)(A) thru
1-3(e)(3)(A)(3) -

Adding language regarding the prerequisites for entry into the Level I Module. The basic concept of a modular format is that each module serves as preparation and a prerequisite for the succeeding module (building block approach).

1-3(e)(3)(A)(4)

thru

1-3(e)(3)(A)(4)(a) - Adding language regarding the prerequisite of passing a POST-constructed Level I Entrance Examination prior to admission to the Level I Module. This test will assess the knowledge obtained in Level III and II Module learning domains to ensure that the student is ready to progress to the Level I Module. The entrance exam, like all basic course exams, is a high stakes test in which a student is only given two attempts to pass. This language is consistent with testing language for other delivery formats listed in this regulation.

1-3(e)(3)(A)(4)(a)(1) Adding language regarding the eligibility requirements for taking the POST-constructed Level I Entrance Examination.

1-3(e)(3)(A)(4)(a)(2) Adding language regarding the application process a student must adhere to in order to take the POST-constructed Level I Entrance Examination.

1-3(e)(3)(A)(4)(a)(3) Adding language regarding the use of the Level I Entrance Examination Results. Students may present their test results to any Level I Module academy, regardless of where the exam was taken. The exam results are only valid for a period of one year from the date of testing due to the frequent search and seizure and case law updates that occur. These are areas of required knowledge to ensure successful completion of the Level I Module.

1-3(e)(3)(A)(4)(a)(4) Adding language regarding the process students must go through if their Level I Entrance Examination results have expired. Since search and seizure and case law updates occur frequently every year, students will be required to retake the Level I Entrance Examination to ensure successful completion of the Level I Module.

1-3(e)(3)(B);

1-3(e)(3)(C);

1-3(e)(3)(D);

1-3(e)(3)(E);

1-3(e)(3)(F);

1-3(e)(3)(G);

1-3(e)(3)(H) and

1-3(e)(3)(I) -

Adding language regarding the required topics, hourly requirements, POST-constructed knowledge tests, scenario tests, exercise tests and learning activities that are required to be taught in the Level I Module as specified in the *Training Specifications for the Regular Basic Course - Modular Format*. Language in these sections is consistent with other delivery formats listed in this regulation.

1-5(b)(2) -

Adding language regarding the minimum hourly requirements for the course and specifying that the minimum hourly requirements for each learning domain is specified in the document, *Training Specifications for the Specialized Investigators' Basic Course - 1995*. This language is consistent with other delivery formats listed in this regulation.

1-6(b)(2) -

Adding language regarding the minimum hourly requirements for the course and specifying that the minimum hourly requirements for each learning domain is specified in the document, *Training Specifications for the Public Safety Dispatchers' Basic Course*. This language is consistent with other delivery formats listed in this regulation.

JUSTIFICATION FOR EXCEEDING REGULAR BASIC COURSE MINIMUM HOURS

There are a total of 730 hours of training in the three-part Regular Basic Course - Modular Format. This exceeds the minimum standard of 664 hours required in the Regular Basic Course. The additional training hours are necessary to accommodate the proposed modular presentation format for the following reasons:

- The redundant training serves to reinforce material that trainees may be taking at widely spaced training intervals. This means that there could be months or years between the beginning and the end of the program as well as between individual modules.
- To resolve inherent problems of retention that currently exist with the Module D course.
- Additional training for reinforcement of basic concepts in the area of critical skills such as person searches, handcuffing, control holds, weapon retention, and firearms which require extensive entry level training. Training in these areas is provided in all three modules. Additional and redundant training in critical skills also addresses many risk management concerns.
- Training for specified duties only requires part of a large learning domain which will be presented in its entirety in a later module for credit/testing purposes. Many of the basic course learning domains must be presented as a whole due to testing and/or mandated training requirements. It would be impractical to present an entire domain in Level III when all that is needed is a portion of the domain in order to fulfill training necessary for limited support duties.
- Portions of training that will be given in Level I training are presented in Level III and/or Level II training for purposes of awareness/officer safety and/or familiarization. Even though a Level III reserve officer may not be assigned, required, or expected to handle a crimes in progress situation, he or she could be in the field, on an unrelated assignment, and come in contact with this type of incident. The concept is to prepare the officer to avoid incidents (if possible), advise dispatch and/or regular field personnel, and contain the situation (pending the arrival of regular officers) if they can't avoid it. Level II reserve officers will be working, under immediate supervision, in general law enforcement assignments. For this reason, they receive portions of tactics training from the Level I Module. This training is presented to give them an awareness of basic concepts of officer safety and tactics involved in crimes in progress and vehicle pullover situations.
- Review for scenario/skills testing is necessary due to the possibility there has been an extended period of time since their previous training. All scenario testing takes place in the Level I Module.

In addition, the number of hours that the current Regular Basic Course presenters average is approximately 860 hours. With the Regular Basic Course - Modular Format being 730 hours, this still falls below the state hourly average.

JUSTIFICATION FOR OVERLAP OF TWO RESERVE TRAINING FORMATS

There is a planned two-year overlap period between the implementation of the new modular instructional system (Level I, II and III Modules) and the decertification of the present reserve training format (Modules A, B, C, and D) to accommodate students who have started their training under the present system. At the end of the two-year period, Modules A, B, and C will be decertified. Module D would be certified for an additional year for those students who completed Module C during the overlap period.

JUSTIFICATION FOR THE ADOPTION OF TRAINING SPECIFICATIONS DOCUMENT

A new document, *Training Specifications for the Regular Basic Course - Modular Format*, specifies the required learning goals, topics, tests, learning activities and hourly requirements for each of the three reserve modules. Since the training requirement for a Level I reserve is completion of the Regular Basic Course; the completion of a reserve program format must be equivalent to the basic course. The *Training Specifications for the Regular Basic Course - Modular Format* were developed based on an analysis of the existing training specifications for the Regular Basic Course. The training specification document will be incorporated by reference in Regulation 1007.

PROPOSED REVISION TO REGULATION 1007

1007. Reserve Officer Minimum Standards and Waiver of Training Requirements for Modules B and/or C.

(a)(1) through (a)(8) continued

(b) Every reserve peace officer shall be trained in conformance with the following requirements:

- (1) Every ~~designated~~ Level I reserve peace officer ~~(defined in PAM, section H-1-2(a))~~, before being assigned to duties which include the exercise of peace officer powers, shall satisfactorily meet complete the training requirements of the Regular Basic Course (PAM, section D-1-3).

~~Every designated Level I reserve peace officer shall also satisfy the Continuing Professional Training requirement set forth in Regulation 1005(d).~~

- (2) ~~Every non-designated Level I reserve peace officer (defined in PAM, section H-1-2(a)) and appointed after January 1, 1997, before being assigned to duties which include the exercise of peace officer power, shall satisfactorily complete the training requirements of the Regular Basic Course (set forth in PAM, section D-1-3).~~

~~Every non-designated Level I reserve peace officer appointed on or prior to 1-1-97, before being assigned duties which include the exercise of peace officer powers, shall satisfactorily complete the POST-certified Reserve Training Modules A, B, and C, and complete 200 hours of POST-certified field training (see PAM, sections D-13 and H-3-8), or shall satisfactorily meet the training requirements of the Regular Basic Course (see PAM, section D-1-3).~~

All Level I reserve officers appointed on or after 7-1-99, upon completing the Regular Basic Course training requirement shall complete a POST-approved Field Training Program (PAM, section D-13) prior to working alone in a general law enforcement assignment. The Field Training Program, which shall be delivered over a minimum of 10 weeks (400 hours), shall be based upon structured learning content as recommended in the POST Field Training Program Guide or upon a locally developed field training guide which includes the minimum POST-specified topics.

~~Every non-designated Level I reserve peace officer shall also satisfy the Continuing Professional Training requirement set forth in Regulation 1005(d).~~

- (32) ~~Every Level II reserve peace officer (defined in PAM, section H-1-2(b)), before being assigned to duties which include the exercise of peace officer powers, shall satisfactorily complete the POST-certified Reserve Training Modules A and B (see PAM, Section H-3-3).~~

Every Level II reserve peace officer [defined in PAM, section H-1-2(b)], appointed on or after 7-1-99, before being assigned to duties which include the exercise of peace officer powers, shall satisfactorily complete the POST-certified two-part Reserve Level III Module and the Reserve Level II Module (PAM, section D-1-3).

Every Level II reserve peace officer shall also satisfy the Continuing Professional Training requirement set forth in Regulation 1005(d).

- (43) ~~Every Level III reserve peace officer (see PAM, Section H-1-2(c), before being assigned to duties which include the exercise of peace officer powers, shall satisfactorily complete the POST-certified Reserve Training Module A (see PAM, Section H-3-3).~~

Every Level III reserve peace officer [defined in PAM, section H-1-2(c)], appointed on or after 7-1-99, before being assigned to duties which include the exercise of peace officer powers, shall satisfactorily complete the POST-certified two-part Reserve Level III Module (PAM, section D-1-3).

- (c) ~~To be eligible for the award of the Reserve Officer Certificate, a reserve peace officer, shall be selected in conformance with the provisions of paragraph (a),~~ be currently appointed or deputized as a reserve peace officer as described in Penal Code 830.6(a), meet the selection requirements for Level I reserve peace officer assignment as described in paragraph (a), and have completed the training and general law enforcement experience as described in paragraph (b)(1) and in PAM, Section H-4.
- (zd) The Commission may waive completion of a POST-certified training program required by ~~Section 1007 paragraph (b) of the Regulations~~ for an individual who has completed training equivalent to the requirements of Module B and/or C. This waiver shall be determined by an evaluation and examination process as specified in PAM, Section D-12, Waiver of Training for Reserve Officer Modules B and/or C.

Revised 10/19/98

PROPOSED REVISION TO COMMISSION PROCEDURE H-1

DEFINITIONS

Purpose

1-1. This Commission procedure sets forth definitions pertaining to the Reserve Officer Program which are not included in Commission Regulation 1001.

1-2. **Definitions.** For purposes of clarifying Penal Code Section 832.6, and establishing uniformity in implementing and conducting the POST Reserve Officer Program, the following definitions apply:

- (a) "A Level I reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(1), and who is assigned specific police functions whether or not working alone ~~{[830.6(a)(1)]}~~ OR to the prevention and detection of crime and the general enforcement of the laws of this state ~~{[830.6(a)(2)]}~~ whether or not working alone.
 - (1) The authority of a "non-designated" Level I reserve shall extend only for the duration of assignment to specific police functions, as provided by Penal Code section 830.6 (a)(1).
 - (2) The authority of a "designated" Level I reserve, assigned to the prevention and detection of crime and the general enforcement of the laws of this state, shall include the full powers and duties of a peace officer as provided by Penal Code Section 830.1. A Level I reserve is "designated" by authority of a city ordinance or a county resolution [Penal Code section 830.6 (a)(2)].
- (b) "A Level II reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(2), who works under the immediate supervision of a peace officer ~~possessing a basic certificate who has completed the basic training course for deputy sheriffs and police officers prescribed by the Commission,~~ and is assigned to the prevention and detection of crime and the general enforcement of the laws of this state.
- (c) "A Level III reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(3), who is supervised in the accessible vicinity by a Level I reserve officer or a full time regular peace officer employed by a law enforcement agency authorized to have reserves and deployed in such limited functions as would not usually require support duties not requiring general law enforcement powers in their routine performance. Those limited support duties shall include traffic control, security at parades and sporting events, report taking, evidence transportation, parking enforcement, and other duties that are not likely to result in physical arrests. Level III reserve officers may transport prisoners without immediate supervision.
- (d) "Exempted reserve" means a reserve peace officer appointed prior to January 1, 1979 for whom training requirements of Penal Code Section 832.6 have been waived by the appointing authority by reason of the reserve officer's prior training and experience.
- ~~(e) "Level II Reserve Field training program approved by POST" means a formalized on-the-job training program with instruction presented by experienced officers who are deemed qualified to instruct by the department head.~~

- (fe) "Immediate supervision for Level II reserves" means the reserve officer acts under the direction of a peace officer, ~~possessing a basic certificate~~ who has completed the basic training course for deputy sheriffs and police officers prescribed by the Commission, and who is routinely in the physical proximity of and available to the reserve officer; however, allowance is permitted for necessary temporary separations.
- ~~(g) "Peace officer possessing a basic certificate" refers to a regular officer or a reserve officer who has been issued a regular POST Basic Certificate.~~
- (hf) "Prevention and detection of crime and the general enforcement of laws" refers to the peace officer authority of a Level I or Level II reserve officer assigned to investigate crime, or patrol a geographic area and personally handle the full range of requests for police services, and take enforcement action on the full range of law violations for which the reserve's department has enforcement responsibility.
- (ig) "Working alone" refers to a qualified Level I reserve officer who works without immediate supervision and makes independent decisions. Two qualified Level I reserves, or a qualified Level I reserve and a regular officer, are not precluded from working together.

Revised 10/20/98

PROPOSED REVISION TO COMMISSION PROCEDURE H-3

COMMISSION PROCEDURE H-3 RESERVE OFFICER TRAINING

Purpose

3-1. This Commission procedure sets forth the minimum training standards for reserve officers, explains exemptions and the application of previous training as a method of meeting standards, ~~and addresses the required field training for Level I and Level II reserve peace officers.~~

Training Standard

3-2. **Previous Minimum Training Standard:** Minimum training relates to the training requirements for the level of assignment and duties being performed by reserve peace officers. The level of assignments are defined in Penal Code Section 832.6. The minimum training standards for Reserve Levels I, II and III are outlined in Regulation 1007.

- (a) Between January 1, 1981 and January 1, 1984, the minimum 200 hours of non-designated Level I Reserve Peace Officer Training may also be fulfilled by satisfactory completion of any POST-certified reserve training course(s) of 200 or more hours and 200 hours of structured field training, provided the reserve peace officer's department head attests that all requirements of Modules A, B and C have been met. (During this period, completion of less than 200 hours of POST-certified Reserve Peace Officer Training, that includes Modules A and B, shall in addition require completion of a POST-certified Module C Course to meet the minimum training standards for non-designated Level I reserves.)
- (b) To be eligible to exercise full powers and duties of a peace officer as provided by Penal Code Section 830.1 ([Reference Penal Code Section 832.6(b)]), any reserve peace officer appointed prior to January 1, 1981, who has not satisfactorily met the Commission's training requirements of the Regular Basic Course (PAM, Section D-1-3) and has been determined by the appointing authority to be qualified to perform general law enforcement duties by reason of the person's training and experience, must have been issued the Reserve Officer Certificate prior to January 1, 1981.
- (c) Equivalent training may be established through the Basic Course Waiver Evaluation and Examination Process described in PAM Section D-11.

3-3. Reserve Officer Minimum Hour Requirements: Reserve Officer training, as required by Regulation 1007(b), shall be completed prior to assignment of peace officer duties as follows:

MINIMUM HOUR REQUIREMENTS

Module A - _ 64 hours	Field Training - 200 400 hours
Module B - _ 90 hours	Regular Basic
Module C - _ 68 hours	Course* - 664 hours
<u>Module D - 442 hours</u>	*or equivalent (Reg. 1008)

Level III Module - 162 hours
- PC 832 - 64 hours**
- Level III - 98 hours
Level II Module - 224 hours
Level I Module - 344 hours

MINIMUM TRAINING REQUIREMENTS

<u>Level</u>	<u>Course(s)</u>
<u>Level III Reserve appointed prior to 7-1-99</u>	Module A
<u>Level III Reserve appointed on or after 7-1-99</u>	<u>Level III Module</u>
<u>Level II Reserve appointed prior to 7-1-99</u>	Modules A; and B
<u>Level II Reserve appointed on or after 7-1-99</u>	<u>The Level III and Level II Modules</u>
Non-designated Level I Reserve appointed on or before 1-1-97	Modules A, B, and C plus field training
<u>Designated and Non-designated Level I Reserve appointed after 1-1-97</u>	Regular Basic Course*
<u>Designated and non-designated Level I Reserve appointed on or after 7-1-99</u>	<u>Regular Basic Course* plus field training</u>
Designated Level I Reserve	Regular Basic Course*

* or equivalent (Reg. 1008 & Procedure D-1)

** Module A and PC 832 are the same course.

3-4. Exemption to Minimum Training: Only reserve peace officers appointed prior to January 1, 1979, may be exempted by the appointing authority from Level I or Level II training requirements. (See Penal Code Section 832.6, Stats. 1977 C. 987)

3-5. Transfer of Exemption: Any reserve peace officer appointed prior to January 1, 1979, and exempted by the appointing authority from the minimum training standards for Level I or Level II reserve peace officers, cannot after that date be appointed to either of these levels by another law enforcement department, unless the reserve peace officer has been awarded the POST Reserve Officer Certificate or has met the training requirements for the appropriate level of reserve peace officer assignment on or before the date of the person's appointment as a reserve peace officer by the subsequent appointing law enforcement agency.

3-6. Changing Exemption Designation: Each reserve officer appointed prior to January 1, 1979, and exempted from training requirements should be designated to a specific reserve officer level by the appointing authority. This level designation may be changed by the appointing authority irrespective of the January 1, 1979 operative date of Penal Code Section 832.6. Level I reserve officers exempted from training requirements (whom the appointing authority may wish to be designated to have full powers of a peace officer as provided by Penal Code Section 830.1, effective January 1, 1981) must have been issued the POST Reserve Officer Certificate prior to that date.

~~3-8. Field Training: Field training shall be provided by the reserves' respective departments and designed on the concepts and appropriate subject matter included in the "Field Training Guide (A Model POST Field Training Program)" and as described in PAM, Section D-13." Specific approval of the field training program is required by POST.~~

~~(b) Level II reserve officers shall be engaged in a continuous field training program approved by POST (see paragraphs 3-10 of this section).~~

~~(1) Level II reserve officers shall be regularly provided training in the field, as appropriate, to improve their knowledge and skills.~~

~~(2) A Field Training Program for Level II reserve officers shall be consistent with the guidelines set forth in paragraph 3-9 of this section.~~

~~(3) If Level II reserve officers are to be, or subsequently may be, assigned as Level I reserves, the Field Training Program should be designed to avoid unnecessary duplication of training.~~

~~3-9. Level II Field Training Guidelines: General guidelines for development of Level II field training programs are:~~

~~(a) Field training shall be provided on a continuous basis and appropriately structured to the needs of the department.~~

~~(b) Field instruction shall be presented by peace officers issued POST Basic Certificates who and are deemed qualified to instruct by the department head.~~

~~(c) Field training shall be based on the concepts and appropriate subject matter described in the "POST Field Training Guide."~~

~~(d) Refresher first aid and cardiopulmonary instruction should be included in the training.~~

~~3-10. Level II Field Training Program Approval: Departments establishing field training programs for Level II reserve officers shall design the programs using the guidelines set forth in paragraph 3-9 of this section. Such programs are considered POST approved programs if they are documented in department files. Documentation shall~~

~~include a narrative description and attestation by the department head that the guidelines have been followed in the program design and delivery. Submission of the program to POST for specific approval is not necessary. Review of the program and documents will be conducted during conformance inspections.~~

Training Documentation

3-117. Training Files and Records: Departments shall document reserve officer training and experience by establishing and maintaining files and procedures which are similar to those used for regular officer training.

Historical Note:

Procedure H-3 was adopted and incorporated by reference into Commission Regulation 1007 on July 15, 1982, and subsequently amended February 14, 1987, June 15, 1990, July 1, 1992, and February 22, 1996.

PROPOSED REVISION TO COMMISSION PROCEDURE H-4

RESERVE OFFICER CERTIFICATES

Purpose

4-1. This Commission procedure describes reserve officer certificates and certificates of recognition, sets forth certificate eligibility requirements, and describes certificate processing procedures.

Types of Certificates

4-2. **Types of Certificates:** The Commission has established two types of certificates for reserve officers:

- (a) **Certificate of Recognition:** This certificate may be issued by department heads to Level I, II or III reserve officers upon a person's designation to a specific reserve officer level.
- (b) **Reserve Officer Certificate:** This certificate is issued by POST to reserve officers who meet the requirements for Level I assignment and in addition have completed 200 hours of general law enforcement experience. The certificate is not required by statute nor necessary to exercise peace officer powers as a Level I reserve officer.

Certificate of Recognition

4-3. **Certificate of Recognition Criteria:** POST has not established specific eligibility criteria for issuing Certificates of Recognition. This certificate is designed primarily to be used by departments to give recognition or to document progression to various levels of reserve officer assignment. Each department head may develop criteria and procedures for issuance of the Certificate of Recognition.

4-4. **Supplies of Certificates:** Certificate of Recognition forms may be obtained by department heads from POST, Administrative Services Bureau.

Reserve Officer Certificate

4-5. **Eligibility:** To be eligible for the award of a Reserve Officer Certificate, a reserve officer must:

- (a) Have been selected according to minimum selection standards described in Commission Regulation 1007(a); AND
- (b) Currently be appointed or deputized as a Level I reserve officer as described in Penal Code Section 830.6 (a); AND
- (c) Have completed the training and general law enforcement experience prescribed by the Commission as set forth in paragraph 4-6 of this section.

4-6. Required Experience and Training: The Commission has established the required training and experience for award of the Reserve Officer Certificate as follows:

(a) General Law Enforcement Experience

(1) In addition to the required classroom training; and ~~200 hours of field training when required~~, a Level I reserve officer must have completed no less than 200 hours of satisfactory service while assigned to the prevention and detection of crime and the general enforcement of the laws of this State.

(b) Training

(1) Reserve officers appointed prior to January 1, 1979:

	200 Hours	Verification	200 Hours
	General Law	PC 832	General Law
	Enforcement		Enforcement
	Experience		Experience
Classroom Training	200 Hours	Field	200 Hours
200 hours non-certified Reserve Officer Course(s) completed before 1-1-79 (*)	No (**)	Yes	Yes
Satisfactory completion of the training requirements of the regular Basic Course (PAM, Section D-1)	No	No	Yes

(2) Reserve officers appointed from January 1, 1979 through December 30, 1980:

	200 Hours	Verification	200 Hours
	General Law	PC 832	General Law
	Enforcement		Enforcement
	Experience		Experience
Classroom Training	200 Hours	Field	200 Hours
200 hours non-certified Reserve Officer Course(s) started prior to 1-1-79 and completed before 1-1-80 (*)	Yes	Yes (**)	Yes
200 hours certified Reserve Officer Course(s)	Yes	No	Yes
Satisfactory completion of the training requirements of the regular Basic Course (PAM, Section D-1)	No	No	Yes

(3) Reserve Officers appointed on or after January 1, 1981:

	200 Hours	Verification	200 Hours
	General Law	PC 832	General Law
	Enforcement		Enforcement
	Experience		Experience
Classroom Training	200 Hours	Field	200 Hours
Satisfactory completion of the training requirements of the regular Basic Course (PAM, Section D-1)	No	No	Yes
200 hours certified Reserve Officer Course(s) (***)	Yes	No	Yes

(1) Reserve Officers appointed on or after January 1, 1999:

<u>Classroom Training</u>	<u>200 Hours Field</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
<u>Satisfactory completion of the training requirements of the Regular Basic Course (PAM, section D-1)</u>	<u>No</u>	<u>No</u>	<u>Yes</u>

(2) Reserve Officers appointed on or after July 1, 1999:

<u>Classroom Training</u>	<u>400 Hours Field</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
<u>Satisfactory completion of the training requirements of the Regular Basic Course (PAM, section D-1)</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>

4-7. Application Process: Application for award of the Reserve Officer Certificate shall be made on POST Form 2-256, "Application for Award of POST Reserve Officer Certificate." Completion of the form requires:

- (a) Copies (not originals) of transcripts, certificates of completion and other documents must accompany the application to verify all training indicated.
- (b) Signature of the applicant attesting to the truth of the information provided and subscription to the Law Enforcement Code of Ethics.
- (c) Signature of the reserve officer's department head attesting that minimum selection, training and experience requirements have been met, the applicant is of good moral character, and is worthy of the award.

4-8. Application Submission: Mail one completed application form and supporting documents to POST, Administrative Services Bureau, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083. Copies of the application and supporting documents should be retained in the personnel files of the submitting department.

4-9. Cancellation: The Commission may deny or cancel any Reserve Officer Certificate as provided in Commission Regulation 1011(b) and as described in PAM, §section F-2, Denial or Cancellation of Professional Certificates.

~~(*) Must be equivalent to 200-hour regular officer Basic Course as it existed prior to July 1, 1978.~~

~~(**) Application form (POST 2-256) signed by department head may serve as verification~~

~~(***) Refer to PAM Section H-3-2c for equivalent training provisions for non-designated Level I reserve officers.~~

Revised 10/20/98

PROPOSED REVISION TO COMMISSION PROCEDURE H-5

RESERVE OFFICER COURSES - MODULES A, B, & C

Purpose

5-1. Specifications of Reserve Officer Courses: This Commission procedure sets forth the specific requirements for Level I, Level II and Level III Reserve Peace Officer Training Courses established in PAM, Section H-3.

Training Methodology

5-2. Recommended Methodology: The Commission encourages use of the performance-objective training methodology described for the Basic Course in PAM, Section D-1. That methodology is not mandated for Reserve Peace Officer Module A, B, & C Course presentations.

Content and Minimum Hours

5-3. Reserve Course Content and Minimum Hours: Subject matter and hourly requirements are outlined in the following pages, which describe Modules A, B, & C. Course presenters are encouraged to use the Regular Basic Course performance objectives and unit guides as illustrative content but are not required to do so.

MODULE A - 64 HOURS - ARREST AND FIREARMS (P.C. 832)

(For full satisfaction of Level III reserve training requirements until 6-30-99)

Course Outline

Arrest Course 40 Hours

(Required for all peace officers)

- (A) Professional Orientation (4 Hours)*
- (B) Community Relations (2 Hours)*
- (C) Law (12 Hours)*
- (D) Laws of Evidence (3 Hours)*
- (E) Communications (5 Hours)*
- (F) Investigation (2 Hours)*
- (G) Arrest and Control (10 Hours)*
- POST Exmaination (2 Hours)*

Firearms Course 24 Hours

(Required for peace officers carrying firearms)

Classroom (8 Hours)*

- (A) Firearms Safety
- (B) Handgun Familiarization
- (C) Firearms Care and Cleaning
- (D) Firearms Shooting Principles

Range (15 Hours)*

- (E) Firearms Range
- POST Examination (1 Hour)*

Complete curriculum requirements are contained in the document, "~~POST Curriculum Requirements~~ Performance Objectives for the PC 832 Course - 19924."

*POST Recommended Hours

MODULE B - 90 HOURS

(For partial satisfaction of Level II reserve training requirements until 6-30-99;
refer to PAM, §section H-3-3 for additional training requirements)

Course Outline

	<u>Minimum Hours</u>		<u>Minimum Hours</u>
A. Professional Orientation	1	F. Patrol Procedures	42
1. History and Principles of Law Enforcement		1. Patrol Concepts	
2. Law Enforcement Profession		2. Perception Techniques	
B. Law	4	3. Observation Techniques	
1. Theft Law		4. Beat Familiarization	
2. Burglary Law		5. Problem Area Patrol Techniques	
3. Receiving Stolen Property Law		6. Patrol "Hazards"	
4. Malicious Mischief Law		7. Pedestrian Approach	
5. Assault/Battery Law		8. Vehicle Pullover Technique	
6. Assault with Deadly Weapon Law		9. Miscellaneous Vehicle Stops	
7. Mayhem Law		10. Felony/High-Risk Pullover Field Problem	
8. Crimes Against Public Peace Law		11. Wants and Warrants	
C. Communications	8	12. Search/Handcuffing/Control Simulation	
1. Report Writing Mechanics		13. Tactical Considerations/Crimes-in-Progress	
2. Report Writing Application		14. Officer Survival	
3. Uses of the Telephone/Radio/Telecommunications		15. Hazardous Occurrences	
D. Vehicle Operation	8	16. First Aid and CPR	
1. Introduction to Vehicle Operation		G. Traffic	4
2. Vehicle Operation Factors		1. Initial Violator Contact	
3. Code 3		2. License Identification	
4. Vehicle Operation Liability		3. Traffic Stop Hazards	
5. Vehicle Inspection		4. Issuing Citations and Warnings	
6. Vehicle Control Techniques		5. Traffic Direction	
E. Force and Weaponry	12	H. Custody	1
1. Simulated Use of Force		1. Custody	
2. Handgun		2. Custody Procedures	
3. Shotgun		3. Prisoner Rights and Responsibilities	
4. Shotgun Shooting Principles		I. Physical Fitness and Defense Techniques	8
5. Handgun/Night Range/(Target)		1. Baton Techniques	
6. Handgun/Combat/Night Range		2. Baton Demonstration	
7. Shotgun/Combat/Day Range		J. Examinations	2
8. Shotgun/Combat/Night Range			

Note: Other subjects may be included as local needs suggest. However, chemical agent training should not be considered as a part of the Level II Reserve Course. In adding subjects, consideration should be given to the content in Module A.

MODULE C - 68 HOURS

(For partial satisfaction of ~~“non-designated” Level I reserve training requirements~~ the prerequisites for Module D; refer to PAM, Section H-3-3 D-1-3(c)(4)(A) for additional requirements.)

Course Outline

	<u>Minimum Hours</u>		<u>Minimum Hours</u>
A. Professional Orientation	1	E. Patrol Procedures	24
1. Department Orientation		1. Interrogation	
2. Career Influences		2. Vehicle Search Techniques	
3. Administration of Justice Components		3. Building Search Techniques	
4. Related Law Enforcement Agencies		4. Missing Persons	
5. California Corrections System		5. Burglary-in-Progress Calls	
B. Police Community Relations	1	6. Robbery-in-Progress Calls	
1. Citizen Evaluation		7. Prowler Calls	
2. Crime Prevention		8. Crimes-in-Progress/Field Problems	
3. Factors Influencing Psychological Stress		9. Handling Disputes	
C. Law	24	10. Family Disputes	
1. Crimes Against Children Law		11. Repossessions	
2. Public Nuisance Law		12. Landlord/Tenant Disputes	
3. Robbery Law		13. Defrauding an Innkeeper	
4. Homicide Law		14. Handling Dead Bodies	
5. Crimes Against Children		15. Handling Animals	
6. Rape Law		16. Mentally Ill	
7. Controlled Substance Law		17. Fire Conditions	
8. Hallucinogens Law		18. Barricaded Suspects/Hostage Situations	
9. Narcotics Law		19. Domestic Violence	
10. Marijuana Law		F. Traffic	4
11. Alcoholic Beverage Control Law		1. Introduction to Traffic	
12. Juvenile Alcohol Law		2. Vehicle Code	
13. Juvenile Law and Procedure		3. Vehicle Registration	
D. Laws of Evidence	8	4. Vehicle Code Violations	
1. Privileged Communications		5. Alcohol Violations	
2. Subpoena		6. Auto Theft Investigation	
3. Burden of Proof		7. Traffic Accident Investigation	
4. Legal Showup		G. Criminal Investigation	4
		1. Crime Scene Search	
		2. Information Gathering	
		3. Courtroom Demeanor	
		4. Sexual Assault Investigation	
		5. Child Sexual Abuse and Exploitation Investigation	
		H. Examinations	2

Note: Hours and instructional topics may be adjusted with prior POST approval.

Historical Note:

Procedure H-5 was adopted and incorporated by reference into Commission Regulation 1007 effective July 15, 1982, and subsequently amended on February 15, 1987, and July 1, 1992.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-1

BASIC TRAINING

Purpose

1-1. Basic Training Specifications: This Commission procedure implements that portion of the Minimum Standards for Training established in §section 1005(a) and that portion of the Reserve Officer Minimum Standards established in §section 1007(b) of the Regulations which relate to Basic Training. Basic Training includes the Regular Basic Course, District Attorney Investigators' Basic Course, Specialized Investigators' Basic Course, Public Safety Dispatchers' Basic Course, and Coroners' Death Investigation Course.

Training Requirements

1-2. Requirements for Basic Training: The minimum standards for basic training are described in sections 1-3 to 1-7. The Law Enforcement Code of Ethics shall be administered to students taking the Regular Basic Course, District Attorney Investigators' Basic Course, and Specialized Investigators' Basic Course. Requirements for certification and presentation of these courses are specified in Regulations 1052 through 1056. Instructional methodology is at the discretion of individual course presenters unless specified otherwise in an incorporated training specification document developed for the course.

1-3. Regular Basic Course Definitions and Requirements: The terms used to describe testing and training requirements are defined in §section 1-3(a). Testing and training requirements vary by delivery format and are described in §section 1-3(b), *standard format*; §section 1-3(c), *reserve format*; and §section 1-3(d), *transition program-pilot format*; and section 1-3(e), *modular format*. Requirements for reporting successful course completion are contained in Commission Regulation 1055(j).

(a) Regular Basic Course Terminology

- (1) **Learning Domain.** An instructional unit that covers related subject matter. Training specifications for each learning domain include instructional goals, topics, and hourly requirements. Training specifications for a domain also may include learning activities and testing requirements.
- (2) **Instructional Goal.** A general statement of the results that instruction is supposed to produce.
- (3) **Topic.** A word or phrase that succinctly describes subject matter associated with an instructional goal.
- (4) **Learning Activity.** An activity designed to achieve or facilitate one or more instructional goals. Students participating in a learning activity may be coached and/or provided feedback, but unlike tests, learning activities are not graded on a pass-fail basis.

- (5) **Academy.** A state or local government agency that is capable of presenting all components of the *Training Specifications for the Regular Basic Course* and meeting the requirements for POST course certification as specified in Regulations 1051-1054. Only academies may present a POST-certified Regular Basic Course in the *standard format*, or Module D in the *reserve format*, or part 2 in the *transition program-pilot format*, or Level I in the modular format
- (6) **Delivery Formats.** The formats for delivering the Regular Basic Course include the *standard format*, the *reserve format*, and the transition program-pilot format, and the modular format.
- (A) **Standard Format.** The Regular Basic Course is delivered in a one-part instructional sequence. Testing and training requirements are prescribed in §section 1-3(b). Except as provided for in §section 1-3(b)(9), the course shall be delivered by a single academy.
- (B) **Reserve Format.** Modules A, B and C, as set forth in Regulation 1007 are required prerequisite training for admission to Module D. Completion of Module D constitutes satisfaction of the Regular Basic Course training requirement. Except as provided for in §section 1-3(b)(9) the Module D course shall be delivered by a single academy. Testing and training requirements are prescribed in §section 1-3(c).
- (C) **Transition Program-Pilot Format.** Part 1 is a series of POST-certified Administration of Justice (AJ) or Criminal Justice (CJ) courses delivered by a California community college. Part 1 is required prerequisite training for admission to a POST comprehensive examination and part 2. Completion of part 2 constitutes satisfaction of the Regular Basic Course training requirement. Part 2 is instruction delivered by an academy. Testing and training requirements are prescribed in §section 1-3(d).
- (D) **Modular Format.** The Regular Basic Course is delivered in a three-part instructional sequence. Completion of the Level III, Level II and Level I Modules, as set forth in Regulation 1007, constitutes satisfaction of the Regular Basic Course training requirement. Testing and training requirements are prescribed in section 1-3(e). The Level I Module is instruction delivered by an academy. Except as provided for in section 1-3(b)(9), the Level I Module shall be delivered by a single academy.
- (7) **Test.** An evaluation of the extent to which students have achieved one or more instructional goals. Tests are graded on a pass/fail basis. Depending on the delivery format, five types of test may be used in the Regular Basic Course:
- (A) **POST-Constructed Knowledge Test.** A POST-constructed, paper-and-pencil test that measures acquisition of knowledge required to achieve one or more instructional goals.
- (B) **POST-Constructed Comprehensive Test.** A POST-constructed, paper-and-pencil test that measures acquisition of knowledge in multiple learning domains.
- (C) **Scenario Test.** A job-simulation test that measures acquisition of complex

psychomotor skills required to achieve one or more instructional goals.

(D) **Physical Abilities Test.** A POST-developed test of physical abilities described in the *Basic Academy Physical Conditioning Manual - 1996*.

(E) **Exercise Test.** Any test other than a POST-constructed knowledge test, POST-constructed comprehensive test, scenario test, or physical abilities test that measures the acquisition of knowledge and/or skills required to achieve one or more instructional goals. There are two kinds of exercise tests: (1) A POST-developed report writing test which is administered and scored under POST's direct supervision, and (2) All other exercise tests which are administered and scored by the training presenters.

(8) **Test-Item Use and Security Agreement.** An agreement between a Regular Basic Course presenter academy and POST that identifies the terms and conditions under which an presenter academy may be provided access to acquire and use specific POST-constructed knowledge and comprehensive tests. Failure to accept or abide by the terms and conditions of this such agreement is grounds for decertification in accordance with POST Regulation 1057.

(b) **Testing and Training Requirements for the Standard Format**

The testing and training requirements in this section apply to Regular Basic Courses that POST has certified for presentation in the *standard* format [defined in §section 1-3(a)(6)(A)].

(1) **Topics.** Academies shall provide instruction on all topics specified in *Training Specifications for the Regular Basic Course*.

(2) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each learning domain is specified in *Training Specifications for the Regular Basic Course*. The total minimum hourly requirement for the Regular Basic Course is 664 hours.

(3) **POST-Constructed Knowledge Tests.** As specified in *Training Specifications for the Regular Basic Course*, POST-constructed knowledge tests are required in some, but not all, learning domains. Where a POST-constructed knowledge test is required, students must earn a score equal to or greater than the minimum passing score established by POST. Students who fail a POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the academy, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student fails the course.

(4) **Scenario Tests.** As specified in *Training Specifications for the Regular Basic Course*, scenario tests are required in some, but not all, learning domains. Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to

demonstrate proficiency on the second test, the student fails the course.

- (5) **Exercise Tests.** As specified in *Training Specifications for the Regular Basic Course*, exercise tests are required in some, but not all, learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the course.
- (6) **Learning Activities.** As specified in *Training Specifications for the Regular Basic Course*, learning activities are required in some, but not all, learning domains. Where a learning activity is required, each student must participate in that activity. A student who does not participate in a learning activity when given the opportunity fails the course unless the academy determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails the course.
- (7) **Physical Conditioning Program.** Students must complete the POST physical conditioning program as described in the *Basic Academy Physical Conditioning Manual - 1996*.
- (8) **Physical Abilities Test Battery.** At the conclusion of the POST physical conditioning program, students must pass a POST-developed physical abilities test battery as described in the *Basic Academy Physical Conditioning Manual - 1996*. The use of alternatives to the POST-developed physical abilities test battery is subject to approval by POST. Course presenters seeking POST approval to use alternative tests shall present evidence that the alternative tests were developed in accordance with recognized professional standards and that the alternative tests are equivalent to the POST-developed tests with respect to validity and reliability. Evidence concerning the comparability of scores on the POST-developed tests and the proposed alternative tests is also required.
- (9) **Single Academy.** The Regular Basic Course shall be completed under the sponsorship of one academy unless POST has approved a contractual agreement dividing responsibility for delivering the Regular Basic Course between an academy and other training presenters.
- (10) **Academy Requirements.** POST has established minimum, statewide training standards for the Regular Basic Course. However, local conditions may justify additional training requirements or higher performance standards than those established by POST. This may include but is not limited to the use of higher minimum passing scores on POST-constructed knowledge tests.

(c) **Testing and Training Requirements for the Reserve Format**

The testing and training requirements in this section apply to the four-part *reserve* format [as defined in §section 1-3(a)(6)(B)] for completing the Regular Basic Course. Successful completion of these four training modules fulfills the requirements for the Regular Basic Course.

- (1) **Module A.** Course content is specified in Commission Procedure H-5, incorporated by reference into Commission Regulation 1007.
- (2) **Module B.** Course content is specified in Commission Procedure H-5, incorporated by reference into Commission Regulation 1007. Module A is a prerequisite to Module B.
- (3) **Module C.** Course content is specified in Commission Procedure H-5, incorporated by reference into Commission Regulation 1007. Module B is a prerequisite to Module C.
- (4) **Module D.** Course content is specified in *Training Specifications for the Reserve Training Module "D"*.
 - (A) **Prerequisites.** Each applicant to a Reserve Training Module "D" course must present proof of the following prerequisites to the training presenter's satisfaction.
 1. Successful completion of reserve modules A, B and C with a combined minimum total of 222 hours.
 2. Successful completion (within the last 3 years) of the First Aid and CPR training requirements for public safety personnel as prescribed by the Emergency Medical Services Authority (EMSA) and set forth in the California Code of Regulations, Title 22, Division 9, Chapter 1.5, §100005-§100028.
 - (B) **Abbreviated Course.** Module "D" may be presented in an abbreviated course of fewer hours than specified in *Training Specifications for the Reserve Training Module "D" - 1995*, when an academy presenter demonstrates through submittal of a course outline comparison that the hours in Module "D" can be reduced because some required topics and hours, learning activities, scenarios, or exercises in the academy's previously presented Modules A, B and C have included the Module "D" required topics and hours, learning activities, scenarios, or exercises. All students accepted to an abbreviated Module "D" course shall have previously satisfied the omitted Module "D" requirements in their Modules A, B and C training.
 - (C) **Topics.** Academies shall deliver instruction on all topics specified in *Training Specifications for the Reserve Training Module "D"*.
 - (D) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each domain is specified in *Training Specifications for the Reserve Training Module "D"*. The total minimum hourly requirement for Module D is 442 hours.
 - (E) **POST-Constructed Knowledge Tests.** As specified in *Training Specifications for the Reserve Training Module "D"*, POST-constructed knowledge tests are required in some, but not all, learning domains. Where a POST-constructed knowledge test is required, students must earn a score equal to or greater than the minimum passing score established by POST. Students who fail a POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the academy, to prepare

for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student fails Module D.

- (F) **Scenario Tests.** As specified in *Training Specifications for the Reserve Training Module "D"*, scenario tests are required in some, but not all, learning domains. Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails Module D.
- (G) **Exercise Tests.** As specified in *Training Specifications for the Reserve Training Module "D"*, exercise tests are required in some, but not all, learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails Module D.
- (H) **Learning Activities.** As specified in *Training Specifications for the Reserve Training Module "D"*, learning activities are required in some, but not all, learning domains. Where a learning activity is required, each student must participate in that activity. A student who does not participate in a learning activity when given the opportunity fails Module D unless the academy determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails Module D.
- (I) **Physical Conditioning Program.** Students must complete the POST physical conditioning program as described in the *Basic Academy Physical Conditioning Manual - 1996*.
- (J) **Physical Abilities Test Battery.** At the conclusion of the POST physical conditioning program, students shall pass a POST-developed physical abilities test battery as described in §section 1-3(b)(8).

(d) **Testing and Training Requirements for the Transition Program-Pilot Format**

The testing and training requirements in this section apply to the courses that POST has certified for presentation in the *transition program-pilot format* [defined in §section 1-3(a)(6)(C)]. Successful completion of part 1 is a required prerequisite for admission to a comprehensive examination and part 2. Completion of part 2 constitutes satisfaction of the Regular Basic Course training requirement.

- (1) **Topics.** Instruction shall be delivered on all topics specified in *Training Specifications for the Regular Basic Course* as described below:
 - (A) **Part 1.** Instruction on topics specified in learning domains 1 through 10, 15 through 18, 31, 34, 36, 37, 39, 40, and 42 shall be delivered in AJ or CJ courses [as defined in §section 1-3(a)(6)(C)].
 - (B) **Part 2.** Instruction on topics specified in learning domains 11 through 13, 19 through 30, 32, 33, 35, 38, and 41 shall be delivered by an academy.
- (2) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each learning domain is specified in *Training Specifications for the Regular Basic Course*. The total minimum hourly requirement for part 1 of the Transition Program - Pilot Format is 211 hours and 453 hours for part 2.
- (3) **Paper-and-Pencil Tests**
 - (A) **Knowledge Tests Administered During Part 1 of the Instructional Sequence.** As specified in *Training Specifications for the Regular Basic Course*, a POST-constructed knowledge test is required in some, but not all, learning domains. Where a POST-constructed knowledge test is required in learning domains 1 through 10, 15 through 18, 31, 36, 37, 39, 40, or 42, these required tests are waived in lieu of the POST-constructed comprehensive test that must be passed before entering part 2 of the instructional sequence. However, a POST-constructed knowledge test is required for learning domain 34, First Aid and CPR, which is in the part 1 instructional sequence. Students who fail the First Aid and CPR POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the course instructor, to prepare for a retest; and (c) be provided with an opportunity to be retested with an alternate form of the same test. If a student fails the second test, the student cannot advance to part 2 of the instructional sequence.
 - (B) **POST-Constructed Comprehensive Test.** Students who complete the instruction specified in §section 1-3(c)(1)(A) must pass a POST-constructed comprehensive test [as defined in §section 1-3(a)(7)(B)] before advancing to part 2 of the instructional sequence. The POST-constructed comprehensive test may assess knowledge of any of the topics specified in learning domains 1 through 10, 15 through 18, 31, 36, 37, 39, 40, and 42. The test shall be administered and scored by POST or its agents, not by an academy or community college. Students who fail the POST-constructed comprehensive test on the first attempt shall: (a) be provided with information about their test performance that does not compromise test security; (b) have a minimum of 30 calendar days (from date notification of results is mailed) to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student cannot advance to part 2 of the instructional sequence.
 - (C) **POST-Constructed Knowledge Tests Administered During Part 2 of the Instructional Sequence.** As specified in *Training Specifications for the*

Regular Basic Course, POST-constructed knowledge tests are required in some, but not all, learning domains. Where a POST-constructed knowledge test is required in learning domains 11 through 13, 19 through 30, 32, 33, 35, 38, or 41, it shall be administered by an academy during part 2 of the instructional sequence. Students must earn a score on each knowledge test that is equal to or greater than the minimum passing score established by POST. Students who fail a POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the academy, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student fails part 2 of the instructional sequence.

(4) **Other Tests.**

- (A) **POST-Developed Report Writing Test.** Students who complete the instruction specified in §section 1-3(d)(1)(A) shall be required to pass a POST-developed report writing test before advancing to part 2 of the instructional sequence. The report writing test assesses the knowledge and skills required to write law enforcement reports. The test shall be administered and scored by POST or its agents, not by an academy or community college. Students who fail the POST-developed report writing test on the first attempt shall: (a) be provided with information about their test performance that does not compromise test security; (b) have a minimum of 30 calendar days (from date notification of results is mailed) to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-developed, alternate form of the same test. If a student fails the second test, the student cannot advance to part 2 of the instructional sequence.
- (B) **Scenario Tests Administered During Part 2 of the Instructional sequence.** Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails part 2 of the instructional sequence.
- (C) **Exercise Tests Administered During Part 1 of the Instructional sequence.** As specified in *Training Specifications for the Regular Basic Course*, exercise tests are required in some, but not all, learning domains. Where an exercise test is required in learning domains 1 through 10, 15 through 18, 31, 34, 36, 37, 39, 40, or 42, it shall be administered in conjunction with AJ or CJ courses [as defined in §section 1-3(a)(6)(B)]. On each required exercise test, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency shall be determined by the course instructor. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student cannot advance to part 2 of the instructional sequence.

- (D) **Exercise Tests Administered During Part 2 of the Instructional Sequence.** Where an exercise test is required in learning domains 11 through 13, 19 through 30, 32, 33, 35, 38, or 41, it shall be administered by an academy. On each required exercise test, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails part 2 of the instructional sequence.
- (5) **Learning Activities in Part 1 of the Instructional Sequence.** As specified in *Training Specifications for the Regular Basic Course*, learning activities are required in some, but not all, learning domains. Where a learning activity is required in learning domains 1 through 10, 15 through 18, 31, 34, 36, 37, 39, 40, or 42, the opportunity to participate in that activity shall be provided in conjunction with AJ or CJ courses [as defined in Section 1-3(a)(6)(B)]. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student cannot advance to part 2 of the instructional sequence.
- (6) **Learning Activities in Part 2 of the Instructional Sequence.** Where a learning activity is required in learning domains 11 through 13, 19 through 30, 32, 33, 35, 38, or 41, the opportunity to participate in that activity shall be provided by an academy during part 2 of the instructional sequence. A student who does not participate in a learning activity when given the opportunity fails part 2 of the instructional sequence unless the academy determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails part 2 of the instructional sequence.
- (7) **Physical Conditioning Program.** Students shall complete the POST physical conditioning program at an academy during part 2 of the instructional sequence. Requirements for completing the program are described in the *Basic Academy Physical Conditioning Manual - 1996*.
- (8) **Physical Abilities Test Battery.** At the conclusion of the POST physical conditioning program, students shall pass a POST-developed physical abilities test battery as described in Section 1-3(b)(8).
- (9) **Additional Criteria for Applicants Entering Part 2 of the Instructional Sequence.** In addition to other minimum requirements for attendance of a Regular Basic Course, applicants to part 2 of the instructional sequence must receive a minimum passing score on the POST-constructed comprehensive test and the POST-developed report writing test. Presenters of part 2 shall verify with POST that these minimum testing scores have been met. Academies may establish additional criteria for entering part 2 of the instructional sequence.

- (10) **Additional Requirements for Completing Part 2 of the Instructional Sequence.** POST has established minimum, statewide training standards for completing the Regular Basic Course in the *transition program-pilot format*. However, local conditions may justify additional training requirements or higher performance standards than those established by POST. This may include but is not limited to the use of higher minimum passing scores on POST-constructed knowledge tests.
- (11) **Administration, Scoring, and Processing of the POST-Constructed Comprehensive Test and the POST-Developed Report Writing Test.** The procedures for taking the POST-constructed comprehensive test and the POST-developed report writing test are described below:
- (A) **Requirements for Taking the Tests.** To be eligible to take the POST-constructed comprehensive test and the POST-developed report writing test, students must successfully complete part 1 of the instructional sequence. In addition, the student must provide an official copy of his/her community college transcript(s), indicating successful completion of all AJ/CJ courses that incorporate POST-certified part 1 testing and training requirements specified in Sections 1-3(d)(1) to 1-3(d)(5), inclusive, and an attestation signed by the community college AJ/CJ department head that the student met or exceeded these part 1 testing and training requirements.
 - (B) **Application to Take the Tests.** A request to take the tests must be submitted to POST in writing. The request must include the applicant's full name, social security number, mailing address, and telephone number. The request must also include the name of the community college(s) where the part 1 curriculum was completed and the dates of attendance. Applicants must arrange for the community college(s) to send the applicant's community college transcript(s) directly to POST. The transcript(s) must be accompanied by an attestation(s) as described in section (d)(11)(A). Both the transcript(s) and attestation(s) must include the applicant's full name, social security number, and mailing address. Receipt by POST of the written request, the applicant's transcript(s) and the community college AJ/CJ department head's attestation(s) completes the application process.
 - (C) **Notification of Eligibility.** POST shall notify applicants that they are either eligible or ineligible to take the tests within 30 calendar days of the day on which the application process is completed. If the applicant is not eligible to take the test, the notification shall state the reasons for the applicant's ineligibility.
 - (D) **Scheduling.** Applicants who are eligible to take the tests shall be scheduled for the tests within 90 calendar days of the day on which the application process was completed. Applicants shall be notified of the time and date of the tests at least 30 calendar days prior to the day on which the tests will be administered.
 - (E) **Notification of Test Results.** Applicants shall be notified in writing of their test results, pass or fail, within 30 calendar days of taking the tests. For examinees who failed the test, POST shall identify those areas where the examinees' performance was below average.

- (F) **Failure on the First Attempt.** Examinees who fail either or both tests on their first attempt may submit a written request to be retested. The request to retest must include the applicant's full name, social security number, mailing address, and telephone number. The request must also include the date and location where the examinee was originally tested.
- (G) **Retesting.** POST shall retest examinees who fail a test on their first attempt no later than 90 calendar days after the examinee has submitted a written request to be retested.
- (H) **Notification of Retest Results.** Examinees shall be notified of their test results within 30 calendar days of the day on which they were retested.
- (I) **Failure on the Second Attempt.** Examinees who fail either test on their second attempt shall not be retested and cannot advance to part 2 of the instructional sequence.

(e) **Testing and Training Requirements for the Modular Format**

The testing and training requirements in this section apply to the three-part modular format [as defined in section 1-3(a)(6)(D)] for completing the Regular Basic Course. Successful completion of Level III and II is a required prerequisite for admission to an entrance examination for Level I. Successful completion of the three-part format fulfills the requirements for the Regular Basic Course.

- (1) **Two-part Level III Module.** The two-part Level III Module consists of the PC 832 Arrest and Firearms course and the Level III course. Successful completion of the PC 832 Arrest and Firearms course as specified in Regulation 1080 (b) and 1081(a)(1) is a prerequisite for the Level III course.
 - (A) **Topics.** Presenters shall deliver instruction on all PC 832 and Level III topics specified in *Training Specifications for the Regular Basic Course - Modular Format* for the two-part Level III Module.
 - (B) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each PC 832 and Level III learning domain is specified in *Training Specifications for the Regular Basic Course - Modular Format*. The total minimum hourly requirement for the two-part Level III Module is 162 hours.
 - (C) **POST-Constructed Tests** Students who complete the Level III instruction specified in section 1-3(e)(1) must pass the following two POST-constructed tests before advancing to the Level II Module.
 - 1. **A POST-Constructed Knowledge Test [as defined in section 1-3(a)(7)(A)] for learning domain 34, First Aid and CPR. Students must earn a score equal to or greater than the minimum passing score established by POST. The test shall be administered and scored by POST or its agents in accordance with POST-specified procedures. Students who fail the First Aid and CPR POST-constructed knowledge test**

on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the presenter, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed alternate form of the same test. If a student fails the second test, the student cannot advance to the Level II module.

2. A POST-Constructed Comprehensive Test [as defined in section 1-3(a)(7)(B)]. Students must pass a POST-constructed comprehensive test before advancing to the Level II Module. The POST-constructed comprehensive test may assess knowledge of any of the topics specified in learning domains 2, 5, 31, and 36. Students must earn a score equal to or greater than the minimum passing score established by POST. The test shall be administered and scored by POST or its agents in accordance with POST-specified procedures. Students who fail the POST-constructed comprehensive test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have reasonable time, established by the presenter, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student cannot advance to the Level II Module.

(D) Exercise Tests. As specified in *Training Specifications for the Regular Basic Course - Modular Format*, exercise tests are required in some, but not all, PC 832 and Level III learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level acceptable to the presenter. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the Level III Module.

(E) Learning Activities. As specified in *Training Specifications for the Regular Basic Course - Modular Format*, learning activities are required in some, but not all, PC 832 and Level III learning domains. Where a learning activity is required, each student must participate in that activity. A student who does not participate in a learning activity when given the opportunity fails the Level III Module unless the presenter determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails the Level III Module.

(2) **Level II Module.**

(A) **Prerequisite.** Each applicant to a Level II Module must present proof of the following prerequisites to the training presenter's satisfaction.

1. Successful completion of the Level III Module.
2. Current (within the last 3 years) in First Aid and CPR training requirements for public safety personnel as prescribed by the Emergency Medical Services Authority (EMSA) and set forth in the California Code of Regulations, Title 22, Division 9, Chapter 1.5, §100005-§100028.
3. Current (within the last 3 years) in PC 832 training requirements.

(B) **Topics.** Presenters shall deliver instruction on all topics specified in *Training Specifications for the Regular Basic Course - Modular Format* for the Level II Module.

(C) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each Level II learning domain is specified in *Training Specifications for the Regular Basic Course - Modular Format*. The total minimum hourly requirement for the Level II Module is 224 hours.

(D) **POST-Constructed Comprehensive Test.** Students who complete instruction specified for the Level II Module must pass three POST-constructed comprehensive tests [as defined in section 1-3(a)(7)(B)] before advancing to the Level I Module. Students must earn a score on each test that is equal to or greater than the minimum passing score established by POST. The first POST-constructed comprehensive test may assess knowledge of any of the topics specified in learning domains 6, 7, 8 and 39. The second POST-constructed comprehensive test may assess knowledge of any of the topics specified in learning domains 15, 16, 17 and 20. The third POST-constructed comprehensive test may assess knowledge of any of the topics specified in learning domains 9, 10, 37 and 40. Each test shall be administered and scored by POST or its agents in accordance with POST-specified procedures. Students who fail a POST-constructed comprehensive test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have reasonable time, established by the presenter, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student cannot advance to the Level I Module.

(E) **Exercise Tests.** As specified in *Training Specifications for the Regular Basic Course - Modular Format*, exercise tests are required in some, but not all, Level II learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student

performed at a level acceptable to the presenter. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the Level II Module.

- (F) Learning Activities. As specified in *Training Specifications for the Regular Basic Course - Modular Format*, learning activities are required in some, but not all, Level II learning domains. Where a learning activity is required, each student must participate in that activity. A student who does not participate in a learning activity when given the opportunity fails the Level II Module unless the presenter determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails the Level II Module.

(3) **Level I Module.**

- (A) Prerequisites. Each applicant to a Level I Module must present proof of the following prerequisites to the training presenter's satisfaction.

1. Successful completion of the Level III and Level II Modules
2. Current (within the last 3 years) in First Aid and CPR training requirements for public safety personnel as prescribed by the Emergency Medical Services Authority (EMSA) and set forth in the California Code of Regulations, Title 22, Division 9, Chapter 1.5, §100005-§100028.
3. Current (within the last 3 years) in PC 832 training requirements.
4. Passage of a POST-constructed Level I Entrance Examination.

- (a) POST-Constructed Level I Entrance Examination
Students who complete the Level III and II instruction specified in section 1-3(e)(1) must pass a POST-constructed comprehensive test [as defined in Section 1-3(a)(7)(B)] before advancing to the Level I module. The POST-constructed comprehensive test may assess knowledge of any of the topics specified in the following Level III and Level II Learning Domains: 2, 5 through 10, 15 through 17, 20 31, 36, 37, 39, and 40. Students must earn a score equal to or greater than the minimum passing score established by POST. The test shall be administered and scored by POST or its agents in accordance with POST-specified procedures. Students who fail the test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a minimum of 15 calendar days (from date notification

of results) to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student cannot advance to the Level I Module.

(1) **Eligibility.** Students who successfully complete Levels II and III of the Regular Basic Course - Modular Format are eligible to take the POST Level I Entrance Examination; passage of this examination is required prior to admittance into the Level I Module.

(2) **Application.** Persons seeking to take the POST Level I Entrance Examination shall make written request to a POST-approved Level I presenter and provide the presenter with verifiable information of eligibility [see subsection D-1-3(e)(3)(A)].

(3) **Use of Examination Results:** Presenters may require applicants to pass the POST Level I Entrance Examination immediately prior to admittance to the Level I module, or may accept the results achieved by the applicant during a previous administration. Level I Entrance Examination test results are valid for a period of one year from the date of testing.

(4) **Requalification:** Any person who does not enter a Level I module within one year of passing the POST Level I Entrance Examination must requalify to enter Level I by passing the POST Level I Entrance Examination [see subsection D-1-3(e)(2)(B)].

(B) **Topics.** Presenters shall deliver instruction on all topics specified in *Training Specifications for the Regular Basic Course - Modular Format* for the Level I Module.

(C) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each Level I learning domain is specified in *Training Specifications for the Regular Basic Course - Modular Format*. The total minimum hourly requirement for the Level I Module is 344 hours.

- (D) POST-Constructed Knowledge Tests. As specified in *Training Specifications for the Regular Basic Course - Modular Format*, POST-constructed knowledge tests are required in some, but not all, Level I learning domains. Where a POST-constructed knowledge test is required, students must earn a score equal to or greater than the minimum passing score established by POST. Students who fail a POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; b) have a reasonable time, established by the academy, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, alternate form of the same test. If a student fails the second test, the student fails the Level I Module.
- (E) Scenario Tests. As specified in *Training Specifications for the Regular Basic Course - Modular Format*, scenario tests are required in some, but not all, Level I learning domains. Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the Level I Module.
- (F) Exercise Tests. As specified in *Training Specifications for the Regular Basic Course - Modular Format*, exercise tests are required in some, but not all, Level I learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the Level I Module.
- (G) Learning Activities. As specified in *Training Specifications for the Regular Basic Course - Modular Format*, learning activities are required in some, but not all, Level I learning domains. Where a learning activity is required, each student must participate in that activity. A student who does not participate in a learning activity when given the opportunity fails the Level I Module unless the academy determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails the Level I Module.

(H) Physical Conditioning Program. Students must complete the POST physical conditioning program as described in the *Basic Academy Physical Conditioning Manual - 1996*.

(I) Physical Abilities Test Battery. At the conclusion of the POST physical conditioning program, students shall pass a POST-developed physical abilities test battery as described in section 1-3(b)(8).

1-4. District Attorney Investigators' Basic Course Content and Minimum Hours: The District Attorney Investigators' Basic Course contains the following Functional Areas and minimum hours. District Attorney basic training may be met by satisfactory completion of the training requirements of the Regular Basic Course, plus the satisfactory completion of a certified Investigation and Trial Preparation Course.

Functional Areas:

1.0	Professional Orientation	11 hours
2.0	Police Community Relations	16 hours
3.0	Law	52 hours
4.0	Laws of Evidence	20 hours
5.0	Communications	32 hours
6.0	Vehicle Operations	8 hours
7.0	Force and Weaponry	54 hours
8.0	Custody	4 hours
9.0	Physical Fitness and Defense Techniques	42 hours
*10.0	Field Techniques	79 hours
*11.0	Criminal Investigation and Trial Preparation	50 hours
*12.0	Specialized Investigation Techniques	30 hours
*13.0	Civil Process	20 hours
	Practical Exercise/Scenario Testing	24 hours
	Written Examinations	20 hours
	Total Minimum Required Hours	462 hours

*Functional Areas that form the basis of the POST-certified 80-hour Investigation and Trial Preparation Course.

1-5. Specialized Investigators' Basic Course Definitions and Requirements: The terms used to describe testing and training requirements are defined in paragraph 1-5(a). Testing and training requirements are described in paragraph 1-5(b). Testing, training, content and hourly requirements are provided in detail in *Training Specifications for the Specialized Investigators' Basic Course - 1995*. Requirements for reporting successful course completion are contained in Commission Regulation 1055(i). The P.C. 832, Arrest and Firearms Course, described in Regulation 1081(a)(1), is a course prerequisite.

(a) **Definitions of Terms Used to Describe Testing and Training Requirements**

(1) **Learning Domain.** An instructional unit that covers related subject matter. Each Specialized

Investigators' Basic Course learning domain is described in *Training Specifications for the Specialized Investigators' Basic Course - 1995*. Training Specifications for each learning domain include instructional goals, topics, and hourly requirements. Training specifications for a domain also may include learning activities and testing requirements.

- (2) **Instructional Goal.** A general statement of the results that instruction is supposed to produce.
 - (3) **Topic.** A word or phrase that succinctly describes subject matter associated with an instructional goal.
 - (4) **Test.** An evaluation of the extent to which students have achieved one or more instructional goals. Tests are graded on a pass/fail basis. Three types of tests may be used in the Specialized Investigators' Basic Course:
 - (A) **POST-Constructed Knowledge Test.** A POST-constructed, paper-and-pencil test that measures acquisition of knowledge required to achieve one or more instructional goals.
 - (B) **Scenario Test.** A job-simulation test that measures acquisition of complex psychomotor skills required to achieve one or more instructional goals.
 - (C) **Exercise Test.** Any test other than a POST-constructed knowledge test or scenario test that measures the acquisition of knowledge and/or skills required to achieve one or more instructional goals.
 - (5) **Learning Activity.** An activity designed to achieve or facilitate one or more instructional goals. Students participating in a learning activity may be coached and/or provided feedback, but unlike tests, learning activities are not graded on a pass-fail basis.
 - (6) **Test-Item Security Agreement.** An agreement between a training presenter and POST that identifies the terms and conditions under which the training presenter may be provided access to POST-constructed knowledge tests. Failure to accept or abide by the terms and conditions of this agreement is grounds for decertification in accordance with POST Regulation 1057.
- (b) **Testing and Training Requirements**
- (1) **Topics.** As specified in *Training Specifications for the Specialized Investigators' Basic Course - 1995*, training presenters shall provide appropriate instruction on each required topic.
 - (2) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each learning domain is specified in the *Training Specifications for the Specialized Investigators' Basic Course - 1995*. The total minimum hourly requirement for the Specialized Investigators' Basic Course is 364 hours.
 - (23) **POST-Constructed Knowledge Tests.** As specified in *Training Specifications for the Specialized Investigators' Basic Course - 1995*, POST-constructed knowledge tests may be required in some learning domains. Where a POST-constructed knowledge test is required, students must earn a score equal to or greater than the minimum passing score established by POST. Students who fail a POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the training presenter, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, parallel form of the same test. If a student fails

the second test, the student fails the course unless the training presenter determines that there were extenuating circumstances, in which case, the student may be tested a third time. If a student fails the third test, the student fails the course.

- (34) **Scenario Tests.** As specified in *Training Specifications for the Specialized Investigators' Basic Course - 1995*, scenario tests may be required in some learning domains. Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the training presenter. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the course unless the training presenter determines that there were extenuating circumstances or the student performed marginally (as determined by the training presenter), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails the course.
- (45) **Exercise Tests.** As specified in *Training Specifications for the Specialized Investigators' Basic Course - 1995*, exercise tests may be required in some learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the training presenter. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the course unless the training presenter determines that there were extenuating circumstances or the student performed marginally (as determined by the training presenter), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails the course.
- (56) **Learning Activities.** As specified in *Training Specifications for the Specialized Investigators' Basic Course - 1995*, learning activities may be required in some learning domains. Where a learning activity is required, each student must participate in that activity. A student who does not participate in a learning activity when given the opportunity fails the course unless the training presenter determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails the course.
- (67) **Training Presenter Requirements.** POST has established minimum, statewide training standards for the Specialized Investigators' Basic Course. However, local conditions may justify additional training requirements or higher performance standards than those established by POST. This may include but is not limited to the use of higher minimum passing scores on POST-constructed knowledge tests.

1-6. Public Safety Dispatchers' Basic Course Definitions and Requirements: The terms used to describe testing and training requirements are defined in paragraph 1-6(a). Testing and training requirements are described in paragraph 1-6(b). Testing, training, content, and hourly requirements are provided in detail in *Training Specifications for the Public Safety Dispatchers' Basic Course*. Requirements for reporting successful course completion are contained in Commission Regulation 1055(i).

(a) **Definitions of Terms Used to Describe Testing and Training Requirements**

- (1) **Learning Domain.** An instructional unit that covers related subject matter. Each Public Safety Dispatchers' Basic Course learning domain is described in *Training Specifications for the Public Safety Dispatchers' Basic Course*. Training specifications for each learning domain include instructional goals, topics, and hourly requirements. Training specifications for a domain also may include learning activities and testing requirements.
- (2) **Instructional Goal.** A general statement of the results that instruction is supposed to produce.
- (3) **Topic.** A word or phrase that succinctly describes subject matter associated with an instructional goal.
- (4) **Test.** An evaluation of the extent to which students have achieved one or more instructional goals. Tests are graded on a pass/fail basis. Three types of tests may be used in the Public Safety Dispatchers' Basic Course:
 - (A) **POST-Constructed Knowledge Test.** A POST-constructed, paper-and-pencil test that measures acquisition of knowledge required to achieve one or more instructional goals.
 - (B) **Scenario Test.** A job-simulation test that measures acquisition of complex psychomotor skills required to achieve one or more instructional goals.
 - (C) **Exercise Test.** Any test other than a POST-constructed knowledge test or scenario test that measures the acquisition of knowledge and/or skills required to achieve one or more instructional goals.
- (5) **Learning Activity.** An activity designed to achieve or facilitate one or more instructional goals. Students participating in a learning activity may be coached and/or provided feedback, but unlike tests, learning activities are not graded on a pass-fail basis.
- (6) **Test-Item Security Agreement.** An agreement between a training presenter and POST that identifies the terms and conditions under which the training presenter may be provided access to POST-constructed knowledge tests. Failure to accept or abide by the terms and conditions of this agreement is grounds for decertification in accordance with POST Regulation 1057.

(b) **Testing and Training Requirements**

- (1) **Topics.** As specified in *Training Specifications for the Public Safety Dispatchers' Basic Course*, training presenters shall provide appropriate instruction on each required topic.
- (2) **Hourly Requirements.** The minimum number of hours of instruction that shall be delivered for each learning domain is specified in *Training Specifications for the Public Safety Dispatchers' Basic Course*. The total minimum hourly requirement for the Public Safety Dispatchers' Basic Course is 120 hours.
- (23) **POST-Constructed Knowledge Tests.** As specified in *Training Specifications for the Public Safety Dispatchers' Basic Course*, POST-constructed knowledge tests may be required in some learning domains. Where a POST-constructed knowledge test is required, students must earn a score equal to or greater than the minimum passing score established by POST. Students who fail a POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review

their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the training presenter, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, parallel form of the same test. If a student fails the second test, the student fails the course unless the training presenter determines that there were extenuating circumstances, in which case, the student may be tested a third time. If a student fails the third test, the student fails the course.

- (34) **Scenario Tests.** As specified in *Training Specifications for the Public Safety Dispatchers' Basic Course*, scenario tests may be required in some learning domains. Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the training presenter. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the course unless the training presenter determines that there were extenuating circumstances or the student performed marginally (as determined by the training presenter), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails the course.
- (45) **Exercise Tests.** As specified in *Training Specifications for the Public Safety Dispatchers' Basic Course*, exercise tests may be required in some learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the training presenter. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the course unless the training presenter determines that there were extenuating circumstances or the student performed marginally (as determined by the training presenter), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails the course.
- (56) **Learning Activities.** As specified in *Training Specifications for the Public Safety Dispatchers' Basic Course*, learning activities may be required in some learning domains. Where a learning activity is required, each student must participate in that activity. A student who does not participate in a learning activity when given the opportunity fails the course unless the training presenter determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails the course.
- (67) **Training Presenter Requirements.** POST has established minimum, statewide training standards for the Public Safety Dispatchers' Basic Course. However, local conditions may justify additional training requirements or higher performance standards than those established by POST. This may include but is not limited to the use of higher minimum passing scores on POST-constructed knowledge tests.

1-7. Coroners' Death Investigation Course: The Coroners' Death Investigation Course contains the following Functional Areas and minimum hours. This course partially fulfills the minimum basic training required under 1005(a)(5) for peace officer members of Coroners' Offices. With prior POST approval, flexibility shall be granted

to adjust hours between functional areas.

Functional Areas:

1.0	Course Overview Administrative Issues	1 hour
2.0	Death Investigation	40 hours
3.0	Introduction to Disaster Management	2 hours
4.0	Role of Coroner/Public Administrator	4 hours
5.0	Coroners' Law	2 hours
6.0	General Laboratory Practices	4 hours
7.0	Vehicle Fatalities	2 hours
8.0	Forensic Use of Medical Records	2 hours
9.0	Forensic Anthropology	4 hours
10.0	Forensic Pathology	10 hours
11.0	Death and Grief Bereaved	2 hours
12.0	A.I.D.S. and Other Communicable Diseases	2 hours
13.0	Forensic Odontology	4 hours
14.0	Test	1 hour
	Total Minimum Required Hours	80 hours

Attachment C identifies proposed changes to Regulation 1081 (a) (12) which contains POST's minimum curriculum requirements for the mandated Sexual Assault Investigation Course for "Specialists," as well as requirements for the Basic Course. POST's requirements for the Basic Course currently contains approximately 12 of the 40 hours and no curriculum changes are necessary for the Basic Course. Two of the existing five Sexual Assault Investigation courses already are at 40 hours. This revised curriculum satisfies the requirement of 13516 P.C. for the mandatory training of specialists assigned to the investigation of cases involving the sexual exploitation or sexual abuse of children. This curriculum is also recommended training for other investigators of sexual assault cases where the victims are adults.

Adoption of this new training requirement for specialists assigned to the investigation of sexual assault cases must be pursuant to the Administrative Procedures Act. A Notice of Proposed Regulatory Action (Attachment D) is recommended. Unless a public request is made for public hearing, the regulation would become effective upon approval by the Office of Administrative Law.

The Sexual Assault Guidelines (Attachment E) have been reviewed and expanded by the committee. The document provides a more comprehensive investigative tool for agencies to follow.

RECOMMENDATION

- 1) Subject to the results of a Notice of Regulatory Action, approve the proposed revisions to POST requirements for sexual assault training amending Regulation 1081 (a) (12).
- 2) Approve revised POST guidelines for sexual assault investigation and authorize the Executive Director to reproduce and distribute.

PC§ 13516. Sexual Assault Investigation - Guidelines and Training

- (a) The commission shall prepare guidelines establishing standard procedures which may be followed by police agencies in the investigation of sexual assault cases, and cases involving the sexual exploitation or sexual abuse of children, including, police response to, and treatment of, victims of these crimes.
- (b) The course of training leading to the basic certificate issued by the commission shall, on and after July 1, 1977, include adequate instruction in the procedures described in subdivision (a). No reimbursement shall be made to local agencies based on attendance on or after that date at any course which does not comply with the requirements of this subdivision.
- (c) The Commission shall prepare and implement a course for the training of specialists in the investigation of sexual assault cases, child sexual exploitation cases, and child sexual abuse cases. Officers assigned to investigation duties which include the handling of cases involving the sexual exploitation or sexual abuse of children, shall successfully complete that training within six months of the date the assignment was made.
- (d) It is the intent of the Legislature in the enactment of this section to encourage the establishment of sex crime investigation units in police agencies throughout the state, which units shall include, but not be limited to, investigating crimes involving the sexual exploitation and sexual abuse of children.
- (e) It is the further intent of the Legislature in the enactment of this section to encourage the establishment of investigation guidelines that take into consideration the sensitive nature of the sexual exploitation and sexual abuse of children with respect to both the accused and the alleged victim.

POST Sexual Assault Investigation Guidelines/Curriculum Review Committee

**Mike Buttitta, Detective
Los Angeles Police Department
RHD, Rape Special Section**

**David Lambkin, Detective
Los Angeles Police Department**

**Sharon Crowley, RN, MN, FCNS
Forensic Clinical Nurse Specialist**

**Laurie Lindenbaum, Judge
Bay Municipal Court**

**Frank Daley, Detective
Hayward Police Department**

**Gary Lowe, LCSW,
Sex Offender Program Specialist
Department of Corrections
Parole and Community Services Div.**

**Elizabeth Devine, Senior Criminalist
Los Angeles County Sheriff's Dept.**

**Linda Luckey, Chief
State of California, Office of the Governor
Office of Criminal Justice Planning
Sexual Assault/Domestic Violence Branch**

**Patrick Flood (Detective-Retired)
Sacramento County Sheriff's Dept.**

**Jackye McClure, Director
YWCA, Santa Clara Valley
Rape Crisis Center**

**Diane Jorgensen
Contra Costa Criminal Justice Training Center
Los Medanos College**

**Maril O'Shaughnessy, Coordinator
Sacramento Public Safety Center**

**Peter Graves, Coordinator
(San Jose PD Retired)
San Jose State University
Administration of Justice Bureau**

**Harold Sagan, Detective
Fairfield Police Department
Crimes Against Persons**

**Roger L. Gripe, Detective III
Los Angeles Police Department
Detective Training Unit**

**Deputy Art Scott, Coordinator
Los Angeles County Sheriff's Dept.
Advanced Training Bureau**

**Emily Kuszak, Director
San Jose State University
Administration of Justice Bureau**

Commission on Peace Officer Standards and Training

PROPOSED REGULATORY ACTION: AMENDMENT OF 1081 (a) (12)

1081. Minimum Standards for Legislatively Mandated Courses

(a) (1) - (11) continued

- (12) Sexual Assault Investigation - ~~24~~ 40 Hours
(Penal Code Section 13516)
(Certified Course)

~~Preliminary Sexual Assault Investigation
and Sexual Exploitation; Exploitation/
Sexual Abuse of Children (Required part
of Basic: (6 Hours)~~

This course satisfies the Sexual Abuse and Exploitation of Children training
requirement specified in 13516 P.C.

- * (A) ~~Overview of Problems, Issues and Prevention Considerations~~
Introduction/Overview
- * (B) ~~Sensitivity of Responding Officer~~
Laws Related To Sexual Assault
- * (C) ~~Treatment of Victim~~
Victim Dynamics & Interaction
- (D) ~~Preliminary Investigation Procedure~~
Offender Dynamics & Interaction

~~Follow-up Sexual Assault Investigation:
(18 Hours)~~

- * (E) ~~Collection and Preservation of Evidence~~
Interviews
- * (F) ~~Classroom Demonstration~~
Investigative Techniques and Resources
- (G) ~~Basic Assault Investigation~~
Special Sexual Assault Cases
- * (H) ~~Review Report of Preliminary Investigation~~
Sexual Abuse and Exploitation of Children
- * (I) ~~Re-interview Victim~~
Evidence

- (J) Investigation of Suspect
Case Management
- (K) Physical Evidence
Investigator Wellness
- (L) Prosecution
- (M) Pretrial Preparation

* Basic Course includes 12 hours of instruction addressing these topics

Commission on Peace Officer Standards and Training

SEXUAL ASSAULT INVESTIGATION COURSE

Comprehensive Expanded Course Outline

1.0 INTRODUCTION/OVERVIEW

1.1.0 LEARNING GOAL:

The learner will understand the scope and issues related to sexual assaults and their impact on the community.

1.1.1 LEARNING OBJECTIVE:

The learner will recognize the scope and issues related to sexual assaults and their impact on the community.

- A. Scope and Impact of Sexual Assault
 - 1. Victim
 - 2. Victim's Family
 - 3. Community
 - 4. Law Enforcement
- B. Prevalence of Sexual Abuse
 - 1. Federal, State and Local statistics on rape and other sexual assaults
 - 2. Estimates of unreported sexual assault crimes

1.2.0 LEARNING GOAL:

The learner will recognize the role of law enforcement in conducting sexual assault investigations.

1.2.1 LEARNING OBJECTIVE:

The learner will describe the role of law enforcement in the investigation of sexual assaults.

- A. Balancing the needs of the investigation with the needs of the victim
- B. Importance of an objective and unbiased investigation
- C. Protection of the rights of all parties (victim(s), suspect(s), witness(es))
- D. Importance of conducting an investigation in a timely manner
- E. Importance of a complete investigation to preclude serious consequences for innocent persons

1.3.0 LEARNING GOAL:

The learner will understand the value of multidisciplinary resources in the investigation of sexual assaults.

1.3.1 LEARNING OBJECTIVE:

The learner will identify the value of utilizing a multidisciplinary approach for investigating sexual assaults.

- A. Law enforcement (Federal, State and Local)
- B. Adult Protective Services (APS)/Child Protective Services (CPS)
- C. Prosecution
- D. Medical/Sexual Assault Response Team (SART)
- E. Victim/Witness Programs
- F. Treatment resources (Mental Health)
- G. Other community resources

2.0. LAWS RELATED TO SEXUAL ASSAULT

2.1.0 LEARNING GOAL:

The learner will understand the legal definition of sexual assault crimes and related statutes.

2.1.1 LEARNING OBJECTIVE:

Given case studies regarding sexual assaults, the learner will identify the applicable factors:

- A. Statutes (Elements of Crimes, Enhancements, Probation Denials)
- B. Case Law
- C. Mandated Reporting
- D. Protective Custody
- E. Possibility of multiple sexual crimes per case

2.1.2 LEARNING OBJECTIVE:

The learner will identify specific statutes designed to protect the rights of sexual assault victims.

- A. Confidentiality (293PC, 293.5PC, 1054.2PC, 352.1Evidence Code)
- B. Lie Detection/Truth Verification (637.3PC, 637.4PC, 351.1EC)
- C. Counseling and Support Persons (264.2PC, 868.5PC)
- D. Right not to testify (128PC, 1219Code of Civil Procedure)
- E. Use of Hearsay Testimony (1228, 1360, 1370 EC)

3.0 OFFENDER DYNAMICS & INTERACTION

3.1.0 LEARNING GOAL:

The learner will understand the unique characteristics of specific types of sexual assault offenders.

3.1.1 LEARNING OBJECTIVE:

The learner will identify the behavioral characteristics of specific types of sexual assault offenders.

- A. Power Reassurance (introverted)
- B. Power Assertive (aggressive)
- C. Anger Retaliatory (poor impulse control)
- D. Anger Excitation (sadistic)
- E. Opportunistic

4.0. VICTIM DYNAMICS & INTERACTION

4.1.0 LEARNING GOAL:

The learner will recognize stress disorder and trauma syndrome found in sexual assault victims and other involved parties.

4.1.1 LEARNING OBJECTIVE:

The learner will identify the stress disorder and trauma syndrome found in sexual assault victims and other involved parties.

- A. Post Traumatic Stress Disorder (PTSD)
 - 1. Causation
 - 2. Symptoms
 - 3. Behavioral Manifestations
- B. Rape-Related Trauma Syndrome(R-RTS)
 - 1. Causation
 - 2. Symptoms
 - 3. Behavioral Manifestation
- C. Secondary Post Traumatic Stress Disorder (SPTSD)
 - 1. Causation
 - 2. Symptoms
 - 3. Behavioral Manifestations

4.2.0 LEARNING GOAL:

The learner will understand the various sensitivity issues relating to victims of sexual assaults and their impact on investigations.

4.2.1 LEARNING OBJECTIVE:

The learner will identify the various sensitivity issues relating to victims of sexual assaults and their impact on investigations.

- A. Post Traumatic Stress Disorder (PTSD)
- B. Rape-Related Trauma Syndrome(R-RTS)
- C. Secondary Post Traumatic Stress Disorder (SPTSD) - (spouses, significant others, family, co-workers, law enforcement personnel, medical personnel, prosecutors, etc.)
- D. Criminal justice process (investigation, prosecution, case disposition, etc.)
- E. Medical examination and evidence collection
- F. Physical injuries and follow-up treatment

5.0 INTERVIEWS

5.1.0 LEARNING GOAL:

The student will recognize the dynamics of involved parties in sexual assault investigations and the use of appropriate interview techniques.

5.1.1 LEARNING OBJECTIVE:

The student will describe the interview process for involved parties in sexual assault investigations.

A. Victim

1. Determine the purpose of the interview
2. Plan and prepare for the interview
3. Understand the developmental and functional level of the victim, and demonstrate the ability to apply appropriate techniques.
4. Consider the use of audio/video technology (especially in domestic related sexual assaults)
5. Consider the use of multi-disciplinary team approach
6. Consider the needs of the victim
7. Be aware of the victims's emotional state
8. Be aware of the interviewer's impact on the victim
9. Consider the factors involved in the victim's ability to relate all information correctly
10. Consider the need for additional victim interviews
11. Ensure accurate and complete documentation of all aspects of the interview statements (verbatim, key words, phrases, actions)

B. Offender

1. Plan and prepare for the interview
 - a. Research prior contacts with the criminal justice system
 - b. Search M.O. files for similar crimes and conduct applicable follow-ups
 - c. Discuss interview strategies and themes with co-interviewers and subject matter experts
 - d. Prepare "interview props"
 - e. Determine suspect typology
 - f. Consider the use of audio/video recording, lie detection equipment technology
 - g. Consider truth verification
 - h. Consider legal issues
 - i. Determine appropriate time and place for the interview
 - j. Obtain photographs of the victim(s) and crime locations(s)
2. Establish rapport with the suspect
3. Obtain relevant background information
4. If suspect provides an alibi through another person, follow-up as soon as possible in order to preclude collaboration

C. Witness

1. Identify all potential witnesses
 - a. Fresh Complaint
 - b. Voluntary
 - c. Involuntary
 - d. Friends/acquaintance
 - e. Family members

- f. Co-workers
 - g. Professional (e.g. Healthcare providers)
 - h. Prior spouses/partners
2. Determine if the witness could be an additional victim
 3. Determine witnesses relationship to potential victims/offenders
 4. Consider the use of audio/video recording (especially in interviews with involuntary witnesses or suspect acquaintances who may later change their statement)
 5. Consider use of witness to provide hearsay evidence (1370 EC)

5.1.2 LEARNING OBJECTIVE:

Utilizing an exercise depicting an interview with a victim, a witness, and/or a suspect in a sexual assault investigation, the learner will demonstrate appropriate interview techniques.

6.0 INVESTIGATIVE TECHNIQUES AND RESOURCES

6.1.0 LEARNING GOAL:

The learner will understand the investigative process for sexual assault investigations.

6.1.1 LEARNING OBJECTIVE:

The learner will identify the investigative steps appropriate for sexual assault investigations.

- A. Review initial reports and resolve any conflicts
- B. Develop preliminary strategy/tactics for conducting the investigation
- C. Identify all known involved parties
 1. Conduct background checks
 2. Prioritize interview sequence
- D. Obtain statements
- E. Identify and/or review crime scene(s)
- F. Review evidence and prioritize for analysis
- G. Ensure completion of timely medical examination and appropriate follow-up
- H. Ensure timely, accurate and complete documentation of investigation
- I. Be aware of confidentiality issues for involved parties
- J. Minimize trauma to victim

- K. If appropriate, evaluate need for protective custody of victim and witnesses, e.g., juveniles
- L. Evaluate need for additional special resources
- M. Consider possible changes that require follow-up investigation (e.g., evidence, statements, oversights, etc.)
- N. Line-ups
 1. Suspect photo line-ups
 2. Suspect live line-ups
 3. Voice

- 4. Instruments of the crime
- 5. Locations
- O. Consider factors in determining if arrest of suspect is appropriate (timelines, location)
- P. Maintain contact with victim throughout the investigation and the judicial process

6.2.0 LEARNING GOAL:

The learner will develop an understanding of special investigative techniques in sexual assault investigations.

6.2.1 LEARNING OBJECTIVE:

The learner will explain the use of special investigative techniques in sexual assault investigations.

- A. Pretext conversations
 - 1. A conversation between the suspect and another party that provides the suspect with an opportunity to make admissions or confessions
 - 2. Preparation and application
 - a. Recognition of affects on victim
 - b. Location
 - c. General content discussion
 - d. Legal considerations (one-party consent vs. eavesdropping, 633PC)
 - e. Equipment considerations
 - f. Interaction between officer and caller (if monitored)
 - G. Consider use of truth verification technology
 - 3. Results of pretext conversation
 - a. Confession
 - b. Admissions
 - c. Lack of appropriate response
 - d. Appropriate response
 - e. Assess the effect on victim (refer for support services if necessary)
 - f. Considerations in revealing pre-text call to suspect
- B. Surveillance
 - 1. Fixed
 - 2. Mobile
 - 3. Electronic
 - a. Computer
 - b. Telephone
 - c. Tracking devices
- C. Pro-active techniques
 - 1. Ability to pose as an offender or accomplice and provide an opportunity for a suspect to commit a crime
 - a. Internet

- b. Printed publications
- c. Decoy operations
- 2. Employment of special investigative techniques
 - a. PC 290 sweeps
 - b. Automated tracking pursuant to Megan's Law
 - c. Cooperation of parole and probation departments
 - d. CODIS search on sexual assault offenders
 - e. Development and maintenance of M.O. system
 - f. Networking with other sexual assault investigators
 - g. Utilizing the media
 - h. Composites

6.3.0 LEARNING GOAL:

The learner will understand the value of investigative resources along with interagency interaction/cooperation for the efficient and successful investigation of sexual assault cases.

6.3.1 LEARNING OBJECTIVE:

The learner will identify the role of, and assistance available from, other agencies and resources in the investigation of sexual assault cases.

A. Interagency Interaction/Cooperation

- 1. DOJ (Investigation Assistance, Profiling, Crime Lab, Prosecution, etc.)
- 2. Child Protective Services (CPS)/Adult Protective Services (APS)
- 3. SHOP
- 4. Medical/SART
- 5. Other law enforcement agencies
- 6. Prosecuting agencies
- 7. Rape Crisis/Advocates
- 8. Probation and Parole
- 9. Forensic Specialists/Labs
- 10. State of California Victim/Witness Assistance Program (13835.5 & 13835.7PC)

B. Other Resources

- 1. Internet
- 2. Service organizations
- 3. Professional Organizations

7.0 SPECIAL SEXUAL ASSAULT CASES

7.1.0 LEARNING GOAL:

The learner will become familiar with special sexual assault cases.

7.1.1 LEARNING OBJECTIVE:

The learner will identify the unique considerations in the investigation of special sexual assault cases.

- A. Serial Cases
 - 1. Multiple victims
 - 2. Multiple agencies
 - 3. Task force operations
- B. High Profile Cases
 - 1. Government officials
 - 2. Prominent involved parties
 - 3. Media driven cases

8.0 SEXUAL ABUSE AND EXPLOITATION OF CHILDREN

8.1.0 LEARNING GOAL:

The learner will understand the issues and protocols surrounding the investigation of sexual abuse and exploitation of children.

8.1.1 LEARNING OBJECTIVE:

The learner will explain the issues and protocols involved with the investigation of sexual abuse and exploitation of children.

- O. Overview of sexual abuse and exploitation of children
- P. Laws related to child sexual abuse and exploitation
- Q. General and Specialized Investigative Techniques
- R. Interagency Cooperation
- S. Interviews
- T. Medical and Crime Scene Evidence
- U. Managing child sexual abuse and exploitation cases
- V. Stressors, Symptoms and Coping Strategies dealing with investigating child sexual abuse and exploitation cases

9.0 SEXUAL ASSAULT EVIDENCE

9.1.0 LEARNING GOAL:

The learner will understand the concepts and techniques in the identification, documentation, collection, preservation and analysis of evidence in sexual assault cases.

9.1.1 LEARNING OBJECTIVE:

The learner will explain the necessity for proper identification, documentation, collection and preservation of evidence and its relationship to other information in the investigation of sexual assault cases.

- A. Medical Evidence
 - 1. Medical Terminology and Abbreviations
 - 2. Medical-Legal Exam
 - a. Consultation with the medical staff
 - b. Medical interview/historical information
 - c. Physical Examination of the Victim

- (1) General Physical Exam; evaluation of non-genital trauma, e.g. bite marks, bruises, etc.
- (2) Oral/Genital/Anal Exam
- (3) Sexually Transmitted Disease (STD) and/or STD Prophylaxis (per local protocol)
- (4) Pregnancy Prophylaxis as appropriate
- d. Sexual Assault Evidence
 - (1) Clothing
 - (2) Forensic Samples
 - (3) Reference Samples per local protocol
 - (4) Control Samples
 - (5) Blood/Urine (for drug and alcohol testing)
 - (6) Proper packaging and storage
- e. Suspect Evidence (if applicable)
 - (1) Clothing
 - (2) Forensic Samples
 - (3) Reference Samples per local protocol
 - (4) Blood/urine
- f. Examination tools
 - (1) Woods Lamp (UV Light)
 - (2) Alternate Light Source
 - (3) Colposcope
 - (4) Photography (35 mm camera)
 - (5) Nuclear Staining Dyes (Toluidine Bule)
 - (6) Anoscopy
3. Documentation
 - a. Medical reports (OCJP 923/925)
 - b. Supplemental medical and hospital lab reports (e.g. narrative dictations, Follow-up Exam Reports)
 - c. Interpretation and significance of physical findings
 - d. Photos/slides taken during medical exam
4. Follow-up examination (if applicable)

9.1.2 LEARNING OBJECTIVE:

The learner will explain the proper procedure for the identification, documentation, collection, and preservation of evidence at a sexual assault crime scene.

- A. Crime Scene Evidence
 1. Locard Principle (exchange principle)
 2. Identification of Physical Evidence
 - a. Body Fluid Search-Semen
 - (1) Visible and Tactile search
 - (2) Alternate Light Source/Laser/UV light
 - (3) Acid Phosphotase Test
 - b. Body Fluid Concerns-Non-seminal
 - (1) Saliva

- (2) Perspiration
- (3) Blood
- (4) Fecal/urine
- c. Trace Evidence
 - (1) Hairs
 - (2) Fibers
- d. Bedding
- e. Clothing
- f. Ligatures/Bindings
- g. Lubricants
- h. Footwear evidence
- i. Other (prints, tire tracks, toolmarks...)
- 3. Corroborating Evidence
 - a. Diaries/writings
 - b. Telephone bills
 - c. Personal telephone book
 - d. Photographs/Negatives
 - e. Drawings
 - f. Videos
 - g. Computers/software
 - h. Items left at scene by victim/suspect
 - i. Indications of fetish activity by suspect
 - j. M.O. factors
- 4. Resource personnel
 - a. Photographer/Print expert
 - b. Criminalist or Crime Scene Investigator
 - c. Computer expert
 - d. Subject Matter Expert(s)
 - e. Truth verification or Lie Detection Examiner
- 5. Documentation
 - a. Notes
 - b. Sketches
 - c. Photography
 - d. Videography
- 6. Collection and Preservation
 - a. Proper collection procedures
 - b. Handling and Packaging (e.g. air dry, then freeze)
 - c. Chain of custody issues
 - d. Storage-Temporary and Permanent
 - (1) People v/Nation
 - (2) Biohazards

9.1.3. LEARNING OBJECTIVE:

The learner will identify the process of evidence analysis in sexual assault and the current capabilities of forensic laboratories relative to the evidence collected.

A. Serological Analysis

1. Seminal fluid
 - a. Screening tests
 - b. Identification and Quantitative information
 - c. Conventional Serology (if applicable)
 - d. Forensic DNA Analysis
 - (1) Restriction Fragment Length Polymorphisms (RFLP)
 - (2) Polymerase Chain Reaction (PCR)
2. Saliva
 - a. Identification
 - b. Conventional Serology (if applicable)
 - c. PCR-DNA
3. Perspiration
 - a. Location
 - b. PCR-DNA
4. Hairs for identification
 - a. Microscopic comparison
 - b. PCR-DNA

9.1.4 LEARNING OBJECTIVE:

The learner will explain what CODIS is and how it can be used as an investigative tool.

- A. Computerized DNA Index System (CODIS)
 1. Location and Database (SHOP)
 2. Analytical applicability (RFLP only, now)
 3. State and National Access
 4. Case Input
 5. No suspect search (cold hit)
 - a. Prior Offender Index
 - b. Forensic Sample Index
 6. Possible suspect - Local 290 comparison (warm hit)
 7. Search Frequency
 8. Old case considerations
 - a. Within the statute
 - b. Beyond the statute

9.2.0 LEARNING GOAL:

The learner will acquire the ability to prepare and execute a search warrant unique to sexual assault investigations.

9.2.1 LEARNING OBJECTIVE:

The learner will demonstrate how to prepare a search warrant.

- A. Affidavit
 1. Expertise and identification of affiant
 2. Statement of probable cause
 3. Property to be searched

4. Items to be seized
5. Justification for items sought
6. Location(s) to be searched
- B. Search warrant
- C. Return on search warrant
- D. Examples of items to be seized
 1. Diaries/Other Writings
 2. Telephone and utility bills and records
 3. Computer equipment and software
 4. Personal telephone book
 5. Videotapes/photographs, negatives, slides, undeveloped film, cameras, video cameras, video recorders, and monitors
 6. Adult pornography/erotica and other published material catering to paraphilias
 7. Biological reference samples
 8. Suspect's clothing and footwear
 9. Scene references
 10. Any other evidence that corroborates the victim's statement

9.2.2 LEARNING OBJECTIVE:

The learner will explain the proper procedure relating to the execution of a search warrant.

- A. Search warrants
 1. Telephonic
 2. Written
 3. Special master
 4. Wiretap
- B. Exception to a search warrant
 1. Consent
 - a. Written
 - b. Verbal
 2. Exigent circumstances
 3. Probation
 4. Parole
 5. Vehicle

10.0 CASE MANAGEMENT

10.1 LEARNING GOAL

The learner will understand how to effectively manage a case.

10.1.1 LEARNING OBJECTIVE

The learner will identify the priorities involved with properly managing a case.

- A. Risk assessment
 1. Safety of the victim
 2. Potential danger to community

3. Flight risk of offender
4. Destruction of evidence
- B. Coordination with other agencies
 1. Victim Witness
 2. Adult Protective Services
 3. Other law enforcement agencies
 4. Prosecutors
 5. Medical personnel
 6. Probation/Parole
- C. Proper management of resources
 1. Appropriateness
 2. Timeliness
- D. Victim/witness availability and cooperation
 1. Maintaining contact with victim throughout investigation and judicial process
 2. Ensure adequate court preparation for victim/witness
- E. Evidence issues
 1. Prioritization and timeliness of request for analysis
 2. Analysis turnaround time
 3. Long term management of evidence
- F. Clearance issues
 1. Multiple clearances
 2. Unfounding cases

11.0 INVESTIGATOR WELLNESS

11.1 LEARNING GOAL:

The learner will recognize the stressors and symptoms associated with the investigation of sexual assaults.

11.1.1 LEARNING OBJECTIVE:

The learner will identify the common stressors associated with the investigation of sexual assault cases and their physical, emotional, and behavioral manifestations.

- A. Stressors
 1. Nature of the crime
 - a. Physical
 - b. Sexual
 - c. Emotional
 - d. Neglect
 2. Organizational issues
 - a. Administration
 - b. Peers
 3. Involved parties
 - a. Victim(s)
 - b. Suspect(s)

- c. Witness(es)
- d. Family
- 4. Media management
- 5. Personal history of exposure to issues of abuse
 - a. Personal
 - b. Professional
- 6. Case loads
 - a. Case volume
 - b. Time limitations
- 7. Other agencies
 - a. Prosecuting attorney
 - b. Court
 - c. Medical
 - d. Defense oriented organizations
- B. Symptoms
 - 1. Physical
 - a. Compulsive behaviors
 - b. Addiction
 - c. Medical disorders
 - 2. Emotional
 - a. Mood swings
 - b. Withdrawal
 - c. Depression
 - d. Anger

11.2 LEARNING GOAL:

The learner will develop an understanding of the coping strategies utilized in dealing with stress while investigating sexual assault cases

11.2.1 LEARNING OBJECTIVE:

The learner will identify the coping strategies utilized in dealing with stress while investigating sexual assault cases.

- A. Coping strategies
 - 1. Positive
 - a. Peer group interaction
 - b. Exercise
 - c. Diet
 - d. Counseling
 - e. Family support
 - f. Professional involvement
 - (1) Teaching
 - (2) Consulting
 - g. Humor
 - h. Respite
 - i. Change of assignment
 - 2. Negative

- a. Substance abuse
 - (1) Alcohol
 - (2) Legal and illegal Drugs
- b. Aggressive behavior
- c. Sexual dysfunction
- d. Work deterioration
- e. Deterioration of interpersonal relationships

NOTE:

For Sexual Assault Investigation presenters who desire to incorporate Child Sexual Abuse and Child Sexual Exploitation in with this training curriculum, please consult the training curriculum for the "Child Abuse Investigation Course".

January 21, 1999

Commission on Peace Officer Standards and Training

**NOTICE OF PROPOSED REGULATORY ACTION: ADDITION
OF COMMISSION REGULATION 1081(a)(12)**

Notice is hereby given that the Commission on Peace Officer Standards and Training (POST), pursuant to the authority vested by Sections 13503 and 13506 of the Penal Code, and in order to interpret, implement and make specific Section 12002(f) of the Penal Code, proposes to adopt, amend, or repeal regulations in Chapter 2 of Title 11 of the California Code of Regulations.

INFORMATIVE DIGEST

Penal Code Section 13516 (added by Statutes 1978, and amended by Statutes 1980 and 1981) requires that the Commission prepare guidelines establishing standard procedures which may be followed by law enforcement agencies in the investigation of sexual assault cases, and cases involving the sexual abuse and exploitation of children. This statute also required POST to prepare and implement a course for the training of specialists in the investigations of these types of cases. The curriculum was amended in 1986, and has recently been updated to incorporate changes in law, investigative procedure, victim/offender dynamics and interaction, special sexual assault cases, case management, investigator wellness, and collection of evidence. Since the previous update, and with the advent of many new strategies and protocols for these types of cases, an advisory training council of sexual assault investigation subject matter experts recommended, and staff concurred, the extension of the training curriculum from 24 to 40 hours.

PUBLIC COMMENT

The Commission hereby requests written comments on the proposed action. All written comments must be received at POST no later than 4:30 p.m. on _____, 1998. Written comments should be directed to Kenneth J. O'Brien, Executive Director, Commission on Peace Officer Standards and Training, 1601 Alhambra Blvd., Sacramento, CA 95816-7083.

A public hearing is not scheduled. Pursuant to Government Code Section 11346.8, any interested person, or duly authorized representative, may request in writing, no later than _____, 1998 that a public hearing be held.

ADOPTION OF PROPOSED REGULATIONS

Following the close of the public comment period, the Commission may adopt the proposals substantially as described in this notice or may modify the proposal if such modifications remain

sufficiently related to the text as described in the Informative Digest. If the Commission makes changes to the language before adoption, the text of any modified language clearly indicated will be made available at least 15 days before the date of adoption to all persons whose comments were received by POST during the public comment period, and all persons who request notification from POST of the availability of such changes. A request for the modified text should be addressed to the agency official designated in this notice. The Commission will accept written comments on the modified 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 upon request in writing to the contact person at the below 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

Fiscal Impact on Public Agencies Including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Cost to Any Local Agency or School District for Which Government Code Section 17561 Requires Reimbursement: None

Declaration Relating to Impact on All California Businesses: The Commission on Peace Officer Standards and Training, in the development of the proposed regulation, has assessed the potential for adverse economic impact on businesses in California and has found that the proposed amendments to Regulations 1081, will have no effect. This finding was based on the determination that the proposed amendment to the California Code of Regulations in no way applies to California businesses.

Costs Impact on Private Persons or Entities: None

Housing Costs: None

ASSESSMENT

The adoption of the proposed amendments to this regulation will neither create nor eliminate jobs in the state of California, nor result in the elimination of existing businesses or create or expand businesses in the state of California.

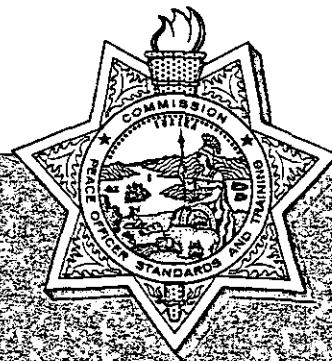
CONSIDERATION OF ALTERNATIVES

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

Inquires concerning the proposed action and requests for written material pertaining to the proposed action should be directed to Anna Del Porto, Associate Governmental Program Analyst, 1601 Alhambra Blvd., Sacramento, CA or by telephone at (916) 227-4854.

GUIDELINES FOR SEXUAL ASSAULT INVESTIGATION



THE COMMISSION
ON PEACE OFFICER STANDARDS AND TRAINING

STATE OF CALIFORNIA

COMMISSIONERS

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Jan Scully	District Attorney Sacramento County
Barbara G. Warden	Council Member, 5 th District City of San Diego
Kenneth J. O'Brien	Executive Director

FOREWORD


Sexual assault is one of the most offensive crimes committed in our society. Not only is it a threat to the community, but may also physically and psychologically affect the victim in many ways. The emotional trauma of being sexually assaulted may differ from victimization in other forms. The personal nature of this act makes it even more critical that responding officers possess the skills and sensitivity necessary to provide the support that the victim needs.

Penal Code Section 13516 mandates that the Commission on Peace Officer Standards and Training (POST) prepare guidelines establishing standard procedures which may be followed by law enforcement agencies in the investigation of sexual assault cases. This statute also requires POST to prepare and implement a course for the training of specialists in the investigation of sexual assault cases. This guideline document has been recently updated to incorporate changes in the law and changes in investigative procedure.

Guidelines are presented in a format that will allow the reader to follow a step-by-step process for conducting a sexual assault investigation. POST encourages the sharing of this information with all law enforcement personnel who may serve as the liaison between the sexual assault victim and the criminal justice system.

The technical information contained in this document is updated from the original 1978 document "Advanced Sexual Assault Investigation," and the 1986 publication entitled "Sexual Assault Investigation." For specific information concerning investigating crimes against children, the reader is referred to the document "POST Guidelines for the Investigation of Child Physical Abuse and Neglect, Sexual Abuse and Exploitation."

The Commission appreciates the contributions of the Sexual Assault Investigation Guidelines/Curriculum Advisory Council for their assistance in the updating of this information. Questions or comments concerning this document should be directed to the Training Program Services Bureau at (916) 227-4885. For information on obtaining additional copies of this document, please call POST Media Distribution at (916) 227-4856.


KENNETH J. O'BRIEN
Executive Director

Commission on Peace Officer Standards and Training

Sex Crime Investigation

P.C. 13516

§ 13516. Sexual assault cases; standard investigative procedures; training; legislative intent

- (a) The commission shall prepare guidelines establishing standard procedures which may be followed by police agencies in the investigation of sexual assault cases, and cases involving the sexual exploitation or sexual abuse of children, including, police response to, and treatment of, victims of these crimes.
- (b) The course of training leading to the basic certificate issued by the commission shall, on and after July 1, 1977, include adequate instruction in the procedures described in subdivision (a). No reimbursement shall be made to local agencies based on attendance on or after that date at any course which does not comply with the requirements of this subdivision.
- (c) The commission shall prepare and implement a course for the training of specialists in the investigation of sexual assault cases, child sexual exploitation cases, and child sexual abuse cases. Officers assigned to investigation duties which include the handling of cases involving the sexual exploitation or sexual abuse of children, shall successfully complete that training within six months of the date the assignment was made.
- (d) It is the intent of the Legislature in the enactment of this section to encourage the establishment of sex crime investigation units in police agencies throughout the state, which units shall include, but not be limited to, investigating crimes involving the sexual exploitation and sexual abuse of children.
- (e) It is the further intent of the Legislature in the enactment of this section to encourage the establishment of investigation guidelines that take into consideration the sensitive nature of the sexual exploitation and sexual abuse of children with respect to both the accused and the alleged victim.

POST Sexual Assault Investigation Guidelines/Curriculum Advisory Council

Detective Mike Buttitta
Los Angeles Police Department
RHD, Rape Special Section

Sharon Crowley, RN, MN, FCNS
Forensic Clinical Nurse Specialist

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Hayward Police Department

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Detective III Roger L. Gripe
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Laurie Lindenbaum, Judge
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Sex Offender Program Specialist
Department of Corrections Parole and
Community Services Division

Linda Luckey, Chief
State of CA, Office of the Governor
Office of Criminal Justice Planning
Sexual Assault/Domestic Violence Branch

Jackye McClure, Director
YWCA, Santa Clara Valley
Rape Crisis Center

Maril O'Shaughnessy, Coordinator
Sacramento Public Safety Center

Detective Harold Sagan
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Deputy Art Scott, Coordinator
Los Angeles County Sheriff's Dept.
Advanced Training Bureau

Anne Marie Schubert
Deputy District Attorney
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INTRODUCTION

The law enforcement officer is one of the most visible authority figures in our society. When the public perceives the need for assistance, the police officer is usually the first one to be called. Each officer must be well trained, well informed, and empathetic to the needs of the community members. This becomes critical when the offense involves sexual assault.

Unlike other criminal acts, sexual assault may cause lasting emotional scars. The skill and sensitivity of the officers handling the investigation may ease the victim's trauma and provide a sense of security and support. Due to the very personal nature of the offense, the responding officer must attempt to establish a rapport with the sexual assault victim so that complete and accurate information about the offense can be obtained.

Many times little or no physical evidence is found to corroborate the victim's statement. Thus, the criminal justice system must rely on the skills of the police officers handling the investigation to provide the necessary information to successfully prosecute the offender. Often, it comes down to the victim's statement of what took place versus the offender's denial.

Law enforcement has a legal and moral obligation to thoroughly investigate reports of sexual assault and to determine whether a crime has in fact been committed. This investigation should be carried out in a professional and sensitive manner to protect the rights of the alleged victim and the suspected offender. The work done during the initial phases of the investigation may have a positive or negative impact on both the victim as well as on the successful prosecution of the offender. Sexual assault investigations may become complicated and labor intensive. Officers involved in sexual assault investigations should have specialized training in modern investigative procedures, including the proper methods for interviewing victims, witnesses, and suspects.

The guidelines are provided to assist agencies in the development of agency policy and procedures for investigating sexual assault crimes. They are designed to provide order and continuity to law enforcement investigations. The sequence of the guidelines follows the normal progression of events from the receipt of the initial report to the completion of the case summary for the prosecuting attorney.

Whether or not the offender is apprehended, law enforcement personnel should adopt the role of resource provider. The sexual assault victim should be provided with resource information that will allow for the acquisition of medical and/or psychiatric counseling. Information should also be provided pertaining to State and local victim/witness assistance programs.

The appendices contain reference material that may assist in clarifying the subjects discussed in the guidelines. Law enforcement agencies are encouraged to share the information in this document with all officers who may be called upon to handle a sexual assault investigation.

CHAPTER ONE: GENERAL SEXUAL ASSAULT INVESTIGATIVE PROCEDURES

I. INVESTIGATIVE PROCEDURES

Guideline #1 - Investigative Objective

The primary objective of the investigation is to determine the facts from all available evidence, prevent further trauma to the victim, safeguard the community, and protect the rights of all parties, including the following:

- A. Victim(s)
- B. Suspect(s)
- C. Witnesses

An effort should be made for a "multi-disciplinary team" approach which may include detectives, victim advocate, social services, mental health, district attorney, etc.

Guideline #2 - Law Enforcement's Responsibility

Law enforcement personnel have the responsibility to conduct an objective and unbiased investigation of all possible sexual assault sex crimes (see Appendix A).

Guideline #3 - Victim Contacts

It is critical that officers understand the combination of sensitivity and investigative work necessary to obtain the most accurate information from victims and witnesses.

Law enforcement agencies shall maintain a liaison with, and a list of, community support organizations that may be able to provide aid to the sexual assault victims and their families. This list shall include, but is not limited to, the names and locations of rape victim counseling centers within the county, (Penal Code Section 264.2(a); see also Penal Code Section 13701, and Education Code Sections 67385(a) and 94385(a)).

II. INITIAL RECEIPT AND EVALUATION OF INFORMATION

Guideline #4 - Initial Reporting Of Offense

It is the responsibility of law enforcement personnel receiving the initial report of an offense to:

- A. Gather the pertinent facts (who, what, where, when, how, and why)
- B. Assess the continued risk to the victim's physical and/or emotional well being

- C. Determine the priority of the response
- D. Consider coordination of response with other pertinent agencies

Guideline #5 - Law Enforcement Response

Upon the initial receipt and evaluation of a reported offense, the urgency of the response should be based on the following considerations:

- A. Danger to the victim(s)
- B. Whether the suspect still has access to the victim(s)
- C. Need for medical attention
- D. Potential for loss and/or, destruction of evidence
- E. Known vs. unknown suspect(s)

Guideline #6 - Responding Officer

The first officer on the scene, taking into consideration officer safety issues, should assess the continued risk to all parties, including both the physical and/or emotional well being of all parties involved (see Appendix B).

The officer should then determine whether a crime has been committed by observing and by conducting initial interviews with the following individuals:

- A. Reporting party
- B. Victim(s)
- C. Suspect(s) (if and when appropriate)
- D. All witnesses

III. PRELIMINARY INVESTIGATIVE PROCEDURES

Guideline #7 - Initial Information

In the preliminary investigation, the following information should be gathered to investigate the allegation of sexual assault:

- A. Type, extent, number and order of specific criminal acts during the overall incident
- B. Identification of ALL persons with possible knowledge of the incident
- C. Detailed description of the suspect(s) and location, if known
- D. A detailed description of the crime scene(s)(if known)

Guideline #8 - Evidence

All evidence in support of the allegation of sexual assault should be documented, collected, and properly preserved (see Appendix C). These items include, but are not limited, to:

- A. Photographs/videos of the victim(s), suspect(s) and crime scene (if appropriate)
- B. Medical/legal examination and a sexual assault evidence kit and urine sample
- C. All articles of clothing from the victim(s) and the suspect(s)
- D. Biological (body) fluids collected at scene, which must be air dried and frozen
- E. Bedding or other objects relevant to the crime(s)
- F. All dispatch tapes and/or records regarding the incident, including any 911 tapes

NOTE: Comprehensive medical examination protocol for sexual assault victims has been developed by the California Office of Criminal Justice Planning (OCJP 923/925). Every effort should be made to assure that the medical examination of the sexual assault victim(s) is consistent with that protocol (see Appendix D).

Guideline #9 - Victim Notification Of Investigative Procedures

The victim(s) should be advised of the steps that may be encountered in the preliminary investigation, including, but not limited to:

- A. In-depth interviews (specific and personal questions)
- B. Forensic medical examinations (OCJP protocols)
- C. Follow-up investigation procedures (interviews and identification of possible suspect(s))
- D. Judicial process (courtroom testimony procedures)
- E. Victim/witness program
- F. Advisement of victim's rights/obligations regarding non-law enforcement interviews (e.g., media, Defense)
- G. Confidentiality laws pursuant to Penal Code Section 293

Guideline #10 - Suspect Identification

The officer should seek to identify the suspect(s) and determine whether or not to interview and/or make an arrest (see guidelines on suspect interview and law enforcement responsibility).

Guideline #11 - Suspect Interview/Interrogation

The investigating officer should determine:

- A. Suspect's awareness of the investigation
- B. When the suspect(s) should be made aware of the investigation
- C. When the suspect(s) should be interviewed/interrogated
- D. Who should do the interview/interrogation of the suspect(s)
- F. Where the interview/interrogation should take place
- G. Whether the use of audio/video recording is appropriate

NOTE: Officers should adhere to their agency's policy and or guidelines concerning suspect interviews.

Guideline #12 - Mandatory Notifications-Juvenile Victim

Mandatory notifications required by law shall be made (PC 11166(g)).

Guideline #13 - Documentation

The preliminary investigative report should contain the necessary documentation including but not limited to:

- A. Statements from relevant parties, (verbatim) key words, phrases and any actions used by the suspect, including written, video, and audio recording pursuant to local policies and/or guidelines
- B. Observations (i.e., physical/emotional condition, of all parties)
- C. Physical evidence
- D. Actions taken by investigating officer and others
- E. Confirmation of consistency between police and medical report

Guideline #14 - Personal Opinions

Reports should not contain any personal opinions or conclusions.

Guideline #15 - Impact Of Investigation

Every law enforcement officer should be aware of the fact that the actions taken during the preliminary investigation, coupled with the quality of the police report, will have a crucial bearing on the welfare of the victim and the successful prosecution of the case. Law enforcement officers are NOT advocates, they are fact finders.

Guideline #16 - Victim-Witness Program

PC 13835.5 and 13835.7 requires the investigative agency to provide the victim with information pertaining to the benefits afforded crime victims by the State of California Victim-Witness Assistance Program.

IV. FOLLOW-UP INVESTIGATION PROCEDURES

Guideline #17 - Scope And Direction Of The Investigation

The investigator should review the completeness of the preliminary investigation to determine the scope and direction of the follow-up investigation including:

- A. Confirmation of the elements of the crime
- B. Need for further interviews
- C. Determination of investigative priorities
- D. Need for case confidentiality
- E. Status of victim (mental and physical)
- F. Status of the suspect (mental and physical)
- G. Identification of all evidence and prioritization for analysis, and notification of crime lab personnel
- H. Determination of the need for additional evidence as appropriate
 - (1) Follow-up medical exam (bruising, genital trauma, photos)
 - (2) Follow-up crime scene investigation
- I. Determination of additional preliminary steps that should be addressed

Guideline #18 - Records Checks

A thorough records check of victims/witnesses (determine appropriate confidentiality safeguards), and suspect(s) should be conducted to include:

- A. Criminal history including federal (FBI history), state (CHI/290/Sexual Habitual Offender Program), county and local systems
- B. Reporting history data
- C. Outside agency files and resources
- D. CA DOJ Child Abuse Central Index (if appropriate)

Guideline #19 - Investigative Leads

Investigative leads should be explored and developed through the use of the following resources:

- A. State and local appropriate telecommunications

- B. Modus operandi files (M.O.)
- C. Composite drawings
- D. Photographic line-ups
- E. Suspect profile (See Appendix E and F on Typologies and Paraphilias)
- F. Field interview (F.I.) files
- G. Computerized tracking of crime patterns (crime data analyst)
- H. Agency S.H.O.P. coordinator
- I. Police bulletins
- J. Media (per agency policy)
- K. State, local, and federal databases and subject matter experts (e.g., gang detectives, vice, etc.) when appropriate to the case (See Appendix G, Resource Lists)

Guideline #20 - Additional Victim Interviews

Additional interviews with the victim should be considered in an effort to identify any overlooked information or items during the preliminary investigation:

- A. Obtain additional information which the victim was reluctant or forgot to provide during the preliminary investigation
- B. Clarify any inconsistencies in the original report(s)
- C. Take photos (instant, self-developing film not recommended), or videos to document injuries which were not originally reported or those which have changed in appearance
- D. Attempt to locate additional evidence
- E. Reaffirm information on victim resources.
- F. Describe crime scene, residence and/or vehicle
- G. Describe marks, scars, and tattoos (especially on those body parts normally covered by clothing) on suspect
- H. Identify any overlooked items left by the victim at the crime scene
- I. Identify any overlooked items(s) left or taken by the suspect
- J. Obtain additional information as to suspects(s) verbal and physical activity in order to further establish modus operandi (M.O.) traits

Guideline #21 - Corroboration

Corroborating information should be developed through:

- A. Medical examination information (see Appendix D)
- B. Witness statements including persons the victim may have told prior to, or after, the official report to authorities (family member, best friend, neighbor, clergy, etc.) especially first contact (fresh complaint witness)
- C. Physical evidence

- D. Incriminating statements made by suspect (pretext recorded phone call, phone traps/trace)
- E. Confirming or rebutting that the suspect had the opportunity to commit the crime
- F. Modus Operandi (M.O.) factors
- G. Searches
 - 1. Search Warrants
 - a. Drugs
 - b. Indicators of sexual deviant behavior, e.g., pedophilia (see Appendix F)
 - c. Reference bloods, buccal swabs, head and pubic hair
 - d. Physical evidence (hairs, fibers, plant material)
 - e. Telephone records, pager/cell phone records
 - f. Computer hardware, software, imaging equipment, computer generated data/file/images
 - g. Dental impressions/castings/photographs
 - h. Listening to tape of initial phone call to law enforcement by victim/reporting party (if available)
 - 2. Warrantless Searches
 - a. Consent
 - b. Probation
 - c. Parole
 - d. Exigent circumstances/emergency

Guideline #22 - Background Investigation

A thorough background investigation should be conducted on the suspect including:

- A. Previous residences (prior offenses in another jurisdiction(s))
- B. Previous relationships (spouse, ex-spouse, prior and current consensual/compliant relationships, relatives)
- C. Contacts with other agencies and/or jurisdictions and law enforcement officers
- D. Obtaining arrest and crime reports on any priors
- E. Obtaining relevant medical records

Guideline # 23 - Evidence

Evidence collected throughout the investigation should be analyzed and evaluated including:

- A. The Sexual Assault Evidence Kit; if body fluids are present request further analysis (conventional serology, DNA, CODIS)

- B. Obtaining the appropriate reference samples (victim, suspect(s), consensual partner(s))
- C. Fingerprints (utilizing automated computerized fingerprint system, if applicable)
- D. Scheduling a follow-up exam with the victim, if "physical findings" are noted on medical-legal exam form
- E. Following-up with applicable expert(s) on evidence results, (e.g., tire tracks, tool marks, bite marks, fibers, weapons, clothing, etc.)
- F. Requesting necessary medical release forms for medical records of victim (determine appropriate confidentiality safeguards for victim records)

Guideline #24 - Suspect Interview/Interrogation

The suspect should be interviewed/interrogated using the following criteria as a guide:

- A. Administrative (booking) interview
- B. Consideration of legal issues
- C. Obtain statement using appropriate interrogation techniques
- D. Corroborate information already obtained through investigation
- E. Obtain incriminating statements including admissions and confessions
- F. Consider, evaluate and investigate all new information and alternative explanations provided by the suspect

NOTE: Officers should adhere to their agency's policy and or guidelines concerning suspect interviews.

Guideline #25 - Arrest Of Suspect

The following factors should be considered when determining whether or not to arrest the suspect:

- A. Imminent danger to the victim, community, or self
- B. Nature of the offense (felony/misdemeanor) - (See Appendix A)
- C. Likelihood the suspect will flee, if appropriate, consider bail enhancement procedure
- D. Destruction of evidence
- E. When the arrest would not jeopardize an ongoing investigation (e.g. pre-text phone call)

Guideline #26 - Case Management

Case management considerations should include, but are not limited to the:

- A. Development of a plan for maintaining and documenting victim contacts
- B. Preservation of statements which may include written, video or audio communications (recommend preserving original 911 tape)
- C. Disposition of the suspect including notification of probation and parole officer, etc.
- D. Coordination and consultation with other involved entities (Crime Lab, D.A., etc.)
- E. Need for confidentiality of case information
- F. Report of the case progress to appropriate parties of the offense
- G. Timely completion of reports of investigation and all mandated report requirement forms (See Appendix B)
- H. Potential long term management of case evidence

NOTE: When managing multiple cases, it is important to maintain a system in order to document the M.O. present in both solved and unsolved cases.

Guideline #27 - Case Summary

In complicated cases, or where there are multiple victims, incidents, or offenders, a case summary might help to emphasize the important points the investigator wishes to make. The summary may include:

- A. A synopsis of pertinent points of the investigation
- B. Charts showing relationships of the parties involved in the offense
- C. Charts depicting the type and number of offenses involved and how they relate to the prosecution of the offenders
- D. Diagrams, photographs and mapping of the crime scene(s) for courtroom presentation
- E. Time line
- F. Master victim/witness list
- G. Charts showing relationship of evidence among cases
- H. Charts showing similarities of victim characteristics (e.g., social status, high risk victim).

Guideline #28 - Preparation Of The Victim For Court

Even though legal mandates exist that victim/witness and rape crisis advocate programs will prepare the victims for court, in some jurisdictions the law enforcement investigator may need to ensure that the victim/witness is prepared for court. In an effort to ease the discomfort of the victim while testifying in court, the following techniques should be considered:

- A. Invite the victim and any support person to come to the prosecuting

- attorney's office prior to the hearing or trial
- B. Explain what the victim will be required to do while in court
- C. Allow the victim to visit the empty courtroom (if appropriate) and encourage the victim to sit in the witness chair
- D. Remind the victim/witness to "just tell the truth"

NOTE: Despite Proposition 115, victims should not be told that they will not be required to testify at a preliminary hearing.

Guideline #29 - Continued Contact With The Victim

The law enforcement investigator should maintain contact with the victim until the conclusion of the judicial process. The victim should be provided periodic status reports on the progress of the investigation or prosecution status of the offender.

CHAPTER TWO: INTERVIEW AND INTERROGATION TECHNIQUES

I. GENERAL CONSIDERATIONS

Guideline #30 - Objective Of The Interview

The objective of the interview is to determine the truth of the allegations of the sexual assault without further traumatizing the victim.

Guideline #31 - Law Enforcement Responsibilities

The primary responsibility for conducting criminal investigative interviews and interrogations rests with law enforcement.

Guideline #32 - Interview And Interrogation Considerations

When conducting interviews and interrogations, the investigating officer should consider the following:

- A. Plan and prepare for the interview/interrogation carefully (e.g., location, setting, time of day, etc.)
- B. Consider the use of audio/video technology
- C. Determine the functional level of the victim, witness, and suspect
- D. Determine the various relationships of all parties involved in the alleged offense
- E. Determine if there are additional victims, witnesses, and suspects
- F. Establish the existence of evidence
- G. Protect confidentiality of parties involved in the offense as appropriate

- H. Conduct all interviews/interrogations separately
- I. Avoid disclosure of case information to all parties involved in the alleged offense to prevent contamination
- J. Instruct all parties involved in the alleged offense to maintain confidentiality
- K. Possibility of parties involved in the offense to recant their accounts of the incident due to intimidation, guilt, or repercussion

II. VICTIM INTERVIEWS

Guideline #33 - Minimizing The Number Of Interviews With The Victim

Every effort should be made to minimize the number of interviews with the victim. Some techniques to consider include:

- A. Consultation with specialized law enforcement sexual assault investigative unit (if available) prior to the interview
- B. Conducting thorough and well documented interviews
- C. Coordination of the investigation with other agencies (Multi-Disciplinary Team), *if appropriate*
- D. Consider the pros and cons of audio/video recordings
- E. Consultations with the prosecuting attorney

Guideline # 34 - Victim Sensitivity

Care should be taken to be sensitive to the needs of the victim in order to ensure complete and accurate information. Factors to consider include:

- A. Establishing the victim's developmental/functional level
- B. Establishing rapport with the victim
- C. Careful selection of interview setting
- D. Having support person available, if needed or requested
- E. Use of interview aids (sketch artist)
- F. Being aware that the victim may be blaming himself/herself for the offense, or protecting the perpetrator
- G. Recognizing when to temporarily discontinue the interview based on victim's demeanor and/or well-being
- H. Being aware of cultural differences
- I. Informing the victim of what to expect during the investigation
- J. Being aware of the potential for a variety of emotional and behavioral responses during the interview as a result of the crime
- K. Concluding the interview in such a fashion that the victim knows that there will be further contact with the investigator

- L. Being aware of possibility of victim withholding information due to fear or embarrassment

Guideline #35 - Special Considerations

When conducting victim interviews, the investigator should consider the following:

- A. Avoid influencing or challenging the victim's account of the alleged offense
- B. Allow the victim(s) to describe the incident in their own words
- C. Establish time frames, types and respective number of incidents, and jurisdictions (crime scenes) for all alleged offenses
- D. Avoid technical terminology
- E. Avoid making assurances or promises
- F. Consider the pros and cons of audio/video recording
- G. Consider the use of accepted memory enhancement interview methods (cognitive, free format)
- H. Being aware of possibility of victim response more than what actually occurred

NOTE: Care should be taken to accurately report both the content and the context of the interview.

III. WITNESS INTERVIEWS

Guideline # 36 - Interview Considerations

When conducting interviews with witnesses to an alleged sexual assault offense, the investigating officer should consider the following:

- A. Sequence for the witness interviews
- B. Source of the witness's knowledge of the alleged offense
- C. Witness's relationship to the victim/suspect
- D. Developmental/functional level of the witness
- E. Motivation of the witness
- F. Witnesses' accounting of the alleged offense
- F. Use of accepted memory enhancement interview methods

Guideline # 37 - Witness Sensitivity

Care should be taken to be sensitive to the needs of the witness. Factors to consider include:

- A. Establishing the witnesses, developmental/functional level
- B. Establishing rapport with the witness
- C. Careful selection of interview setting
- D. Having support person available, if needed
- E. The use of interview aids (sketch artist)
- F. Recognizing when to temporarily discontinue the interview based on witness demeanor and/or well-being
- G. Being aware of cultural differences
- H. Informing the witness of what to expect during the investigation
- I. Being aware of the potential for a variety of emotional and behavioral responses during the interview
- J. Concluding the interview in such a fashion that the witness knows that there will be further contact with the investigator

IV. SUSPECT INTERVIEWS/INTERROGATIONS

Guideline #38 - Interview/Interrogation-Considerations

When conducting an interview/interrogation with the suspected offender, the following factors should be taken into consideration by the investigating officer:

- A. Suspect's complete background
- B. Possible defenses to crime
- C. Consideration of legal issues
- D. Careful selection of the setting for the interview/interrogation
- E. Relationship between the suspect, witness, and victim
- F. If the suspect had access to the victim and/or crime scene (particularly when or where the alleged offense took place)
- G. Monitor and note the demeanor of the suspect throughout the interview
- H. The encouragement of the suspect to relate the incident/alibi in a narrative format
- I. Statements made that are consistent or inconsistent with other findings and evidence
- J. The use of audio/video recording
- K. Appropriate interrogation techniques
- L. The level of criminal sophistication of the suspect
- M. Age of suspect

Guideline #39 - Corroboration Of Suspect's Statement


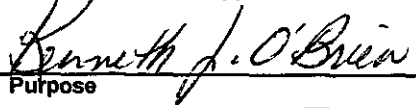
Every attempt should be made to corroborate statements made by the suspect. Use of the following information may help the investigating officer accomplish this task:

- A. Statements by the victim(s)
- B. Statements by the witness(es)
- C. Suspect explanation for presence of physical evidence
- D. Prior criminal history (both charged and uncharged)
- E. Prior complaints by victim(s), witness(es)
- F. Suspect alibi/statement
- G. Suspect relationship with the victim

January 21, 1999

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Robert Presley Institute of Criminal Investigation Hate Crime Foundation Specialty Course Contract for Two Pilot Presentations by the Sacramento City/County Human Rights/Fair Housing Commission during FY 1998-99.		Meeting Date January 21, 1998
Bureau Training Program Services	Reviewed By 	Researched By Dave Spisak
Executive Director Approval 	Date of Approval 12.18.98	Date of Report December 17, 1998
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 for detail) <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 authorize the Executive Director to enter into a contract with the Sacramento City/County Human Rights/Fair Housing Commission for two pilot presentations of the Robert Presley Institute of Criminal Investigations (ICI) Hate Crime Foundation Specialty Course in an amount not to exceed \$25,002 for fiscal year 1998-99.

BACKGROUND

The Robert Presley Institute of Criminal Investigations (ICI) consists of a two week basic course for investigators and twelve Foundation Specialty courses such as Homicide, Vice, Burglary and Domestic Violence. The addition of Hate Crime as a Foundation Specialty is in recognition that most California law enforcement agencies take the occurrence of hate crime in their communities seriously.

POST has held several meetings with hate crime investigators over the past several months developing standardized curriculum for hate crime. Several major law enforcement agencies in the State are in the process of revising their hate crime policies and procedures and two of the largest agencies are committed to massive training programs within their department for first responders and investigators on this topic. Additionally, at the national level, the President has held a Hate Crime Summit. Through the Department of Justice four specialized courses for law enforcement have been developed. POST is currently revising the legally mandated *Hate Crime Guidelines*. POST does not have any other hate crime curriculum for follow-up investigators.

ANALYSIS

Public interest in hate, or bias crimes, has been building for several years. While the reported number of such crimes remains small when compared to other serious crimes, their ripple effect within our communities remains substantial. State and national interest continues to focus on these types of crimes. Leading departments in the State are meeting with community-based organizations and citizen groups to develop better understanding of this crime and to map strategies to respond. This project will assist California law enforcement to train their follow-up

investigators to maximize enforcement and prosecution while minimizing negative community impact. This is an appropriate subject to be positioned as a Foundation Specialty within the Robert Presley Institute of Criminal Investigations.

The Los Angeles Sheriff's Department and the Alameda Sheriff's Department have both been involved in the development of this ICI Course. Both have indicated an interest in being a site for a pilot presentation of the Course.

A single contract with the Sacramento Human Rights/Fair Housing Commission (SHRFHC), a government agency, will allow POST to easily present these two pilots in southern and northern California.

SHRFHC has been active in presenting hate crime training to law enforcement in the Central Valley in conjunction with the Sacramento Police and Sheriff's Departments, the State Attorney General's Office, and the Federal Bureau of Investigations. They have the experience and ability to administer this contract.

Following modification of the curriculum at the conclusion of these two pilot presentations, a certified presenter will be located to provide this ICI Foundation Specialty on an ongoing basis.

RECOMMENDATION

Authorize the Executive Director to enter into a contract with the Sacramento City/County Human Rights/Fair Housing Commission for the delivery of two pilot ICI Hate Crime Foundation Specialty courses in an amount not to exceed \$25,002 for fiscal year 1998-99.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Proposed Contracts for Domestic Violence Training Courses		Meeting Date January 21, 1999
Bureau Training Program Services	Reviewed By Bud Jewallen <i>Bud Jewallen</i>	Researched By Jan Bullard
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12.18.98	Date of Report December 18, 1998
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 for 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 Executive Director be authorized to enter into interagency agreements with San Diego Regional Training Center (SDRTC) for the following training as part of the Violence Against Women Act (VAWA) Law Enforcement Training Grant:

1. Design and presentation of forty (40) Sexual Assault for First Responders Courses for Fiscal Year 1999-00 in an amount not to exceed \$160,000?
2. Facilitate twenty (20) additional Domestic Violence for First Responders workshops and four (4) additional Domestic Violence Criminal Investigation courses in an amount not to exceed \$220,000 for Fiscal Year 98/99 and 99/00?
3. Design and presentation of ten (10) Domestic Violence for Public Safety Dispatcher Courses for Fiscal Year 1999-00 in an amount not to exceed \$32,000?
4. Design and presentation of three (3) 24-hour Train the Trainer for Field Training Officers in Domestic Violence for Fiscal Year 1998-99 in an amount not to exceed \$25,500?

BACKGROUND

On August 1, 1997, the Commission on POST was a recipient of a Violence Against Women Act (VAWA) Law Enforcement Training Grant in the amount of \$2,929,112. The funds were dedicated to five (5) designated projects. Four of these projects are currently being presented and the remaining one (Train the Trainer for Field Training Officers Course) is part of this request.

On November 6, 1998, the Commission was the recipient of second year VAWA Grant funding in the amount of \$1,660,333. The second year funds were dedicated to nine (9) projects. Three of these projects (Sexual Assault for First Responders Course; Domestic Violence for Public Safety Dispatcher Course; and, additional presentations of the Domestic Violence for First Responders workshop and Domestic Violence Criminal Investigation Course) are part of this request. Contracts requests for the remaining second year funded projects will be submitted in the future.

These courses have been previously approved for development and presentation by the Office of Criminal Justice Planning and the Commission. This training complies with the terms and conditions of the VAWA Law Enforcement Training Grant.

ANALYSIS

During the Fiscal Year 1999-00, forty (40) 8-hour courses will be presented to first responders and field supervisors on the dynamics of stranger rape, acquaintance rape, spousal rape, updated laws, techniques for interviewing victims and suspects, evidence collection, and utilizing medical and community support systems.

During the Fiscal Year 1999-00, it is planned that twenty (20) additional 8-hour Domestic Violence for First Responders workshops and four (4) Domestic Violence Criminal Investigations courses will be presented throughout the state.

During the Fiscal Year 1999-00, it is planned that ten (10) 8-hour courses will be presented to public safety dispatchers on the dynamics of domestic violence, updated laws on domestic violence, court orders, and understanding the safety dispatcher's role and responsibility in dispatching family violence incidents.

During the Fiscal Year 1998-99 it is planned that three (3) 24-hour courses will be presented to field training officers on teaching skills, learning modalities, legal updates, and the newest information on enforcing and enhancing trainees knowledge and performance in handling domestic violence situations.

The SDRTC has expressed a willingness to enter into an interagency agreement to provide these courses. SDRTC is capable of managing these projects and currently facilitate courses created through the grant. They are equipped to assist in the design and reproduction of materials on a large scale, with necessary staff to present this important training. The cost of administering these courses will not exceed the allocations budgeted for in the grant.

RECOMMENDATIONS

Authorize the Executive Director to negotiate contracts with SDRTC for:

1. Design and presentation of forty (40) Sexual Assault for First Responders Course for Fiscal Year 99/00 in an amount not to exceed \$160,000.
2. Design and presentation of twenty (20) additional Domestic Violence for First Responders workshops and four (4) additional Domestic Violence for Criminal Investigation courses in an amount not to exceed \$220,000 for Fiscal Years 98/99 and 99/00.
3. Design and presentation of ten (10) Domestic Violence for Public Safety Dispatcher Courses for Fiscal Year 99/00 in an amount not to exceed \$32,000.
4. Design and presentation of three (3) Train the Trainer for Field Training Officers Course for Fiscal Year 98/99 in an amount not to exceed \$25,500.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Authority to Augment Contract for Development of CD-ROM Course on Hazardous Materials Awareness Training		Meeting Date January 21, 1999
Bureau Training Program Services	Reviewed By Bud Lewallen <i>Bud Lewallen</i>	Researched By Dennis Aronson
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12.17.98	Date of Report December 11, 1998
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 for 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 Executive Director be authorized to augment the current contract with OnGUARD for the addition of three scenarios for the CD-ROM course on Hazardous Materials Awareness training presently under development?

BACKGROUND

At its meeting on July 16, 1998, the Commission directed the Executive Director to enter into a contract with OnGUARD to develop a CD-ROM interactive multimedia course on Hazardous Materials Awareness training. The course was developed originally by the United States Air Force and was determined, with appropriate adaptation, to meet the need of California law enforcement for annual refresher training. A contract for \$60,000 was negotiated with OnGUARD to perform the adaptation.

ANALYSIS

After further analysis, POST staff and subject matter specialists determined that the course would be enhanced by the addition of three interactive exercises that would give officers practice in applying the knowledge they had learned in the course. One exercise would deal with a transportation incident, the second with a chemical spill at a facility, and the third with a meth lab. The cost for adding these three exercises to the course would be \$10,000. Staff has analyzed the proposal submitted by OnGUARD and determined that the cost is reasonable.

RECOMMENDATION

It is recommended that the Commission authorize the Executive Director to augment the current contract with OnGUARD for developing the CD-ROM course on Hazardous Materials Awareness training to produce three interactive scenario exercises for an additional \$10,000.

- Create and establish a more professional "network" identity that ties all programs under one CPTN trademark (similar to the identity and logo of a national network or affiliate station).

Many benefits will be derived from the revision of the network image. A contemporary professional look will ensure that our CPTN maintains its credibility and reputation with law enforcement viewers, and will also assist POST in marketing the product to potential subscribers outside the POST program and outside of California. In short, POST should complement its other positive advances with its distance learning program by upgrading its satellite network professional image.

Total cost for the upgrade package is \$95,000.

RECOMMENDATION

Authorize the Executive Director to augment the interagency agreement with KPBS by \$95,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposed Changes to Basic Course Requalification Process		Meeting Date January 21, 1999
Bureau Basic Training Bureau	Reviewed By Ken Whitman <i>[Signature]</i>	Researched By Chris Carey-Flores
Executive Director Approval <i>[Signature: Kenneth J. O'Brien]</i>	Date of Approval 12-30-98	Date of Report October 30, 1998
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 for details) <input type="checkbox"/> No

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

ISSUE

Should the Commission approve, subject to a public review process, amendments to Regulation 1008 (b) and Procedure D-11, and enacting Procedure D-10 that would: (1) separate the Basic Course Requalification Course (BCRP) from the Basic Course Waiver Process (BCWP); (2) establish more restrictive eligibility requirements for the BCRP; (3) specify the hourly and curriculum requirements for the Requalification Course in Procedure D-10, and (4) make other technical changes to the regulations?

BACKGROUND

Penal Code Section 13511 requires the Commission to establish a process for testing individuals with prior equivalent law enforcement training. In 1988, the Commission amended Regulation 1008 to add a requalification process for individuals with a three-year break in service. The requalification process and course are also included in Procedure D-11, which relates to the BCWP. See Attachment A for a copy of POST Regulation 1008 and Procedure D-11.

The current POST Requalification Process and course were developed in 1988 to facilitate employment or reemployment of:

1. Open-enrollment students who completed the Regular Basic Course but were not hired within three years;
2. Previously-employed peace officers with a three-year or longer break in service; and,
3. Out-of-state peace officers who needed the course to either complete or prepare for the BCWP.

Under the current process, individuals who have received a POST Basic Certificate, received a waiver of attendance at a POST-certified academy through the BCWP, or have successfully completed a POST-certified basic course and have not served in a law enforcement position after a three-year time period, are eligible to participate in the BCRP. The Requalification Course is also used as part of the BCWP for out-of-state candidates to meet training requirements and legislative mandates. Individuals now apply directly to one of the POST-certified Requalification Course presenters to attend the 136-hour course. Upon completion, they are eligible, for a period of three years, to seek appointment or reappointment to a law enforcement position.

The Requalification Course was designed to sharpen critical manipulative skills and to provide updated instruction for portions of basic course curricula which were likely to have changed, particularly those involving officer safety or potential liability.

From July 1, 1990 through June 30, 1998 2,067 individuals attended a requalification course and 2,013 successfully completed the training program. The breakdown shows that 980 already had been awarded the POST Basic Certificate and 1, 087 had no basic certificate. Of those attending the requalification training during this time period 799 have returned to law enforcement and 1,268 have not been appointed or reappointed to a law enforcement position. During these years a total of 73 individuals repeated the requalification training at least once.

ANALYSIS

A committee of training presenters, agency and association representatives was formed to secure input on the BCRP and BCWP. Attachment B contains a list of the committee members. Staff conducted a survey and gathered information from other POST programs nationwide. The survey questions dealt both with individuals who are already trained and seeking to reenter law enforcement after a break in service, and out-of-state applicants. While conducting the research it was learned that several states are experiencing many of the same problems with their respective processes, and are in the process of identifying ways to streamline them while protecting and upholding quality training standards and requirements. After reviewing all of the available information, a decision was made to focus immediate efforts on the BCRP for California-trained persons who wish to re-enter law enforcement. The BCWP will require legislative changes to address a number of the issues and future staff work beginning in 1999.

The first issue outlined in this report is to create two separate procedures: one for the Basic Course Requalification Process (BCRP) and one for the Basic Course Waiver Process (BCWP). They are currently merged together in Regulation 1008 and Procedure D-11. This has created confusion about what process should be applied to individuals wishing to be appointed or reappointed to a California law enforcement agency. The Basic Course Requalification Process (BCRP) would primarily address those individuals with prior California law enforcement training after either a three-year break in law enforcement or a three-year break in time after completion of a California POST-certified basic course or academy.

The Basic Course Waiver Process (BCWP) would continue to address those individuals with prior out-of-state law enforcement training.

The BCRP includes provisions for several exemptions that allow the Executive Director or the Commission to waive the requalification testing and/or retraining for individuals applying for appointment or reappointment to a position in law enforcement. The existing exemption process has allowed individuals who have been out of law enforcement for extended periods of time to return to an agency without any commensurate training.

The second issue concerns time frames allowed by the current process. While there is a three-year time limit on the initial process, there are no other limitations (i.e. an upper-end time frame) to the BCRP. Substantial concern was expressed about individuals who have been out of law enforcement for such a period of time that their skill levels may be diminished and their knowledge of current laws and procedures should require additional training over and above the 136-hour Requalification course currently mandated by the Commission. Recently there have been several applications to enter the BCRP after an absence of up to 20 years from California law enforcement. There has also been a marked increase in trainees injured during this training. At one recent session four persons sustained injuries during the manipulative skills part of the training. The certified presenters of the Requalification Course limit the number of participants to 24 trainees per session to allow for sufficient time to cover all of the mandated topics.

The presenters are reporting that an inordinate amount of time is required to bring the trainees up to both a cognitive and skill level prior to testing and skills evaluation. This is particularly noted in trainees that have been out of the law enforcement community for long periods of time and of trainees that have never obtained a position in law enforcement and been given an opportunity to practice and maintain their manipulative skills. Changes to the law and procedures also require additional time to present in order to bring those participating in the requalification course up to a level necessary for them to pass both the cognitive and the skills testing..

It is proposed that individuals who have never served in a position for which a Regular Basic Course training standard is required be allowed to participate in the BCRP one time within six years of completion of the Regular Basic Course, or its equivalents. After the six years, these individuals would be required to complete the Regular Basic Course. The ad hoc committee recommended that these changes be made and incorporated into Commission regulations.

During our survey of other POST agencies most if not all had some regulations that had both a lower and upper time limit in place for persons wishing to reenter law enforcement after initial training and appointment. The average low end was 3 years and the upper end was 10 years. The Ad Hoc Committee strongly recommended further study on an upper limit for those trainees with a POST Basic Certificate returning to active law enforcement after a substantial absence.

The Commission originally approved an 80-hour Requalification Course in 1988 and later expanded the course to 120 hours in 1990. Course content was modified to include legislatively-mandated subject matter and reflect other content changes effective January 1, 1991. The course was updated, modified, and expanded from 120 hours to 136 hours in July 1993. Additional modifications to course content were done in 1995 that incorporated legislative mandates regarding hate crimes, sexual harassment, and vehicle pursuits. Additionally, the Commission added a variety of critical subjects to the Regular Basic Course as a result of Training Issues Symposia recommendations.

The 136-hour Requalification Course as approved by the Commission contains topics in Course Administration, Human Relations, Legal Update, Preliminary Investigation, Field Tactics, and Force and Weaponry. The proposed regulatory changes would codify previously approved Commission actions.

Proposed regulatory language for Regulation 1008(b) and Procedures D-10 and D-11 are included as Attachment C. Proposed changes must be adopted pursuant to the Administrative Procedures Act and it is proposed that the Notice of Proposed Action Process be used. These changes would become effective July 1, 1999.

RECOMMENDATION

If the Commission concurs, it is recommended the Commission approve, subject to the public review process, amendments to Regulation 1008(b), Procedure D-11, and enacting new Procedure D-10 that would: (1) separate the Basic Course Requalification Course from the Basic Course Waiver Process, (2) establish more restrictive eligibility requirements for the requalification process, (3) specify the 136-hour Requalification Course in Procedure D-10, and (4) make other technical changes to the regulations pursuant to the Administrative Procedures Act and the Notice of Proposed Regulatory Action Process.

Commission on Peace Officer Standards and Training

1008. Waiver of Attendance of a POST-Certified Basic Course and Basic Course Requalification Requirements:

- (a) The Commission may waive attendance of a POST-certified basic course required by Section 1005(a) or 1007(b) of the Regulations for an individual who has completed training equivalent to a certified basic course. This waiver shall be determined by an evaluation and examination process as specified in PAM, Section D-11, Waiver of Attendance of a POST-Certified Basic Course.
- (b) The Commission requires that each individual who has previously completed a POST-certified basic course, or has previously been deemed to have completed equivalent training, or has been awarded a POST certificate, but has a three-year or longer break in service* as a California peace officer/Level I reserve officer must requalify, unless a waiver is obtained pursuant to guidelines set forth in PAM, Section D-11-12, 13, or 14. The means for requalification are repeating the appropriate basic course; satisfactory completion of a POST-certified basic training requalification course, or satisfactory completion of the Basic Course Waiver Process (PAM, Section D-11).

These provisions apply to all individuals who seek appointment or reappointment to positions for which completion of a basic course is required elsewhere in these regulations. The three-year rule described will be determined from the last date of service in a California peace officer/reserve officer position for which a basic course (as listed in PAM, Section D-1) is required, or from the date of last completion of a basic course, or from the date of last issuance of a basic course waiver by POST; whichever date is most recent.

** For purposes of this regulation, service for a Level I reserve officer will be considered only for a Level I reserve who serves an annual average monthly minimum of 16 hours.*

PAM Section D-11 adopted effective January 28, 1982, and amended August 17, 1986, November 2, 1986, January 29, 1988, and February 22, 1996 is herein incorporated by reference.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-11

**WAIVER OF ATTENDANCE OF A
POST-CERTIFIED BASIC COURSE**

Purpose

11-1. Establishes Guidelines: This Commission procedure establishes the guidelines for determining whether or not an individual's prior law enforcement training is sufficient for a waiver of attendance of a POST-certified basic course. The prescribed course of training appropriate to the individual's assignment is determined by the Commission and is specified in Section 1005(a) or 1007(b) of the Regulations. The requirements for the basic courses are specified in POST Administrative Manual (PAM), Section D-1. A waiver of attendance of a POST-certified basic course is authorized by Section 1008 of the Regulations.

A waiver of attendance of a POST-certified basic course shall be determined through an assessment process, including evaluation and examination. The assessment process assists an agency in determining whether or not an individual should be required to attend a POST-certified basic course, and does not propose to determine whether or not the individual should be hired.

Evaluation, Examination, and Reexamination Fee

11-2. Fee: A fee to cover administrative costs of evaluation, examination, and reexamination, if applicable, shall be charged by the Commission. The appropriate fee must accompany the request for evaluation, examination, and reexamination. The appropriate fee shall be determined by the Commission and shall be based on actual expenditures related to this procedure.

The evaluation requirement and/or the evaluation fee shall be exempted by the Commission in the following circumstances:

- (a) An individual who has been awarded a POST Basic Certificate is exempt from the evaluation of training and the evaluation fee. A photocopy of the certificate must accompany the application form.
- (b) An individual who is hired by an agency prior to the date the agency enters the POST program is exempt from the evaluation fee.
- (c) An individual who has completed a POST-certified Basic Course after July 1, 1980 is exempt from the evaluation of training and the evaluation fee. A photocopy of the certificate of completion from the academy must accompany the Application for Assessment of Basic Course Training, POST Form 2-267 (Rev. 7/87).

Eligibility

11-3. Eligibility for Evaluation: An individual who has previously completed law enforcement training is eligible for evaluation. The request for evaluation of prior law enforcement training may be submitted to POST by the individual. To qualify for an evaluation of previously completed basic course training, the individual must have successfully completed the current minimum required hours for the appropriate basic course as specified in PAM, Section D-1.

Evaluation of Training

11-4. Preliminary Evaluation of Completed Training: The agency, in the case of an employed individual (or when an individual is under consideration for hire), or the individual, shall compare the peace officer training previously completed by the individual with the current minimum basic course training requirement appropriate to the individual's assignment as specified in PAM, Section D-1. The training that is comparable shall be documented on the Training Evaluation Schedule, POST Form 2-260 (Rev. 1/87), or Training Evaluation Schedule - Specialized, POST Form 2-260.1 (6/84). Satisfactory training in each of the Basic Course functional areas must be documented on the form and verified by supporting documents prior to requesting an evaluation from POST. Specifically, the completed training must be supported by a certificate of completion or similar documentation; transcripts are required to verify completed college and university courses. Satisfactory training must have been completed in each of the Basic Course functional areas for an individual to be eligible to take the Basic Course Waiver Examination (BCWE) appropriate to the individual's assignment.

College or university credit in related law enforcement subjects may only be applied to those functional areas not covered through law enforcement training.

One semester unit shall be equal to a maximum of 20 training hours and one quarter unit shall be equal to a maximum of 14 training hours.

- (a) The Basic Course (PAM Procedure D-1-3): The individual must have successfully completed at least 200 hours of training in one of the following: a basic general law enforcement training course certified or approved by California POST or a similar standards agency of another state; a California reserve course; or a federal agency general law enforcement basic course. Additional law enforcement training or college and/or university courses in the related subjects may be considered to comprise the remainder of the required minimum hours.
- (b) The Specialized Basic Investigators Course (PAM Procedure D-1-5): The individual must have successfully completed the current minimum hours of specific training in basic investigative subjects in a California POST-certified or approved training course, or a course certified or approved by a similar standards agency of another state, a California reserve course, or a federal agency, general or investigative enforcement basic course. Additional law enforcement training or college and/or university courses in the related subjects may be considered to comprise the remainder of the required minimum hours.
- (c) Prior training and education must be comparable to the functional areas presented in the appropriate Basic Course to be acceptable for evaluation.
 - (1) The completed Training Evaluation Schedule, POST Form 2-260 (Rev. 7/87), or Training Evaluation Schedule - Specialized, POST Form 2-260.1 (6/84), with all supporting training and education documents shall be submitted to POST with an Application for Assessment of Basic Course Training, POST Form 2-267 (Rev. 7/87).
 - (2) The Application for Assessment of Basic Course Training, POST Form 2-267 (Rev. 7/87) is to be signed by the individual, and by the individual and the department head when the application is submitted by the employer, in Section 1, Request for Evaluation.
 - (3) Each evaluation request must be accompanied by the evaluation fee in the form of a certified check or money order, payable to the Commission on POST.

11-5. POST Evaluation Process: Upon receipt of the completed POST Forms 2-260, or 2-260.1, and POST 2-267, all supporting documents and the appropriate fee, POST will evaluate the individual's prior training to verify equivalent training. Copies of peace officer academy course and reserve officer course outlines are acceptable to support the evaluation. All training must be verified by a certificate of completion or a course roster. When college courses are used to supplement training, a copy of the individual's college transcript must be submitted. POST may require additional supporting documents to complete the evaluation.

The individual, and the agency when appropriate, will be notified of the results of the evaluation.

- (a) When prior training is deemed acceptable, the individual will be eligible to take the appropriate Basic Course Waiver Examination (BCWE).
- (b) When the prior training is deficient in one or more functional areas, the individual shall have up to 180 days from date of notification by POST to provide additional verification of completion of the additional required training without the payment of an additional evaluation fee. Failure to make up deficiencies within 180 days from the date of notification by POST will result in closure of the application process. After that deadline, the individual shall be required to file a new application (including training certification information) and shall be subject to the training standards, testing, and fee requirements in effect at the time of submission of the new application.

Basic Course Waiver Examination

11-6. Examination Scheduling: The appropriate Basic Course Waiver Examination (BCWE) will be scheduled upon receipt of the examination fee and the properly completed application form.

- (a) The Application for Assessment for Basic Course Training, POST Form 2-267, signed by the individual, and the department head when appropriate, in Section 2, Request for Examination, is to be submitted to POST with the examination fee in the form of a certified check or money order, payable to the Commission on POST.
- (b) Location and Frequency of Examination: The Basic Course Waiver Examination will be administered periodically as determined by POST. The frequency will be based upon the number of individuals eligible to take the examination. The geographic location of the individuals will be taken into consideration in determining the most appropriate location for the examination to be administrated.

The individual, and the agency when appropriate, will be notified of the examination date, time, and location.

11-7. Completion of the Basic Course Waiver Examination: The examination consists of two components: written and skills.

- (a) The written examination is designed to evaluate an individual's knowledge of Basic Course content and is pass/fail. An individual must pass the written examination before being admitted to the skills examination. The written examination must be completed within 180 days of notification by POST of successful completion of the waiver evaluation process, if appropriate.
- (b) The skills examination is designed to evaluate an individual's manipulative skills as acquired in the Basic Course. An individual must demonstrate competency in each skill area. The skills examination must be completed within 180 days from the date of notification by POST of successful completion of the written examination.

Reexamination

11-8. A reexamination may be taken no later than 180 days from the date of notification by POST of examination results on the original examination. Failure to complete a needed reexamination within the 180 days of notification by POST will result in closure of the application process. After that deadline, the individual shall be required to file a new application and shall be subject to the training standards, testing, and fee requirements in effect at the time of submission of the new application.

- (a) The written reexamination shall be allowed one time only, and only as an alternative to retraining. An individual who fails the written reexamination must, before exercising peace officer powers, satisfactorily complete a POST-certified basic course.

A written request for the written reexamination must be submitted to POST with the reexamination fee in the form of a certified check or money order, payable to the Commission on POST. The individual and the agency, when appropriate, will then be notified of the reexamination date, time, and location.

- (b) An individual who fails one or more modules of the skills examination must, before exercising peace officer powers, either pass the reexamination for each of the previously failed modules or satisfactorily complete a POST-certified basic course. The skills reexamination shall be allowed more than once for each module, and only as an alternative to retraining.

Arrangements for skills reexamination must be made directly with the same POST Skills Testing Center in which the skills examination was originally taken. The POST-approved reexamination fee shall be submitted directly to the Skills Testing Center in the form of a certified check or money order, payable to the particular institution. The individual, and the agency when appropriate, will then be notified of reexamination dates and time.

An individual who cannot pass any module of the skills reexamination within 180 days from the date of notification by POST of the original examination results must, before exercising peace officer powers, then satisfactorily complete a POST-certified basic course.

Issuance of Waiver

11-9. Upon satisfactory completion of the assessment process, a Waiver of Attendance of a POST-certified Basic Course will be granted by POST. The waiver shall be valid for three years.

11-10. Basic Course Acceptable for Specialized Basic Investigators Course: An individual whose previous training satisfies the current minimum Basic Course training requirement is deemed by the Commission to have met the minimum training requirement of the Specialized Basic Investigators Course.

11-11. Specialized Basic Investigators Course Does Not Satisfy the Training Requirements of the Basic Course: An individual whose previous training only satisfies the current minimum training requirement for the Specialized Basic Investigators Course is deemed by the Commission not to have met the minimum training requirement of the Basic Course.

Waiver of Testing/Retraining Requirement

11-12. The Executive Director may waive the testing/retraining requirement for an individual who is returning to law enforcement employment after a three-year or longer break in service, possesses a POST basic certificate, and:

- (a) Is re-entering a middle management or executive rank and who will function at least at the second level of supervision; or
- (b) Has been (with no more than a 60-day break between law enforcement employers) employed continuously in another state as a full-time peace officer; or
- (c) Has served (with no more than a 60-day break in service between law enforcement employers) continuously as a Level I or Level II reserve officer in California and the individual's department head attests in writing that the reserve officer is currently proficient; or
- (d) The individual's employment, training, and education during the break in service provides assurance, as determined by POST, that the individual is currently proficient; or
- (e) Is re-entering in a permanent "light" duty assignment not involving general enforcement duties if attested to in writing by the agency head.

11-13. The Executive Director may waive the testing/retraining requirement for an individual who: (1) has previously satisfied the basic course training requirement and either does or does not possess the POST Basic Certificate, and is returning to law enforcement employment after a three-year or longer break in service in California; or (2) for the first time obtains law enforcement employment after a three-year or greater lapse of time since completion of the Basic Course; and (3) the individual's department has obtained prior written approval from POST for the use of an alternative job-related testing/retraining procedure, conducted by a presenter of the POST-certified Basic Course, which verifies that the individual is currently proficient and meets or exceeds minimum performance standards established by the Commission for Basic Course equivalency evaluation and testing.

11-14. The Commission, in response to a written request or on its own motion may, upon a showing of good cause, based upon an individual's employment, proficiency, training and education, waive the testing/retraining process for any individual, other than one described in paragraph D-11-12 or D-11-13, who has satisfied the basic training requirement and is re-employed as a peace officer after a three-year or longer break in service.

Historical Note:

Procedure D-11 was adopted and incorporated by reference into Commission Regulation 1008 on January 28, 1982, and amended on August 17, 1986, November 2, 1986, January 29, 1988, and February 22,

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

POST BASIC COURSE WAIVER/REQUALIFICATION SUB-COMMITTEE

MARCH 1998

1. Chief Michael Berkow South Pasadena Police Department
2. Sheriff Carl Sparks Kern County Sheriff's Department
3. Woody Williams CPOA/POST Advisory Committee
4. Captain Bill Hertoghe Rocklin Police Department/Sierra College
5. Hugh Foster South Bay Regional Training Consortium
6. George Wilkinson South Bay Regional Training Consortium
7. Herb Pawlik, Coordinator Orange County Sheriff's Department
8. Jenny Boyd, Coordinator Orange County Sheriff's Department
9. Bruce Beckler, Director Napa Valley College Police Academy
10. Gary Creason, Director Southwestern College Police Academy
11. Jim Edison, Coordinator State Training Center - Fresno
12. Jim Lombardi, President California Reserve Peace Officers' Association
13. Lieutenant Frank Decker Los Angeles County Sheriff's Department/POST
14. Sergeant Robby Lake Sacramento Police Department/POST

Commission on Peace Officer Standards and Training

Proposed Regulatory Language

1008. ~~Waiver of Attendance of a POST-Certified Basic Course and Basic Course Requalification Requirements: Regular Basic Course Waiver and Requalification Processes~~(a) Regular Basic Course Waiver Process

- (1) The Commission may waive attendance of a POST-certified basic course required by Section 1005(a) or 1007(b) of the Regulations for an individual who has completed training equivalent to a certified basic course. This waiver shall be determined by an evaluation and examination process as specified in PAM, Section D-11, Waiver of Attendance of a POST- Certified Basic Course.
- (2) The Commission requires that each individual who has previously completed a POST-certified basic course, or has previously been deemed to have completed equivalent training, or has been awarded a POST certificate, but has a three-year or longer break in service* as a California peace officer/Level I reserve officer must requalify, unless a waiver is obtained pursuant to guidelines set forth in PAM, Section D-11-12, 13 or 14. The means for requalification are repeating the appropriate basic course, satisfactory completion of a POST- certified basic training requalification course, or satisfactory completion of the Basic Course Waiver Process (PAM, Section D-11).

These provisions apply to all individuals who seek appointment or reappointment to positions for which completion of a basic course is required elsewhere in these regulations. The three-year rule described will be determined from the last date of service in a California peace officer/reserve officer position for which a basic course (as listed in PAM, Section D-1) is required, or from the date of last completion of a basic course, or from the date of last issuance of a basic course waiver by POST; whichever date is most recent.

**For purposes of this regulation, service for a Level I reserve officer will be considered only for a Level I reserve who serves an annual average monthly minimum of 16 hours.*

(b) Regular Basic Course Requalification Process

Eligible individuals who have completed a California POST-certified basic course required by PAM Section 1005(a) or 1007(b), or its equivalents, must requalify after a three-year or longer break in service. The Regular Basic Course Requalification Process established by the Commission is specified in PAM, D-10.

The Commission requires individuals, who have never served in a position for which a Regular Basic Course training standard is required, to participate in the Basic Course Requalification Process one time within six years of completion of the Regular Basic Course, or its equivalents. After six years, these individuals must complete the Regular Basic Course to requalify.

PAM Section D-11 adopted effective January 28, 1982, and amended August 17, 1986, November 2, 1986, January 29, 1988, and February 22, 1996, and amended ____* is herein incorporated by reference.

Commission on Peace Officer Standards and Training
Proposed Regulatory Language
POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-10

REGULAR BASIC COURSE REQUALIFICATION PROCESS

Purpose

10.1. Establishes Process and Requirements: This Commission procedure establishes the process for requalification of an individual who has a three-year-or-longer break in service as a California peace officer/Level I reserve officer, as specified in Commission Regulation 1008(b).

Regular Basic Course Requalification Process and Requirements

10.2. Eligibility: These provisions shall apply to all individuals who seek appointment or reappointment to positions for which completion of a Regular Basic Course or its equivalents is required, providing the individual meets the criteria in one of the following four categories:

- 1) previously completed a POST-certified Regular Basic Course;
- 2) been awarded a waiver of attendance at a POST-certified Regular Basic Course;
- 3) been awarded a POST Basic Certificate, but has a three-year or longer break as a California peace officer/Level I reserve officer; or
- 4) been granted a waiver by the Executive Director pursuant to guidelines set forth in this procedure.

The Commission may require additional testing, training, and evaluation of the individual's prior training and experience, to ensure that the individual demonstrates proficiency in all areas of the Regular Basic Course training standards in place at the time of application.

10.3 Three Year Rule: The three-year period is determined from whichever of the following dates is most recent:

- 1) the last date of service in a California peace officer/Level I reserve officer position for which a Regular Basic Course is required (PAM, section D-10);
- 2) the date of last completion of a Regular Basic Course or its equivalents; or
- 3) the date of last issuance of a Basic Course Waiver (PAM, section D-11).

10.4 Process: The means for requalification are: 1) repeating the Regular Basic Course, or 2) satisfactory completion of the POST-certified Regular Basic Course Requalification Process (BCRP), described herein. Individuals meeting the eligibility requirements in paragraph 10.2, may apply directly to a POST-certified Regular Basic Course or Regular Basic Course Requalification training presenter for entry into one of the programs. Individuals participating in the BCRP are responsible for completing all training required to demonstrate proficiency in all areas of the Regular Basic Course training standards in place at the time of application for requalification.

Presenters are responsible for pre-screening applicants to ensure that they meet the presenter's entry requirements, and for evaluating applicants' training to determine training required to ensure proficiency in all areas of the Regular Basic Course training standards in place at the time of application for requalification.

10.5. Completion: Upon successful completion of a Regular Basic Course or the Regular Basic Course Requalification Process, the individual is eligible, for three years, to be appointed as a California peace officer/Level I reserve.

Waiver of Regular Basic Course Requalification Requirement

10.6. Eligibility and process: The Executive Director may waive requalification requirement for an individual who:

a) possesses a POST Basic Certificate and is returning to law enforcement after a three-year or longer break in service, and:

- (1) Is re-entering a middle-management or executive rank and who will function at the second level of supervision or above; or
- (2) Has been, with no longer than a 60-day break in service between law enforcement employers as a regular peace officer, employed continuously in another state as a full-time regular peace officer; or
- (3) Has served, with no longer than a 120-day break in service between law enforcement employers, continuously as a Level I reserve officer in California and the individual's agency chief executive attests in writing that the individual is currently proficient; or
- (4) The individual's employment, training and education during the break in service provides assurance, as determined by POST, that the individual is currently proficient; or
- (5) Is re-entering law enforcement in a permanent "light" duty assignment not involving general law enforcement duties if attested to in writing by the agency chief executive.

An individual seeking a waiver of completion of the BCRP shall submit a written request to the Executive Director, outlining the criteria upon which the applicant's request is based. The request shall include the reason for the request, a description of the law enforcement position the applicant is seeking, documented prior training and dates completed.

10.6 Regualification Course. The minimum requirements for the POST Regualification Course are as follows:

<u>Topic</u>	<u>Hours</u>
<u>Administration</u>	<u>8</u>
<u>Human Relations</u>	<u>30</u>
<u>Legal Update</u>	<u>24</u>
<u>Preliminary Investigation</u>	<u>16</u>
<u>Field Tactics</u>	<u>12</u>
<u>Force and Weaponry</u>	<u>46</u>
<u>Total Hours</u>	<u>136</u>

10.7. Appeal. In response to a written request or on its own motion, the Commission may, upon a showing of good cause and based upon an individual's employment, proficiency, training, and education, waive completion of the Regular Basic Course Regualification Process for an individual who: 1) has satisfied the Regular Basic Course training requirement; 2) is being re-employed as a peace officer after a three-year-or-longer break in service; and 3) is not described or included in D-10.5.

Historical note:

Procedure D-10 was adopted and incorporated into Commission Regulation 1008 on ****.

Proposed Regulatory Changes

COMMISSION PROCEDURE D-11

**WAIVER OF ATTENDANCE OF A
POST-CERTIFIED BASIC COURSE**

Purpose

11-1. Establishes Guidelines: This Commission procedure establishes the guidelines for determining whether or not an individual's prior law enforcement training is sufficient for a waiver of attendance of a POST-certified basic course. The prescribed course of training appropriate to the individual's assignment is determined by the Commission and is specified in Section 1005(a) or 1007(b) of the Regulations. The requirements for the basic courses are specified in POST Administrative Manual (PAM), Section D-1. A waiver of attendance of a POST-certified basic course is authorized by Section 1008 of the Regulations.

A waiver of attendance of a POST-certified basic course shall be determined through an assessment process, including evaluation and examination. The assessment process assists an agency in determining whether or not an individual should be required to attend a POST-certified basic course, and does not propose to determine whether or not the individual should be hired.

Evaluation, Examination, and Reexamination Fee

11-2. Fee: A fee to cover administrative costs of evaluation, examination, and reexamination, if applicable, shall be charged by the Commission. The appropriate fee must accompany the request for evaluation, examination, and reexamination. The appropriate fee shall be determined by the Commission and shall be based on actual expenditures related to this procedure.

The evaluation requirement and/or the evaluation fee shall be exempted by the Commission in the following circumstances:

- (a) An individual who has been awarded a POST Basic Certificate is exempt from the evaluation of training and the evaluation fee. A photocopy of the certificate must accompany the application form.
- (b) An individual who is hired by an agency prior to the date the agency enters the POST program is exempt from the evaluation fee.
- (c) An individual who has completed a POST-certified Basic Course after July 1, 1980 is exempt from the evaluation of training and the evaluation fee. A photocopy of the certificate of completion from the academy must accompany the Application for Assessment of Basic Course Training, POST Form 2-267 (Rev. 7/87).

Eligibility

11-3. Eligibility for Evaluation: An individual who has previously completed law enforcement training is eligible for evaluation. The request for evaluation of prior law enforcement training may be submitted to POST by the individual. To qualify for an evaluation of previously completed basic course training, the individual must have successfully completed the current minimum required hours for the appropriate basic course as specified in PAM, Section D-1.

Evaluation of Training

11-4. Preliminary Evaluation of Completed Training: The agency, in the case of an employed individual (or when an individual is under consideration for hire), or the individual, shall compare the peace officer training previously completed by the individual with the current minimum basic course training requirement appropriate to the individual's assignment as specified in PAM, Section D-1. The training that is comparable shall be documented on the Training Evaluation Schedule, POST Form 2-260 (Rev. 1/87), or Training Evaluation Schedule - Specialized, POST Form 2-260.1 (6/84). Satisfactory training in each of the Basic Course functional areas must be documented on the form and verified by supporting documents prior to requesting an evaluation from POST. Specifically, the completed training must be supported by a certificate of completion or similar documentation; transcripts are required to verify completed college and university courses. Satisfactory training must have been completed in each of the Basic Course functional areas for an individual to be eligible to take the Basic Course Waiver Examination (BCWE) appropriate to the individual's assignment.

College or university credit in related law enforcement subjects may only be applied to those functional areas not covered through law enforcement training.

One semester unit shall be equal to a maximum of 20 training hours and one quarter unit shall be equal to a maximum of 14 training hours.

- (a) The Basic Course (PAM Procedure D-1-3): The individual must have successfully completed at least 200 hours of training in one of the following: a basic general law enforcement training course certified or approved by California POST or a similar standards agency of another state; a California reserve course; or a federal agency general law enforcement basic course. Additional law enforcement training or college and/or university courses in the related subjects may be considered to comprise the remainder of the required minimum hours.
- (b) The Specialized Basic Investigators Course (PAM Procedure D-1-5): The individual must have successfully completed the current minimum hours of specific training in basic investigative subjects in a California POST-certified or approved training course, or a course certified or approved by a similar standards agency of another state, a California reserve course, or a federal agency, general or investigative enforcement basic course. Additional law enforcement training or college and/or university courses in the related subjects may be considered to comprise the remainder of the required minimum hours.
- (c) Prior training and education must be comparable to the functional areas presented in the appropriate Basic Course to be acceptable for evaluation.
 - (1) The completed Training Evaluation Schedule, POST Form 2-260 (Rev. 7/87), or Training Evaluation Schedule - Specialized, POST Form 2-260.1 (6/84), with all supporting training and education documents shall be submitted to POST with an Application for Assessment of Basic Course Training, POST Form 2-267 (Rev. 7/87).
 - (2) The Application for Assessment of Basic Course Training, POST Form 2-267 (Rev. 7/87) is to be signed by the individual, and by the individual and the department head when the application is

submitted by the employer, in Section 1, Request for Evaluation.

- (3) Each evaluation request must be accompanied by the evaluation fee in the form of a certified check or money order, payable to the Commission on POST.

11-5. POST Evaluation Process: Upon receipt of the completed POST Forms 2-260, or 2-260.1, and POST 2-267, all supporting documents and the appropriate fee, POST will evaluate the individual's prior training to verify equivalent training. Copies of peace officer academy course and reserve officer course outlines are acceptable to support the evaluation. All training must be verified by a certificate of completion or a course roster. When college courses are used to supplement training, a copy of the individual's college transcript must be submitted. POST may require additional supporting documents to complete the evaluation.

The individual, and the agency when appropriate, will be notified of the results of the evaluation.

- (a) When prior training is deemed acceptable, the individual will be eligible to take the appropriate Basic Course Waiver Examination (BCWE).
- (b) When the prior training is deficient in one or more functional areas, the individual shall have up to 180 days from date of notification by POST to provide additional verification of completion of the additional required training without the payment of an additional evaluation fee. Failure to make up deficiencies within 180 days from the date of notification by POST will result in closure of the application process. After that deadline, the individual shall be required to file a new application (including training certification information) and shall be subject to the training standards, testing, and fee requirements in effect at the time of submission of the new application.

Basic Course Waiver Examination

11-6. Examination Scheduling: The appropriate Basic Course Waiver Examination (BCWE) will be scheduled upon receipt of the examination fee and the properly completed application form.

- (a) The Application for Assessment for Basic Course Training, POST Form 2-267, signed by the individual, and the department head when appropriate, in Section 2, Request for Examination, is to be submitted to POST with the examination fee in the form of a certified check or money order, payable to the Commission on POST.
- (b) **Location and Frequency of Examination:** The Basic Course Waiver Examination will be administered periodically as determined by POST. The frequency will be based upon the number of individuals eligible to take the examination. The geographic location of the individuals will be taken into consideration in determining the most appropriate location for the examination to be administered.

The individual, and the agency when appropriate, will be notified of the examination date, time, and location.

11-7. Completion of the Basic Course Waiver Examination: The examination consists of two components: written and skills.

- (a) The written examination is designed to evaluate an individual's knowledge of Basic Course content and is pass/fail. An individual must pass the written examination before being admitted to the skills examination. The written examination must be completed within 180 days of notification by POST of successful completion of the waiver evaluation process, if appropriate.

- (b) The skills examination is designed to evaluate an individual's manipulative skills as acquired in the Basic Course. An individual must demonstrate competency in each skill area. The skills examination must be completed within 180 days from the date of notification by POST of successful completion of the written examination.

Reexamination

11-8. A reexamination may be taken no later than 180 days from the date of notification by POST of examination results on the original examination. Failure to complete a needed reexamination within the 180 days of notification by POST will result in closure of the application process. After that deadline, the individual shall be required to file a new application and shall be subject to the training standards, testing, and fee requirements in effect at the time of submission of the new application.

- (a) The written reexamination shall be allowed one time only, and only as an alternative to retraining. An individual who fails the written reexamination must, before exercising peace officer powers, satisfactorily complete a POST-certified basic course.

A written request for the written reexamination must be submitted to POST with the reexamination fee in the form of a certified check or money order, payable to the Commission on POST. The individual and the agency, when appropriate, will then be notified of the reexamination date, time, and location.

- (b) An individual who fails one or more modules of the skills examination must, before exercising peace officer powers, either pass the reexamination for each of the previously failed modules or satisfactorily complete a POST-certified basic course. The skills reexamination shall be allowed more than once for each module, and only as an alternative to retraining.

Arrangements for skills reexamination must be made directly with the same POST Skills Testing Center in which the skills examination was originally taken. The POST-approved reexamination fee shall be submitted directly to the Skills Testing Center in the form of a certified check or money order, payable to the particular institution. The individual, and the agency when appropriate, will then be notified of reexamination dates and time.

An individual who cannot pass any module of the skills reexamination within 180 days from the date of notification by POST of the original examination results must, before exercising peace officer powers, then satisfactorily complete a POST-certified basic course.

Issuance of Waiver

11-9. Upon satisfactory completion of the assessment process, a Waiver of Attendance of a POST-certified Basic Course will be granted by POST. The waiver shall be valid for three years.

11-10. Basic Course Acceptable for Specialized Basic Investigators Course: An individual whose previous training satisfies the current minimum Basic Course training requirement is deemed by the Commission to have met the minimum training requirement of the Specialized Basic Investigators Course.

11-11. Specialized Basic Investigators Course Does Not Satisfy the Training Requirements of the Basic Course: An individual whose previous training only satisfies the current minimum training requirement for the Specialized Basic Investigators Course is deemed by the Commission not to have met the minimum training requirement of the Basic Course.

Waiver of Testing/Retraining Requirement

~~11-12. The Executive Director may waive the testing/retraining requirement for an individual who is returning to law enforcement employment after a three-year or longer break in service, possesses a POST basic certificate, and:~~

- ~~(a) Is re-entering a middle management or executive rank and who will function at least at the second level of supervision; or~~
- ~~(b) Has been (with no more than a 60-day break between law enforcement employers) employed continuously in another state as a full-time peace officer; or~~
- ~~(c) Has served (with no more than a 60-day break in service between law enforcement employers) continuously as a Level I or Level II reserve officer in California and the individual's department head attests in writing that the reserve officer is currently proficient; or~~
- ~~(d) The individual's employment, training, and education during the break in service provides assurance, as determined by POST, that the individual is currently proficient; or~~
- ~~(e) Is re-entering in a permanent "light" duty assignment not involving general enforcement duties if attested to in writing by the agency head.~~

~~11-13. The Executive Director may waive the testing/retraining requirement for an individual who: (1) has previously satisfied the basic course training requirement and either does or does not possess the POST Basic Certificate, and is returning to law enforcement employment after a three-year or longer break in service in California; or (2) for the first time obtains law enforcement employment after a three-year or greater lapse of time since completion of the Basic Course; and (3) the individual's department has obtained prior written approval from POST for the use of an alternative job-related testing/retraining procedure, conducted by a presenter of the POST-certified Basic Course, which verifies that the individual is currently proficient and meets or exceeds minimum performance standards established by the Commission for Basic Course equivalency evaluation and testing.~~

~~11-14. The Commission, in response to a written request or on its own motion may, upon a showing of good cause, based upon an individual's employment, proficiency, training and education, waive the testing/retraining process for any individual, other than one described in paragraph D-11-12 or D-11-13 who has satisfied the basic training requirement and is re-employed as a peace officer after a three-year or longer break in service.~~

Historical Note:

Procedure D-11 was adopted and incorporated by reference into Commission Regulation 1008 on January 28, 1982, and amended on August 17, 1986, November 2, 1986, January 29, 1988, February 22, 1996, and _____*.

Commission on Peace Officer Standards and Training
POST REQUALIFICATION COURSE
 (Commission Regulation 1008)
 Course Content Effective 4/1/95

<u>TOPICAL OUTLINE</u>	<u>COURSE HOURS</u>
ADMINISTRATION	8
Orientation	1
Cognitive Testing	3
Scenario Testing	<u>4</u>
HUMAN RELATIONS	30
Ethics/Professionalism	2
Cultural Diversity/Discrimination	16
Cultural Awareness, Hate Crimes, Sexual Harassment, Victimology, Indemnification, Victim Assistance	
Mentally Ill/Developmentally Disabled	4
Tactical Communications	<u>8</u>
LEGAL UPDATE	24
Statutory Law, Evidence Law/Hearsay, Laws Of Arrest, Search & Seizure, Interview/Interrogation	16
Traffic Law	4
Controlled Substances	<u>4</u>
PRELIMINARY INVESTIGATION	16
Domestic Violence	8
SIDS	2
Child Abuse (Investigation)	4
Missing Persons	<u>2</u>
FIELD TACTICS	12
Officer Safety/Patrol Hazards, Crimes-In-Progress, Vehicle Pullovers	9
Pursuits	2
Unusual Occurrences (Carcinogenic Substances/ Hazardous Materials)	<u>1</u>
FORCE AND WEAPONRY	46
Use Of Force	4
Legal Aspects, Anger/Fear Management, Intervention	
Firearms	16
Firearms Safety	2
Range (Including Combat)	<u>14</u>
Defensive Tactics/Arrest Control Techniques	<u>26</u>
Personal Searches, Handcuffing, Control Holds, Takedowns, Weapon Retention/Take-aways, Baton Techniques Prisoner Transportation, Carotid Restraint	
TOTAL HOURS	<u>136</u>

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Report on Patrol Officer Job Analysis		Meeting Date January 21, 1999
Bureau Standards & Evaluation	Reviewed By Alan Deal <i>al Deal</i>	Researched By Paula Burnette
Executive Director Approval <i>James H. O'Brien</i>	Date of Approval 12-28-98	Date of Report December 18, 1998
Purpose Decision Requested <input checked="" type="checkbox"/> Information Only Status Report		Financial Impact: Yes (See Analysis for 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

Entry Level Patrol Officer Statewide Job Analysis Project: Task Analysis Report

BACKGROUND

In 1979, POST completed a statewide job analysis of the entry-level patrol officer position. Undertaken largely in response to changes in fair employment law, the 1979 job analysis enabled POST to establish selection standards which, in turn, provided local law enforcement with the tools necessary to make job-valid employment decisions. Additionally, the information allowed POST to assure that the training required in the basic course addressed the training needs of the entry-level patrol officer in California.

As noted in the 1979 job analysis, "The content of most jobs changes due to technological advances, changes in administrative policies, societal changes and other factors."¹ Obviously, the last 20 years have brought significant changes--in technology, in administrative and management philosophies, in the composition of the population--calling for a new look at the role and duties of the patrol officer in California. Additionally, recent studies² have questioned the adequacy and applicability of academy training to the job required of new officers on the street.

To address these concerns, POST's Strategic Plan Objective A.11 calls for the completion of a job analysis on the entry-level patrol officer position. The project is designed to provide a basis for review and revision of the Basic Course training curriculum and entry-level selection standards, and the development of additional selection standards. It is necessary to ensure that all training in the revised course is essential to preparing the trainee to successfully perform as a peace officer (i.e., is job related) and that new or revised selection standards are related to patrol officer essential job functions.

¹Kohls, Berner and Luke: California Entry-Level Law Enforcement Officer Job Analysis: Technical Report No. 1; California Commission on Peace Officer Standards and Training, 1979, p. 7.

²Marion, Nancy: "Police Academy Training: Are We Teaching Recruits What They Need to Know?", Policing: An International Journal of Police Strategies and Management; Vol.21, No. 1; 1998, pp. 54-79.

Specifically, the goals of the project are:

1. To conduct an analysis of the entry-level patrol officer position to include the description of core tasks, incidents, and tools and equipment used.
2. To document the related knowledge and skills (KSs) needed to perform the entry-level patrol officer position.
3. To conduct a linkage analysis to link KSs to core job tasks and determine when training should be delivered.
4. To determine training needs by assessing the discrepancy between core tasks performed and current basic course training curriculum.
5. To develop a five-year forecast of training needs.

ANALYSIS

Phase one, the Task Analysis. TASK ANALYSIS OVERVIEW

The analysis indicated that core tasks for the position have remained stable over the last twenty years. This is consistent with other research in the field that shows the position to be highly stable and portable across law enforcement classes (e.g. police officer, sheriff's deputy, highway patrol, state trooper, etc.)

There were 317 core tasks identified in the survey. The most frequently performed tasks were in the areas of patrol activities, traffic, writing, weapons, and arrest, search and seizure.

One hundred and forty-six complaints and incidents were identified as core.

A comparison of the 1978 and 1997 study revealed a high correlation of task performance. There were seven new tasks identified that are due to changes in technology, the focus of new laws, etc.

1. Transmit, receive, and monitor messages over radio-car computer terminal (e.g. MDT)
2. Audio-tape citizen contacts
3. Operate roadway checkpoints
4. Complete Admin per Se and other DMV forms for DUI arrests
5. Take preventative safety precautions when administering first aid
6. Seize weapons from suspects in domestic violence and/or psychiatric detention
7. Give hearsay testimony at preliminary hearing pursuant to Proposition 115.

New complaints and incidents included:

1. Air or water pollution
2. Carjacking
3. Computer crime
4. Elderly abuse or neglect
5. Graffiti/tagging
6. Hazardous material incident
7. Home invasion
8. Solicitation of prostitution
9. Stalking

New tools and equipment used also reflected changes in technology with such equipment as computer terminals, software, pagers, etc being added to the core list.

Supervisors rated six incidents as "critically important" to being handled competently by patrol officers. They are:

1. Officer request for assistance, emergency
2. Hostage situation
3. Barricaded suspect
4. Homicide
5. Sniper
6. Bombing

Supervisors and incumbents rated a list of eleven (11) functions intended to summarize the duties performed by uniformed radio-car patrol officers. All eleven of the functions were rated as being "a fundamental part of the job which uniformed radio-car patrol officers perform" in their agency by at least 85% of the supervisors.

The eleven job functions are:

1. Detecting and Investigating Crimes
2. Documenting Investigation, Enforcement Actions and Other Patrol Activities and Contacts
3. Apprehending and Arresting Suspects
4. Preparing for and Presenting Legal Testimony
5. Managing Traffic
6. Providing Emergency Assistance to the Public
7. Maintaining Order in the Community
8. Advising and Assisting the Public
9. Working with the Community to Reduce Crime and Address Community Concerns
10. Enhancing Police-Community Relations
11. Maintaining and Improving Job Readiness

With the task analysis completed, staff is now using the report to support Basic Training Bureau's workbook development project. Knowledge and skill statement development will occur with the Basic Training Bureau's workbook development/validation workshops by learning domain. (Phase Two - Knowledge and Skill Analysis)

Discrepancies between tasks and basic course curriculum are being evaluated by learning domain during the test alignment process. (Phase Three - Discrepancy Analysis)

Phase Four, the Strategic Analysis will be performed in 1999 with executive input on how the entry-level patrol officer job will evolve over the next five years.

RECOMMENDATION

This report is for information purposes and no Commission action is required at this time.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title POST/CSU-Continuing Education Interagency Agreement for Training		Meeting Date January 21, 1999
Bureau Training Delivery and Compliance Bureau	Reviewed By <i>DRW 12-17-98</i> Dick Reed, Chief	Researched By Mickey Bennett
Executive Director Approval	Date of Approval	Date of Report December 17, 1998
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 for details) <input type="checkbox"/> No

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

ISSUES

Should the Commission authorized the Executive Director to contract with California State University - Sacramento to provide crime analysis training to local law enforcement agencies during Fiscal Year 1998-99?

BACKGROUND

The California State University - Sacramento's Regional and Continuing Education has been offering academic credit and non academic credit courses to adults since 1951. CSU has agreed to develop a "California Crime Analysis Institute" as directed by POST. The institute concept is a result of state wide training needs assessment, local agency and student input.

Students may attend a single stand alone course or complete the entire series of eight courses. Students who successfully complete the entire series will receive a Certificate in Crime and Intelligence Analysis from California State University, Sacramento. The certificate allows graduates to apply for the California Department of Justice credential, which designates them as a "Certified Crime and Intelligence Analyst."

During Fiscal Year 1998/99 CSU will present one complete series of courses with an estimated cost of \$26,400 (See Attachment "A") and during Fiscal Year 1999/2000 will expand the program to meet statewide needs.

RECOMMENDATION

Authorize the Executive Director to contract with California State University - Sacramento, Regional and Continuing Education, to present crime analysis training for Fiscal Year 1998-99, an amount not to exceed \$26,400.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ATTACHMENT "A"

**CSU-SAC, CONTINUING EDUCATION
DESCRIPTION OF PROPOSED COURSES**

COURSE TITLE	PROPOSED STATUS	ESTIMATED COST 98/99	PROPOSED CHANGES 99/00	ESTIMATED COST 99/00
Crime Analysis 5730-34010	16 Hrs 25 Students 50% Reimbursable 1 Presentation	255 @ Student 3,060 @ Course 3,060 @ Year	75% Reimbursable 2 Presentations	255 @ Student 4,590 @ Course 9,180 @ Year
Crime Analysis Application 5730-34000	20 Hrs 25 Students 50% Reimbursable 1 Presentation	295 @ Student 3,540 @ Course 3,540 @ Year	75% Reimbursable 2 Presentations	295 @ Student 5,310 @ Course 10,620 @ Year
Basic Elements of Criminal Intelligence 5730-32010	20 Hrs 25 Students 50% Reimbursable 1 Presentation	295 @ Student 3,540 @ Course 3,540 @ Year.	75% Reimbursable 2 Presentations	295 @ Student 5,310 @ Course 10,620 @ Year
Criminal Intelligence Analysis 5730-32020	16 Hrs 25 Students 50% Reimbursable 1 Presentation	255 @ Student 3,060 @ Course 3,060 @ Year	75% Reimbursable 2 Presentations	255 @ Student 4,590 @ Course 9,180 @ Year
Criminal Investigative Analysis - Violent Crimes 5730-31412	20 Hrs 25 Students 50% Reimbursable 1 Presentation	295 @ Student 3,540 @ Course 3,540 @ Year	75% Reimbursable 2 Presentations	295 @ Student 5,310 @ Course 10,620 @ Year
Criminal Investigative Analysis - Suspects 5730-31413	16 Hrs 25 Students 50% Reimbursable 1 Presentation	255 @ Student 3,060 @ Course 3,060 @ Year	75% Reimbursable 2 Presentations	255 @ Student 4,590 @ Course 9,180 @ Year
Law Enforcement Research & Statistics - Forecasting 5730-22720	20 Hrs 25 Students 50% Reimbursable 1 Presentation	295 @ Student 3,540 @ Course 3,540 @ Year	75% Reimbursable 2 Presentations	295 @ Student 5,310 @ Course 10,620 @ Year
LAW ENFORCEMENT RESEARCH & STATISTICS - SAMPLING	16 Hrs 25 Students 50% Reimbursable 1 Presentation	255 @ Student 3,060 @ Course 3,060 @ Year	75% Reimbursable 2 Presentations	255 @ Student 4,590 @ Course 9,180 @ Year

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Department of Justice Contract for Fiscal Year 1998/99 - Amendment		January 21, 1999
Bureau	Reviewed By	Researched By
Training Delivery and Compliance	<i>[Signature]</i> Dick Reed, Chief 12-28-98	Mickey Bennett
Executive Director Approval	Date of Approval	Date of Report
<i>[Signature]</i> Kenneth J. O'Brien	1-4-99	December 21, 1998
Purpose		Financial Impact:
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

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

ISSUE

Shall the Commission amend the Interagency Agreement (IA) between POST and the Department of Justice Advanced Training Center (DOJATC) to increase the amount from \$1,200,000 to \$1,876,000 to cover additional costs of training delivery services for Fiscal Year 1998/99?

BACKGROUND

POST has contracted with the Department of Justice to present certified courses since 1974. The amount of the agreement each year has been based upon actual presentation costs to DOJ for instruction, coordination, clerical support, supplies, and travel. Courses included in the contract are based on training needs assessment information and agency feedback. Individual course budgets are developed in accordance with existing certification requirements. The contract for this Fiscal Year 1998/99 is \$1,200,000. This amount reflects direct and indirect costs to train approximately 3,140 students in 22 different technical courses.

During Fiscal Year 1998/99 two additional courses have been developed at POST's request. The Department of Justice has agreed to present these new courses by the end of the fiscal year. In addition, the High Tech Computer Crime Investigation course that was initially approved in the 1998/99 budget requires hardware and software support beyond that which was originally budgeted. This request includes one-time funding for equipment and supply (software) items needed for and delivery of this course.

ANALYSIS

Commission approval of the requested funds will result in the presentation of two new presentations and augmentation of start-up (equipment) costs for a third, existing course. These are:

- Computer Crimes Awareness Training-For-Trainers, to be presented to 64 students within four presentations prior to the end of Fiscal Year 1998/99. An allocation of approximately \$147,000 is needed for equipment and presentation costs associated with this presentation through the end of this fiscal year.

- Internet Crime Investigation, to be presented to 528 students within 44 presentations prior to the end of Fiscal Year 1998/99. The allocation of approximately \$476,000 is needed for equipment and presentation costs associated with course through the end of this fiscal year.
- Increase the allocated funds for the existing High Tech Crimes Investigation course to fund unanticipated equipment costs associated with the presentation of two courses. A total of 48 students are scheduled to receive this training prior to the end of this fiscal year. The current Interagency Agreement (IA) allocates \$23,120 for the course. The requested increase of \$53,000 will be prorated during this fiscal year. The need for additional support for this course was identified by computer crimes subject matter experts during POST Curriculum Development Seminars.

COST BREAKDOWN OF REQUEST

<u>Course</u>	<u>Equipment</u>	<u>Presentation</u>
Computer Crimes Training-4-Trainers	\$ 97,900	\$ 49,100
Internet Crimes Investigation	\$ 91,900	\$384,100
<u>High Tech Crimes Invest. (Augment)</u>	<u>\$ 53,000*</u>	<u>\$—0—</u>
Sub-Total	\$242,800	\$433,200
<u>GRAND TOTAL</u>		<u>\$676,000</u>

* Includes 2-year supply of student software

The presentation of high technology courses is inherently more expensive than more traditional lecture-based classroom training. The one-time costs of electronic equipment (both hardware and software) are required to support the hands-on, real-time learning experiences that will be provided in these training courses. Computer systems that include the capability of CD-ROM program development, duplication, and display are provided in this proposal. Both the hardware and software costs associated with these courses have been pro-rated over the multiple presentations that will occur during the current fiscal year. The equipment will also support this training during FY 99/2000 and beyond. It is anticipated that this initial expenditure for equipment and developmental costs will result in some reduction of future presentation costs and the increased availability of training. The final amended contract will include language that will place the responsibility for equipment maintenance and upgrades with DOJ.

The amendment of the Department of Justice Advanced Training Center's IA will provide training to fill a current identified training need.

RECOMMENDATION

Authorize the Executive Director to amend the current Interagency Agreement with the Department of Justice Advanced Training Center to present the described training courses for an amount not to exceed \$1,876,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Public Hearing Proposing Reimbursement for Trainees Attending Courses in States Contiguous to California		Meeting Date January 21, 1999
Bureau Training Delivery & Compliance	Reviewed By Dick Reed <i>DR</i> 12-28-98	Researched By Don Moura
Executive Director Approval <i>Kevin J. O'Brien</i>	Date of Approval 12-29-98	Date of Report December 21, 1998
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 for details) <input checked="" type="checkbox"/> No

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

ISSUE

Should the Commission schedule a public hearing to consider a proposal to reimburse agencies for the costs of attending POST-Certified training presented in states contiguous to California?

BACKGROUND

Beginning in 1997, staff has been supporting efforts to create cooperative agreements with our counterpart in Oregon to increase the availability of training to agencies and personnel located near the California-Oregon border. Using the working title, "California-Oregon Training Alliance", representatives of POST, the Oregon Board on Public Safety Standards and Training, and law enforcement agencies from both states have met quarterly at the border to identify mutual training needs and resolve problems associated with dual state course certification. Informal agreements have been reached to support dual-state certification of training courses, collaboration to identify mutual training needs, and the identification of issues that require further study.

Discussions are underway with Nevada POST to create a similar alliance and working agreements. Arizona POST has inquired about inclusion in this model. Although these discussions have not progressed to the same point as with Oregon, any regulation revisions should allow for future inclusion of Nevada and Arizona. Presently, the State of Arizona off-sets the cost of Telecourse production through a contract with POST and television station KPBS in San Diego. Inclusion in the dual state training model would allow for expansion of what has been a good training partnership with a neighboring state.

A test of the training alliance concept has been initiated to certify selected courses that are presented in Oregon, and to obtain Oregon certification of courses presented in California. The goal of this cross-certification has been to make training more available and cost efficient to the officers and agencies working in remote border regions of both states.

Preliminary indications are that increased availability of training at the border reduces overtime costs and travel expenses associated with satisfying the Continuing Professional Training (CPT) requirement. Courses with dual state certification are presented in the counties that adjoin the border, thereby increasing the size of each class and making it practical to take training to officers and agencies in rural, remote areas of the state. The training alliance and the dual certification of training have the support of agency executives and personnel in both California and Oregon.

ANALYSIS

Commission Regulation 1015(c)(3) permits reimbursement for "expenses related to attendance of POST-certified courses." The regulation requires only that the training be POST-certified, as a prerequisite for reimbursement. Therefore, the Commission may reimburse the costs of training (tuition, travel, and subsistence) for courses presented outside the State of California, provided that such training is POST-certified.

The Commission has not previously authorized reimbursement for attendance at training courses presented outside the State. This is due to the fact that until the training alliance concept was conceived, there were no POST-certified training courses presented outside the State of California. Now, however, if the alliance concept is to be supported by the Commission, Regulation 1015 should be amended to articulate the intent of the interstate training alliance and to set limits on reimbursement for out-of-state training.

The regulation should be amended to specify that reimbursement is authorized for California agencies whose officers attend POST-certified training approved for presentation in Oregon, Nevada and Arizona. If the Commission concurs, the following proposed language should be added to Commission Regulation 1015 (c):

- (10) Reimbursement is authorized for California law enforcement agencies in counties bordering states contiguous to California, and whose officers attend POST-certified training courses in those states (Oregon, Nevada and Arizona). The Executive Director may approve reimbursement for agencies within non-bordering counties when it is practical and/or cost effective to do so.

The creation of the training alliance, working agreements, and regulation change to support this concept are consistent with the POST Strategic Plan. The products of the operation of the alliance will satisfy, in part, Strategic Objectives B-4, Evaluate and Implement Alternative Approaches to Satisfy Training Needs; B-5, Ensure Courses are Delivered at Multiple Sites; B-18, Study the Feasibility of Certifying Training Courses Located Outside of California; and C-3, Broaden Opportunities for Interaction Between POST and Its Partners.

RECOMMENDATION

If the Commission concurs, the appropriate action would be to schedule a public hearing for the April 1999 meeting to consider amending Regulations 1015, Reimbursements.

MEMORANDUM

To : POST Commissioners

Date: December 15, 1998

Kenneth J. O'Brien
Executive Director

From : Commission on Peace Officer Standards & Training

Subject: PROGRESS REPORT ON STRATEGIC PLAN IMPLEMENTATION

As indicated on the attached POST Strategic Plan Quarterly Progress Report, considerable progress continues to be made in implementing POST's Strategic Plan. There has been significant progress on all seven goals during this quarterly period since the November 1998 Commission meeting. Over 46 or 76% of the 60 objectives are reporting implementation progress. In addition, several other objectives that are considered "ongoing activities" are routinely being addressed.

The most significant progress is associated with the following objectives:

- A.3 Review POST's CPT training requirement
- A.9 Increase and improve Basic Course testing
- A.11 Complete an updated job analysis
- B.1 Re-engineer the TNA process
- B.7 Support regional skills centers
- B.10 Develop competency-based training
- B.13 Selection and training of instructors
- C.6 Increase participation with California Image Coalition
- E.1 - 8 Establish clearinghouse
- F.2 Publicize available POST services
- F.7 Upgrade POST's internal information and business processes

POST STRATEGIC PLAN QUARTERLY PROGRESS REPORT

(Progress From November 1998 - January 1999)

(Revised 12-8-98)

STRATEGIC PLAN OBJECTIVE	PROGRESS
<u>INCREASE STANDARDS AND COMPETENCIES</u>	
A.1 Establish a voluntary law enforcement agency accreditation program. (MCB)	Per direction of the Commission, previously developed accreditation standards have been updated for distribution to agencies.
A.2 Complete an analysis of the critical duties and competencies of positions covered in the POST program (S&E)	Beginning January 1999, steering committees to be established and information gathered.
A.3 Review POST's Continuing Professional Training (CPT) requirement including hours, frequency, content and whether it should be extended to law enforcement managers and executives, public safety dispatchers, and Level II reserve officers. (TPS)	The Commission has set, for public hearing at the January 1999 meeting, partial implementation of this objective. The Commission has also approved pilot testing of a re-occurring perishable skills testing/training requirement. In process of accepting applications for Management fellow to pilot perishable skills program.
A.5 Research and develop additional minimum qualifications as necessary and secure legislative changes to ensure their application to all entrants into basic academies. (BTB)	An Ad Hoc Committee of academy directors has been formed and will begin meeting in January.
A.6 Study the feasibility of strengthening POST certificates including the linking of certificates to demonstrated competencies. (ASB)	

STRATEGIC PLAN OBJECTIVE

PROGRESS

INCREASE STANDARDS AND
COMPETENCIES

A.7 Study the feasibility of increasing and improving testing in POST-certified courses. (S&E)

Beginning January 1999, steering committees to be established and scope of project defined.

A.8 Establish additional entry-level selection standards and improve upon existing standards as appropriate. (S&E)

Part I - Cognitive Ability and Personality Assessment (Entry-Level Selection Test Battery)

A proposed methodology to assess cognitive ability and conscientiousness is being developed by staff and stakeholders.

Part II - Update Psychological Screening Manual

Commission approved contract at the November 1998 meeting to update this manual. An RFP is being prepared.

Part IV - Entry-Level Educational Requirement

Field surveys of police administrators and educational levels of job applicants are underway.

A.9 Increase, improve, and standardize POST's cognitive and skill testing required for graduation from the regular basic academy. (S&E)

The Commission has approved introduction of proposed legislation to modify PC 832.3 that would authorize mid-course and end-of-course testing in the basic course. Staff is actively working with Academy Directors to establish testing specifications and improve test development procedures.

A.11 Complete an updated job analysis of the entry-level peace officer position. (S&E)

A preliminary report of the job task analysis will be presented at the January 1999 meeting.

STRATEGIC PLAN OBJECTIVE

PROGRESS

MAXIMIZE TRAINING DELIVERY

B.1 Re-engineer training needs assessment process for both short- and long-term planning purposes to identify continuing and emerging course needs and consider agency specific training plans. (TD&C)

POST staff has met with training managers and a model is being developed that will also include a generic training plan for voluntary use by all law enforcement agencies.

B.2 Develop a systematic career path approach to training design and delivery. (CLD)

Staff is developing a plan to have CPT training coordinated at all levels. Also, the Supervisory and Management Course curriculum are being reviewed.

B.4 Evaluate and implement alternative approaches to satisfying training needs. (TPS)

See Progress under B.10. The Commission approved, at its November 1998 meeting, a proposal to modify Regulation 1081 to allow students to complete legislatively-mandated training courses in less hours than required by traditional instruction. Currently researching the use of the Internet as a means of training delivery.

B.6 Establish a standardized course development process and one that can be adapted for rapidly emerging training needs. (TPS)

B.7 Actively support establishment of Regional Skills Centers. (Hood)

Options for future directions being developed for consideration by the Commission's LRP Committee.

STRATEGIC PLAN OBJECTIVE

PROGRESS

MAXIMIZE TRAINING DELIVERY

B.8 Conduct research and development on new training technologies that have potential for improving the quality and cost-effectiveness of training. (TPS)

Ongoing. All manufacturers of firearms simulators will demonstrate their products in December at POST. Multimedia reimbursement process started. Staff attended Inter-service/Industry Training Systems and Education Conference to explore capabilities of multimedia training management system.

B.10 Develop competency-based training courses using appropriate delivery and evaluation systems. (TPS)

See progress under B.4. Continued progress on domestic violence CD-ROM course; high-level design work on instructor development CD-ROM completed; contract to adapt U.S. Air Force Haz Mat course for Law Enforcement with ON-Guard.

B.12 Simplify the course certification process. (TD&C)

The certification of Skill and Knowledge Module Course has been streamlined. Course budget process being reviewed.

B.13 Establish selection guidelines, certification, and training programs for instructors. (TPS)

Staff is currently developing the specifics of a voluntary basic course instructor certification program that could be extended to other training programs. Staff is also preparing a proposed regulation to formalize some of POST's instructor training requirement. Proposed procedures submitted to academy directors at December Consortium meeting.

STRATEGIC PLAN OBJECTIVE

PROGRESS

MAXIMIZE TRAINING DELIVERY

B.14 Study the feasibility and need for expansion of the distance learning systems. (TPS)

Final encryption test for satellite system completed. Staff also proposing to reimburse the remaining agencies that have not requested equipment.

B.15 Study the feasibility of using information from agency-specific training plans to assist POST with the training needs assessment process. (TD&C)

Revamping the TNA process and a generic agency TNA being developed for voluntary use by agencies.

B.16 Maximize the availability of Level I reserve training. (BTB)

The Commission has approved extending the term of the Management Fellow for the purpose of developing a plan to make reserve training more readily available and in reduced hours.

B.17 Maximize the availability of driver training. (TD&C)

The Commission will consider staff proposals, in January 1999, for POST to purchase additional driver training simulators to areas not now served by such systems.

B.18 Study the feasibility of certifying training courses located outside of California. (TD&C)

POST is currently certifying training courses along the California-Oregon border to increase accessibility of training. Plans are to extend this to other bordering states.

ESTABLISH PARTNERSHIPS

C.1 Identify partners and analyze their needs and expectations. (Snow)

STRATEGIC PLAN OBJECTIVE

PROGRESS

ESTABLISH PARTNERSHIPS

C.2 Build coalitions for ongoing legislative liaison program. (Hood)

Loose coalitions already exist with CPOA, CSSA, CPCA, PORAC, and other groups. Open lines of communication exist. Loose coalitions provide for greater flexibility because relationship varies with different issues.

C.3 Broaden opportunities for direct interaction between POST and its partners(AD's)

Ongoing activity.

C.4 Establish cooperative efforts with other criminal justice and related public safety components. (AD's)

POST staff providing expertise to CPOST and CDC on operations especially regarding internal affairs training curriculum.

C.5 Seek out long-term training and technology partnerships with public safety agencies and private industry. (TPS)

MOU with U.S. Air Force approved in December. Initial inquiry into partnering with government agency for managing multimedia development.

C.6 Increase participation with the California Law Enforcement Image Coalition. (Hood)

POST staff meets regularly with the Coalition. Telecourse is being developed for broadcast in April 1999. PSA's depicting positive images of law enforcement are being developed.

STRATEGIC PLAN OBJECTIVE

PROGRESS

ESTABLISH PARTNERSHIPS

C.7 Develop programs that will enhance peace officer recruitment. (S&E and TD&C)

Recruitment workshops have been held in the San Francisco Bay Area for the purpose of identifying cost-effective recruiting and testing methodologies. Work is continuing. Statewide workshops for reserve officer recruitment scheduled for January 1999.

C.8 Maximize opportunities for promoting better interaction between law enforcement and crime victims. (TPS)

Victims videotape placed in all 180 library systems.

ENSURE ADEQUATE RESOURCES

D.1 Support partners as they advocate for more POST resources to meet their service expectations. (Hood)

POST staff has met with law enforcement representatives to obtain input on back-fill and other expenditure issues.

D.2 Set priorities, in concert with law enforcement, for all POST programs and services . . . (AD's)

Ongoing activity.

D.4 Link short- and long-term fiscal planning and reporting to strategic plan implementation. (ASB)

Ongoing activity.

STRATEGIC PLAN OBJECTIVE

PROGRESS

ENSURE ADEQUATE RESOURCES

D.5 Develop alternative cost-recovery strategies and implement when appropriate. (ASB)

The Commission will receive a staff report at the January 1999 meeting recommending the establishment of a subscription fee to receive POST's satellite broadcasts. POST is now also receiving income from the sale of basic course student workbooks from the State Office of Publishing.

D.6 Study the feasibility of reimbursing for trainee replacement, training development, and presentation costs. (ASB)

Commission is expanding back-fill and tuition reimbursement.

ESTABLISH CLEARINGHOUSE

E.1 Optimize the field's access to the POST library within the limits of POST's resources. (ISB)

Library resources at the local, state, and national levels have been placed on the POST web site. A senior Librarian was hired, effective 11-23-98 and will research the feasibility of fully automating POST library resources.

E.2 Expand referrals for research, networking, information exchange, and law enforcement technical assistance. (ISB)

A POST document, "On-Line Hyperlink Resources," is being mailed to all of POST's clients and partners.

E.3 Serve as a single point of contact, accessible 24 hours a day for linkages with multiple databases. (ISB)

STRATEGIC PLAN OBJECTIVE

PROGRESS

ESTABLISH CLEARINGHOUSE

E.4 Identify and record model (commendable) programs and procedures from the field for inclusion in the clearinghouse. (ISB)

A recently developed project management plan for the Clearinghouse web site includes commendable programs.

E.5 Provide early warning research, including "white papers," that highlights critical emerging futures issues. (CLD)

A "futures" hyperlink was established on the POST web site on 11-8-98 that provides information on emerging issues.

E.6 Establish a User Committee to advise the clearinghouse is meeting the needs of law enforcement on a continuing basis. (ISB)

Various specialized ad hoc committees have met to provide input on establishing the Clearinghouse.

E.7 Implement a program to optimize the field's use of the clearinghouse, as well as the level and quality of contributions from the field. (ISB)

Ongoing activity. A mass mailing to POST clients, in January 1999, will promote POST's web site.

E.8 Automate the functions and services of the Clearinghouse. (CSB)

Search feature for POST's Home Page is being developed.

ENSURE QUALITY SERVICES

F.1 Assess regularly how POST's clientele perceives its services. (Hood)

Ongoing activity. Alternatives have been identified by staff.

STRATEGIC PLAN OBJECTIVE

PROGRESS

ENSURE QUALITY SERVICES

<p>F.2 Publicize available POST Services. (ISB)</p>	<p>POST's Web page has been developed that identifies most of its services. Planning is underway to identify ways to promote awareness of POST's services.</p>
<p>F.3 Broaden the diversity of persons and organizations providing advice to POST . . . (AD's)</p>	<p>Ongoing activity.</p>
<p>F.4 Conduct periodic audits of POST's functions and activities. (Hood)</p>	<p>Audit recently completed on SLI facilitators and auditors. Audit procedure being explored.</p>
<p>F.5 Review proposed new projects and programs . . . (AD's)</p>	<p>Routinely accomplished.</p>
<p>F.6 Review all existing regulations . . . (ISB)</p>	<p>In progress.</p>
<p>F.7 Upgrade POST's internal information and management business processes. (CSB)</p>	<p>A consultant is developing detailed work plans - one for the Electronic Data Interchange (EDI) and one for the Training Management System (TMS). These two systems will change virtually every aspect of how POST conducts business with the field.</p>
<p>F.8 Assess regularly the quality of POST-certified courses. (TD&C)</p>	<p>Ongoing activity. Executive monitoring program being expanded.</p>

STRATEGIC PLAN OBJECTIVE

PROGRESS

VALUE OUR EMPLOYEES

G.1 Improve staff training, particularly related to policies and procedures <u>and</u> other areas of critical need. (ASB)	Full-time POST training manager appointed. Periodic speakers from the Command College being brought in for staff training. New employee orientation is occurring regularly.
G.3 Provide opportunities for continuing staff input on implementing the Strategic Plan. (Snow)	Staff is routinely invited to attend Quarterly Implementation meetings. Quarterly progress reports are made available. Bureaus discuss in their meetings.
G.4 Provide for staff development by cross training in multiple assignments. (ASB)	
G.5 Adopt mechanisms to improve internal communications. (AD's)	Intranet has been established to assist with improved communications.
G.6 Develop an employee skill and knowledge inventory. (ASB)	
G.7 Establish multi-unit, self-directed work groups or teams. (AD's)	Multi-unit work groups are routinely formed for specific purposes and achieve considerable success in developing products.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083**LONG RANGE PLANNING COMMITTEE MEETING**

Thursday, January 7, 1999

Doubletree Club Hotel - Ontario Airport

429 N. Vineyard

Ontario, CA 91764

(909) 937-8000

AGENDA**COMMITTEE MEMBERS**

Collene Campbell, Chairman
David Anderson
Philip del Campo
Bill Kolender
Jan Scully
Rick TerBorch

A. CALL TO ORDER**B. PROGRESS REPORT ON STRATEGIC PLAN IMPLEMENTATION**

The report under this tab provides an update of the progress being made to implement POST's Strategic Plan.

C. REGIONAL SKILLS TRAINING CENTERS CONCEPT

The Commission has supported, for several years, the establishment of regional skills training centers that would be large, comprehensive centers serving all public safety segments. The State Legislature and Governor have failed to approve legislation to implement the concept. It appears this concept will not be successful.

As an alternative, the concept of POST establishing a series of mini-skills training centers is described and contrasted with the existing concept.

The item is before the Committee for discussion.

D. PROPOSAL IN HONOR OF COMMISSIONER SHERMAN BLOCK

To recognize Commissioner Sherman Block's many and significant contributions to the Commission and California Law Enforcement, the Commission is considering the creation of an appropriate memorial. The goals of the memorial are to: a) perpetuate the memory and recognition of his significant contributions to law enforcement training; b) create a memorial that is recognized throughout the law enforcement community for its value and excellence; and c) create a memorial that exemplifies Commissioner Block's interest in creating excellence in law enforcement programs and services.

The consideration of a memorial has focused on two alternatives; naming an existing program in his honor and creation of a specific new award in Commissioner Block's name. The report under this tab summarizes the options within each alternative.

The report presents information to support discussion by the Committee and the Commission. If the Committee concurs, it may wish to recommend the Commission accept the staff report and provide direction to the staff concerning additional research and a final recommendation to be presented at the April 1999 meeting.

E. REPORT ON SUPERVISORY LEADERSHIP INSTITUTE

Over the last several years the success and popularity of the Supervisory Leadership Institute (SLI) program has resulted in a waiting list of over 850 candidates, with some having to wait over three years. After careful examination of the program, staff offers the attached recommendations for changes.

The item is before the Committee for discussion.

F. REPORT ON POLICE CORPS PROGRAM

The Police Corps is a federally funded program which provides scholarships to students in exchange for service within a law enforcement agency. The program is administered by the Office of the Police Corps and Law Enforcement Education, Office of Justice Assistance, U.S. Department of Justice. The scholarship is \$7,500 per year for four years to college education, participation in the Police Corps training program, and a commitment to work, after graduation, as a peace officer. The scholarship is "forgiven" on a year-for-year basis when the student is employed as a peace officer, and the employing agency receives \$10,000 for each year the student is employed, up to four years.

Participation in the program requires an application from a state and the designation of a State Lead Agency that is responsible for administering the Police Corps program in that state. POST received a Police Corps application in March 1998, two weeks prior to the filing deadline. POST declined to submit an application at that time.

Since that time, staff have thoroughly reviewed the Police Corps program; discussed it with participating states and agencies; and surveyed California law enforcement executives to assess the interest, need and support for the program. The report under this tab summarizes that research and provides a recommendation for the Committee.

Staff recommend the Commission not submit an application to be designated as the State Lead Agency or assume the responsibility to implement and administer the Police Corps program. However, staff recommend the Commission cooperate with and support other agencies that may submit an application to implement the Police Corps program.

If the Committee concurs, it may wish to recommend the Commission approve the staff report and recommendation to not submit a Police Corps application or be designated as the State Lead Agency.

G. CONTRACT APPROVAL FOR ORGANIZATIONAL STUDY OF POST

In the document *Beyond 2000: Making a Bold Adjustment*, it was recommended that POST should conduct a thorough review of its organizational capabilities relative to the expectations articulated in its strategic plan. It was further recommended the Executive Director be authorized to, with the assistance of independent expertise, initiate a clean sheet review of POST's structure, processes, reporting systems, accountability systems and any other organizational issue that could have impact upon the ability to implement the strategic plan. The Commission will consider a proposal at its January meeting to contract with the firm Organizational Effectiveness Consulting to conduct an organizational study of POST at a cost not to exceed \$37,950.

This report is submitted for committee discussion.

H. INSTRUCTOR TRAINING REQUIREMENTS CONCEPT

POST currently has no training requirements for specialized instructors even though several teach in critical, liability causing areas or on topics where the ability of instructors is critical to the success of the training course. Under consideration is a POST regulation requiring certain instructors and coordinators to complete development training courses.

This item is before the Committee for discussion.

I. DATE OF NEXT LONG RANGE PLANNING COMMITTEE MEETING

ADJOURNMENT

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1801 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083**FINANCE COMMITTEE MEETING**

January 20, 1999 - 2:00 P.M.

Bahia Hotel

998 West Mission Bay Drive

San Diego, CA 92109

AGENDA**COMMITTEE MEMBERS**Michael Carre, Chairman
David Anderson
Tom Knutson
Rick TerBorch**A. CALL TO ORDER****B. Review of Second Quarter Financial Report and Expenditure Projections for FY 98/99**

The Committee will review the reimbursable training volume and categories of expenditures to date as well as expenditure projections for the balance of this year. Reports will be provided at the meeting.

C. Review of Governor's Budget for FY 1999/00

A copy of POST's FY 99/00 budget, as proposed in the Governor's budget, will be provided at the meeting.

D. Proposed Development Guidelines for Driving Simulator Training Program

Because of the need to ensure the effectiveness of driver simulator training, staff along with former Police Chief Karl Swanson, has developed guidelines for driving simulator training programs. The proposed *Simulator Training Program Development Guidelines* are described under this tab and will be distributed at the meeting.

E. Report on Driver Simulation Evaluation

At its meeting on December 12, 1997, the Finance Committee directed that a moratorium be instituted on the funding of driving simulator programs, pending the outcome of a one-year study undertaken by a management fellow to evaluate the effectiveness of such

training. Beginning his research in May of last year, management fellow Lt. Kelly Young of the California Highway Patrol, has completed a *Report on the State of Driving Simulator Training*. Based upon the report, continued support of the simulator programs appears merited. Specific recommendations include the following:

1. To achieve a greater degree of standardization and effectiveness, POST should establish Commission-approved certification requirements as well as guidelines for the operation of driving simulator training programs. This would also include the assumption that POST would closely monitor compliance to these requirements and guidelines.
2. To ensure maximum utilization of the simulators, POST should invest in:
 - a) Statewide marketing of driving simulator training in conjunction with the presenters;
 - b) Software upgrade purchases for the existing presenters; and
 - c) Plan III reimbursement including backfill and contracts with Plan II reimbursement.

F. Regional Skills Training Centers Concept

Because the regional skills training centers concept has been unsuccessful in the Legislature for several years, an alternative "mini-skills center" concept is described under this tab. The concept is presented for Committee discussion proposed in concert with Item G.

G. Proposed Expenditure Plan for Technology Acquisition

The Finance committee at its November meeting directed that staff prepare a plan for technology acquisition. "Tab G" presents this preliminary plan for discussion and recommendations. Staff has obtained field input on the proposed plan.

H. Continuation of Reimbursement Plan III for Driver Simulator Training

The Commission authorized, for 1998, Plan III (Tuition) reimbursement for driver simulator training. An analysis of this experience under "Tab H" indicates these costs are absorbable by POST and should be continued.

I. Report on En Route Subsistence Allowance

This matter was discussed at the November Committee meeting. Staff was directed to present further analysis at this meeting. A report is attached.

J. Review of Proposed Contracts on the January 21, 1999 Commission Agenda

- (Item - G) Contract for Pilot of Robert Presley Institute of Criminal Investigation Hate Crime Course (\$25,002).

- (Item - H) Contracts for Domestic Violence Training:
 - (1) Design and presentation of forty (40) Sexual Assault for First Responders Course for Fiscal Year 99/00 (\$160,000);
 - (2) Design and presentation of twenty (20) additional Domestic Violence for First Responders workshops and four (4) additional Domestic Violence for Criminal Investigation courses (\$220,000);
 - (3) Design and presentation of ten (10) Domestic Violence for Public Safety Dispatcher courses for Fiscal Year 99/00 (\$32,000);
 - (4) Design and presentation of three (3) Train the Trainer for Field Training Officers Course for Fiscal Year 98/99 (\$25,500).
- (Item - I) Contract Augmentation - Hazardous Materials CD-ROM Training Program (\$10,000).
- (Item - J) Contract Augmentation with KPBS, San Diego State University to Revise the CPTN Opening and Redesigning of the Studio Set (\$95,000).
- (Item - M) Contract with California State University - Sacramento, Regional and Continuing Education, to Present Crime Analysis Training for Fiscal Year 1998-99 (\$26,400).
- (Item - N) Contract with the Department of Justice, Advanced Training Center (\$676,000).

K. Review of Proposed Contracts for FY 99/00

At each January meeting, the Commission receives a Committee report on major training, standards, and administrative contracts planned for the upcoming year. Information regarding these contracts is presented in order to obtain the Commission's approval to negotiate and return the proposed contracts for final approval at the April 1999 Commission meeting.

If the Finance Committee concurs, the appropriate action would be to recommend that the Commission authorize the Executive Director to negotiate the contracts and return them to the April meeting for formal approval.

Proposed contracts to be negotiated for FY 99-00:

Training Contracts

1. Management Course

This course is currently budgeted at \$356,877 for 20 presentations spread

among five presenters:

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

2. San Diego Regional Training Center for Support of Executive Training (e.g., Command College, Executive Training, and Executive Seminars)
The San Diego Regional Training Center serves as the chief contractor for a variety of training activities of the Commission conducted by the Center for Leadership Development. Curriculum development as well as instructional and evaluation costs of these training activities for FY 98/99 was \$139,722.
3. CSU Long Beach for Support of the Supervisory Leadership Institute
The CSU Long Beach Foundation provides administrative services for the Supervisory Leadership Institute. This includes training site support, ordering materials, paying instructors and auditors, and purchasing/maintaining equipment. Costs for these services in FY 98/99 were \$729,904 for eight classes running continuously throughout the year.
4. Department of Justice Training Center
The Department of Justice has provided training to local law enforcement each year through an interagency agreement with POST since 1974. The Commission approved a current year contract in an amount not to exceed \$1,200,000.
5. San Diego State University for 12 Satellite Video Broadcasts
POST currently has an interagency agreement with San Diego State University for \$108,500 for the assembly and transmission of 12 videotape training programs.
6. Alameda County District Attorney's Office and Golden West College for Case Law Update Video Production
POST currently has contracts with Alameda County District Attorney's Office and Golden West College for \$74,000 for the production of 36 Case Law Update programs each during FY 98/99.
7. Telecourse Programs
POST has a current year contract with San Diego State University (KPBS) to develop and deliver 12 telecourse programs, three specialized videos, numerous scenario videos, and several specialized "edit only" projects. The current year amount is \$590,000.

8. Master Instructor Program
At its April 1998 meeting, the Commission approved a contract with the San Diego Regional Training Center to provide coordination and presentation support for the Master Instructor Development Program (MIDP). This program is a key element in the Commission's emphasis on improving the quality of instruction for law enforcement. Two MIDP classes, each involving five workshops, are presented annually and overlap fiscal years. Additionally, the contract provides funding for an annual MIDP graduate update workshop. The current contract is in the amount of \$248,502.
9. Robert Presley Institute for Criminal Investigation
The current year approved contracts total \$605,011 to provide ten offerings of the ICI Core Course.
10. Robert Presley Institute of Criminal Investigation Instructors' Workshops
The Commission authorized special training during the last four years for instructors for the Robert Presley Institute of Criminal Investigation (ICI) so that the ICI Core and Foundation Specialty Courses are designed and taught using adult experience-based learning concepts.

POST currently has a contract with the San Diego Regional Training Center to present the Robert Presley Institute of Criminal Investigation (ICI) Instructors' Update Workshops and conduct six course evaluation meetings at a cost not to exceed \$119,004.
11. Basic Narcotics, Basic Motorcycle, and Basic Academy Driver Training
The Commission approved contracts for specific presenters of the Basic Narcotics, Basic Motorcycle, and Basic Academy Driver Training. The total amount of current year contracts is \$1,716,819.
12. Labor/Management Partnerships Course
The San Diego Regional Training Center holds the contract to present four courses during the current fiscal year for a total amount not to exceed \$85,000.
13. Building High Performance, Inclusive Organizations Diversity Course
The Commission has contracted with the San Diego Regional Training Center for the past five years for presentation of POST's cultural diversity and other diversity course work. The current fiscal year contract is for \$169,582.
14. Tools for Tolerance, Simon Wiesenthal Center
This is a request to negotiate a fourth year contract with the Museum, contingent upon receiving state funding.
15. Development of Driving Simulator Scenarios
For the past several years, POST has contracted for one instructor working

half-time in developing scenarios. The recommendation is to enhance the process by having two scenario developers, each working quarter time, to develop "fresh" scenarios. The current year contract is for \$33,000.

Standards Contracts

16. Cooperative Personnel Services for Basic Course Proficiency Exam
POST has contracted with Cooperative Personnel Services for administration of the POST Proficiency Examination since 1984. The current year contract is for \$60,000.
17. Cooperative Personnel Services for Entry-Level Reading and Writing Test Battery
POST has contracted with Cooperative Personnel Services for administration of the POST Entry-Level Reading and Writing Test Battery since 1983. The current year contract is for \$134,480.32
18. Cooperative Personnel Services for PC 832 Written Examination
POST has contracted with Cooperative Personnel Services for administration of the PC 832 Written Examination since 1989. The current year contract is for \$43,563.87.
19. Cooperative Personnel Service for Entry-Level Dispatcher Selection Test Battery
POST has contracted with Cooperative Personnel Services for administration of the POST Entry-Level Dispatcher Selection Test Battery since 1997. The current year contract is for \$154,382.
20. Cooperative Personnel Services For Transition Pilot Program Test Administration
POST has contracted with Cooperative Personnel Services for administration of Transition Pilot Program Testing activities since 1997. The current year contract is for \$41,113.96.

Administrative Contracts

21. State Controller's Office Interagency Agreement for Auditing Services
Each year POST has negotiated an interagency agreement with the State Controller's Office to conduct audits of selected local jurisdictions which receive POST reimbursement funds. The Commission approved an agreement not to exceed \$85,000 for the current fiscal year.
22. Interagency Agreement With Teale Data Center for Computer Services
Each year POST has negotiated an interagency agreement with Teale Data Center (a State agency) for supplemental computer services. The contract provides a link between POST's computer and the Data Center's mainframe computer. This allows data processing jobs and the storage of large data

files that require more resources than POST's minicomputer can provide. Current year costs for these services are approximately \$60,000.

23. CALSTARS Contract

The mandated California State Accounting and Reporting Systems (CALSTARS) requires an agreement with the Health and Welfare Data Center to provide computer linkage and necessary data processing services. The Commission approved a current year contract in an amount not to exceed \$30,000.

24. Danka Office Imaging (previously Eastman Kodak) Copier Maintenance Contract

Each year POST must enter into a contract for maintenance of its Kodak copier. The cost of the maintenance agreement is based on a flat rate plus a per copy charge in accordance with a master services agreement developed by the State Department of General Services. The current year contract is \$16,000.

L. ADJOURNMENT

State of California

Department of Justice

MEMORANDUM

Date: January 21, 1999

To: POST Commissioners

From: MIKE CARRE
Chairman, Finance Committee
Commission on Peace Officer Standards and Training

Subject: ACTIONS TAKEN AT THE FINANCE COMMITTEE MEETING -
JANUARY 20, 1999

The Committee met yesterday, January 20th, at the Bahia Hotel, San Diego. In attendance were Commissioners del Campo, TerBorch, Anderson, and myself.

In addition to items already addressed on the agenda, the Committee discussed the following:

- A. The Committee reviewed the budgeted and actual revenues as well as training volumes for the Second Quarter. Revenue received for the first six months of this fiscal year, through December 31, 1999, is significantly more than anticipated. The total, \$25,018,327, is \$1,873,327 more than originally anticipated, or 40% more than was received for the same period last fiscal year. As a reminder, projected revenue was increased by approximately \$12 million for FY 98-99 through a budget augmentation provided by the Governor and Legislature.
- B. A copy of the Governor's Budget for FY 1999/00 was provided. It remains as anticipated, with a \$47.9 spending authorization for POST.
- C. The Committee received a series of reports concerning Driver Training Simulators and Regional Skills Centers. Following a review of those reports, the Committee recommends the Commission:
 - 1) Express conceptual approval for guidelines concerning Simulator based driver training.
 - 2) Approve continuation of Plan III for Driver Simulator Training.
 - 3) Approve a plan for expenditure of \$6,850,375 to be allocated via contracts in the following areas:

a) It is proposed that POST contract with eight of the existing Driver training simulator sites with a firearms training simulator of their choice at a maximum cost of \$100,000. Sites include: Siskiyou County SD, Redding PD, Stanislaus County SD, Los Angeles County SD, Los Angeles PD, San Bernardino County SD, Alameda County SD, and San Jose PD. **Total: \$800,000**

b) It is proposed POST contract with the following organizations to provide them with upgraded Doron Driving Simulators at \$372,000 each and a firearms Training simulator at \$100,000 each:

Ventura (Regional Training Site)
Santa Rosa Regional Training Center
Fresno (Regional Training Site)
San Diego (Regional Training Site)
Orange County (Regional Training Site)
Ben Clark Regional Training Center -
Riverside County Sheriff's Department

Contract stipulations would require that each recipient adhere to POST's guidelines and requirements for certification and that they must have POST-certified driver simulator training courses.

Total: \$2,832,000

c) It is proposed POST contract with the three original recipients of driver training simulators to provide them with upgraded Doron simulators at a cost of \$362,000 each. Contract stipulations would require that each recipient would adhere to POST's guidelines and requirements for certification and that they must have POST-certified driver simulator training courses. **Total: \$1,086,000**

d) Contract with the Sacramento County Sheriff's Department to provide a mobile trailer to include the Prism Firearms Simulator, plus a truck at \$250,000. This assumes that POST would pay for a portion of the operational and instructional costs. A contract is proposed for these expenses for actual costs not to exceed \$100,000 during a year-long pilot test period. **Total: \$350,000**

- e) Contract with Firearms Training Systems for up to 59 scenario sets including packaging and postage @ \$1,250=\$73,750.

Contract with Adv. Int. Systems for up to six scenario sets including packaging and postage @ \$1,500ea=\$9,000.

Contract with IES Elect Industries for up to two scenario sets including packaging and postage @ \$500ea=\$2,000.

Contract for 15 additional sets for mini-skills centers @ \$1,500ea=\$22,500.

Total: \$107,250

- f) Contract with lowest bidder to provide CD-ROM equipment (specifications previously approved by the Commission) @\$3,000 each times 38 = \$114,000.

Total: \$ 114,000

- g) Re-open the satellite reimbursement program to 102 eligible agencies in the POST reimbursement program that did not take advantage of this opportunity on two previous occasions. Maximum reimbursement was set at \$1,975 per system. It is projected that as many as 75 of them would seek reimbursement at a total cost of \$148,125.

Total: \$148,125

- h) Contract with an entity to convert this program to CD-ROM format at a cost not to exceed \$300,000.

Total: 324,000

- i) Contract with a law enforcement agency or other organization to provide the services for one-year of a Special Consultant in the POST Management Fellowship Program at a cost not to exceed \$130,000.

Total: \$130,000

- j) Modesto - do not provide a firearms simulator as they are receiving \$165,000 from the federal government for a mobile firearms simulator. Instead, they have requested \$35,000 for the purchase of a truck to pull the mobile trailer plus some Plan III operating costs for one year. Suggest operating costs be shared and that POST's contribution be capped at \$100,000 for one year.

Total: \$135,000

- k) West Covina Police Department - replace their driving simulator at cost of \$362,000.

Total: \$362,000

- l) Contra Costa/Los Medanos College - provide a firearms simulator.

Total: \$100,000

- m) Alameda County Sheriff's Department - provide a driving simulator.

Total: \$362,000

Grand Total Cost: \$6,850,375

D. The Committee reviewed the Proposed Contracts for FY 99/00 and recommends that the Executive Director be authorized to negotiate the contracts and return them to the April meeting for formal approval.

E. ADJOURNMENT

COMPARISON OF REVENUE BY MONTH

FISCAL YEARS 1997-98 AND 1998-99

1997-98					1998-99							
MONTH	PENALTY	TRANSFER	OTHER	CUMULATIVE	CUMULATIVE	PENALTY	TRANSFER	OTHER *	TOTAL	% OF	CUMULATIVE	% OF
	ASSESSMENT	FROM DT				ASSESSMENT	FROM DT					
	FUND	PAF ***		TOTAL		FUND	PAF ***				TOTAL	
JUL	2,890,628	133,190	22,798	\$3,046,616	\$3,813,000	2,990,479	879,426	18,989	\$3,888,894	101.99%	\$3,888,894	101.99%
AUG	2,710,784	181,702	32,517	\$5,971,619	7,626,000	2,861,730	1,137,131	23,988	\$4,022,849	105.50%	7,911,743	103.75%
SEP	2,879,325	192,474	19,279	\$9,062,697	11,439,000	2,999,959	1,371,787	19,389	\$4,391,135	115.16%	12,302,878	107.55%
OCT	2,706,962	180,955	32,059	\$11,982,673	15,252,000	2,753,725	1,259,214	20,626	\$4,033,565	105.78%	16,336,443	107.11%
NOV	2,346,960	156,889	26,458	\$14,512,980	19,065,000	2,711,610	1,239,956	24,613	\$3,976,179	104.28%	20,312,622	106.54%
DEC	3,137,888	209,762	15,480	\$17,876,110	23,145,000	3,218,336	1,471,669	15,700	\$4,705,705	115.34%	25,018,327	108.09%
JAN	2,281,987	152,246	22,394	\$20,332,737	26,958,000				\$0	0.00%	25,018,327	92.80%
FEB	2,198,391	146,958	404,010	\$23,082,096	30,771,000				\$0	0.00%	25,018,327	81.30%
MAR	2,756,682	184,279	27,702	\$26,050,759	34,584,000				\$0	0.00%	25,018,327	72.34%
APR	2,902,013	193,793	23,723	\$29,170,288	38,397,000				\$0	0.00%	25,018,327	65.16%
MAY	2,885,639	200,242	40,070	\$32,296,239	42,210,000				\$0	0.00%	25,018,327	59.27%
JUN	3,512,501	227,676	374,549	\$36,410,965	46,294,000				\$0	0.00%	25,018,327	54.04%
TOTAL	\$33,209,760	\$2,160,166	\$1,041,039	\$36,410,965	\$46,294,000	\$17,535,839	\$7,359,183	\$123,305	\$25,018,327	54.04%	\$25,018,327	54.04%

* - Includes \$103,424 from coroner permit fees (per Ch 990/90)

***-Per Section 24.10, Budget Act of 1998

COMMISSION ON POST

NUMBER OF REIMBURSED TRAINEES BY CATEGORY

DECEMBER

COURSE	1997-98			1998-99		
	Actual Total For Year	Actual July-December	% of Total	Projected Total For Year	Actual July-December	% of Projection
Basic Course	1,578	692	44%	1,800	511	28%
Dispatchers - Basic	317	104	33%	350	163	47%
Advanced Officer Course	2,655	1,647	62%	2,700	1,086	40%
Supervisory Course (Mandated)	582	225	39%	600	224	37%
Management Course (Mandated)	306	103	34%	310	109	35%
Executive Development Course	331	167	50%	350	145	41%
Supervisory Seminars & Courses	3,952	1,815	46%	3,900	1,702	44%
Management Seminars & Courses	1,955	694	35%	2,000	784	39%
Executive Seminars & Courses	652	282	43%	600	197	33%
Tech Skills & Knowledge Course	38,133	18,227	48%	38,000	19,262	51%
Field Management Training	23	15	65%	30	21	70%
Team Building Workshops	659	281	43%	650	218	34%
POST Special Seminars	783	389	50%	640	225	35%
Approved Courses	54	40	74%	70	5	7%
TOTALS	51,980	24,681	47%	52,000	24,652	47%

COMMISSION ON POST

REIMBURSEMENT BY COURSE CATEGORY

1997-98

1998-99

COURSE	Total For Year	Actual July-December	Actual December	Actual July-December
Basic Course	\$1,637,376	\$901,049	\$49,386	\$695,948
Dispatchers - Basic	268,806	101,659	4,091	142,958
Advanced Officer Course	166,892	100,470	18,716	85,688
Supervisory Course (Mandated)	363,615	150,949	6,417	150,279
Management Course (Mandated)	295,300	107,029	14,238	124,547
Executive Development Course	273,453	134,176	40,175	118,593
Supervisory Seminars & Courses	1,340,629	599,058	87,332	738,874
Management Seminars & Courses	720,365	240,043	63,957	316,018
Executive Seminars & Courses	244,400	95,217	17,758	78,181
Tech Skills & Knowledge Course	9,825,823	4,684,219	774,314	4,975,995
Field Management Training	10,682	6,394	1,375	8,873
Team Building Workshops	330,035	143,318	26,713	120,243
POST Special Seminars	262,138	138,979	13,817	65,871
Approved Courses	5,947	4,153	1,450	1,384
Training Aids Technology	292,093	105,296	32,050	100,589
TOTALS	\$16,037,554	\$7,512,009	\$1,151,789	\$7,724,041

COMMISSION ON POST

SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	FY 1997-98 Total	1997-98 July-Dec	1998 December	1998-99 July-Dec
Resident Subsistence	\$8,621,307	\$4,180,525	\$602,198	\$4,196,800
Commuter Meal Allowance	1,007,393	472,493	65,949	461,286
Travel	2,720,198	1,313,139	176,831	1,335,017
Tuition	3,389,790	1,440,556	234,260	1,483,584
Backfill Salary	6,773	0	40,501	146,765
Training Technology Assistance	292,093	105,296	32,050	100,589
TOTALS	\$16,037,554	\$7,512,009	\$1,151,789	\$7,724,041

COMMISSION ON POST

FISCAL YEAR 1998-99

(AS OF 1-1-99)

EXPENDITURE SUMMARY		CONTRACT SUMMARY	
RESOURCES		APPROVED TRAINING CONTRACTS *	
Revenue Projection	32,294,000	Management Course	356,915
Budget Act Revenue (Sec 24.10)	14,000,000	Executive Training	463,672
Beginning Fund Balance	14,887,852	Supervisory Ldrshp Inst	727,904
		DOJ Training Center	1,200,000
EXPENDITURES:		Satellite Video Tng	108,500
ADMINISTRATION	\$10,394,000	Case Law Updates	74,000
TRAINING CONTRACTS/LA	\$9,834,616	Telecourse Programs	590,000
Contracts Approved (See list)	8,374,616	Basic Course Prof Exam	60,000
Letters of Agreement	1,300,000	Basic Narcotic, Motorcycle, and DT	1,716,819
Conf Room Rental	160,000	Master Instructor Program	248,502
TRAINING REIMBURSEMENT	\$18,753,071	ICI Core Course (SFPD)	105,455
Trainees: 52,000		PC 832 Exam	43,564
Subsistence	8,973,410	Special Consultants: BTB, TPS (2)	390,000
Commuter meals	1,436,356	Labor/Management Partnership Course	57,608
Travel	2,761,149	Entry level reading/writing	134,490
Tuition	3,587,822	Entry Level Dispatcher Selection Test Battery	154,382
Backfill	500,000	Cultural Diversity Tng (SDRTC)	169,582
Other Reimbursements	264,334	POST Transition Pilot Program	41,119
Encryption	1,250,000	Joint Venture - Multimedia Program	100,000
Multimedia Computer Purchases (Apr '98)	1,250,000	Videos on Emergency Vehicle Opns (July -E)	90,000
MUSEUM OF TOLERANCE	\$2,000,000	Hazardous Materials Awareness CD-ROM (July-G)	60,000
Contract	1,556,000	Convert 1st Aid/CPR to CD-ROM (July-I)	45,000
Reimbursements	444,000	Multimedia Training Mgmt System (July-J)	75,000
CONTRACTS ON JANUARY AGENDA		ICI Domestic Violence -VAWA (July-K)	(123,048)
1. Hate Crimes Course (G)	25,002	ICI Core & Homicide Course (July-L)	199,003
2. Domestic Violence Training (H)	245,500	ICI Instructors Workshops (July-L)	119,004
3. Haz Mat Training (I)	10,000	ICI Core Course - SDRTC (July-L)	142,462
4. KPBS Contract Augmentation (J)	85,000	ICI - CSUS, SJ July-(L)	143,191
5. Crime Analysis Training (M)	26,400	ICI - LAPD (July-L)	89,868
6. DOJ Contract Augmentation (N)	676,000	Miscellaneous Contracts (Annual Estimate)	125,000
Sub-total	\$1,077,902	Dist of Basic Training Inst Package (Nov-F)	252,480
INSTRUCTIONAL TECHNOLOGY ACQUISITION (G)		Reserve Training Program Augmentation (Nov-I)	61,304
	\$5,867,375	Rev Psychological Screening Guidelines (Nov-M)	175,000
		Rev Medical Screening Manual (Nov-N)	35,000
EXPENDITURES, TOTAL		Motorcycle Update Course-CHP (Nov-P)	12,840
	\$47,926,964	Management Fellow for CPT Study (LRPC)	130,000
RESERVES		Grand Total, All Contracts	8,374,616
Spendable-A	\$13,254,888		
Unavailable-B	-\$174,964		
	\$13,429,852		

FIN Com
TAB J

FIN Com
TAB G

Only
474
to date
Boulton

-VAWA

-174,964
 +245,500

 +70,536

A-This is the amount of the reserves that can be spent, bringing the total expenditures to the budgeted amount of \$47,752,000
 B-Expenditure of any of this reserve would exceed the authorized level of expenditure per the Governor's Budget
 * - Initial estimate was \$6 million
 ** - Initial estimate was \$2.25 million

* - Excludes SB 350 programs

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The Commission on Peace Officer Standards and Training (POST) is responsible for raising the competence level of law enforcement officers in California by establishing minimum selection and training standards, improving management practices and providing financial assistance to local agencies relating to the training of their law enforcement officers.

SUMMARY OF PROGRAM REQUIREMENTS

	97-98	98-99	99-00	1997-98*	1998-99*	1999-00*
10 Standards	23.5	23.8	24.5	\$3,852	\$6,570	\$5,783
20 Training	42.3	43.2	42.9	18,111	15,138	15,607
30 Peace Officer Training	-	-	-	16,558	26,020	26,590
40.01 Administration	48.5	49.5	50.7	3,839	3,999	4,357
40.02 Distributed Administration	-	-	-	-3,839	-3,999	-4,357
TOTALS, PROGRAMS	114.3	116.5	118.1	\$38,521	\$47,728	\$47,980
0268 Peace Officers' Training Fund				37,465	47,660	47,980
0995 Reimbursements				1,056	68	-

10 STANDARDS

Program Objectives Statement

The standards program establishes job-related selection standards for peace officers and dispatchers. It also provides management consultation to local agencies. Activities include development of examinations and counseling local law enforcement agencies on ways to improve management practices.

Applied research is conducted in the areas of peace officer selection and training, operational procedures and program evaluation in order to meet statutory requirements and to provide management guidance to local law enforcement agencies. The program also provides local agencies with information and technical expertise in the development and implementation of new programs.

Authority

Penal Code Sections 13503, 13512, 13513, and 13551.

Major Budget Adjustments Proposed for 1999-00

- The budget includes \$42,000 from the Peace Officers' Training Fund for increased facilities costs.
- The budget includes 0.9 personnel year and \$65,000 from the Peace Officers' Training Fund to provide staff for POST's Internet web site.
- The budget reflects a permanent transfer of \$2 million from local assistance to state operations to accurately align POST's expenditures.

20 TRAINING

Program Objectives Statement

POST's training program increases the effectiveness of law enforcement personnel by developing and certifying courses that meet identified training needs, by providing scheduling and quality control of such courses, and by assisting law enforcement agencies in providing necessary training and career development programs. POST assesses training on a continuing basis to assure that emerging needs are met. Courses are offered through local community colleges, four-year colleges, universities, police academies, private trainers and training centers. The curricula cover a wide variety of technical and special courses necessary to meet statutorily and Commission established training mandates, maintain effectiveness in police work and address the training needs of recruit, officer, advanced officer, supervisor, manager, executive-level, and other law enforcement agency personnel. Curricula content is updated regularly. The Commission uses proven advanced technologies such as satellite broadcast and computer/video interactive in the delivery of training. POST also presents advanced leadership training for law enforcement supervisors and executives through its Command College and the Supervisory Leadership Institute.

The Commission establishes the basic criteria that must be met by each course in order to obtain POST's certification. Assistance is given to applicable educators and police trainers in preparing and implementing courses and training plans. Evaluation mechanisms are employed to ensure that training instructors and coordinators are adhering to established course outlines and are meeting instruction standards. Failure to meet these standards may cause revocation of course certification.

Job-related selection and training standards for peace officers and dispatchers, established by the Standards Program, are enforced through inspections of local agencies receiving state aid to assure they are adhering to minimum state standards.

Authority

Penal Code Sections 13503 and 13508.

Major Budget Adjustments Proposed for 1999-00

- The budget includes \$76,000 from the Peace Officers' Training Fund for increased facilities costs.
- The budget includes 0.9 personnel year and a savings of \$73,000 to reflect oversight restructuring of the Field Training and Reserve Officer Training programs.

30 PEACE OFFICER TRAINING

Program Objectives Statement

The enforcement of laws and the protection of life and property without infringement on individual liberties are among modern government's most important responsibilities. Carefully selected, highly trained and properly motivated peace officers are important factors in meeting this responsibility. To encourage and assist local law enforcement agencies to meet and maintain minimum standards in the

For the list of standard (lettered) footnotes, see the end of the Governor's Budget.
 * Dollars in thousands, except in Salary Range.

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

selection and training of law enforcement officers, financial assistance is provided to all 58 counties, approximately 346 cities, and numerous specialized districts and local agencies which have agreed to meet POST's standards. Financial assistance to participating jurisdictions provided for instructional costs associated with selected training courses. Funding is also provided for the cost of student travel and per diem associated with training presentations.

Authority

Penal Code Sections 13500 to 13523, Health and Safety Code 11489.

Major Budget Adjustments Proposed for 1999-00

- The budget includes \$88,000 from the Peace Officers' Training Fund for increased facilities costs.
- The budget includes two quarter-time positions and \$17,000 to address workload needs within the Reimbursement Unit.

PROGRAM BUDGET DETAIL**PROGRAM REQUIREMENTS****10 STANDARDS**

State Operations:	1997-98*	1998-99*	1999-00*
0268 Peace Officers' Training Fund.....	\$3,816	\$6,502	\$5,783
0995 Reimbursements.....	36	68	-
Totals, State Operations	\$3,852	\$6,570	\$5,783

PROGRAM REQUIREMENTS**20 TRAINING**

State Operations:	1997-98*	1998-99*	1999-00*
0268 Peace Officers' Training Fund.....	\$17,157	\$15,138	\$15,607
0995 Reimbursements.....	954	-	-
Totals, State Operations	\$18,111	\$15,138	\$15,607

PROGRAM REQUIREMENTS**30 PEACE OFFICER TRAINING**

State Operations:	1997-98*	1998-99*	1999-00*
0268 Peace Officers' Training Fund.....	\$85	\$88	\$88
Totals, State Operations	\$85	\$88	\$88
Local Assistance:	1997-98*	1998-99*	1999-00*
0268 Peace Officers' Training Fund.....	16,407	25,932	26,502
0995 Reimbursements.....	66	-	-
Totals, Local Assistance	\$16,473	\$25,932	\$26,502

TOTAL EXPENDITURES

State Operations	\$22,048	\$21,796	\$21,478
Local Assistance.....	16,473	25,932	26,502
TOTALS, EXPENDITURES	\$38,521	\$47,728	\$47,980

SUMMARY BY OBJECT**1 STATE OPERATIONS**

	97-98	98-99	99-00	1997-98*	1998-99*	1999-00*
PERSONAL SERVICES						
Authorized Positions (Equals Sch. 7A).....	114.3	122.5	122.5	\$5,810	\$6,049	\$6,117
Total Adjustments	-	-	2.6	-	121	241
Estimated Salary Savings	-	-6.0	-7.0	-	-271	-344
Net Totals, Salaries and Wages	114.3	116.5	118.1	\$5,810	\$5,899	\$6,014
Staff Benefits	-	-	-	1,555	1,121	1,162
Totals, Personal Services	114.3	116.5	118.1	\$7,365	\$7,020	\$7,176
OPERATING EXPENSES AND EQUIPMENT				\$2,883	\$3,340	\$3,626
SPECIAL ITEMS OF EXPENSE (Training Contracts).....				11,800	11,436	10,676
TOTALS, EXPENDITURES				\$22,048	\$21,796	\$21,478

* Dollars in thousands, except in Salary Range.

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

RECONCILIATION WITH APPROPRIATIONS

1 STATE OPERATIONS

0268 Peace Officers' Training Fund *

	1997-98*	1998-99*	1999-00*
APPROPRIATIONS			
001 Budget Act appropriation.....	\$10,198	\$10,394	\$10,802
011 Budget Act appropriation.....	7,300	7,300	9,120
012 Budget Act appropriation.....	1,556	1,556	1,556
Allocation for employee compensation.....	-	121	-
Allocation for employer's share of health benefits.....	-	12	-
Adjustment per Section 3.60.....	-10	-225	-
Transfer from Local Assistance per Item 8120-011-0268, Provision 2.....	2,100	2,570	-
Totals Available.....	\$21,144	\$21,728	\$21,478
Unexpended balance, estimated savings.....	-86	-	-
TOTALS, EXPENDITURES.....	\$21,058	\$21,728	\$21,478
0995 Reimbursements			
Reimbursements.....	\$990	\$68	-
TOTALS, EXPENDITURES, ALL FUNDS (State Operations).....	\$22,048	\$21,796	\$21,478

SUMMARY BY OBJECT

2 LOCAL ASSISTANCE

	1997-98*	1998-99*	1999-00*
661701 Grants and Subventions (expenditures).....	\$16,473	\$25,932	\$26,502

RECONCILIATION WITH APPROPRIATIONS

2 LOCAL ASSISTANCE

0268 Peace Officers' Training Fund *

	1997-98*	1998-99*	1999-00*
APPROPRIATIONS			
101 Budget Act appropriation.....	\$21,937	\$28,058	\$26,058
102 Budget Act appropriation.....	444	444	444
Transfer to State Operations per Item 8120-101-0268, Provision 1.....	-2,100	-2,570	-
Totals Available.....	\$20,281	\$25,932	\$26,502
Unexpended balance, estimated savings.....	-3,874	-	-
TOTALS, EXPENDITURES.....	\$16,407	\$25,932	\$26,502
0995 Reimbursements			
Reimbursements.....	\$66	-	-
TOTALS, EXPENDITURES, ALL FUNDS (Local Assistance).....	\$16,473	\$25,932	\$26,502
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Local Assistance).....	\$38,521	\$47,728	\$47,980

FUND CONDITION STATEMENT

0268 Peace Officers' Training Fund *

	1997-98*	1998-99*	1999-00*
BEGINNING BALANCE.....	\$14,611	\$14,879	\$18,263
Prior year adjustments.....	1,300	-	-
Balance, Adjusted.....	\$15,911	\$14,879	\$18,263
REVENUES AND TRANSFERS			
Revenues:			
125600 Other regulatory fees.....	179	175	175
130700 Penalties on traffic violations.....	33,210	34,803	35,726
142500 Miscellaneous services to the public.....	77	35	35
150300 Income from surplus money investments.....	813	535	535
161000 Escheat of unclaimed checks and warrants.....	3	5	5
Totals, Revenues.....	\$34,282	\$35,553	\$36,476

+ 3,259

* Dollars in thousands, except in Salary Range.

8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

1						
2						
3						
4	Transfers from Other Funds:			1997-98*	1998-99*	1999-00*
5	FO0178 Driver Training Penalty Assessment Fund per Section 24.10			\$2,151	\$15,491	\$14,000
6						
7	Totals, Revenues and Transfers.....			\$36,433	\$51,044	\$50,476
8						
9	Totals, Resources			\$52,344	\$65,923	\$68,739
10	EXPENDITURES					
11	Disbursements:					
12	8120 Commission on Peace Officer Standards and Training:					
13	State Operations.....			21,058	21,728	21,478
14	Local Assistance			16,407	25,932	26,502
15						
16	Totals, Disbursements.....			\$37,465	\$47,660	\$47,980
17						
18	FUND BALANCE			\$14,879	\$18,263	\$20,759
19	Reserve for economic uncertainties			14,879	18,263	20,759
20						

+1.5 M.
3,384
2,496

21							
22							
23							
24	CHANGES IN						
25	AUTHORIZED POSITIONS						
26	Totals, Authorized Positions	97-98	98-99	99-00	1997-98*	1998-99*	1999-00*
27	Salary adjustments.....	114.3	122.5	122.5	\$5,810	\$6,049	\$6,117
28						121	122
29	Totals, Adjusted Authorized Positions	114.3	122.5	122.5	\$5,810	\$6,170	\$6,239
30	Proposed New Positions:				Salary Range		
31	Law Enforcement Consultant II.....	-	-	1.0	5,071-5,591	-	61
32	Assoc Info Sys Analyst.....	-	-	1.0	3,602-4,346	-	43
33	Acctg Techn.....	-	-	0.3	2,038-2,477	-	7
34	Temporary Help	-	-	0.3	-	-	8
35							
36	Totals, Proposed New Positions.....	-	-	2.6	-	-	\$119
37							
38	Total Adjustments.....	-	-	2.6	-	\$121	\$241
39							
40	TOTALS, SALARIES AND WAGES	114.3	122.5	125.1	\$5,810	\$6,170	\$6,358
41							

8140 STATE PUBLIC DEFENDER

Program Objectives Statement

The Office of the State Public Defender was established in July 1976 by Chapter 1125, Statutes of 1975, and has offices in Sacramento and San Francisco. The State Public Defender, upon appointment by the court or upon the request of the person involved, may employ deputies and other employees, or may contract with county public defenders, private attorneys, and nonprofit corporations to furnish legal services in capital appeals to persons who do not have the financial means to employ private counsel. The State Public Defender may pay a reasonable sum for legal services provided pursuant to contracts and may also enter into reciprocal or mutual assistance agreements with boards of supervisors of one or more counties to provide for exchange of personnel.

Chapter 869, Statutes of 1997 (SB 513), revised the mission of the State Public Defender. Except for training new attorneys utilizing noncapital cases, the State Public Defender is now required to focus its resources exclusively on post-conviction proceedings following a judgment of death. Pursuant to Chapter 869/97, effective January 1, 1998, the State Public Defender will only be assigned direct death penalty appeals by the State Supreme Court. Cases involving habeas corpus proceedings will be assigned by the Supreme Court to the newly created California Habeas Resource Center or to private counsel.

Authority

Government Code Sections 15400-15404, 15420-15425; Penal Code Sections 1026.5 and 1240.

SUMMARY OF PROGRAM REQUIREMENTS

65							
66							
67	10 State Public Defender.....	97-98	98-99	99-00	1997-98*	1998-99*	1999-00*
68		88.5	119.8	119.8	\$10,064	\$11,020	\$11,000
69	TOTALS, PROGRAMS	88.5	119.8	119.8	\$10,064	\$11,020	\$11,000
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For the list of standard (lettered) footnotes, see the end of the Governor's Budget.
* Dollars in thousands, except in Salary Range.

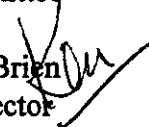
State of California

Department of Justice

MEMORANDUM

Date: 12-28-98

To: Finance Committee

From: Kenneth J. O'Brien 
Executive Director
Commission on Peace Officer Standards and Training

Subject: **PROPOSED DEVELOPMENT GUIDELINES FOR DRIVING
SIMULATOR TRAINING PROGRAMS**

California has 12 driver training simulator sites which have either implemented law enforcement training programs or are in the process of doing so. Driver simulator training is uniquely different from traditionally presented training because it requires extraordinary planning, development, and operating procedures in order to be successful. Recognizing this fact, POST staff along with the former Police Chief Karel A. Swanson have developed guidelines that draw upon the collective experience of the existing driver simulator training program coordinators.

These guidelines, which will be distributed at the meeting, will serve to assist existing training presenters as well as those who might becoming presenters in the future. The proposed guidelines accomplish the following:

1. Places driving simulators in perspective as focusing on judgement and decision-making and are not intended to replace classroom or on-the-road driving instruction.
2. Identifies the importance of the role of the instructor in making simulator training effective. Instructor selection and development considerations are provided.
3. Provides information in establishing feasibility requirements including identifying program needs, goals, equipment, sponsorship, cost analysis and site considerations.
4. Provides governance and management considerations.
5. Provides start-up and operational cost considerations including financing alternatives.
6. Provides guidance on establishing training environments and formats.
7. Provides information necessary for program evaluation, data collection and reporting.
8. Provides guidance for having driver simulator courses certified by POST.

It is recommended this document *Development Guidelines for Driving Simulator Training Programs* be approved for distribution to existing and other potential presenters.

DRIVER SIMULATOR TRAINING

DEVELOPMENT GUIDELINES

1998

DRAFT

CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

DRIVING SIMULATOR TRAINING

DEVELOPMENT GUIDELINES

1998

DRAFT

The Mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California Law Enforcement in serving its communities

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FOREWORD

The use of simulators in law enforcement training is relatively new. The introduction of firearms training simulators in the 1980's to teach and test judgment in life-threatening situations illustrated that some critical tasks for law enforcement officers, which could not be safely taught in "real time" without significant hazard, could be effectively simulated. In 1991, the California Commission on Peace Officer Standards and Training officially recognized the role that simulators could play in law enforcement training in the future. One of the areas designated was driver training.

During the past few years, several high-profile traffic collisions resulted while law enforcement officers were performing their duties. Often, the primary victims of these incidents were innocent third party members of the public who were killed or seriously injured after colliding with cars driven by individuals trying to evade law enforcement officers. The resulting losses in human life and injuries as well as the liability costs to law enforcement agencies from subsequent litigation fueled the question of how to provide effective training to officers in the areas of emergency and pursuit driving. Skills for proper handling of a vehicle can be taught on the driving course. Laws and policies for engaging in emergency and pursuit driving can be taught in a classroom. The issue then becomes how to teach and test the judgment and decision-making aspects of emergency and pursuit driving in a manner that is both reasonably realistic and safe. The best approach to date is the driver training simulator.

The California Commission on Peace Officer Standards and Training is charged with the task of encouraging and developing effective methods of providing necessary law enforcement training in California. Driving simulator training was new to law enforcement, so the Commission chose to take a leadership role in this area. Working closely with manufacturers of simulation equipment and subject matter experts on driver training and computer applications, POST facilitated the development of both hardware and software capable of providing meaningful, high-risk driving training to law enforcement. The Commission further advanced the availability of this new method of training by providing funds to several presenters demonstrating the interest and capability to develop driving simulator training programs. At present there are twelve presenters in California, which have either implemented such programs or are in the process of doing so.

This document represents the experience and knowledge of those who have been involved in the development of such programs. Although it is not intended to be a detailed manual on all aspects of driving simulation training, it is designed to give a thorough overview of the issues and considerations involved in developing driving simulator training programs. It is the place to start for those wishing to know more about this rapidly evolving approach to driver training.

KENNETH J. O'BRIEN
Executive Director

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INTRODUCTION

In January 1991, the California Commission on Peace Officers Standards and Training (POST) published a report to the California legislature entitled, *California Law Enforcement Training in the 1990's, A Vision of Excellence*. That report recognized the significant role that simulator systems could play in law enforcement training and concluded, "...that POST should develop prototype simulator systems in driver training, shooting, decision-making exercises, and critical incident management to reduce potentially life-threatening confrontations and major liability issues facing law enforcement today." In 1993, after much study, POST funded a pilot project creating three driving simulator training sites at the Los Angeles County Sheriff's Department, San Bernardino County Sheriff's Department, and San Jose Police Department. The simulator training focused on teaching judgment and decision-making for conditions that could only be presented safely in a simulator. Subsequently, three additional driving simulator presenters, the West Covina Police Department, the Association of Bay Area Governments Risk Management Group, and the Public Entity Risk Management Authority of Palm Desert, self-financed and began operating driving simulator training programs.

Between 1996 and 1998, POST approved funds for six additional driving simulator training sites at Redding Police Department/Butte College, Contra Costa County, Sacramento Police Department, Siskiyou County Sheriff's Department, Stanislaus County Sheriff's Department, and Los Angeles Police Department. The growing interest in driving simulator training suggests that guidelines based upon the experience of established presenters would be helpful to agencies preparing to become operational, as well as agencies or groups considering driving simulator training. A committee comprising individuals having such experience was assembled by POST for that purpose, and these guidelines are the result of its efforts.

Philosophy

The costs and consequences of inappropriate driving have caused law enforcement agencies to expand efforts to develop positive attitudes toward vehicle operations and to improve driving skills and decision-making ability. The goal is to reduce collisions, reduce liability costs, and improve safety for law enforcement personnel and the public.

Purpose of Simulator Training

The driving simulator is an important part of a comprehensive driver training program. It provides students practice in honing their judgment and decision-making for routine patrol and transportation as well as for emergency response and pursuit driving. Students can practice making decisions in simulated life and death situations reflecting those actually encountered in the course of their duties. The simulator allows this to occur without the risks associated with hands-on driving. Students can experience the consequences of decisions based upon incomplete information or poor judgment and learn what actions should have been taken to reduce or eliminate the risk.

The driving simulator is best used in conjunction with other training and is not intended to replace either classroom instruction or on-the-road driving in a real vehicle. It is not designed to teach driving skills, since it does not provide all of the physical sensations and responses of an actual vehicle. It is an excellent tool, however, to evaluate driving judgment, increase awareness, and improve decision-making. Combined with other training, it provides a comprehensive approach to driver training.

General Operation of Simulator Training

Numerous simulations, called scenarios, focus on different aspects of driving. Some help orient the student to the "feel" of driving in the simulator. Once the student is accustomed to the training environment, the instructor places the student in a series of situations through scenarios, lasting from about a minute to as long as seven minutes. The student is required to make a series of decisions which are recorded. Immediately following the driving exercise, the instructor plays back the student's performance and evaluates the actions taken with the student. This leads to constructive feedback and instruction on appropriate behavior. As the student progresses through the training, the scenarios become more complex, and students can focus on particular areas requiring additional training.

The importance of the role of the instructor in making the simulator training effective cannot be over-emphasized. It requires displaying a positive attitude about the simulator and the student; being committed to the goals of the simulator program; motivating students to learn from the simulator experiences; providing quality evaluations of student performance along with constructive feedback; and making recommendations on appropriate behavior. A separate *Law Enforcement Emergency Vehicle Operations Driving Simulator Instructor Guide* has been developed and is available from POST.

Summary

The purpose of these guidelines is to gather the experience gained in developing existing driving simulator training programs and to make it available to individuals and agencies that are in the process of implementing a simulator program, researching simulator training programs at other sites, or considering developing such a program. It is not intended to be a comprehensive manual covering all aspects of driving simulator training. Rather, it is an overview of the various aspects of such programs so that readers may be more informed of what issues are involved and need to be addressed in developing driving simulator training programs.

FEASIBILITY

Developing a driving simulator training program necessarily involves doing a feasibility analysis to determine whether or not the program is needed and if the necessary resources are available to implement and support it over the long term. The following elements are important considerations for such an analysis.

Need for the Program

The following are questions that should be addressed when considering a driving simulator training program:

- What is the need for the program?
- Why does a particular agency wish to become a presenter?
- Is there a traffic collision or liability problem that needs to be addressed?
- Does available data indicate that a driving simulator training program is an appropriate or necessary approach?
- What is the geographical or jurisdictional area to be served?
- Who will be the clientele of the program, strictly peace officers or others as well?
- Will this training be available from other providers, either public or private?
- Will a new program oversaturate the market to the detriment of existing programs?
- How will the program be marketed to ensure its continued success?

These questions begin to elicit the answers that help to shape the focus and scope of the driving simulator training program. Existing presenters, simulator vendors, and POST are good sources for information.

Goals of the Program

It is important to establish, in the initial analysis, the goals and objectives of the driving simulator training program. The desire to provide an additional training tool in a particular agency or area is insufficient in itself to enter into driving simulator training as a presenter. Driving simulator training should not be seen as a replacement for behind-the-wheel training. Answering the following questions can be helpful.

- Is the program intended to be proactive--to instill desired driving attitudes and behaviors?
- Is it intended to be remedial--to correct a problem that already exists?
- Or, is it reactive--to respond to pressures that require some type of action?

Clearly stating the goals of the program helps to focus attention on what the program is expected to achieve. It also lays the groundwork to determine if it is meeting its goals or needs to be modified in some way.

Sponsorship

Providing a driving simulator training program requires both initial and continuing sponsorship. This applies to both single agency and multi-agency programs. Therefore, it is important to determine the following:

- How will the program be governed?
- Who will initiate the process?
- Who will develop the necessary resources?
- Who will manage the program on a day-to-day basis, once it is established?
- How will long term commitment and support be provided?

Planning and implementing the program is only the beginning. Therefore, the sponsors must provide for sustaining the program over the long term. This is particularly important in areas of funding, instruction, and technology.

Initial Cost Analysis

In considering funding, it is important to have at least a ballpark view of what it costs to provide such a program. This should include the start-up costs for implementation as well as the ongoing costs of maintenance. It also must consider that these types of training systems are continually evolving with technological advances. Therefore, the planning must anticipate hardware and software replacement and enhancement in the future. The following are the cost categories which must be considered:

- Capital expenditures for the training site, housing, and equipment.
- Other start-up costs, such as utility connections and instructor training.

- Ongoing costs to operate and maintain the program.
- Replacement costs to upgrade and enhance the program.

This initial cost analysis can draw upon the experience of existing presenters to provide the necessary information to assess the funding ramifications of a driving simulator training program.

Site Considerations

Where and how the simulators are housed is an important decision which must be determined early in the process. The simulator equipment has requirements which must be met. In addition, the location of the simulators affects how they will meet the needs of the target clientele. Basically, there are two configurations presently in use. One is to make the simulators mobile. Placing them in a truck or trailer allows them to be moved from place to place, taking them to the students. Most common is to house them in a fixed location and bring the students to that site. A fixed location should be centrally located and easily accessible. In addition to these considerations, proximity to other associated training is important. How will the simulator program relate to hands-on vehicle training? Can it be associated with other training programs, such as a firearms simulator? The location of the driving simulators may predetermine these possibilities. Anticipating the needs of the program for at least five years is necessary to justify the investment required in developing simulator-based training.

Researching Simulator Programs

A thorough feasibility study will require research about driving simulator programs. This should include review of written materials on the subject. The POST library and simulator hardware vendors are good resources. It is also important to visit existing driving simulator training sites to view the operations and talk with experienced presenters. Some California law enforcement agencies may be eligible for assistance with such visits through POST's Field Management Training Program. POST also has a Law Enforcement Driving Simulator Committee which tries to remain current on the state of the art in driving simulation training. Vendors can provide up-to-date information on the scope and costs of available equipment and programs, as well as what the future may hold for this type of training. It is important to understand that the initial expenditures to implement a program are only the beginning of a long-term funding commitment. Thus, a funding strategy that includes replacement and enhancement of the systems as well as a marketing component to maximize the use of the program must be included in initial planning.

Summary

A thorough feasibility analysis is an essential ingredient in determining whether or not to develop a driving simulator training program. It should establish the need for the program and expected goals. It should identify its sponsors and project both its start-up and on-going costs, as well as long-term funding sources. It must determine the most effective way to site the program, so that

it best meets the needs of its clientele. Finally, effective marketing of the program to assure its fullest use should be included in the planning process. Providing this information requires research and is the first step in developing a driver simulator training program. It may be useful for prospective presenters to develop a checklist based upon these guidelines to help focus their considerations.

GOVERNANCE AND MANAGEMENT

After completion of the feasibility study, the information is available to determine whether or not to develop an implementation plan for the driving simulator training program. This plan should provide a thoughtful presentation on how the program will be initiated and how it will operate in the future. This first issue is how the program will be governed and managed.

Governance

Governance refers to what entity will have responsibility for the program. It is that agency or group of agencies that is legally and operationally the presenter and owner of the program. If that entity is a single agency, the existing structure establishing the standing and authority for that agency will likely provide the foundation for the program. This arrangement simplifies the start-up of the program. Multi-agency arrangements are more difficult in the beginning but have some advantages once they are established. The following discusses several ways to present driving simulator training programs.

Single Agency

Single agency presenters usually provide a variety of programs of which the driving simulator training program is one. This introduces competition among programs as a concern. Since the driving simulator training program is a significant investment, it requires a program structure that will provide stability over the long term. Therefore, the development of a mission statement in the beginning will help to assure a clear understanding of the purpose of the program, its role in the agency's structure, and the level of commitment to the program. Additionally, this type of program requires a champion-- at least one individual of significant influence who thoroughly understands it and is committed to its mission. As such, it does not lend well to routine management rotations which do not consider this need. Since this program has significant front-end costs, particularly in comparison to other training programs, ongoing funding mechanisms are essential. Year-to-year budget decisions may be inadequate. Therefore, enterprise funds and trusts may be more effective financial tools to provide for the long-term viability of the program.

Multi-agency Arrangements

An alternative to the single agency sponsor is the multi-agency partnership. These may be public or private. In this arrangement, the governance of the program is probably not covered in the existing structures of the individual agencies and, therefore, must be established. Such arrangements may take several forms.

Consortiums--A consortium of agencies may already exist to provide certain services or for some other purpose. The driving simulator training program may be made a part of that consortium and, thereby, be governed by the structure provided in the consortium agreements. It is important that the interests of the consortium be compatible with the requirements of the simulator program.

Joint powers agreements--Public agencies are authorized by law to enter into joint powers agreements. In this arrangement, several agencies, through their existing structures, agree to work together for a specific purpose under the terms of a written agreement acknowledged by all. The operation is governed by the agreement, and the subscribing members are the responsible parties. No new governmental entity is created. (See *Joint Powers Agreement By and Among the Contra Costa Community College District, Contra Costa County Municipal Risk Management Insurance Authority, and the County of Contra Costa* in Appendix.)

Joint powers authorities--In this arrangement, the initiating parties create a totally new governmental body to provide a specific service. This new entity has total responsibility and authority within the law and its charter. Often such agencies are single purpose and are totally committed to one activity.

Contracts--Public agencies may enter into contracts with private entities. The terms and conditions of the contract set forth the responsibilities of the parties. Failure to perform may result in enforcement of the terms of the contract through civil litigation.

As with single agency programs, it is important for multi-agency arrangements to have clearly identified goals and expectations of the driving simulator training program. These may be specified in documents which establish the consortium, joint powers agreement, joint powers authority, or contractual arrangements. They are usually included in mission statements, bylaws, policies, and protocols. In any case, it is important that they are clearly written and agreed to by the parties involved. California public agencies must comply with the *Ralph M. Brown Act* in the *California Government Code*, where appropriate. Careful preparation of the documents establishing the governance of the simulator program alleviates the potential for future problems.

Management

The day-to-day operations of the driving simulator training program require a management structure that ensures effectiveness. This includes the responsibility for overall coordination, supervision of administrative personnel and instructors, and the administrative functions of student record keeping, accounting, and the preparation of management reports. Clear role definitions and lines of responsibility are important elements of the program.

Documentation

Operation of a driving simulation program necessarily involves record keeping. This provides the data and information for effective management and accountability, as well as for future decision-making. The following types of documents enhance the operation and provide important data.

- The program should have a three to five year plan with goals, objectives, and projected results. This provides an effective tool to communicate where the program is going and how it will get there. It is also a good baseline for comparing actual results.

- The program should annually prepare a budget, showing revenues and expenditures.
- The program should annually prepare a balance sheet and income statement showing the financial status of the operation.
- Other reports should include records of student attendance, evaluations by students, and notable results about agency participation and support for the program.

An annual report is an effective manner to summarize the progress and results of the program. It can evaluate the performance of the program against its stated goals and objectives and project where the program is going in the future.

Summary

The effectiveness and success of a driving simulator training program will either be enhanced or diminished by the way it is governed and managed. Whether a single agency or a multi-agency arrangement, it is essential that expectations be clear from the outset. Who is responsible for what tasks? What are the rules? How does the program maintain continuity and credibility over time? These are all issues to be considered at the beginning of the process so that the original sponsors and champions of the program will be assured that its purpose is clear and that its mission will be achieved.

COSTS OF PROGRAM

Costs of implementing a driving simulator training program fall into three categories: capital expenditures, other start-up, and operational. A financing plan should provide a realistic projection in each of these areas.

Capital Expenditures

Capital costs are those reflecting the necessary facilities and equipment to implement the program. The first thing that must be provided is a site to house the equipment and to train the students. If the system is mobile, this requires the purchase of a truck or trailer to house and transport the simulators. Classroom space can be provided at the various locations where the training will be presented. If the site for the program is fixed, there are costs to acquire or lease the property and building space to house the simulators. This space should be large enough to accommodate the simulators, as well as provide a classroom to instruct the students when they are not in the simulation portion of the program.

One of the major costs of implementing this program is the purchase or lease of the simulators. The type and number of individual training pods will determine both the size of the facility and the number of students that can be trained. Existing programs provide for as few as one and as many as eight units. The most common arrangement is four--a quad--with an instructor's station. Presently the number of vendors offering equipment, meeting the criteria for this training is limited. Therefore, it is easy to obtain the cost of obtaining the desired equipment. Preparing the site for the simulators and a classroom includes the following: electrical service, air conditioning, security alarms, telephone service, audio-visual equipment, copy machine, classroom furniture, restrooms, and Americans With Disabilities Act accessibility. The purchase and installation of these items may be considered capital expenditures.

Other Start-up Costs

These are front-end costs of a non-capital nature that may be anticipated as part of implementing a driving simulation program. They include travel to existing driving simulator training sites to conduct research and gather information; legal services for advice and document preparation; utility deposits, computer software and licenses; and initial instructor training. Some of these items may already be available through existing arrangements; however, they should be considered when developing an implementation plan.

Operational Costs

These are recurring operational costs that are part of an on-going driving simulator training program. They include:

- rents and leases for the training site,
- utility bills,
- salaries for managers, administrative staff, and instructors,
- maintenance agreements on both hardware and software,
- accounting and auditing services,
- materials and supplies,
- janitorial services,
- instructor training,
- insurance,
- equipment replacement and upgrades for technology and program enhancements, and
- marketing of the program.

The last two items are of particular importance. Technology is changing rapidly, and it is essential to anticipate changes as future costs of the program. The simulator program must remain current and competitive, or it will find itself outdated by advances in the field. Marketing is important if there is competition for students, since they are a major revenue source. For most presenters, funding will be a continuing issue, and effective marketing will be a necessary ingredient for success. Therefore, there should be a marketing strategy developed for the program, and the costs of developing and implementing that strategy must be anticipated.

Summary

Costs of the program fall primarily into the categories of capital expenditures, other start-up and operational. All must be included in an implementation plan, because they form the basis for developing a strategy to finance the program. Particular attention should be given to equipment replacement and upgrades and marketing the program to assure its future success.

FINANCING OF PROGRAM

A major issue in implementing a driving simulator training program is financing. Since agencies vary greatly in financial capacity, one formula does not fit all. Some may have the resources necessary to finance their programs independently—as some have done—while others may not be able to provide a program under any circumstances. This argues for the regionalization concept proposed in the 1991 POST report to the legislature, *California Law Enforcement Training in the 1990's, A Vision of Excellence*. Entities working in multi-agency arrangements may be more effective in developing the resources to support a regional system. It is clear that all funding possibilities should be considered when developing an implementation plan. There are two categories of funding that need to be addressed: start-up and operations. The first describes revenue sources available to initiate the program and provide for the capital expenditures. The second describes resources needed to support the program once it becomes operational.

Start-up Financing

Start-up financing may be obtained through agency budgets, asset forfeiture funds, the sale of bonds, loans, lease-purchase agreements, and grants. Grants may be available from both government and private sources. Some federal grants may be available to purchase equipment for use in the simulator program. Most of the systems presently in use or in development in California are using funds provided by POST. These are start-up funds for systems primarily providing driving simulator training on a regional basis. There is no assurance that POST will fund additional simulator purchases in the future. (See *POST Driver Training Simulator Funding Policy* in Appendix.)

Besides government funding, private foundations and businesses may provide grants to public agencies to enhance public safety. Insurance companies, in particular, may have an interest in this type of program, because of its potential to reduce liability from traffic collisions. The funding requirements to implement the program are a major incentive to seek and enter into long-term partnerships with other entities, public and private.

Since these programs are relatively new, there is limited information available on how many driving simulator training programs are appropriate in any specific area. If there are too many in a region, there may be excessive competition for trainees, under-utilization of expensive equipment, and under-utilization of instructors, who then lose interest in the program. The loss of revenue from over saturation may make it difficult for some presenters to meet fixed overhead costs. In addition, over saturation in a region may affect POST's approval and certification of new programs. (See *Law Enforcement Driving Simulators in California* in Appendix.)

Operations Financing

The ongoing costs of a driving simulator program may be provided from several sources. It is useful to be creative to develop a workable formula. One source is agency budgets. Through the

normal budget process, driving simulator training can be considered as a regular, necessary cost of doing business. It may be particularly attractive because of its potential to reduce liability from traffic collisions, which are one of the highest liability exposures of local governments.

Another source of funds is POST training reimbursement. Presently, under Plan III Reimbursement, a tuition charge is authorized for a one-year trial period to cover the cost of instructors (less benefits), coordination, and up to fifteen per cent overhead. If the program is associated with a Community College, the State may reimburse on a Full Time Equivalent Student (FTES) basis for training provided through the college. Finally, the driving simulator training program has a variety of applications, including non-law enforcement personnel. It can be marketed to other emergency service providers, general government entities, quasi-public and private businesses, and the public in general on a fee for service basis. The revenues from these user fees can defray the costs of operating the systems, provide for future replacement and enhancements, and supplement the costs of training law enforcement personnel.

Summary

There are several sources to fund the start-up and operations costs of a driving simulator training program. They include existing budgets, bonds, loans, and grants from both public and private sources. In addition, user fees can provide an ongoing revenue stream to support the program over time. Partnership arrangements with community colleges, risk management associations, and other public and private entities are useful ways to finance both start-up and operating costs. A vital program will likely access all of these revenue sources to some degree.

SITE CONSIDERATIONS

There are two primary approaches to siting the driving simulator training program. One is to take the simulators to the trainees--mobile; and the other is to bring the trainees to the simulators--fixed. The following issues need to be considered when choosing between these alternatives and in setting up each type of site.

Mobile

The mobile site lends itself best to programs that plan to serve primarily small departments in rural areas, where travel distance and availability of personnel to be away from the job site is a concern, or densely populated metropolitan areas, where traffic congestion makes it difficult to move personnel around in a timely manner. The start-up costs of proving a truck or trailer to house the equipment may be significantly higher than a fixed site. In addition, this approach has very limited space in which to work and may not provide room for a classroom. POST has completed a study on an expandable trailer configuration that helps alleviate this problem. (See *Commission Agenda Report*, July 17, 1997.) The classroom portion of the program may be held in a separate facility, but proximity is important. The mobile unit requires a power generator and remote power source hook-ups adequate to run the simulators and air conditioning. Experience to date has shown more equipment problems with mobile units because of the vibration during transportation. Security of the mobile unit when not occupied and the transportation of the unit from location to location must be provided. Bad roads, weather and ice, and space limitations for parking the mobile unit are all important issues. Whenever training is going to occur at a location for more than one day, the driver of the truck must be transported to and from the remote site. Both fatigue and lack of routine supervision relating to the driver/instructor may become problems. The potential of mobile sites has not been fully realized because of these and other issues.

Fixed

A fixed site operation includes both the location and the building which houses the simulators. The space should be dedicated specifically to the simulator training program to assure maximum use of the equipment and to reduce distractions from conflicting activities. The site should be relatively central to the primary service area and have easy transportation access. If the program has the capacity to serve more than local law enforcement agencies, consideration should be given to a location that includes lodging and food service facilities for students. Convenient parking and restroom facilities are also essential. Although security of the property is important, access to the facility should be available during all hours of operation.

The building should be large enough to house both the simulators and a classroom to provide the most efficient use of training time. Proximity to a hands-on driving course enhances the variety of training opportunities which can be arranged. The building must be able to support the weight of 2,000 pounds for each training pod. The size and weight of the simulators must be considered when selecting the building space to assure adequate access for installation and replacement. The

building space should have a separate air conditioning system which can maintain the temperature at 70 degrees or less. The electrical system should be adequate to run all of the equipment at the same time and provide a separate circuit for each simulator. It is important to contact prospective vendors for the exact specifications and requirements of equipment and to determine the building needs to house and service the units. In addition, the future of the program should be considered when selecting a site so that expansion is possible, if required, to enhance the program.

Summary

Most driving simulator training programs in California operate at fixed sites. This provides the most efficient environment for the training. If located in proximity to a hands-on driving course, it provides for a comprehensive driver training experience and increases the usefulness of the simulator program. Mobile simulator sites are being used and, as a concept, are attractive for certain training needs. However, they have limitations which must be addressed. In either configuration, student availability and operational effectiveness are the prime considerations when selecting the site for the program. It is important to consult with POST and existing presenters for additional current information.

EQUIPMENT CONSIDERATIONS

The selection of the driving simulators and other support equipment greatly affect the quality of the driving simulator training program. At present there are few vendors who are active in the law enforcement market with proven products. Therefore, careful consideration should be given to this decision.

Simulators

It is necessary to determine which vendors can provide the hardware and software that will meet the law enforcement training mission. POST has developed a model specification document which is available to interested parties. (See *Specifications for a Law Enforcement Driving Simulator* in the Appendix.) Equipment which meets these specifications can run the scenarios which POST has helped develop. All existing California law enforcement driving simulator programs use these scenarios. Both continuity in training and interchange of training techniques are facilitated by this commonality.

Each program presenter must determine the number of simulators needed for the program. It also must determine whether the system will be static or motion-based, the latter being considerably more expensive. All existing programs are static. The simulators must be able to fit into the space provided at the selected site. They should have the capability for easy new scenario development. This helps to keep the programs fresh and relevant and enhances the training experience. Finally, the number of students to be trained at one time and the instructor-to-student ratio are key factors in determining the number of simulators to purchase. The type of equipment selected may limit the number of students that may be trained at the same time. These factors affect the efficiency of the training operation.

Support Equipment

Additional equipment is needed to help make the driving simulation experience meaningful and efficient. A separate computer with an electronic presentation projector and a video tape player with a monitor are useful for the classroom portion of the training. This prepares the students for the simulator experience and reinforces the driving behaviors being taught. A copy machine is also a useful tool to have at the training site to save staff time.

Summary

The simulator equipment presently available to run existing scenarios and provide law enforcement training is quite limited. (See *Driving Training Manufacturers* in Appendix.) It is important to consult with POST and existing presenters when selecting equipment in order to make a well-informed choice.

INSTRUCTOR SELECTION AND DEVELOPMENT

The role of the instructor in driving simulator training is critical to the success of the program. Instructors must have and display a positive attitude toward the simulator program, be committed to its goals, direct students toward learning from their simulator experiences, provide quality evaluation of student behaviors, give constructive feedback, and make recommendations for further training. The instructor is the bridge between the student and the simulator. The instructor must possess the ability to patiently guide the student through the orientation and training process. An effective instructor is the key to making the simulator a meaningful training experience.

Qualifications

It is important to find the right type of instructor for the simulator training program. The following are qualities and background which have proven to be useful in selecting instructors:

- Share a common background with the students; for peace officers, it is best to have instructors who have peace officer experience. (Active and retired peace officers have been very effective in this role.)
- Have completed the Emergency Vehicle Operations Instructor or Driver Training Instructor and Driver Awareness Instructor Courses, similar to those certified by POST.
- Are experienced driver training instructors.
- Are able to teach in a computer environment.
- Are enthusiastic about the simulator program.
- Have the trust and attention of their students.

It is essential that instructors be competent in their field and have the credibility to command the respect of their students. Experience in instructing driving to a variety of groups, both peace officer and non-peace officer, may provide the necessary background to be effective in this role.

Development

Instructor development should include attending vendors' instructor training and workshops, participating in ongoing discussions and meetings with other instructors about teaching techniques, remaining current on emerging technology and developments in the simulator field, and participating in the development of new scenarios that can be used in the driving simulator training program. POST has developed a *Law Enforcement Emergency Vehicle Operations*

Driving Simulator Instructor Guide, which discusses these subjects in depth and is available through the POST library. (Also, see *Role of the Instructor* in the Appendix.)

Summary

Instructor competency is critical to the success of the program. It is essential that instructors be positive, motivated and committed, to driving simulator training. They should fully understand that the most essential elements of the learning process are a direct result of their interaction with the student. The simulator alone cannot provide the necessary feedback to make the experience successful. It is also important that they remain current in their field by taking advantage of training opportunities and participating in programs with their peers. Presenters must ensure that there are an adequate number of instructors to sustain the program over a long period of time. Experience to date has shown that an over-reliance on too few instructors leads to burnout and excessive turnover. Thus, maintaining ongoing instructor recruitment and development is essential to the continued success of the program.

TRAINING ENVIRONMENT AND FORMATS

There are several formats to present driving simulator training which address different needs. The information provided here is based upon the experience of other presenters in dealing with a variety of student groups. Many of the recommendations are simply ways to minimize distractions in order to provide a productive learning experience. Others are practical approaches to improve the efficiency of the training program.

Environment

A productive training environment makes the training experience rewarding for both instructors and students. Presenters have found from experience that the set up of the classroom or site of the simulator program contributes to that environment. Classrooms should have minimum glare from windows and also reduce sound distractions. Instructors should have controls to regulate the level of lighting in the room. Air conditioning should be kept at 70 degrees or below in the simulator space in order to reduce the incidence of disorientation. The time the student spends in the simulator should be monitored to avoid over-exposure. Instructors should be empowered to exercise strong control over students and classes. They should be professional, positive, and supportive of students, but they should discourage competition and game playing. Sometimes separating students who know each other well, or are from the same agency, reduces distracting behaviors.

Formats

Initial driving simulator training can be provided in several formats. Existing programs have been arranged as follows:

- 4 Hours--Simulator Only
- 8 Hours--Simulator Only
- 4 Hours Simulator--4 Hours Emergency Vehicle Operations Course
- 4 Hours Simulator--4 Hours Firearms Simulator

These formats can be used to train one student at a time per simulator or two students at a time as in two-officer units. The formats operate best when students are not mixed, such as peace officers with non-peace officers. Students should receive a sufficient amount of orientation about the difference between the simulator and operating a real vehicle in relation to both defensive driving and emergency driving to establish a clear understanding of the training goals. This will reduce frustration and set a positive foundation for the simulator experience. In addition, the student should do some regular driving in the simulator before attempting emergency or pursuit driving in order to avoid disorientation. The initial program for police academy students should

integrate the simulator program with the Emergency Vehicle Operations course. In this case, eight hours of simulator training is preferable over the four-hour program. During initial training, classroom lecture should be limited to no more than 25 per cent of the program. About 45 minutes of lecture are usually needed to set the proper foundation and orient the student to the simulator and the goals of the training program.

After initial training, students may receive refresher training on a periodic basis. Instructors should attempt to vary the scenarios so that students do not find them predictable. Continuous scenario development is important to provide a varied and challenging experience for students. Instructors should provide input to this process to assure the continued relevancy of the program. Similarly, it is important to integrate advances in technology into the simulator program on a timely basis to increase the opportunities for different training experiences or develop adaptations to address particular needs. (See examples of *Driving Simulator Course Lessons Plans* in the Appendix.)

Summary

The training environment should provide the opportunity for a productive training experience. It should be professional and emphasize positive attitudes toward the learning experience. Training formats should provide a variety of applications to meet the needs of different student populations. POST sponsors a Law Enforcement Driving Simulator Committee that provides a forum for discussing training approaches and applications, as well as emerging developments in technology.

PROGRAM EVALUATION

It is important to establish a method to evaluate driving simulator training programs to determine their effectiveness, identify areas for improvement, and plan for the future. Evaluation requires the collection of data which can be analyzed and then reported to provide the desired information. By establishing the criteria for evaluation early in the program, progress can be tracked to determine if the program is meeting its goals.

Data Collection

Some types of data are easy to collect and include in the evaluation process. Student attendance, agencies represented, and student performance in the program are easy numbers to collect and report. Similarly, financial data is easily collected and can be analyzed to determine if the program is meeting expectations. This is critical information for the long term viability of the program.

The results of the program are a bit more difficult to interpret. Data is generally available on the number of traffic collisions a student is involved in and the causes of the collisions. If the collisions are the result of emergency vehicle operations or pursuits, that information is usually available from participating agencies or insurance carriers. Comparing student attendance records with traffic collision reports may give insight into whether or not completing the program has affected collision history and, thereby, public safety and potential liability. Collision frequency and severity rates may be calculated and benchmarked against past years' experience for an agency or region. Over a long period of time, trends may emerge which would reflect upon the effectiveness of the training program.

Student reactions to the simulator training can be tracked by the use of surveys. (See *West Covina Police Department Simulator Training Evaluation* in Appendix.) This can include student reaction to the training, the simulators, the scenarios, the instructors and the training environment. Before and after surveys can provide information on student attitudes about driving and their knowledge of appropriate driving behaviors. Given periodically, such surveys can track the effect of the program over time and suggest when refresher training is most appropriate.

Reports

Periodic reports should be prepared and submitted to the managing and governing entities. They should reflect the data collected and analyzed as it pertains to the goals and objectives of the program. Survey data will reflect student responses to the program and may suggest areas for improvement to meet future client needs. Survey data about instructors can be gathered and compared against the recommendations presented in the *Law Enforcement Emergency Vehicle Operations Driving Simulator Instructor Guide*, which is available from POST. Annual reporting is fairly common; however, some results such as the impact on traffic collisions will probably require a longer time frame to be meaningful.

Summary

Periodic evaluation and reporting is useful to assure the driving simulator training program is operating effectively. The critical area of financing should be reported frequently enough to permit adjustments in a timely manner. Longer term goals of the program, such as the impact on traffic collisions, will require sufficient time to show results.

POST CERTIFICATION

Receiving POST certification of the driving simulator training program is a desirable step for a presenter wishing to offer training to California law enforcement agencies. The certification acknowledges that the program meets POST requirements and makes agencies eligible for reimbursement funding in most cases.

Certification Review Process

The simulator instructor is the most critical component in making the simulator training effective; therefore, it is necessary to certify the competence of the instructors along with the training program. Once the instructors have been selected and received the simulator instructor training, the presenter may apply for certification of the program. The presenter must complete the following steps in order to be certified.

- The presenter submits the normal POST certification paperwork to POST as specified in the *POST Course Certification and Presentation Guidelines*.
- The presenter submits a first year course budget, limiting costs to the requirements for reimbursement under Plan III with tuition covering only instructor salaries (without benefits), coordination, and up to fifteen per cent overhead (Note that Plan III certification and reimbursement are contingent upon current Commission policy and funding levels).
- The presenter should have instructors practice using the simulators on volunteers or other instructors in order to hone their skills in preparation for the Subject Matter Expert (SME) review.
- The presenter requests an SME review by POST when the instructors have achieved an appropriate level of competency.
- POST arranges a site visit from an SME team of two to four persons.
- The training program and instructor competency is reviewed and appraised by the SME team during an actual training session.
- The presenter receives certification and written recommendations for presentation enhancements if the instructors and the program pass the review.
- The presenter receives a written critique and counseling by the POST area consultant on how to achieve certification if the program does not pass the review.
- If it does not pass, the presenter applies for a reappraisal by the SME team when ready.

As a condition of certification, the presenter must agree to train future instructors to the same level as those who passed the review that resulted in the certification and participate in the Law Enforcement Driving Simulator Committee. Additional instructors may be subject to SME review on a case-by-case basis. Also, presenters may be subject to periodic SME review to ensure that instructor competency and program quality are maintained.

Summary

The certification review process is an important step in developing a high-quality driving simulator training program. The review places a great deal of emphasis on the competency of the instructors who will be teaching the program. It is essential the presenter plan well in advance for the selection and training of qualified instructors so that certification may take place in a timely manner.

Commission on Peace Officer Standards and Training

F6. Driver Training Simulator Program Funding

Policy regarding the driver training simulator program includes:

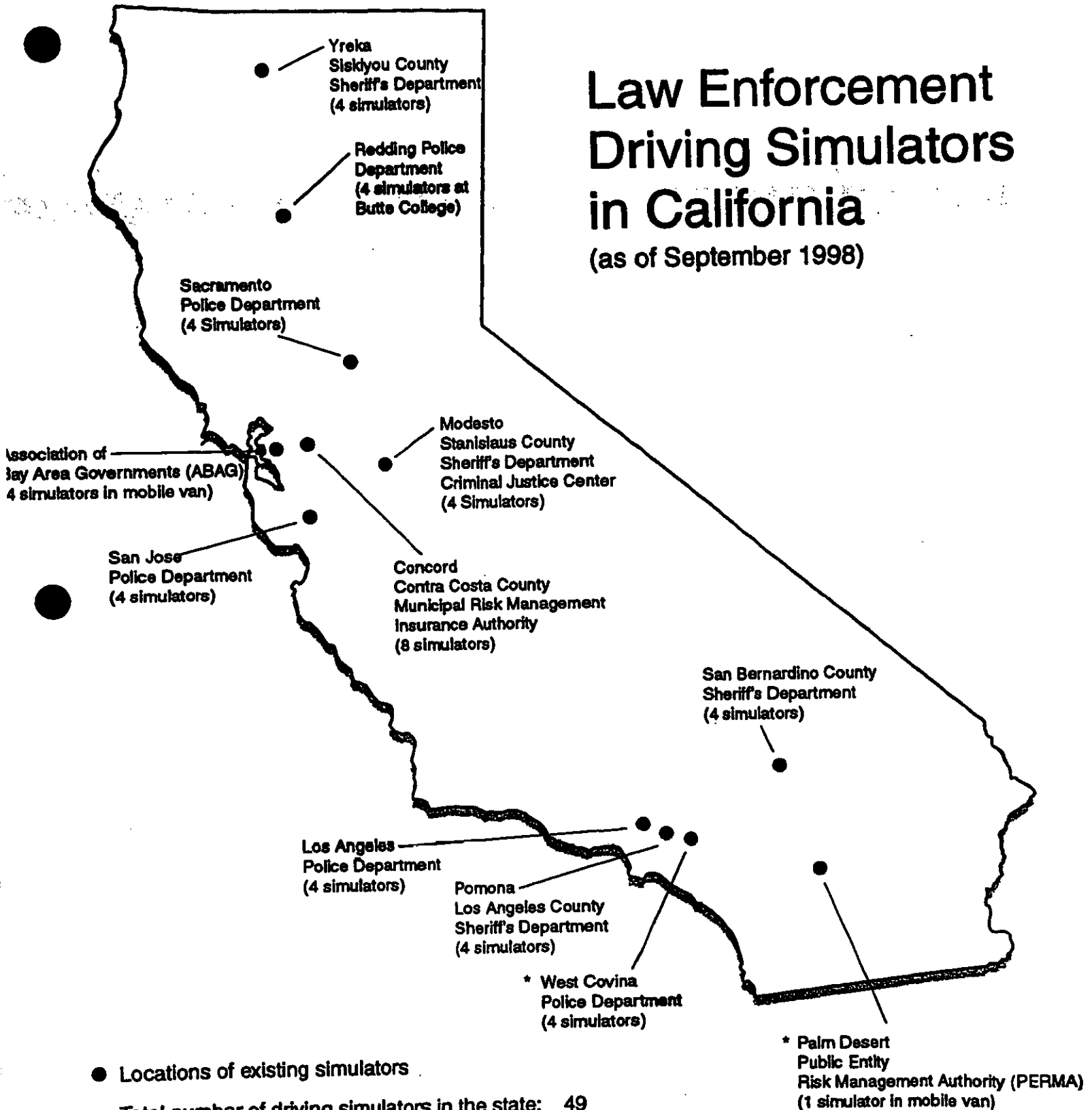
1. Do not fund the purchase, maintenance, or upgrading of driving simulator equipment except in special circumstances.
2. Encourage agencies interested in purchasing driving simulators to seek funding through grants or other means.
3. Continue to work closely with agencies to ensure that their driving simulator courses can be certified.
4. Grant reasonable reimbursement of tuition for POST-certified driving simulator courses to cover some of the presentation costs (not possible for POST to assume all costs associated with these programs).
5. Continue support of Driver Simulator Committee to promote cooperation, information sharing, and development of standards for driving simulator instructors and programs.
6. Continue working in partnership with companies in the private sector that are interested in developing driving simulators by providing information on requirements for law enforcement driver and technical specifications that will assist these companies in using their technology most appropriately.

Commission Meeting:

4/27/97

Law Enforcement Driving Simulators in California

(as of September 1998)



* Simulators not funded by the Commission

**JOINT POWERS AGREEMENT BY AND AMONG
THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT,
CONTRA COSTA COUNTY MUNICIPAL RISK MANAGEMENT
INSURANCE AUTHORITY, AND THE COUNTY OF CONTRA COSTA**

This Joint Powers Agreement ("JPA"), dated _____, 1997, for the purpose of reference only, is entered into pursuant to Government Code Section 6502 by and among the following public agencies: Contra Costa Community College District ("District"), Contra Costa County Municipal Risk Management Insurance Authority ("CCCMRMIA"), and the County of Contra Costa ("CCC") hereinafter collectively referred to as the Parties.

RECITALS

WHEREAS, each Party to this Agreement is a public entity, corporate and politic, duly authorized and existing under the laws of the State of California, and situated within the boundaries of the County of Contra Costa.

WHEREAS, CCCMRMIA provides risk pooling and self insurance for the majority of cities in Contra Costa County. The police departments of each member agency of CCCMRMIA desire to provide an advanced driver training curriculum for peace officers to increase officer safety, public safety and to reduce risk of loss. CCC operates a sheriff's department which also desires to provide its peace officers with such advanced driver training. District currently provides administration of justice

and police academy courses to law enforcement agencies and has the facilities and means to establish the advanced driver training curriculum for the benefit of all Parties.

WHEREAS, due to the common purpose and geographical proximity of the Parties it is necessary and appropriate for the Parties to enter into this Joint Powers Agreement.

WHEREAS, using separate equipment, resources and personnel by each of the respective Parties will result in duplication of effort, inefficiencies in administration and excessive costs, all of which, in the judgment of the Parties, can be eliminated, to the substantial advantage and benefit of the citizens and taxpayers of each Party, if the administration and management of an advanced driver training curriculum employing common equipment, resources and personnel were to be accomplished pursuant to this Agreement.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Purpose. The primary purpose of this Agreement is to develop an improved driver training program ("Program") that will be available first to law enforcement personnel and, on a space available priority basis, to fire and other emergency vehicle operators, and non-emergency governmental vehicle operators.

The purpose of this Program may be expanded in the future to include private sector

vehicle operators in order to provide additional funding and support. This would only occur with the concurrence of the Parties that law enforcement training needs are being fully met.

This program will locate a driver training simulator system at District's Public Safety Training Center ("Training Center") located at the Sheraton Hotel, Concord, California. The simulators would be phased into the current driver training program. The District's Police Academy currently operates the driver training center. Driver training for fire protection, emergency medical services and government vehicle operators are in the planning stages and would be included in this project on a space available priority basis.

2. No Separate Entity Is Being Created. The Parties do not intend to create a separate public agency through this Agreement and no provision of this Agreement should be so construed.

3. Administration of Agreement.

(a) The administration of the activities called for in this Agreement is delegated to and vested in an Administrative Committee. The Administrative Committee shall be comprised of (i) the Director of Public Safety and related programs of the District; (ii) the Risk Manager of the CCCMRMIA; (iii) the Risk Manager of the CCC; (iv) the Chiefs of Police of the three cities in the County

appointed by the Contra Costa County Chiefs' Association and who are members of CCCMRMIA; (v) the Sheriff of Contra Costa County who is a member of the Contra Costa County Chiefs' Association, or the designee of each respective member. Each member shall have one (1) vote. Four of the Committee Members shall constitute a quorum for the purposes of transacting business relating to the Agreement. All of the powers and authority established by this Agreement shall be exercised by the Committee subject to whatever rights may be reserved to the Parties pursuant to this Agreement. Unless otherwise provided in this Agreement the affirmative vote of the majority of those present and qualified shall effect adoption of any motion, resolution, order, or action the Committee deems appropriate.

(b) The location of the principal office of the Committee shall be as determined by the Committee. The Committee has full power and authority to determine the initial location of its principal office and to change such location from time to time, so long as the principal office remains within the corporate boundaries of one of the Parties.

(c) The Committee shall meet at its principal office or at such other place as may be designated by the Committee.

(d) The Committee may adopt rules and regulations for the conduct of its affairs that are not in conflict with this Agreement.

(e) The Committee shall select a Chairperson and Vice-Chairperson from its members and shall appoint a Secretary who may or may not be, a member of the Committee. District shall keep all revenues collected pursuant to this Agreement in a separate interest-bearing account. The Chairperson, Vice-Chairperson, and Secretary shall hold office for a period of one (1) year.

(f) Each member of the Administrative Committee shall be, at all times, an officer or employee of a Party or related to a Party to this Agreement. If any member ceases to be an officer or employee of a Party, a new member shall be promptly selected in the same manner as the original member. The Administrative Committee shall keep all Parties informed of the composition of the committee. A member's qualifications shall cease immediately upon that member's Party ceasing to be a Party to this Agreement.

(g) District shall be responsible for administrative services. Administrative services include general accounting of funds received and disbursed, preparation of invoices for accounts receivable, and such other functions as may be required by this Agreement or the provisions of the Joint Exercise of Powers Act or any other law. All administrative and operational costs will be charged against revenues generated by the Program and District shall be repaid for its expenses by such revenues.

(h) The Administrative Committee is authorized and directed, on behalf of all Parties, to perform all acts necessary or desirable to execute and administer this Agreement including, but not limited to, approval of curriculum, approval of fees and charges for services provided to Contract Agencies.

(i) CCCMRMIA shall administer all grant programs and agreements for the purchase of equipment necessary for the Program.

4. Obligations of the Parties.

(a) Initial Purchase of Equipment. The CCCMRMIA shall purchase the equipment described in Exhibit A attached hereto within the maximum price of \$499,898 and shall be reimbursed from the initial California Commission on Peace Officers Standards and Training funding in accordance with the Commission action on April 24, 1997, attached hereto as part of Exhibit A.

(b) Equipment Contribution/Ongoing Maintenance and Repair. CCCMRMIA and CCC each shall make an initial monetary contribution for equipment, materials, supplies and/or other operating expenses for fiscal year 97-98 and 98-99 not to exceed \$15,000 per year. For the purposes of this Agreement, the contribution of administrative support by the District shall be deemed to be \$15,000 in value per year. On July 1 of each year beginning in 1999, the Parties shall renegotiate their proportionate share of the costs for operations, maintenance and

annual equipment replacement.

(c) Replacement Fund For Capital Expenditures. Program revenues in excess of those amounts necessary for administrative and operational costs shall be deposited in a sinking fund representing the replacement cost of the capital equipment amortized over the anticipated life of the equipment or may be used to purchase additional equipment to enhance the program as determined by the Administrative Committee.

(d) Withdrawal of Party. All Parties agree not to withdraw from this Agreement for a minimum of five (5) years. In the event of withdrawal of any Party after the first five years of this Agreement that Party hereby waives any right it may have to any interest in the capital equipment purchased pursuant to this Agreement and shall be liable for its proportionate share of the remaining amount due for the purchase of such equipment set forth in Exhibit A. After the first five years, any Party withdrawing from this Agreement shall be entitled to reimbursement of its share of the residual value of the other common assets of the Parties accrued pursuant to the Agreement. Shares shall be determined on an actual payment basis calculated annually.

(e) Termination. Upon termination of this Agreement, the remaining supplies and equipment shall be divided between the Parties in accordance

with their respective proportionate shares determined on an actual payment basis calculated annually.

(f) Ownership. The Parties shall be tenants in common and co-registered owners of the equipment purchased or contributed pursuant to this Agreement.

(g) Trained Personnel. District shall use its best efforts to provide at least two appropriately trained persons at all times for the purpose of administering the program of driver training.

(h) Use of equipment. It shall be the responsibility of District to store and maintain a stockpile of supplies and materials provided pursuant to this Agreement, which will be property of the Parties to this Agreement. These materials will be for the purpose of maintaining the driver training curriculum.

5. Termination of Agreement. The Agreement shall terminate as to any Party upon occurrence of any of the following conditions:

(a) Notice given by any Party in writing no later than January 1 of any fiscal year of that Party's intent to withdraw from the Agreement, effective upon the close of that fiscal year.

(b) Upon the mutual agreement of all of the Parties by written amendment to this Agreement pursuant to paragraph 8.

6. Liability/Hold Harmless. This Agreement is not intended to affect the legal liability of any Party to the Agreement by imposing any standard of care other than the standard of care imposed by law.

(a) It is understood and agreed that neither District nor its officers or employees, is responsible for any damage or liability occurring by reason of anything that CCCMRMIA or CCC or their respective officers or employees, do or fail to do under or in connection with any work, authority or jurisdiction delegated to CCCMRMIA and CCC under this Agreement. It is also understood and agreed that, pursuant to Government Code Section 895.4, CCCMRMIA and CCC shall fully indemnify and hold harmless District from any damage or liability occurring by reason of anything done or omitted to be done by CCCMRMIA or CCC or their respective officers or employees, under or in connection with any work, authority or jurisdiction delegated to CCCMRMIA or CCC under this Agreement. Said indemnity shall include, but is not limited to, all reasonable costs and attorneys' fees incurred in defense of any and all claims covered by this provision.

(b) It is understood and agreed, further, that neither CCCMRMIA nor its officers or employees, is responsible for any damage or liability occurring by reason of anything District or CCC or their respective officers or employees do or fail to do under or in connection with any work, authority or jurisdiction delegated to

District and CCC under this Agreement. It is also understood and agreed that, pursuant to Government Code Section 895.4, District and CCC shall fully indemnify and hold harmless CCCMRMIA from any damage or liability occurring by reason of anything done or omitted to be done by District or CCC or their respective officers or employees, under or in connection with any work, authority or jurisdiction delegated to District or CCC under this Agreement. Said indemnity shall include, but is not limited to, all reasonable costs and attorneys' fees incurred in defense of any and all claims covered by this provision.

(c) It is understood and agreed, further, that neither CCC nor its officers or employees, is responsible for any damage or liability occurring by reason of anything CCCMRMIA or District or their respective officers or employees do or fail to do under or in connection with any work, authority or jurisdiction delegated to District and CCCMRMIA under this Agreement. It is also understood and agreed that, pursuant to Government Code Section 895.4, District and CCCMRMIA shall fully indemnify and hold harmless CCC from any damage or liability occurring by reason of anything done or omitted to be done by District or CCCMRMIA or their respective officers or employees, under or in connection with any work, authority or jurisdiction delegated to District or CCCMRMIA under this Agreement. Said indemnity shall include, but is not limited to, all reasonable costs and attorneys' fees

incurred in defense of any and all claims covered in this provision.

(d) In the event of any dispute among the Parties involving their duties to indemnify under this Agreement, the Parties hereto agree to submit such a dispute to arbitration before an alternative dispute resolution referee with qualifications similar to those individuals affiliated with the organization known as JAMS/Endispute (J.A.M.S.). The individual referee who shall preside over any such dispute shall be selected by mutual consent of all Parties. In the event that the Parties cannot agree, then the referee shall be whomsoever J.A.M.S. shall appoint for the procedure. The Parties agree that the decision rendered by any referee shall be final and binding, and that there shall be no right of appeal therefrom.

(e) The Parties agree to share equally any advance payment of fees required in order to secure the services any referee appointed hereunder. Upon the rendition by the referee of his decision, the referee shall declare one Party to be the prevailing Party. Thereafter, the prevailing Party may recover from the losing Parties all expenses previously advanced, in addition to other relief to which it may be entitled.

7. Agreement Not for Benefit of Third Parties. This Agreement shall not be construed as or deemed to be an Agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any

cause whatsoever. Any services performed or expenditures made in connection with this Agreement by any Party hereto shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of such jurisdiction.

8. Amendment. This Agreement may be amended at any time upon the written approval of all Parties to this Agreement.

9. Notices. Except where this Agreement specifically provides otherwise, any notices to be sent to any Party shall be directed to the office of the Chief Executive Officer of the Party, with copies to the Chief Executive Officer of all other Parties.

Executed on _____, 1997, at _____, California, by:

Special Counsel

APPROVED AS TO FORM:

By: _____
Steven R. Meyers

**CONTRA COSTA COMMUNITY
COLLEGE DISTRICT**

By: _____
Its: _____

**CONTRA COSTA COUNTY
MUNICIPAL RISK MANAGEMENT
INSURANCE AUTHORITY**

By: _____
Its: _____

COUNTY OF CONTRA COSTA

By: _____
Its: _____

**BYLAWS OF THE
NORTHERN CALIFORNIA PUBLIC SAFETY
DRIVER TRAINING PROGRAM**

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PREAMBLE

WHEREAS, the Parties to that certain Joint Exercise of Powers Agreement ("Agreement") dated July 9, 1997, have vested administrative authority for the Northern California Public Safety Driver Training Program (the "Program"), created by the Agreement, in an Administrative Committee.

WHEREAS, the Program is a cooperative undertaking voluntarily assumed by its members pursuant to the Joint Exercise of Powers Act of the Government Code of the State of California. The Contra Costa County Municipal Risk Management Insurance Authority ("CCCMRMIA") provides risk pooling and self insurance for the majority of cities in Contra Costa County. The police departments of each member agency of CCCMRMIA desire to provide an advanced driver training curriculum for peace officers to increase officer safety, public safety and to reduce risk of loss. The County of Contra Costa (CCC) operates a sheriff's department which also desires to provide its peace officers with such advanced driver training. The Contra Costa Community College District ("District") currently provides administration of justice and police academy courses to law enforcement agencies and has the facilities and means to establish the advanced driver training curriculum for the benefit of all Parties.

WHEREAS, using separate equipment, resources and personnel by each of the respective Parties will result in duplication of effort, inefficiencies in administration and excessive costs, all of which, in the judgment of the Parties, can be eliminated, to

the substantial advantage and benefit of the citizens and taxpayers of each Party, if the administration and management of an advanced driver training curriculum employing common equipment, resources and personnel were to be accomplished pursuant to the Agreement.

**ARTICLE I
PRINCIPAL OFFICE**

SECTION 1.1 **OFFICE:** Principal office for the transaction of business of the Northern California Public Safety Driver Training Program is hereby fixed and located at: The Criminal Justice Training Center, 2700 East Leland Road, Pittsburg, CA 94565

**ARTICLE II
NOTICE**

SECTION 2.1 **NOTICE:** Notice from one member agency to another shall be given in writing to the addresses shown herein and shall be given in accordance with all regulations specified within the Agreement and the Bylaws thereto as to time, place, and persons to be notified.

The addresses are as follows:

Criminal Justice Training Center
2700 E. Leland Rd.
Pittsburg CA 94565

Contra Costa County Municipal Risk
Management Insurance Authority
1911 San Miguel Drive, Suite 200
Walnut Creek CA 94596

The County of Contra Costa
Risk Management Dept.
651 Pine Street, 6th Floor
Martinez CA 94553

the substantial advantage and benefit of the citizens and taxpayers of each Party, if the administration and management of an advanced driver training curriculum employing common equipment, resources and personnel were to be accomplished pursuant to the Agreement.

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Risk Management Dept.
651 Pine Street, 6th Floor
Martinez CA 94553

Member agencies may change the address to which notices shall be sent by giving notice of such change to all other member agencies at least thirty (30) days prior to the effective date of such change.

Notice to the Authority shall be given in accordance with the regulations specified for notice to the member agencies and shall be sent to the address specified herein for the member agency of which the then-current Secretary is an employee.

ARTICLE III ADMINISTRATIVE COMMITTEE AND OFFICERS

SECTION 3.1 **GENERAL:** The membership and powers of the Administrative Committee shall be as set forth in Section 3(a) of the Joint Powers Agreement.

SECTION 3.2 **TERMS OF OFFICE:** The terms of office for each Member shall be two years, except that four of the initial members shall serve two year terms and three shall serve three year terms. The determination of two or three year terms shall be made by vote of the Committee. Terms of Members drawing two year lots shall expire two years to the date from the date of the first meeting of the Administrative Committee and those with three year terms of the Administrative Committee shall expire three years to the date from the date of the first meeting of the Administrative Committee.

SECTION 3.3 **PRESIDING OFFICERS:** The Administrative Committee shall be presided over by the Chairperson who shall be a member of the Committee elected among its members. In the absence of the Chairperson, the Committee shall

be presided over by a Vice-Chairperson elected from among the members. The Chairperson and Vice-Chairperson, elected at the organizational meeting of the Committee, shall hold office from the date of the election until the first regular meeting following the end of the succeeding fiscal year. In no event shall the Chairperson and Vice-Chairperson be from the same appointing entity.

SECTION 3.4 **SECRETARY:** The Committee shall appoint a Secretary in accordance with Section 3(e) of the Agreement. The Secretary appointed at the organizational meeting of the Committee shall hold office until the regular meeting of the Committee held in November next following the organizational meeting.

The Secretary shall attend all meetings of the Committee and shall cause minutes of the meetings to be kept. The Secretary shall be the custodian of all resolutions of the Committee and shall cause a record of all matters acted upon by motion of the Committee to be kept and maintained. The Secretary shall be the custodian of all official records of the Program. The Secretary shall be empowered to certify that copies of all such records are true copies thereof.

The Secretary shall perform such other duties as may be from time to time assigned by the Committee.

SECTION 3.5 **CONTROLLER/TREASURER:**

- A. The Controller/Treasurer shall be the finance director of the District.
- B. The Controller/Treasurer shall have charge and custody of and be

responsible for all funds, securities and assets of the Program; receive and give receipts for monies due and payable to the Program from any source whatsoever, and deposit all such monies in a separate fund in the name of the Program.

C. The Controller/Treasurer shall make or contract with a certified public accountant or public accountant to make an annual audit of the accounts and records of the Program. The minimum requirements of the audit shall conform to generally accepted auditing standards. Where an audit of an account and records is made by a certified public accountant or public accountant, a report thereof shall be filed as public records with each of the Parties to the Agreement. Such report shall be filed within 12 months of the end of the fiscal year or years under examination.

D. The Controller/Treasurer shall have no voting authority.

E. The Controller/Treasurer shall give a bond in the amount of \$50,000 for the faithful discharge of duties, with such surety or sureties as the Administrative Committee shall determine.

F. The Controller/Treasurer shall in general, perform all the duties incident to the office of Controller/Treasurer and such other duties as from time to time may be assigned by the Administrative Committee.

SECTION 3.6 ALTERNATE COMMITTEE MEMBERS: The Committee Members shall appoint two alternate Committee Members designated as the First Alternate Member and the Second Alternate Member. The Alternate Members shall be considered alternates-at-large. The Alternate Members may attend

and participate in all Committee Meetings. However, such Alternate Members shall have no vote unless at least one Member is not in attendance.

SECTION 3.7 **VACANCIES:** Vacancies on the Committee shall exist (1) on the death, resignation or removal of any Committee Member, and (2) whenever the number of authorized Committee Members is increased. Any Committee Member may resign upon giving written notice to the Secretary, Chairperson or Vice-Chairperson. The Administrative Committee may declare vacant the office of a Member who has been declared of unsound mind by a final order of court, or convicted of a felony. Vacancies on the Committee may be filled by approval of the Committee Members or, if the number of Committee Members then in office is less than a quorum, by (1) the unanimous written consent of the Members then in office, (2) the affirmative vote of a majority of the Members then in office at a meeting noticed and held pursuant to this Article, or (3) a sole remaining Member. The person elected to fill a vacancy as provided by this Section shall hold office for the unexpired term.

SECTION 3.8 **REIMBURSEMENT FOR EXPENSES:** Members of the Administrative Committee shall receive reimbursement for any actual expenses incurred as Members of the Administrative Committee.

ARTICLE IV MEETINGS

SECTION 4.1 **REGULAR MEETINGS:** The Committee shall hold regular meetings as deemed necessary, but at least annually. Meetings shall be held

on a date and at a time set by resolution of the Committee. Regular meetings shall be held at the District unless noticed to the contrary.

SECTION 4.2 **CONDUCT OF MEETINGS:** Roberts Rules of Order shall govern the conduct of all meetings of the Committee.

SECTION 4.3 **MINUTES:** The Secretary shall cause action minutes of all meeting to be kept. The Secretary shall ensure that, as soon as possible after a meeting, copies shall be forwarded to the Administrative Committee Members.

SECTION 4.4 **AGENDA:** The Secretary shall distribute an agenda to the Committee Members in advance of any regular meetings.

SECTION 4.5 **QUORUM:** Pursuant to Section 3(a) of the Joint Powers Agreement, four of the Committee Members shall constitute a quorum for the purposes of transacting business relating to the Joint Powers Agreement. If less than a quorum of the Committee is present at a meeting, the Secretary shall adjourn such meeting.

SECTION 4.6 **NOTICE OF MEETINGS:** Notification of the meeting of the Administrative Committee shall be made publicly by posting in a location accessible to the public at the principal office of the Criminal Justice Training Center.

SECTION 4.7 **FISCAL YEAR:** The fiscal year of the Committee shall begin on July 1 of each year and end on June 30.

**ARTICLE V
AMENDMENTS**

SECTION 5.1 PROCEDURES: Amendments to these Bylaws may be made from time to time by resolution by a two-thirds vote of the Administrative Committee.

**ARTICLE VI
COMMITTEES**

SECTION 6.1 EXECUTIVE SUB-COMMITTEE: The Administrative Committee may form an Executive Sub-committee. Such Sub-committee, if formed, shall be comprised of the officers and two Members in addition to the officers, selected by a majority vote of the Administrative Committee. The Administrative Committee may delegate to such Committee any of the powers and authority of the Administrative Committee in the management of the business and affairs of the Program, except with respect to:

- (a) The approval of any action which, under law or the provisions of these Bylaws, requires the approval of the Members or of a majority of all of the Members.
- (b) The filling of vacancies on the Administrative Committee or on any sub-committee which has the authority of the Administrative Committee.
- (c) The fixing of any compensation of the Committee Members for serving on the Administrative Committee or any sub-committee.
- (d) The amendment or repeal of Bylaws or the adoption of new Bylaws.

- (e) The appointment of sub-committees of the Administrative Committee or the members thereof.

By a majority vote of its Members then in office, the Administrative Committee may at any time revoke or modify any or all of the authority so delegated, increase or decrease, but not below five (5) the number of its members, and fill vacancies therein from the members of the Administrative Committee. The Subcommittee shall keep regular minutes of its proceedings, cause the minutes to be filed with the Program records, and report the same to the Administrative Committee from time to time as the Committee may require.

SECTION 6.2 OTHER SUB-COMMITTEES: The Administrative Committee shall have such other sub-committees as may from time to time be designated by the Administrative Committee. Such other committees may consist of persons who are not also members of the Administrative Committee. These additional committees shall act in an advisory capacity to the Administrative Committee and shall be clearly titled as "advisory committees."

SECTION 6.3 MEETINGS AND ACTION OF SUB-COMMITTEES: Meetings and action of committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Administrative Committee, with such changes in the context of such Bylaw provisions as are necessary to substitute the sub-committee and its members for the Administrative Committee and its members, except that the time for regular meetings

of sub-committees may be fixed by resolution of the Administrative Committee or by the sub-committee. The time for special meetings of the sub-committees may also be fixed by the Administrative Committee. The Administrative Committee may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

**ARTICLE VII
SUPREMACY OF THE JOINT POWERS AGREEMENT**

SECTION 7.1 JOINT POWERS AGREEMENT: No provision in these bylaws modifies or shall modify any parties' contractual responsibilities under that certain Joint Exercise of Powers Agreement dated July 9, 1997.

We, the undersigned, consent to, and hereby do, adopt the foregoing Bylaws, consisting of 10 pages, as the Bylaws of the Administrative Committee.

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

By: _____
Its: _____

CONTRA COSTA COUNTY MUNICIPAL RISK MANAGEMENT INSURANCE AUTHORITY

By: _____
Its: _____

COUNTY OF CONTRA COSTA

By: _____
Its: _____

APPROVED AS TO FORM:

By: _____
Steven R. Meyers

JAWPDMNRSWM9401VAGREEBYLAWS.W61

California Commission on Peace Officer Standards and Training

SPECIFICATIONS FOR A LAW ENFORCEMENT DRIVING SIMULATOR

The purposes of a law enforcement driving simulator are as follows:

- **Improve officers' judgment and decision-making skills in emergency response situations and in normal driving situations.**
- **Improve judgment and decision-making skills of officers and supervisors during pursuit situations, which include determining when it is appropriate to initiate and abandon a pursuit and ensuring that officers are able to successfully perform the roles of primary and secondary units.**
- **Maintain appropriate coordination and communication with other officers involved in multiple-unit pursuits or emergency driving situations.**
- **Practice appropriate safe driving tactics while engaged in emergency driving.**
- **Experience the consequences of driving behavior.**

The minimum specifications for a law enforcement driving simulator are listed below:

1. **The complete simulator system should accommodate at least three trainees (one in each of three simulator pods) and one instructor at an instructor workstation that includes a situation display showing the view seen by a driver in any of the simulator pods. The simulator pods must be capable of being linked so that the drivers in each pod can interact together in a scenario. (For example, one driver may be the primary unit in a pursuit while the other drivers are secondary units in the same scenario.)**
2. **It must be possible to program automobile traffic and other elements to create scenarios that can be stored and run at a later time.**
3. **An instructor must have the capability to load and activate pre-programmed scenarios and to communicate via a microphone with each simulator or with all of them.**
4. **The following equipment should be included in the simulator: turn signal lever, shift lever, steering wheel (equipped with horn button that will function normally under normal driving and change to siren mode when in code 3 operation), speedometer (digital on screen and analog during driving; digital display during replay of scenarios), ignition, lights, brake pedal, parking brake and release, gas pedal, fuel gauge, trip meter with reset button, wiper switches, adjustable seat with seat belt, and cooling fan for driver. There should be an interior light in the cab or at least the capability for one to be added.**

5. There must be a compass in each simulator indicating direction of travel.
6. The following emergency equipment must be available: a two-frequency simulated police radio with microphone (with cue button), PA/radio select, volume control, switches for activating emergency equipment: code selection (amber, red, or code 3); siren--yelp, wail, or both.
7. It must be possible to record a student's driving performance for later playback and to store this record on a computer's hard drive or diskette. Playback must display the following during all of the student's driving: speed, use of radio, use of emergency equipment (siren, lights), and road position. It must be possible to view the playback from different perspectives (vehicle overhead, helicopter, or driver's eye).
8. Programmable objects must include at a minimum the following: range of cars (coupes and sedans), small and large trucks, emergency vehicles, pedestrians and officers, road barriers, bicycles, animals, and traffic signals. If possible, emergency vehicles should have wig-wag lights on light bar to indicate when code 3.
9. The universe that the driver engages must include streets that cover a several-block downtown area, residential area, and rural area.
10. Programmed traffic must appear at particular locations regardless of the speed at which the simulator driver is proceeding. The ability to program traffic to interfere with primary or secondary units is preferable.
11. All vehicles in a scenario must have programmable turn signals and brake lights.
12. It must be possible to change colors of cars and weather conditions (rain, snow, fog), and time of day (dusk, night, day). When streets are wet, the coefficient of friction must change accordingly.
13. The field of view must be at least 200 degrees so that the driver can move into an intersection and readily view oncoming traffic from either side.
14. It is preferable that at least two different styles or models of police vehicles are available for scenarios that involve more than one jurisdiction.

Driving Simulator Manufacturers

DORON Precision Systems, Inc.
P.O. Box 400
Binghamton, NY 13902

Telephone: 607-772-1610

I*SIM Corporation
5200 Greenpine Dr.
Murray, Utah 84123

Telephone: 801-288-9199

Perceptronics
21010 Erwin Street
Woodland Hills, CA 91367

Telephone: 818-884-7470

Systems Technology, Inc.
13766 S. Hawthorne Blvd.
Hawthorne, CA 90250

Telephone: 310-679-2281

APPENDIX-F

ROLE OF THE INSTRUCTOR--LOS ANGELES SHERIFF'S DEPARTMENT

ROLE OF THE INSTRUCTOR

The following information is provided to prospective trainers who will be instructing in the use of the Law Enforcement Driving Simulator (LEDS). This instructor's guide is intentionally in-depth, and intended for use as a reference - not as a teaching outline. Experienced instructors may find portions of the following outline useful in preparing for a training session.

The role of the instructor in LEDS training is absolutely critical. Simulation training is only effective in positively influencing the driving habits of the law enforcement officer if the instructor understands how important his/her role is in the training process. This guide is intended to help provide comprehensive and proper instruction in the operation of a law enforcement emergency vehicle.

I. Introduction (Note: EVOC LEDS Lesson Plan as H/O)
(GIVE PERSONAL HISTORY/EXPERIENCE, HOW/WHY LEDS USED)

II. Instructor Qualifications

- A. Experienced law enforcement trainer
- B. Preferable to have background in HANDS-ON Emergency Vehicle Operations training
- C. Demonstrate a support for simulation as a training tool to reinforce hands-on training (YOU HAVE TO BELIEVE IN THE TRAINING IF IT CAN BE EXPECTED TO BE EFFECTIVE!)
- D. Willingness to critique and fully evaluate law enforcement students

III. Perceptions/Misconceptions

- A. Simulation can stand alone or replace hands-on training
- B. "The machine can do it all"
- C. Simulation is just a game, it is not realistic (What about building POSITIVE DRIVING HABITS?)
- D. Skills versus decision making (JUDGEMENT)

COMMENTS: _____

ROLE OF THE INSTRUCTOR (Continued)

IV. Importance of Orientation

- A. Explain/Demonstrate simulator controls thoroughly**
- B. Start student out in non-threatening environment to adapt to feel of simulator driving operation**
- C. Minimize turning movements and drive slowly at first**
- D. Emphasize smooth steering in and out of turns**
- E. Both hands on the wheel to maximize control**
- F. Use all of the screens for peripheral vision**
- G. Progression of difficulty during training**
- H. Look ahead (visual horizon), or in direction of turn; use speedometer (speed judgment limitations)**
- I. Emphasize judgement of distances**
 - 1. Adapt to limitations of depth perception through practice.**
 - 2. Reference right push bar to center sidewalk to park at right curbline**
 - 3. Reference relationship of front edge of hood to crosswalk lines at intersections**
 - 4. Stop at proper position on roadway when entering intersections; in turns, let driving apex start into side screen before steering**
- J. Instructors role in minimizing simulator DISORIENTATION**
 - 1. Word of mouth and psychological influences**
 - 2. Distance to screen (as far away as possible)**
 - 3. Minimize initial time driving, stay in the city. Have student stop before aborting.**
 - 4. Minimize turning, smooth and steady steering**
 - 5. Use all screens, look down street turning on**

ROLE OF THE INSTRUCTOR (Continued)

COMMENTS: Be smooth in reverse, don't turn quickly.

V. Tone of the Training

- A. Relaxed/open training environment
- B. IF YOU DON'T CARE - THEY WON'T !
- C. Not only OFFICER SAFETY, it's JOB SECURITY
- D. Attitudes of instructor and students

COMMENTS: _____

VI. Importance of Interaction

- A. Students become involved personally
- B. Interaction between student and machine/environment
- C. Interaction between student and student
- D. Interaction between student and instructor
- E. Knowledge retention is higher with interaction

COMMENTS: _____

ROLE OF THE INSTRUCTOR (Continued)

VII. Modification of Driving Behavior

- A. Experience the consequences of driving actions
- B. Importance of repetition
- C. Reinforce proper attitudes
- D. Expose students to termination considerations *
- E. Require proper radio use, including updates
 - 1. Unit identification
 - 2. Location, speed, direction
 - 3. Reason for pursuit
 - 4. Vehicle description
 - 5. Occupants (if known)
 - 6. Traffic conditions

COMMENTS: * Just because we give them a scenario, that
does not obligate them to drive it to the conclusion.

VIII. Knowledge and Application of Laws and Policy

- A. Lecture presentation on applicable laws permitting and limiting law enforcement actions
- B. Reinforce laws and policy in scenario driving

COMMENTS: _____

ROLE OF THE INSTRUCTOR (Continued)

IX. Safe Driving Tactics

- A. Where/when to initiate a pursuit (officer safety considerations before initiation of emergency equipment)**
- B. Initiation of equipment**
 - 1. Relative position of other traffic**
 - 2. Siren mode (pitch) variation approaching intersections/use of rotating lights**
- C. Safe radio operation (Don't let radio operation affect driving safety !)**
- D. A pursuit is a FOLLOWING ACTION (Legal intervention considerations)**
- E. Potentially hazardous situations**
 - 1. Intersections**
 - a. Speed entering blind intersections or against the controls (look ahead for traffic controls for cross traffic)**
 - b. Reasonableness test [In California it's 22352 (2) CVC]**
 - c. Right of way considerations (DON'T BE DEAD RIGHT !)**
 - 2. Emergency driving (Code 3) passing of other motorists - considerations**
- F. Use of roadway**
 - 1. Road position in and out of turns**
 - 2. Blind corners**
- G. Collision avoidance**
 - 1. Defensive driving - anticipation and road position**
 - 2. Steer to rear (Drive to where they've been, not to where they're going)**

ROLE OF THE INSTRUCTOR (Continued)

COMMENTS: _____

X. Feedback to Students

- A. As necessary during training
- B. Use **REPLAY** as reinforcement of safe driving and to correct decision making actions

COMMENTS: _____

XI. Evaluation of Student Performance

- A. Should reflect reinforcement of proper behavior
- B. Traffic collisions should result in **UNACCEPTABLE** rating with remediation required on additional scenario
- C. Remediation on same scenario can create adverse/counter productive results

COMMENTS: _____

XII. Student Critique

- A. Importance of feedback from students
 - 1. Is our mission being met (proper attitudes being instilled) regarding our students?
 - 2. Method of evaluating training for both the instructor and the supervisor
 - 3. Suggestions on improvements build stronger programs

COMMENTS: did you get sick?

CRIMINAL JUSTICE TRAINING CENTER LOS MEDANOS COLLEGE

Driving Simulator Course Lesson Plan 8 hour Sworn Class

- 0800/0830 Registration, Introduction**
- 0830/1000 Simulator Philosophy and System Orientation**
- 1000/1100 Orientation Scenario's**
- 1100/1200 Traffic Stop Scenario's**
- 1200/1300 Lunch**
- 1300/1345 Emergency Driving Policies and Procedures**
- 1345/1500 Emergency Response Scenario's**
- 1500/1600 Pursuit Scenario's**
- 1600/1630 Liability Issues**
- 1630/1700 Close Class - LMC and POST Evaluations**

CRIMINAL JUSTICE TRAINING CENTER LOS MEDANOS COLLEGE

Driving Simulator Course Lesson Plan

8 hour Muni Class

- 0800/0830 Introduction and registration**
- 0830/1000 Simulator Philosophy and System Orientation Lecture**
- 1000/1200 Orientation and Defensive Driving Scenario's**
- 1200/1300 Lunch**
- 1300/1400 Defensive Driving Lecture**
- 1400/1530 Defensive Driving Scenario's**
- 1530/1630 Apexing Turns**
- 1630/1700 Closing statements and LMC Class Evaluations**

APPENDIX-H

WEST COVINA POLICE DEPARTMENT SIMULATOR TRAINING EVALUATION

**WEST COVINA POLICE DEPARTMENT
SIMULATOR TRAINING EVALUATION**

FOUR HOUR DRIVING COURSE

Course Date: _____

Fire: _____ **Police:** _____ **Civilian:** _____

Agency: _____

What are the greatest strengths of the course? (Content, Interaction, etc).

Was the lecture material appropriate and well presented?

Did the simulators offer a challenge and help you in recognizing potential hazards?

Was the class worth the time and effort?

What could be done to improve the quality of the class?

MEMORANDUM

To: Finance Committee

Date: December 28, 1998

From:  KENNETH O'BRIEN
Executive Director
Commission on Peace Officer Standards and Training

Subject: STATUS REPORT ON THE DRIVING SIMULATOR TRAINING EVALUATION STUDY

In May 1998, POST initiated a comprehensive evaluation of law enforcement driving simulator training programs supported and/or certified by the Commission. The study provided a qualitative analysis of the value and utility of simulator training programs currently operational in California. Findings have been summarized and are included in the attached *Report on the State of Driving Simulator Training* (Attachment A).

The *Report on the State of Driving Simulator Training* describes the current status of law enforcement driving simulator training. The findings are based upon an evaluation of the seven operational simulator sites (Attachment B), both POST funded and independently financed, currently being used to train law enforcement officers in California. Although the majority of programs are POST certified and focus on judgement and decision-making skills as outlined in the Law Enforcement Vehicle Operations Driving Simulator Instructor Guide (POST Instructor Guide), all manage and operate their systems in varying formats. This lack of consistency has hampered program to program comparisons as well as the overall effectiveness evaluation. However, several general observations on driving simulator programs have been identified.

- As with many training innovations, the primary component of a successful program is the full and dedicated support of its entire management team. Management must understand the goals and objectives of driving simulator training and strongly advocate and maintain a safety-first philosophy throughout its respective ranks. It is equally imperative that management comprehend the personnel and physical resources necessary to implement and sustain an effective program.
- A key component of a successful simulator program is instructor quality. Instructors must play a critical role in conveying the purpose of simulator training and, in turn, motivate students to recognize the life saving benefits of this training tool. Instructors must also receive continuous training and development commensurate to the demands of simulator technology and scenario design. POST should continue to closely monitor instructor quality through the compliance review process and provide instructor development workshops to ensure established competency levels are maintained.

- Although the majority of participating agencies are POST-certified and use the POST Instructor Guide, all manage and operate their systems in varying formats. To achieve a greater degree of standardization and effectiveness, POST should establish certification requirements as well as guidelines for the operation of simulator programs. This would also include periodic and comprehensive compliance monitoring by POST staff.
- Many simulator sites are currently experiencing a reduced level of participation, despite the fact that a recent POST training needs assessment indicates that nine out ten regions consider driver training a priority. However, only two out of ten regions consider driving simulator training a priority, indicating that many agencies do not have adequate information on the availability and capabilities of such training. POST should assist participating agencies with aggressive program advertising and promotional support through existing external communication processes.
- When discussing simulator marketing and student composition, the geographic location of training sites should be addressed as an issue that will impact client availability. The Commission must assess the issue of saturation when considering potential agency funding in order to avoid and/or reduce the detrimental effects of limited clientele.
- A significant factor which is limiting law enforcement participation is the perception that current simulator graphics are unsophisticated and detract from overall training value. New software to improve existing systems is under development and should greatly enhance the simulators' training viability. To remain on the cutting edge of simulator technology, POST should consider funding upgrades as soon as they become available.
- Agencies are constrained by limited training budgets and personnel resources, leading them to satisfy mandated training while foregoing the more expensive driver training. To generate a greater level of interest and participation in simulator training, the Commission should consider providing Plan III reimbursement including backfill and/or contracts with Plan II reimbursement.

Many of the issues that impede the full utilization of current simulator programs will be addressed with the publication of the POST *Development Guidelines for Driving Simulator Training Programs*, now under development. Concurrent with that effort will be the continuation of information gathering on simulator effectiveness. In the interim, continued support of driving simulator training programs appears to be merited.

1. To achieve a greater degree of standardization and effectiveness, POST should establish Commission-approved certification requirements as well as guidelines for the operation of driving simulator training programs. This would also include the assumption that POST would closely monitor compliance to these requirements and guidelines.
2. To ensure maximum use of the simulators, POST should invest in:
 - a. Statewide marketing of driving simulator training in conjunction with the presenters;
 - b. Software upgrade purchases for the existing presenters; and
 - c. Plan III reimbursement including backfill and/or contracts with Plan II reimbursement.

ATTACHMENT A

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING LAW ENFORCEMENT DRIVING SIMULATOR TRAINING EVALUATION STUDY

REPORT ON THE STATE OF DRIVING SIMULATOR TRAINING

Introduction:

In May 1998, POST initiated a comprehensive evaluation of law enforcement driving simulator training programs supported and/or certified by the Commission. This report will provide a qualitative analysis regarding the value and utility of simulator training programs currently operational in California.

Steps taken in the project have included: contacting agency chief executives to provide explanation concerning the study, visiting and monitoring training sites, gathering information on agency training philosophies, and surveying agencies to gather information regarding the current range of delivery methods and their impacts.

Background:

For many years, the Commission has been concerned with the high economic and human costs associated with law enforcement related traffic collisions. In 1993, the Commission funded a pilot project to determine the feasibility of using simulators to address the special problems of high-speed emergency response and pursuit driving with an emphasis on judgement and decision making abilities.

The initial Driver Training Simulator Pilot Program Study involved the funding and support (instructor salary for three to four years, scenario development and the establishment of the Driving Simulator Training Committee) of three relatively large agencies: the Los Angeles County Sheriff's Department, the San Bernardino County Sheriff's Department, and the San Jose Police Department. The study basically focused on student feedback and performance and spent a considerable amount of time researching simulator-related motion sickness. Overall, the results of the evaluation were very positive and reflected favorably on the Commission's action to underwrite the pilot program.

Since that time, six agencies/organizations have received approval and funding from POST for simulator systems: Contra Costa County Municipal Risk Management Insurance Authority (Co Co), Los Angeles Police Department, Redding Police Department (Butte College), Sacramento Police Department and Siskiyou County Sheriff's Department (College of the Siskiyou). Of these agencies, Co Co and Stanislaus County Sheriff's Department are fully operational. Los Angeles Police

Department and Redding Police Department (Butte College) are, as of December 14, 1998, in the final stages of instructor training.

Additionally, three self-funded agencies/organizations are operational in various capacities: West Covina Police Department, Association of Bay Area Governments (ABAG), and the Public Enterprise Risk Management Authority (PERMA, formerly Coachella Valley). These agencies have also been included in the evaluation.

Of the eight agencies currently operating systems, only three (San Bernardino Co. S.D., Stanislaus Co. S.D. and PERMA) have not received POST course certification.

All agencies are currently operating the Doron Precision Systems, Inc., Advanced Mobile Operations Simulator (AMOS), Model SV5000LE. (Note: Doron is the successor to initial AGC and Time Warner simulator developers.) Doron unveiled its updated driving simulator system at the October 1998 IACP meeting in Salt Lake City. The new system will include features such as improved graphics and a larger "universe" of simulated city and rural streets.

Discussion:

Evaluation has focused primarily on the Commission's role in the development of simulator programs and includes an examination of respective agencies' management training philosophies, level of management's dedicated support, and overall simulator program integrity (e.g., instructor selection and development, equipment and site considerations, training delivery, training environment and formats). Additionally, data regarding law enforcement traffic collisions, pursuits, and related liability/litigation was collected for the purpose of conducting a comparative analysis to determine if reductions have occurred in these areas. Many factors limited the value of this evaluation component. Primarily, the lack of clean statistical data adversely affected the outcome of the comparative analysis and restricted the development of tangible findings.

An overview of each agency has been developed and will provide background in the areas of initial simulator justification, operational timeframes, organizational structure, training delivery methods, and self-effectiveness assessment. Agencies/organizations that have received funding approval but are not yet operational will be evaluated regarding justifications, philosophies and proposed delivery methods.

General Observations and Perceptions:

In gathering information during the preliminary stages of this evaluation, it was quite evident that a number of significant factors must be considered and carried forward in order to properly initiate, operate and maintain a successful law enforcement driving simulator program. The key component of any successful program is the direct and

dedicated support of the agency's entire management team. This factor is followed closely by the quality and commitment of the agency's instructors. In the absence of either of these factors, a program is relegated to limited efficiency, and ultimate failure.

Management must realize and hold to the philosophy that enforcement driver training is an important area of concern for the public as well as law the enforcement community. This philosophy must carry through to include the concept that simulators are best used in conjunction with, and as an integral component of, a comprehensive emergency vehicle operations course (EVOC) and are not intended to replace either classroom instruction or on-the-road driver training. Management must also understand the amount of dedicated time and personnel resources necessary to effectively operate a simulator program. Depending on the quantity and format of training, agencies must be willing to commit an appropriate number of instructors for each simulator training session (ideally, two instructors should work as a team with eight or more trainees). Due to the intensiveness of simulator instruction, many instructors experience "burn out" within a relatively short period. This requires agencies to maintain a cadre of qualified instructors who are willing to rotate periodically through training positions and responsibilities to ensure fresh perspectives and that a high level of professionalism is maintained. This is merely an example of why management must understand the "high maintenance" aspect of simulator training. If not willing to fully dedicate its resources for maximum support, an agency might as well dispense with the simulator training concept and save its time and money.

As discussed, instructor quality is a key component of any successful simulator program. The importance of the instructor in making the simulator training effective cannot be over-emphasized. The instructor must play a critical role in displaying a philosophical commitment and positive attitude towards the simulator as an effective training tool. Additionally, the instructor must be able to convey the actual purpose of simulator training and, in turn, motivate the student to perceive the life-saving benefits of the training. A poor instructor can quickly defeat the goals of the simulator and can easily poison the attitudes of an entire agency. Once a negative attitude is attached to a simulator program, the stigma is hard to overcome and can adversely affect the entire simulator training community. To avoid this type of complication, the Commission must continue to closely monitor POST-certified courses through the training compliance review process and provide periodic instructor development workshops to ensure the level of instruction meets or exceeds established competency and quality standards. Additionally, these workshops could provide a method to research and develop a "Train the Trainer" Instructor Course that would address the need for future qualified and certified instructors.

The following sections will discuss additional topics which have significant potential to affect the utility and effectiveness of simulator training programs.

- **Program Consistency and Self Evaluation:**

A challenging aspect of this evaluation has been the absence of program consistency among simulator operators. Although the majority of agencies are POST-certified and use the Law Enforcement Emergency Vehicle Operations Driving Simulator Instructor Guide (POST Sim Instructor Guide), all appear to manage and operate their systems in varying formats. As long as agencies operate within certification requirements, the inconsistency factor is not necessarily a negative issue and can lend itself to innovation and positive program development. Agencies that operate on the edge of certification requirements run the risk of diminishing their overall effectiveness and the effectiveness/reputation of statewide simulator trainers. Although consideration must be afforded to agencies regarding their respective resources and the needs of their student population, basic training specifications should be established and maintained. The Commission should consider mandating practical minimum guidelines including the collection of data (student related and agency specific) for inclusion in a self-evaluation process. Periodic evaluations are extremely useful in assuring a program's maximum potential and effectiveness and should be contained in the criteria for Commission funding.

- **Management's Role in Marketing to Law Enforcement:**

Proper marketing of simulator training programs is a significant factor in their success. Management must be more innovative and aggressive in the area of properly marketing their simulator programs. Many agencies have finished training their own personnel and anticipated allied clientele and are initiating a second training cycle. Due to alternative training priorities of potential clientele (lack of interest in driver training) and/or ineffective advertising techniques, many host agencies are experiencing a considerable amount of simulator down time. With the majority of agencies operating on a regional basis, marketing can, and should, be conducted on a statewide or nationwide level.

Although funding for large-scale advertising is limited for most departments, management has the responsibility to research viable marketing schemes and ensure their respective simulator programs are properly advertised. Without proper marketing, simulator programs will suffer from the lack of law enforcement participation and will become a monetary liability. It may be prudent for POST to consider assisting agencies with simulator program advertising and promotional support through external communication processes (e.g., POST Internet Web Page, production of an informational simulator training video, POST-sponsored Chiefs of Police Symposiums and Seminars, and dissemination of information through the Training Delivery and Compliance Bureau Senior Consultants).

- **Agency/Site Considerations:**

When discussing simulator marketing and potential student composition, the geographic location of simulator systems should be addressed as an issue that will impact future client availability. Possible over-saturation is a significant factor when considering the development and funding of law enforcement driving simulator programs. With over 600 California law enforcement agencies available to participate in simulator training, there is little doubt that a considerable clientele pool exists. Unfortunately, some simulator agencies are currently experiencing a level of limited participation that is disturbing at this relatively early stage in overall development. As previously discussed, this factor could be the result of alternative training priorities of law enforcement in general and/or ineffective marketing on behalf of simulator agency management.

The Sacramento Valley/San Francisco Bay Area is a prime example of a region that may experience significant problems with possible over-saturation. The Bay Area region presently consists of three operational agencies (ABAG, Co Co, and the San Jose PD). Within the next 12 months, three additional sites will open and train on a regional basis (Redding PD/Butte College, Sacramento PD, and the Stanislaus Co. Sheriff's Dept.). With simulator agencies currently experiencing difficulties with limited clientele, the addition of these simulator sites will create added pressure in filling classes. This factor emphasizes the necessity for agencies to carefully analyze their specific needs, the needs of surrounding law enforcement and resources available for a simulator program. The Commission must also be cognizant of this issue when considering future funding of additional agency sites. In regards to future Commission funding, the southern portion of the Central Valley and the Central Coast would be ideal geographical locations to balance out statewide simulator programs.

- **Driving Simulator Technology:**

An additional factor which is limiting law enforcement participation is present day driving simulator technology. Driving simulator manufacturers realize that law enforcement, in general, does not possess the major funding capabilities of the military or aircraft industry. Because of this factor, law enforcement will never be afforded the true state of the art simulation technology comparable to these high-dollar industries. Consequently, there is a real perception in the law enforcement field that current driving simulator graphics are elementary and detract from the overall effectiveness of training. Subsequently, agencies will shy away and direct funds and resources to other training priorities. Although existing graphics on the Doron AMOS system are adequate to achieve desired training goals and objectives (development of judgement and decision making), they are antiquated and do not evoke the same level of realism provided by more advanced/expensive simulator systems. Unfortunately, Doron is the only vendor in the nation that supplies a system that both meets POST specifications and can effectively operate existing scenario software.

Personnel from Doron have assured POST representatives and the simulator community that updated software is being developed. The updated AMOS II system was unveiled in October 1998 at the IACP meeting in Salt Lake City. New features will include larger monitors and enhanced graphics which will provide additional interactive universes in which to operate scenarios. Unfortunately, Doron has been very reluctant to release further information regarding the new software, but upgrade costs are expected to be fairly significant. To further support and promote existing driving simulator training, the Commission must consider funding or co-funding the software upgrades as soon as they are available. Enhanced "state of the art" simulator systems combined with updated marketing concepts (to get the word out) should persuade law enforcement agencies to reconsider their training priorities and increase statewide participation in simulator training.

In addition to graphics and related software upgrades, scenario development must continue to be supported by POST in order to provide a varied and challenging training environment for students. Presently, there are approximately 123 scenarios that are designed to provide a multitude of training options. As simulator technology further expands, the need for additional and innovative scenarios will be critical to overall program success. Personnel from POST are aware of this need and will be sponsoring future workshops to identify and develop driving simulator instructors who will function as scenario designers. This interaction will enhance scenarios by bringing in the different policy issues (Code 3 and pursuit guidelines) and operational perspectives of several agencies.

- **Training Priorities and POST Reimbursement Issues:**

Although many training sites appear to be experiencing reduced/limited participation in their simulator classes, a recent POST Training Needs Assessment Report indicates that nine out of ten state regions consider driver training a priority. Conversely, only two out of the ten regions considered driving simulator training as a priority. This factor re-emphasizes the concern that many agencies may not have adequate information on the availability of simulator training. Additionally, many agencies may not fully understand the strengths, capabilities and benefits of the simulator. With a documented interest in driver training, it is reasonable to assume that driving simulator training should closely follow if properly marketed and perceived as a viable instructional tool.

Another issue which affects agency participation is the lack of adequate training budgets. The largest concern for most agencies is to satisfy their mandated training requirements while expending as little of their training budget as possible. Law enforcement driver training is considerably more expensive than the majority of available courses due to the general operating costs of an EVOC program. Although financial support for driving simulator training is available through POST's Plan III reimbursement schedule, many agencies do not participate because the funds go back to their agencies' general fund and not the training budget for future allocation (albeit this is an internal problem for respective agencies). Additionally, many agencies do not

have the available resources to send their personnel to training and still maintain adequate staffing without incurring overtime. In order to generate greater interest and participation in simulator training, the Commission should consider providing Plan III reimbursement including backfill and/or contracts with Plan II reimbursement.

Participating Agency Overview:

The following section will provide background regarding participating agencies' initial simulator justification, operational timeframes, organizational structure, training delivery methods, and self-effectiveness assessment. Agencies which have received funding approval but are not yet operational will be evaluated regarding justifications, philosophies and proposed delivery methods.

The three agencies involved in POST's initial 1994/95 Driver Training Simulator Pilot Program Study will be profiled first since they have been the longest running POST funded programs. Simulator program justifications for these agencies were consistent in as far as their respective philosophy to reduce the significant human and economic impacts associated with law enforcement related traffic collisions.

- **Los Angeles County Sheriff's Department (LASD)**

The LASD has been operational since early 1994 and is considered to be one of the leaders in the law enforcement simulator training community. Personnel from LASD have been instrumental in scenario development, instructor qualification, simulator promotion and allied agency training support. LASD combines an extremely strong pool of dedicated and competent instructors with a great deal of program support from management.

LASD simulators (4 - Doron AMOS) are housed at their driver training facility located at the LA County Fairgrounds (Pomona). Faculty includes eight uniformed instructors and one supervisor (all instructors have received training in simulator system operation).

LASD employs the POST Sim Instructor Guide as their basic lesson plan and have developed additional training components appropriate to the needs of their department.

Simulator training formats include POST-certified recruit and in-service programs. Recruits receive 28 hours of EVOC training, eight of which are dedicated to the simulator. In-service training consists of a four-hour simulator specific course and an eight-hour course which combines both behind the wheel and simulator use.

LASD is unique in the fact that their recruits are assigned to the County Jail following graduation and do not assume patrol duties for three to four years. LASD is attempting

to provide the eight-hour in-service training program (four hours simulator) to these individuals prior to their assignment to the field.

LASD has never conducted an evaluation on the effectiveness of simulator training. (Note: Evaluation study student control group)

- **San Bernardino County Sheriff's Department (SBSD)**

The SBSBD Driving Simulator Training Program has been operational on a regional basis since early 1994 and is not a POST certified operation. *Certification issues specific to the simulator training involve the delivery methods currently used by SBSBD.* Simulators (4 - Doron AMOS) are located at the SBSBD EVOC Training Center that is generally considered as a "state of the art" facility. Faculty consists of approximately 30 driving instructors, seven of whom are qualified to operate and train with the simulator. Additionally, SBSBD has recently assigned a full time instructor to oversee the simulator training program.

SBSD employs the POST Sim Instructor Guide and has developed Power Point presentations to fit the needs of their respective courses. Training formats include recruit and in-service programs. Recruits receive 24 hours of EVOC training with two to three hours dedicated to simulator operation. In-service training consists of a 24 hour course designed after the recruit program and an eight hour format which includes one hour of simulator training.

SBSD has never conducted an evaluation on the effectiveness of simulator training. (Note: Evaluation study student control group)

- **San Jose Police Department (SJPD)**

SJPD has been operational since 1994 and has been a driving force in the development of POST's Simulator Instructor Guide, training scenarios, team training formats and overall support of statewide simulator operators. In 1997, the original instructors (and primary program developers) were rotated out of the EVOC program and assigned to other duties within the Department. The current instructors are well qualified but the simulator program appears to be significantly de-emphasized by the Department since POST funding of instructor salary has expired. Feedback indicates that allied agency in-service classes are not well attended due to other training priorities.

The SJPD operates four Doron AMOS simulators which are housed at the Department's Training Bureau. Faculty consists of 2 semi-full time instructors who operate the simulator in their eight hour in-service (simulator only) format.

The SJPD has never conducted an evaluation on the effectiveness of their simulator program. (Note: Evaluation study student control group)

- **Contra Costa County Municipal Risk Management Insurance Authority (Co Co)**

Co Co is a regional joint powers partnership/agreement administered by the Los Medanos College (LMC) Public Safety Training Center. Co Co has been operational since September 1997, and has developed into one of the simulator community's strongest programs. Their strength comes from a well qualified and enthusiastic pool of instructors combined with a great deal of dedicated support from the joint powers management team.

Co Co operates eight Doron AMOS simulators which are housed at the LMC Driving Annex located at the Sheraton Hotel, Concord. Faculty consists of thirteen part-time instructors, six of whom are simulator qualified.

Co Co employs the POST Law Enforcement Emergency Vehicle Operations Driving Simulator Instructor Guide (POST Sim Instructor Guide) as their basic lesson plan and has developed additional training components appropriate to the needs of their organization.

Simulator training formats include POST-certified recruit and in-service programs. Recruits receive 24 hours of EVOC training, four of which are dedicated to the simulator. Co Co conducts two in-service training formats including a 24-hour course with four hours dedicated to simulators and an eight-hour simulator specific training course.

In addition to their primary focus on law enforcement personnel, Co Co has developed several simulator lesson plans covering non-sworn personnel. Training includes emergency responders, municipal workers and various private sector organizations. Their marketing efforts have been extensive and have brought a significant number of new trainees into their program.

The Co Co operation has never conducted an evaluation on the effectiveness of their simulator program. (Note: Evaluation study student control group)

The following section will provide an overview of self-funded agencies/organizations which operate simulator training programs.

- **Association of Bay Area Governments (ABAG)**

The ABAG Corporation is a municipal insurance agency that provides general liability and property insurance to 31 cities in the San Francisco Bay Area. ABAG has been operational with a mobile, four simulator, Doron AMOS training unit since late 1994. The mobile unit is housed at the Alameda Co. Sheriff's Department Regional Training Center (Santa Rita) and is usually on station approximately 90 percent of the time (Alameda utilizes the simulator sporadically, but does not include the training as part of

their lesson plan). Faculty for the ABAG system consists of one instructor who manages and operates the training program.

ABAG is a POST-certified program which employs the POST Sim Instructor Guide as their basic lesson plan. The training format consists of a four-hour, simulator specific in-service program.

ABAG maintains that the impact of their driving simulation program has been significant, with a reported 14% reduction in auto claims since the implementation of curriculum. In addition to reducing losses, "Training has created an organizational awareness of the dangers and consequences associated with the operation of law enforcement vehicles...In short, police driving exposure losses have been reduced in both the frequency and severity of claim payments." A copy of their evaluation report was requested but has not been submitted for review as of this date.

- **Public Entity Risk Management Authority (PERMA)**

PERMA, formally Coachella Valley Joint Powers Insurance Authority, has been operational since late 1997. PERMA operates a mobile, one pod AMOS simulator system which services ten local law enforcement agencies.

PERMA uses the POST Sim Instructor Guide but is not yet POST certified. Faculty consists of ten instructors who work directly with their respective departments. Presently, training consists of a four-hour, simulator specific, in-service program.

Although overall program development is progressing well, PERMA's training effectiveness is severely limited by their single simulator configuration. This factor obviously restricts the number of trainees permitted to participate and subsequently extends agencies' training schedules and personnel down time. This creates a problem for smaller agencies which do not have the personnel resources to provide adequate coverage.

PERMA has never conducted a self-evaluation of their simulator program.

- **West Covina Police Department (WCPD)**

The WCPD has been operational since early 1995 and is considered to be an innovative and driving force in the simulator community. Much like the LASD, personnel from WCPD have been instrumental in scenario development, instructor qualification criteria, simulator promotion and allied agency technical support. WCPD's success can be attributed to two key factors: dedicated management support and an outstanding team of instructors. Of further significance is WCPD's successful efforts in marketing their system to other agencies.

Driving simulators (4 – Doron AMOS) are located at the WCPD Simulator Training Center which also houses their firearms simulators. Faculty includes ten part-time uniformed instructors, all of whom are simulator qualified.

WCPD uses POST's Sim Instructor Guide and has developed several innovative lesson plans that have been adopted by many of the allied agency simulator operators. Simulator training consists of a four-hour POST certified simulator specific in-service program.

Additionally, WCPD was the first agency to integrate the driving simulator with their ICAT firearms simulator to form a Code 3 and Force Option scenario course. This course was very well received by participating departments and is now being modified to interact with a recently purchased firearms system (the new combined system is not yet operational).

WCPD has never conducted a self-evaluation of their simulator program.
(Note: Evaluation study student control group)

The following section will provide a brief overview of agencies which have been approved and funded for simulator systems by POST but are not yet operational.

- **Los Angeles Police Department (LAPD)**

LAPD Simulator Program has been approved for funding since 1996, but had been on hold pending completion of their new driver training complex. As of December 14, 1998, the simulators have been installed and instructors are receiving training. LAPD will function on an exclusive basis and operate four Doron simulators in conjunction with their current driver training curriculum. Curriculum includes recruit and in-service training programs. Final training formats and delivery methods have not been fully developed or completed.

- **Redding Police Department (RPD)/Butte College**

RPD will be administering their simulator program through, and in cooperation with, the Butte Community College District. Butte College Criminal Justice Center, located in Oroville, will coordinate and operate four Doron simulators on a regional basis. As of December 14, 1998, the simulators have been installed and the instructors are being trained. Training formats will include basic academy and in-service programs. Butte also intends to use the system to train regional public safety departments and municipal agencies.

- **Sacramento Police Department (SPD)**

SPD submitted their request for simulator funding in late 1997, based on their goal to improve officers' judgement and decision making skills in emergency response

situations. SPD received approval and funding for four simulators in early 1998, but has been on hold due the lack of a suitable training location. SPD, in conjunction with the Sacramento Regional Public Safety Training Center, is in the process of securing property and facilities at McClellan AFB with the goal of establishing a state of the art regional training center. It is anticipated that SPD will integrate the simulator into their recruit and in-service training programs as well as programs designed to meet the needs of regional agencies.

- **Siskiyou County Sheriff's Department (Siskiyou)**

Siskiyou requested POST funding for driving simulators in 1997, based on the restrictive nature of their location in relation to accessing other viable training sites. Siskiyou will work in cooperation with the College of the Siskiyous and operate on a regional basis including servicing Southern Oregon law enforcement. Four Doron simulators will be housed at the college's satellite campus located in Yreka. Final training formats and delivery methods have not been fully developed.

- **Stanislaus County Sheriff's Department (Stanislaus)**

Stanislaus submitted their request for simulator program funding in late 1997, based on their desire to enhance officer driving skills, improve public safety, and reduce associated liability issues. Stanislaus received POST approval and funding in early 1998. Stanislaus, in conjunction with the Modesto PD and the Yosemite College District, will operate four AMOS simulators housed at the Ray Simon Criminal Justice Training Center in Modesto. Stanislaus is developing a full-service program combining hands-on vehicle operation, simulator, interactive video, and classroom instruction and intends to be fully operational by January 1999. Law enforcement will maintain training priority, but it is planned to train other government/civil service agencies and private industry to generate revenue to support the driving simulator program.

Comparative Information/Statistics Review:

As previously discussed, data regarding law enforcement traffic collisions, pursuits, and related liability was collected to determine if simulator training has positively impacted respective agency operations. This aspect of the evaluation has been the most arduous to date due to different processes agencies utilize to track and record this type of information. Many agencies maintain minimal databases (concerning collision and liability data) which date back no more than three to five years. Consequently, obtaining serviceable statistics to form the basis for a quantitative analysis has not been as successful as originally planned but will continue during the second phase of the evaluation.

Information regarding pursuits was collected through the California Highway Patrol's Statewide Pursuit Information Database and Resource System. A review of this

information indicates that the majority of participating agencies are voluntarily aborting pursuits on a more frequent basis. Over the past four years, patrol vehicle accident rates during pursuits seem to be very low but constant in frequency (this corresponds with existing trends indicating that the majority of patrol vehicle accidents occur under normal driving conditions and not when operating at the heightened awareness levels normally associated with Code 3 driving). Whether this is a function of simulator training or a result of law enforcement's emphasis on reducing the dangers and consequences of pursuit driving is unknown at this point of the evaluation.

Another phase of this evaluation has been designed to address driving simulator training effectiveness in more of a quantitative fashion. A methodology which identifies data appropriate for comparing the impact of simulator training and driving performance will be initiated as part of the study; however, it is expected that the impact of this training will take several years to determine. Additionally, two surveys are planned for the near future which will ascertain the need/demand for simulator training and anticipated participation levels. One will be addressed to agencies that currently operate or have access to simulators while the other will target the needs of those areas that do not currently use or are not in close proximity to simulator training.

Conclusions and Recommendations:

The costs and consequences associated with the lack of applied judgement and decision making during Code 3 operation has compelled law enforcement to pursue alternative training methods to increase officer and public safety. Although not a panacea, driving simulator training has been an important component in this effort to reduce the human and economic impacts of inappropriate driving actions. Simulators are merely a tool which should be used in conjunction with a comprehensive EVOC program. When used to their fullest potential, simulators can and have had a significant impact on an agency's safety-oriented philosophy and operational attitude. When used improperly, simulators are perceived as an expensive video game and actually detract from the effectiveness of statewide simulator training due a negative training value stigma.

To date, POST has provided funding for nine agencies/organizations for the purchase of driving simulators. Of the nine, four are fully operational with the remaining five coming on line in the next year. Although functioning in varying configurations, preliminary review indicates that most POST-funded agencies are achieving their respective goals and objectives in a commendable manner regarding training effectiveness. This opinion is based on anecdotal data including management testimonials, site monitoring and a review of feedback provided by Course Evaluation Instruments. Realistically, simulator training in California is still in its developmental stages. Consequently, tangible information that indicates solid success criteria is not readily available. What is an obvious success factor is the overwhelming philosophy of driver safety adopted and applied by each participating agency.

The following recommendations are being offered to the Commission for consideration in regards to POST's future role in statewide program development:

1. To achieve a greater degree of standardization and effectiveness, POST should establish Commission-approved certification requirements as well as guidelines for the operation of driving simulator training programs. This would also include the assumption that POST would closely monitor compliance to these requirements and guidelines.

2. To ensure maximum use of the simulators, POST should invest in:
 - a. Statewide marketing of driving simulator training in conjunction with the presenters;

 - b. Software upgrade purchases for the existing presenters; and

 - c. Plan III reimbursement including backfill and contracts with Plan II reimbursement.

Based upon the results of the evaluation report, the Commission should consider *funding additional simulator sites*. The number of sites and locations should be determined based on the ability of an agency or consortium to adequately support the simulator, the accessibility of client agencies and their willingness to use the training site.

Law Enforcement Driving Simulators in California

(as of September 1998)



● Locations of existing simulators

Total number of driving simulators in the state: 49

Total number of sites/agencies: 12

* Simulators not funded by the Commission

ATTACHMENT B

LAW ENFORCEMENT DRIVING SIMULATOR TRAINING EVALUATION STUDY

(Information Current as of December 14, 1998)

Driving Simulator Training Agencies

POST Funded Operational Agencies

- Los Angeles County Sheriff's Department
- San Bernardino County Sheriff's Department
- San Jose Police Department
- Contra Costa County Municipal Risk Mgt. Ins. Authority
- Stanislaus County Sheriff's Department

POST Funded Non-Operational Agencies

- Los Angeles Police Department
- Redding Police Department/Butte College
- Sacramento Police Department
- Siskiyou County Sheriff's Department/College of the Siskiyous

Non-POST Funded Operational Agencies

- Association of Bay Area Governments (ABAG)
- Public Entity Risk Mgt. Authority (PERMA)
- West Covina Police Department

MEMORANDUM

Date: 12-28-98

To: Finance Committee
From: *KJO*
Kenneth J. O'Brien
Executive Director
Commission on Peace Officer Standards and Training

Subject: REGIONAL SKILLS TRAINING CENTER CONCEPT

For four or five years, the Commission has supported a concept for regional skills training centers that has repeatedly failed passage as legislation. Support for this comprehensive public safety center concept has disintegrated within the law enforcement community and is in need of re-examination. Most in law enforcement look to POST for leadership in such matters.

A proposed new concept involves establishing "mini-skills training centers." Briefly, the mini-skills training centers concept involves establishing less comprehensive, smaller, but more numerous law enforcement centers that possess or are provided driver training and firearms simulators to complement their traditional training facilities related to these subjects. The attached chart provides a comparison of features for the existing and proposed concepts.

The mini-skills training center concept is proposed to begin to be implemented through the training simulator acquisitions to be considered at the upcoming January Commission meeting. The attached map of California identifies these proposed 15 centers. The proposed 15 mini-skills centers are logical sites that already function in a regional mode by training officers from numerous agencies in their regions.

Most importantly, however, is the idea that under the proposed mini-skills concept POST recognizes the need for several additional mini-sites (perhaps 10 or 15 for a total of 25-30) which would be identified in a plan to be developed should the Commission so direct. Part of the process in developing such a plan would be to send out invitations to all agencies and organizations soliciting proposals for additional mini-skill center sites. As additional funding becomes available in the future, the Commission could consider funding additional sites based upon a plan to add 10-15 additional sites.

This proposal would serve several objectives including:

- 1. Lends credibility for the Commission's currently technology expenditures being considered.**
- 2. Helps to deflect criticism from those who are not selected for the current technology acquisitions.**
- 3. Provides a basis for POST and the law enforcement community to seek additional POST funding.**

The attachment provides a comparison between the existing regional skills centers concept and the proposed mini-skills center concepts.

This report is provided to the Committee for discussion purposes.

Attachment

Past Regional Skills Training Centers Concept	Proposed Revised Concept for Mini Skills Centers
1. Eleven large regional skills centers to serve all public safety components. Regions are identified.	1. Twenty-five to thirty smaller mini-skills centers for primarily law enforcement (more readily available to users). Locations of mini-skills centers to be determined by Commission over time.
2. Focus on comprehensive training facilities to serve as a resource to existing training presenters.	2. Focus on training and testing of critical, liability causing (perishable) skills. <ul style="list-style-type: none">- Firearms- Driving- Etc. Reliance upon use of technology (simulators) <ul style="list-style-type: none">- POST support of technology- Local support of traditional training facilitators
3. State General Funding.	3. POST and local funding to the extent possible with possible supplemental funding in the future.


State of California

Department of Justice

MEMORANDUM

Date: December 8, 1998

To: Finance Committee

From:  Kenneth J. O'Brien
Executive Director
Commission on Peace Officer Standards and Training

Subject: INSTRUCTIONAL TECHNOLOGY ACQUISITION

At the November 1998 meeting, the Finance Committee instructed staff to bring back a plan for POST acquisition of additional instructional technology. This report provides a plan and recommendations.

As background, staff has completed reports concerning the evaluation of driver simulator training, proposed Development Guidelines for Driver Simulator Training Programs, and the Mini Skills Training Center concept. These reports, which are included in this Commission meeting's agenda, serve as a foundation upon which to consider this report's recommendations.

This proposed plan for technology acquisition begins to implement the Mini Skills Training Center concept by locating a shoot-no-shoot (judgement) simulator at all but one of the nine sites that already have been provided a driver training simulator. (See Item #1 for locations and costs.)

Item #2 recommends six additional sites for both a driving and firearms training simulators. These proposed sites have existing facilities to house the simulators, traditional training facilities related to firearms/driver training, and cooperative agreements with their area's agencies and colleges. It should be noted that these six plus the previous eight locations are not considered all inclusive in that the Commission could consider additional sites as additional financial resources become available in the future.

Item #3 recommends upgrading three of the existing driver training simulators (Los Angeles Sheriff's Department, San Bernardino Sheriff's Department, and San Jose Police Department). These were the original driver training simulators purchased by POST over five years ago. Doron has developed an upgraded version that should enhance the training experience as recommended in POST's driver training simulator effectiveness study.

Item #4 concerns the recommendation to provide Sacramento County Sheriff's Department with a mobile firearms training simulator which would represent an opportunity for POST to pilot test this mode of training delivery.

Item #9 is critical to the success of any additional simulator acquisitions. Additional POST staffing is necessary to coordinate operational and development responsibilities identified on the attachment. Without additional staffing, POST will run the risk of these simulators being underutilized or used in inappropriate ways.

The remaining items are recommended miscellaneous equipment acquisitions and related training courseware development. See attachments.

TENTATIVE PLAN FOR TECHNOLOGY ACQUISITION
(Revised 12-30-98)

Item	Specific Proposal or Action
<p>1. Provide eight of the nine existing, POST-funded driver training simulator sites with shoot-no-shoot (judgment) simulators. This would begin to implement the Mini-Skill Training Center concept. It is proposed that Sacramento SD would be the recipient of a mobile firearms simulator rather than the Sacramento PD. (See Item #4) The other exception is that Alameda SD would be the firearms recipient instead of Contra Costa Trn. Ctr.</p>	<p>It is proposed that POST contract with eight of the existing driver training simulator sites (see attached map) with a firearms training simulator of their choice (IES, FATS, or AIS) at a maximum cost of \$100,000. Sites include: Siskiyou Co. SD, Redding PD, Stanislaus Co. SD, Los Angeles Co. SD, Los Angeles PD, San Bernadino Co. SD, Alameda Co. SD, and San Jose PD.</p> <p style="text-align: right;">Total \$800,000</p>
<p>2. Establish six additional fixed sites with driver training and firearms simulators.</p> <p>This would begin to implement the Mini-Skill Training Center concept.</p> <p>(See attached map)</p>	<p>It is proposed POST contract with the following organizations to provide them with upgraded Doron Driving Simulators at \$372,000 (includes sales tax) each and a firearms training simulator at \$100,000 each:</p> <ul style="list-style-type: none"> a. Ventura (Regional Training Site) b. Santa Rosa Regional Training Center c. Fresno (Regional Training Site) d. San Diego (Regional Training Site) e. Orange County (Regional Training Site) f. Ben Clark Regional Training Center - Riverside County Sheriff's Department <p>Contract stipulations would require that each recipient adhere to POST's guidelines and requirements for certification and that they must have POST-certified driver simulator training courses. (See list of expectations)</p> <p style="text-align: right;">Total \$2,832,000</p>

Item	Specific Proposal or Action
<p>3. Upgrade three of the nine driver training simulators originally purchased by POST.</p>	<p>It is proposed POST contract with the three original recipients of driver training simulators (San Bernardino SD, Los Angeles SD, and San Jose PD) to provide them with upgraded Doron simulators at a cost of \$362,000 (includes sales tax and \$10,000 trade-in) each. Contract stipulations would required that each recipient would adhere to POST's guidelines and requirements for certification and that they must have POST-certified driver simulator training courses.</p> <p style="text-align: right;">Total \$1,086,000</p>
<p>4. Provide the Sacramento County Sheriff's Department with a mobile training van to house the firearms simulator. This would provide an opportunity for pilot testing this delivery concept.</p>	<p>Contract with the Sacramento County Sheriff's Department to provide a mobile trailer (fifth wheel) to include the Prism Firearms Simulator, plus a truck at \$250,000. This assumes that POST would pay for a portion of the operational and instructional costs. A contract is proposed for these expenses for actual costs not to exceed \$100,000 during a year-long pilot test period.</p> <p style="text-align: right;">Total \$350,000</p>

Item	Specific Proposal or Action
<p>5. Purchase CHP/POST Force Option Scenarios for the 46 systems owned by California agencies and the proposed new simulator sites.</p>	<p>Contract with Firearms Training Systems (FATS) for up to 59 scenario sets including packaging and postage @ \$1,250= \$73,750</p> <p>Contract with Adv. Int. Systems (AIS) for up to six scenario sets including packaging and postage @ \$1,500ea = \$9,000</p> <p>Contract with IES Elect Industries (IES) for up to two scenario sets including packaging and postage @ \$500ea = \$2,000</p> <p>Contract for 15 additional sets for mini-skills centers @ \$1,500 ea = \$22,500</p> <p style="text-align: right;">Total \$107,250</p>
<p>6. Provide each basic academy with CD-ROM multimedia equipment. There are 38 regular basic academies.</p>	<p>Contract with lowest bidder to provide CD-ROM equipment (specifications previously approved by the Commission) @ \$3,000 each times 38= \$114,000.</p> <p style="text-align: right;">Total \$114,000</p>
<p>7. Re-open reimbursement for Satellite Systems.</p>	<p>Re-open the satellite reimbursement program to 102 eligible agencies in the POST reimbursement program that did not take advantage of this opportunity on two previous occasions. Maximum reimbursement was set at \$1,975 per system. It is projected that as many as 75 of them would seek reimbursement at a total cost of \$148,125.</p> <p style="text-align: right;">Total \$148,125</p>

Item	Specific Proposal or Action
<p>8. Convert existing IVD training program (Alcohol and Drug Recognition and Investigation) to CD-ROM format.</p>	<p>Contract with an entity to convert this program to CD-ROM format at a cost not to exceed \$300,000.</p> <p style="text-align: right;">Total \$300,000</p>
<p>9. To ensure that this simulator technology will have effective utilization, additional POST staff support is required. Existing resources are insufficient to handle the duties enumerated on the attachment. The long-term solution is to add one additional staff member resulting in a future budget change proposal. As an interim measure, a one-year POST Management Fellow is recommended.</p>	<p>Contract with a law enforcement agency or other organization to provide the services for a one-year of a Special Consultant in the POST Management Fellowship Program at a cost not to exceed \$130,000.</p> <p style="text-align: right;">Total \$130,000</p>

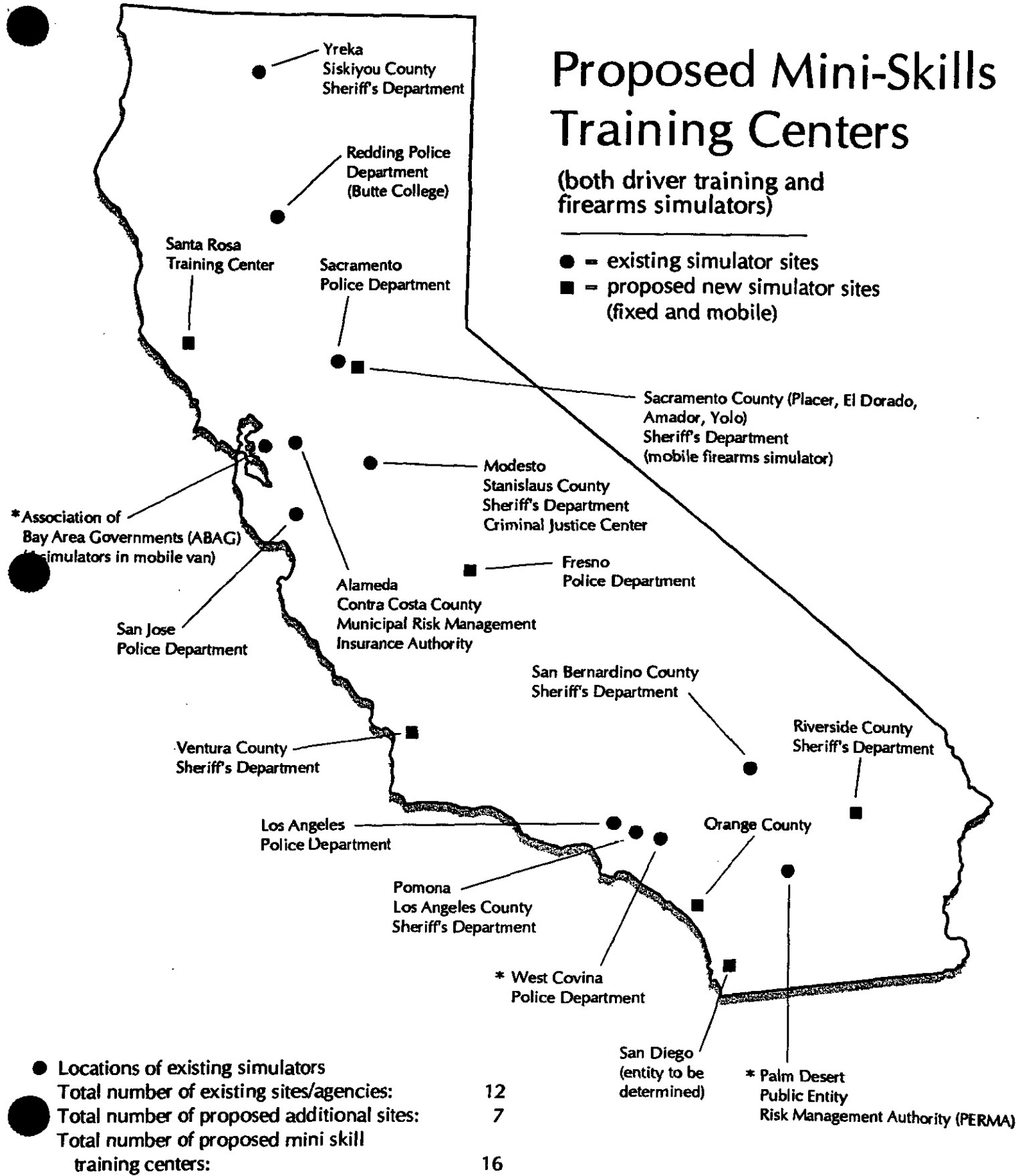
GRAND TOTAL \$ 5,867,375

Revised 12-30-98

Proposed Mini-Skills Training Centers

(both driver training and firearms simulators)

- = existing simulator sites
- = proposed new simulator sites (fixed and mobile)



* Association of Bay Area Governments (ABAG) (simulators in mobile van)

* West Covina Police Department

* Palm Desert Public Entity Risk Management Authority (PERMA)

* Simulators not funded by the Commission

Proposed Mini-Skills Training Centers

- 1. Siskiyou County Sheriff's Department/College of the Siskiyou**
- 2. Redding Police Department/Butte College**
- 3. Sacramento Police Department/Sacramento County Sheriff's Department**
- 4. Santa Rosa Training Center**
- 5. San Jose Police Department**
- 6. Contra Costa County/Los Medanos College**
- 7. Alameda County Sheriff's Department**
- 8. Los Angeles Police Department**
- 9. Los Angeles County Sheriff's Department**
- 10. West Covina Police Department**
- 11. Modesto - Ray Simon Regional Training Center (Joint Powers Agency)**
- 12. San Bernardino County Sheriff's Department**
- 13. Riverside County Sheriff's Department**
- 14. Orange County Sheriff's Department**
- 15. San Diego Regional Public Safety Training Institute**
- 16. Central Coast (at a site to be determined)**
- 17. Fresno Police Department**

Proposed Additions to the Technology Spending Plan

1. Modesto - do not provide a firearms simulator as they are receiving \$165,000 from the federal government for a mobile firearms simulator. Instead, they have requested \$35,000 for the purchase of a truck to pull the mobile trailer plus some Plan III operating costs for one year. Suggest operating costs be shared and that POST's contribution be capped at \$100,000 for one year.

Total Cost \$135,000

2. West Covina Police Department - replace their driving simulator at cost of \$362,000.

Total Cost \$362,000

3. Contra Costa/Los Medanos College - provide a firearms simulator.

Total Cost \$100,000

4. Alameda County Sheriff's Department - provide a driving simulator.

Total Cost \$362,000

Grand Total Cost \$959,000

**Responsibilities for Management Fellow
POST Simulation Projects**

1. Develop a plan for managing the POST simulator program.
2. Coordinate the simulator program with the perishable skills program.
3. Oversee the development of a driving simulator instructor course and determine the need and mechanism for a shooting simulator instructor course.
4. Work with the simulator presenters to develop the marketing plan for simulation training (e.g., videos, special presentations).
5. Work with presenters of simulator training to ensure their programs are meeting POST standards.
6. Assist agencies in identifying problems associated with simulator training and help them determine the most appropriate solutions.
7. Write the terms and conditions provisions in contracts with agencies for simulators.
8. Manage the contracts for simulators.
9. Coordinate the special resources required to certify simulator training programs (e.g., site visits by trained evaluators).
10. Develop operational guidance for use of shooting simulators, for example, determining the place of shooting simulator training in a continuum of firearms training.
11. Determine the need and mechanism for generating shooting simulator scenarios.
12. Develop the plan for on-going support of the simulation program(s) including, POST and presenter responsibilities.

Proposed
POST's Expectations for Simulator Recipients
(To Be Contract Stipulations)

1. **In order to be considered as a potential recipient of driving simulators, the recipient must already be a presenter of POST-certified training.**
2. **Recipient must make arrangements to provide a suitable facility to house the simulator(s).**
3. **If appropriate, cooperative agreements must be secured with local agencies and academy.**
4. **Driver training simulator recipient must develop an operating plan that takes into consideration the factors discussed in the *POST Development Guidelines for Driving Simulator Training Programs*.**
5. **Recipient must agree to gather and maintain data specified by POST to assist in evaluation of simulator training.**
6. **Recipient must agree to train officers from multiple agencies and ensure that the majority of trainees are in-service officers.**
7. **Recipient must agree to adhere to POST's guidelines for operating simulators (to be developed, including obtaining POST course certification.**
8. **Driver training simulators must be used primarily for the training of law enforcement. Firearms simulators must be used exclusively for law enforcement training.**
9. **POST will allow costs for annual maintenance contracts in Plan III tuitions. POST assumes no responsibility for replacement or upgrades. POST will however assume a coordinative role that has the effect of standardizing and ensuring the effectiveness of the training.**
10. **Recipients must recognize that the key to simulator training is having competent and properly trained instructors.**

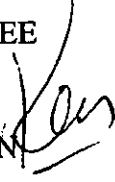
State of California

Department of Justice

MEMORANDUM

Date: 12-8-98

To: FINANCE COMMITTEE

From: KENNETH J. O'BRIEN 
Executive Director
Commission on Peace Officer Standards and Training

Subject: CONTINUATION OF REIMBURSEMENT PLAN III FOR DRIVER
SIMULATOR TRAINING

The Commission, at its January 1998 meeting, approved reimbursement Plan III (tuition, travel, and per diem) for one year while an evaluation of driver simulator training was conducted by POST. A report on this study is included in this meeting's agenda.

Of the nine simulator sites originally funded by POST, three (Los Angeles County Sheriff's Department, San Jose Police Department, and Los Medanos College) have availed themselves of Plan III tuition. In addition, one other self-funded simulator site (West Covina Police Department) has also been provided Plan III reimbursement. At the time of approval, directions from the Commission were to exclude any costs for simulator upgrades or maintenance. Tuitions range from \$72 to \$110 which reflects mostly on the varying length of training courses. Three of the presenters have courses eight hours long, and two presenters have courses of four hours long. Reimbursement costs include trainee travel, per diem and tuition.

To date during this fiscal year, \$ 5,735 has been reimbursed for tuition by POST. It is anticipated that additional presenters will seek Plan III reimbursement during this fiscal year.

Based upon the results of the driver simulator training evaluation, it is proposed that simulator maintenance agreement costs be allowable as a tuition expense. Other maintenance expense would not be allowable. Annual costs for these agreements are \$2,363 for the existing Doron simulator. No replacement costs would be proposed for tuition reimbursement. Even though it is difficult to accurately predict tuition reimbursement costs, it is estimated that costs would not exceed \$100,000 annually even if the Commission were to add additional simulator sites. This cost would exclude any costs associated with the operation of a mobile simulator should the Commission elect to approve such an item.

It is recommended that Plan III reimbursement apply to POST-certified driver simulator training courses and that maintenance agreement costs be allowable in tuitions.

MEMORANDUM

To : Finance Committee

Date: January 5, 1999

Kenneth J. O'Brien

From : KENNETH J. O'BRIEN
Executive Director
Commission on Peace Officer Standards & Training

Subject: REVIEW OF EN ROUTE SUBSISTENCE ALLOWANCE

This matter was before the Finance Committee and the Commission at the November 1998 meeting. It was continued until the January 1999 meeting to permit staff to develop additional information with regard to alternatives for the current formula that guides the reimbursement process for en route subsistence.

It is important to note that the philosophy that overlays POST reimbursement for subsistence and travel is that this subvention is not expressly intended to cover actual costs in individual training events. Per diem reimbursement is combined with travel as an aggregate. The combination of these two, on the average, will provide adequate reimbursement to participating agencies.

En route subsistence is based upon the number of miles a trainee's agency is from the course site. Subsistence is paid on an incremental basis through our predetermined coordinates. En route expense is not reimbursed for mileage of less than 50 miles. The maximum allowance is currently \$119 for a round trip of 400 miles or greater.

The automated formula for calculating en route expenses is presented as follows:

Round-trip mileage, minus 50 miles, divided by 350, multiplied by the per diem rate. The divider, 350 represents our experience with past round-trip travel practices, minus 50 miles. As an example, in using a round-trip of 400 miles, a subtraction of 50 miles would be made. The remaining 350 miles would be divided by 350 which would equal 1. One (1) multiplied by the per diem (\$119) would equal \$119 in reimbursement.

Staff will be prepared to discuss options with the committee for adjusting the en route subsistence allowance. However, it is understood that concerns bringing this matter before the Committee relate very specifically to the Museum of Tolerance's one-day training course.

This course is somewhat unique in that agencies are encouraged to send trainees from all areas of the State to a one-day course. Many trainees must stay overnight and do not qualify for a full day's subsistence allowance under current rules for calculating reimbursement. The Committee may wish to consider a special adjustment to en route subsistence for this museum course only.

Staff will provide additional information at the meeting.

K

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Management Course Contracts – Fiscal Year 1999/2000		Meeting Date January 21, 1999
Bureau Center for Leadership Development	Reviewed By <i>W. A. Hael</i>	Researched By Steve Lewis
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-23-98</i>	Date of Report December 3, 1998
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 for Detail) <input type="checkbox"/> No

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

Issue

Commission review and approval of Management Course contracts for Fiscal Year 1999/2000 are required to authorize the Executive Director to negotiate with the presenter.

Background

These courses are currently budgeted at \$356,915 for twenty (20) presentations by five presenters:

- California State University – Humboldt
- California State University – Long Beach
- California State University – Northridge (Decertified August/1998)
- California State University – San Jose
- San Diego Regional Training Center – San Diego

No other educational institutions have expressed interest in presenting the Management Course. In addition, there are two certified Management Course presenters who offer training to their own personnel at no cost to the POST fund:

- California Highway Patrol
- State Department of Parks and Recreation

Analysis

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

It is estimated that 20 presentations will be required in FY 1999/2000. Staff anticipates some increases of FY 1998/99 due to increased costs for instructors, coordination, facilities, and materials.

Recommendation

Authorize the Executive Director to negotiate new contracts to be returned to the Commission at the April 1999 meeting.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Command College and Executive Training – Fiscal Year 1999/2000		Meeting Date January 21, 1999
Bureau Center for Leadership Development	Reviewed By <i>W. G. Hall</i>	Researched By Steve Lewis
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-23-98</i>	Date of Report December 3, 1998
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 for Detail) <input type="checkbox"/> No

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

Issue

Commission review and approval of the Command College and Executive Training contract for Fiscal Year 1999/2000 are required to authorize the Executive Director to negotiate with the presenter.

Background

Since the inception of the Command College in 1984, the Commission has approved a contract with San Diego Regional Training Center to provide the services of faculty, facilitation, coordinators, facilities, materials, course development, and related activities for the Command College and seminars for chiefs, sheriffs, and senior law enforcement managers. Additionally, beginning with the 1992/93 Fiscal Year, the Commission approved the costs of administering and presenting the Executive Development Course to be included in the executive training contract.

In the 1997/98 Fiscal Year, the Commission approved funding for a Leadership Conference. The first conference was held in Burbank on November 12-14, 1997, with approximately 550 managers and executives in attendance. The second Leadership Conference is being considered for 1999/2000 Fiscal Year at an estimated cost of \$50,000.

Executive training has been designed to meet the stated needs of chiefs, sheriffs, and senior managers. In 1999/2000 CLD staff will develop, coordinate, and present approximately 35 executive seminars.

The Executive Development Course is presented in two modules of 40 hours each. The course is held in both the northern and southern part of the state for the convenience of the participants and to further conserve on travel and per diem reimbursement costs. During 1998/99 Fiscal Year, six presentations were approved by the Commission for a total cost of \$139,722. The total cost for the Executive Development Course for 1999/2000 is expected to remain the same as 1998/99.

The total contract amount for the Command College, management and executive training seminars, and the Executive Development Course for Fiscal Year 1998/1999 is \$463,677. Contract costs for 1999/2000 are estimated to increase slightly due to increased training costs.

Analysis

Funds will be needed to support the on-going programs of the Command College, Executive training and seminars, Executive Development Course, and the Leadership Conference.

Recommendation

Authorize the Executive Director to negotiate a new contract to be returned for Commission approval at the April 1999 meeting.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Supervisory Leadership Institute, – Fiscal Year 1999/2000		Meeting Date January 21, 1999
Bureau Center for Leadership Development	Reviewed By <i>Dane Hall KS</i>	Researched By Neil Zachary
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval	Date of Report December 17, 1998
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 for Detail) <input type="checkbox"/> No

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

Issue

Commission review and approval of the Supervisory Leadership Institute (SLI) contract for Fiscal Year 1999/2000 are required to authorize the Executive Director to negotiate a contract with CSU-Long Beach.

Background

The Commission initially approved the SLI in Fiscal Year 1988/89. The demand for the institute increased with each succeeding year and the current number of classes is 10 for an eight-month cycle.

Analysis

The SLI contract for Fiscal Year 1998/99 was for \$727,904, which included the expansion of SLI from 8 to 10 classes per eight-month cycle and transferring administrative duties to CSU-Long Beach. The demand for SLI has continued to grow and there are currently over 800 people on the waiting list. To accommodate the waiting list, it is recommended SLI be increased to 12 classes per eight-month cycle. In addition, it is recommended that a SLI facilitator training course be adopted for the next fiscal year.

Recommendation

Authorize the Executive Director to negotiate a new contract to be returned for Commission approval at the April 1999 meeting.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title POST/DOJ Interagency Agreement for Training		Meeting Date January 21, 1999
Bureau Training Delivery and Compliance Bureau	Reviewed By Dick Reed, Chief <i>12-21-98</i>	Researched By Mickey Bennett
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-23-98</i>	Date of Report December 21, 1998
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 for details) <input type="checkbox"/> No

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

ISSUES

Should the Commission authorize the Executive Director to negotiate an Interagency Agreement with the Department of Justice Advanced Training Center continue to provide training to local law enforcement agencies during Fiscal Year 1999-2000?

BACKGROUND

Department of Justice has been contracting with POST to provide training to local law enforcement agencies since 1974. During Fiscal Year 1998-99, the amount allocated to this training was \$1,200,000. For this amount the Department of Justice presented 22 separate courses.

The Commission, under a different agenda item, is currently considering an adjustment to the 1998-99 contract which will increase DOJ's presentations to 24 separate courses and amend the authorized budget for Fiscal Year 1998-99 to \$1,875,535.

These courses are unique and have been developed at the request of POST staff. The state-wide training needs assessment indicates that during Fiscal Year 1999-2000 some courses need additional presentations and at least three new courses need to be developed. During negotiations for Fiscal Year 1999-2000 it is anticipated there will be modest increases for instructor salaries, course coordinators and duplication costs based on the new the increased budget allocations the Commission recently authorized. The contract for Fiscal Year 1999-2000 should not exceed \$2,000,000.


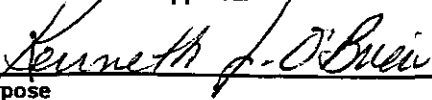
The Department of Justice is agreeable to conducting a similar training program in Fiscal Year 1999-2000.

RECOMMENDATION

Authorize the Executive Director to negotiate a similar agreement with the Department of Justice for Fiscal Year 1999-2000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Authority to Negotiate Contract for Broadcast of Video Training Tapes for FY 1999/2000		Meeting Date January 21, 1999
Bureau Training Program Services	Reviewed By 	Researched By Ron Crook
Executive Director Approval 	Date of Approval 12-17-98	Date of Report December 1, 1998
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for 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 authorize the Executive Director to negotiate an interagency agreement with San Diego State University or other public entities to assemble and broadcast twelve videotape training programs and provide encryption technical services for all satellite broadcasts during Fiscal Year 1999/2000?

BACKGROUND

During Fiscal Year 1998/99, the Commission approved a \$108,500 contract with San Diego State University for the assembly and broadcast of twelve satellite training video programs and encryption technical services for all POST satellite broadcasts. Six of the broadcasts have been completed in Fiscal Year 1998/99, with the remaining six scheduled for one each month through June 1999. The broadcasts are recorded directly from satellite and used by law enforcement agencies for training of their personnel. Feedback from the field continues to be highly supportive of the monthly training video broadcasts, and the Commission is encouraged to continue this program.

ANALYSIS

Satellite broadcasts of law enforcement training segments continues to be an effective method for program delivery. Each two-hour broadcast contains at least four high quality, agency-produced videotapes and six Case Law Update segments (three each produced by the Alameda County District Attorney's Office and Golden West College). More than 700 videos have been presented via satellite since the series began in December 1988. Satellite distribution has greatly expanded the use of specialized law enforcement video material and has helped to improve the effectiveness of training programs overall.

RECOMMENDATIONS

It is recommended that the Executive Director be authorized to negotiate a renewed contract with San Diego State University, or other units of the California State University system, for the assembly and transmission of twelve satellite training video programs and encryption technical services for all POST satellite broadcasts during Fiscal Year 1999/2000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Authority to Negotiate Contracts for the FY 1999-00 Telecourse Programs		Meeting Date January 21, 1999
Bureau Training Program Services Bureau	Reviewed By <i>Bud Lewallen, Bureau Chief</i>	Researched By Ray Bray
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-17-98</i>	Date of Report December 16, 1998
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 for 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 authorize the Executive Director to negotiate an interagency agreement with San Diego State University, or other public entities, for distance learning telecourse training programs for Fiscal Year 1999-00.

BACKGROUND

During Fiscal Year 1998-99, POST will have produced and presented a total of 11 telecourses, three specialized videos, numerous scenario videos for the Basic Course and several specialized "edit only" projects. The current Fiscal Year contract is for \$935,000. The original \$550,000 contract was augmented pursuant to Assembly Bill 350, providing among other projects \$385,000 to complete domestic violence related telecourses and to film scenarios dealing with domestic violence for the Basic Course.

The production and presentation of satellite telecourses continues to be a valuable, effective training medium. The law enforcement community has enthusiastically accepted the medium, as evidenced by positive evaluations and many unsolicited calls requesting specific topics for future broadcasts. Moreover, 429 law enforcement agencies currently possess satellite receivers provided by the Commission and an increase in program demand continues.

ANALYSIS

It is proposed to produce 12 telecourses during Fiscal Year 1999-00 at an average cost of \$55,000 each and to produce three specialized videos at an average cost of \$30,000 each.

San Diego State University KPBS Public Broadcasting has provided POST with excellent production capability. Their management, script writers, producers, directors, and camera operators have adapted well and support POST's demand for high quality law enforcement programming.

RECOMMENDATION

Authorize the Executive Director to negotiate with San Diego State University or other public entities for production of telecourses and specialized training videos for Fiscal Year 1999-00.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Renewal of Master Instructor Development Program contract for FY 1999-2000		Meeting Date January 21, 1999
Bureau Training Program Services	Reviewed By <i>Bud Lewallen</i>	Researched By Leslie K. Brown
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-18-98	Date of Report December 17, 1998
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 for 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 authorize the Executive Director to negotiate a contract with the San Diego Regional Training Center (RTC) for support of the Master Instructor Development Program (MIDP) for Fiscal Year 1999-2000?

BACKGROUND

At its April 16, 1998 meeting, the Commission approved the renewal of a contract with the San Diego Regional Training Center to provide coordination and presentation support for the Master Instructor Development Program (MIDP). The contract, totaling \$248,502.00, provided fiscal support for workshops associated with MIDP classes 8, 9, and part of 10 and 11. It also funded an update seminar for previous program graduates held yearly in June. The proposed contract will seek to continue the contractor's current level of program support throughout FY 1999-2000, for classes 9, 10, 11, and 12. It will additionally seek funding to support a statewide instructor symposium to be hosted by RTC and POST.

ANALYSIS

The Master Instructor Development Program consists of five workshops presented over a one year period including an 80-hour Core Course, a 32-hour Learning Contract workshop, two 24 hour Progress Workshops, and a final 40 hour Validation Workshop. A full program overlaps fiscal years.

The program is designed to elevate experienced law enforcement instructors to a mastery level in instructional design, adult learning concepts, instructional technologies, research and publication, subject matter expertise, and training methodologies. Individuals who complete the course serve as mentors and trainers to journeyman and incumbent instructors at local training centers throughout the state. The MIDP is a key component of the Commission's Strategic Plan Implementation Plan to improve the overall quality and effectiveness of instruction for California law enforcement.

The San Diego Regional Training Center has provided POST with presentation support consistent with POST's standards for quality training. The 1999-2000 contract, as proposed, would provide funding for workshops needed to complete classes 9 and 10, and funding for a majority of workshops for classes 11 and 12. Additional funding will support a statewide instructor symposium, and an update conference for MIDP program graduates. These two conferences will keep law enforcement instructors abreast of innovations in instructional technology, teaching methodologies, and instructional skills development.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with the San Diego Regional Training Center for the Master Instructor Development Program for Fiscal Year 1999-2000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Authorization to Continue Robert Presley Institute of Criminal Investigation Core Course Contract for FY 1999-2000		Meeting Date January 21, 1999
Bureau Training Program Services	Reviewed By <i>Bud Lewallen</i>	Researched By Dave Spisak
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-17-98	Date of Report December 16, 1998
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for detail) <input type="checkbox"/> No

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

ISSUE

Request authority for the Executive Director to negotiate contracts for the continued delivery of the Robert Presley Institute of Criminal Investigation (ICI) Core Course for Fiscal Year 1999-2000.

BACKGROUND

The Commission approved contracts with five providers for the delivery of 24 offerings of the Robert Presley Institute of Criminal Investigations (ICI) Core Course in the amount not to exceed \$605,011 for fiscal year 1998-1999.

There are five presenters of the Core course: Los Angeles Police Department, San Diego Regional Training Center, San Francisco Police Department, Sacramento Regional Criminal Justice Training Center and San Jose State University. All five presenters desire to continue offering this course.

ANALYSIS

ICI Courses are presented using adult experiential learning concepts that have proven to be an excellent method of instruction. Trainees are challenged to learn and perform in realistic role-play exercises and practical simulations.

The Core Course is a recommended prerequisite to all other courses in the ICI program and is therefore the foundation upon which all other courses are built. ICI is directed at training law enforcement personnel assigned to follow-up investigations. ICI provides training for detectives in all aspects of criminal investigations.

Because local agencies are experiencing fiscal constraints and find it difficult to pay tuition "up front," the Commission has approved paying the presentation costs of the Core Course directly to the presenters.

RECOMMENDATION

Authorize the Executive Director to negotiate new contracts with the aforementioned five qualified public presenters for a minimum of 24 presentations of the Core Course during Fiscal Year 1999-2000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Authorization to Continue Robert Presley Institute of Criminal Investigation Contract for Foundation Specialty Courses, Instructor Development Workshops and ICI Administration for FY 1999-2000		Meeting Date January 21, 1999
Bureau Training Program Services	Reviewed By Bud Lewallen	Researched By Dave Spisak
Executive Director Approval Kenneth J. O'Brien	Date of Approval 12-17-98	Date of Report December 16, 1998
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for detail) <input type="checkbox"/> No

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

ISSUE

Request authority for the Executive Director to negotiate a contract for the continued delivery of the Robert Presley Institute of Criminal Investigation (ICI) Homicide Foundation Specialty Course, Instructor Development Workshops, and ICI Administrative support for Fiscal Year 1999-2000.

BACKGROUND

The Commission approved a contract for four (4) presentations of the ICI Homicide Foundation Course not to exceed \$74,968 for fiscal year 1998-1999.

Additionally, the Commission approved four (4) Instructor Development Classes, curriculum update workshops, an annual instructor update workshop, and administrative support in a contract not to exceed \$119,004 for fiscal year 1998-1999.

ANALYSIS

The Homicide course is one of 12 existing Foundations Specialty choices for follow-up investigators to select. American River College, DBA: Sacramento Regional Criminal Justice Training Center, is one of three presenters of this course giving us Statewide geographic coverage. The addition of this presenter last year reduced the waiting time to take the Homicide Course from up to 2 years to approximately 6 months. Similar enrollment numbers are expected next fiscal year.

Continued Instructor Development classes are anticipated during the next fiscal year. In addition to normal instructor attrition due to retirement, transfer and promotion, continued growth of classes offered under the ICI umbrella is expected. On-going curriculum reviews of up to 4 topics per year are needed to ensure relevant curriculum in each foundation specialty. Finally, the administrative support that has been provided by the San Diego Regional Training Center during the current year has successfully freed POST staff time from routine administrative tasks.

RECOMMENDATION

Authorize the Executive Director to negotiate new contracts for four (4) presentations of the Homicide Foundation Specialty Course; four (4) presentations of the ICI Instructor Development Course; curriculum update activities, an Annual Instructor Update Workshop; and specific administrative support activities for Fiscal Year 1999-2000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Approvals - Basic Driver Training, Basic Motorcycle, Motorcycle Update & Basic Narcotic Courses		Meeting Date January 21, 1999
Bureau Training Delivery & Compliance	Reviewed By Dick Reed <i>[Signature]</i> 12-15-98	Researched By Gary C. Sorg <i>[Signature]</i>
Executive Director Approval <i>[Signature: Kenneth J. O'Brien]</i>	Date of Approval 12-17-98	Date of Report December 15, 1998
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 for details) <input type="checkbox"/> No

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

ISSUES

Approval to negotiate contract agreements with certain POST certified presenters of the Basic Course Driver Training, the Basic Motorcycle Course, Motorcycle Update Course, and the Basic Narcotic Course to provide training to California law enforcement for fiscal year 1999/2000.

BACKGROUND

The Commission has recognized the difficulty for some law enforcement agencies to pay for tuition costs in advance of the course presentation. For several years the Commission years has allowed the transfer of some categories of training, identified as high cost and needed statewide, from Plan III to contract. *Basic Course Driver Training, Basic Motorcycle Training, and Basic Narcotics Training*, were identified as meeting this category. Although switching from Plan III to contracts has not appreciably increased or decreased the cost to POST of providing these courses, agencies have benefitted by the elimination of up-front costs and some reduction in administrative processing. At its November 1998 meeting, the Commission approved the addition of the California Highway Patrol's *Motorcycle Update Course* for conversion from Plan III to contract.

This proposal would allow the Executive Director to negotiate contracts with presenters of these courses for fiscal year 1999/2000.

ANALYSIS

The amount proposed represents the same amount that would allocated through terms of certification for tuition under Plan III and does not increase the fiscal impact to the Peace Officer Training Fund. These negotiations are the first step towards agreements that would simply continue to make training programs more convenient for law enforcement.

Contract negotiations would occur with the following agency and college presenters:

Alameda County Sheriff's Department
Alan Hancock College
California Highway Patrol
College of the Redwoods
Fresno Police Department
Los Angeles Police Department
Los Medanos College
Oakland Police Department
Orange County Sheriff's Department
Sacramento Police Department
San Bernardino County Sheriff's Department
San Diego Police Department
South Bay Regional Public Safety Training Consortium
Ventura County Sheriff's Department

RECOMMENDATION

Authorize the Executive Director to negotiate contracts with the agencies and colleges described to train a maximum of 72 students in the Motorcycle Update Course, 125 students in the Basic Narcotic Course, 475 students in the Basic Motorcycle Course, and 4170 students in the Basic Course Driver Training. The total amount of these contracts not to exceed \$ 2,222,658 for the period starting July 1, 1999 and ending June 30, 2000.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Labor/Management Partnerships Core Course – Fiscal Year 1999/2000		Meeting Date January 21, 1999
Bureau Center for Leadership Development	Reviewed By <i>Don Hall KS</i>	Researched By Steve Lewis
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-24-98</i>	Date of Report December 17, 1998
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 for Detail) <input type="checkbox"/> No

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

Issue

Commission review and approval of the Labor /Management Partnerships Course contract as proposed for the Fiscal Year 1999/2000 are required to authorize the Executive Director to negotiate with the presenter.

Background

At the November 1995 meeting, the Commission approved the first contract for the Labor/Management Partnerships Core Course. The San Diego Regional Training Center received the certification and contract to present the first four courses.

Analysis

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

It is estimated that 20 presentations will be required in FY 1999/2000. Staff anticipates some increases of FY 1998/99 due to increased costs for instructors, coordination, facilities, and materials.

Recommendation

Authorize the Executive Director to negotiate new contracts to be returned to the Commission at the April 1999 meeting.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request Authorization to Negotiate an Interagency Agreement with San Diego Regional Training Center for the presentation of Human Relations Training programs for the fiscal year 1999-2000.		Meeting Date January 21, 1999
Bureau Training Program Services	Reviewed By <i>Bud Lewallen</i>	Researched By Steve Chaney
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-17-98	Date of Report December 16, 1998
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 for 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 authorize the Executive Director to negotiate an interagency agreement with the San Diego Regional Training Center for the presentation of Cultural Diversity - Human Relations courses during fiscal year 1999/2000?

BACKGROUND

In 1990 the California Legislature enacted a statutory requirement for POST to develop human relations training for California law enforcement focusing on cultural diversity and awareness. Since 1992 approximately 300 agencies have participated in several versions of that training.

In July 1998 the Commission renewed contracts with San Diego Regional Training Center (SDRTC) for the continuation of the Human Relations Training programs for fiscal year 98/99 for a total of \$ 169,582 .

ANALYSIS

The Commission is requested to authorize the Executive Director to negotiate a continuing contract as stated for the following four Human Relations - Cultural Diversity courses to be presented by San Diego Regional Training Center:

- A. *Building High Performance Inclusive Organizations Course (BIO)*: The cost for one presentation of the *BIO* course (80 hours over 10 months) was budgeted at \$33,546. Two presentations were requested for fiscal year 98/99 for \$67,092. Coordination (coaching and counseling for chief executives and management personnel as they progress through the four sections of the course) costs for fiscal year 98/99 were budgeted at \$12,420.
- B. *The Developing Personal Leadership Skills Course (DPLS)*: This course focuses on cross cultural communication skills and personal development of inclusiveness skills for organizational leaders and supervisors. The cost for one presentation of *Developing Personal Leadership Skills* was budgeted for fiscal year 98/99 at \$12,932.

- C. *Cultural Diversity Train the Trainer Course* and *Teach LEADS Course* (Law Enforcement Awareness of Disabilities). The current cost for a presentation of the *Training for Cultural Diversity Trainers* course is \$15,123. The current cost for a presentation of the *Teach LEADS* course is \$13,990. Total coordination costs for the four "train the trainer" class presentations requested was budgeted at \$5,980 for fiscal year 98/99.


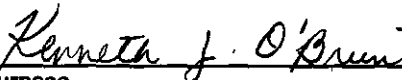
During the 98/99 fiscal year cycle, POST staff are facilitating training program evaluations on these four human relations courses relative to instructional delivery and curriculum. Additionally, by field survey, POST staff will be soliciting response from former students as to course relevancy and effectiveness in application to law enforcement agency operations.

RECOMMENDATION

It is recommended that the Executive Director be authorized to negotiate an interagency agreement with the San Diego Regional Training Center for fiscal year 1999-2000 for two presentations of the *Building High Performance, Inclusive Organizations* course; two presentations of the new *Developing Personal Leadership Skills* course; two presentations of the *Training for Cultural Diversity Trainers* course; two presentations of the *Teach LEADS* course; and for related program coordination.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request Authorization to Negotiate a Contract with The Simon Wiesenthal Center, d.b.a. Museum of Tolerance for the presentation of <i>Tools for Tolerance for Law Enforcement</i> training courses for the fiscal year 1999-2000.		Meeting Date January 21, 1999
Bureau Training Program Services	Reviewed By Bud Jewallen 	Researched By Steve Chaney
Executive Director Approval 	Date of Approval 12-23-98	Date of Report December 17, 1998
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 for details) <input type="checkbox"/> No

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

ISSUE

Request authority for the Executive Director to negotiate a fourth year contract with the Simon Wiesenthal Center, d.b.a. Museum of Tolerance, for the delivery of the training course *Tools for Tolerance for Law Enforcement* to 7,000 law enforcement employees for the Fiscal Year 1999 - 2000, contingent upon Legislative approval and commensurate allocation.

BACKGROUND

In 1996 the California Legislature allocated two million dollars to POST for the purpose of training 7,000 law enforcement officers through a stipulated contract with the Simon Wiesenthal Center, d.b.a. Museum of Tolerance in Beverly Hills, California. The Legislature allocated two million dollars annually to continue the program during fiscal years 1997-98 and 1998-99.

Approximately 35% of officers attending have come from agencies outside the greater Los Angeles basin. In 1997 the Legislature modified the budget language to authorize police chiefs and sheriffs to designate agency employees to attend who would benefit from the program, regardless of sworn or non-sworn status. Additionally, the original contract was modified in subsequent years to require the Museum to maintain sufficient numbers of trained law enforcement agency facilitators (one facilitator for each tour group of 20 students) to provide overall guidance during the one-day course and lead group debriefing sessions at the close of the training day. The current tuition cost per trainee is \$193.21.

ANALYSIS

Authorization for negotiating a contract will allow for continuance of the *Tools for Tolerance* training program for the 1999-2000 fiscal year. In FY 1998-99 the contract required an independent, professional evaluation of the effectiveness of the *Tools for Tolerance* training. POST established an Evaluation Advisory Group to develop a request for proposal, review bidders proposed evaluation designs and select a vendor to conduct the evaluation project. The American Institutes for Research (AIR) in Palo Alto, California was selected for the

five month evaluation project. POST staff monitored the evaluation process as well as reviewed and endorsed the final evaluation report. An executive summary of the AIR evaluation project is provided to the Commission at this January 1999 meeting as a separate consent item. Based on this report, recommendations for constructive modifications and enhancements to the *Tools for Tolerance* program will be presented to the Museum of Tolerance for implementation in course instructional design, delivery, and administration.

RECOMMENDATIONS

Authorize the Executive Director to negotiate a contract with the Simon Wiesenthal Center, d.b.a. Museum of Tolerance for the continuation of *Tools for Tolerance for Law Enforcement* training for 7,000 law enforcement employees for the fiscal year 1999-2000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Request for Authority to Negotiate Contracts for Development of Driving Simulator Scenarios		Meeting Date January 21, 1999
Bureau Training Program Services	Reviewed By <i>Bud Lewallen</i>	Researched By Dennis Aronson
Executive Director Approval <i>Renault J. O'Brien</i>	Date of Approval <i>12-17-98</i>	Date of Report December 16, 1998
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 for 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 authorize the Executive Director to negotiate contracts with one or more public entities to develop driving simulator scenarios for use in driving simulators used by California law enforcement agencies?

BACKGROUND

For the past several years, the Commission has contracted with an agency that has driving simulators to hire an instructor to develop scenarios for use by the 12 sites in California that present this training. These scenarios, which require specialized expertise to create, are critical to the success of the program. To date, approximately 100 scenarios have been developed.

ANALYSIS

There is a need to have "fresh" scenarios, especially for officers who may be taking simulator training a second time. Also, with the anticipated addition of updated driving simulators that will have new features (for example, freeway ramps, rural areas), new scenarios will be required. In the past, the contract was for \$33,000 for one individual to work half time developing scenarios. In order to enhance the scenario development process, the plan is to have two scenario developers, each working quarter time. The contract(s) will be with one or more entities that present simulator training to provide the individuals who will create the scenarios.

RECOMMENDATION

It is recommended that the Executive Director be authorized to negotiate contract(s) for fiscal year 1999/2000 with one or more public entities for developing driving simulator scenarios.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Administration of the POST Proficiency Examination		Meeting Date January 21, 1999
Bureau Standards & Evaluation	Reviewed By Alan Deal <i>ad</i>	Researched By Ken Krueger
Executive Director Approval <i>Kevin H. O'Brien</i>	Date of Approval 12-18-98	Date of Report December 16, 1998
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 for details) <input type="checkbox"/> No

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

ISSUE

Continuation of POST contract with Cooperative Personnel Services (CPS) to administer the POST Proficiency Examination.

BACKGROUND

Penal Code Section 832.3(b) requires POST to develop a standardized examination which enables 1) comparisons between presenters of basic course training, and 2) development of a data base for subsequent training programs.

Since 1981, all basic course graduates have been required to take the POST Proficiency Examination.

ANALYSIS

Because of the volume of test administrations and a lack of available POST staff, POST has contracted with CPS for administration of the Proficiency Examination each of the last seventeen years. CPS has done an acceptable job of administering the examination.

The amount of the 1998/99 fiscal year contract is \$60,000.00. The proposed contract for fiscal year 1999/00 is for an amount not to exceed \$68,074.00. An increase in the contract amount will allow for 1) continued pilot testing of experimental items for several testing programs, and 2) projected increases in test administration costs and other test-related expenditures.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with CPS to administer the POST Proficiency Examination during fiscal year 1999/00 for an amount not to exceed \$68,074.00.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Administration of the Entry-Level Reading and Writing Test Battery		Meeting Date January 21, 1999
Bureau Standards & Evaluation	Reviewed By Alan Deal <i>Alan Deal</i>	Researched By Bill Dyer
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-18-98	Date of Report December 16, 1998
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 for details) <input type="checkbox"/> No

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

ISSUE

Continuation of POST contract with Cooperative Personnel Services (CPS) to administer the POST Entry-Level Reading and Writing Test Battery.

BACKGROUND

Since 1983, the Commission has authorized the POST Entry-Level Test Battery be made available to agencies in the POST program at no cost. During this period, all test administration services associated with the testing program have been provided under contracts with CPS.

ANALYSIS

All contract services provided by CPS have been acceptable, and POST lacks the staff to perform these services. The 1998/99 fiscal year contract is for \$134,480.32. The ~~proposed contract~~ for fiscal year 1999/00 is for an amount not to exceed \$134,490.00. This new contract amount anticipates no increase in cost to continue to meet test usage and development requirements..

RECOMMENDATIONS

Authorize the Executive Director to negotiate a contract with CPS for administration of the POST Entry-Level Reading and Writing Test Battery during fiscal year 1999/00 for an amount not to exceed \$134,490.00.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for POST PC 832 Written Examination		Meeting Date January 21, 1999
Bureau Standards & Evaluation	Reviewed By Alan Deal <i>[Signature]</i>	Researched By Ken Krueger
Executive Director Approval <i>[Signature]</i>	Date of Approval 12-18-98	Date of Report December 16, 1998
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 for details) <input type="checkbox"/> No

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

ISSUE

Continuation of POST contract with Cooperative Personnel Services (CPS) to administer the PC 832 written examination.

BACKGROUND

Penal Code Section 832(a) requires that persons must pass a POST-developed or POST-approved examination to successfully complete the PC 832 course. POST has contracted with CPS for PC 832 written examination services each of the last nine years.

ANALYSIS

CPS has done an acceptable job of providing the contract services. The amount of the 1998/99 fiscal year contract is \$43,563.87. The proposed contract for fiscal year 1999/00 is for an amount not to exceed \$46,528.00. The proposed amount reflects an overall billing rate increase of approximately 5.0 %.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with CPS to administer the PC 832 written examination during fiscal year 1999/00 not to exceed \$46,528.00.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for Administration of the POST Entry-Level Dispatcher Selection Test Battery		Meeting Date January
Bureau Standards and Evaluation	Reviewed By Alan Deal <i>Alan Deal</i>	Researched By Donna Lively
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-18-98	Date of Report December 17, 1998
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 for details) <input type="checkbox"/> No

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

ISSUE

Continuation of POST contract with Cooperative Personnel Services (CPS) to administer the POST Entry-Level Dispatcher Selection Test Battery.

BACKGROUND

In January 1997, the Commission authorized that the POST Entry-Level Dispatcher Selection Test Battery be made available to agencies in the POST Public Safety Dispatcher Program at no cost, effective with the July 1, 1997 implementation date for new dispatcher selection standards [cf. Regulation 1018(c)(4)]. During the last fiscal year, POST contracted with CPS to provide services related to the production and distribution of examination materials to these participating agencies.¹

ANALYSIS

CPS has performed acceptably under the contract in providing services that could not be performed by POST without additional staff. The amount of the 1998/99 fiscal year contract is \$154,382. Projected testing volume for fiscal year 1998/99 based on the first six months suggests that over 200 administrations of the test battery will occur, with test orders exceeding 15,000 booklets. Several large agencies, however, have indicated that due to recruitment needs their testing frequency and volume will dramatically increase beginning 1999.

The proposed contract for fiscal year 1999/00 is for an amount not to exceed \$185,000. The proposed amount reflects an overall billing rate increase of approximately 5% and a projected increase in testing volume of approximately 30%.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with CPS to provide the POST Entry-Level Dispatcher Selection Test Battery to agencies in the POST Public Safety Dispatcher Program during fiscal year 1999/00 for an amount not to exceed \$185,000.

¹ Law enforcement agencies that elect not to participate in the voluntary dispatcher program are permitted to use the test battery on a fee-for-use basis. CPS is authorized under the contract to bill such agencies directly for examination materials and services.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract for POST Transition Pilot Program Test Administration Services		Meeting Date January 21, 1999
Bureau Standards & Evaluation	Reviewed By Alan Deal <i>[Signature]</i>	Researched By Ken Krueger
Executive Director Approval <i>[Signature]</i>	Date of Approval 12-18-98	Date of Report December 16, 1998
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 for details) <input type="checkbox"/> No

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

ISSUE

Continuation of POST contract with Cooperative Personnel Services (CPS) to administer the POST Transition Pilot Program test.

BACKGROUND

POST Procedure D-1-3(d) requires that students participating in part 1 of the POST Basic Course Transition pilot program pass a POST-developed first aid test and a POST-developed comprehensive test prior to advancing to part 2 of the instructional sequence. The examinations in this program are comprised of four separate tests, each with an optional retest.

It is most cost effective for POST to contract for printing, administering and scoring these examinations.

ANALYSIS

POST has contracted with CPS for many similar testing services over the past decade (e.g., PC 832 written examination, Reading and Writing Test, POST Proficiency Test, Dispatcher Test). CPS has done an acceptable job of providing these types of contract services in the past.

The amount of the 1998/99 fiscal year contract is \$41,113.96. The proposed contract for fiscal year 1999/00 is for an amount not to exceed \$54,900.00. The proposed amount reflects an expected overall billing rate increase of approximately 5.0% and an anticipated 25.0% increase in the number of students who will take the transition program tests.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with CPS to administer the POST Transition Pilot Program format test during fiscal year 1999/00 not to exceed \$54,900.00.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title State Controller's Office Agreement for Auditing Services		Meeting Date January 21, 1999
Bureau Administrative Services Bureau	Reviewed By Frederick Williams	Researched By Staff
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-29-98	Date of Report December 28, 1998
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 for details) <input type="checkbox"/> No

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

ISSUE

Continuation of the Commission on Peace Officer Standards and Training agreement with the State Controller's Office to provide auditing services.

BACKGROUND

Each year for the past several years, the Commission on Peace Officer Standards and Training has negotiated an interagency agreement with the State Controller's Office to conduct necessary audits of selected local jurisdictions which receive POST reimbursement funds.

ANALYSIS

The State Controller's Office continues to do an acceptable job in conducting the audits of several selected jurisdictions yearly to assure that reimbursement funds are being appropriately expended.

The Commission approved an agreement not to exceed \$85,000 for the current fiscal year. Approval is requested to enter into a similar agreement for FY 99/00 for an amount to maintain the current level of service.

RECOMMENDATION

Authorize staff to negotiate an interagency agreement with the State Controller's Office for services during Fiscal Year 1999-00.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Interagency Agreement with Teale Data Center		Meeting Date January 21, 1999
Bureau Computer Services Bureau	Reviewed By Glen Fine	Researched By Mitch Coppin
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-24-98</i>	Date of Report December 23, 1998
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for 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 authorize the Executive Director to negotiate an Interagency Agreement with the Teale Data Center in FY 99/00 for computer services.

BACKGROUND

POST has an Interagency Agreement with Teale Data Center (a State agency) for computer services. The contract provides for a link between POST's computer and the Teale Data Center's mainframe computer. This allows POST to utilize the mainframe's power for complex data processing jobs and the storage of large data files that require more resources than POST's minicomputer or PCs can provide. Teale Data Center staff also provides communications and Local Area Network (LAN) support and consulting services. The current year contract is for \$60,000.

ANALYSIS

POST uses the Teale Data Center mainframe computers for processing large statistical jobs and the storage of large test score data files. POST will also need support services for installing, maintaining, and troubleshooting our LAN system. This agreement gives POST needed processing power, storage capabilities, and technical LAN support. Costs are expected to be similar to this year (\$60,000).

RECOMMENDATION

Authorize the Executive Director to enter into an Interagency Agreement with the Teale Data Center for computer services in FY 99/00.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Health and Welfare Data Center - CALSTARS Support		Meeting Date January 21, 1999
Bureau Computer Services Bureau	Reviewed By Glen Fine	Researched By Mitch Coppin
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-24-98	Date of Report December 23, 1998
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for 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 authorize the Executive Director to negotiate an Interagency Agreement with the Health and Welfare Agency Data Center (a State agency) for computer linkage in support of the State Accounting System (CALSTARS) and other associated data processing services?

BACKGROUND

The mandated California Accounting and Reporting System (CALSTARS), implemented in 1986, requires that POST enter into a yearly contract with the Health and Welfare Data Center to provide data processing services during the year. The Health and Welfare Data Center also provides related data processing services such as: 1) Internet connections, 2) Local Area Network support, and 3) consulting services. The Commission approved an agreement not to exceed \$30,000 for current Fiscal Year 98/99.

ANALYSIS

Without the continuation of an agreement with the Health and Welfare Data Center, POST will not be able to perform necessary state accounting functions and will be out of compliance with accounting requirements. Additionally, POST anticipates an increase in CALSTARS billing rates and will be required to set aside sufficient funds to cover the increase. Costs are expected to be similar to this year (\$30,000).

RECOMMENDATION

Authorize the Executive Director to negotiate an Interagency agreement with the Health and Welfare Agency Data Center for computer services during Fiscal Year 99/00.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title DANKA Office Imaging (previously Eastman Kodak) Copier Maintenance Contract		Meeting Date January 21, 1999
Bureau Administrative Services Bureau	Reviewed By Frederick Williams	Researched By Staff
Executive Director Approval <i>Kenneth F. O'Brien</i>	Date of Approval 12-29-98	Date of Report December 28, 1998
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 for details) <input type="checkbox"/> No

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

ISSUE

Continuation of the Commission on Peace Officer Standards and Training agreement with DANKA Office Imaging for copier maintenance.

BACKGROUND

Each year the Commission on Peace Officer Standards and Training must enter into a contract for maintenance of its Kodak copier, a high volume copier. The cost of the maintenance agreement is based on a flat rate plus a per copy charge in accordance with a Master Service Agreement developed by the State Department of General Services.

ANALYSIS

Part of the cost of owning a copier is the monthly maintenance charge for usage. The Commission approved an agreement not to exceed \$16,000 for the current fiscal year. Approval is requested to enter into a similar agreement for FY 99/00 for an amount to maintain the current level of service.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with DANKA Office Imaging for services during Fiscal Year 1999-00.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

LEGISLATIVE REVIEW COMMITTEE

Thursday, January 21, 1999
Bahia Hotel
998 West Mission Bay Drive
San Diego, CA 92109
(619) 539-7708

MEMBERS

Bill Kolender, Chairman
Mike Carre
Tom Knutson
Bill Lockyer
Jan Scully

AGENDA

9:00 A.M.

Attachment

A. Status of POST Approved Legislation

A

The attached chart reflects progress on three of the proposed pieces of legislation approved by the Commission at the November 1998 meeting.

B. Proposed Amendment to Penal Code Section 832

B

This proposed bill is being returned to the Legislative Review Committee, as requested. Further staff work identified a reasonable training standard for certain classifications of peace officers authorized to perform general law enforcement duties. Currently, these peace officers must successfully complete the training requirements set forth in Penal Code Section 832. Some of these individuals may provide law enforcement services for their departments in particular geographical areas.

Some of the specific peace officer classifications identified in Attachment B participate in the POST program and meet POST standards. Others do not participate in the POST program. It is proposed that persons in the classifications identified in the proposed bill language complete the same training standard required of a Level III Reserve Officer (see Attachment B).

It is recommended that Section (h) be added to Penal Code Section 832 to address this issue.

C. New Legislation

C

SB 66 (Murray): This bill would require the Commission to develop "uniform, minimum guidelines that shall be adopted by California law enforcement agencies to be employed in establishing race neutral criminal profiles". A copy of the bill along with an analysis is included in Attachment C.

D. New Legislation of Interest to POST

D

SB 78 (Murray): This bill has been reintroduced after being vetoed by Governor Wilson last year. This bill would require all California police officers to collect specific data when conducting vehicle stops. This data would be sent to the Department of Justice to be included in their annual Uniform Crime Report statistics. The data collected would be used for research and statistical purposes. As written, this bill does not directly impact POST operations. A copy of the bill is included in Attachment D for informational purposes only.

POST-APPROVED LEGISLATION

Proposed Bill	Sponsor	Author	Comments
Amend PC Section 12403.5 to transfer tear gas training for security guard to Dept. of Consumer Affairs	PORAC	Not identified as of this writing	Author and bill number should be known by time of Legislative Review Committee meeting
Amend PC Section 13523 to allow POST to reimburse for Level I & II Reserve Officers to meet CPT requirement	POST Staff	Same as above	Same as above
Amend PC Section 832.3 (b) to allow for mid-course and end-of-course testing in the Basic Course	POST Staff	Same as above	Same as above

State of California

Department of Justice

MEMORANDUM

To : Legislative Review Committee

Date: January 4, 1999

From : Kenneth J. O'Brien
 Executive Director
 Commission on Peace Officer Standards & Training

Subject: PROPOSED AMENDMENT TO PENAL CODE SECTION 832

BACKGROUND

Certain classifications of peace officers are allowed to perform general law enforcement duties after successfully completing training requirements set forth in Penal Code Section 832 (64 hours). Some of these people patrol geographical areas alone, handle the full range of requests for police services, and take enforcement action on the full range of law violations for which the employee's department has enforcement responsibility.

ANALYSIS

Employees coming under the following Penal Code sections would appear to enjoy peace officer status and be assigned these general enforcement duties.

Peace Officer Classification	Penal Code Section
Local Agency Park Rangers	830.31 (b)
Housing Authority Patrol Officer	830.31 (d)
Harbor or Port Police (county, city, or district)	830.33 (b)
Transit Peace Officer (county, city, transit development board, or district)	830.33 (c)
Peace Officer (municipal utility district, county water district)	830.34 (a), (b)

Some of the entities noted above participate in the POST program and meet current POST training requirements for their peace officers. Many of the entities listed above do not participate in the POST program, and it is assumed their peace officers only satisfy the PC 832 training requirement.

In order to be proactive in providing more comprehensive training, it is proposed that persons in the classifications identified above successfully complete the Level III Basic Course Training Module within 6 months of employment. The proposed Level III Basic Course Training Module will be acted upon by the Commission at the January 1999 meeting. It consists of two parts -- the PC 832 course (64 hours) and a 98-hour supplemental course. Those peace officers currently employed would be required to complete 98 hour supplemental course for Level III Reserve Officers on or before January 1, 2002.

The Level III Basic Training Module is an updated course designed to meet the entry level training requirements for Level III reserve officers. It is due to be implemented on July 1, 1999, as a component of the Modular Format of the Regular Basic Course and will require 162 hours of training. Attachment A shows the new Level III Training Module. Note that this training incorporates the current PC 832 curricula and adds:

- Property crimes
- Crimes against persons
- Vehicle operations
- Crimes in progress
- Traffic enforcement
- Custody
- First aid and CPR
- Information systems
- Sexual Harassment
- Baton training
- Aerosol chemical agents

The training called for in this bill would increase not only the number of hours (an increase of 98 hours) but would increase the number of subjects taught. POST already has a number of training presenters in place who can conveniently offer this training.

It is suggested that Section (h) be added to Penal Code Section 832 to read:

(h) Any person having peace officer powers, who is assigned to the prevention and detection of crime and the general enforcement of the laws of this state, and patrols a geographical area personally handling the full range of requests for police services shall, within 6

months of employment, complete the level III Regular Basic Course Training Module prescribed by the Commission on Peace Officer Standards and Training prior to engaging in their peace officer duties. Officers appointed prior to January 1, 2000 shall complete the supplemental course portion of the Level III Regular Basic Training Module prescribed by the Commission prior to January 1, 2002.

RECOMMENDATION

The level III reserve officer training standard will better meet the needs of officers described by the proposed section (h) to Penal Code Section 832. POST staff will work with the Legislature to ensure introduction of this bill.

LEVEL III MODULE

LD	Title	Level III Module		Total Hours
		PC832	Level III	
1	History, Professionalism and Ethics	2	6	8
2	Criminal Justice System	2	2	4
3	Community Relations	4	-	4
5	Introduction to Criminal Law	5	1	6
6	Property Crimes	-	2	2
7	Crimes Against Persons	-	2	2
15	Laws of Arrest	3	2	5
16	Search and Seizure	1	2	3
17	Presentation of Evidence	2	-	2
18	Investigative Report Writing	3	4	7
19	Vehicle Operations	-	8	8
20	Use of Force	3	3	6
23	Crimes In Progress	-	4	4
28	Traffic Enforcement	-	4	4
30	Preliminary Investigation	2	2	4
31	Custody	-	4	4
33	Arrest and Control/Baton	10	15	25
34	First Aid and CPR	-	21	21
35	Firearms/Chemical Agents	24	4	28
36	Information Systems	-	4	4
39	Crimes Against the Justice System	1	-	1
42	Cultural Diversity/Discrimination	-	4	4
	Minimum Instructional Hour	62	94	156
	PC 832 Arrest Course Examination	2	-	2
	POST-Constructed Comprehensive Tests	-	4	4
	Total Minimum Required Hours	64	98	162

BILL ANALYSIS		State of California COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 1601 Alhambra Boulevard Sacramento, CA 95816-7083		Department of Justice	
TITLE OR SUBJECT Race Neutral Criminal Profiles		BILL NUMBER/AUTHOR SB 66/ Kevin Murray		DATE INTRODUCED December 7, 1998	
		RELATED BILLS SB 78 (Vehicle Stop Data Collection)		DATE LAST AMENDED	
SPONSORED BY		RECOMMENDED POSITION Oppose, unless amended			
<p><u>GENERAL</u></p> <p>Senate Bill 66 would:</p> <p>Require the Commission to develop uniform, minimum guidelines that shall be adopted by California law enforcement agencies to be employed in establishing race neutral criminal profiles.</p> <ol style="list-style-type: none"> 1. The course of instruction for law enforcement officers (e.g., Basic Course) and the guidelines in establishing these profiles shall include adequate consideration of each of the following subjects: <ol style="list-style-type: none"> a. Examination and evaluation of racial stereotypes b. Examination and evaluation of criminal stereotypes c. Comparative evaluation of racial and criminal stereotypes d. Development of methodologies for establishing race neutral profiles 					
<p><u>ANALYSIS</u></p> <p>By requiring California law enforcement agencies to adopt "uniform, minimum guidelines," this bill mandates that POST develop operational guidelines for criminal profiling activities. POST is charged with developing and implementing selection and training standards for local law enforcement not in the development and implementation of operational policy and procedures.</p>					
ANALYSIS BY Tom Hood		DATE 1-5-99		FISCAL IMPACT None	
LEGISLATIVE LIAISON Tom Hood		DATE 1-5-99		EXECUTIVE DIRECTOR DATE	
COMMISSION MEETING DATE: January 21, 1999		COMMISSION POSITION:			

RECOMMENDATION

The development of internal operational policy and procedures is more the responsibility of a State agency such as the California Department of Justice. Should the author wish to include a training component in this bill, it would be appropriate for POST to address that responsibility.

POST staff will be working with the author to address the issues presented above.

BILL NUMBER: SB 78 INTRODUCED
BILL TEXT

INTRODUCED BY Senator Murray

DECEMBER 7, 1998

An act to amend Section 13012 of the Penal Code, relating to law enforcement.

LEGISLATIVE COUNSEL'S DIGEST

SB 78, as introduced, Murray. Department of Justice: annual report.

Existing law requires the Department of Justice to collect data necessary for the work of the department, to process, tabulate, analyze, and interpret the data, to present an annual report to the Governor containing the criminal statistics of the preceding calendar year, and to periodically review the requirements of units of government using criminal justice statistics.

This bill would expressly require this annual report, commencing with the report due on or before July 1, 2001, to contain specified statistics regarding all stops for traffic violations by law enforcement officers.

The bill also would require that data collected pursuant to these provisions be used only for research and statistical purposes and not contain any information that would reveal the identity of any individual who is stopped for a traffic violation or the identity of any law enforcement officer.

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

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 13012 of the Penal Code is amended to read:
13012. The annual report of the department provided for in Section 13010 shall contain statistics showing all of the following:

(a) The amount and the types of offenses known to the public authorities.

(b) The personal and social characteristics of criminals and delinquents.

(c) The administrative actions taken by law enforcement, judicial, penal, and correctional agencies or institutions, including those in the juvenile justice system, in dealing with criminals or delinquents.

(d) The number of citizens' complaints received by law enforcement agencies under Section 832.5. ~~Such~~ These statistics shall indicate the total number of these complaints, the number alleging criminal conduct of either a felony or misdemeanor, and the number sustained in each category. The report shall not contain a reference to any individual agency but shall be by gross numbers only.

(e) Commencing with the annual report due on or before July 1, 2001, the number of individuals stopped for routine traffic enforcement by law enforcement officers whether or not a citation or warning is issued and data on the following information related to those stops:

(1) The number of individuals stopped for routine traffic

enforcement, whether or not a citation or warning was issued.

(2) Identifying characteristics of the individual stopped, including the race or ethnicity, approximate age, and gender.

(3) The alleged traffic infraction that led to the stop.

(4) Whether a search was instituted as a result of the stop.

(5) Whether the vehicle, personal effects, driver, passenger or passengers were searched.

(6) The legal basis for the search, including whether consent was obtained, whether canine alerted, and whether there was probable cause or reasonable suspicion to suspect a crime.

(7) Whether any contraband was discovered in the course of the search.

(8) What was the contraband and how many or how much of the contraband was found.

(9) Whether any oral or written citation or warning was issued as a result of the stop.

(10) Whether an arrest was made as a result of either the stop or the search.

(11) Whether any property was seized under forfeiture laws with a description of that property.

(f) It shall be the duty of the department to give adequate interpretation of ~~the~~ these statistics and ~~so~~ to present ~~the~~ this

information ~~that it may be~~ in a manner that is of value in guiding the policies of the Legislature and of those in charge of the apprehension, prosecution, and treatment of the criminals and delinquents, or concerned with the prevention of crime and delinquency. The report shall include also statistics which are comparable with national uniform criminal statistics published by federal bureaus or departments heretofore mentioned.

(g) Data acquired pursuant to this title shall be used only for research or statistical purposes and shall not contain any information that may reveal the identity of any individual who is stopped or any law enforcement officer.


COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

 1601 ALHAMBRA BOULEVARD
 SACRAMENTO, CALIFORNIA 95816-7083

POST Advisory Committee Meeting
Wednesday, January 20, 1999
Bahia Hotel
998 West Mission Bay Drive
San Diego, CA 92109
(619) 488-0551

AGENDA

10:00 A.M.

- | | | |
|----|--|---------------|
| A. | Call to order and Welcome | Chair |
| B. | Moment of Silence Honoring Peace Officers Killed in the Line of Duty: | Chair |
| | <ul style="list-style-type: none"> • Officer Brian Ernest Brown, Los Angeles Police Department • Deputy Sandra L. Larson, Sacramento County Sheriff's Department • Officer Rick C. Cromwell, Lodi Police Department • Deputy John P. Monego, Alameda County Sheriff's Department | |
| C. | Roll Call and Special Introductions | |
| D. | Announcements | Chair |
| E. | Approval of November 4, 1998 Meeting Minutes (Attachment A) | Chair |
| F. | Election of Officers (Report of Nominating Committee) | Chair |
| G. | Report on Governor's Awards Screening Committee | Leisha Lekawa |
| H. | Report on California Law Enforcement Image Coalition | Joe Flannigan |
| I. | Position Added to the POST Advisory Committee - California Coalition of Law Enforcement Associations | Staff |

- | | | |
|----|---|---------------|
| J. | Proposed Policy Change to Permit Alternative Representative Attendance to Advisory Committee Meetings | Don Brown |
| K. | Review of Commission Meeting Agenda and Advisory Committee Comments | Staff/Members |
| L. | Advisory Committee Member Reports | Members |
| M. | Commission Liaison Committee Remarks | Commissioners |
| N. | Old and New Business | Members |
| O. | Next Meeting: | |

April 14, 1999
Doubletree Hotel
Costa Mesa, CA

Adjournment:

OFFICERS KILLED IN THE LINE OF DUTY 1998

ID #	NAME	AGENCY	F/A	DATE OF DEATH
1	Officer Steve G. Gajda	LAPD	F	01/01/98 (12/31/97)
2	Officer Scott M. Greenly	CHP - San Jose	A	01/07/98
3	Officer James J. Raposo	Visalia PD	F	01/09/98
4	Officer Britt T. Irvine	CHP - Santa Maria	A	02/24/98
5	Officer Rick B. Stovall	CHP - Santa Maria	A	02/24/98
6	Officer Paul D. Korber	Ventura Harbor Patrol	A	03/15/98
7	Chief J. Leonard Speer	Calapatria PD	F	04/10/98
8	Officer David J. Chetcuti	Millbrae PD	F	04/25/98
9	Officer Chris D. Lydon	CHP - El Cajon	A	06/05/98
10	Officer Claire N. Connelly	Riverside PD	A	07/12/98 (07/11/98)
11	Officer Filbert H. Cuesta, Jr.	LAPD	F	08/09/98
12	Sr. Deputy Lisa D. Whitney	Ventura County SD	A	08/12/98
13	Officer Brian Brown	LAPD	F	11/29/98
14	Deputy Sandy Larson	Sacramento County SD	A	12/08/98
15	Officer Rick C. Cromwell	Lodi PD	A	12/09/98
16	Deputy John Monego	Alameda County SD	F	12/12/98 (12/11/98)

Updated 12/16/98

Table Explanation - "F/A" Column: A = Accidental
F = Felonious

Table Explanation - "Date Of Death" Column: Dates in parentheses represent the date of the incident.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083POST Advisory Committee Meeting
November 4, 1998
Piccadilly Inn Hotel
Fresno, CA**MINUTES****CALL TO ORDER**

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

MOMENT OF SILENCE

The Advisory Committee held a moment of silence in honor of the following officers who have lost their lives while serving the public since the last Committee meeting:

- o Officer Filbert H. Cuesta Jr., Los Angeles Police Department
- o Sr. Deputy Lisa D. Whitney, Ventura County Sheriff's Department
- o Sheriff Sherman Block, Los Angeles Sheriff's Department

ROLL CALL OF ADVISORY COMMITTEE MEMBERS

Present: Don Brown, California Organization of Police and Sheriffs (COPS)
Mike Reid, California Association of Police Training Officers (CAPTO)
Norman Cleaver, California Academy Directors' Association (CADA)
Joe Flannagan, Peace Officers' Research Association of California (PORAC)
Derald Hunt, California Association of Administration of Justice Educators (CAAJE)
Leisha Lekawa, Women Peace Officers' Association of California (WPOA)
Earl Robitaille, Public Member
Leo Ruelas, California Community Colleges
G. "Sandy" Sandoval, California Specialized Law Enforcement
Woody Williams, California Peace Officers' Association

Members Absent:

Robert Blankenship, California Police Chief's Association
Kevin Mince, California Highway Patrol
Judith Valles, Public Member

Robert Blankenship, California Police Chiefs' Association (CPCA), had an excused absence.

Chairman Williams formally introduced the new member, Michael Reid, and welcomed him to the Advisory Committee.

Commission Advisory Liaison Committee Members Present:

Charles Brobeck
Collene Campbell
Rick TerBorch
Michael Carre
Philip del Campo
Ted Hunt

POST Staff Present:

Kenneth J. O'Brien, Executive Director
Glen Fine, Assistant Executive Director, Administrative Services
Hal Snow, Assistant Executive Director, Standards and Development Division
Mike DiMiceli, Assistant Executive Director, Field Services Division
Alan Deal, Bureau Chief, Standards and Evaluation
Tom Hood, Executive/Legislative Liaison
Bud Lewellan, Bureau Chief, Training Program Services
Everitt Johnson, Chief, Information Services
Rose Avila, Information Services
Mitch Coppin, Chief, Computer Services
Anita Martin, Secretary

Guests Present:

Paul Dempsey, California Correctional Peace Officers Association
Pietro DeSantis, Commissioner, CPOST
Willie Pannell, Los Angeles Police Department
Gary Campbell, Co-Chair, Business Alliance, CPOA
Steve Craig, President, PORAC

APPROVAL OF MINUTES OF JULY 15, 1998 MEETING

MOTION - Robitaille - second, Flannagan, carried unanimously to approve the minutes of the July 15, 1998, Advisory Committee meeting at the Doubletree Hotel in Costa Mesa.

REPORT ON UPDATE OF POST STRATEGIC PLAN

Commissioner TerBorch, Chairman of the Committee on the Strategic Implementation Plan, reported that the committee met on September 15, 1998, at Indian Wells and reviewed the Implementation Plan in depth. It was noted that approximately 80 percent of the Plan's objectives were being actively pursued.

Pursuant to the Commission's goal to speedily establish an "information clearinghouse" with respect to the Strategic Plan, Information Services Bureau has made considerable progress. The centerpiece of the "clearinghouse" is the POST web page and a POST Clearinghouse Coordinator has recently been hired.

Staff presented an extensive demonstration of the POST website and provided copies of the resource publication to be used. Among the information included in the website are photographs and biographies for each Commissioner, a listing of the Advisory Committee members, as well as the POST organization chart. The organization chart includes links to the Executive Director, Executive Office, and each Bureau. Among additional information available are a link to an overview of each department, a link to current POST Bulletin Announcements, current press releases, active legislation of interest to POST, and frequently asked questions. In addition, the entire POST catalog of certified courses is now available for viewing and downloading.

A "questions and answers" period followed the presentation.

Ken O'Brien, Executive Director, reported that shortly after the Strategic Implementation Committee meeting, the Management Team held a staff workshop. Reuben Harris was the facilitator and the primary issue addressed was the POST Strategic Plan. The Executive Director expressed appreciation for the Commission's concern that staff may be overburdened by the massive amount of work involved. However, Mr. O'Brien assured the Commission that staff's spirit and commitment, as well as pride in their accomplishments, has motivated POST staff to continue to perform at a very high rate of professionalism.

There was a brief discussion concerning the vacant LEC II positions at POST. Commissioner TerBorch discussed his concern over POST's inability to fill those positions, because of the position's current inadequate salary.

Ken O'Brien reported the ongoing problems that he has encountered in obtaining a salary increase for the LEC II position. Many of the more recent hurdles have been due to the change in administration. It has been approximately six or seven years since an increase in salary for employees in this classification. Ken O'Brien stated that the Governor-Elect's Transition Team is in the process of studying this issue and he is hopeful that a resolution is forthcoming.

1998 GOVERNOR'S AWARD

The Governor's Award Screening Committee Meeting date was scheduled for January 19, 1999 at 1:00 p.m., at the Bahia Hotel in San Diego. There will be approximately 10 members serving on this subcommittee.

Norman Cleaver, past Chair for the Governor's Award Screening Committee, was excused from serving on the Committee due to a scheduling conflict. Leisha Lekawa was appointed Interim Chair of the Committee.

REPORT OF THE LAW ENFORCEMENT IMAGE COALITION

Joe Flannagan, Chairman of the Law Enforcement Image Coalition Committee, reported that the Committee has narrowed its focus to concentrate on basic priorities. Arrangements have been made to have a telecourse presented, which will be aired April 22, 1999, and research is in progress for source experts in the field of image improvement. Mr. Flannagan reported that the Image Coalition has been working closely with Captain Katie Roberts of the Ontario Police Department, who has contact with a local cable provider. Work is progressing on Public Service Announcements; two drafts of PSAs will be presented at the December meeting. All meeting dates have been scheduled through June 1999.

Mr. Flannagan observed that there was a great deal of work to be done by the committee and there is a need for volunteers. With regard to such additional assistance, he reported that Sergeant Sandra Houston, of the California Highway Patrol, was eager to serve on the committee. Sgt. Houston is an extremely talented individual who had previously served on the Committee, but was promoted and transferred out of the area. She would now like to return. Mr. Flannagan urged interested persons to contact the California Highway Patrol and encourage them to reappoint Sandra Houston to serve on the Image Coalition.

REVIEW OF COMMISSION MEETING AGENDA AND ADVISORY COMMITTEE COMMENTS

Staff reviewed the November 5, 1998 Commission agenda and responded to questions and discussion of the issues. The Committee had no issues or concerns after review of the Agenda.

ADVISORY COMMITTEE MEMBER REPORTS

California Association of Police Training Officers (CAPTO)

Mike Reid reported that CAPTO had recently held its State Conference and there was an approximate 10 percent increase in membership. Expansion of the statewide organizational structure is under consideration. CAPTO plans to have more regionalized training and also plans to consolidate some training.

California Specialized Law Enforcement

Sandy Sandoval reported that it has been an extremely busy year for his organization. Mr. Sandoval discussed the outcome of two critical pieces of legislation and explained their impact on law enforcement.

California Organization of Police and Sheriffs (COPS)

Don Brown announced that his organization's last scheduled event of this year will be the Annual Awards Ceremony and Presentation in Inglewood, California on December 11, 1998. Mr. Brown reported that officers from San Francisco, Long Beach, Redmond and San Fernando, along with various legislators that have been supportive of law enforcement, will receive awards.

California Community Colleges

Leo Ruelas reported that with the passage of the Vocational Education Act, California will receive \$100 million from the federal government to be divided between Kindergarten through Community Colleges. Dr. Ruelas suggested POST may wish to join the Community Colleges and Chancellor's office in an effort to receive a portion of the funds. Dr. Ruelas stated that among the benefits to POST and community colleges, would be that the funding will provide the opportunity to develop and identify leadership at an early stage.

California Academy Directors' Association (CADA)

Norman Cleaver reported that his Association had not met since the last Commission meeting. However, they will be meeting December 2, 1998 in Burbank. His academy has been working very hard with POST staff in developing many of the issues to be discussed at the Commission meeting, including testing and workbooks. Mr. Cleaver further stated that, with regard to the federal grant, he would like to make a presentation in the future before the Advisory Committee to illustrate the tremendous progress being made. Mr. Cleaver thanked Leisha Lekawa for filling in for him as Chair of the Governor's Awards Subcommittee on January 19, 1999, and stated that during January 1999, he will be at the federal law enforcement training center.

Peace Officers' Research Association of California (PORAC)

Joe Flannagan reported that the PORAC conference would be the following week in Reno, Nevada, November 12 - 14, 1998 at the Hilton Hotel.

Women Peace Officers' Association of California (WPOA)

Leisha Lekawa reported that WPOA had held its annual conference with CPOA in October; she expressed her appreciation to Chairman Collene Campbell for her participation in the conference. Ms. Lekawa announced that the WPOA Professional Achievement Award went to Supervising Investigator, Janis Trulsson, San Joaquin District Attorney's office, and Sergeant Julie Hayes of Contra Costa Sheriff's Department. In addition, WPOA gave an award for valor to Judy Bly-Magaw of the Sacramento County Sheriff's Department. Ms. Lekawa invited all Advisory Committee members interested in serving on the Governor's Awards Subcommittee to contact her.

California Association of Administration of Justice Educators (CAAJE)

Derald Hunt reported membership in CAAJE is growing steadily. His organization gave out two \$750 scholarships this year and plan to give out a total of six scholarships next year, in varying amounts. He further reported that the southern regional meeting was held October 16. In addition, the following meetings have been scheduled: Board of Directors

meeting - November 14, 1998; Northern Region General Membership, early December. The next CAAJE Conference will be held in Long Beach, in April or May, 1999, with the emphasis on staff development and instructor improvement, including teaching techniques.

California Peace Officers' Association (CPOA)

Woody Williams reported that CPOA has designated April 6, 1999 as their annual Legislative Day. Although that date will be too late in the year to introduce legislation, it will be an excellent time to work bills going through committees. Mr. Williams issued an invitation to everyone to participate in the process.

OLD AND NEW BUSINESS

Commissioner Brobeck reported that he had been asked to chair an Advisory Committee to the Director of Department of Motor Vehicles for the purpose of studying "employee crime". He further stated that the current DMV Director is very serious about improving the Department's image, as well as strengthening controls and philosophies within DMV in an effort to reduce the likelihood of employee crime. It has been determined that a short-term advisory subcommittee should be established and composed of practitioners in law enforcement. The subcommittee would be asked to provide insight to the Director and other DMV officials on ways in which they can streamline their Department and improve the link between DMV and local law enforcement. Chief Brobeck urged those present to consider whether specific members of their respective organizations may be qualified to serve on the subcommittee.

ELECTIONS OF OFFICERS

Charles Byrd was nominated and elected Chairman of the Advisory Committee for 1999.

Robert Blankenship was nominated and elected Vice Chairman of the Advisory Committee for 1999.

FUTURE COMMITTEE MEETINGS

Governor's Award Committee, 1:00 p.m., Tuesday, January 19, 1999, Bahia Hotel, San Diego;

Advisory Committee, 10:00 a.m., Wednesday, January 20, 1999, Bahia Hotel, San Diego.

Adjournment: 12:05 p.m.

Anita Martin
Anita Martin
Secretary



California Coalition of Law Enforcement Associations
1308 West Eighth Street, Suite 400
Los Angeles, CA 90017
(213) 251-4554 • FAX (213) 251-4566

Ted Hunt
President
Adam Christin
Vice President
Mike Nadeau
Secretary
Don Blankenship
Treasurer

November 24, 1998

Mr. Kenneth J. O'Brien, Executive Director
Commission on Peace Officer Standards and Training
1601 Alhambra Street
Sacramento, CA 95816-7083

RE: APPOINTMENT TO ADVISORY BOARD

Dear Mr. O'Brien:

At the November 5, 1998 meeting of the POST Commission, an additional position on the POST Advisory Committee was established for the California Coalition of Law Enforcement Associations (CCLEA).

The CCLEA Board of Directors has unanimously selected Mr. Al Waters to represent us. Al is a sergeant on the San Francisco Sheriff's Department, president of the San Francisco Deputy Sheriff's Association, and a member of the CCLEA Board.

Al has graciously accepted the appointment and will be at the next meeting in January 1999. Please contact him at:

Sergeant Al Waters
SAN FRANCISCO SHERIFF'S DEPARTMENT
850 Bryant Street, Room 700
San Francisco, CA 94103
415-558-2470 (Midnights)

Thank you for your consideration. We are anxious to help improve the training and education for peace officers all across the Golden State.

Very truly yours,


Ted Hunt
President

cc: Al Waters