

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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.

COMMISSION MEETING AGENDA

Thursday, January 27, 2000

Hanalei Hotel

2270 Hotel Circle North

San Diego, CA 92108

(619) 297-1101



AGENDA

Gray Davis
Governor

CALL TO ORDER - 10:00 A.M.

Bill Lockyer
Attorney General

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:

- Allen Sharra, Deputy Sheriff, Kings County
- Kirk Brookbush, Inspector, San Francisco Police Department
- James F. Dougherty, Officer, San Francisco Police Department

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

HONORING PAST COMMISSIONERS

Special awards presentation to former Commissioners:

- David C. Anderson, Sergeant, Los Angeles County Sheriff's Department, Commissioner from April 1996 to January 1999;
- Michael T. Carre, Investigator, Orange County District Attorney's Office, Commissioner from April 1996 to January 1999;
- Philip del Campo, Ph.D., Commissioner from April 1997 to July 1999;
- Barbara Warden, Council Member, City of San Diego, Commissioner from February 1998 to January 1999;

- Collene Campbell will be honored for her service as a Commissioner from December 1992 to January 1999, and for her service as Chairman from November 1997 to January 1999.

APPROVAL OF MINUTES

- A. Approval of the Minutes of the October 28, 1999, regular Commission meeting at the Flamingo Resort Hotel in Santa Rosa.

CONSENT CALENDAR

B.1 **Receiving Course Certification Reports**

Since the October 1999 meeting there have been 80 certifications, 17 decertifications, and 121 modifications.

In approving the Consent Calendar, your Honorable Commission receives the report.

B.2 **Receiving Financial Report - Second Quarter FY 1999/00**

The second quarter financial report is enclosed under this tab 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 Desert Hot Springs Police Department has met the Commission's requirements and has been accepted into the POST Regular (Reimbursable) Program.

B.4 **Receiving Information on New Entries Into the POST 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 Section 1351(c) and 13525.

In approving the Consent Calendar, your Honorable Commission notes that the Santa Monica 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 New Entries Into the POST Specialized (Non-Reimbursable) Program

- The City of Los Angeles, Department of General Services, has met the Commission's requirements and has been accepted into the POST Specialized (Nonreimbursable) Program.
- The California Department of Industrial Relations has met the Commission's requirements and has been accepted into the POST Specialized (Non-Reimbursable) Program.

In approving the Consent Calendar, your Honorable Commission receives the report.

B.6 Approval of Resolution for San Francisco Police Department for Work on Field Training Program Scenarios

A Resolution is proposed to recognize the outstanding performance of Chief Fred H. Lau and the members of the San Francisco Police Department in the development and production of the *Field Training Officer Video Training Scenarios* for use by the POST Field Training Program.

In approving the Consent Calendar, your Honorable Commission adopts the resolution commending the outstanding performance of the San Francisco Police Department.

B.7 Approval of Resolution for Lt. Ray Tucker, POST Management Fellow

In March, 2000, Lieutenant Ray Tucker, Alameda County Sheriff's Department, will have completed his tenure as a POST Special Consultant under the Commission's Management Fellowship program. Lt. Tucker has performed in an exemplary manner, performing outstanding service to the Commission and law enforcement. A proposed resolution for him is under this tab. In approving the Consent Calendar, your Honorable Commission adopts the resolution commending the outstanding performance of Lt. Ray Tucker.

B.8 Review Tuition for Command College for Nonreimbursable Agencies

Consistent with Commission policy, staff annually reviews the tuition charged to nonreimbursable agencies and reports to the Commission each January with the recommended tuition for the coming year.

The current tuition for the Command College is \$2,575. Analysis of costs is included in the report under this tab. The analysis suggests that the current tuition should be increased to \$3,110 for classes beginning May 2000 through March 2001.

In approving the Consent Calendar, your Honorable Commission receives the report and sets the tuition rate of \$3,110 for Classes 31, 32, and 33 that are tentatively scheduled to begin between May 2000 and March 2001.

B.9 Review Tuition for Supervisory Leadership Institute for Nonreimbursable Agencies

Consistent with Commission policy, staff annually reviews the tuition charged to non-reimbursable agencies and reports to the Commission each January with the recommended tuition for the coming year.

The current year tuition rate is \$1,636. Analysis of costs is included in the report under this tab. Analysis shows that the tuition level should be increased to \$1,752 for classes beginning July 2000.

In approving the Consent Calendar, your Honorable Commission receives the report and sets the tuition rate of \$1,752 effective for classes beginning July 2000 through June 2001.

PUBLIC HEARING

C. Public Hearing To Consider Modifications to Certificate Cancellation Regulations

In 1991 the Commission approved regulation changes to expand grounds for certificate cancellation to include certain felonies reduced to misdemeanors, pursuant to Penal Code Section 17(b)(1) or (3). This provision has never been enforced and the Attorney General has concluded a legal deficiency exists with this provision.

At its October 1999 meeting, the Commission authorized release of a notice of intent to rescind this provision of its regulations. In response to this notice, a member of the public has requested the matter be heard. Subject to results of the public hearing, it is proposed the Commission act to rescind the described provisions of regulations subject to approval of the Office of Administrative Law.

BASIC TRAINING BUREAU

D. Contract Request for Tactical Communications/Verbal Judo Instructor Training

Law enforcement agencies currently place a high degree of emphasis on interpersonal and verbal communication skills. One of the key recommendations emerging from the field is that additional emphasis is needed in both training and reinforcing the use of effective verbal communication skills at all levels of law enforcement.

In 1992 the Commission approved a successful four-phase program that involved Dr. George Thompson of the Verbal Judo Institute to train officers using his patented "Verbal Judo" course. That year over 50 instructors from academies and agencies were trained in a 40-hour instructor course. These instructors provided the initial cadre of trainers that taught the material at the basic academy level. An additional 89 instructors were given a 16-hour instructor up-date in 1999.

As a result of the reviews done by POST staff, it is evident that some additional training of new instructors was needed to continue to offer effective instruction statewide. Because of the importance of interpersonal and tactical communications, staff has been directed by the Long Range Planning Committee to consider adding this topic as one of the perishable skills as part of the Continuing Professional Training (CPT) requirement. If this topical addition is approved by the Commission, then the need for additional instructors will be increased.

It is proposed that the San Bernardino County Sheriff's Department facilitate all of the logistics and coordination for the presentation of two 40-hour train-the-trainer instructor courses. The contractor would also coordinate the development and filming of additional video scenarios that would be made available to all basic training presenters as part of the contract. Attachment A outlines the proposal and estimated costs for this project.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to contract with the San Bernardino County Sheriff's Department to facilitate the presentation of two 40-hour train-the-trainer instructor courses and development of video training scenarios on Verbal Judo/Tactical Communication techniques at a cost not to exceed \$49,429. (ROLL CALL VOTE)

E. Contract Amendment for Work on Specialized Investigators Basic, Requalification and District Attorneys Investigation Courses.

The report under this tab is a proposal to amend an existing sole-source contract with Hugh Foster for services to update the Specialized Investigators' Basic Course (SIBC), the Requalification Course, and the District Attorneys' Trial Preparation and Investigation Course. The courses have not been updated or revised in a number of years,

and a contract was executed in an amount not to exceed \$9,999 for approximately 150 hours of work on the three courses.

To date, the 150 hours allotted for updating the three courses has been expended on the SIBC and a small portion of the Requalification Course. It is estimated that another 250 hours will be needed to complete the work necessary on the three courses. It is proposed to amend the existing contract to include an additional 250 hours at a cost of \$15,625. This figure added to the existing contract amount would make a total expenditure of \$25,624 for completion of the contracted work.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to amend the existing contract with Hugh Foster for completion of the work on the SIBC, the Requalification Course, and the District Attorneys' Trial Preparation and Investigation Course at a cost not to exceed \$25,624. (ROLL CALL VOTE)

F. Request for Public Hearing for Modifications to Specialized Investigators Basic Course

The report under this agenda tab requests the Commission approve the setting of a public hearing to review proposed changes to POST-prescribed minimum hours and curricula regarding the Specialized Investigators' Basic Course (SIBC). The curriculum and hours were last reviewed by the Commission in November 1994.

POST staff and a select committee comprised of training managers, course presenters, state agency supervisors, and trainers have reviewed the SIBC curricula and concurred that changes are necessary to ensure that the course continues to meet the current training needs of state peace officers.

It is proposed to increase the minimum hours from 364 (plus prerequisite 64 hours for P.C. 832) to 587 hours and incorporate the P.C. 832 Arrest and Firearms Course back into the core of the SIBC. This would eliminate the P.C. 832 Course as a prerequisite.

These proposed changes align the SIBC more closely with the Regular Basic Course curriculum and testing. There is a 159 hour net addition to the SIBC if the proposed changes are approved. Because of the significant changes and impact on the SIBC program, it is suggested that public input be sought at a public hearing before these proposed changes are acted upon.

If the Commission concurs, the appropriate action would be a MOTION to approve the setting of a public hearing date for the April 20, 2000, Commission meeting to receive testimony concerning the proposed changes to Regulation 1005 (a)(5) and Procedure D-1-5 regarding the Specialized Investigators' Basic Course.

G. Proposal to Develop Student Workbooks for the Specialized Investigators' Basic Course

A comprehensive review of the Specialized Investigators' Basic Course (SIBC) has been completed. During the review process training managers were enthusiastic about the new instructional system being employed in the Regular Basic Course based on student workbooks.

Use of Regular Basic Course workbooks that correspond to SIBC domains will standardize the delivery of SIBC basic training at no additional cost to the Commission. However, there are four specialized areas that will need workbooks developed to deliver training unique to this course.

The report under this tab recommends the release of a Request For Proposal (RFP) to solicit bids for the development of workbooks for the SIBC at a cost not to exceed \$120,000.

If the Commission concurs, the appropriate action would be a MOTION authorizing the Executive Director to 1) release an RFP for development of the four workbooks and, 2) enter into a contract to develop and deliver workbooks for four domains at the conclusion of the RFP process at a cost not to exceed \$120,000. (ROLL CALL VOTE)

H. Proposal to Develop Additional Field Training Officer Program Video-Based Scenarios

The Commission has certified the presentation of the 40-hour Field Training Officer Course by a variety of presenters statewide. The presenters are using a number of video-based scenarios that include the recently released videos produced by POST and the San Francisco Police Department Video Unit. The initial videos were specifically aimed at training new field training officers (FTOs) on proper strategies to use when they were evaluating new peace officer trainees.

Now that the initial video-based scenarios have been completed, it is proposed that the second and final phase of this project be authorized, funded, and developed. These new video-based scenario tapes would also be used in the Field Training Officer Course (or could be used in agency-specific updates) to give the FTOs further experience in evaluating peace officer trainees in a controlled training environment.

It is proposed that 16 new video-based scenarios be developed. Unlike the initial videos that depicted basic evaluation scenarios and criteria, the proposed second-phase videos would depict more advanced and tactical situations. Based upon past video production experience, it is estimated that it would cost approximately \$100,000 to cover the direct costs of production for the new 16 video-based scenarios.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into a contract with a public entity to develop the second phase of the Field Training Officer Course video-based scenarios at a cost not to exceed \$100,000. (ROLL CALL VOTE)

COMPUTER SERVICES

I. Request for Contract Increase for Student Assistant Services

POST's Computer Services Unit has contracted with CSUS Foundation to obtain Student Assistants for several years. The current year contract was established at \$9,999. An increase of \$5,000 will allow one Student Assistant to remain at POST part-time until June 30, 2000. The Student Assistants complement the full time staff by performing necessary installation and maintenance tasks.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to increase contract funding with CSUS Foundation for Student Assistant services to \$14,999. (ROLL CALL VOTE).

INFORMATION SERVICES

J. Proposed Changes to Regulation 1003, Notice of Appointment/Termination

Changes to the Notice of Appointment/Termination form (POST) 2-114) are being proposed to require agencies to notify POST when personnel are promoted or demoted. This change would require agencies to submit a Notice of Appointment/Termination form for all officers promoted to first level supervisory, middle management, or executive positions. The promotional information will be stored in the POST peace officer database. It will enable accurate tracking of mandatory training required subsequent to promotion. The information is necessary for Training Delivery and Compliance Bureau to conduct accurate training compliance audits for California law enforcement agencies.

If the Commission concurs, it is recommended that a public hearing on this proposal be scheduled for the April 2000 Commission meeting.

K. Regulatory Review and Clean Up

Executive Order W-131-96, issued by former Governor Pete Wilson, requires state agencies to identify unnecessary or redundant regulations. The recommended changes in this agenda item primarily focus on adding, amending, and/or deleting language in Commission Regulations 1001-1005 to comply with the Executive Order. Additionally, the agenda item includes amendments to Regulation 1000, Objectives, which are not

codified in the California Code of Regulations. The changes to the regulations are technical or language replacement in nature and do not add any new requirements to regulations affecting agencies participating in the POST program.

If the Commission agrees with the proposed amendments to Regulations 1000 to 1005 as proposed, it is recommended that the Notice of Proposed Regulatory Action process be used. The proposed changes will become effective 30 days after approval by the Office of Administrative Law.

TRAINING DELIVERY AND COMPLIANCE SERVICES

L. **Proposed Approval of Contracts for Driving Simulator Training & Force Option Simulator Training for Fiscal Year 1999/2000**

The proposal described in the report under this tab would authorize the Executive Director to contract with specified presenters to offer driving and/or force option simulator training during Fiscal Year 1999/2000. The contracts will replace the tuition for the training that is currently approved. The total amount of these contracts for training approximately 5250 students in the remainder of this fiscal year should not exceed \$399,000.

The purpose of the contracts is to provide direct payment of tuition. No new costs are involved.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into contracts with the training presenters identified in this report to present driving and force option simulator training for the remainder of FY 1999/2000 at a cost not to exceed \$399,000. (ROLL CALL VOTE)

TRAINING PROGRAM SERVICES

M. **Report on the Voluntary Basic Course Instructor Certification Program**

At its meeting in April 1998, the Commission authorized staff to develop a Voluntary Basic Course Instructor Certification Program. In August 1998, a management fellow was hired to oversee the development of the program. This effort was assisted by members of an advisory council of instructors, academy training directors, and subject-matter experts from around the state.

The purpose of the program is to partially fulfill the POST Strategic Plan objective B.13: "Establish selection guidelines and certification and training programs for instructors." In addition, certification is a way to recognize a higher level of instructor education, training, and experience.

A report on the Voluntary Basic Course Instructor Certification Program, including a summary of the results of the pilot testing, was presented to the Consortium of Academy Directors and Coordinators at its meeting December 1-2, 1999. That body voted unanimously to support the program.

A full report describing this program is enclosed under this tab.

If the Commission concurs, the appropriate action would be a MOTION to accept the Report on the Voluntary Basic Course Instructor Certification Program, including the *Guidelines and Curriculum* document, and approve extending availability of the program to all interested basic academies.

N. Request for Contract with Sacramento County Sheriff's Department to Establish a Multimedia Courseware Testing Laboratory

POST is producing increasing numbers of computer-based CD-ROM courses for use eventually by more than 500 law enforcement agencies throughout the state. While courseware is being designed and developed, it is necessary to test various components with subject matter experts and officers from the target audience. Then after a course has been fully developed, it must undergo thorough testing before distribution, by having officers work through the course at individual multimedia computers in a controlled setting. The purpose of this validation testing is to determine the amount of time required to complete the course, whether there are any bugs, and whether the intended learning occurs.

The proposal is for POST to contract with the Sacramento County Sheriff's Department in order to establish a computer laboratory for testing multimedia courses. This laboratory would be located in an existing in-service training facility at the Sheriff's Department in Sacramento and would be used jointly by POST and the Sheriff's Department. POST would use the facility as a courseware testing laboratory, and the Sheriff's Department would use the facility for conducting training.

There are sixteen multimedia computer systems belonging to the Sheriff's Department that would comprise the basic hardware for the laboratory. POST would fund several additional items: hardware and software for a local area network; carrels or workstation dividers; modifications to the existing facility to improve lighting; additional electrical power; and partitions for separating the facility into laboratory, classroom, and a conference area for debriefing officers when they finish testing a course.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into a contract with the Sacramento County Sheriff's Department, at a cost not to exceed \$50,000, for the establishment of a laboratory for testing computer-based multimedia courseware. (ROLL CALL VOTE).

O. Request for Interagency Agreement with San Diego State University/ KPBS to Manage the Development of CD-ROM Training Courses

Ten years ago, the Commission began having interactive videodisc (IVD) courses developed for training California law enforcement. In 1993, the Commission initiated a program for POST agencies to purchase and be reimbursed for computer systems to run the IVD courses developed by POST.

In 1998, the Commission authorized \$2.25 million to replace the aging IVD systems with CD-ROM interactive multimedia computer systems. At the same time, the Commission authorized staff to convert several of the existing IVD courses to CD-ROM format as well as to begin developing new courses on CD-ROM. At present, five IVD courses are in the process of being converted to CD-ROM, three new CD-ROM courses have been developed and are almost ready for distribution, and work is beginning on a fourth course.

One of the challenges POST faces is to provide more courseware to run on the multimedia computers. Staff in the Learning Technology Resource Center (LTRC) is able to manage only so many projects at any one time. One way to increase the production of courseware is to enter into an agreement with San Diego State University, who, through KPBS, would manage the development of additional courses.

A proposal to expand KPBS's role to include management of future projects in order to have more courseware developed is described in the report under this tab.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into an interagency agreement with San Diego State University for an amount not to exceed \$125,000 to provide management services from March 2000 through June 2001 for the conversion of IVD courseware and development of new interactive multimedia courseware. (ROLL CALL VOTE).

P. Request for Approval to Expend VAWA Funds for Purchase of Mosaic 20, Domestic Violence Lethality Assessment Software

In August 1997, the Commission voted to accept a Violence Against Women Act (VAWA) Law Enforcement grant in the amount of \$2,929,112. As a result of this grant, several training courses were designed and presented to law enforcement. The importance of lethality assessment is presented in some of these courses.

Gavin DeBecker, Incorporated, has created "Mosaic 20", Domestic Violence Lethality Assessment Software that has proven to be very successful with the pilot agencies that have utilized the program. The program assists law enforcement in prioritizing cases, explaining the potential lethality of the situation to the victim, interviewing and providing hard copy assessment to educate juries in domestic violence cases.

Currently, \$360,000 is unspent from the 1996-97 funds and the spending deadline for this money was extended to March 2000. We propose utilizing a portion of these grant funds to purchase copies of Mosaic 20 software to be distributed to law enforcement agencies who have participated in the VAWA training courses dealing with lethality assessment.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into a sole source contract with DeBecker, Incorporated, for the purchase of Mosaic 20 software for qualifying law enforcement agencies in an amount not to exceed \$350,000. (ROLL CALL VOTE)

Q. Requested Contract Amendment for San Diego Regional Training Center for the Robert Presley Institute of Criminal Investigation

POST has contracted with the San Diego Regional Training Center for the current fiscal year to present four 40-hour ICI Instructor Workshops for ICI instructors. Increased demand from ICI instructors has necessitated this request for one additional ICI Instructor Workshop.

POST annually contracts with the San Diego Regional Training Center to conduct curriculum update workshops for various ICI training courses. During this fiscal year, four curriculum update workshops were funded by POST. It is proposed that the contract be amended to update three training courses. Other adjustments are described in the enclosed report.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to amend the current fiscal year's contract with the San Diego Regional Training Center for additional ICI Instructor and Curriculum Development Workshops in an amount not to exceed \$44,307. (ROLL CALL VOTE.)

COMMITTEE REPORTS

R. Finance Committee

Commissioner Knutson, Chairman of the Finance Committee will report on the issues discussed at the Committee meeting held on January 26, 2000, in San Diego.

S. Long Range Planning Committee

Rick TerBorch, Chairman of the Long Range Planning Committee, will report on issues discussed at the Committee meeting held December 28, 1999.

T. Legislative Review Committee

Commissioner Bill Kolender, Chairman of the Legislative Review Committee will report on the issues discussed at the Committee meeting held on January 27, 2000.

U. **Advisory Committee**

Bob Blankenship, Chairman of the POST Advisory Committee, will report on the results of the Advisory Committee meeting held on January 26, 2000, in San Diego. The issues heard at that meeting included the following:

- Recommendation for Approval of Governor's Award Recipients
- Recommended Venue for Presenting Governor's Awards

V. **Strategic Plan Implementation Committee**

Chairman Rick TerBorch will report on the progress being made in implementing the Strategic Plan.

OLD/NEW BUSINESS

W. **Reappointment of POST Advisory Committee Members**

The following members' terms of office have expired and their agencies have requested reappointment:

- Chief Kevin Mince, Commander of Personnel and Training, California Highway Patrol
- Leo Ruelas, California Community College Chancellor's Office

X. **Appointment of Nominating Committee by Chairman TerBorch.**

Chairman TerBorch will appoint members to the Nominating Committee for the purpose of election of new Commission officers.

FUTURE COMMISSION MEETINGS:

April 20, 2000 - Hilton San Pedro, San Pedro

July 20, 2000 - Holiday Inn, San Francisco International Airport, S.F.

November 2, 2000 - Holiday Inn Northwest, Sacramento

January 25, 2001 - Piccadilly Inn Airport, Fresno

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

COMMISSION MEETING MINUTES

October 28, 1999

Flamingo Resort Hotel

2777 Fourth Street

Santa Rosa, CA 95405-4795

Chairman Rick TerBorch called the Commission meeting to order at 10:05 a.m.

The Color Guard from the Petaluma Police Department posted the colors and led the flag salute.

MOMENT OF SILENCE HONORING PEACE OFFICERS KILLED IN THE LINE OF DUTY

- Deputy Brad Riches, Orange County Sheriff's Department
- Officer C. Daniel Kelley, Maywood Police Department
- Deputy Eric A. Thach, Riverside County Sheriff's Department
- Officer Desmond Casey, San Jose Police Department
- Chief Randy Gaston, Anaheim Police Department

INTRODUCTION OF COLOR GUARD

Sergeant Mark Hunter, Petaluma Police Department introduced the members of the Petaluma Color Guard, as follows: Officer Paul Accornero, Officer Rick Bostic, Officer Paul Gilman, and Officer Ed Esponda.

ROLL CALL OF COMMISSION MEMBERS

A calling of the roll indicated a quorum was present.

Commissioners present:

Marc Cobb

George (Joe) Flannagan

Monty Holden

Ted Hunt

William Kolender

Thomas J. Knutson

Jan Scully

Rick TerBorch

Bud Hawkins

Commissioners absent:

Lee Baca

INTRODUCTIONS

Visitors present:

Gilbert Sandoval, Specialized Law Enforcement

Al Waters, CCLEA and the POST Advisory Committee

Leisha Lekawa, Women Peace Officers' Association and the POST Advisory Committee

John Gurney, Chief of Police, Sonoma

Mike Dunbaugh, Chief of Police, Santa Rosa

Norm Cleaver, POST Advisory Committee, representing California Academy Directors' Association

Derald Hunt, representing California Administration of Justice Educators, and POST Advisory Committee

Rick Alves, Chief of Police, Healdsburg

Gary Plass, Healdsburg Police Department

Steve Craig, President of PORAC

Gretchen Fretter, Director, Contra Costa County Criminal Justice Training Center, and Academy Directors' Association

Robert Dailey, Chief of Police, Cloverdale

Larry Stimach, Santa Rosa Training Center

Sid Sanger, Training Manager, Santa Rosa Police Department

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

Kenneth Whitman, Bureau Chief, Basic Training

Dick Reed, Bureau Chief, Training Delivery and Compliance

Dennis Aronson, Consultant, Training Program Services

Tom Liddicoat, Administrative Services

Karen Hightower, Executive Secretary

Anita Martin, Administrative Assistant

Chairman Rick TerBorch introduced and welcomed the new Commissioners:

- Joe Flannagan, Police Officer, Alhambra Police Department, and former representative of PORAC on the POST Advisory Committee;
- Marc Cobb, Sergeant, Long Beach Police Department;
- Monty Holden, retired Sergeant from the Bell Gardens Police Department and currently the Director of Field Operations for the California Organization of Police and Sheriffs (COPS).

The Chairman reported that Lee Baca, Sheriff of Los Angeles County, had also been appointed to the Commission, however, because of a previous commitment, he was not in attendance.

Norm Cleaver introduced Mike Dunbaugh, Police Chief for the City of Santa Rosa. Chief Dunbaugh welcomed the Commission to the city.

APPROVAL OF MINUTES

- A. MOTION - Hawkins, second - Kolender, carried unanimously to approve the minutes of the March 11, 1999, Commission meeting at the Red Lion Sacramento Inn in Sacramento, California.

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 Information on New Entries Into the POST Regular (Reimbursable) Program
- B.3 Receiving Information on New Entries Into the POST Public Safety Dispatcher Program
- B.4 Report on Withdrawals From the POST Regular (Reimbursable) Program
- B.5 Information Report Regarding Mandatory Ethics Training for State Officials
- B.6 Status Report on Voluntary Basic Course Instructor Certification Program
- B.7 Resolution for Doctor Jim Norborg, Retired POST Personnel Selection Consultant II
- B.8 Resolutions for Management Fellows, Frank Decker, Carol Aborn, Ted Prell and Leslie Brown.

B.9 Resolutions for Rose Avila, Steve Lucas and Patricia Cassidy.

B.10 Receiving Financial Report - First Quarter FY 1999-2000

Commissioner TerBorch briefly explained that the Commission moves quickly on many agenda items due to the fact that each item is reviewed and discussed, in-depth, by various Commission committees before ever reaching the full Commission.

PUBLIC HEARING

C. Public Hearing on Amending Commission Regulations to Reimburse Agencies for POST-Certified Training Presented in States Contiguous to the State of California.

The Chairman announced that the hearing is related to the proposed adoption and amendment of Commission Regulations. This hearing pertains to the amendment of Commission Regulations relating to Contiguous States Training Reimbursement.

The Executive Director advised that the hearing is being conducted in compliance with requirements set forth in the *Administrative Procedures Act*. The records of compliance are on file at POST headquarters. The proposed amendments are described in Agenda Item C and were announced in POST Bulletin 99-6, respectively, and published in the California Regulatory Notice Register, as required by law.

The Executive Director stated that any persons wishing to receive copies of any regulation revised as a result of the hearing on this date, should list their name, agency, and mailing address on the sign-in sheet located at the registration table.

HEARING

Chairman TerBorch announced the opening of the Public Hearing to consider the amendments to Commission Regulation 1015, which authorizes reimbursement 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). Agencies in other than contiguous counties may be reimbursed only when prior approval is granted by the Executive Director. Prior approval will be granted when it is practical and/or cost effective to do so.

The Executive director, Kenneth O'Brien, reported that each written comment received by POST has been acknowledged and all concerns responded to in writing by staff. A summary of the written commentary that had been received was then read into the record:

Bonnie Spitzer, Business Manager, The Counseling Team, wrote in favor of the proposed amendment. She stated the amendment was a great idea and supported the proposed changes.

Doug Benc, CJA Coordinator, Taft College, wrote in favor of the proposed amendment. He stated it will assist personnel in getting much needed training. He felt that quality training should be available to all, regardless of their location.

Edward C. Wight, Chief, Marin Community College Police Department, wrote in support of the amendment. He stated the amendment would be of benefit to his Department and others participating in the POST program.

Kenneth Becknell, Chief, Barstow Police Department, wrote in support of the amendment. He stated his department is in an isolated setting where training is closer to Nevada. If POST were to fund training for other states it would lessen a financial hardship and assist in meeting their training needs.

This concluded a summary of the written commentary.

Chairman TerBorch introduced Bureau Chief, Dick Reed, who presented the following data with regard to amending Commission Regulation 1015.

Dick Reed reported that since 1997, Staff has been working to create cooperative agreements with POST's Oregon counterpart to increase the availability of training to agencies and personnel located near the California-Oregon border. Representatives of POST, the Oregon Board on Public Safety Standards and Training, along with representatives of 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 which require further study.

Discussions are underway with Nevada POST to create a similar alliance and working agreements.

Commission Regulation 1015(c)(3) permits reimbursement for "expenses related to attendance of POST-certified courses." The regulation requires only 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 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 following language was proposed to 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). Agencies in other than contiguous counties may be reimbursed only if the Executive Director or his designee grants prior approval. Prior approval will be granted only upon showing a special need.

The creation of the training alliance, working agreements, and regulation changes to support this concept are consistent with the POST Strategic Plan.

Chairman TerBorch invited those in the audience who were opposed to the amendment to present testimony. No one came forward to indicate opposition. Those in support were then invited to present testimony in support; no one came forward to present testimony in support of the recommendation.

Chairman TerBorch stated that since there had been no testimony at all, the Public Hearing to amend Commission Regulation 1015 was then concluded.

Chairman TerBorch stated that the California Code of Regulations requires POST to list each objection or recommendation made by the public, how the proposed action under consideration would be changed to accommodate each concern or recommendation, or the reasons for making no change. At that time, the chairman called upon staff to address each written or oral concern or recommendation made by the public.

The Executive Director, Kenneth O'Brien, reported that there was no additional testimony other than that previously given.

The Chair asked for the comments and questions of the Commissioners regarding this matter.

Commissioner Knutson asked to what extent the courses being offered in Nevada, Oregon and Arizona are compatible with the high standards endorsed by POST.

Dick Reed stated that the purpose of meeting with other states was to design a consistent certification process to ensure that the quality of courses presented outside of the State of California does meet the high standards required in California. He further confirmed that California is largely in accord with the certification requirements of the other three states, and there has been mutual agreement that the states will be able to audit each other's courses and receive course evaluation instruments any time out-of-state presentations take place.

Bud Hawkins inquired as to whether there has been opposition expressed by POST groups in Oregon, Nevada or Arizona. Dick Reed responded that those groups have all been very supportive.

MOTION - Kolender, second - TerBorch, carried unanimously to approve the amendment to Regulations 1015, Reimbursements, as proposed, effective January 1, 2000, subject to the approval by the Office of Administrative Law.

BASIC TRAINING BUREAU

D. **Report on Proposal to Modify Regulation 1007 Reserve Officer Training Requirements**

At its January 21, 1999, meeting the Commission approved changes in Commission regulations and procedures that revised entry level training requirements for reserve peace officers. The new modular system replaces the Module A, B, C, and D, format that was formerly used to provide entry level training. Level II Reserves who were trained under the old format had until June 30, 1999, to be appointed. Any Level II reserve appointed after July 1, 1999, must complete more extensive training under the new regulations.

Through contacts with agencies, reserve training presenters, and students, staff has determined that there has been an adverse impact caused by the implementation of the new training system. Staff has attributed the adverse impact to the fact that: 1) there has been a delay in certifying the new training modules and the new Level II Module is currently

unavailable ; 2) some agencies were unable to complete background investigations on Level II applicants who were Module A and B trained prior to the June 30, 1999, deadline; and 3) there has been an increased demand for Level II Reserves since the Level I training requirements increased to the Regular Basic Course. It is proposed that language be added to modify the Level II training requirements for appointments made between January 1, 2000, and June 30, 2000, to either successfully complete Modules A and B or the new Level III and Level II Modules of the Regular Basic Course Modular Format. Presenters would then have adequate time to get the new modular format courses certified, while at the same time, agencies who are in need of Level II reserves and students who were unable to be appointed to Level II positions prior to July 1, 1999, will be accommodated.

MOTION - Scully, Second - Hunt, carried unanimously to approve the proposed amendments, subject to results of the Notice of Proposed Regulatory Action Process.

E. Report on Proposal to Amend Procedure H-3 for Reserve Officer Training Requirements

Effective July 13, 1999, Governor Davis signed into law Senate Bill 359 (Knight) that amended Penal Code Section 832.6 providing a lateral transfer provision for current Level I and Level II reserve peace officers that exempts them from current minimum training requirements. It has long been the practice of the Commission to view transfers of reserve peace officers from one agency to another as new appointments. The proposed amendments to Commission Procedure H-3 are to establish a lateral transfer provision for current Level I and Level II reserve peace officers. These amendments are supported by numerous agencies and training presenters.

Staff advised that if the Commission approves the proposed amendments, the Notice of Proposed Regulatory Action process would be used, and if no one requests a public hearing, the proposed changes will become effective 30 days after approval by the Office of Administrative Law.

MOTION - Hawkins, second - Kolender, carried unanimously, subject to the results of the Notice of Proposed Regulatory Action, to approve the modifications to Procedure H-3, as described.

F. Report on Proposal to Modify Regulation 1080 for P.C. Section 832 Qualification Examination Process

The Commission has administered and managed the PC 832 Requalification Examination process for a number of years which has added an unnecessary layer of administrative steps. It was proposed by staff that this process be simplified and many of the administrative functions be transferred to the presenters. This proposal would change Regulation 1080 to allow the administrative functions to be handled by the presenters. The entire process would still be monitored by POST staff. This change is supported by the presenters.

It was also proposed that the Notice of Proposed Regulatory Action process be used, and if no one requests a public hearing, the proposed changes will become effective 30 days after approval by the Office of Administrative Law.

MOTION - Hunt, second - Scully, carried unanimously, subject to the results of the Notice of Proposed Regulatory Action, to approve the modifications to Regulation 1080, as described.

G. Report on Proposal to Modify Regulation 1081 to Establish POST Training Requirements for Short-Barreled Rifles and Shotguns

Senate Bill 359 (Knight, Chapter 111), was passed as an urgency measure, effective July 13, 1999. The bill also imposed a new training requirement for officers possessing short barreled rifles and shotguns. While current law prohibits the possession of such firearms, specified officers are exempt from the prohibition if they have completed a course certified by POST.

Short-barreled shotguns have been permitted in patrol vehicles for many years and the POST basic course already covers that aspect of shotgun training.

Many law enforcement agencies have provided training and issued rifles to patrol personnel over the last two years. Most of these agencies have not sought to have the training POST-certified.

Proposed language to establish this training requirement was presented to the Commission for consideration. The proposed language includes a two-part training course - Part I is for shotgun training (both long and short barrel) - and Part II is for rifles (both long and short barrel). Peace officers would complete only the training that is applicable for the firearms issued to them.

MOTION - Flannagan, second - Hunt, carried unanimously to approve the proposed addition to Regulation 1081, subject to results of a Notice of Regulatory Action.

TRAINING PROGRAM SERVICES BUREAU

H. Proposed Changes to Legislatively Mandated 32-Hour School Police Officer Course, Commission Regulation 1081 (a) (20)

Recent amendments to the Penal Code, Section 832.3, require all school police officers hired after July 1, 1999, to attend the POST Basic Course. Additionally, the amendments require the Commission to prepare a specialized course of instruction for school police officers to meet the special needs of the school environment. The amendments also specify the time frame within which the police officers are required to attend the course.

In developing the curriculum for the course, POST brought together a group of subject matter experts who carefully studied the existing 32 hour school police course and revised it to fit the required specifications. The course was piloted in March 1999 and remains at 32 hours.

MOTION - Hunt, second - Hawkins, carried unanimously, subject to the results of the proposed Notice of Regulatory Action, to adopt the proposed revised curriculum for inclusion into Commission Regulation 1081.

I. Proposed Curriculum for Radar Training Implementing Vehicle Code Section 40802(c)

The law previously required an engineering and traffic survey be conducted every five years before radar can be used for the enforcement of speed laws.

In 1998 legislation was enacted that allows local entities to extend their engineering and traffic surveys to seven and ten years, provided the officers using the radar or laser have successfully completed a course of training approved and certified by POST.

A committee comprised of subject matters experts has developed curriculum for two separate courses to comply with specific requirements set forth in the new law, Vehicle Code Section 40802(c)(A) and (B).

MOTION - Kolender, second - Hunt, carried unanimously, subject to the results of the proposed Notice of Regulatory Action, to adopt the proposed curriculum for inclusion in Commission Regulation 1081.

J. Request for Authority to Contract with San Diego State University to Convert the Existing P.C. 832 Interactive Videodisc Course to CD-ROM Format

Staff reported that it is in the process of converting all of the IVD courses to CD-ROM format to be consistent with the multi media systems that POST is supplying to the field. The P.C. 832 course is the last course to be converted and it is appropriate that POST contract to convert this course.

At the request of Chairman TerBorch, Woody Williams, member of the Advisory Committee, presented the observations of the committee concerning this issue. Mr. Williams reported that upon viewing the demonstration of the new CD-ROM format, the committee was very favorably impressed and recommends positive action on this item.

Commissioner Knutson, Chair of the POST Finance Committee, reported that the Finance Committee also recommends approval of the contract.

MOTION - Hawkins, second - Hunt, carried unanimously by ROLL CALL VOTE, to authorize the Executive Director to enter into a contract with San Diego State University for an amount not to exceed \$190,000 to convert the existing P.C. 832 interactive videodisc course to CD-ROM format.

K. Request for Approval to Contract for Additional Presentations of Domestic Violence Training Courses

In August 1997, the Commission was the recipient of a Violence Against Women Act, Law Enforcement Training Grant, from the Office of Criminal Justice Planning. At the time the grant was accepted, several courses were authorized for presentation. All of those courses have now been presented and there is \$145,000 remaining in the 1997-98 project account still available for training. The recommendation of staff was that this entire amount be spent for 40 presentations of the Domestic Violence First Responder Course. Staff has identified the San Diego Regional Training Center as the entity to continue facilitating this training. The Domestic Violence First Responder Course is an eight-hour course, designed primarily for field officers responding to domestic violence calls. Staff reported that this course has been well received and that several agencies have requested that the course continue.

MOTION - Scully, second - Hunt, carried unanimously by ROLL CALL VOTE, to authorize the Executive Director to enter into a contract with the San Diego Regional Training Center for additional presentations of the Domestic Violence Training courses, with the stipulation that the total amount of the contract does not exceed \$145,000.

L. Request for Approval to Contract for Assistant Grant Coordinator Position for Existing Violence Against Women Act Grant

As a result of receiving additional VAWA Law Enforcement Training Grant funds, POST has proposed to complete 25 training projects by December 31, 2000.

In order for POST to present all of the training in the time frame allowed, it will be necessary to hire an Assistant Grant Coordinator to assist in the administrative process, the bookkeeping, and various other tasks that need to be carried out.

In an effort to expedite the process, San Diego Regional Training Center (SDTRC) has agreed to employ an assistant grant coordinator to be assigned to POST for the duration of the contract.

MOTION - Flannagan, second - Scully, carried unanimously by ROLL CALL VOTE, to authorize the Executive Director to enter into a contract with the San Diego Regional Training Center for the services of an Assistant Grant Coordinator for Fiscal Year 1999/00 in an amount not to exceed \$82,500.

M. Request for Approval to Contract for Development and Two Pilot Presentations of Robert Presley Institute of Criminal Investigation Hate Crime Course.

Staff reported the contract request is to contract with San Diego Regional Training Center for the development and presentation of two pilot courses. The Los Angeles County Sheriff's Department, Alameda County Sheriff's Department, along with many other law enforcement and community organizations, have been working with POST to develop this ICI Hate Crimes Specialty Course. One of the pilot courses will be presented in the southern part of the state and the other in the northern part. After the successful completion of the pilot, the courses would be presented on an annual basis, as needed. The courses are very timely, in light of recent "hate crime" incidents in Sacramento, Los Angeles and other parts of the country. Many agencies are in the process of reviewing their hate crime policy and guidelines, which have recently been revised by POST.

Dr. Knutson, Chairman of the Finance Committee, reported that the Committee had reviewed this and unanimously recommends the adoption of this item.

MOTION - Knutson, second - Scully, carried unanimously by ROLL CALL VOTE, to authorize the Executive Director to enter into a contract with the San Diego Regional Training Center for development and two pilot presentations of the Robert Presley Institute of Criminal Investigation (ICI) Hate Crime Foundation Specialty course in an amount not to exceed \$51,900 for the fiscal year 1999-2000.

N. Request for Approval to Contract for Domestic Violence and Sexual Assault Training Courses

As a result of a series of VAWA Law Enforcement Training Grants, POST has completed several training projects in the topics of Domestic Violence and Sexual Assault for law enforcement and public safety, dispatch personnel and supervisors. In the past, San Diego Regional Training Center (SDRTC) has facilitated these training courses in an efficient manner. This request involves funds from the last two years of this particular grant and Staff has identified SDRTC as the entity to continue to facilitate this training. The use of this vendor will ensure the continued smooth and successful operation of the projects.

Commissioner Knutson advised the Commission that after review and discussion, the Finance Committee unanimously recommends approval of this issue.

MOTION - Hawkins, second - Cobb, carried unanimously by ROLL CALL VOTE, to authorize the Executive Director to enter into a contract for new training courses for a total amount not to exceed \$479,015.

O. Request for Approval to Contract for Robert Presley Institute of Criminal Investigation Sexual Assault and Child Abuse Courses

Staff related to the Commission that the Sacramento Regional Criminal Justice Training Center (SRCJTC) is the original presenter of the Sexual Assault and Child Abuse course for ICI. Several years ago the Los Angeles County Sheriff's Department was added as a presenter. Two years ago the two topics were expanded to separate five-day classes. This was necessary to meet the training needs of the field because of the growing specialization needs of the two topics.

There have been significant changes in state law regarding the topics of sexual assault and child abuse. POST was mandated to develop curriculum and guidelines to implement these changes. That work has been completed. It is therefore, necessary to conduct workshops with staff and instructors to review existing curriculum and student materials to accurately reflect those changes. The action recommended by POST staff will accomplish curriculum updates for both classes.

Commissioner Knutson reported that upon review and discussion of this matter, the Finance Committee unanimously recommends its adoption.

MOTION - Hunt, second - Holden, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with the Sacramento Regional Criminal Justice Training (SRCJTC) for the presentation of four courses each of the ICI Sexual Assault and ICI Child Abuse Foundation Specialty investigator courses, and to conduct curriculum update workshops for those two topics, in an amount not to exceed \$124,484 for the current fiscal year 1999-2000.

P. Request for Approval to Contract for Management Fellow to Coordinate Violence Against Women Act (VAWA) Grant

Staff reported that for the past two years, POST has contracted with the Santa Barbara County Sheriff's Department for a Management Fellow who has been overseeing this project. That Management Fellow will no longer be available to oversee this project because she has accepted a position with POST as a Consultant. Approval of this request will allow POST to enter into a contract with another governmental entity for purposes of acquiring a Management Fellow to complete this particular project. This will be necessary in order to continue with the VAWA grant.

Commissioner Knutson reported that this matter was reviewed and discussed by the Finance Committee and the Committee unanimously recommends approval.

MOTION - Scully, second - Hawkins, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to negotiate a contract with a California law enforcement agency for hiring a management fellow for a 12-month period of time to complete this particular grant in an amount not to exceed \$120,000.

CENTER FOR LEADERSHIP DEVELOPMENT

Q. Basic Supervisory Pilot Courses Under Contract

Staff reported that recommendations were made to the Long Range Planning Committee at its June 18, 1999, meeting concerning the redesign of the Supervisory Course. Approval of this request will implement the committee's subsequent direction to staff regarding revisions to the Supervisory Course. The contract will provide six pilot presentations of the revised course and, upon completion, evaluation for a final recommendation to be presented at a future meeting.

Commissioner Knutson reported that upon review and discussion of this issue, it was the unanimous decision of the Finance Committee to recommend approval.

MOTION - Kolender, second - Hunt, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with public entities, to be selected, for a total amount not to exceed \$180,000.

R. Supervisory Course Instructors' Training Workshop

Recommendations concerning the development of an instructor training course were also made to the Long Range Planning Committee at its June 18, 1999, meeting. The committee approved the recommendation and this request would implement the training program.

Commissioner Knutson reported that this item was also heard by the Finance Committee and the committee unanimously recommends approval by the Commission.

MOTION - Scully, second - Kolender, carried unanimously by ROLL CALL VOTE, to authorize the Executive Director to enter into contracts with public entities to be selected, for a total not to exceed \$108,000.

ADMINISTRATIVE SERVICE

S. Modifications Regarding Certificate Cancellation

As required by statute, the Commission has canceled professional certificates that have been awarded to peace officers or former peace officers who are subsequently convicted of a felony offense. In 1991, the Commission modified its regulations to expand the provisions for cancellation of professional certificates to include selected felony convictions that were later reduced by the courts to misdemeanors. At

the time of the adoption of those regulations, and for some time following, there was considerable controversy associated with this change and for that reason the Commission directed that the regulation not be enforced. The regulation has never been enforced as a matter of Commission policy. POST's legal counsel concluded that although the Commission had authority to adopt such regulations the current regulation is legally deficient and unenforceable.

MOTION - Hunt, second - Cobb, carried unanimously to rescind the provision that expands certificate cancellation to include "certain felony convictions (sex crimes, narcotic offenses, theft, assault under color of authority, and dishonesty associated with official duties) that are reduced to misdemeanors under Penal Code Section 17(b) (1) or (3)." This action is subject to the results of a Public Notice of Proposed Regulatory Action. If no one requests a public hearing, this modification would become effective following approval by the Office of Administrative Law.

T. Request for Approval to Enter Into a Contract for Services of a Special Consultant

Staff reported on the difficulty experienced by local agencies in the recruitment, hiring and retention of qualified peace officers. In order to study this problem, a Special Consultant (Management Fellow) is needed. Staff recommends that recruitment issues be assessed and brought back to the Commission through the employment of a Management Fellow. Working with the California Law Enforcement Image Coalition, the study will look at ways to improve the image of law enforcement, identify successful strategies and programs, identify recommended future roles in which POST might be able to assist law enforcement in this recruitment effort, identify strategies for streamlining applicant selection and the testing processes, and to identify any training or orientation for incumbent officers that might assist in the recruitment effort.

Commissioner Knutson reported that after review and discussion, the Finance Committee unanimously recommends adoption of this proposal.

MOTION - Hunt, second - TerBorch, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with a local law enforcement agency for a special consultant to study recruitment issues for a period not to exceed one year and at a cost not to exceed \$130,000 for salary and benefits.

COMMITTEE REPORTS

Finance Committee

U. Thomas Knutson, Chairman of the Finance Committee, reported that the Committee met October 27, 1999, at the Flamingo Hotel Resort in Santa Rosa. In addition to the items already discussed, the following topics were talked about at that meeting:

1. Quarterly Financial Report

The Committee reviewed the quarterly financial report. The report reflects that through the first quarter revenues, reimbursable trainee volume and reimbursement payout are all significantly above projections.

The Committee reviewed projected expenditures for the balance of this Fiscal year. Projections are generally within the budget authorization.

2. Budget Change Proposals

The Committee received a report on the results of budget change negotiations recently concluded between staff and the State Department of Finance. The Department of Finance has given administration approval for 5.5 new staff positions, \$346,000 to fund a training course auditing program and a \$12 million budget increase for Fiscal Year 2000/01. The \$12 million consists of a \$4 million increase to bring the POST budget in line with increased revenue projections and \$8 million as a one time augmentation that will reduce the current reserve. The \$8 million is earmarked for expansion and improvements of the regional skill training centers.

Following discussion, in addition to the items already addressed, the Committee recommends Commission action on the following items:

- Change in existing Commission policy to increase maximum reimbursable tuition for Basic Course Driver Training courses to \$525.00.
- Authorize the Executive Director to sign a contract with the City of West Covina for purchase of a force options simulator in an amount not to exceed \$100,000.
- Authorize the Executive Director to sign a contract for a \$10,000 increase with Alameda County Sheriff's Department toward the purchase of a previously authorized \$362,000 contract for purchase of a driver training simulator.

Authorize the Executive Director to sign a contract with the South Bay Regional Training Center to purchase a mobile driver training simulator system in an amount not to exceed \$834,800.

MOTION - Knutson, second - Flannagan, carried unanimously by ROLL CALL VOTE to approve the recommendations of the Finance Committee.

Long Range Planning Committee

- V. Commissioner TerBorch, Chairman of the Long Range Planning Committee, reported that the Committee met at POST Headquarters in Sacramento, on June 18, 1999, at 10:00 a.m. Present at the meeting were Commissioners TerBorch, del Campo, Kolender, and Scully, and POST staff including Ken O'Brien, Alan Deal, Mike DiMiceli, Glen Fine, and Hal Snow.

In addition to items already addressed on the agenda, the Committee received reports on the following issues:

1. Progress Report on Strategic Plan Implementation

The Committee received a report on the progress of implementation of the Strategic Plan. The Strategic Plan Implementation Committee met on April 5, 1999 to review staff recommendations for updating the plan. Each state agency is required to submit the annual revision of its strategic plan on July 1 each year. The Committee approved the staff report and the proposed changes to the plan.

2. Progress Report on the Transition Program - Pilot Format

The Commission authorized the Transition Program - Pilot Format in 1995. The pilot format divided the Regular Basic Course into a two-part sequence. A community college program presents Part 1. Part 2 is an application-oriented program that is to be presented by any certified Regular Basic Course academy. The pilot program was designed to end in June 1999.

The staff report summarized the observations concerning the program that result from the initial evaluation of Part 1. Staff recommends the pilot program be extended from two to three years to allow the collection of data that will support a comprehensive evaluation. A report of the evaluation will be available in July 2000.

Following discussion, the Committee approved the staff report and recommended the Commission extend the pilot program for an additional

year to permit data collection and program evaluation, and receive a report of the evaluation in July 2000.

3. Report on the Field Training Program Evaluation Requirement

Commission Procedure D-13-3 (b)(8) described the requirements for the end-of-program critique in the Field Training Program. One requirement is that each field training officer (FTO) be evaluated by the trainee and by a field training administrator or supervisor. The staff report described the process and intent of such an evaluation, as well as the experiences had by several agencies with regard to this requirement.

Following discussion, the consensus of the Committee was to direct staff to continue with program implementation.

4. Report on International Fellow Program.

The concept of the International Fellow Program is to send California law enforcement officers to live in countries from which significant numbers of

persons have immigrated to California. At the direction of the Commission, staff augmented earlier research with a survey questionnaire that was sent to approximately 455 law enforcement agency executives. At the time of the report to the Committee, approximately 308 questionnaires (68%) were returned and analyzed by staff.

Following the analysis of the survey and other information, staff concludes that relatively little interest and no statewide need exist for the International Fellow Program concept. Staff recommends POST not pursue further development of the program but continue to explore the opportunities to develop additional cultural diversity training programs.

Following discussion, the Committee accepted the staff report and recommended Commission approval.

6. Status Report on the Backfill Reimbursement Program

The Committee received a report concerning the Backfill Reimbursement Program that summarized the history of reimbursement since May 1998 and presented recommendations for changes to the program. Staff's estimate of approximately \$720,000 will be expended in backfill reimbursement through June 30, 1999. The report presented several options for modifications to the program that may increase participation and reimbursement activity. After considering the fiscal changes recently approved by the Commission, the significant increase in backfill reimbursement, and the absence of baseline costs

for several programs, staff presented three recommendations: 1) make no modification to the reimbursement process for FY 99/2000 and assess the fiscal impact of the backfill reimbursement program; 2) approve additional categories of training for backfill reimbursement; and 3) study the feasibility of a requirement that backfill reimbursement funds be maintained in a separate account, subject to audit, in the local agency.

7. Staff Report on Licensing

In response to Commissioner Hunt's request and at Commission direction, staff presented a report that summarizes the Commission's statutory role in licensing, including the history and current status of certificate revocation. This item was handled under Agenda Item "S" of this commission meeting.

By consensus, the report of the Long Range Planning Committee was accepted by the Commission.

Advisory Committee

W. Advisory Committee member Woody Williams, reported that the Committee met on Wednesday, October 27, 1999, at 10:00 a.m. at the Flamingo Hotel Resort in Santa Rosa. After the Committee's introduction to the newly appointed Commissioners, the Committee reviewed the entire Commission Agenda. The Committee was in support of the Commission's action taken on each of the items presented.

1. In addition, the Committee reviewed the Minutes of a meeting held on April 7, 1999, at the Governor's Inn in Sacramento, at which time the members reviewed the nominees for the Governor's Award for Excellence in Training. At that meeting, the following recommendations were made for changes in the procedure for the Governor's Award. Those changes were adopted by the Advisory Committee, and include:

- Establishment of better communication and encouraging greater participation from the Governor's Office, with the main goal of ensuring the Governor's presence at the awards ceremony.
- Several suggestions were offered to improve the quality of the nominations. Some of the more technical changes pertained to the format, as well as grammar and spelling;
- Suggestions were offered concerning publicity relating to the Award, with respect to both those interested in nominating a candidate

and

to the general public for the purpose of improving the image of law enforcement throughout the State;

- Clarification of the roles between the Advisory Committee members and POST staff regarding the stimulation of nominations;
 - The venue of the awards presentation will be addressed in a further effort to gain greater publicity;
 - Revisions will be made in the Awards brochure, which include:
 - ▶ recognition of the runners up for the Award;
 - ▶ It was determined that a nominee must be involved for 15 years or longer to qualify for the Lifetime Achievement Award;
 - ▶ Self-nomination was precluded for both the Lifetime Achievement Award and the Individual Achievement Award.
2. Mr. Williams advised that the Committee will meet again at the Hanalei Hotel on January 25, 2000, in San Diego, to consider next year's Award nominations.
 3. In addition, the Advisory Committee received an update of the POST Strategic Plan. The committee reviewed the Plan and is pleased with the progress being made.
 4. Two members of the Advisory Committee have resigned: On April 30, 1999, Sandy Sandoval retired from his position as a Senior Detective with the Los Angeles School District Police Department and was appointed by Governor Davis to the Youthful Offender Parole Board. Because of this change, Sandy will no longer serve as a member of the Advisory Committee, representing Specialized Law Enforcement. The insight and expertise Sandy brought to the Committee will be greatly missed.

Due to his appointment as a POST Commissioner, Joe Flannagan will no longer be a member of the Advisory Committee. Joe's commitment and dedication have been highly regarded by all. Under his leadership as Chairman, the Law Enforcement Image Coalition has compiled a video tape which was broadcast and has received a national award. The video is entered in another national competition. Mr. Williams stated that it is gratifying to see that Joe Flannagan's efforts, as well as others who worked on the video tape, are being recognized. All of law enforcement benefits when the general public is exposed to this type of material.

5. The Advisory Committee recommended Lt. Ray Griffith and Phil del Campo as new Advisory Committee members.
6. Woody Williams expressed appreciation, on behalf of himself and the Advisory Committee, for the well-done social event of October 27, that was coordinated by Norm Cleaver.
7. The Committee also elected officers for calendar year 2000. Chief Robert Blankenship, representing California Police Chiefs Association, currently Vice Chairman, was elected Chairman. Leisha Lekawa, representing the Women Peace Officers' Association (WPOA), was elected Vice Chairman.

The report was accepted by the Commission.

X. Legislative Review

Commissioner Bill Kolender, Chairman of the Legislative Review Committee, reported on the July 15, 1999 and the October 28, 1999, meeting.

Commissioner Kolender reported that at the meeting held on July 15, 1999, staff rendered a report on the status of active bills of interest to POST. The Committee took no action.

At the meeting at 9:00 a.m. on October 28th, it was reported that the following five measures have been signed by the Governor and chaptered:

AB 1334 (Lowenthal) increases the number of Commissioners from 14 to 15 by adding one peace officer with the rank of Sergeant or below.

AB 1336 (Washington) permits the Housing Authority Police Departments in the cities of Los Angeles and Oakland to become reimbursable agencies.

AB 1492 (Thomson) Pursuant to the provisions of this bill, which POST had originally opposed, the Traumatic Brain Injury Fund will receive .66% of the State Penalty Assessment Fund. This will result in an approximate \$117,000 reduction in POST revenues.

SB 359 (Knight) This bill, which concerns Reserve Peace Officers, was discussed earlier in this meeting.

SB 747 (Burton) authorizes POST to implement testing of officers in training in the Basic Course, including midterm and final exams, and will transfer responsibility of tear gas training from POST to the Department of Consumer Affairs.

In addition, POST has been monitoring the progress of AB 1494 (Wildman), which originally required the Commission to complete a feasibility study on a proposed change in designation for the Los Angeles Unified School District Police Department. The bill will probably be amended to omit the L.A. Unified School District Police Department and expand the scope of peace officer feasibility studies conducted by POST. The California State Sheriffs' Association may be sponsoring this measure in its amended version.

SB 78(Murray) - This proposal, which POST did not support, required all California police officers to collect specific data when conducting vehicle stops. This bill passed both houses of the Legislature but was vetoed by the Governor. However, pilot projects will be conducted in San Jose, San Diego and the California Highway Patrol.

Additional bills of interest to POST include:

SB 355 - Gives Peace Officers for Community Colleges School Districts the same protection that other peace officers have in handling domestic violence cases. However, they must work in concert with the local Sheriff or police officer.

SB 1016, which would prohibit an employer from inspecting, reviewing or retaining any personal, nonbusiness related electronic mail, was vetoed by the Governor.

Commissioner Kolender reported that POST plans to sponsor legislation for safety retirement retention for eligible POST employees. Over the years, many of the Law Enforcement Consultants hired by POST are middle-managers and supervisors from law enforcement agencies. After accepting employment at POST, the consultant must forgo his or her public safety retirement. This has been a tremendous obstacle in recruitment and the proposed legislation would enable such employees to retain their safety retirement status.

MOTION - Hawkins, second - Hunt, carried unanimously to accept the committee report.

Y. Strategic Plan Implementation Committee

Rick TerBorch, Chairman of the Strategic Plan Implementation Committee, reported on the 1999 update and recommended acceptance of the update.

MOTION - Knutson, second - Hunt, carried unanimously to accept the 1999 update on the Strategic Plan for POST.

It was noted that Commissioner Ted Hunt will replace Rick TerBorch as Chairman of the Strategic Plan Implementation Commission.

Ken O'Brien, Executive Director, commented that POST has an outstanding staff that

appears to have no limits. He stated that everyone is committed to this project and they have done an excellent job throughout the last three years.

By consensus, the report was accepted by the Commission.

OLD/NEW BUSINESS

Z. Departing Advisory Committee Members/New Appointments

Chairman TerBorch recognized departing members of the Advisory Committee:

Don Brown, representing California Organization of Police and Sheriffs (COPS)

Judith Valles, public member

Sandy Sandoval, representing California Specialized Law Enforcement

Joe Flannagan, representing Peace Officers' Research Association of California (PORAC)

All four departing members have done an outstanding job and have made many significant contributions. They will be greatly missed.

Sandy Sandoval stated that although he was a member for a relatively short time, he received a tremendous amount of support from the Commission, Executive Director, Ken O'Brien, and Hal Snow, Assistant Executive Director. With that support, several projects of historical significance have been accomplished, specifically, the mandated training for law enforcement officers in the school police and college field. At this time, California is the only state that has such training. Sandy expressed special appreciation to Everett Johnson, retired POST Bureau Chief, Tom Hood, POST Legislative Liaison, Ted Prell, former POST Management Fellow, Hal Snow, Assistant Executive Director and Ken O'Brien, Executive Director.

The following individuals were recommended for appointment to fill current vacancies on the Advisory Committee:

- ▶ Lt. Ray Griffith from Cathedral City Police Department, representing COPS;
- ▶ Phil del Campo, former Commissioner, as a public member;

MOTION - Hunt, second - Kolender, carried unanimously, to appoint Ray Griffith and Phil del Campo to the POST Advisory Committee.

Steve Craig, President of PORAC, requested, and was granted, permission to submit two additional names of nominees to fill the vacancies on the Committee.

Mr. Craig nominated:

- ▶ Alex Bernard, Sgt. L.A. Airport Police to represent PORAC in place of Joe Flannagan. Sgt Bernard has been an advocate for professional law enforcement for over 20 years and sits on the Executive Committee of PORAC;

Mr. Craig deferred to Sandy Sandoval to provide the background for the second nominee, Sgt. Marty Harris.

- ▶ Sandy Sandoval enthusiastically recommended Sgt. Marty Harris, an acting Lieutenant with the Los Angeles School District Police Department. Sgt. Harris is a 16 year veteran of the L.A. School Police and a graduate of the L.A. County Sheriff's Department. He holds Basic, Intermediate, Advanced, and Supervisory POST Certificates, has an extensive training manager's background and is particularly involved in Specialized Law Enforcement. In addition, Sgt. Harris has also served on several POST specialized panels as a source expert, dealing in Specialized Law Enforcement issues. He is currently in charge of the training section for the Los Angeles School Police Department and oversees the training of over 300 police officers in the City of Los Angeles. Sgt. Harris has excellent qualifications to continue addressing the Specialized Law Enforcement issues.

Commissioner Ted Hunt stated that he knows Alex Bernard and whole-heartedly supports his appointment. Mr. Hunt further stated that, although he did not know Sgt. Harris, he felt comfortable in supporting his appointment also because Sandy Sandaval had nominated him.

AMENDED MOTION - Hunt, second - Kolender, carried unanimously to appoint all four nominated individuals to the POST Advisory Committee.

Woody Williams, representing the POST Advisory Committee, stated that although he does not personally know all of the new members, on the basis of his high level of confidence in the individuals making the recommendations, he is assured that the new members are qualified.

Steve Craig expressed his appreciation to the Commission for always allowing him a "courtesy seat" at meetings.

The Chairman, on behalf of the Commission, thanked Norm Cleaver for coordinating and hosting the social event the previous evening.

DATES AND LOCATIONS OF FUTURE POST MEETINGS

January 27, 2000, Hanalei Hotel, San Diego
April 20, 2000, San Pedro Hilton, San Pedro

July 20, 2000, Airport Holiday Inn, San Francisco
November 2, 2000, Holiday Inn, Sacramento

ADJOURNMENT: 11:45 a.m.

Respectfully submitted,

Anita Martin
Administrative Assistant

CERTIFIED (Continued)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
12. Field Training Officer Update	Monterey Peninsula	Technical	II*	\$ 21,600
13. Conflict Resolution	Merced Co. S.D.	Technical	III	53,760
14. Explosives/Post-Blast Inv.	West Hill College	Technical	IV	3,600
15. Armorer School - Shotguns	Dept. Parks & Rec.	Technical	IV	500
16. Skills & Knowledge Modular Training	Cypress P.D.	Technical	IV	11,200
17. Skills & Knowledge Modular Training	Foster City P.D.	Technical	I V	400
18. Legal Update/Investigators.	CSU, Long Beach	Technical	III	72,200
19. Legal Update for Patrol	CSU, Long Beach	Technical	III	98,980
20. Canine Program Management	CPOA	Technical	III	28,800
21. Arrest & Control Techniques	Porterville LETC	Technical	II	4,860
22. Training Conference (Stalking)	San Diego Co. DA	Technical	N/A	-0-
23. Arrest & Control Techniques	Anaheim P.D.	Technical	II*	57,120
24. Level II Modular Training	El Camino College	BC-Modular Format	N/A	-0-
25. Computer L.E. Methods	Imperial Valley Col.	Technical	N/A	-0-
26. Skills & Knowledge Modular Training	CA Dept. Health Services, Inv.	Technical	IV	-0-
27. Level III Modular Trng, Part 2	Kern Co. S.D.	BC-Modular Format	N/A	-0-
28. Level III Modular Trng, Part 2	Cabrillo College	BC- Modular Format	N/A	-0-
29. Level III Modular Trng, Part 2	State Center RTF	BC- Modular Format	N/A	-0-
30. Community Policing, Adv.	Fresno P.D.	Technical	IV	17,280
31. Background Inv. Update	Los Angeles P.D.	Technical	IV	2,000

*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>
32.	Special Weapons & Tactics Update	Ray Simon CJTC	Technical	IV	\$ 38,000
33.	Radar Operator	Monterey P.D.	Technical	IV	300
34.	CCI-DNA-Str. Analysis, Advanced	CCI	Technical	IV	1,404
36.	Dispatcher, Public Safety	Bakersfield P.D.	PS Dispatcher	IV	4,900
37.	School Peace Officer . PC 832.2 - Extended	Rio Hondo RTC	Technical	N/A	-0-
38.	Domestic Violence for Dispatcher	San Diego RTC	Technical	IV (contract)	37,400
39.	COP/Crime Mapping - Problem Solving	DOJ Training Center	Technical	IV	4,160
40.	COP/Crime Mapping - Implementation	DOJ Training Center	Technical	IV	8,320
41.	COP/Crime Mapping for Managers	DOJ Training Center	Technical	IV	4,160
42.	COP/Crime Mapping, Basic	DOJ Training Center	Technical	IV	7,680
43.	Defensive Tactics Instructor	Kern Co. S.D.	Technical	II*	33,000
44.	Arrest & Firearms (PC 832)	West L.A. College	P.C. 832	N/A	-0-
45.	Police Observer/Sniper Tactics	Santa Clara Co. S.D.	Technical	IV	6,000
46.	Level III Modular Trng, Part 2	San Mateo P.D.	BC-Modular Format	N/A	-0-
47.	Level III Modular Trng, Part 2	Napa Valley College	BC-Modular Format	N/A	-0-
48.	Level III Modular Trng, Part 2	Yuba College	BC-Modular Format	N/A	-0-
49.	Level III Modular Trng, Part 2	South Bay RTC	BC-Modular Format	N/A	-0-
50.	Level II Modular Training	Napa Valley College	BC-Modular Format	N/A	-0-

*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>
51. Level I Modular Training	Napa Valley College	BC-Modular Format	N/A	\$ -0-
52. Skills & Knowledge Modular Training	Tehama Co. S.D.	Technical	IV	640
53. Skills & Knowledge Modular Training	Oakdale P.D.	Technical	IV	3,920
54. Skills & Knowledge Modular Training	Livermore P.D.	Technical	IV	-0-
55. Arrest & Control Techniques	Tulare-Kings Co. Peace Ofr. Trng. Acad.	Technical	II*	-0-
56. Mounted Patrol Update	Oakland P.D.	Technical	IV	22,850
57. Criminal Inv. Update	Oakland P.D.	Technical	IV	4,500
58. Crime Inv., High Tech	San Bernardino S.D.	Technical	IV	4,000
59. Dispatch Update - Module 1	Grossmont College	Technical	IV	1,275
60. Dispatch Update - Module 2	Grossmont College	Technical	IV	1,275
61. Level III Modular Training	Cerro Coso College	BC-Modular Format	N/A	-0-
62. Skills & Knowledge Modular Training	OCJP	Technical	IV	40,000
63. Canine Handler Update	Butte Center	Technical	II*	2,000
64. Level II Modular Training	Victor Valley College	BC-Modular Format	NA	-0-
65. Driver Awareness Update	Rio Hondo RTC	Technical	II*	-0-
66. Police Sniper/Observer Tactics	DOJ Training Center	Technical	IV	-0-
67. Accident Victim Rescue	CSU, Chico P.D.	Technical	N/A	-0-
68. Level III Modular Trng, Part 2	College of Siskiyous	BC-Modular Format	N/A	-0-

*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>
69. Skills & Knowledge Modular Training	Hawthorne P.D.	Technical	IV	\$ 7,680
70. Skills & Knowledge Modular Training	Buena Park P.D.	Technical	IV	2,940
71. Cold Case Inv. Update	DOJ Training Center	Technical	IV	2,880
72. Child Passenger Safety Instr.	San Diego P.D.	Technical	IV	2,520
73. CCI-Courtroom Presentation Adv.	DOJ Training Center	Technical	IV	1,152
74. Crime Inv.- High Technology	San Francisco P.D.	Technical	III	38,680
75. Non-Traditional Management	South Bay RTC	Technical	N/A	-0-
76. Baton/Impact Weapons Instr.	Irvine P.D.	Technical	II*	7,980

76. - 77. There were 2 additional IVD courses certified as of 12-25-99. To date, 206 IVD certified presenters have been certified and 800 IVD courses certified.

78. - 80. There were 3 additional Telecourses certified as of 12-25-99. To date, 446 Telecourse presenters have been certified.

None There were no additional Proposition 115 Hearsay Evidence Testimony Course Presenters certified as of 12-25-99. Presentation of this course is generally done using a copy of POST Proposition 115 Video Tape. To date, 296 presenters of Proposition 115 have been certified.

DECERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
1. Reserve Training Module C	Porterville LETC	Reserve Training	N/A
2. Interviewing/Adv. Forensic	Giarretto Institute	Technical	IV
3. Reserve Training Module B	Merced College	Reserve Training	N/A

*Backfill approved courses

DECERTIFIED (Continued)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
4. Reserve Training Module C	Merced College	Reserve Training	N/A
5. Reserve Training Module C	San Joaquin Delta College PST	Reserve Training	N/A
6. Reserve Training Module A, B	Fresno Co. S.D.	Reserve Training	N/A
7. Radar Operator Instructor	Sacramento RCJC	Technical	IV
8. Radar Operator	Sacramento RCJTC	Technical	IV
9. Bicycle Patrol	Sacramento RCJTC	Technical	IV
10. Bicycle Patrol Instructor	Sacramento RCJTC	Technical	IV
11. Reserve Training Module A, B, C	El Camino College	Reserve Training	N/A
12. School PO (PC 832.2) Extended	Rio Hondo RTC	Technical	N/A
13. Reserve Training Module B	Rio Hondo RTC	Reserve Training	N/A
14. Field Training Officer	N.E.P. & Associates	Technical	I*
15. Computer Application-Trng Mgr.	N.E.P. & Associates	Technical	III
16. Records	N.E.P. & Associates	Technical	III
17. Officer Safety Field Tactics - Update	Irvine P.D.	Technical	I*

*Backfill approved courses

TOTAL CERTIFIED	<u>80</u>
TOTAL PROPOSITION 115 CERTIFIED	<u>0</u>
TOTAL TELECOURSES CERTIFIED	<u>3</u>
TOTAL IVD COURSES CERTIFIED	<u>11</u>
TOTAL DECERTIFIED	<u>17</u>
TOTAL MODIFICATIONS	<u>121</u>

3,625 Skills & Knowledge Modules certified as of 12-25-99
 800 IVD Courses as of 12-25-99
 446 Telecourses as of 12-25-99
 2,740 Other Courses certified as of 12-25-99
 768 Certified Presenters

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Financial Report - Second Quarter 1999-2000		Meeting Date January 27, 2000
Bureau Administrative Services Bureau	Reviewed By Frederick Williams <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-10-00	Date of Report January 10, 2000
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.

This report provides financial information relative to the local assistance budget through December 31, 1999. Revenue which has accrued to the Peace Officers' Training Fund is shown, as are expenditures made from the 1999-00 budget to California cities, counties and districts.

COMPARISON OF REVENUE BY MONTH - This report, shown as Attachment 1, identifies monthly revenues which have been transferred to the Peace Officers' Training Fund. Through December 31, 1999, we received \$26,521,602. The total is \$1,283,602 more than originally anticipated, and is \$1,503,275 more than received for the same period last fiscal year.

NUMBER OF REIMBURSED TRAINEES BY CATEGORY - This report, identified as Attachment 2, compares the number of trainees reimbursed this fiscal year with the number reimbursed last year. The 27,366 trainees reimbursed through the second quarter represents an increase of 2,714 (11%) compared to the 24,652 trainees reimbursed during the similar period last fiscal year. (See Attachment 2).

REIMBURSEMENT BY COURSE CATEGORY - These reports compare the reimbursement paid by course category this year with the amount reimbursed last fiscal year. Reimbursements for courses through the second quarter of \$9,999,745 represent a \$2,275,704 (29%) increase compared to last fiscal year (see Attachments 3A and 3B).

SUMMARY - Revenue received for the first six months of the fiscal year is \$1,283,602 million more than anticipated. Similarly, the number of trainees during the second quarter significantly exceeds the number reimbursed for training during the same time frame last year. These occurrences have contributed to reimbursements which amount to a significant increase over what was the case last year.

Updated projections will be provided to the Finance Committee at its January 26, 2000 meeting.

File: REVENUE

COMPARISON OF REVENUE BY MONTH

FISCAL YEARS 1998-1999 AND 1999-2000

1998-99

1999-2000

MONTH	1998-99				1999-2000							
	PENALTY ASSESSMENT FUND	TRANSFER FROM DT PAF ***	OTHER	CUMULATIVE TOTAL	CUMULATIVE MONTHLY ESTIMATE	PENALTY ASSESSMENT FUND	TRANSFER FROM DT PAF ***	OTHER *	TOTAL	% OF EST	CUMULATIVE TOTAL	% OF EST
JUL	2,990,479	879,426	18,989	\$3,888,894	\$4,161,750	3,531,568	1,047,896	37,846	\$4,617,310	110.95%	\$4,617,310	110.95%
AUG	2,861,730	1,137,131	23,988	\$7,911,743	8,323,500	3,089,514	1,242,972	31,832	\$4,364,318	104.87%	8,981,628	107.91%
SEP	2,999,959	1,371,787	19,389	\$12,302,878	12,485,250	3,450,636	1,232,194	30,034	\$4,712,864	113.24%	13,694,492	109.69%
OCT	2,753,725	1,259,214	20,626	\$16,336,443	16,647,000	3,095,393	1,245,629	12,620	\$4,353,642	104.61%	18,048,134	108.42%
NOV	2,711,610	1,239,956	24,613	\$20,312,622	20,808,750	3,019,827	1,209,755	44,991	\$4,274,573	102.71%	22,322,707	107.28%
DEC	3,218,336	1,471,669	15,700	\$25,018,327	25,238,000	2,971,741	1,195,689	31,465	\$4,198,895	94.80%	26,521,602	105.09%
JAN	2,675,323	1,223,362	484,034	\$29,401,046	29,399,750				\$0	0.00%	26,521,602	90.21%
FEB	2,703,214	1,236,116	36,342	\$33,376,718	33,561,500				\$0	0.00%	26,521,602	79.02%
MAR	3,041,813	1,390,949	25,149	\$37,834,629	37,723,250				\$0	0.00%	26,521,602	70.31%
APR	2,794,741	1,278,047	20,622	\$41,928,039	41,885,000				\$0	0.00%	26,521,602	63.32%
MAY	2,923,611	1,337,114	76,141	\$46,264,905	46,046,750				\$0	0.00%	26,521,602	57.60%
JUN	3,324,927	1,520,413	492,648	\$51,602,893	50,476,000				\$0	0.00%	26,521,602	52.54%
TOTAL	\$34,999,468	\$15,345,184	\$1,258,241	\$51,602,893	\$50,476,000	\$19,158,679	\$7,174,135	\$188,788	\$26,521,602	52.54%	\$26,521,602	52.54%

* - Includes \$115,008 from coroner permit fees (per Ch 990/90)

***-Per Section 24.10, Budget Act of 1999

COMMISSION ON POST
NUMBER OF REIMBURSED TRAINEES BY CATEGORY
DECEMBER

1998-99 1999-2000

COURSE	1998-99			1999-2000		
	Actual Total For Year	Actual July-Dec	% of Total	Projected Total For Year	Actual July-Dec	% of Projection
Basic Course	1,028	511	50%	1,100	528	48%
Dispatchers - Basic	324	163	50%	350	163	47%
Advanced Officer Course	1,878	1,086	58%	2,000	1,118	56%
Supervisory Course (Mandated)	634	224	35%	650	282	43%
Management Course (Mandated)	289	109	38%	300	133	44%
Executive Development Course	334	145	43%	350	121	35%
Supervisory Seminars & Courses	3,708	1,702	46%	3,800	1,748	46%
Management Seminars & Courses	2,185	784	36%	2,200	535	24%
Executive Seminars & Courses	599	197	33%	600	226	38%
Tech Skills & Knowledge Course	45,834	19,262	42%	46,000	22,003	48%
Field Management Training	48	21	44%	50	12	24%
Team Building Workshops	611	218	36%	650	282	43%
POST Special Seminars	770	225	29%	800	209	26%
Approved Courses	35	5	14%	50	6	12%
Tools for Tolerance	276	0	0%	0	0	N/A
TOTALS	58,553	24,652	42%	58,900	27,366	46%

* - 2,554 trainees rolled over from June and paid in July 1999 so as not to exceed FY 98-99 budget.

COMMISSION ON POST

REIMBURSEMENT BY COURSE CATEGORY

1998-99

1999-2000

COURSE	Total For Year	Actual July-Dec	Actual December	Actual July-Dec
Basic Course	\$1,578,101	\$695,948	\$42,251	\$730,108
Dispatchers - Basic	291,427	142,957	12,229	127,842
Advanced Officer Course	136,899	85,688	5,981	104,877
Supervisory Course (Mandated)	421,713	150,279	78,220	195,605
Management Course (Mandated)	329,639	124,547	5,601	164,525
Executive Development Course	278,418	118,593	3,628	108,381
Supervisory Seminars & Courses	1,546,542	738,874	143,040	750,406
Management Seminars & Courses	810,440	316,018	70,843	224,032
Executive Seminars & Courses	244,676	78,181	29,244	81,475
Tech Skills & Knowledge Course	11,991,098	4,975,995	1,005,840	6,678,802
Field Management Training	24,246	8,873	0	5,341
Team Building Workshops	305,019	120,244	55,320	156,658
POST Special Seminars	238,102	65,871	26,238	85,587
Approved Courses	4,037	1,384	0	440
Training Aids Technology	914,181	100,589	56,965	585,666
Tools for Tolerance	73,478	0	0	0
TOTALS	\$19,188,016	\$7,724,041	\$1,535,400	\$9,999,745 *

ATTACHMENT 3A

* - \$902,135 for 2,554 trainees rolled over from June and paid in July 1999 so as not to exceed FY 98-99 budget .

COMMISSION ON POST

SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	FY 1998-99 Total	1998-99 July-Dec	1999 December	1999-2000 July-Dec
Resident Subsistence	\$9,910,210	\$4,196,800	\$794,111	\$4,523,046
Commuter Meal Allowance	1,103,211	461,286	48,608	457,221
Travel	3,022,140	1,335,017	230,615	1,362,975
Tuition	3,400,251	1,483,584	281,909	1,832,885
Backfill Salary	764,545	146,765	123,192	1,237,952
Training Technology Assistance	914,181	100,589	56,965	585,666
Tools for Tolerance Training	73,478	0	0	0
TOTALS	\$19,188,016	\$7,724,041	\$1,535,400	\$9,999,745 *

* - \$902,135 for 2,554 trainees rolled over from June and paid in July 1999 so as not to exceed FY 98-99 budget .

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title NEW AGENCY - Desert Hot Springs Police Department		Meeting Date January 27, 2000
Bureau Training Delivery and Compliance	Reviewed By Dick Reed, Chief <i>Dick Reed</i>	Researched By Bob Spurlock <i>Bob Spurlock</i>
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>11-12-99</i>	Date of Report November 5, 1999
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.

ISSUE

The Desert Hot Springs Police Department is seeking entry into the POST Regular (Reimbursable) Program on behalf of its peace officers.

BACKGROUND

The department's officers are appointed pursuant to Section 830.1 of the Penal Code. Suitable background investigations and other provisions of the Government Code regarding selection standards have been met.

ANALYSIS

The police department currently employs 22 peace officers.

Fiscal impact for reimbursement of training will cost approximately \$11,000 per year.

RECOMMENDATION

The Commission be advised that the Desert Hot Spring Police Department has been admitted into the POST Regular (Reimbursable) Program consistent with Commission Policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Public Safety Dispatcher Program		Meeting Date January 27, 2000
Bureau Training Delivery & Compliance Bureau	Reviewed By Dick Reed, Chief <i>Dick Reed</i>	Researched By Bob Spurlock <i>Bob Spurlock</i>
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-27-99</i>	Date of Report December 23, 1999
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.

ISSUE

Acceptance of the Santa Monica Police Department into the Public Safety Dispatcher Program.

BACKGROUND

The Santa Monica Police Department has requested participation in the POST Reimbursable Public Safety 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.

There are currently 358 agencies participating in the program.

ANALYSIS

The agency presently employs 17 full-time dispatchers. The agency has established minimum selection and training standards which equal or exceed the standards adopted for the program. There will be no fiscal impact on the POST budget.

RECOMMENDATION

The Commission be advised that the subject agency has been accepted into the POST Reimbursable Public Safety Dispatcher Program consistent with Commission policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title NEW AGENCY - City of Los Angeles, Department of General Services		Meeting Date January 27, 2000
Bureau Training Delivery and Compliance	Reviewed By Dick Reed, Chief <i>Dick Reed</i>	Researched By Bob Spurlock <i>Bob Spurlock</i>
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 11-12-99	Date of Report November 5, 1999
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.

ISSUE

The City of Los Angeles, Department of General Services, is seeking entry into the POST Specialized (Non-Reimbursable) Program on behalf of its peace officers.

BACKGROUND

The City of Los Angeles, Department of General Services, peace officers are appointed pursuant to Section 830.31 (c) (1) of the penal code. Suitable background investigations and other provisions of the Government Code regarding selection standards have been met.

ANALYSIS

The department currently employs 29 peace officers.

There will be no fiscal impact to the POTF.

RECOMMENDATION

The Commission be advised that the City of Los Angeles, Department of General Services, has been admitted into the POST Specialized (Non-Reimbursable) Program consistent with Commission Policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title NEW AGENCY - California Department of Industrial Relations		Meeting Date January 27, 2000
Bureau Training Delivery and Compliance	Reviewed By Dick Reed, Chief <i>[Signature]</i>	Researched By Bob Spurlock <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 11-12-99	Date of Report November 5, 1999
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.

ISSUE

The California Department of Industrial Relations, is seeking entry into the POST Specialized (Non-Reimbursable) Program on behalf of its peace officers investigators.

BACKGROUND

The Department appoints peace officers under the authority of Penal Code Section 830.3 (g) and has submitted the proper documentation supporting POST objectives and regulations.

ANALYSIS

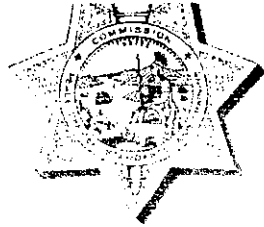
The department has seven full-time peace officer investigators.

There will be no fiscal impact to the POTF.

RECOMMENDATION

The Commission be advised that the California Department of Industrial Relations has been admitted into the POST Specialized (Non-Reimbursable) Program consistent with Commission Policy.

B.6



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

WHEREAS The San Francisco Police Department has been a member of the Commission on Peace Officer Standards and Training program since 1961; and

WHEREAS The San Francisco Police Department, in partnership with POST, provided the use of the San Francisco Police Department's Video Unit, Field Training Officer Unit, and the Training Division to develop and produce video training scenarios for the POST Field Training Program; and

WHEREAS The San Francisco Police Department provided all of the production and logistical resources to enable the development and completion of a series of video training scenarios that provide statewide trainees an opportunity to receive training in the proper way to evaluate peace officers going through a field training program; and

WHEREAS The San Francisco Police Department provided over 75 members of their department to play important acting roles in the video production, to provide logistical and pre-production support, and to provide the statewide training community with an exemplary series of training video; and

WHEREAS The success of this video training project was largely due to the support and work of Deputy Chief William Welch, Deputy Chief Joaquin Santos, Captain Ed Springer, Captain Dan Lawson, Commander John Portoni, Commander Heather Fong, Officer Kenneth Sanchez and the members of the San Francisco Police Department; now

THEREFORE BE IT RESOLVED The Commission on Peace Officer Standards and Training recognizes the diligent efforts and significant contributions of all members of the San Francisco Police Department in the production of the *Field Officer Video Training Scenarios*; and

BE IT FURTHER RESOLVED that the Commission does hereby commend Chief Fred H. Lau and the members of the San Francisco Police Department for their dedication and professionalism in accomplishing a work product of such high quality and extends best wishes for continued success in the future.




Chairman


Executive Director

January 3, 2000
Date

RESOLUTION

WHEREAS, Ray Bernard Tucker has served as a Lieutenant with the Alameda County Sheriff's Department with impressive service to law enforcement, and

WHEREAS, he has served the Commission on Peace Officer Standards and Training in the capacity of a POST Management Fellow from March 1, 1999, through February 29, 2000, and

WHEREAS, he managed the Perishable Skills Study, and

WHEREAS, he conducted research, facilitated meetings and was instrumental in developing a plan for incorporating perishable skills training into the Continuing Professional Skills training requirement for California law enforcement, and

WHEREAS, his work on every aspect of this critical, complex and difficult project was exemplary in every respect, and

WHEREAS, the results of his work and dedication will be of benefit to California law enforcement for many years to come, and therefore be it

RESOLVED, that the members of the Commission of Peace Officer Standards and Training commend Lt. Ray Bernard Tucker for a job well done, and be it

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

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Annual Review of Command College Tuition		Meeting Date January 27, 2000
Bureau Center for Leadership	Reviewed By Ken Whitman <i>[Signature]</i>	Researched By Alicia Powers <i>[Signature]</i>
Executive Director Approval	Date of Approval	Date of Report December 22, 1999
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

This item is before the commission for its annual review of the Command College tuition.

BACKGROUND

At the January 1987 meeting, the Commission designated a tuition be charged all eligible, non-reimbursable agencies desiring to send participants to the Command College. The Commission also directed staff to monitor the direct costs and to submit a report annually with recommendations for the tuition rate for the coming year.

The current tuition approved by the Commission for participants in the Command College program is \$2,575.00.

The non-reimbursable agencies that have participated in the Command College and were charged a tuition are the California Highway Patrol, the Department of Justice, Los Angeles Housing Police, Department of Motor Vehicles, Office of the Attorney General, and Department of Fish and Game.

ANALYSIS

The current tuition was based on six workshops. On November 15, 1998, the Commission approved the addition of a seventh workshop. The revised tuition includes the seventh workshop and reflects an increase in instruction, facility, and project review costs since 1998.

The recommended tuition of \$3,110 is based on the anticipated direct Command College costs per participant for the program and would be effective for participants entering the program after January 2000 and would be in effect for Classes 31 and following.

The tuition is based on the following cost estimates:

	<u>Per Student</u>
Faculty	\$2,522
Facility Fees	338
Project review	250

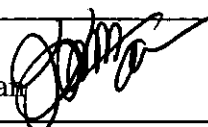

Total: \$3,110

RECOMMENDATION

Approve the Command College tuition at \$3,110. The tuition would be effective for Command College Classes 31, 32, and 33 tentatively scheduled to begin between May, 2000 and March 2001.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Sherman Block Supervisory Leadership Institute		Meeting Date January 27, 2000
Bureau Center for Leadership Development	Reviewed By Ken Whitman 	Researched By  Neil Zachary
Executive Director Approval	Date of Approval	Date of Report December 21, 1999
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

This item is before the Commission for its annual review of the Sherman Block Supervisory Leadership Institute tuition.

BACKGROUND

At the January 1991 meeting, the Commission designated a tuition be charged all eligible non-reimbursable agencies desiring to send participants to the Sherman Block Supervisory Leadership Institute. Staff was instructed to annually review tuition and to report to the Commission each January with the recommended tuition for classes beginning the coming year. The current tuition approved by the Commission is \$1,636.

The non-reimbursable agency currently in the Sherman Block Supervisory Leadership Institute and being charged a tuition is the California Highway Patrol.

ANALYSIS

The recommended tuition based on anticipated direct Sherman Block Supervisory Leadership Institute cost per participant in 2000 is \$1,752. The cost breakdown is as follows:

Instruction	\$ 1,112.
Supplies	184.
Instructor Travel/Per Diem	304.
Facility Rental/Misc.	<u>152.</u>
	\$ 1,752.

RECOMMENDATION

Approve a tuition of \$1,752 for non-reimbursable agencies, to cover the direct costs for participation in the Sherman Block Supervisory Leadership Institute for classes beginning July 2000 through June 2001.

Setting Sherman Block Supervisory Leadership Institute Tuition for Non-Reimbursable Agencies

Consistent with Commission policy, staff annually reviews the tuition charged to non-reimbursable agencies and reports to the Commission each January with the recommended tuition for the coming year.

The current year tuition rate is \$1,636. Analysis shows that the tuition level should increase to \$1,752 for classes beginning July 2000 through June 2001. Analysis of costs is included in the report under this tab.

In approving the Consent Calendar, your Honorable Commission receives the report and sets the tuition rate of \$1,752 for classes beginning July 2000 through June 2001

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Public Hearing: Proposed Change to Revise Regulation Section 1011 Regarding Cancellation of Certificates		Meeting Date January 27, 2000
Bureau Administrative Services Bureau	Reviewed By Glen Fine	Researched By <i>Frederick Williams</i>
Executive Director Approval <i>Kenneth F. O'Brien</i>	Date of Approval 12-13-99	Date of Report December 10, 1999
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

This is a Public Hearing to consider changes to Regulation Section 1011, which would rescind the requirement for certificate cancellation for felony offenses which are reduced at the time of sentencing to misdemeanor level, pursuant to Penal Code Section 17, subsection (b) (1) or (3)

BACKGROUND

Section 13510.1 of the Penal Code establishes the POST professional certificate program, requires the Commission to cancel certificates issued to persons who have been convicted of a crime classified as a felony, and permits cancellation for other reasons (enclosed as Attachment A). At its July 18, 1991 meeting, the Commission, following a public hearing, approved proposed changes in Commission Regulation 1011 and Commission Procedure F-2 to expand provisions for cancellation of POST professional certificates, effective January, 1992. Enclosed as Attachment B is a listing of those peace officer groups who are, or who are not required by law to possess the POST Basic Certificate.

Prior to this regulation change, the Commission cancelled certificates only in the event of a felony conviction, or in instances when the certificate was fraudulently obtained. With the change in regulation and procedure, the provisions for certificate cancellation were expanded to include:

1. All peace officer employment disqualification conditions provided for in Government Code Section 1029 (a) (enclosed as Attachment C).
2. Certain felony convictions (sex crimes, narcotic offenses, theft, assault under color of authority, and dishonesty associated with official duties) that are reduced to misdemeanors by virtue of misdemeanor sentence received after conviction under Penal Code Section 17 (b)(1) or (3).

The inclusion of the disqualification conditions provided for in the Government Code was a technical insertion, as these conditions had been inadvertently omitted from the regulations. The second set of expanded conditions for certificate cancellation was proposed and approved to add felony convictions, even though reduced at the time of sentencing, that involved moral unfitness.

At its October 1999 meeting, the Commission authorized release of a public notice of intent to rescind regulations providing for cancellation for certain felonies reduced to misdemeanors. A member of the public has requested the matter be heard. This public hearing was therefore scheduled.

ANALYSIS

From inception, this expanded cancellation provision has been subject to controversy, and the Commission has never authorized enforcement. The Attorney General, in a formal opinion, identified a legal deficiency with the revised regulation. The opinion noted that the Commission did have authority by virtue of its mandates to set standards for moral fitness (Penal Code Section 13510). However, the opinion concluded that the revised regulation does not specifically declare convictions in the offense categories to constitute lack of moral fitness. For these reasons, it is now proposed to delete the described provisions from POST Regulations.

RECOMMENDATION

Subject to results of the public hearing, it is proposed that Commission Regulation 1011 and Commission Procedure F-2 be revised (Attachment D) to rescind the provision that expanded certificate cancellation to include "certain felony convictions (sex crimes, narcotic offenses, theft, assault under color of authority, and dishonesty associated with official duties) that are reduced to misdemeanors by virtue of misdemeanor sentence received after conviction under Penal code Section 17 (b) (1) or (3). If approved, these changes would become effective July 1, 2000.

13510.1 Certification program; purpose; requirements; application; cancellation of certificates

- (a) The commission shall establish a certification program for peace officers specified in Sections 13510 and 13522 and for the California Highway Patrol.
- (b) Basic, intermediate, advanced, supervisory, management, and executive certificates shall be established for the purpose of fostering professionalization, education, and experience necessary to adequately accomplish the general police service duties performed by peace officer members of city police departments, county sheriffs' departments, districts, university and state university and college departments, or by the California Highway Patrol.
- (c)
 - (1) Certificates shall be awarded on the basis of a combination of training, education, experience, and other prerequisites, as determined by the commission.
 - (2) In determining whether an applicant for certification has the requisite education, the commission shall recognize as acceptable college education only the following:
 - (A) Education provided by a community college, college, or university which has been accredited by the department of education of the state in which the community college, college, or university is located or by a recognized national or regional accrediting body.
 - (B) Until January 1, 1998, educational courses or degrees provided by a nonaccredited but state-approved college that offers programs exclusively in criminal justice.
- (d) Persons who are determined by the commission to be eligible peace officers may make application for the certificates, provided they are employed by an agency which participates in the Peace Officer Standards and Training (POST) program.
- (e) Certificates remain the property of the commission and the commission shall have the power to cancel any certificate.
- (f) The commission shall cancel certificates issued to persons who have been convicted of, or entered a plea of guilty or nolo contendere to, a crime classified by statute or the Constitution as a felony.

13510.2 Misuse of certificates; misdemeanor; punishment

Any person who knowingly commits any of the following acts is guilty of a misdemeanor, and for each offense is punishable by a fine of not more than one thousand dollars (\$1,000) or imprisonment in the county jail not to exceed one year, or by both a fine and imprisonment:

- (a) Presents or attempts to present as the person's own the certificate of another.
- (b) Knowingly permits another to use his or her certificate.
- (c) Knowingly gives false evidence of any material kind to the commission, or to any member thereof, including the staff, in obtaining a certificate.
- (d) Uses, or attempts to use, a canceled certificate.

PERSPECTIVE REGARDING CERTIFICATES

Peace Officers Required, per Penal Code Section 832.4 to have POST Basic Certificates in Order to Exercise Peace Officer Powers

Municipal Police Officers, Deputy Sheriffs, Peace Officers of Districts authorized to maintain police departments, San Diego Unified Port District Harbor Police, Marshals of Municipal Court or Judicial District and Inspector/Investigator of the District Attorney's Office. Elected sheriffs and Marshals are exempted.

Peace Officers Issued but not required by Law to have POST Basic Certificates

State Agency Peace Officers, State College and University Police, Community College Police, and School Police.

Peace Officers not Issued and not Required to have POST Certificates

Peace Officers employed by agencies not participating in either the POST Reimbursable or Specialized Program. Major groups include Correctional Peace Officers and Probation Officers.

Basic certificates signify completion of basic training, the employing agencies probationary period, satisfaction of entry level selection standards and require attestation of good moral character. Other professional certificates (Intermediate, Advanced, Supervisory, Management, Executive, Dispatcher, Reserve Officers) signify various level of experience, training an education. All of these other certificates also require attestation of good moral character.

POST ADMINISTRATIVE MANUAL
LAW RELATED TO STANDARDS FOR
SELECTION AND TRAINING

CALIFORNIA GOVERNMENT CODE

1029. Conviction of felony as disqualification for peace officer

- (a) Except as provided in subdivision (b), (c), or (d), each of the following persons is disqualified from holding office as a peace officer or being employed as a peace officer of the state, county, city, city and county or other political subdivision, whether with or without compensation, and is disqualified from any office or employment by the state, county, city, city and county or other political subdivision, whether with or without compensation, which confers upon the holder or employee the powers and duties of a peace officer:
- (1) Any person who has been convicted of a felony in this state or any other state.
 - (2) Any person who has been convicted of any offense in any other state which would have been a felony if committed in this state.
 - (3) Any person who has been charged with a felony and adjudged by a superior court to be mentally incompetent under Chapter 6 (commencing with Section 1367) of Title 10 of Part 2 of the Penal Code.
 - (4) Any person who has been found not guilty by reason of insanity of any felony.
 - (5) Any person who has been determined to be a mentally disordered sex offender pursuant to Article 1 (commencing with Section 6300) of Chapter 2 of Part 2 of Division 6 of the Welfare and Institutions Code.
 - (6) Any person adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a state institution as provided in Section 3051 of the Welfare and Institutions Code.
- (b) Any person who has been convicted of a felony, other than a felony punishable by death, in this state or any other state, or who has been convicted of any offense in any other state which would have been a felony, other than a felony punishable by death,

if committed in this state, and who demonstrates the ability to assist persons in programs of rehabilitation may hold office and be employed as a parole officer of the Department of Corrections or the Department of the Youth Authority, or as a probation officer in a county probation department if he or she has been granted a full and unconditional pardon for the felony or offense of which he or she was convicted. Notwithstanding any other provision of law, the Department of Corrections or the Department of the Youth Authority may refuse to employ any such person as a parole officer regardless of his qualifications.

- (c) Nothing in this section shall be construed to limit or curtail the power or authority of any board of police commissioners, chief of police, sheriff, mayor, or other appointing authority to appoint, employ, or deputize any person as a peace officer in the time of disaster caused by flood, fire, pestilence or similar public calamity, or to exercise any power conferred by law to summon assistance in making arrests or preventing the commission of any criminal offense.
- (d) Nothing in this section shall be construed to prohibit any persons from holding office or being employed as a superintendent, supervisor, or employee having custodial responsibilities in an institution operated by a probation department, if at the time of the person's hire a prior conviction of a felony was known to the person's employer, and the class of office for which the person was hired as not declared by law to be a class prohibited to persons convicted of a felony, but as a result of a change in classification, as provided by law, the new classification would prohibit employment of a person convicted of a felony.

1011. Certificates and Awards.

- (a) Certificates and awards are presented by the Commission in recognition of achievement of education, training, and experience for the purpose of raising the level of competence of law enforcement officers and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (b) Professional certificates shall remain the property of the Commission. Certificates shall be denied or canceled when:
 - (1) A peace officer has been adjudged guilty of a felony or been disqualified for any other reason described in Government Code Section 1029(a)(1) through (a)(6); or
 - ~~(2) The person is adjudged guilty of a felony which has been reduced to a misdemeanor pursuant to Penal Code Section 17, subsection (b)(1) or (b)(3), and which constitutes either unlawful sexual behavior, assault under color of authority, dishonesty associated with official duties, theft, or narcotic offense; or~~
 - (2) ~~(3)~~ The certificate was obtained through misrepresentation or fraud; or
 - (3) ~~(4)~~ The certificate was issued due to administrative error on the part of the Commission and/or the employing agency.
- (c) Whenever a peace officer, or a former peace officer, is adjudged guilty of an offense described above, the employing department in the case of a peace officer, or the department participating in the POST Program that is responsible for the investigation of the felony charge against a former peace officer, shall notify the Commission within 30 days following the final adjudicative disposition. The notification shall include the person's name, charge, date of adjudication, case number and court, and the law enforcement jurisdiction responsible for the investigation of the charge.
- (d) Requirements for the denial or cancellation of professional certificates are as prescribed in PAM, Section F-2.
- (e) Regular Certificates, and Specialized Law Enforcement Certificates, i.e., Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are provided for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general or specialized police service duties performed by regular or specialized peace officers. Requirements for the Certificates are as prescribed in PAM, Section F-1.

- (f) The Commission shall award Records Supervisor Certificates to records supervisors who qualify as provided in PAM, Section F-6, for the purpose of fostering professionalism and recognition of achievement and competency.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE F-2

**ISSUANCE, DENIAL OR CANCELLATION
OF PROFESSIONAL CERTIFICATES**

Purpose

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

2-2. Issuance of Certificates: A Professional Certificate shall be issued following receipt of a Certificate Application, Form 2-116, (Rev. 8/88) that provides all of the required information listed on the form (i.e., information that will be used to identify the applicant, lists present and previous law enforcement experience, and training and educational achievements). Verifying documents shall be attached to the application to substantiate satisfaction of the prerequisites for the award of the certificate. The time period for the processing and issuance of the Basic Certificate shall be: a median of 24 days, a minimum of 15 days, and a maximum of 35 days from the date of receipt of a complete and accepted application; or the applicant shall be notified within the same time period that the application is not acceptable and what specific prerequisite is required. The processing of Basic Certificate applications shall be given precedence over the processing of applications for all other certificates. The determination of time periods established in this section are calendar days based on the date of initial receipt of an application or the last resubmission date thereafter.

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

Denial or Cancellation

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

- (a) The person has been adjudged guilty of a felony or been disqualified for any other reason described in Government Code Section 1029(a)(1) through (a)(6); or

~~(b) The person is adjudged guilty of a felony which has been reduced to a misdemeanor pursuant to Penal Code Section 17, subsection (b)(1) or (b)(3), and constitutes either unlawful sexual behavior, assault under color of authority, dishonesty associated with official duties, theft, or narcotic offense; or~~

- (b) (e) The certificate was issued by administrative error on the part of the Commission and/or the employing agency; or
- (c) (d) The certificate was obtained or the application was submitted involving misrepresentation or fraud.

2-5. Notification by Department Head: When a department head obtains information that a certificate should be denied or cancelled because of any of the conditions listed in paragraph 2-4 above, the department head shall immediately notify the Commission.

Investigation

2-6. Initiation of Investigation: When the Commission is notified that a professional certificate has been issued involving conditions listed under paragraph 2-4, subsections a, b, c, or d, the Executive Director shall investigate the allegation. The department head and the concerned individual shall be notified in writing of the initiation of the investigation.

Notice of Denial or Cancellation

2-7. Notification of Denial: If a professional certificate has been applied for and it is determined that one or more of the prerequisites for the issuance of the certificate has not been satisfied, the concerned individual, via the person's department head, shall be notified in writing of the denial of the issuance of the certificate and given an explanation of the reason for denial.

2-8. Notification of Cancellation: If the facts developed by an investigation substantiate cause for cancellation of a certificate, the individual concerned shall be notified in writing, by certified mail, of the commission's intent to cancel the certificate and the grounds for the proposed cancellation. The notice shall state that the certificate shall be deemed cancelled on the 45th day following the mailing of the notice and shall demand that the individual return the certificate to POST.

If an individual possessing a certificate which is proposed for cancellation in accordance with paragraph 2-4, desires a hearing regarding such action, the individual must notify the Commission in writing of the desire for a hearing within 45 days of the mailing of the notice of cancellation. The individual shall provide, with the request for hearing, all evidence that the certificate cancellation should not occur.

If the certificate cancellation is proposed in accordance with paragraph 2-4, subsection a or b, a certified copy of the abstract of judgment shall be obtained. The Commission will issue the

notification of its intent to cancel the certificate only after ensuring that the time has ended for the criminal appellate process.

~~2-9. Notwithstanding the provisions of Section 2-8, when cancellation is being considered for grounds described in Section 2-4, subsection b, the concerned individual and the employing department head will be notified that cancellation is being considered. Each will be invited to submit information to the Commission concerning the appropriateness of the proposed cancellation. Any information received will be considered by the Commission prior to initiating procedures described in Section 2-8.~~

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposal to Contract for Tactical Communications/Verbal Judo Instructor Training		Meeting Date January 27, 2000
Bureau Basic Training Bureau	Reviewed By Ken Whitman <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature: Kenneth L. O'Brien]</i>	Date of Approval 1-4-00	Date of Report November 1, 1999
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 enter into a contract with the San Bernardino County Sheriff's Department to present two 40-hour tactical communications instructor courses at a cost not to exceed \$49,429?

BACKGROUND

Verbal communication skills is an important training need for all peace officers. The Commission has received reports from a variety of sources reinforcing the need for a high degree of emphasis on interpersonal and verbal communication skills. Additional emphasis is needed in training and reinforcing the use of effective verbal communication skills at all levels of law enforcement.

In 1992 the Commission approved a successful four-phase program that brought Dr. George Thompson of the Verbal Judo Institute in Albuquerque, New Mexico into California to train officers using his "Verbal Judo" course. Under contract, Dr. Thompson participated in the development of a telecourse, video training tapes, a five-day instructor training course and the development of specific instructional material for inclusion in the Regular Basic Course curriculum. The instructional material has been included in Learning Domain #3 and is part of the mandated Field Training Program material for every new peace officer statewide.

In August 1992, Dr. Thompson facilitated a five-day training course for instructors in the basic course statewide. Over 50 instructors were trained in various parts of the "Verbal Judo" program. These trained instructors then returned to their individual departments and continued to train and emphasize proper tactical communications techniques. This class was successful and in January 1999, POST and the San Bernardino Sheriff's Department brought Dr. Thompson back to present two 16-hour instructor updates and 89 instructors attended the updates.

ANALYSIS

Discussions with agency executives and with our Basic Course training presenters identified a need to strengthen our instructor pool statewide. Many of the original instructors from the 1992 class are no longer assigned to the training function, and the pool of qualified instructors has declined. Agencies have instituted very successful programs using the "Verbal Judo" materials to better train their employees in all types of verbal communication skills. Because of the importance of interpersonal and tactical communications, the Commission's Long Range Planning Committee at its December 28th meeting directed that staff consider adding this topic as one of the perishable skills as part of the Continuing Professional Training (CPT) requirement. If this is ultimately approved by the Commission, then the need for additional trained instructors will be increased.

As a result of the reviews done by POST staff it was evident that some additional training of instructors was needed to continue to offer effective instruction in the basic course and at agencies statewide. POST staff contacted the San Bernardino County Sheriff's Department and requested assistance in presenting additional instructor training for basic course presenters and agencies.

Dr. Thompson has significantly revised his instructor training program since 1992. He also has designed a 24-hour program aimed at verbal communication skills for supervisors. The train-the-trainer program being proposed would involve the presentation of this new material in a 40-hour segment that includes demonstration of instructor skills by the participating instructors. Training tapes made in 1992 are still in use nationwide as part of a successful training program.

It is proposed that the San Bernardino County Sheriff's Department facilitate all of the logistics and coordination for the presentation of two 40-hour train-the-trainer courses. The contractor would also coordinate the development and filming of additional video scenarios that would be made available to all basic training presenters as part of this contract. Each basic course presenter will be allocated two instructor slots for the proposed instructor courses. There would be a maximum of 50 students in each of the 40-hour sessions and Dr. Thompson would facilitate each session as the lead instructor.

Attachment A outlines the proposal and provides a breakdown of the costs associated with the proposed project. The two 40-hour train-the-trainer courses would be presented as a POST Special Seminar and would also qualify those attending for continuing professional training (CPT) credit.

RECOMMENDATION

It is recommended that the Commission authorize the Executive Director to enter into a contract with the San Bernardino County Sheriff's Department to facilitate the presentation of two 40-hour train-the-trainer instructor courses and development of video training scenarios on Verbal Judo/Tactical Communications techniques at a cost not to exceed \$49,429.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

"VERBAL JUDO" TACTICAL TRAINING PROJECT
SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
ONTARIO, CALIFORNIA

PROPOSED PROJECT AND COST BREAKDOWN

VERBAL JUDO/TACTICAL COMMUNICATIONS TRAINING INSTRUCTOR COURSES

1.	SESSION ONE	MARCH 13-17, 2000	40 hours - 50 trainees
2.	SESSION TWO	MARCH 27-31, 2000	40 hours - 50 trainees

VERBAL JUDO/TACTICAL COMMUNICATIONS VIDEO SCENARIO DEVELOPMENT

1.	SESSION	MARCH 20-24, 2000	40 hours
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COST ESTIMATES

INSTRUCTOR SESSIONS*	\$25,640
VIDEO SCENARIO TRAINING	\$19,350
CONTRACT FACILITATION	\$ 4,439
TOTAL CONTRACT COSTS	\$49,429

* Costs for instructional delivery, travel, and per diem

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposal to Amend Contract for Course Development and Revisions		Meeting Date January 27, 2000
Bureau Basic Training Bureau	Reviewed By Ken Whitman <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature: Kenneth J. O'Brien]</i>	Date of Approval 1-4-00	Date of Report November 1, 1999
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 amend the existing contract for completion of work on the Specialized Investigators' Basic Course (SIBC) the Basic Course Requalification Course, and the District Attorneys' Trial Preparation and Investigation Course at a cost not to exceed \$25,624?

BACKGROUND

In July 1999, due to a lack of staff resources, the Executive Director entered into a sole-source contract with Hugh M. Foster to update and revise the Specialized Investigators' Basic Course (SIBC), the Basic Course Requalification Course, and the District Attorneys' Trial Preparation and Investigation Course. The courses had not been updated or revised in a number of years, and the contract was implemented in an amount not to exceed \$9,999 with a cost of \$62.50 per hour for approximately 150 hours of work.

To date, the 150 hours allotted for updating the three courses has been expended on updating the SIBC and updating only a small portion of the Requalification Course. As a result, additional work hours are needed to complete updating the remainder of the Requalification Course and updating the entire District Attorneys' Trial Preparation and Investigation Course.

ANALYSIS

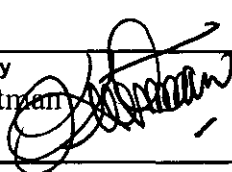

In order to fulfill the requirements of the contract, contractor Hugh Foster, has been working with staff, subject matter experts, and trainers. Foster, the former director of the Criminal Justice Training Center at Golden West College, has extensive background in the development and presentation of each of these programs, and he estimates that an additional 250 work hours will be required to complete the requirements outlined in the original contract. This type of resource work is contracted out at a rate of \$62.50 per hour which would result in an additional cost of \$15,625 if all hours are used to complete the necessary updates. As a result, the total expenditure would not exceed \$25,624.

RECOMMENDATION

It is recommended that the Commission authorize the Executive Director to amend the existing contract for completion of work on the Specialized Investigators' Basic Course, Basic Course Requalification Course, and District Attorneys' Trial Preparation and Investigation Course at a cost not to exceed \$25,624.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request For Public Hearing For Modification to Specialized Investigators' Basic Course Curriculum		Meeting Date January 27, 2000
Bureau Basic Training Bureau	Reviewed By Ken Whitman 	Researched By Staff
Executive Director Approval 	Date of Approval 1-10-00	Date of Report November 1, 1999
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 approve the setting of a public hearing to review proposed changes to POST-prescribed minimum hours and curricula regarding the Specialized Investigators' Basic Course (SIBC)?

BACKGROUND

Penal Code 13510.5 empowers the Commission to adopt and amend minimum standards for training "Specialized Peace Officers" employed by a variety of state agencies. The training standard adopted by the Commission is listed in the POST document *Training Specifications for the Specialized Investigators' Basic Course - 1995*, as described in Commission Procedure D-1-5 and incorporated by reference in Regulation 1005 (a)(5). The majority of the existing Specialized Investigators' Basic Course was taken directly from the Regular Basic Course. The Specialized Investigators' Basic Course (SIBC) was last updated by the Commission in November 1994 following a public hearing. The increasingly diverse challenges and expanding service demands expected of law enforcement require that the content, length, and instructional methodologies of peace officer training be periodically reviewed and updated.

ANALYSIS

POST staff and a committee comprised of training managers, course presenters, state agency supervisors, and trainers have met and reviewed the SIBC curricula and concurred that changes are necessary to ensure that the course continues to meet current training needs. As a result, the following recommendations were proposed by that committee:

1. Update the *Training Specifications for the Specialized Investigators' Basic Course* requiring instructional goals, topics, tests, and learning activities, and continue to use the content of the Regular Basic Course and an analysis of the functions of the state investigator's position as a model.
2. Develop an additional Learning Domain series - Learning Domain 60 for the Specialized Investigators' Basic Course that would cover a range of specific training needs for peace officers assigned to an investigative function.

3. Develop student workbooks and instructor guides for the new Learning Domain 60 areas to complement the use of the Regular Basic Course student workbooks.
4. Increase the minimum hours from 364 (plus prerequisite 64 hours for PC 832) to 587 hours and incorporate the PC 832 Arrest and Firearms Course back into the core of the SIBC. This would eliminate the PC 832 Course as a prerequisite as outlined in Attachment A. Attachment B describes proposed regulatory language to effect that change.

An analysis of the existing curricula indicates that relevant Regular Basic Course curriculum needs to be incorporated into the existing course and that new instruction be developed which focuses on the job functions performed by State specialized investigators. The proposed changes align the SIBC more closely with the Regular Basic Course curriculum so that when changes occur in the Regular Basic Course they are automatically changed in the SIBC.

Attachment A outlines the current SIBC curricula and the proposed curricula that would become effective upon approval by the Commission. The current course is presented by Golden West Criminal Justice Training Center and by Yuba College. Both courses are currently certified for a total of 400 hours. With the completion of the prerequisite PC 832 Course, the current state peace officer acquires approximately 428 hours of training. While the courses are certified at 400 hours, both currently average approximately 417 hours each. There is a 159 hour net addition to the SIBC if the proposed changes are approved.

It is also proposed to amend Commission Procedure D-1-5 to include the revisions to the document *Training Specifications for the Specialized Investigators' Basic Course* and to make technical changes to regulatory language to align it with definitions of terms and testing and training requirements used in the Regular Basic Course. Attachment C shows proposed regulatory language to effect those changes.

SUMMARY

The changes proposed in this report represent the collective thought of trainers and managers and dramatically align the proposed SIBC to be consistent with the Regular Basic Course. The proposed revisions should substantially improve the preparedness of State specialized peace officers to assume their important and critical duties.

Executives of the agencies served by the SIBC were invited to attend a briefing on January 4, 2000, and concur with the proposed course changes. The impact of the proposed changes are substantial, particularly with respect to increased training hours. Because of this significant impact, it is suggested that public input be sought at a public hearing before these changes are acted upon.

RECOMMENDATION

Approve the setting of a public hearing date for the April 20, 2000, Commission meeting to receive testimony concerning the proposed changes to Regulation 1005 (a)(5) and Procedure D-1-5.

Current Specialized Investigators' Basic Course		
LD	Domain Title	Min. Hrs.
1	Ethics, Professionalism, Career Orient.	16
2	Cultural Diversity/Discrimination	24
3	General Law	24
4	Search and Seizure Issues	24
5	Investigative Techniques	34
6	Id, Collect and Preserve Physical Evid.	12
7	Investigative Report Writing	32
8	Use of Force	8
9	Firearms/Chemical Agents	44
10	Field Procedures	48
11	Fitness and Arrest Methods	60
12	First Aid and CPR	21
13	Persons with Disabilities	6
	Examinations	11
	TOTAL MINIMUM HOURS	364

Current PC 832 Arrest/Firearms*	
Course Title	Min. Hrs.
Arrest	40
Firearms**	24
TOTAL MINIMUM HOURS	64

**TOTAL MIN. HOURS TO MEET
TRAINING REQUIREMENT**

428

*PC 832 is currently a prerequisite for the SIBC

**Firearms course is only required for investigators who have authority to carry a weapon as part of their assignment.

Proposed Specialized Investigators' Basic Course		
LD	Domain Title	Min. Hrs.
1	History, Professionalism and Ethics	8
2	Criminal Justice System	4
3	Community Relations	12
4	Victimology/Crisis Intervention	6
5	Introduction to Criminal Law	6
6	Property Crimes	10
7	Crimes Against Persons	10
8	General Criminal Statutes	4
9	Crimes Against Children	6
10	Sex Crimes	6
11	Juvenile Law and Procedure	6
12	Controlled Substances	12
15	Laws of Arrest	12
16	Search and Seizure	12
17	Presentation of Evidence	8
18	Investigative Report Writing	40
20	Use of Force	12
23	Crimes in Progress	16
25	Domestic Violence	8
26	Unusual Occurrences	4
30	Preliminary Investigation	42
32	Lifetime Fitness (Lecture Only)	4
33	Arrest and Control/Baton	60
34	First Aid and CPR	21
35	Firearms/Chemical Agents	72
36	Information Systems	4
37	Persons with Disabilities	6
38	Gang Awareness	8
39	Crimes Against the Justice System	4
40	Weapons Violations	4
41	Hazardous Materials	4
42	Cultural Diversity/Discrimination	24
60	Vehicle Operations & Surveillance	24

61	Admin. Proc., Affidavits, Court Orders, Warrants	24
62	Case Management and Sources of Info.	32
63	Computers, Computer Crime, Search & Seizure	8
	Administrative Time	8
	Scenario Tests (7 tests)	10
	POST-Constructed Tests (LD Tests, Midterm and Final***)	26
	TOTAL MINIMUM HOURS	587****

***** The Midterm and Final exams are currently under development and will be available in 2001.**

******Includes PC 832 instruction**

1005. Minimum Standards for Training.

(a) (1) through (a) (4) continued

- (5) Every specialized officer, except regularly employed and paid as such inspectors or investigators of a district attorney's office, shall satisfactorily meet the training requirements of the Regular Basic Course, PAM, section D-1-3, within 12 months from the date of appointment as a regularly employed specialized peace officer; or for those specialized agency peace officers whose primary duties are investigative and have not satisfactorily completed the Regular Basic Course, the chief law enforcement administrator may elect to substitute the satisfactory completion of the training requirements of the ~~P.C. 832 Arrest and Firearms Course and the Specialized Investigators' Basic Course~~, PAM, section D-1-5.

(a)(6) through (k)(2) continued

PAM section D-1-5 adopted effective October 20, 1983, and amended September 26, 1990, October 27, 1991, January 14, 1994 ~~and~~ May 7, 1995 and July 1, 2000 is herein incorporated by reference.

The document, *Training Specifications for the Specialized Investigators' Basic Course* ~~-1995~~ adopted effective May 7, 1995 and amended July 1, 2000 is herein incorporated by reference.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-1

BASIC TRAINING

D-1-1 through D-1-4 continued

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. There are two kinds of exercise tests: (1) a POST-developed report writing test which is administered and scored under POST's supervision, and (2) All other exercise tests which are administered and scored by the training presenters.

- (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~~ acquire and use specific POST-constructed knowledge 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**

- (1) **Topics.** ~~As specified in *Training Specifications for the Specialized Investigators' Basic Course -1995*, t~~Training presenters shall provide appropriate instruction on ~~each~~ required all topics specified in *Training Specifications for the Specialized Investigators' Basic Course*.
- (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~~ 587 hours.
- (3) **POST-Constructed Knowledge Tests.** As specified in *Training Specifications for the Specialized Investigators' Basic Course -1995*, POST-constructed knowledge tests ~~may~~ be 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 training presenter, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, ~~parallel~~ alternate 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.~~
- (4) **Scenario Tests.** As specified in *Training Specifications for the Specialized Investigators' Basic Course -1995*, scenario tests ~~may be~~ 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 acceptable to the presenter. 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.~~

- (5) **Exercise Tests.** As specified in *Training Specifications for the Specialized Investigators' Basic Course -1995*, exercise tests ~~may be~~ 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 acceptable to the presenter. 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.~~
- (6) **Learning Activities.** As specified in *Training Specifications for the Specialized Investigators' Basic Course -1995*, learning activities ~~may be~~ 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 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.
- (7) **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.

D-1-6 through D-1-7 continued

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposal to Release a Request for Proposal (RFP) to Develop Student Workbooks for Specialized Investigators' Basic Course		Meeting Date January 27, 2000
Bureau Basic Training Bureau	Reviewed By Ken Whitman <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature: Kenneth J. O'Brien]</i>	Date of Approval 1-4-00	Date of Report December 11, 1999
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 release a Request for Proposal (RFP) to develop the Specialized Investigators' Basic Course (SIBC) workbook specific series and at the conclusion enter into a contract to develop student workbooks for the SIBC at a cost not to exceed \$120,000?

BACKGROUND

In January 1994, the Commission received a report on the feasibility of using student workbooks in the Regular Basic Course (RBC). In that report it was suggested that using student workbooks could improve student learning by reducing traditional lecture time, by reinforcing interactive learning, improving evaluation of critical thinking skills, and more effectively using classroom hours with structured preview and review of learning material. The Commission authorized the student workbook pilot in November 1994 and the full basic course learning domain project in November 1996.

Preliminary results of the validation study and feedback from training presenters and students support the initial expectations of this project. Additional advantages have emerged including expanding the standardized delivery of training, providing a basis for competency-based tests, and providing the means for self-directed courses that can be used in a variety of training programs.

Forty-one learning domains in the RBC, when completed, will have an instructor guide, video resource material, and a student workbook. All 41 learning domains will have the same standardized instructional packages by July 1, 2000. POST staff has developed a maintenance schedule and is reviewing some of the earlier workbooks to make sure they are current. To date, over 160,000 workbooks have been delivered to the field for its use in the Regular Basic Course, the Transition Course-Pilot Program, and the reserve officer training program.

ANALYSIS

A comprehensive review of the Specialized Investigators' Basic Course (SIBC) has been completed and major course changes will be presented to the Commission at its January 2000 meeting. The SIBC is used as the basic peace officer training for many of the specialized State agencies for training their employees. It is used by approximately 200-300 trainees annually. The course is presented at Golden West Criminal Justice Training Center, South Bay Regional Public Safety Training Center, Yuba College, and the Department of Justice Advanced Training Center.

The proposed changes will recommend the adoption of Regular Basic Course (RBC) learning domains, training specifications, and the use of student workbooks in the presentation of the SIBC statewide. The RBC student workbooks will be used in several SIBC learning domains which will standardize the delivery of the course at no additional cost to the Commission. There are, however, four specialized areas that need to be addressed, and it is proposed that workbooks be developed to deliver that specialized training. The development of workbooks to be used in Learning Domain 60 (specific number series for SIBC) would cover those areas that are unique to peace officer training for those working in specialized assignments.

The development of additional student workbooks and instructor guides for the SIBC will form an instructional system that is standardized and more effective in the following ways:

- Provides the student and instructor with professionally designed curriculum and lesson plans that standardize the delivery of instruction.
- Discourages instructor lectures, and as an alternative, provides student learning activities based on adult learning strategies designed to enhance student performance.
- Upgrades the SIBC program to be consistent with the Regular Basic Course and the Regular Basic Course - Modular Format.
- Provides a cost-effective method of supporting SIBC basic training.
- Aids the development of tests which are a critical component of the course.
- Provides essential, related, and specialized training material that can readily be reviewed and modified.

The proposed workbook(s) would be developed to provide specialized training materials in the following areas:

1. Learning Domain 60 - Vehicle Operations and Surveillance
2. Learning Domain 61 - Administrative Procedures, Affidavits, Court Orders, and Warrants

3. Learning Domain 62 - Case Management and Sources of Information
4. Learning Domain 63 - Computer Crime/Seizure

Based on past experience in the development of workbooks for the Regular Basic Course, POST staff anticipates costs of approximately \$30,000 per domain for the finished product at a total cost estimate of \$120,000. It is proposed that a Request for Proposal (RFP) be developed that identifies the Commission's requirements, and upon the completion of the RFP process, a contract be executed to develop the workbooks for the SIBC Learning Domain 60 series. POST staff will closely monitor the RFP process.

RECOMMENDATION

It is recommended that the Commission authorize the Executive Director to release a Request for Proposal to develop the SIBC Workbook Series and at the completion of the RFP process enter into a contract to develop and deliver the workbook(s) at a cost not to exceed \$120,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposal to Develop Additional Field Training Officer Program Video-based Scenarios		Meeting Date January 27, 2000
Bureau Basic Training Bureau	Reviewed By Ken Whitman <i>[Signature]</i>	Researched By Staff
Executive Director Approval <i>[Signature: Kenneth J. O'Brien]</i>	Date of Approval 1-4-00	Date of Report November 1, 1999
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 a contract for the development and production of video training scenarios for the Field Training Program at a cost not to exceed \$100,000?

BACKGROUND

In November 1997 the Commission authorized the development of a series of video training scenarios for the Field Training Officer Program. The initial set of videos was designed to be used in the 40-hour Field Training Officer mandated course. The videos were specifically aimed at training new field training officers on proper strategies to use when they were evaluating new peace officer trainees.

POST signed a contract with the San Francisco Police Department and their video unit to produce the series of video training tapes in 1998. Working with POST staff and statewide field training officer subject matter experts, the initial series of video tapes has been completed and are being distributed to the presenters of the certified course. The initial videos focused primarily on the novice field training officer (FTO) and included scenarios that are used for testing in the 40-hour course. They were specifically designed to focus on proper evaluation techniques and the process of evaluating and rating new trainees and understanding the initial strategies involved in evaluating performance in the field.

ANALYSIS

Now that the first set of video training scenarios have been completed and are being distributed for use by our presenters it is proposed that the second and final phase of this project be authorized, funded, and developed. These new video-based scenario tapes would also be used in the Field Training Officer Course (or could be used in agency-specific updates) to give the FTOs further experience in evaluating peace officer trainees in a controlled training environment. Unlike the initial videos that depicted basic evaluation scenarios, the proposed second phase videos would depict more advanced and critical tactical situations.

All of the scenarios would depict a FTO in a work environment with a trainee. The scenarios would play to a point that the trainee takes an important action or the FTO makes a critical decision, such as intervening in the trainee's handling of the task or situation. At a specific decision point in each scenario, a written and spoken instruction tells the training facilitator to pause or turn off the VCR so that the class may critique the activity just observed and offer recommendations as to what the FTO in the scenario should do to bring the scenario to a proper conclusion. After suitable facilitated discussion has taken place, the tape resumes and the scenario concludes. The scenarios would show positive as well as negative actions and provide for the continuation of the scenarios to a logical conclusion and outcome, and the documentation or feedback given to the trainee in these particular scenarios.

These new scenarios would be used to enlarge and keep current the video-based training scenarios used in the course and would cover subject areas that are not currently addressed in existing tapes. Suggested scenarios would cover such areas as domestic violence, hazing, sexual harassment, ethics, officer safety, use of force, report writing, learning disabilities, and override/intervention issues. It is proposed that 16 video-based scenarios be developed for the second phase of this project.

Scripting of the next set of scenarios would be done by members of the Field Training Officer ad hoc committee that has been actively involved in designing, revising, and updating the curriculum. The project would be managed by the POST Basic Training Bureau.

Based upon the past video production experience with the first phase of FTO scenarios it is estimated that it would cost approximately \$100,000 to cover the direct costs for production of an additional 16 video-based scenarios. It is estimated that this project would take nine to twelve months to complete once the contract is executed.

The use of standardized video-based training scenarios help to support and enhance the quality of training in the Field Training Officer Course. These video-based scenarios could also be used at the agency level, and there may be additional usage by agencies outside the state to support some of their programs.

RECOMMENDATION

It is recommended that the Executive Director be authorized to enter into a contract with a public entity to develop the second phase of Field Training Officer Course video-based scenarios at a cost not to exceed \$100,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Increase Contract with CSUS Foundation		Meeting Date January 27, 2000
Bureau Computer Services Bureau	Reviewed By Mitch Coppin	Researched By Sherrie Girard
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 12-13-99	Date of Report December 10, 1999
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 increase the contract with CSUS Foundation for Student Assistant services for FY 99/00?

BACKGROUND

POST has contracted with CSUS Foundation to obtain Student Assistants for the past several years. Student Assistants perform a variety of computer-related tasks and assist computer support staff with PC moves, new installs, and help desk troubleshooting. In times of unfilled positions, vacations, or illness, Student Assistants have helped bridge the gap and allowed POST staff to continue with its computer-related projects.

ANALYSIS

The current year contract with CSUS Foundation was established at \$9,999. At the current rate, the contract dollars for this fiscal year will be exhausted by February 2000. An increase of \$5,000 will allow one Student Assistant to remain at POST part-time until June 30, 2000. With the additional \$5,000 added to the contract, the contract will exceed POST's Executive Director's \$10,000 delegation, and, thus, requires Commission approval.

RECOMMENDATION

Authorize the Executive Director to contract for services with CSUS Foundation for an additional \$5,000 to maintain contract funding through the end of the FY 99/00.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Notice of Appointment and Termination Form		Meeting Date January 27, 1999
Bureau Training Delivery and Compliance Bureau	Reviewed By <i>[Signature]</i> Paul Harman and Dick Reed	Researched By Gary Sorg/Anna Del Porto
Executive Director Approval <i>[Signature]</i> Kevin M. J. O'Brien	Date of Approval 1-10-00	Date of Report December 9, 1999
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 schedule a public hearing to consider changes to Regulation 1003 and the Notice of Appointment/Termination form (2-114) which would require notification of promotions, demotions, name changes, and other changes for consistency and clarity?

BACKGROUND:

Current Commission Regulations do not require agencies to notify POST when sworn personnel are promoted to first-level supervisory, middle management, or executive level positions, however, this information is needed because there are mandatory training requirements for first-level supervisory and middle management positions which must be completed within one year of promotion. The training requirement for continued professional training (CPT) will be required for all peace officers, Level I and II reserve peace officers, dispatchers and dispatch supervisors effective July 1, 2000. To determine compliance with the mandated training requirements, it is necessary for POST to receive appointment or promotional information at the first-level supervisory, middle management, executive, and dispatch supervisor levels. This new requirement is proposed for addition to Regulation 1003, Notice of Appointment/ Termination. Other less substantive changes that are also needed to improve clarity and add information needed for processing the Notices are also proposed.

ANALYSIS:

Annual inspections of agency training records, background investigation files, etc., are conducted by the Training Delivery and Compliance Bureau, as required by Penal Code section 13512, to determine compliance with POST Regulations. To enable consultants to do a more complete compliance inspection, this proposal includes a new section on the Notice of Appointment/Termination form to gather promotion and demotion information.

Other changes to the regulation include the addition of text that requires agencies to notify POST of an individual's name change. Although many agencies have been doing this voluntarily for years, it is being proposed for addition to Regulation 1003, at this time, in order to make it a requirement and so that we may improve the accuracy of the POST data base.

For consistency with other parts of the POST Administrative Manual, the terms "regular officer" and "specialized officer" are being removed. The text in Regulation 1003 has been modified to reflect this and now reflects that the Notice of Appointment/Termination form is required for **all** peace officers of participating departments.

The Notice of Appointment/Termination form is part of Regulation 1003, thus any change to the form itself must also be in compliance with the Administrative Procedures Act. The following changes to the form are proposed:

- Revisions to the race/ethnicity categories to bring this section in line with new federal guidelines.
- Addition of text to the Reserve Level I peace officer appointment section to determine the type of authority (24-hour authority or duration of assignment only).
- Addition of the new selections of "Promotion" and "Demotion".
- Addition of a new section requiring the penal code section which is the authority for the appointment.
- Other miscellaneous changes added for clarity.

RECOMMENDATION:

Schedule a Public Hearing for the April 2000 Commission meeting for the purpose of amending Regulation 1003 and the Notice of Appointment/Termination form.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PROPOSED AMENDMENTS TO REGULATION 1003

1003. Notice of Appointment/Termination.

Whenever a ~~regular, specialized, limited function, or reserve~~ peace officer of a participating department is newly appointed, promoted to a first-level supervisory, middle management or executive position (refer to Regulation 1001 for definitions), demoted, enters a department laterally, terminates, changes his/her name, or changes peace officer appointment status within the same agency department, the department shall notify the Commission within 30 days of such action on the Notice of Appointment/Termination, ~~f~~Form 2-114 (Rev. ~~12/97~~1/2000), "Notice of Appointment/Termination."

For departments in the Public Safety Dispatcher Programs, the form shall be submitted whenever a person is appointed, promoted to a public safety dispatch supervisor position, changes his/her name, reclassified, or transferred to a public safety dispatcher position, or whenever the person is terminated from a public safety dispatcher position.

Eligibility to receive the Records Supervisor Certificate requires that the form be submitted a minimum of 30 days prior to application for award of the certificate for persons appointed, changes his/her name, promoted, reclassified, or transferred to a records supervisor position. The form shall also be submitted when the person is terminated from a records supervisor position.

NOTICE OF APPOINTMENT/TERMINATION

POST 2-114 (Rev. 1/2000)

Pursuant to the Federal Privacy Act (Public Law 93-579) and the Information Practices Act (IPA) of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information. Failure to provide all or any part of the requested information may delay processing of this form, or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquires may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact the POST Information Services Bureau for instructions on requesting records.

INSTRUCTIONS

- Completion of this Notice form is required for peace officers, reserve peace officers, dispatchers, and records supervisors.
- Use this Notice to report new appointments, promotions, demotions, appointment status changes, corrections (including name changes), and terminations.
- Complete the IDENTIFICATION INFORMATION section, and as appropriate, either the APPOINTMENT or TERMINATION section.
- Please type or legibly print (in ink) all required information.
- Mail this Notice to POST at the above address within 30 days of such actions, as required by Regulation 1003 in the POST Administrative Manual.

IDENTIFICATION INFORMATION

1. SOCIAL SECURITY NUMBER	2. NAME (LAST) (FIRST) (MIDDLE)	3. BIRTH DATE Month Day Four-Digit Year
4. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	5. ALSO KNOWN AS (LAST) (FIRST) (MIDDLE)	FOR POST USE ONLY
6. RACE/ETHNICITY (Mark the box that best describes the appointees' race/ethnicity. See the reverse for definitions.)		
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Hispanic or Latino	
<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> Black or African American	<input type="checkbox"/> White	
<input type="checkbox"/> Filipino	<input type="checkbox"/> Other	
7. RANK / CLASSIFICATION (Select and enter the POST Code from the list on the reverse.)	8. DEPARTMENT NAME	

APPOINTMENT

9. APPOINTMENT DATE Month Day Four-Digit Year	11. APPOINTMENT STATUS (Mark the appropriate status box. Selection requirements may be found in the indicated Commission Regulation.)
10. APPOINTMENT TYPE (Refer to Regulation 1003.)	<input type="checkbox"/> Peace Officer (Regulation 1002)
	<input type="checkbox"/> Reserve Peace Officer (Regulation 1007)
	<input type="checkbox"/> Dispatcher (go to box 13) (Regulation 1018)
<input type="checkbox"/> New	Also check the appropriate Reserve level
<input type="checkbox"/> Promotion	<input type="checkbox"/> Level I - Peace officer authority 24 hours a day
<input type="checkbox"/> Demotion	<input type="checkbox"/> Level I - Peace officer authority for duration of assignment only
<input type="checkbox"/> Appointment Status Change (e.g., reserve to peace officer, or dispatcher to reserve, etc.)	<input type="checkbox"/> Level II
<input type="checkbox"/> Correction to Record (highlight correction/s)	<input type="checkbox"/> Level III
	<input type="checkbox"/> Records Supervisor (go to box 13) (Regulation 1001 - definition only)
	12. PEACE OFFICER AUTHORITY (Complete this item for Peace Officer or Reserve Peace Officer status only. Enter the complete Penal Code Section, including any subsections, which describes the peace officer authority of the above-named appointee.)
	Penal Code Section 830. _____
13. TIME BASE	14. PAY STATUS
<input type="checkbox"/> Full Time (Regulation 1001.(c))	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
<input type="checkbox"/> Part Time	
<input type="checkbox"/> Seasonal Full Time	
<input type="checkbox"/> Seasonal Part Time	

TERMINATION

15. TERMINATION DATE Month Day Four-Digit Year	16. REASON FOR TERMINATION
	<input type="checkbox"/> Retired <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Deceased <input type="checkbox"/> Felony/Serious Crime Conviction <input type="checkbox"/> Other

ATTESTATION OF REPORTING OFFICIAL

I attest that the information provided on this form is true and correct and is based on my personal knowledge or inquiry. The personnel records of this agency substantiate the information on this form.

SIGNATURE OF DEPARTMENT HEAD OR AUTHORIZED DESIGNEE	FULL NAME AND TITLE (type or print legibly)	DATE
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NOTICE OF APPOINTMENT/TERMINATION

POST 2-114 (Rev. 1/2000)

Page 2

ITEM 6 - RACE/ETHNICITY

INSTRUCTIONS — Use these definitions to assist you in selecting the category that best describes the appointee's race/ethnicity.

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.

Black or African American

A person having origins in any of the black racial groups of Africa.

Filipino

A person having origins in any of the original peoples of the Philippine Islands.

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White

A person having origins in any of the original peoples of Europe, Middle East, or North Africa.

ITEM 7 - RANK/CLASSIFICATION

INSTRUCTIONS — Use this list to select the POST code for the appointee's rank/classification. This code will appear on the appointee's Peace Officer Profile (P101) in the Rank column under the Employment section.

<u>Rank/Classification</u>	<u>POST Code</u>	<u>Rank/Classification</u>	<u>POST Code</u>	<u>Rank/Classification</u>	<u>POST Code</u>
Acting Chief	ACTC	Detective (I, II, III)	DET	Ranger Supervisor	RNGS
Administrator	ADM	Director	DIR	Records Supervisor	RECS
Agent	AGNT	Dispatcher (I, II, III)	DIS	Records Supervisor/Dispatcher	RS/D
Assistant Chief	ACHF	Dispatcher Manager	DISM	(Full-time Records Supervisor AND full-time Dispatcher)	
Assistant Commissioner	ACOM	Dispatcher Supervisor	DISS	Reserve Level I	RI
Assistant Marshal	AMAR	District Attorney	DA	(Peace officer authority for duration of assignment only)	
Assistant Sheriff	ASH	Inspector	INS	Reserve Level I (24 hours)	RI24
Captain	CAPT	Investigator (I, II, III)	INV	(Peace officer authority 24 hours a day)	
Chief	CHF	Investigator Manager	INVM	Reserve Level II	RII
Chief Investigator	CHFI	Investigator Supervisor	INVS	Reserve Level III	RIII
Commander	CMDR	Investigator, Welfare Fraud	WINV	Sergeant	SGT
Commissioner	COM	Investigator Manager, Welfare Fraud	WINM	Sergeant-at-Arms	SGTA
Coroner	COR	Investigator Supervisor, Welfare Fraud	WINS	Sergeant-at-Arms Chief	SGTC
Corporal	CPL	Lieutenant	LT	Sheriff	SH
Deputy (I, II, III)	DPTY	Manager	MGR	Special Agent	SA
Deputy Chief	DCHF	Marshal	MAR	Supervisor	SUP
Deputy Commissioner	DCOM	Police Officer (I, II, III)	PO	Supreme Court Bailiff	SCB
Deputy Coroner	DCOR	Ranger	RANG	Trainee	TRN
Deputy Marshal (I, II, III)	DMAR	Ranger Manager	RNGM	Undersheriff	US
				Warden	WARD

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title REGULATORY REVIEW AND CLEAN UP		Meeting Date January 27, 2000
Bureau Information Services Bureau	Reviewed By Paul Harman, Bureau Chief	Researched By Anna Del Porto, Associate Analyst
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-17-00	Date of Report
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis 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 various cleanup changes to Regulations 1000 through 1005 and Commission Procedures D-2 and F-6?

BACKGROUND:

Executive Order W-131-96, issued by former Governor Pete Wilson, required all state agencies to identify unnecessary or redundant regulations. A second Executive Order, W-144-97, followed requiring the sunset review of regulations by all state agencies in 1999. Along with these Orders, there has been a desire of POST management to do a thorough clean up of Commission Regulations to assure clarity, consistency, accuracy, etc. The goal of this agenda item is to add, amend, and/or delete regulations as necessary to comply with the Executive Orders and to accomplish the cleanup. This agenda item proposal will partially accomplish the Commission Strategic Plan Objective F.6 - "Review all existing regulations by December 31, 1999".

ANALYSIS:

Due to the sheer magnitude of this project and the necessity to coordinate these regulation changes with regulation changes proposed in other agenda items during the review process, the project could not be completed all at one time. The recommended changes in this agenda item will focus primarily on Regulations 1001-1005. Additionally it includes amendments to Regulation 1000, Objectives, which are not codified in the California Code of Regulations. The Objectives are being amended to more closely reflect the language of the POST Mission Statement and to more accurately describe today's POST programs. All but one of the proposed changes to Regulations 1001-1005 do not add any new requirements or substantially change requirements for agencies participating in POST programs.

The one substantive change is the amendment to Regulation 1005(a)(3) where the text was amended to reflect that the training requirement for peace officers whose primary duties are investigative (previously referred to as "specialized" officers) is the POST Regular Basic Course or the Specialized Investigator's Basic Course (SIBC). This proposed amendment changes the need for those officers to separately complete the PC 832 Arrest and Firearms Course before completing the SIBC training. The reason for this change is that the PC 832 training is now proposed to be infused into the SIBC training curricula. The new training specifications for SIBC are submitted under a separate item on this agenda.

Language in 1005 (a) which described the Basic Course Field Training Program and its requirements have been deleted as that language is obsolete because the program is no longer used. The Advanced Officer Course requirements found in Regulation 1005(d) have been moved to a more appropriate location in the PAM, Commission Procedure D-2. Commission Procedure F-6 is included to correct section references in that Procedure.

Cleanup revisions to Regulation 1003, Notice of Appointment/Termination, are included in a separate agenda item for that regulation and form.

The review of the Commission regulations and the recommended amendments in this agenda item were accomplished through the establishment of a Regulation Review Committee made up of representatives from many of the POST bureaus. The Committee reviewed each regulation, recommended amendments to improve the regulation and then discussed the amendments until final language was proposed. The Committee members were strongly committed to improving the Regulation language for the benefit of POST's clients, as well as, for POST staff who must implement the programs and enforce the requirements.

Other sections of the Commission Regulations will be proposed for amendment at future Commission meetings until the regulations and procedures have been reviewed in their entirety.

The analysis of the Regulation Review Committee was that many of the current regulations need amending for clarity and currency. A few regulations are obsolete and because they lack necessity to POST programs should be deleted. The Committee also found that some new requirements should be added, however; all members agree that any new requirements shall be proposed in separate agenda items and not with the clean-up project.

All proposed changes are shown in underline/strikeout format in Attachment A. None of these changes will create new requirements or substantially impact persons or agencies in the POST program.

RECOMMENDATION:

It is recommended that the Commission approve, subject to results of a public review process, the amendments to Regulations 1000 - 1005, Procedures D-2, and F-6 as proposed, and that they be adopted subject to the approval by the Office of Administrative Law.

POST ADMINISTRATIVE MANUAL
REGULATIONS
CALIFORNIA CODE OF REGULATIONS

The Regulations of the Commission on Peace Officer Standards and Training are established and adopted in compliance with and by authority of Penal Code Sections 13500 et seq.

The Regulations are codified in Title 11, Division 2 of the California Code of Regulations, originally effective October 23, 1960.

TITLE 11. LAW
DIVISION 2. COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
ARTICLE 1. GENERAL

1000. Objectives.*

- (a) To enhance professionalism and raise the level of competence of ~~regular, reserve, and specialized peace officers: California law enforcement by establishing:~~
- (1) ~~By establishing m~~Minimum selection standards relating to physical, mental, and moral fitness which shall govern the selection of ~~such all~~ peace officers and dispatchers, and
 - (2) ~~By establishing m~~Minimum training standards for all peace officers, dispatchers and records supervisors, and
 - (3) Continuing training requirements for various levels of peace officers and dispatchers, and for training such peace officers.
 - (4) Professional certificate programs for peace officers, dispatchers and records supervisors.
- (b) To provide ~~such~~ services and aid to local law enforcement as are authorized by law.

**NOTE: The objectives of the Commission are not codified in the California Code of Regulations.*

1001. Definitions.

- (a) "Acceptable College Education" is:
- (1) Courses or degrees provided by a community college, college, or university which ~~has~~ have been accredited by the department of education or the state university of the ~~accepted by state in which the a~~ community college, college or university accredited by is located, or which is a recognized national or regional accrediting body.
 - (2) Courses or degrees provided by a community college, college, or university accredited by a recognized national or regional accrediting body; ~~or,~~
 - (3) ~~Until January 1, 1998, educational courses or degrees provided by a non-accredited, state-approved college that offers programs exclusively in criminal justice.~~
- (b) "The Act" refers to Part 4, Title 4 of the Penal Code of California, commencing at Section 13500 and

entitled, "Standards and Training of Local Law Enforcement Officers."

- (c) "Actual course presentation cost" is the total allowable direct and indirect expenses (see Regulation 1054) to conduct one presentation of a POST-certified course, less any subventions from outside sources. Subventions received from outside sources may include, but are not limited to, fees, grants, gifts, Full-Time Equivalent Student (FTES) shares from community college affiliations, and monetary equivalents of services, equipment or materials provided in support of the course.
- (d) "Agency presenter" is a department, or departments working together under a joint powers or other agreement, eligible for POST reimbursement which presents POST-certified training course(s).
- ~~(e) "Approved course" is a curriculum that is determined by the Commission to satisfy a legislative mandate. Approved courses are outlined in *PAM, Section D-7. [see new subsection (t)]~~
- (fe) "Assistant Department Head" is a peace officer an individual occupying the first position subordinate to a department head, is generally responsible for supervision of middle managers and/or supervisors, and is a position for which commensurate pay is authorized.
- (f) "Backfill Reimbursement" is the reimbursable allowance for an agency's expense of paying salary at the overtime rate to a peace officer employee who replaces another peace officer employee for his/her attendance of selected POST-certified training (reference regulation 1015).
- (g) "Certificate programs" are programs in which the Commission applies specific criteria for awards of certificates as a means of recognizing achievements in education, training, and experience and for the purpose of raising the level of competence of law enforcement officers, dispatchers, and records supervisors. Requirements for professional certificates are set forth in Regulation 1011 and Procedures F and H-4.
- (gh) ~~"Certified Course" (see "POST-certified Course"). is a formal program of instruction for law enforcement for which the Commission approved individual presentations for the purpose of maintaining quality control.~~
- (hi) "Cheating" is any attempt or act by a student to gain an unfair advantage or give an unfair advantage to another student or group of students taking a POST_ or training-presenter required test in a POST-certified course. Cheating includes, but is not limited to, the following prohibited acts:
 - (1) Using any materials which would give an unfair advantage to oneself, or providing such materials to other students so that they may gain an unfair advantage; when preparing for or taking a test. Materials include, but are not limited to, oral or written information, graphics, and information recorded on audiotapes, videotapes and/or computer diskettes.
 - (2) Using or possessing POST_ or presenter-developed test materials unless one is in the process of taking a test or engaging in an after-examination review of such test while under the supervision of a presenter's staff member or presenter-authorized test proctor.
 - (3) Obtaining, or attempting to obtain, test information improperly from any source. Such actions include, but are not limited to, copying from another student, theft of test materials, receiving or coercing test answers from others, and/or unauthorized observation of scenario or exercise tests.
 - (4) Plagiarism.
 - (5) Intentionally aiding, abetting or concealing an act of cheating.
- (ij) "Commission" is the Commission on Peace Officer Standards and Training.

- (jk) "Commuter Trainee" is one who attends a training course and travels between his or her department or normal residence and the course site each day.
- (k) ~~"Department" in the Regular Program is a city police department, a county sheriff's department, a regional park district, a district, authorized by statute to maintain a police department, the California Highway Patrol, the University of California Police, the California State University and Colleges Police, marshals' departments, district attorney offices employing investigators, Community College District Police, and County Coroners' Offices, or in the Specialized Program, "department" is a specialized agency, department, division, branch, bureau, unit, section, office or district that provides investigative or general law enforcement services, and in the Public Safety Dispatcher Program and Specialized Public Safety Dispatcher Program, "department" is the governmental entity which provides the dispatch services.~~
- (l) "Department or Participating Department" is any law enforcement entity which has made application to and been accepted by the Commission to participate in POST programs and receive services. Eligibility for participation in POST programs is set forth in Regulations 1009 and 1010. Any department may participate in the POST Certificate Programs, however, only those departments eligible for state aid may participate in the POST Reimbursement Program.
- (lm) ~~"Department Head" in the Regular Program is the chief of police, sheriff, marshal, chief investigator of a district attorney's office, or chief executive of a department, or in the Specialized Program is the peace officer chief law enforcement executive, directly responsible for administration of the specialized law enforcement function of an agency.~~
- (ln) "Executive Position" is a position occupied by a department head, assistant department head, or a position between middle management and department head above the middle management position, up to and including 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, and is responsible principally for command assignments and the supervision of subordinate middle management and supervisory positions. The executive position is most commonly the rank of captain or higher.
- (lo) ~~"First-Level Supervisory Position" is the supervisory peace officer position between the operational level and the "Middle Management Position", for which commensurate pay is authorized, and which in the upward chain of command, and is responsible principally for the direct supervision of subordinates, or is subject to assignment of such responsibilities, and most commonly is of the rank of sergeant. The first-level supervisory position does not encompass positions with limited or intermittent supervisory responsibilities, i.e., quasi-supervisory positions. The first-level supervisory position is most commonly the rank of sergeant.~~
- (lp) "Full-time Employment" is employment as defined by a state, local, or department regulation, charter, resolution, or ordinance; wherein and, the employee normally works in excess of 20 hours weekly or 87 hours monthly; and, the employee is tenured or has a right to due process in personnel matters; and, the employee is entitled to workmans workers compensation and retirement provisions as are other full-time employees of the same personnel classification in the department.
- (lq) "General law enforcement duties" are duties which include the investigation of crime, patrol of a geographic area, responding to the full range of requests for police services, and performing any enforcement action on the full range of law violations.
- (lr) "High School" is a U.S. school accredited as a high school by the department of education of the state in which the high school is located, or a U.S. school accredited as a high school by the recognized regional accrediting body, or a U.S. school accredited accepted as a high school by the state university of the state in which the high school is located. Inclusive in this definition are schools for the dependents of U.S. military personnel which comprise the Department of Defense Dependent School System.

- (qs) "Lateral Entry" refers to a hiring practice which may exempt an individual from some of the department's established hiring and training procedures in a jurisdiction, as and the individual's prior peace officer experience, level of responsibility, and/or training are taken into consideration in such an for appointment.
- (rt) "Legislatively mandated training" is training that may or may not be POST-certified, and shall consist of POST-specified curriculum as required by law. It may be presented as a stand-alone course, a telecourse, or as part of a POST-certified course. Minimum standards for legislatively mandated training are set forth in Regulation 1081.
- (ru) "Limited Function Peace Officer" is a deputy sheriff, regularly employed and paid as such, of a county, a police officer of a city, a police officer of a district authorized by statute to maintain a police department, who is designated on or prior to June 30, 1985, to be a peace officer as described in Penal Code Section 830.1(c), and is employed to perform duties other than the prevention and detection of crime and the general enforcement of the criminal laws of the state.
- (sv) "Middle Management Position" is a management peace officer position between the first-level supervisory position and the department head position, for which commensurate pay is authorized, ~~and which, in the upward chain of command, and~~ is responsible principally for management and/or command duties, ~~and~~ The middle management position is most commonly is of the rank of Lieutenant or higher.
- (tw) "Non-Sworn Personnel Performing Police Tasks" are those full-time, non-peace officer employees of participating departments for whom reimbursement may be claimed, based upon actual job assignment, as determined and approved by the Commission.
- (tx) "Paraprofessional" is a full-time employee of a department ~~in the Regular Program~~ and includes, but is not limited to, such job classifications as: community service officer, police trainee, and police cadet, and for whom reimbursement may be claimed for attendance of POST-certified courses as determined and approved by the Commission.
- (vy) "POST Administrative Manual (PAM)" is a document containing Commission Regulations and Procedures, ~~and~~ Guidelines, laws, and forms relating to POST programs which implement the Regulations.
- (z) "POST-certified Course" or "Certified Course" is a program of instruction authorized by the Commission for presentation that follows the requirements set forth in Regulations 1051-1058.
- (waa) "Public Safety Dispatcher" is a non-peace officer who is employed full-time or part-time to perform duties which include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel.
- (xbb) "Quasi-Supervisory Position" is a peace officer position above the operational level ~~position, for which commensurate pay is authorized, which~~ is assigned limited responsibility for the supervision of subordinates, or intermittently is assigned the responsibility of a "First-level supervision Supervisory Position," ~~and is a position for which commensurate pay is authorized. The quasi-supervisory position and is~~ most commonly is of a rank immediately below that of Ssergeant.
- (ycc) "Records Supervisor" is a full-time, non-peace officer employee of a local California law enforcement agency who performs law enforcement records supervising duties which include records maintenance, control, release, destruction, and security 50% or more of the time within a pay period.
- (zdd) "Regular Officer" is a sheriff, undersheriff, or deputy sheriff, regularly employed and paid as such, of a county, a police officer of a city, a police officer of a district authorized by statute to maintain a police department, a police officer of a department or district enumerated in Penal Code Section 13507, or a peace officer member of the California Highway Patrol.

(aee) "Reimbursement" is the financial aid allocated from the Peace Officer Training Fund, as provided in Penal Code Section 13523 of the Act.

(ff) "Reimbursement Program" is the financial aid allocation program provided for in Penal Code section 13523 in which the Commission makes payment for POST-certified training expenses to departments which have applied and been accepted by the Commission to receive state aid. The departments and full-time peace officers described in Penal Code section 13510 may be eligible for state aid.

(bbgg) "Reimbursement Plans" are assigned to POST-certified courses. Each plan consists of a combination of training-related expenditures for which reimbursement is approved by the Commission. The various plans are set forth in Commission Procedure E-2.

(cchh) "Resident Trainee" is one who, while away from his or her department or normal residence, attends a training course and takes lodging and meals at or near the course site for one or more days/nights.

(ddii) "Specialized Law Enforcement Agency Department" is a department or segment of a department which:

- (1) ~~A segment of an agency which~~ has policing or law enforcement authority imposed by law and whose employees are peace officers as defined by law; or and
- (2) ~~An agency and~~ is engaged in the enforcement of regulations or laws limited in scope or nature; or
- (3) ~~An agency that engages~~ is engaged in investigative or other limited law enforcement activities in the enforcement of criminal law; and
- (4) is authorized by the Commission to participate in the Specialized Law Enforcement Certificate Program.

(eejj) "Specialized Peace Officer" ~~is a marshal or deputy marshal of a municipal court, a regularly employed and paid inspector or investigator of a district attorney's office as defined in Section 830.1 P.C. who conducts criminal investigations or a peace officer employee of a specialized law enforcement agency authorized by the Commission to participate in the Specialized Law Enforcement Certificate Program.~~

(kk) "Three-year rule" is the rule that relates to the necessity to requalify basic training or arrest and firearms (PC 832) training. (Reference Regulations 1008 and 1080).

(ffll) "Trainee" is an employee of a department who ~~is assigned to~~ attends a POST-certified course.

1002. Minimum Standards for Employment. (Reference Regulation 1007 for reserve peace officer standards)

(a) Every peace officer, other than reserve peace officers, employed by a department shall be selected in conformance with the following requirements:

- (1) Felony Conviction. Government Code section 1029.1; ~~Limits employment of~~ Employment of convicted felons is prohibited.
- (2) Fingerprint and Record Criminal History Check. Government Code sections 1030 and 1031(c); ~~Requires~~ Fingerprinting and search of local, state, and national files to reveal any criminal records.

- (3) Citizenship. Government Code sections 1031(a) and 1031.5; Specifies Citizenship requirements for peace officers.
Government Code section 24103; specifies Citizenship requirements for deputy sheriffs and deputy marshals.
Vehicle Code section 2267. Citizenship requirements for California Highway Patrol officers.
- (4) Age. Government Code section 1031(b); Requires Minimum age of 18 years for peace officer employment.
- (5) Moral Character. Government Code section 1031(d); Requires Good moral character as determined by a thorough background investigation.

The background investigation shall be conducted as prescribed in the PAM POST Administrative Manual, Section C-1. The background investigation shall be completed on or prior to the appointment date.

- (6) Education. Government Code section 1031(e); Requires United States high school graduation, passage of the General Education Development Test (GED) or attainment of a two-year or four-year degree from an accredited college or university.

When the GED test is used, an examinee must earn a minimum overall standard score of not less than 45; 40 or higher on each of the individual sub-tests and a total standard score of 225 or higher, and a standard score of not less than 35 on any section of the test, as established by the American Council on Education, shall be attained. If the individual tested before July 21, 1984, he or she must have earned a standard score of 35 on the individual tests and a total standard score of 225 or higher.

Per Education Code Section 48412, passage of the California High School Proficiency Examination is the legal equivalent of attainment of a California high school diploma.

- (7) Medical and Psychological Suitability Examinations. Government Code section 1031(f); Requires an Examination of physical, emotional, and mental conditions.

The examinations shall be conducted as prescribed in the PAM POST Administrative Manual, section C-2.

- (8) Interview. Be personally interviewed prior to employment by the department head or a representative(s) to determine the person's suitability for law enforcement service, which includes, but is not limited to, the person's appearance, personality, maturity, temperament, background, and ability to communicate. This regulation may be satisfied by an employee of the department participating as a member of the person's oral interview panel.
- (9) Reading and Writing Ability. Be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST Entry-Level Law Enforcement Test Battery or other job-related tests of reading and writing ability.

- (b) All requirements set forth in of section Regulation 1002 of the Regulations shall apply to each lateral entrant, regardless of the rank to which the person is appointed, unless waived by the Commission.

PAM section C-1 adopted effective April 15, 1982, and amended May 23, 1997 is herein incorporated by reference.

PAM section C-2 adopted effective April 15, 1982, and amended January 1, 1985, July 1, 1985, January 29, 1988, and May 23, 1997 is herein incorporated by reference.

1003. Notice of Appointment/Termination. (Changes proposed in separate agenda item)

Whenever a regular, specialized, limited function, or reserve peace officer is newly appointed, enters a department laterally, terminates, or changes peace officer status within the same agency, the department shall notify the Commission within 30 days of such action on the Notice of Appointment/Termination Form 2-114 (Rev. 12/97), "Notice of Appointment/Termination."

For departments in the Public Safety Dispatcher Programs, the form shall be submitted whenever a person is appointed, promoted, reclassified, or transferred to a public safety dispatcher position, or whenever the person is terminated from a public safety dispatcher position.

Eligibility to receive the Records Supervisor Certificate requires that the form be submitted a minimum of 30 days prior to application for award of the certificate for persons appointed, promoted, reclassified, or transferred to a records supervisor position. The form shall also be submitted when the person is terminated from a records supervisor position.

1004. Conditions for Continuing Employment.

- (a) Every full-time peace officer employed by a participating department shall be required to serve in a probationary status for not less than 12 months from the date appointed to a full-time peace officer position.
- (b) In order to continue to exercise peace officer powers, any individual appointed to a full-time peace officer position pursuant to Penal Code section 830.1(a) must obtain a Basic Certificate as set forth in Penal Code section 832.4.

1005. Minimum Standards for Training. (Reference Regulation 1007 and Commission Procedure H for reserve peace officer training standards.)

- (a) Basic Training Standards (Required). More specific information regarding basic training requirements is located in Commission Procedure D-1.
 - (1) Basic Course Requirement: Every peace officer, except Reserve Levels II and III, those peace officers listed in Regulation 1005(a)(3) [peace officers whose primary duties are investigative], and 1005(a)(4) [coroners or deputy coroners], shall complete the Regular Basic Course before being assigned duties which include the exercise of peace officer power. Requirements for the Regular Basic Course are set forth in PAM, section D-1-3.
 - (2A) Field Training Program Requirement: Every regular peace officer, except Reserve Levels II and III and those officers described in sections (A)1-4 (below), following completion of the Regular Basic Course and before being assigned to perform general law enforcement patrol duties without direct and immediate supervision, shall complete a POST-approved Field Training Program as set forth in PAM section D-13.

An regular officer is exempt from the Field Training Program requirement following completion of the Regular Basic Course:

(A)1. While the officer's assignment remains custodial related, or

(B)2. If the officer's employing agency does not provide general law enforcement patrol services, or

- ~~(C)3.~~ If the officer is a lateral entry officer possessing a Regular Basic Certificate whose previous employment included general law enforcement patrol duties, or
- ~~(D)4.~~ If the officer's employing agency has obtained a waiver as provided for in PAM section D-13.

~~Requirements for the Field Training Program are set forth in PAM section D-13.~~

- (1) Every regular officer, except those participating in a supervised POST-approved Basic Course Field Training Program, shall satisfactorily meet the training requirements of the Regular Basic Course before being assigned duties which include the exercise of peace officer power.

~~Requirements for the Regular Basic Course are set forth in PAM, section D-1-3.~~

~~An officer as described in Penal Code section 832.3(a) is authorized to exercise peace officer powers while engaged in a field training program conducted as an approved segment of a POST-certified Regular Basic Course when the director of the basic training academy has received written approval from POST for a Basic Course Field Training Program. Requests for approval must be submitted to POST on an Application for POST-Approved Field Training Program, POST form 2-229 (Rev. 12/97). Application forms are available from POST.~~

~~Requirements for approval of a *Basic Course* Field Training Program are:~~

- ~~(A) The trainees have completed the training requirements of Penal Code section 832.~~
- ~~(B) The trainees are participants in a structured learning activity under the direction of the basic training academy staff.~~
- ~~(C) The trainees are, during field training, under the direct and immediate supervision (physical presence) of a peace officer who has been awarded a POST basic certificate and who has completed a POST-certified Field Training Officer Course.~~
- ~~(D) The basic training director has secured the written commitment of the trainee's agency head to provide the trainee with the structured field training experience using a qualified field training officer as described in subparagraph (1)(C).~~

- ~~(3) (2) Every regularly employed and paid as such inspector or investigator of a district attorney's investigator or inspector (Penal Code section 830.1), regularly employed and paid as such, office as defined in section 830.1 Penal Code who conducts criminal investigations shall be required to satisfactorily meet the training requirements of the in addition to the Regular Basic Course requirement set forth in Regulation 1005(a)(1) ; PAM section D-1-3, before these personnel are assigned duties which include performing specialized law enforcement or investigative duties, except all of the Regular Basic Course need not be completed before they participate in a POST-approved Basic Course Field Training Program as described in subparagraph (1). The satisfactory completion of shall complete a POST-certified Investigation and Trial Preparation Course, PAM section D-1-4, is also required within 12 months from the date of appointment as a regularly employed and paid as such inspector or investigator of a District Attorney's Office.~~

- ~~(4) Every regularly employed and paid as such marshal or deputy marshal, of a municipal court, as defined in section 830.1 Penal Code, shall satisfactorily meet the training requirements of the Regular Basic Course, PAM, section D-1-3, before these personnel are assigned duties which include performing specialized law enforcement or investigative duties, except all of the Regular Basic Course need not be completed before they participate in a POST-approved Basic Course Field Training Program as described in subparagraph (1).~~

- (5) (3) Every peace specialized officer whose primary duties are investigative, except regularly employed

and paid as such inspectors or district attorney investigators or inspectors of a district attorney's office, shall within 12 months from the date of appointment satisfactorily meet the training requirements of the Regular Basic Course, PAM, section D-1-3, within 12 months from the date of appointment as a regularly employed specialized peace officer, or for those specialized agency peace officers whose primary duties are investigative and have not satisfactorily completed the Regular Basic Course, the chief law enforcement administrator may elect to substitute the satisfactory completion of the training requirements of the Regular Basic Course or satisfactorily complete the P.C. 832 Arrest and Firearms Course and the Specialized Investigators' Basic Course as elected by the department head. Departments in the following categories have been identified as primarily investigative and may exercise the option provided in this section: 1) state investigative agencies including the Supreme Court of California 2) welfare investigations, 3) welfare fraud, 4) social services, 5) human assistance/services, and 6) D.A. child support divisions or welfare fraud units [appointed under P.C. 830.35].

- (6) (4) Every coroner or deputy coroner [as defined in Penal Code section 830.35(c)], regularly employed and paid as such, peace officer member of Coroners' Offices, as defined in Section 830.35 P.C., shall satisfactorily complete the training requirements of Penal Code Section 832, PAM, Section 1081(a)(1) before the exercise of peace officer powers. The satisfactory completion of the POST-certified Coroners' Death Investigation Course, PAM, Section D-1-7, is also required; within one year 12 months from date of appointment, and These training requirements shall only apply to peace officer coroners hired on or after the agency enters the POST program.
- (5) Every school police officer employed by a K-12 school district or California Community College district before July 1, 1999, in addition to the Regular Basic Course requirement set forth in Regulation 1005(a)(1), shall complete a School Peace Officer Course (Regulation 1081(a)(20) no later than July 1, 2002. Every school police officer employed by a K-12 school district or California Community College district after July 1, 1999, in addition to the Regular Basic Course, shall complete a School Peace Officer Course within two years of the date of first employment.
- (7) ~~Every appointed constable or deputy constable, regularly employed and paid as such, of a judicial district shall complete the training requirements of the Penal Code 832 (Arrest and Firearms) Course.~~
- (8) (6) Every limited function peace officer shall satisfactorily meet the training requirements of the Arrest and Firearms Course (Penal Code section 832); training in the carrying and use of firearms shall not be required when an employing agency prohibits limited function peace officers the use of firearms.
- (9) (7) ~~Every peace officer listed in paragraphs (1) - (7) shall satisfactorily complete the training requirements of Penal Code section 832 prior to the exercising of peace officer powers shall complete the requirements of Penal Code section 832, which may be part of the minimum basic training standard or a separately certified course.~~
- (b) Supervisory Course (Required).
- (1) Every peace officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete a certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position. An officer who will be appointed within 12 months to a first-level supervisory position or an officer assigned to a quasi-supervisory position may attend a Supervisory Course, if authorized by the department head. Requirements for the Supervisory Course are set forth in the POST Administrative Manual PAM, section D-3.
- (2) Every department participating in the POST reimbursement program may be reimbursed for completion of the Supervisory Course by an officer as described in (b)(1) above, regular officer who is appointed to a first-level supervisory position shall attend a certified Supervisory Course and

the officer's jurisdiction may be reimbursed provided that the regular officer is full time and has been awarded or is eligible for the award of the Basic Certificate.

- ~~(3) Every regular officer who will be appointed within 12 months to a first-level supervisory position may attend a certified Supervisory Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has been awarded or is eligible for award of the Basic Certificate.~~
- ~~(4) Every regular officer who is assigned to a quasi-supervisory position may attend a certified Supervisory Course if authorized by the department head and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has been awarded or is eligible for award of the Basic Certificate.~~
- ~~(5) Requirements for the Supervisory Course are set forth in the POST Administrative Manual, section D-3.~~

(c) Management Course (Required).

- (1) Every peace officer promoted, appointed or transferred to a middle management position shall satisfactorily complete a certified Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position. An officer who will be appointed within 12 months to a middle management or higher position or an officer who is assigned to a first-level supervisory position may attend a Management Course, if authorized by the department head. Completion of the Supervisory Course is a prerequisite to attending the Management Course. Requirements for the Management Course are set forth in PAM, section D-4.
- (2) Every department participating in the POST reimbursement program may be reimbursed for completion of the Management Course by an officer described in (c)(1) above. Every regular officer who is appointed to a middle management or higher position shall attend a certified Management Course and the jurisdiction may be reimbursed, provided the officer is full time and has satisfactorily completed the training requirements of the Supervisory Course.
- ~~(3) Every regular officer who will be appointed within 12 months to a middle management or higher position may attend a certified Management Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.~~
- ~~(4) Every regular officer who is assigned to a first-level supervisory position may attend a certified Management Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.~~
- ~~(5) Requirements for the Management Course are set forth in the POST Administrative Manual, section D-4.~~

(d) Continuing Professional Training (Required).

- (1) Every peace officer, 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(waa), and Public Safety Dispatch Supervisor; shall satisfactorily complete the Continuing Professional Training (CPT) requirement of 24 or more hours at least once every two years after meeting the basic Basic Course training requirement. The CPT requirement is set forth in PAM, section D-2.
- (2) The above requirement may be met by satisfactory completion of a minimum total of 24 hours of one

or more certified Advanced Officer Courses, technical courses, 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. A further description of POST Special Seminars is set forth in PAM, section D-8.~~ Requirements for presentation of Advanced Officer, POST Special Seminars, and Technical Courses are set forth in PAM; sections D-2, D-8 and D-6 respectively.

- (3) Peace officer supervisors may satisfy the CPT requirement by completing any POST-certified Supervisory and/or Management Training Course(s), 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 course(s), in addition to the methods specified in (2) and (3) above.
- ~~(5) The Advanced Officer Course 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. An officer who will be appointed within 12 months to a department head or executive position may attend the Executive Development Course, provided the officer has satisfactorily completed the Management Course. Requirements for the Executive Development Course are set forth in PAM, section D-5.
- (2) Every department participating in the POST reimbursement program may be reimbursed for completion of the Executive Development Course by an officer as described in (e)(1) above. 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 is full time and 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) Approved Courses (Legislatively mandated training).

- (1) Legislatively mandated training shall be completed by the officers/individuals specified by and within the time frames specified in Regulation 1081. 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.

(g) Field Management Training (Optional).

- (1) Field Management Training is designed to assist in the solution of specific management problems within individual Regular Program departments.
- (2) Requirements for Field Management Training are set forth in PAM, section D-9.

~~(h) After-Academy Field Training Program Approval (Optional):~~

~~(1) POST approval of optional field training programs is directed at peace officers who have completed basic training described in section 1005(a) or Procedure H-3 (Reserve Officers).~~

~~(2) Requirements for Approval of Field Training Programs are set forth in PAM, section D-13.~~

(ih) Records Supervisor Training (Optional) (Required only for records supervisors applying for Records Supervisor Certificate).

To be eligible for the award of a Records Supervisor Certificate, a law enforcement records supervisor shall satisfactorily complete the following POST-certified courses:

(1) Public Records Act (minimum 16 hours); and

(2) Records Supervisor Course (minimum 40 hours).

Additional requirements for award of the Records Supervisor certificate are specified in Commission Procedure F-6, which is incorporated by reference into Commission Regulation 1011.

PAM section D-1-1 adopted . . . through PAM Section D-1-7 . . . incorporated by reference. (Continued)

PAM section D-2 adopted effective April 15, 1982, and amended January 24, 1985, and July 1, 2000, and _____, is herein incorporated by reference.

PAM section D-3 adopted . . . PAM section D-4 . . . (Continued)

PAM section D-13 adopted effective June 15, 1990, and amended February 22, 1996 and amended effective January 1, 1999 and _____ is herein incorporated by reference.

PAM section H-3 adopted . . . through The document, *Training Specifications for the Reserve Training Module "D"* . . . (continued)

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE F-6

RECORDS SUPERVISOR CERTIFICATE

Purpose

6-1. Records Supervisor Certificate: This Commission procedure sets forth certificate requirements for award of the Records Supervisor Certificate.

General Provisions

6-2. Eligibility Requirements: To be eligible for the award of a Records Supervisor Certificate, an applicant must:

- (11) Currently be a records supervisor as defined in PAM, Section 1001(ycc) and have been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination; and
- (12) Have satisfactorily completed a probationary period established by the employing agency as a records supervisor; and
- (13) Have a minimum of two years' satisfactory service with the employing agency as a records supervisor; and
- (14) Have graduated high school or passed the General Education Development Test (GED); and
- (15) Have been trained in accordance with the minimum training standards described in PAM Section 1005(kh).

6-3. Application Requirements:

- (a) All applications for the award of the Records Supervisor Certificate shall be completed on the prescribed Commission form entitled "Application for Award of POST Records Supervisor Certificate," POST 2-117 (12/97).
- (b) The certificate application is not complete unless the following attestation which appears on the application is signed and dated by the department head:
 - (1) "I recommend that the certificate be awarded. I attest that the applicant is a full-time records supervisor and has: 1) graduated high school or passed the General Education Development Test (GED), 2) completed a probationary period established by this agency, 3) successfully completed a minimum of two years' service with this agency as a records supervisor, and 4) successfully completed the training requirement set forth in Commission Regulation 1005(kh). This applicant, in my opinion, is worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this agency substantiate my recommendation."

6-4. Certificate Denial or Cancellation: The Commission shall deny or cancel a Records Supervisor Certificate if the application that was submitted, or the certificate that was issued, is based on misrepresentation, fraud, or administrative error on the part of the Commission and/or the employing agency.

Historical Note:

Procedure F-6 was adopted and incorporated by reference into Commission Regulation 1011 effective February 8, 1998.

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

CONTINUING PROFESSIONAL TRAINING

Purpose

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

Objective

2-2. Continuing Professional Training Objectives: Continuing Professional Training is designed to provide update and refresher training in cognitive areas and psychomotor skills. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs.

Recommended Content

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

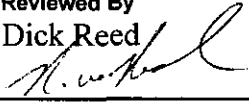
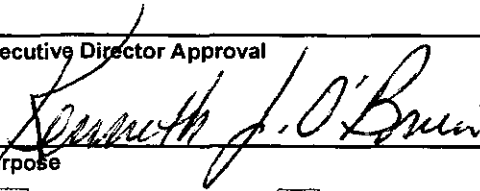
- New Laws
- Recent Court Decisions and/or Search and Seizure Refresher
- Officer Survival Techniques
- New Concepts, Procedures, Technology
- Discretionary Decision Making (Practical Field Problems)
- Civil Liability-Causing Subjects
- Ethics
- *Perishable Skills

*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 training may 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. The Advanced Officer Courses 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 Course is 180 days.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Approvals - Driving Simulator Training & Force Option Simulator Training		Meeting Date January 27, 2000
Bureau Training Delivery & Compliance	Reviewed By Dick Reed 	Researched By Gary C. Sorg
Executive Director Approval 	Date of Approval 1-10-00	Date of Report January 5, 2000
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.

ISSUES

Should the Commission authorize the Executive Director to contract with specified presenters to offer Driving and/or Force Option Simulator Training during the Fiscal Year 1999/2000?

BACKGROUND

At the January, 1998 meeting the Commission approved tuition reimbursement (POST Plan III) for simulator training at nine sites funded by POST and for one self-funded site. Consistent with the Commission's direction, the training course budget could not include costs to upgrade or maintain the simulator. However, the cost of a maintenance agreement for the simulator was approved and included in the budget. In May 1998, all driving training simulator training courses were approved for backfill reimbursement (POST Plan I).

Since January 1998, eleven new simulator sites have been approved and the Commission has expended more than \$8 Million dollars to provide driving and force option simulators for the identified regional training sites. This represents a significant commitment by the Commission to improve the quality and availability of training for peace officers. Widespread use of the simulators and a high volume of students in training are necessary to accomplish the objectives of simulator training presented at regional sites.

Tuition reimbursement requires agencies to pay the presenter when the training is received and await POST reimbursement for tuition and other costs after the training has occurred. For several years the Commission has transferred tuition for selected other categories of training to a training contract. Although switching from tuition to a training contract has not appreciably changed the cost of the training, agencies benefit by not having to pay the tuition cost in advance of the training. Training contracts have a moderate workload impact on POST staff.

ANALYSIS

This proposal would authorize the Executive Director to contract with existing presenters of driving and/or force option simulator training. The total amount of the proposed contracts is estimated not to exceed \$399,00. That is the same amount that is allocated through terms of certification for tuition under Plans I or III and does not increase the fiscal impact to the Peace Officer Training Fund. These contracts will facilitate the delivery of critical training in high liability topics and reduce the out-of-pocket expense and administrative costs to agencies.

Staff expects the following certified training presenters will contract with POST to offer driving and/or force option simulator training during the second half of Fiscal Year 1999/2000:

- Alameda County Sheriff's Department
- Alan Hancock College
- Butte College
- Fresno Police Department
- Los Medanos College
- Los Angeles Police Department
- Los Angeles County Sheriff's Department
- Orange County Sheriff's Department
- Ray Simon CJTC
- Redding Police Department
- Redwoods Center
- Riverside County Sheriff's Department
- Sacramento Police Department
- Sacramento County Sheriff's Department
- San Bernardino County Sheriff's Department
- San Diego Police Department
- San Diego County Sheriff's Department
- Santa Rosa Training Center
- College of the Siskiyous
- West Covina Police Department

These presenters would be able to train not more than 2625 students in the Driving Simulator Course and 2625 students in the Force Option Simulator Course during the remainder of FY 1999/2000.

RECOMMENDATION

Authorize the Executive Director to contract with specified training presenters to offer driving and/or force option simulator training during the remainder of Fiscal Year 1999/2000. The total amount of these contracts not to exceed \$399,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Report on the Voluntary Basic Course Instructor Certification Program		Meeting Date January 27, 2000
Bureau Training Program Services	Reviewed By Ray Bray	Researched By Dennis Aronson
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>12-29-99</i>	Date of Report December 27, 1999
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

Report on the Voluntary Basic Course Instructor Certification Program

BACKGROUND

At its meeting in April 1998, the Commission authorized staff to develop a Voluntary Basic Course Instructor Certification Program. In August 1998, a management fellow was hired to oversee the development of the program. This effort was assisted by members of an advisory council of instructors, academy training directors, and subject-matter experts from around the state.

The purpose of the program is to partially fulfill the POST Strategic Plan objective B.13: "Establish selection guidelines and certification and training programs for instructors." In addition, certification is a way to recognize a higher level of instructor education, training, and experience. It also supports the goal of improving student learning.

ANALYSIS

The program is a partnership among POST, Basic Course presenters, and instructors in that all parties share costs and responsibility. The advisory council felt it is important that the program be started on a voluntary basis. Based on this group's recommendations, the program has three parts. First, there are guidelines for selecting candidates for the course and procedures for reviewing applications. Second, there is a 24-hour class. The third component is competency verification and issuance of certificates. For details, refer to the *Guidelines and Curriculum for the Voluntary Basic Course Instructor Certification Program* attached to this report. Included are the selection procedures, curriculum outline, competency verification checklist, procedure for issuing certificates, and re-certification requirements.

The class covers the following main topic areas: Basic Course instructional system; instructor roles and responsibilities; concepts of adult learning; POST workbooks; planning instruction; delivery strategies; instructional resources; presentation skills; and evaluation, testing, and remediation. Emphasis is on ways to use the Basic Course workbooks and on ways to be an effective facilitator of learning, applying adult learning principles.

Issuance of certificates works as follows: POST provides numbered, blank certificates to the presenters, who complete and issue the certificates to instructors after they successfully complete the class and have demonstrated their competency. Presenters submit to POST the names of instructors who receive certificates, with the number and date of each certificate.

Results of Pilot Testing

The program was pilot tested at six locations throughout the state: Bakersfield Police Department, Golden West College, Long Beach Police Department, Sacramento County Sheriff's Department/Sacramento Police Department, San Francisco Police Department, and Santa Rosa Training Center.

The majority of the course instructors were graduates of the POST Master Instructor Development Program (MIDP). More than seventy students (i.e., instructors in the classes) were successful in meeting the course goals by demonstrating their competency in numerous areas. (See the Competency Verification Checklist, which is Attachment A in the *Guidelines and Curriculum* document.)

Evaluation of the pilot classes resulted in the following:

Curriculum

Based on the presenters' experience with the pilot classes, the curriculum is sound. All of the presenters indicated that there was great interest among instructors for this course.

Distribution of Time

In order to provide guidelines for future classes, the pilot presenters estimated the amount of time required for the various major components of the curriculum. These figures will be incorporated in future versions of the *Guidelines and Curriculum* document.

Sequencing of Curriculum Topics

Curriculum topics in the outline in the *Guidelines and Curriculum* document are not intended to be presented necessarily in the exact sequence as listed. The instructors of the pilot classes found various ways to integrate the material in order to make learning efficient and effective.

Number of Instructors

Some of the instructors in the pilot class presented all of the material themselves; others brought in additional instructors for some segments of the class. While it is helpful to have more than one person involved in the teaching, presenters should have flexibility in deciding whether to have more than one instructor involved.

Verification of Competency

One outcome of the pilot testing was determining the minimum standards for competency verification, which are as follows: (1) create a written training plan that must be turned in to the instructor, (2) make a presentation in a topic area that is taught in the academy, (3) facilitate a learning activity that uses a delivery technique other than lecture, (4) use a training aid that is appropriate for the teaching point(s) involved in the demonstration, and (5) participate in the evaluation of peers.

Course Format

The pilot presentations used a variety of formats: three consecutive eight-hour days, a break, then two consecutive days for competency verification; three eight-hour sessions over a three-week period; ten four-hour sessions over ten weeks; and five eight-hour sessions over five weeks. It is important for the presenter to have flexibility in the format used so long as the required curriculum is presented and the students demonstrate competency.

The class instructors concluded that, in most instances, it is preferable to have students demonstrate competency by teaching to their peers rather than waiting to demonstrate competency while teaching an academy class.

Plans for On-Going Development

Several suggestions emerged from the pilot presentations that will make the program even stronger:

1. Develop a pool of qualified instructors for the course.

As specified in the *Guidelines and Curriculum*, these instructors will either be MIDP graduates or experienced instructor trainers at the academies. Interested MIDP graduates should be informed of the opportunity to teach the course and given information about what would be involved. The goal would be to develop a pool of potential instructors in various regions of the state from which the various presenters could draw.

2. Develop a train-the-trainer class.

One requirement for being an instructor in the Basic Course Instructor course might be to attend a one-day training course in which those MIDP graduates who have developed and piloted the curriculum would be able to assist those who have not yet taught the course.

One purpose of this train-the-trainer course would be to ensure that MIDP graduates who are potential instructors are themselves knowledgeable about the Basic Course workbook system. Another purpose would be to demonstrate that the course can be effective and consistently presented in different locations, with different formats, and by different instructors.

3. Encourage presenters to work together to provide regional offerings of the course in order to make the presentations cost effective for both the presenters and for POST. The course will be certified as Plan IV-- reimbursement for travel and per diem, but not tuition.
4. Ensure that the program continues to provide flexibility in the way the various components are implemented.

Support by the Consortium of Academy Directors and Coordinators

A report on the Voluntary Basic Course Instructor Certification Program, including a summary of the results of the pilot testing, was presented to the Consortium of Academy Directors and Coordinators at its meeting December 1-2, 1999. That body voted unanimously to support the program.

Conclusion

In conclusion, the pilot Voluntary Basic Course Instructor Certification Program is sound and is ready to be extended to all interested basic academies. It is envisioned that the program will continue to be developed and refined, reflecting ongoing experience as it grows. This pilot program and its extension to all basic academies will facilitate establishing comprehensive instructor certification, which is part of a larger plan to incrementally establish mandatory certification for all instructors who teach POST-certified courses. This plan, which is consistent with POST's Strategic Plan objective B.13, will be presented to the Commission at its April 2000 meeting.

RECOMMENDATION

It is recommended that the Commission accept this report on the Voluntary Basic Course Instructor Certification Program, including the *Guidelines and Curriculum* document, and approve extending availability of the program to all interested basic academies.

DRAFT

GUIDELINES AND CURRICULUM
FOR THE
VOLUNTARY BASIC COURSE
INSTRUCTOR CERTIFICATION PROGRAM

December 1999



THE COMMISSION
ON PEACE OFFICER STANDARDS AND TRAINING

STATE OF CALIFORNIA

CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

GUIDELINES AND CURRICULUM
FOR THE
VOLUNTARY BASIC COURSE
INSTRUCTOR CERTIFICATION PROGRAM

December 1999

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 Voluntary Basic Course Instructor Certification Program was approved in concept by the POST Commission in April 1998. The purpose of the program is to support the POST Strategic Plan objective B.13 to establish selection guidelines, certification procedures, and training programs for instructors. The goal of instructor certification is to recognize achievement of education, training, and experience by an instructor with a demonstrated level of competence.

The benefits of instructor certification include increased professionalism, verification of established competencies, and improved quality and effectiveness of training. Instructors who teach in a Basic Academy and participate in the program will be recognized for their achievement with the issuance of a POST Basic Course Instructor Certificate, in conjunction with the local training provider.

The program guidelines and curriculum were developed by training directors, presenters, and subject matter experts from basic academies statewide. The course was pilot tested at six locations. It is expected that eventually the program will be available to be offered by all Basic Course presenters. It is also anticipated that there will be on-going refinements and adjustments in the program as a result of presenters' experience over time.

Questions or comments concerning these guidelines and curriculum should be directed to the Training Program Services Bureau at (916) 227-4889. For information on obtaining additional copies of this document, please call the POST Media Distribution Center at (916) 227-4856.

KENNETH O'BRIEN
Executive Director

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VOLUNTARY BASIC COURSE INSTRUCTOR CERTIFICATION PROGRAM

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GUIDELINES

VOLUNTARY BASIC COURSE INSTRUCTOR CERTIFICATION PROGRAM

I. INSTRUCTOR SELECTION GUIDELINES/QUALIFICATIONS

The purpose of this component is to support basic academies in conducting a review of the qualifications of Basic Course instructors, including their subject matter expertise, background, training, education, experience, and demonstrated abilities (Basic Course Management Guide, section IV-6.) These criteria may be applied to either newly selected instructors, or incumbent instructors. Program coordinators will implement the following process:

A. Instructor application process - participating instructor provides the following:

1. Resume
2. Verification of experience
 - a. Subject matter experience
 - b. Training/presentation experience
3. Information/documents to support SMT
4. Performance and character verification (duty evaluations, references, etc.)
 - a. Example: letter of recommendation from commander or Chief/Sheriff
 - b. Example: copy of last performance evaluation
5. Education/training
 - a. Copies of degrees, transcripts
 - b. Copies of certificates verifying specialized training
 - c. Instructor development training, if any

B. Program coordinator does the following:

1. Reviews application packet as described above
2. Conducts interview with instructor applicant
3. Approves or disapproves applicant's enrollment

II. COMPLETION OF POST-CERTIFIED INSTRUCTOR DEVELOPMENT COURSE (NOVICE/INCUMBENT)

The POST Basic Course Instructor Development course is based on the Basic Course Instructional System, Management Guide, and Basic Course workbooks. This foundation is used to further the development of instructional planning skills, presentation and facilitation skills, an understanding of adult learning concepts, and application of the training delivery techniques required in the Basic Course.

The program coordinator will be responsible for inviting Basic Course instructors to participate. The coordinator will then schedule the presentation of the Basic Course Instructor Development course. The course will include a three-day classroom instructional presentation, and a two-day demonstration component that fulfills the competency verification required of this program.

- A. Program coordinator reviews instructor development training of Basic Course instructors wishing to participate.

If participating instructors previously attended a course based on the POST Basic Course Instructional System and workbooks, the coordinator may waive attendance at the Basic Course Instructor Development course.

- B. Program coordinator schedules participating instructors to attend the POST-certified Basic Course Instructor Development course.

- 1. Course to be taught by instructor who has experience with the Basic Course Instructional System

- a. MIDP instructor as course instructor, or
- b. Agency instructor development trainer

- 2. Course to use POST Basic Course Instructor Development curriculum

Note: The curriculum outline is provided in this Guidelines and Curriculum document. Actual curriculum materials and sample lesson plans are in separate binders.

- 3. Funding

- a. Participating instructors will be reimbursed for travel and per diem under POST Plan IV
- b. Cost for course instructors to be funded by local agency presenter

III. COMPETENCY VERIFICATION COMPONENT

The competency verification component enables the participating instructor to demonstrate the knowledge and skills learned in the Basic Course Instructor Development course. A checklist is included to identify specific competencies during the demonstration (see Attachment A).

This component is meant as an opportunity for the instructor to apply new concepts learned with an instructor development trainer or fellow (Master) instructor serving as mentor/verifier. The master instructor assisting in this process will observe a demonstration of teaching and work with the instructor to identify strengths and weaknesses. This may include delivery of workbook material using active training techniques, use of instructional resources, and use of facilitation skills.

- A. Program coordinator reviews instructor's comprehensive training plan
 - 1. Expanded course outline
 - 2. Hourly distribution
 - 3. Handout materials, videos, and other resources
 - 4. Learning activities

- B. Participating instructors demonstrate competency – via one of two options
 - 1. Each instructor attends two-day competency verification component of the Basic Course Instructor Development course and makes a presentation to his or her peers.
 - 2. The program coordinator may choose to have the instructor demonstrate competency while teaching in a regularly scheduled academy class.

Note: Experience has shown that it is preferable to have students demonstrate competency by teaching to their peers rather than waiting to have competency demonstrated while actually teaching a class of students. If possible, when the 24-hour class is presented in three days, there should be a break between the completion of this component and the 16-hour competency verification component.

- C. Course instructor, instructor development subject matter expert, or graduate of the Master Instructor Development Program (MIDP) observes the presentation in order to verify competency
 - 1. POST standards provided in checklist form (see Attachment A).
 - 2. Course instructor reviews peer evaluations with student and completes the Competency Verification Checklist (see Attachment A).

3. If competency verification is performed in an academy class, the evaluations completed by the recruits are reviewed, and the competency checklist is completed.
 4. At a minimum, the student must demonstrate that he or she is able to do the following:
 - a. Create a written training plan.
 - b. Make a presentation in a topic area that is taught in the academy.
 - c. Facilitate a learning activity that uses a particular delivery technique other than lecture.
 - d. Use a training aid that is appropriate for the teaching point(s) involved in the demonstration.
 - e. Participate in the evaluation of peers.
- D. Competencies not demonstrated can be verified at future Basic Course presentations.
- E. The Competency Verification Checklist is signed and dated by the course instructor or program coordinator and placed in the instructor's file.

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IV. CERTIFICATION PROCESS

The issuance of the POST Basic Course Instructor Certificate recognizes the additional training and experience gained by the participating instructor and acknowledges a higher level of performance as a Basic Course instructor. Preprinted blank, numbered certificates will be maintained by the academy director or commander of training in a secure location (see Attachment B). After the participating instructor has successfully completed the component parts of the program, the academy director or commander of training will issue a signed and dated POST Basic Course Instructor Certificate and notify POST.

- A. Education, training, experience, and competency verification documented and retained by academy staff or program coordinator

- B. Issuance of Certificates
 - 1. Blank certificates are supplied by POST.

 - 2. Certificates are filled in by the local presenter, signed by authorized individual, and issued to successful instructors.

 - 3. Presenter sends the following to POST: List of certificates issued (certificate numbers, names of recipients, and issue dates).

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V. RECERTIFICATION PROCESS

The purpose of recertification is to assure that the Basic Course instructor maintains currency in the subject taught, continues to participate as a training presenter, and obtains further professional training relating to his/her subject matter expertise or training in instructor development.

- A. Program coordinator will assure that written recertification procedures are provided to participating instructors at time certificate is issued.
- B. Participating instructors will provide verification of ongoing teaching experience or further training/education in his/her subject matter or in instructor development.
 1. 24 hours of teaching or presentations within 3 years, and
 2. Ongoing professional training in at least one of these areas:
 - a. Subject matter field
 - b. Instructor development
 - c. Attendance at pertinent professional conferences/symposiums
- C. Instructor also may provide verification of further academic education if applicable.
- D. Approval by academy director or commander of training
 1. Instructor takes certificate with verification of above to the academy director or commander of training.
 2. Training commander then dates and signs his/her name on the back of the original instructor certificate or on back of a photocopy. (See Attachment C for the form to use.)
 3. Instructor's certification is then updated for another three years.
- E. Notification of recertification sent to POST (Training Program Services, Instructor Development Unit, Commission on POST, 1601 Alhambra Blvd., Sacramento, CA 95816)
 1. Name of instructor being recertified
 2. Date of recertification
 3. Certificate number

CURRICULUM

BASIC COURSE INSTRUCTOR CERTIFICATE PROGRAM

COURSE OUTLINE

Background

This curriculum was developed with the input of an advisory council of subject matter experts, Basic Academy directors, and POST staff from the Basic Training Bureau. The curriculum is based on the Basic Course Instructional System, the Basic Course Management Guide, and the Basic Course Workbook Series. The advisory council also defined minimum core competencies that instructors should develop in order to effectively facilitate instruction.

Instructor Core Competencies

1. Demonstrate understanding of the roles and responsibilities of instructors in law enforcement training.
2. Demonstrate the application of adult learning concepts.
3. Demonstrate effective lesson planning.
4. Demonstrate presentation skills.
5. Demonstrate facilitation skills.
6. Demonstrate using a variety of learning resources and training aids.
7. Demonstrate evaluating and testing learning; providing remediation.

Instructional Goals

1. The student will understand the Basic Course Instructional System, including training mandates; training specifications; methods for delivering instruction; approaches for facilitating learning activities; and procedures for testing, evaluation, and remediation.
2. The student will recognize the importance of the Basic Course training mission, roles and responsibilities of instructors, the core competencies required in the Basic Course, the Faculty/Staff Code of Conduct, and methods to reduce civil liability.
3. The student will demonstrate the ability to plan instruction, apply adult learning concepts, facilitation skills, and a variety of delivery methods using active training techniques and instructional resources to teach the Basic Course learning domains.

I. COURSE INTRODUCTION

Introduction to instructional goals and objectives for the Basic Course Instructor Certification Program

II. POST BASIC COURSE INSTRUCTIONAL SYSTEM

Introduction to the POST Basic Course Instructional System

A. Historical overview

B. POST Commission Authority

Penal Codes

13500 P.C.

13503 P.C.

13510 P.C.

13510.1 P.C.

C. POST Academy Certification Process

D. Basic Course Management Guide

1. Basic Training mission

a. Prepare students mentally, morally, emotionally, and physically to perform the duties of a peace officer

b. Core competency areas

(1) Professional reasoning

(2) Human relations/communications skills

(3) Problem solving

(4) Job knowledge

(5) Physical skills

2. Academy policy development

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E. Commission Procedure D-1-3 - Academy requirements

1. Learning domain system
 - a. Instructional goal
 - b. Topic
 - c. Hourly requirements
 - d. Learning activities
 - e. Test
2. Performance objectives and enabling objectives
3. Delivery formats
 - a. One part instructional sequence
 - b. Transition Program - Pilot
 - c. Reserve Modules
4. Training specifications

III. ROLES AND RESPONSIBILITIES OF THE INSTRUCTOR

Instructor selection procedures, instructor qualities, and instructor roles and responsibilities

- A. Instructor selection guidelines
- B. Instructor qualities
 1. Sensitivity
 2. Caring and compassion
 3. Passionate and enthusiastic
 4. Student-centered facilitation
- C. Instructor responsibilities

1. Modeling desired behavior/performance
 2. Appropriate/inappropriate behavior
 3. Diversity of roles
- D. Faculty/Staff Code of Conduct
- E. Ethics of instruction -- Ethical behavior and performance

IV. CONCEPTS OF ADULT LEARNING

- A. The student will identify methods by which adults learn.
1. Andragogy vs. pedagogy
 2. Learner-centered instruction
- B. The student will recognize different learning styles and types.
1. Auditory, visual, kinesthetic
 1. Cognitive, affective, psychomotor
- C. The student will describe instructional events that enhance adult learning.
1. Relevance
 2. Involvement
 3. Discovery
 4. Experiential learning
 5. Modeling

D. The student will demonstrate a facilitative approach to adult learning, as an effective alternative to traditional teaching approaches.

1. Listening actively
2. Paraphrasing
3. Communicating expectations
4. Using appropriate questioning techniques
 - a. Direct
 - b. Indirect
 - c. Controlling (close-ended) and discovery (open-ended)
 - d. Redirection of questions
5. Using planned responses
6. Eliciting participation from less outgoing members of class
7. Managing interaction and resolving conflicts and disruptions
8. Providing feedback and summary of course

V. POST INSTRUCTOR WORKBOOK SERIES

The student will review the instructor workbook for his or /her learning domain.

- A. Instructional sequencing
- B. Instructional design methodology
- C. Student needs and objectives
- D. Pre-test
- E. Learning activities

VI. INSTRUCTIONAL PLANNING

The student will develop a training plan for the learning domain based on the workbook content.

- A. Elements of a training plan
- B. Definition of purpose, goals, and objectives
- C. Characteristics of learner audience
- D. Validation of content - Check for accuracy based on subject- matter expertise
- E. Types of learning activities
- F. Review of instructional materials and aids
 - 1. Advanced preparation; credibility
 - 2. Classroom setup
- G. Management of classroom time

VII. DELIVERY STRATEGIES

The student will select and explain instructional delivery strategies that facilitate the achievement of learning objectives.

- A. Large group activities
 - 1. Guided discussion
 - 2. Case studies
 - 3. Lecture
 - 4. Presentation of information
 - 5. Use of training resources

B. Small group activities

1. Icebreakers
2. Training games
3. Role playing or scenarios
4. Case studies

C. Individual activities

1. Can be paper and pencil
2. Sharing of results
3. Can be evaluative in nature

VIII. INSTRUCTIONAL RESOURCES

The student will be able to use a variety of instructional resources.

A. Uses of various resources

B. Pros and cons

C. Tips

D. Practical demonstration

1. Projected - POST videos
2. Non-projected
3. Printed
4. Electronic

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IX. PRESENTATION SKILLS

The student will demonstrate using appropriate presentation skills in a simulated classroom presentation.

A. Presence

1. Appearance
2. Personable, approachable, receptive
3. Respect for learners

B. Verbal skills

1. Inflection
2. Tone
3. Pace
4. Pitch
5. Modulation
6. Volume
7. Language/word choices

C. Nonverbal skills

1. Body language
2. Posture
3. Gestures
4. Eye contact
5. Movement

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6. Proxemics

D. Observation skills

1. Ongoing evaluation of learner behavior

2. Breaks

3. Adapting instruction

4. Level of comprehension

E. Classroom management skills

1. Disruptions

2. Disruptive behavior

3. Building class community

X. BASIC COURSE EVALUATION, TESTING AND REMEDIATION

The student will describe the methods used in the Basic Course to evaluate learning.

A. Preparation and presentation of testing

B. Scenario testing and exercise testing

1. Job-related simulations and skilled movement testing

2. Each student must demonstrate mastery of cognitive, affective, and psychomotor training objectives

C. Future POST Basic Course testing -- Mid-term and final

D. Remediation procedures

E. Role of academy coordinators and instructors

XI. REVIEW AND EVALUATION OF CLASS

- A. Expectations for demonstration and verification of competencies**
- B. Participation in demonstrations and evaluations of competencies**
- C. Practice using the Competency Verification Checklist**

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ATTACHMENTS

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**CALIFORNIA COMMISSION ON PEACE
OFFICER STANDARDS AND TRAINING
VOLUNTARY BASIC COURSE INSTRUCTOR CERTIFICATION PROGRAM**

COMPETENCY VERIFICATION CHECKLIST

(Course title) (Presentation date) (Location of course)

(Instructor) (Telephone/e-mail)

(Name of competency verifier) (Telephone/e-mail)

(Coordinator) (Telephone/e-mail)

I. Training Plan components:

- Subject
- Topics/Topical outline
- Goals and objectives
- Prerequisites
- Learning activities
- Resources, instructional materials and aids
- Facility
- Hourly breakdown
- Testing
- Expectations

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Comments: _____

II. Presentation Skills:

- Presence
- Appearance
- Verbal skills (inflection, tone, volume, language)
- Nonverbal skills (posture, gestures, eye contact, proxemics)
- Observation skills (ongoing evaluation of student behavior, re: breaks, understanding)
- Classroom management skills (disruptions, inappropriate behavior, creating community)

Comments: _____

III. Facilitation Skills

- Communication of expectations
- Active listening
- Paraphrasing
- Use of questioning
- Elicitation of participation and involvement
- Provided feedback
- Effective facilitation of learning activity

Comments: _____

IV. Delivery techniques

- Guided discussion
- Use of a case study
- Use of lecture
- Use of icebreaker
- Use of training game
- Use of role playing or scenario
- Small group activity
- Use of training aids (describe)

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Comments: _____

(Signature of instructor)

(Date)

(Signature of verifier/coordinator)

(Date)

STATE OF CALIFORNIA

DEPARTMENT OF JUSTICE

Commission on Peace Officer Standards and Training

In conjunction with

*Based upon successful completion of all requirements
of the POST Basic Course Instructor Certification Program*



Kenneth J. O'Brien

POST EXECUTIVE DIRECTOR

Recertification required every three years

3670 -

ATTACHMENT B

Basic Course Instructor Recertification Form
(Recertification required every three years)

Name of Instructor Being Recertified: _____

Date of Initial Certification: _____

Date of Recertification	Individual has taught at least 24 hours of classes in the past three years. In addition, he/she has satisfied the additional requirement(s) specified below:	Authorized Signature

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract with Sacramento County Sheriff's Department to Establish a Multimedia Courseware Testing Laboratory		Meeting Date January 27, 2000
Bureau Training Program Services	Reviewed By Ray Bray	Researched By Graham Breck
Executive Director Approval <i>Kenneth J. Albin</i>	Date of Approval <i>12-27-99</i>	Date of Report December 22, 1999
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 POST contract with the Sacramento County Sheriff's Department for an amount not to exceed \$50,000 to establish a laboratory for testing computer-based multimedia training?

BACKGROUND

POST is producing increasing numbers of computer-based CD-ROM courses for use eventually by more than 500 law enforcement agencies throughout the state. While courseware is being designed and developed, it is necessary to test various components with subject matter experts and officers from the target audience. Then after a course has been fully developed, it must undergo thorough testing before distribution, by having officers work through the course at individual multimedia computers in a controlled setting. The purpose of this validation testing is to determine the amount of time required to complete the course, whether there are any bugs, and whether the intended learning occurs.

In the past, staff of the POST Learning Technology Resource Center has worked informally with Butte College to perform some validation testing for interactive videodisc (IVD) courses. This arrangement was satisfactory for those courses but is not feasible for CD-ROM courses.

ANALYSIS

The proposal is for POST to contract with the Sacramento County Sheriff's Department in order to establish a computer laboratory for testing multimedia courses. This laboratory would be located in an existing in-service training facility at the Sheriff's Department in Sacramento and would be used jointly by POST and the Sheriff's Department. POST would use the facility as a courseware testing laboratory and the Sheriff's Department for conducting training.

There are sixteen multimedia computer systems belonging to the Sheriff's Department that would comprise the basic hardware for the laboratory. POST would fund several additional items: hardware and software for a local area network; carrels or workstation dividers; modifications to the existing facility to improve lighting; additional electrical power; and partitions for separating the facility into laboratory, classroom, and a conference area for debriefing officers when they finish testing a course.

The initial cost to POST should not exceed \$50,000. The Sheriff's Department would be responsible for (1) operation and maintenance of the equipment and the facility, (2) scheduling use of the equipment, (3) installation of the local area network, (4) reconfiguration of the systems to switch from the Sheriff's use for training to POST's use for testing, and (5) installing future upgrades to hardware and software.

RECOMMENDATION

Authorize the Executive Director to enter into a contract with the Sacramento County Sheriff's Department, at a cost not to exceed \$50,000, for the establishment of a laboratory for testing computer-based multimedia courseware.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Interagency Agreement with San Diego State University/ KPBS to Manage the Development of CD-ROM Training Courses		Meeting Date January 27, 2000
Bureau Training Program Services	Reviewed By <i>Ray Bray</i>	Researched By Dennis Aronson
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>1-4-00</i>	Date of Report January 3, 2000
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 POST enter into an interagency agreement with San Diego State University and KPBS for an amount not to exceed \$125,000 to provide management services for developing interactive multimedia training courses?

BACKGROUND

Ten years ago, the Commission began having interactive videodisc (IVD) courses developed for training California law enforcement. In 1993, the Commission initiated a program for POST agencies to purchase and be reimbursed for computer systems to run the IVD courses developed by POST. Several IVD courses were developed, including one on driver training, another on first aid/CPR, and four in the area of drug and alcohol recognition. In addition, the original P.C. 832 IVD course was revised and updated.

In 1998, the Commission authorized \$2.25 million to replace the aging IVD systems with CD-ROM interactive multimedia computer systems. At the same time, the Commission authorized staff to convert several of the existing IVD courses to CD-ROM format as well as to begin developing new courses on CD-ROM. At present, five IVD courses are in the process of being converted to CD-ROM, three new CD-ROM courses have been developed and are almost ready for distribution, and work is beginning on a fourth course.

At this time, 317 agencies have purchased and been reimbursed \$1.27 million for a total of 489 computer systems. The deadline for reimbursement was extended to June 30, 2000, in order to enable more agencies to participate in the program.

ANALYSIS

Feedback from the agencies has provided valuable direction for the multimedia program. Many of the recommendations are being implemented: move from hard-to-use IVD systems to CD-ROM, make courses shorter, provide a common courseware management system for all courses, and provide more courses. One of the challenges POST faces is to provide more courseware to run on the multimedia

computers; staff in the POST Learning Technology Resource Center (LTRC) is able to manage only so many projects at any one time.

One way to increase the production of courseware is to enter into an agreement with San Diego State University, who, through KPBS, would manage the development of these additional courses. Before KPBS would sign a contract with a vendor, KPBS would develop specifications that would be used by vendors when submitting their proposals; review proposals; work with POST in selecting vendors; and develop work plans, including deliverables and payment schedules. After a contract was signed, KPBS would oversee the development of detailed design specifications, and then during development, ensure that the design specifications were followed. KPBS would also be responsible for overseeing tryouts of courseware by officers during various phases of projects.

LTRC staff would manage the interagency agreement with San Diego State University and KPBS, assist KPBS in hiring personnel to manage courseware development, and provide high-level oversight of all projects. Staff would be closely involved in the selection of vendors, selection and management of subject-matter experts (SMEs) for new projects, initial analysis of needs, and determining high-level design requirements. However, the day-to-day project management would be handled by KPBS. In practice, this would mean that KPBS, rather than LTRC staff, would be interacting with particular vendors doing the work. POST would be involved in review meetings with SMEs and vendors, setting standards, monitoring quality of work products, and resolving critical issues when they arose.

It is proposed that POST enter into an interagency agreement with San Diego State University not to exceed \$125,000 to manage at least two multimedia projects beginning March 2000 and running through June 2001. The first multimedia project to be managed by KPBS would be the conversion of *P.C. 832: Arrest and Firearms* from IVD to CD-ROM format for which the Commission authorized funds at its October 28, 1999 meeting. As explained above, KPBS would work with LTRC staff to select a vendor, and then KPBS would contract with that vendor and manage the work. The Attachment gives a breakdown of the cost.

The proposal is for KPBS to manage some of POST's multimedia development projects in order to have more courseware developed. Staff will evaluate the cost effectiveness of this approach as compared to hiring additional staff at POST.

RECOMMENDATION

Authorize the Executive Director to enter into an interagency agreement with San Diego State University for an amount not to exceed \$125,000 to provide management services from March 2000 through June 2001 for the conversion of IVD courseware and development new interactive multimedia courseware.

**Breakdown of Cost for Management Services Performed
by San Diego State University and KPBS**

Salary for one person:	\$ 70,000	(See Note 1)
Benefits (28%)	19,600	
Subtotal	\$ 89,600	
SDSU Indirect (6%)	5,376	
Subtotal	\$ 94,976	
KPBS Indirect (15%)	14,246	
Subtotal	\$109,222	
Interagency fee (4%)	4,216	
Total	\$113,438	
Miscellaneous Expenses:	11,500	(See Note 2.)
Grand Total:	\$124,938	

Note 1: Salary is estimated to be between \$60K and \$70K, depending upon qualifications and experience of individual hired; cost of the benefit package will range from 24% to 28%. For purposes of estimating the total amount that may be expended, the higher figures has been used.

Note 2: While most of the overhead expenses (office, computer, software, etc.) will be covered by the KPBS indirect fee, it is anticipated that there may be some administrative expenses not covered, such as part of the salary of a secretary.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Purchase of Mosaic 20, Domestic Violence Lethality Assessment Software, for California Law Enforcement Agencies.		Meeting Date January 27, 2000
Bureau Training Program Services	Reviewed By Ray Bray <i>[Signature]</i>	Researched By Jan Bullard
Executive Director Approval <i>[Signature: Kenneth J. O'Brien]</i>	Date of Approval 1-10-00	Date of Report January 7, 2000
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 Executive Director expend grant funds to purchase copies of Mosaic 20, Domestic Violence Lethality Assessment Software, to be distributed to law enforcement agencies.

BACKGROUND

In August 1997, the Commission on POST was the recipient of a Violence Against Women Act (VAWA) Grant in the amount of \$2,929,112 for Fiscal Year 1996-97. As a result of this grant, several courses were designed and delivered to law enforcement agencies. Two of the courses, Domestic Violence for Field Training Officers and Domestic Violence for Investigators, instruct students in the importance of lethality assessment for the victim as well as for the safety of responding officers.

Gavin DeBecker, Incorporated, a software manufacturing company, has created "Mosaic 20", domestic violence lethality assessment software, that has been piloted in several California agencies with great success. This company has a lengthy history of software designed for all types of security situations. Their software programs are utilized by the United States Secret Service as well as the California Highway Patrol Executive Protection Unit.

Currently \$360,000 remains in the 1996-97 funds and the spending deadline for this money was extended to March, 2000. The Office of Criminal Justice Planning has reviewed and concurred with the proposal to purchase Mosaic 20 software for law enforcement agencies who have participated in the Domestic Violence Investigation or Domestic Violence for Field Training Officer courses. To date 96 agencies have sent officers to these courses.

ANALYSIS

We propose the purchase of Mosaic 20 computer software to be provided to all California law enforcement agencies that participated in the POST Domestic Violence Investigation course or the Domestic Violence for Field Training Officers course. Law Enforcement personnel who already have this software indicate it allows them to prioritize cases, assist the victim in recognizing the potential lethality of his/her situation, serves as an interview guide for field officers and provides the prosecutors with hard copy assessment to educate jurors in family violence trials.

DeBecker Inc., as the sole producer of Mosaic 20, agrees to tailor the program to be specific to California law and to meet POST requirements. The program will be updated frequently to keep it current with legal changes. DeBecker, Inc. will provide POST with the sole license to distribute the California specific Mosaic 20 software to qualifying agencies.

Unspent funds from the 1996-97 VAWA grant will be used for this purchase.

RECOMMENDATION

Authorize the Executive Director to enter into a contact with Gavin DeBecker, Inc. for the purchase of Mosaic 20, lethality assessment software, in an amount not to exceed \$350,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contract Amendment for San Diego Regional Training Center for the Robert Presley Institute of Criminal Investigation during FY 1999-2000		Meeting Date January 27, 2000
Bureau Training Program Services	Reviewed By <i>Ray Bray</i>	Researched By Dave Spisak
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-11-00	Date of Report December 22, 1999
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis 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 modify contact # 99-011-22 with the San Diego Regional Training Center (SDRTC) for an additional Instructor Development workshop and specified curriculum updates for the Robert Presley Institute of Criminal Investigations (ICI) in an amount not to exceed \$44,307 for the last six months of fiscal year 1999-2000?

BACKGROUND

The San Diego Regional Training Center (SDRTC) is a primary contractor for the ICI program. The existing contract provides for the delivery of the Core Course, Instructor Development workshops and specified administrative support activities in an amount not to exceed \$350,688. This amendment will authorize one additional ICI Instructor Workshop and three additional curriculum update workshops that represent increased student demand and needed update activities.

ANALYSIS

The original contract required that SDRTC present four ICI Instructor Development Workshops. As a result of an increase of new instructors that require this training, a fifth workshop is requested at a cost not to exceed \$16,467. There has been an unanticipated increase in the cost of renting classroom space this year, an average of \$1,040 per presentation. \$5,200 is requested to meet this shortfall.

Several ICI Foundation Specialty courses are selected each year for curriculum review. This year Sexual Assault; Child Abuse; Forgery/Fraud are being reviewed with existing funds. Additional funds are requested to complete Robbery, Vice and the crime scenarios for the Core course.

RECOMMENDATION

Authorize the Executive Director to amend contract # 99-011-22 with the San Diego Regional Training Center (SDRTC) for an additional Instructor Development workshop and specified curriculum updates for the Robert Presley Institute of Criminal Investigations (ICI) in an amount not to exceed \$44,307 for the last six months of fiscal year 1999-2000.

DETAILS OF CONTRACT

Contractor: San Diego Regional Training Center

1. Instructor Development		
5 th ICI Instructor Development Course	16,467	
Meeting Room Rental Supplement	5,200	
2. Curriculum Development		
Robbery	6,000	
Vice	6,000	
Core Course Scenarios	6,000	
Total direct	39,667	
Total indirect	4,640	
TOTAL CONTRACT AMENDMENT REQUEST		\$44,307

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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.



Gray Davis
Governor

Bill Lockyer
Attorney General

FINANCE COMMITTEE MEETING

January 26, 1999
Hanalei Hotel
2270 Hotel Circle North
San Diego, CA 92108
(619) 297-1101

AGENDA

COMMITTEE MEMBERS

Tom Knutson, Chairman
Lee Baca
Marc Cobb
Joe Flannagan
Rick TerBorch

- **CALL TO ORDER**
- POST's Current Year Budget, Revenue and Status

The Committee will review budgeted and actual revenues as well as training volumes for the Second Quarter 1999/2000.

A report showing expenditure projections will be provided at the meeting.

- C. Review Status of Proposed FY 2000/01 Budget.

By the time the Committee meets, the Governor will have presented the proposed budget to the Legislature. Information will be provided on status of the proposed POST budget.

- D. Review of Reimbursement Policies

Commission policies relating to the reimbursement program are contained in POST Administrative Manual (PAM) Procedure E-4. This procedure is in need of revision to delete inapplicable provisions and to add policies relating to backfill reimbursement and the 80 hour cap on reimbursable CPT training.

Commissioners should note that the list of exemptions to the 80 hour cap has become extensive and could continue to grow in the future. Given the current positive fiscal environment, it may be time to reconsider continuation of the 80 hour cap. Procedure E-4 is enclosed.

E. Review of Expenditure Items on the Regular Commission Agenda.

- Request for Tactical Communications Course Presentations *Comm. Agenda D*
- Contract Amendment for Work on Specialized Investigators Basic, Requalification and District Attorneys Investigation Courses *Comm. Agenda E*
- Request for Additional Field Training Video Scenarios *Comm. Agenda H*
- Request to Develop Four Student Workbooks for Specialized Investigator's Basic Course *Comm. Agenda G*
- Request for Contract Increase for Student Assistant Services *Comm. Agenda I*
- Proposed Approval of Contracts for Driving Simulator Training & Force Option Simulator Training for Fiscal Year 1999/2000 *Comm. Agenda L*
- Request of Establishment of a Multimedia Testing Laboratory *Comm. Agenda N*
- Request for Interagency Agreement with San Diego State University/KPBS to Manage the Development of CD-ROM Training Courses *Comm. Agenda O*
- Request for Approval to Expended VAWA Funds for Purchase of Mosaic 20, Domestic Violence Lethality Assessment Software *Comm. Agenda P*
- Contract Amendment for San Diego Regional Training Center for the Robert Presley Institute of Criminal Investigation During FY 1999-2000 *Comm. Agenda Q*

F. Authorization to Negotiate Contracts for FY 2000/01

Enclosed is a complete list of annually recurring contracts. Staff is seeking authorization to negotiate continuation of these contracts in FY 2000/01. If there is approval, new contracts will be negotiated and presented for formal Commission action at the April 2000 meeting.

G. Adjournment

POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE E-4
REIMBURSEMENT POLICIES

Purpose

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

General Policy

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

4-3. Courses With Maximum Reimbursement Limitations: Subsistence, commuter lunch, and travel allowances will not be reimbursed for more than the maximum number of weeks (based on minimum hourly requirement ÷ 40 hours) authorized for the following courses:

	<u>Weeks/Hours</u>
Basic Course	16.6 / 664
Investigation and Trial Preparation Course	2 / 80
Specialized Investigators' Basic Course	9 / 364
Coroners' Death Investigation Course	2 / 80
Public Safety Dispatchers' Basic Course	3 / 120
Supervisory Course	2 / 80
Advanced Officer Course	1 / 40
Executive Development Course	2 / 80
Management Course	2 / 80
Management, Supervisory, Executive Seminars	1 / 40

Subsistence Allowance Policy

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

4-5. Resident Trainee Definition: A resident trainee is an individual who resides away from his/her normal place of residence and takes subsistence (lodging and meals) at or close to the training site for the entire length of the course.

4-6. Subsistence Allowance Calculated By POST: If a department is eligible for reimbursement of subsistence, POST will determine the amount to be reimbursed based on the following situations:

- (a) If the trainee resided in accommodations arranged by the training institution, the daily subsistence rate charged by the training institution will be reimbursed when the rate is less than the daily subsistence rate established by the Commission.
- (b) If the trainee resided in accommodations selected by the trainee, the daily subsistence rate (Commission Procedure E-3-2.) established by the Commission for the fiscal year will be reimbursed.

4-7. Subsistence For Course Days: Subsistence will be reimbursed for each instructional day or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedure E-4-3.

4-8. Subsistence For Weekends: Subsistence will be reimbursed for each weekend day that falls between the beginning date and ending date of the course or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedures E-4-3. Travel allowance for one round trip between the trainee's station assignment and the training site will be reimbursed in lieu of weekend subsistence when travel allowance is less.

4-9. Subsistence For School Holidays: Subsistence will be reimbursed for each school holiday that falls between the beginning date and ending date of the course or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedure E-4-3. Travel allowance for one round trip between the trainee's station assignment and the training site will be reimbursed in lieu of holiday subsistence when travel allowance is less.

4-10. Subsistence For Enroute Travel Time: Subsistence will be reimbursed for enroute time not to exceed 24 hours of subsistence allowance at the daily subsistence established by the Commission for the fiscal year. The subsistence allowance for enroute travel time will be calculated as a fraction of a day's subsistence allowance and will be proportional to the distance traveled between the trainee's station assignment and the training institution. A round trip of less than 50 miles will not be eligible for any enroute subsistence, and a round trip of greater than 400 miles may receive no more than one day of enroute subsistence.

Effective 3-1-99, trainees attending the intensive format of the "Cultural Diversity - Tools for Tolerance Course" are eligible for one full day's subsistence without respect to mileage.

4-11. Commuter Lunch in lieu of Subsistence: When the course site is less than 25 miles one way from the department or assigned work station, the agency remains eligible for commuter lunch.

Commuter Lunch Allowance Policy

4-12. Eligibility For Commuter Lunch Allowance (C.L.A.): A department may receive reimbursement for this category of expense for an employee that satisfies the "Commuter Trainee" definition and if reimbursement of the expense has been requested on the Training Reimbursement Request, POST form 2-273.

4-13. Commuter Trainee Definition: A commuter trainee is an individual who attends a training course and travels between his/her agency/station assignment or normal residence and the course site each day. Trainees who do not meet all the conditions of the resident trainee definition (Commission Procedure E-4-5) will be considered a commuter trainee for reimbursement purposes.

4-14. Commuter Lunch Allowance Calculated By POST: If a department is eligible for reimbursement of C.L.A., POST will determine the amount to be reimbursed at the daily lunch rate approved by the Commission for the fiscal year as specified in Commission Procedure E-3-2.

4-15. Commuter Lunch Allowance For Course Days: C.L.A. will be reimbursed for each instructional day attended by the trainee or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedure E-4-3.

Travel Allowance Policy

4-16. Commuter Lunch Allowance For Weekends, Holidays, and Enroute: C.L.A. will not be reimbursed for any weekend day, school holiday, or enroute travel time before or after the course, that is not an instructional day.

4-17. Eligibility For Travel Allowance: A department may receive reimbursement for travel expenses if reimbursement of the expense has been requested on the Training Reimbursement Request, POST form 2-273, and if the trainee attending the course is not shown as a "Passenger of a Vehicle" on that form.

4-18. Passenger Of Vehicle Definition: A trainee shall be considered a passenger of a vehicle when being transported to a training course by another trainee in a private, agency, or rental vehicle. If several trainees share the driving of one vehicle to attend training, travel allowance may be requested for only one trainee and the other trainee(s) must be shown as a passenger(s).

4-19. Travel Allowance Calculated By POST: If a department is eligible for reimbursement of travel expenses, POST will reimburse total mileage at the per mile rate established by the Commission for the fiscal year. Total mileage may include the following: (1) Adjusted straight-line mileage distance to and from the trainee's agency/station assignment and the course site, (2) the average daily mileage for transportation between the resident student's accommodations and the course site, and (3) the mileage incurred by a trainee to attend training away from the main course site.

The travel allowance is intended to cover expenses to and from the course site and some travel at the course site, regardless of the mode of transportation used, i.e., auto, airplane, bus, or train.

4-20. Mileage Incurred To and From the Training Site: POST will calculate the adjusted straight-line distance from agency/station assignment to the course site and return.

Resident trainees may be eligible for one round trip of mileage to and from the course site plus one round trip for each weekend during the course period up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedure E-4-3. Weekend subsistence will be reimbursed in lieu of travel allowance when weekend subsistence is less.

Commuter trainees may be eligible for one round trip of mileage to and from the course site for each instructional day or up to the date the maximum number of weeks is reached for those courses with limited reimbursement as specified in Commission Procedure E-4-3.

4-21. Daily Travel Allowance: Resident trainees may be eligible for reimbursement of mileage incurred from a resident trainee's lodging accommodations to the course site at a flat rate travel allowance of ten miles round trip. Additional mileage will be allowed when the course coordinator has notified POST that the nearest accommodation is greater than five miles one way. Daily mileage will be reimbursed from the date the course starts to the date the course ends or up to the date the maximum number of weeks is reached for those courses with limited reimbursement, as specified in Commission Procedure E-4-3. Daily travel allowance is automatically calculated based on the information supplied by the course presenter.

4-22. Travel To Other Course Sites: Upon notification by the course presenter that travel expenses will be incurred by the trainees to attend training at a site(s) other than the main site of training, reimbursement will be authorized for the number of miles reported by the course presenter at the per mile rate approved by the Commission for the fiscal year (Commission Procedure E-3-2).

Tuition Policy

4-23. Tuition Definition: Tuition is the Commission-authorized amount charged by the training institution for trainees attending POST-certified courses. Tuition may include fees charged to departments for driver's training presented in the Basic Course. Tuition does not include registration or material fees charged by the training institution.

4-24. Eligibility For Tuition Reimbursement: A department may receive reimbursement for tuition expenses, when tuition is authorized under the reimbursement plan, for each trainee listed on the Training Reimbursement Request, POST Form 2-273.

Salary Policy

~~**4-25. Eligibility For Salary Reimbursement:** A department may receive reimbursement for this category of expense if authorized under the reimbursement plan and if the trainee is listed on the Training Reimbursement Request, POST form 2-273. Effective for courses beginning on or after July 1, 1993, salary is not reimbursed.~~

~~**4-26. Salary Definition:** The basic monthly salary is the employee class basic salary that shall not include incentive pay, hazard pay, education subvention, scholarship, insurance premiums, medical benefits, watch differential pay, pension plans, uniform allowance of other employee benefits. The basic monthly salary will be the salary earned on the starting day of the course.~~

~~**4-27. Salary Reimbursement Calculated By POST:** If a department is eligible for reimbursement of salary, POST will determine the amount to be reimbursed according to the following formula:~~

$$\frac{\text{Basic Monthly Salary}}{173 \text{ hours (monthly average)}} \times \frac{\text{Allowable Course Hours}^*}{\text{Salary Percentage}}$$

* Allowable course hours are the number of hours completed by a trainee as reported on the Course Roster, not to exceed the maximum number of hours for those courses specified in Commission Procedure E-4-3. In cases where a trainee, not employed by a reimbursable agency, begins a Basic Course and then sometime during the course is hired by a reimbursable agency, the agency may only receive reimbursement from the date the trainee is hired.

Limitation on Maximum Reimbursable Hours

4-25. 80-Hour Reimbursement Limitation: The Commission has set a cap on reimbursement of non-mandatory in-service training for any individual during a fiscal year. The cap is calculated by the starting date of courses during the fiscal year and is set at 80 hours for all ranks and classifications. The cap may be exceeded when the total fiscal year training hours are less than 80 hours and another course is taken which would total more than 80 hours; e.g. 60-hours prior fiscal year training + a 24-hour course would total 84 hours and would be reimbursed in total. Courses certified for more than 80 hours will be reimbursed for the full length of certified hours. The cap only applies to courses for which reimbursement is requested. The following courses are exempt from the 80-hour maximum limitation imposed on reimbursable, in-service training:

Bailiff and Civil Process Course
Bailiff and Court Security Course
Basic Course-Intensive Format
Child Abuse Investigation Course
Coroners Course
Command College
Criminal Investigation Institute-Core Course
Death Investigation
Executive Development Course
Field Training Officer Course
Field Training Officer Update
Field Training Program Management Course
Investigation and Trial Preparation Course

Management Course
Master Instructor Course
Motorcycle Training Course
Narcotic Investigation Course
Performance Enabling Workshop
POST Special Seminars/Workshops
Public Safety Dispatcher Course
School Peace Officer Course
Sexual Assault Investigation
Specialized Basic Investigation
Supervisory Course
Supervisory Leadership Institute
Team Building Workshops

Back-fill Reimbursement

4-26. Trainee Replacement Reimbursement: Agencies may receive back-fill reimbursement for eligible courses designated as Reimbursement Plans I or II and noted "back-fill approved" in the Catalog of Certified Courses. Refer to Commission Regulation 1015(e) for requirements. The approved topical areas are:

1. Basic and update courses on Arrest/Control Methods, Officer Safety, Defensive Tactics, and Use of Force.
2. Instructor Training for: Arrest/Control Methods, Officer Safety, Defensive Tactics, and Use of Force.
3. Tactical Firearms (Includes laser).
4. Sexual Assault Investigation.
5. Drug/Alcohol Recognition.
6. Interview and Interrogation.
7. Basic and update courses on Field Training Officer.
8. Domestic Violence.
9. Child Abuse.
10. Canine Handler and Canine Update.
11. Driver Awareness and Driver Training Update.
12. Tactical Communications.
13. Parolee Contacts.

When applying for reimbursement for back-fill costs, the agency must have incurred the expense of paying overtime to fill a position vacated by an officer assigned to training; the overtime expense and back-fill claim must be directly connected to release and back-fill for the officer listed on the TRR; and records supporting back-fill claims must be maintained. Participating agencies are subject to audit by the State Controller.

The Commission has authorized back-fill reimbursement to include the travel release time associated with training, not to exceed a total of 16 hours more than the certified course hours. Overtime hours for travel release time should be added to course hours for which a back-fill claim is being requested.

PROPOSED CONTRACTS FOR FY 2000/01

A. Training Contracts

<u>Subject/contractor</u>	<u>FY 99-00 Amount</u>
1. Management Course California State University Long Beach California State University Humboldt California State University San Jose San Diego Regional Training Center	\$344,212
2. Executive Training San Diego Regional Training Center	\$485,397
3. Supervisory Leadership Institute California State University Long Beach	\$929,647
4. Various Law Enforcement Training Courses Department of Justice	\$1,999,751
5. Satellite Video Broadcasts California State University San Diego	\$110,000
6. Case Law Update Video Production Alameda County District Attorney Golden West College	\$74,000
7. Telecourse Programs California State University San Diego	\$940,000
8. Master Instructor Program San Diego Regional Training Center	\$283,128
9. Robert Presley Institute of Criminal Investigation San Diego Regional Training Center	\$350,688
10. ICI Core, Homicide, and Sexual Assault Courses Sacramento Regional Criminal Justice Trng Cntr California State University San Jose Los Angeles Police Department San Diego Regional Training Center San Francisco Police Department Los Angeles Sheriff's Department	\$1,012,587
11. Basic Narcotics, Motorcycle, and Driver Training Various presenters	\$2,222,658
12. Labor/Management Partnerships Course San Diego Regional Training Center	\$85,000

A. Training Contracts

<u>Subject/contractor</u>	<u>FY 99-00 Amount</u>
13. Tools for Tolerance Simon Wiesenthal Center	\$1,556,000
14. Development of Driving Simulator Scenarios Public entity to be determined	\$33,000
15. Crime Analysis Training California State University Sacramento	\$80,000
16. Basic Course Proficiency Exam Cooperative Personnel Services	\$102,598
17. Entry-Level Reading and Writing Test Battery Cooperative Personnel Services	\$138,303
18. PC 832 Written Examination Cooperative Personnel Services	\$45,367
19. Entry-Level Dispatcher Selection Test Battery Cooperative Personnel Services	\$179,818
20. Transition Pilot Program Test Administration Cooperative Personnel Services	<u>\$38,198</u>
Sub-total	\$11,010,352

B. Administration Contracts

<u>Subject/contractor</u>	<u>FY 99-00 Amount</u>
1. Auditing Services State Controller's Office	\$85,000
2. Computer Services Teale Data Center	\$65,000
3. CALSTARS Contract Health and Welfare Data Center	\$30,000
4. Copier Maintenance Contract Danka Office Imaging	\$16,000
Sub-total	<u>\$196,000</u>
Grand Total	\$11,206,352

State of California

Department of Justice

MEMORANDUM

Date: December 28, 1999

To: POST Commissioners

From: 
Rick TerBorch, Chairman
Long Range Planning Committee
Commission on Peace Officer Standards and Training

Subject: REPORT OF THE LONG RANGE PLANNING COMMITTEE

The Committee met at the Los Angeles Sheriff's Department, 4700 Ramona Boulevard, Monterey Park on December 28, 1999, at 1:00 p.m. Present were Commissioners TerBorch, Baca, Holden, Hunt, Knutson, and Kolender. POST staff present were Ken O'Brien, Mike DiMiceli, and Hal Snow.

The Committee received reports from staff on the following issues:

Proposed Changes to Penal Code Section 13511(b)

The Committee received a report concerning the proposal to amend Penal Code Section 13511(b). This section requires the Commission to provide an opportunity for testing in lieu of attendance at a basic academy. The proposed amendment will provide additional flexibility to the Commission to develop regulations and alternative means to satisfy this training requirement

The Committee accepted the report and recommends the Commission's approval of the proposal to seek an amendment to Section 13511(b), P.C.

Report Concerning Additional Prerequisites for the Regular Basic Course

The POST Strategic Plan calls for an examination of the feasibility of establishing additional prerequisites for the Regular Basic Course. The staff report described the preliminary work that has been done to identify possible topics for further study.

Following discussion, the consensus of the Committee was to direct staff to consider expanding the list of possible prerequisite topics and to continue the study project.

Status Report on the Crime Victim's Video Project

Staff reported that requests for the award-winning crime victim's video have decreased significantly and the three-year contract for reproduction and distribution of the contract will expire shortly. Staff proposes to add the video to the regular pool of videos that is maintained and distributed by San Diego State University, KPBS, pursuant to a separate contract.

Following discussion, the Committee accepted the staff report and recommends Commission approval.

Status Report on a Course Manager for the Command College Program

Staff reported that a course manager would be employed, using the existing contract for the Command College, to perform specific duties for the balance of this fiscal year. The costs are estimated not to exceed \$14,000. This course manager is the first phase of a planned process to transfer significant administrative responsibilities for the program from POST staff to contract services. A more definitive report concerning contract services for the Command College will be presented to the Commission at the April 2000 meeting.

Following discussion, the consensus of the Committee was to accept the report and to direct staff to present the complete proposal and report at the April 2000 Commission meeting.

Status Report on the Recognition of Out-Of-State Training to Satisfy the Continuing Professional Training (CPT) Requirement

Consistent with the POST Strategic Plan, staff is studying alternative means for satisfying the Continual Professional Training (CPT) requirement. One proposal, presented in this report, is to approve selected non-certified and non-reimbursed training courses presented outside of California as satisfying the CPT requirement. The report provided examples of the types of courses that are being considered (i.e., FBI National Academy, National Sheriffs' Institute) and described some advantages and disadvantages of the proposal.

Following a lengthy discussion, the consensus of the Committee was to accept the report and direct staff to expand the scope of the research concerning training courses and positions that would be covered by this proposal, and report back at a future meeting.

Status Report on the Pending Public Hearing Concerning Recission of Certification Cancellation Regulation

At the October 1999, the Commission approved the release of a notice of intent to rescind one provision of Regulation 1011 concerning the cancellation of POST certificates. The provision, added in 1991, refers specifically to certain felony crimes that are reduced to misdemeanors. In response to the notice of intent, a member of the public has requested the matter be heard. As a result, a public hearing is scheduled for the January 2000 Commission meeting. Subject to the results of the public hearing, it is proposed that the Commission rescind the specific provision of Regulation 1011, subject to approval of the Office of Administrative Law.

The Committee accepted the staff report.

Status Report on Incorporating Perishable Skills Into the Continuing Professional Training (CPT) Requirement

The status of research concerning the creation of a "perishable" skills training requirement as part of CPT was described in this report. This project is consistent with the POST Strategic Plan. Examples of possible perishable skill topics and the concept of embedding the new requirement in the existing CPT requirement were presented in the report.

Following discussion, the consensus of the Committee was to direct staff to continue the research, consider adding interpersonal skills and First Aid/CPR to the list of topics, and to continue to explore the concept of testing in lieu of the training.

Status Report on Basic Academy Testing

The POST Strategic Plan calls for increased testing in the basic course. This information report described the status of the project to develop and validate mid-course and end-of-course (final) tests for the Regular Basic Course. An amendment to Penal Code Section 832.3(b), providing legal authority for such testing, becomes effective on January 1, 2000. The two-year program to pilot test several versions of these tests began in July 1999, and will conclude in 2001. The status of the project will be described to the Committee at future meetings.

The Committee received and approved this informational report.

Training Course Audit Program

Consistent with the POST Strategic Plan objective to assess the quality of certified training courses, staff proposes to significantly increase auditing activities. A Budget Change Proposal (BCP) for \$346,000 to support an expanded auditing program for training courses has been approved by the Department of Finance and awaits final approval by the Legislature in April 2000. If the BCP is approved, implementation of the expanded audit program will take place in FY 2000/01.

The Committee received and approved this informational report.

Revisions to Commission Policy Manual for 2000

The updated Commission Policy Manual, dated January 27, 2000, was presented for the Committee's review. The manual incorporates policy changes previously adopted by the Commission and proposes the deletion of archaic policies. When approved by the Commission, the manual will be distributed to POST staff.

Following discussion, the Committee received the manual, including the staff recommendations, and recommends Commission approval. The Committee also directed staff to consider changes to other policies that were not contained in this report and to report at a future meeting.

Adjournment

The meeting adjourned at 3.15 p.m.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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.



LEGISLATIVE REVIEW COMMITTEE

Thursday, January 27, 2000
Hanalei Hotel
2270 Hotel Circle North
San Diego, CA 92108
(619) 297-1101

AGENDA

Gray Davis
Governor

Bill Lockyer
Attorney General

MEMBERS

Bill Kolender, Chairman
Lee Baca
Monty Holden
Ted Hunt
Bill Lockyer

9:00 A.M.

- | | | |
|-----------|--|--------------|
| A. | Call to Order | Chairman |
| B. | Review of Two-Year Bills | Attachment A |
| C. | New Legislation | Attachment B |
| D. | Proposed Legislation for 2000 | Attachment C |
| | 1. Status Report on Safety Retirement Bill | |
| | 2. Testing in Lieu of Attendance at Basic Academy (BCWE process) | |

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 Miranda Rights Training		BILL NUMBER/AUTHOR AB 1326/Baugh		DATE INTRODUCED February 26, 1999	
		RELATED BILLS		DATE LAST AMENDED January 6, 2000	
SPONSORED BY California Attorneys for Criminal Justice		RECOMMENDED POSITION No Position			

GENERAL

Assembly Bill 1326 would have added Penal Code Section 13514.6 to:

1. Require that law enforcement officers not be trained that it is permissible to continue questioning a suspect who is in custody once that suspect has unequivocally invoked his or her right to remain silent or to have an attorney present.
2. Questioning for the limited purpose of obtaining non-incriminating booking information or to protect the public safety would be permitted.

ANALYSIS

This bill was amended on January 6, 2000, to delete any training requirements in this area. This bill, as amended, would express the intent of the Legislature to uphold the provisions of the Miranda Decision and current state law.

RECOMMENDATION

This bill no longer impacts POST in any way. There is no longer a reason for the Commission to take a position on this bill.

Analysis By: Tom Hood	Date 1-11-2000	Fiscal Impact:
Legislative Liaison: Tom Hood	Executive Director <i>Kenneth J. O'Brien</i>	Date 1-11-00
Commission Meeting Date: January 27, 2000	Commission Position	

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In bill text, brackets have special meaning:

- [A> <A] contains added text, and
- [D> <D] contains deleted text.

California 1999-00 Regular Session
 1999 CA AB 1326
 Amended
 01/06/2000
 Baugh
 ASSEMBLY BILL

No. 1326

INTRODUCED BY Assembly Member Baugh

AMENDED IN ASSEMBLY JANUARY 6, 2000

FEBRUARY 26, 1999

[D> An act to add Section 13514.6 to the Penal Code, relating to peace officer training. <D] [A> An act relating to peace officers. <A] LEGISLATIVE COUNSEL'S DIGEST

AB 1326, as amended, Baugh. Peace [D> officer training <D] [A> officers <A] : interrogations.

[D> Existing law requires the Commission on Peace Officer Standards and Training to adopt rules establishing minimum standards for the training of specified law enforcement officers who conduct criminal investigations and to establish a certification program for peace officers. <D] Constitutional law requires that when a law enforcement officer interrogates a suspect who is in custody, with limited exceptions, all questioning must cease as soon as the suspect unequivocally invokes his or her right to remain silent or have an attorney present.

This bill would [D> require that law enforcement officers not be trained that it is permissible to continue questioning a suspect who is in custody once that suspect has unequivocally invoked his or her right to remain silent or to have an attorney present, except to question for the limited purpose of obtaining nonincriminating booking information or to protect the public safety. By increasing the duties of local officials, this bill would impose a state-mandated local program. <D]

[D> The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates that do not exceed \$1,000,000 statewide and other procedures for claims whose statewide costs exceed \$1,000,000. <D]

[D> This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions <D] [A> express the intent of the Legislature to uphold this provision and state its finding that the provision is declaratory of existing law <A] .

Vote: majority. Appropriation: no. Fiscal committee: [D> yes <D] [A> no <A] . State-mandated local program: [D> yes <D] [A> no <A] .
 THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. It is the intent of the Legislature that when conducting an interrogation of a suspect in custody, if the suspect unequivocally invokes his or her right to remain silent or right to have an attorney present, law enforcement officers must cease questioning the suspect for any purpose other than to obtain nonincriminating booking information or to protect public safety. The Legislature finds that this is declaratory of existing law.

[D> SEC. 2. Section 13514.6 is added to the Penal Code, to read: <D]

[D> 13514.6. Law enforcement officers shall not be trained that it is permissible to continue questioning a suspect who is in custody once that suspect has unequivocally invoked his or her right to remain silent or to have an attorney present, with the exception that questioning may continue for the limited purpose of obtaining nonincriminating booking information or to protect the public safety. <D]

[D> SEC. 3. Notwithstanding Section 17610 of the Government Code, if the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code. If the statewide cost of the claim for reimbursement does not exceed one million dollars (\$1,000,000), reimbursement shall be made from the State Mandates Claims Fund. <D]

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

2000 Status of Active Legislation of Interest to POST (Revised October 13, 1999)

<u>Bill #</u>	<u>Subject</u>	<u>Status</u>
AB 1326 Baugh	Miranda Rights Training: This bill would require that law enforcement officers not be trained that it is permissible to continue questioning a suspect who is in custody once that suspect has unequivocally invoked his or her right to remain silent or to have an attorney present. <i>Commission Position: Neutral</i>	Two-Year Bill
AB 1494 Wildman	Peace Officers: Los Angeles Unified School District: This bill would require the Commission to complete a feasibility study on a proposed change in designation for the Los Angeles Unified School District Police Department from Penal Code Section 830.32 to Section 830.1. This bill would also expand the scope of peace officer feasibility studies conducted by POST. <i>Commission Position: Support</i>	Two-Year Bill
SB 66 Murray	Crime Prevention: Peace Officer Training: This bill calls for POST to incorporate specific cultural diversity topics into the Basic Course and would require California peace officers to receive refresher training in this area every five years. <i>Commission Position: Support</i>	Two-Year Bill
SB 122 Haynes	Public Safety Training Facilities: This bill is titled the Public Safety Training Pilot Project Act of 1999. It would create the Public Safety Training Facilities Fund which would finance a three-year pilot project to develop three regional skills centers. <i>Commission Position: Neutral</i>	Two-Year Bill
SB 381 Baca	Peace Officer Equipment: This bill would move protective vests (body armor) from the category of recommended safety equipment to the category of required safety equipment to be furnished to peace officers. <i>Commission Position: Neutral</i>	Two-Year Bill

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 Elder Abuse	BILL NUMBER/AUTHOR AB 1442/Assembly Member Kevin Shelley		DATE INTRODUCED February 26, 1999		
	RELATED BILLS		DATE LAST AMENDED February 26, 1999		
SPONSORED BY California State Attorney General		RECOMMENDED POSITION Support			
<u>GENERAL</u>					
<p>This bill would amend Penal Code Section 13515 to, in part, clarify the specific elder abuse training topics that line and supervisory officers assigned to field and investigative assignments must receive. Specific elder abuse training topics identified in this bill are:</p> <ol style="list-style-type: none"> 1. Relevant laws 2. Recognition of elder abuse 3. Reporting requirements and procedures 4. Neglect of elders 5. Fraud of elders 6. Physical abuse of elders 7. Mental health and intimidation of elders 8. The role of the local adult protective services and public guardian offices <p>This is a two-year bill that has been rewritten to support a statewide elder abuse awareness media campaign by the California Attorney General's Office and the Department of Health and Human Services.</p>					
<u>ANALYSIS</u>					
<p>In preparation for the enactment of Penal Code Section 13515 in 1998, POST developed and broadcast an elder abuse telecourse on February 20, 1997. This telecourse addressed all of the topics listed in this bill and was accompanied by a comprehensive student workbook. Thus, the training topics this bill is clarifying are, in essence, contained in the 1997 POST telecourse and student workbook. This bill does not impose a new or different legislative training mandate on POST or local law enforcement.</p> <p>This bill is supported by the California State Sheriffs' Association.</p>					
ANALYSIS BY Tom Hood		DATE 1-9-00		FISCAL IMPACT None	
LEGISLATIVE LIAISON Tom Hood		DATE 1-11-00		EXECUTIVE DIRECTOR <i>Joseph J. O'Brien</i>	
COMMISSION MEETING DATE: January 27, 2000		DATE 1-11-00			
		COMMISSION POSITION:			

BILL NUMBER: AB 1442 AMENDED
BILL TEXT

AMENDED IN ASSEMBLY JANUARY 3, 2000

INTRODUCED BY Assembly Member Shelley

FEBRUARY 26, 1999

~~An act to amend Section 1569.61 of, and to add Article 2.5 (commencing with Section 1569.25) to Chapter 3.2 of Division 2 of, the Health and Safety Code, relating to residential care facilities for the elderly. An act to amend Section 13515 of the Penal Code, relating to peace officer training.~~

LEGISLATIVE COUNSEL'S DIGEST

AB 1442, as amended, Shelley. ~~Residential care facilities for the elderly; residents' rights~~ Peace officer standards and training: elder abuse .

Existing law requires every city police officer or deputy sheriff at a supervisory level and below who is assigned field or investigative duties to complete an elder abuse training program certified by the Commission of Peace Officer Standards and Training.

This bill would require that training to address the physical abuse of elders, the mental health and intimidation of elders, and the role of the local adult protective services and public guardian offices.

This bill would also require the Health and Human Service Agency in conjunction with the Attorney General's office to establish a statewide elder abuse awareness media campaign.

~~The California Residential Care Facilities for the Elderly Act provides for the licensure and regulation of residential care facilities for the elderly by the State Department of Social Services, and generally sets forth the requirements to be met by the facilities in that regard. Existing law also requires the department to develop and maintain at each district office a file for each facility in that district, containing all documents regarding the facility that were received or created by the department on or after January 1, 1999.~~

~~This bill additionally would prohibit the physical or chemical restraint of residents in a residential care facility for the elderly, except as specified. It would set forth certain requirements regarding the admissions agreements entered into by facilities and residents, rate increases for items or services, and the transfer or eviction of residents. It would also require the department to develop and establish a consumer information service system, with access by a toll-free telephone number, through the Internet, and at district offices of the Community Care Licensing Division of the department, to provide updated and accurate information, including specified components, to the general public and consumers regarding residential care facilities for the elderly in their communities.~~

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. The Legislature finds and declares as~~

SECTION 1. Section 13515 of the Penal Code is amended to read:

13515. (a) Every city police officer or deputy sheriff at a supervisory level and below who is assigned field or investigative duties shall complete an elder abuse training course certified by the Commission on Peace Officer Standards and Training by January 1, 1999, or within 18 months of assignment to field duties. Completion of the course may be satisfied by telecourse, video training tape, or other instruction. The training shall, at a minimum, address ~~relevant laws, recognition, reporting requirements and procedures, neglect, and fraud.~~ The all of the following:

- (1) Relevant laws.
- (2) Recognition of elder abuse.
- (3) Reporting requirements and procedures.
- (4) Neglect of elders.
- (5) Fraud of elders.
- (6) Physical abuse of elders.
- (7) Mental health and intimidation of elders.
- (8) The role of the local adult protective services and public guardian offices.

The course may be presented as part of a training program that includes other subjects or courses.

(b) The Health and Human Service Agency in conjunction with the Attorney General's office shall establish a statewide elder abuse awareness media campaign. ~~follows:~~

~~(a) For a resident of a residential care facility for the elderly, the facility often becomes his or her home on a long term basis. Therefore, it is important that the resident be guaranteed certain resident rights that allow him or her to live with dignity. It also is important that, prior to admission, an individual have easy access to the information held by the State Department of Social Services regarding residential care facilities for the elderly.~~

~~(b) It is the intent of the Legislature in enacting this act to establish rights that protect the dignity of the residents of residential care facilities for the elderly, and allow the residents, if appropriate, to remain in facilities on a long term basis. It is the further intent of the Legislature to require the State Department of Social Services to make information on residential care facilities for the elderly easily available.~~

~~SEC. 2. Article 2.5 (commencing with Section 1569.25) is added to Chapter 3.2 of Division 2 of the Health and Safety Code, to read:~~

~~Article 2.5 Resident's Rights~~

~~1569.25. For purposes of this article, the following definitions shall apply:~~

~~(a) "Admissions agreement" includes all documents that a resident or his or her representative must sign at the time of, or as a condition of, admission to a residential care facility for the elderly.~~

~~(b) "Representative" or "resident's representative" means any of those persons described in subdivision (d) of Section 72527 of Title 22 of the Code of Regulations.~~

~~1569.26. A resident of a residential care facility for the elderly has the right to be free from any physical or chemical restraints imposed for purposes of discipline or convenience. Restraints shall only be used to ensure the physical safety of the resident or other residents, and only upon both the written order of a physician that specifies the duration and circumstances under which the restraints are to be used, and the written consent of the resident or the resident's representative.~~

~~1569.265. (a) If a resident of a residential care facility for the elderly is admitted to any health facility as defined in Section~~

~~1250, the residential care facility for the elderly shall afford the resident a bed hold of up to 30 days. This bed hold may be exercised either by the resident or the resident's representative.~~

~~(b) By no later than 24 hours after resident's transfer to a health facility, the residential care facility for the elderly shall provide the resident or resident's representative with written notice of the right to a bed hold. The resident or resident's representative shall exercise the bed hold right within 48 hours after receiving the written notice.~~

~~(c) If a bed hold right is exercised, the resident shall be financially liable for all bed hold days, at a rate not to exceed the rate customarily paid by the resident.~~

~~1569.27. (a) All admission agreements to residential care facilities for the elderly shall list the justifications for eviction allowable under state law, exactly as they are worded in the applicable statute or statutes. All admission agreements shall also include the following notification regarding eviction:~~

~~"If this facility ever intends to evict you, the facility is required to first give you a written notice that lists the legal reason for eviction. This written notice is also required to list a proposed eviction date that is required to be at least 30 days after the date on which the written notice is given to you.~~

~~"If you receive an eviction notice, but the reason in the notice does not apply to your situation, you may contest the eviction by remaining in the facility beyond the proposed eviction date. On the proposed eviction date, the facility may then elect to take action to evict you by serving you with a summons and complaint. You will have five days, including Saturdays and Sundays, to file an answer with the local court. The court then will schedule a trial to determine whether or not the facility can evict you."~~

~~(b) All admission agreements shall list all items and services for which a separate charge is to be assessed by the residential care facility for the elderly. If the initial admission agreement does not authorize a separate charge for a particular item or service, the facility may at no time assess a separate charge for that item or service.~~

~~(c) Every residential care facility for the elderly shall make complete blank copies of its admission agreement available immediately upon request by any member of the public, upon payment of copying costs not to exceed 10 cents (\$0.10) per page.~~

~~1569.28. Rate increases, whether assessed to the basic rate or the rate for particular items or services, may be assessed by a residential care facility for the elderly only once every 12 months. The first rate increase may be assessed only after a resident has resided for at least 12 months in the facility.~~

~~1569.29. (a) When residents of a residential care facility for the elderly are to be transferred or evicted from the facility due to any change in the status of the license or operation of the facility, including but not limited to, voluntary or involuntary loss of license, the facility shall take reasonable steps to ensure that residents are safely moved to appropriate residences, and that possible transfer trauma is minimized. These reasonable steps include, but are not limited to, all of the following:~~

~~(1) Evaluating the relocation needs of the resident and the resident's family, and determining the most appropriate and available type of future care and services for the resident.~~

~~(2) Notifying the resident or the resident's representative in writing, at least 30 days in advance of the expected change in the status of the license or operation of the facility, of alternative facilities that are available and adequate to meet the needs of the resident and the resident's family. The written notice shall include notification of all of the facility's obligations under this subdivision.~~

~~(3) Arranging for appropriate care and services for the resident in the future, unless the resident or resident's representative~~

~~otherwise has made these arrangements. This requirement shall not obligate a facility to pay for future care and services.~~

~~(b) A residential care facility for the elderly shall arrange for an appropriate team of professional staff to perform the services required in subdivision (a).~~

~~(c) The department may provide, or arrange for the provision of, necessary relocation services at a residential care facility for the elderly, if the department determines that these services are needed promptly to prevent adverse health consequences to residents, and the facility refuses, or does not have adequate staffing, to provide the services. In these cases, the department shall be entitled to reimbursement from the licensee for the cost of providing the relocation services. If a facility's refusal to provide the relocation services required in subdivision (a) endangers the health or safety of residents, the department also may request that the Attorney General or the local district attorney seek injunctive relief and damages as provided in Chapter 5 (commencing with Section 17200) of Part 2 of Division 7 of the Business and Professions Code.~~

~~(d) If 10 or more residents are likely to be transferred or evicted due to any change in the status of the license or operation of the residential care facility for the elderly, including but not limited to, voluntary or involuntary loss of license, the facility shall submit a proposed relocation plan for the affected residents to the department for comment, if any, at least 45 days prior to the transfer or eviction of any resident. The plan shall provide implementation of the relocation services listed in subdivision (a), and shall describe the availability of alternative residences in the area, the proposed discharge process, and the staffing available to assist in transfers. At least 30 days prior to the transfer or eviction of any resident, the facility shall submit its final relocation plan to the local office of the long term care ombudsman program and, if the final plan differs from the proposed plan, to the department.~~

~~SEC. 3. Section 1569.61 of the Health and Safety Code is amended to read:~~

~~1569.61. (a) The department shall develop and maintain at each district office a file for each facility in that district, containing all documents regarding the facility that were received or created by the department on or after January 1, 1999, and that are not confidential under other provisions of law. This file shall be available immediately upon the request of any consumer who shall have the right to obtain copies of documents from the file upon the payment of a reasonable charge for the copies.~~

~~(b) The department shall develop and establish a consumer information service system to provide updated and accurate information to the general public and consumers regarding residential care facilities for the elderly in their communities. The consumer information service system shall include, but need not be limited to, an inquiry system accessible through a statewide toll-free telephone number, through the Internet, and at the district office of the Community Care Licensing Division of the department. This inquiry system shall include at least all of the following elements:~~

~~(1) A profile for each residential care facility for the elderly, which shall include data on services provided by the facility, all deficiencies and citations noted by the department in the facility during the four preceding years, and all owners and changes of ownership in the facility during the four preceding years.~~

~~(2) The date and amount of each citation issued, all further actions and appeals regarding each citation, all money paid by a facility toward a citation, and the current status of the citation.~~

~~(3) All monetary fines assessed or collected, or both, by the department related to residential care facilities for the elderly, with the capability of analyzing the data by facility, county, and year.~~

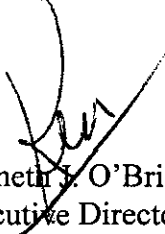
State of California

Department of Justice

MEMORANDUM

Date: December 23, 1999

To: Legislative Review Committee

From: 
Kenneth J. O'Brien
Executive Director
Commission on Peace Officer Standards and Training

Subject: PROPOSED CHANGES TO PENAL CODE SECTION 13511 (b)

Penal Code Section 13511 (b) requires the Commission to provide an opportunity for testing in lieu of attendance at a basic academy or accredited college. This section of law, which has been in existence since 1980, includes excessive specificity that limits the Commission's flexibility to address contemporary needs. Of particular concern is the lack of existing authority for the Commission to require persons to complete a training course pertaining to California's laws.

As shown on the attachment, it is proposed to amend Penal Code Section 13511 (b) to delete the existing specificity and substitute language giving the Commission authority to adopt regulations providing for alternative means of satisfying the training required by Penal Code Section 832.3 (Regular Basic Course). If this is adopted as law, the Commission can subsequently develop regulations with the routine input of law enforcement and other groups.

Alternate means of satisfying Basic Course training requirements is a "win-win" for the out-of-state applicant, the prospective employing law enforcement agency, and POST. A streamlined process will assist in meeting hiring goals while ensuring that individuals entering California law enforcement service from outside the state demonstrate the same competencies required of POST Basic Course graduates.

A copy of the proposed legislative language is attached.

Attachment

PROPOSED AMENDMENTS TO PENAL CODE SECTION 13511(b)

13511. Place of training; ~~testing in lieu of attendance~~ alternative means of satisfying the Regular Basic Course training requirement.

(a) no changes

(b) In those instances where ~~persons~~ individuals have acquired equivalent comparable peace officer training, the commission shall, ~~no later than July 1, 1981, and thereafter,~~ provide the opportunity for testing in lieu of attendance at a basic training academy or accredited college. Tests shall be constructed to verify possession of minimum knowledge and skills required by the commission as outlined in its basic course. ~~The test shall be scheduled periodically in convenient locations, and an opportunity shall be provided for testing and retesting under procedural guidelines established by the commission. The retesting procedures shall be designed so that any portion which has been previously passed need not be retaken.~~ adopt regulations providing for alternative means for satisfying the training required by Section 832.3. The commission shall charge a fee fees to cover administrative costs ~~which is are sufficient to cover all the costs~~ associated with the testing conducted under this subdivision.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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.



POST Advisory Committee Meeting
Wednesday, January 26, 2000
Hanalei Hotel
2270 Hotel Circle North
San Diego, CA 92108
(619) 297-1101

Gray Davis
Governor

Bill Lockyer
Attorney General

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 (Refer to the Commission's Meeting Agenda) | Chair |
| C. Roll Call and Special Introductions | |
| D. Audience Introductions | |
| E. Announcements | Chair |
| F. Approval of Minutes of October 27, 1999, of POST Advisory Committee Meeting | Chair |
| G. Report on the California Law Enforcement Image Coalition | Leisha
Lekawa |
| H. Report on Recommended Governor's Award Recipients from Subcommittee | Leisha
Lekawa |
| I. Demonstration of Newly Developed Domestic Violence CD-ROM Course | Staff |

- | | |
|--|---------|
| J. Demonstration of POST Field Training Officer Evaluation Video Scenarios | Staff |
| K. Update on POST Basic Academy Testing | Staff |
| L. Review of Commission Meeting Agenda and Advisory Committee Comments | Staff |
| M. Advisory Committee Member Reports | Members |
| N. Commission Liaison Committee Remarks | Members |
| O. Old and New Business | Members |
| P. Next Meeting: | |

Wednesday, April 19, 2000
Hilton
San Pedro

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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.



POST Advisory Committee Meeting Minutes
October 27, 1999
Flamingo Resort Hotel
Santa Rosa, CA

Gray Davis
Governor

Bill Lockyer
Attorney General

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Vice Chairman Bob Blankenship.

ANNOUNCEMENTS

Ken O'Brien introduced three of the four recently appointed Commissioners to the Advisory Committee. New Commissioners introduced included Joe Flannagan of the Alhambra Police Department, Marc Cobb of the Long Beach Police Department, and Monty Holden of the California Organization of Police and Sheriffs (COPS). The fourth newly appointed Commissioner, Sheriff Lee Baca of Los Angeles County, was not in attendance.

Norm Cleaver extended a personal invitation for everyone to attend a "welcome to Santa Rosa reception" at 5 p.m. in the Flamingo Room.

Sandy Sandoval, recently appointed to the Youth Offender Parole Board, announced that due to this appointment this meeting would be his last. He thanked POST staff for the support offered Specialized Law Enforcement. Additionally, Sandy commented on the historical significance of the School Peace Officer Curriculum developed during his tenure and recognized Everitt Johnson and Ted Prell, of POST staff, as being instrumental in the curriculum development.

Chairman Bob Blankenship announced that Mike Reid of the Fresno Police Department, representing CAPTO, has been promoted to the rank of Sergeant.

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:

Officer Bill Bean, Jr., Sacramento Police Department
Chief Randall Gaston, Anaheim Police Department
Deputy Brad Riches, Orange County Sheriff's Department
Officer C. Daniel Kelley, Maywood Police Department
Deputy Eric A. Thach, Riverside County Sheriff's Department
Officer Desmond Casey, San Jose Police Department

ROLL CALL OF ADVISORY COMMITTEE MEMBERS

Members Present:

Robert Blankenship, California Police Chiefs' Association (CPCA)
Norman Cleaver, California Academy Directors' Association (CADA)
Joe Flanagan, 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)
Kevin Mince, California Highway Patrol
Mike Reid, California Association of Police Training Officers (CAPTO)
Earl Robitaille, Public Member
G. "Sandy" Sandoval, California Specialized Law Enforcement
Al Waters, California Coalition of Law Enforcement Associations (CCLEA)
Woody Williams, California Peace Officers' Association (CPOA)

Members Absent:

Don Brown, California Organization of Police and Sheriffs (COPS)
Charles Byrd, California State Sheriffs' Association (CSSA)
Leo Ruelas, California Community Colleges

Commission Members Present:

Tom Knutson, Ph.D.

POST Staff Present:

Hal Snow, Assistant Executive Director, Standards and Development Division
Alan Deal, Bureau Chief, Standards and Evaluation Bureau
Bud Lewallen, Bureau Chief, Training Program Services Bureau
Tom Hood, Legislative Liaison, Executive Office
Dennis Aronson, Sr. Instructional Designer, Training Program Services Bureau
Anita Martin, Administrative Assistant
Karen Hightower, Executive Secretary

APPROVAL OF JANUARY 20, 1999, MEETING MINUTES

MOTION - Hunt, second - Williams, carried unanimously to approve the minutes of the January 20, 1999, meeting held at the Bahia Hotel in San Diego.

APPROVAL OF APRIL 7, 1999, SPECIAL MEETING AND GOVERNOR'S AWARD RECOMMENDATIONS

Hal Snow gave a brief summary and overview of the April 7, 1999, meeting. Of particular note, was the status of the six subcommittee recommendations pertaining to the Governor's Award for Excellence in Peace Officer Training.

Hal encouraged Advisory Committee members to promote exemplary programs and to advise individuals to submit nominations.

MOTION - Williams, second - Cleaver, carried unanimously to approve the minutes of the April 7, 1999, Special Meeting and the Governor's Award recommendations.

DEMONSTRATION OF THE LATEST MULTIMEDIA CD-ROM TRAINING PROGRAMS

Hal Snow introduced Dennis Aronson, Senior Instructional Designer, of the Learning Technology Resource Center -- a unit of the Training Program Services Bureau headed by Bureau Chief Bud Lewallen. Dennis gave a brief update of multimedia courseware and explained that POST is transitioning from laserdisc to CD-ROM format. To date, 307 agencies have purchased 444 CD-ROM systems and have been reimbursed \$1.2 million. As a result, POST is desirous of providing courseware in the proper format to the field as soon as possible. Existing POST IVD courses are being converted to CD-ROM including First Aid and the four drug courses. The PC 832 Course will be converted also.

Dennis noted that in addition to existing courses, there are three new CD-ROM courses: 1) the *HazMat Awareness Development Training Course*, 2) the *Instructor Development Course*, and 3) a domestic violence course -- *It's Your Call*. Dennis then demonstrated portions of the HazMat course which includes diagnostic quizzes, scenarios, and final exams for self-paced, individualized learning. Further, Dennis demonstrated the *Instructor Development Course*, a simulation, which focuses on learner-centered facilitation skills while applying adult-learning principles. A course *Facilitator's Guide* is included for reference and explanation.

After the demonstration, Dennis invited and answered questions from the group. Those in attendance were impressed with the design of both courses.

REPORT ON THE BASIC COURSE TESTING ADVANCEMENTS

Hal Snow introduced Alan Deal, Bureau Chief, of the Standards and Evaluations Bureau (S&E). Hal also mentioned that Senate Bill 747 was passed as a result of S&E staff efforts. The bill requires a mid-term and final exam for academy students, thereby "raising the bar" for graduates.

Alan stated that the advancements in basic course testing are consistent with changes made to the Regular Basic Course. He also noted that, in the past, there were complaints from the field that curriculum and testing lacked alignment. To address this issue, the curriculum now drives the testing which is based on data obtained from the Job-Task Analysis Questionnaires. To that end, testing links back to the job-task analysis and focuses on the knowledge, skills, and equipment that are essential for academy graduates to successfully participate in FTO programs.

Additionally, Alan described all of the efforts being made to improve basic course testing. Further, Alan noted that a Basic Course Test Review Committee, consisting of 14 members, has been formed to review modifications made to the basic course testing process; the committee broadly reflects different types of administration of the basic course throughout the State.

After discussion, the consensus of the group was that Alan routinely bring data back to the meetings to update committee members.

REPORT ON THE CALIFORNIA LAW ENFORCEMENT IMAGE COALITION

Before reporting on the recent activities of the California Law Enforcement Image Coalition, Joe Flannagan thanked Advisory Committee members and POST staff for their past assistance. Joe also stated that, because he has been appointed to the Commission and has new responsibilities, a new chairman will be appointed by the Image Coalition.

Joe first discussed the Image telecourse aired in April and noted that he had received positive feedback from members of the Ontario Police Department. Joe also reported that the Ontario

Police Department has aired two Public Service Announcements (PSAs) on cable television that were received positively by members of rank and file.

Tom Hood also added that the Image telecourse will be given a national award for excellence by the Law Enforcement and Emergency Services Video Association International (LEVA). LEVA is a nationally recognized law enforcement training organization whose members oversee video training topics. The organization will host an annual conference in Florida in November, and a member from POST staff has been invited to attend. POST has been guaranteed winning one of the top three awards -- the Bronze, Silver, or Gold.

REVIEW OF COMMISSION AGENDA AND ADVISORY COMMITTEE COMMENTS

Hal Snow briefly summarized the agenda and invited comments and questions from committee members.

After briefing the committee, Hal informed the group that the next Advisory Committee meeting will be held on January 26 and recommended that all members meet the afternoon of the 25th at 1:00 p.m. to evaluate and screen the nominations and select the winners of the Governor's Awards. The consensus of the group was that Leisha Lekawa be the Chair of the Governor's Awards committee.

Additionally, the issue of nominating a new Chairman and Vice-Chairman was discussed; the committee unanimously agreed to nominate new officers.

MOTION - Williams, second - Robitaille, carried unanimously that the committee nominate Bob Blankenship as Chairman.

MOTION - Sandoval, second - Williams, carried unanimously that the committee nominate Leisha Lekawa as Vice-Chairman.

ADVISORY COMMITTEE MEMBER REPORTS

California Association of Police Training Officers (CAPTO)

Mike Reid informed those in attendance that CAPTO recently had its state conference and board meeting. Of significance and concern was withdrawal of the Assembly Bill last year that allowed reimbursement for reserve training. To that end, a questionnaire will be distributed to the CAPTO membership to see if this action affects members, specifically. Depending upon the results, future solutions may be offered to address this issue of concern.

California Academy Directors' Association (CADA)

Norm Cleaver told the group that the majority of CADA's work effort has been in testing alignment and mid-term and final exams previously described by Alan. Further, Norm informed members that the Santa Rosa Training Center, in partnership with POST and the colleges, will present the Instructional Symposium 2000 on May 8, 9, and 10, and noted that more information will be provided at the January meeting.

California Coalition of Law Enforcement Associations (CCLEA)

Al Waters reported that CCLEA would be meeting the following week. Additionally, Al noted that individual agencies, and the organization as a whole, were pleased with legislation that has been passed on behalf of peace officers this year.

California Specialized Law Enforcement

Sandy Sandoval mentioned that, in California, there are over 10,000 officers who are not represented. To that end, Sandy noted how important it is that the Advisory Committee representative continue to work with POST and the Specialized interest across California to ensure that officers are better trained and receive adequate equipment necessary to carry out their law enforcement duties.

California Association of Administration of Justice Educators (CAAJE)

Derald Hunt regretfully reported that two of CAAJE's active, long-time members had passed away recently - Richard McGrath of Cerritos College and Frank Patino of Rio Hondo College. Both members will be missed.

Derald also noted that attendance at the CAAJE conference, held at the Queen Mary on April 30 - May 1, 1999, was outstanding. Derald also stated that a regional meeting will be held in southern California at Cerritos College on October 29, 1999, and another will be held in northern California at the Santa Rosa Junior College on November 5, 1999.

Women Peace Officers' Association of California (WPOA)

Leisha Lekawa reported that WPOA held its last meeting in conjunction with CPOA in Lake Tahoe at the annual conference. Additionally, Leisha noted that the following individuals were presented awards:

- Lynn Heywood, WPOA Executive Director, was presented with the *Member Merit Award*.

- Lieutenant Doreen Thigpen, Los Angeles County Sheriff's Department, was given the *Award for Professional Achievement for Management*.
- Detective Patricia Nuss-Fredricks, San Bernardino County Sheriff's Department, was presented with the *Award for Professional Achievement Line Officer*.

Leisha then gave the group WPOA's new web address: www.wpoaca.com. and added that WPOA has a bulletin board set up for members to review items of interest and concern. Such items may be brought back to the Advisory Committee for member examination and input.

California Peace Officers' Association (CPOA)

Woody Williams reported that CPOA had a successful conference in South Lake Tahoe with WPOA. Further, CPOA held its first COPS West annual trade show in Ontario which gave participants an opportunity to see available law enforcement products and services. Exhibitors were pleased with the show, and attendance was good. Over 75% of the exhibitors have signed up for next year, and others are inquiring about future participation. As a result, COPS West II is a certainty for next May.

Additionally, Woody noted that the new CPOA President, Sheriff Hal Barker of El Dorado County, was installed.

Earle Robitaille (Public Member)

Earle Robitaille raised the issue of traffic problems resulting when hazmat situations occur and firemen suit up and wash down chemicals such as paint and gasoline. Traffic commanders have expressed concern that citizens who are held up in traffic for long periods of time might, as a result, engage in "road rage." Earle suggested that it might be beneficial for POST to consider cross-training hazmat providers and law enforcement personnel in an effort to keep traffic flowing, particularly on major thoroughfares and freeways.

California Police Chiefs' Association (CPCA)

Bob Blankenship reported that CPCA is making an effort to create better relationships with California City Managers through the California League of Cities. Bob additionally reported that a number of police chiefs from California will attend the upcoming International Police Chiefs' Association meeting in North Carolina. Further, Bob stated that Sal Rosano, retired police chief of Santa Rosa, is working with POST to develop a program whereby retired chiefs will assist in constructive monitoring of classes put on by presenters around the State.

Hal Snow interjected that POST has submitted a Budget Change Proposal (BCP) to the Department of Finance for that purpose. Staff anticipates that the BCP will be approved and recognizes that approval will allow a more thorough evaluation of training than has previously occurred.

FUTURE COMMITTEE MEETINGS

Governor's Awards Committee
January 25, 2000, 1:00 p.m. - Hanalei Hotel, San Diego

Next Advisory Committee Meeting
January 26, 2000 - Hanalei Hotel, San Diego

Future Advisory Committee Meeting
April 19, 2000 - San Pedro Hilton

Adjournment: 1:00 p.m.

Respectfully Submitted,



Karen Hightower
Secretary

MEMORANDUM

To: POST Commission

Date: January 7, 2000

From: Kenneth J. O'Brien, Executive Director
[Signature]
Commission on Peace Officer Standards and Training

Subject: QUARTERLY PROGRESS REPORT ON IMPLEMENTING POST'S STRATEGIC PLAN

Behind the scenes, implementation of the Strategic Plan continues as part of the many activities and services of POST. While progress has been made on most objectives, the following identifies (in Italics) only the most significant since the last quarterly report.

We are pleased to report that beyond the direction of the Strategic Plan, most POST bureaus have or are developing annual objectives that incorporates among other issues their Strategic Plan responsibilities. POST is taking incremental steps to go beyond an organization with a strategic plan to one that is a "strategic planning organization."

INCREASE STANDARDS AND COMPETENCIES

A.3 and A.12 Review POST's Continuing Professional Training (CPT) Requirement - *A preliminary plan for incorporating a required perishable skills component into the CPT requirement has been reviewed by the Commission's Long Range Planning Committee and a report is scheduled for the April 2000 Commission meeting.*

A.5 Develop Additional Minimum Qualifications for Entry Into Basic Academies - *A progress report identifying the potential prerequisites being researched has been reviewed by the Commission's Long Range Planning Committee in December and direction for further research was given.*

A.9 Increase, Improve, and Standardize POST's Cognitive and Skill Testing in the Basic Course - *Pilot testing of a POST-developed mid-term is well underway. A review of Basic Course curriculum with the recently completed job analysis has confirmed the necessity of existing content. Cognitive tests are being developed for each of the recently developed reserve training modules I, II, and III. Also, staff has recently assisted the 39 basic academies to become Y2K compliant as it relates to their computers accessing POST's tests.*

MAXIMIZE TRAINING DELIVERY

B.4 Evaluate and Implement Alternative Approaches to Satisfying Training Needs - *A report describing a proposal to begin recognizing non-POST certified out of state training courses for purposes of satisfying the CPT requirement was reviewed by the Commission's Long Range Planning Committee in December and direction given.*

B.7 Actively Support Establishment of Regional Skills Centers - *Eighteen regional skills centers have been established and funding provided for their acquisition of driver training and force options simulators. Standardized curriculum for this training has been developed including required instructor training. Most centers are in full operation. A proposal to convert their courses from Plan III to contract is being prepared for Commission consideration.*

B.10 Develop Competency-Based Training Courses - *In addition to several CD-ROM training courses being developed and about to be distributed, POST is developing as part of the perishable skills component of the CPT requirement a "testing-in-lieu of training" feature.*

B.13 Establish Selection Guidelines, Certification and Training Programs for Instructors - *The pilot program for basic academy instructor certification was recently concluded and because of its success is being recommended to the Commission for application to all 39 basic academies. This program is considered an integral part of a plan to establish instructor certification requirements incrementally to all those who teach in POST-certified courses. It is expected that a plan will be presented to the Commission at its April 2000 meeting.*

B.16 Maximize the Availability of Level I Reserve Training - *With the Commission's approval of the new reserve training modules (I,II,III), staff has begun to certify these courses around the state. Since these courses in their aggregate represent the Regular Basic Course, it is expected that many if not most of the 39 basic academies will structure their programs in this modular format so as to make this training much more available.*

B.18 Study the Feasibility of Certifying Training Courses Located Outside of California - *The Commission, at its November 1999 meeting, approved a regulation change to authorize the certification and reimbursement of training courses presented in bordering states. Effective January 1, 2000, this will facilitate making training more readily available to agencies located in rural areas.*

ESTABLISH PARTNERSHIPS

C.6 Increase Participation with the California Law Enforcement Image Coalition - *As one of the partnerships POST has established as part of this goal, the Image Coalition has (with the support of POST) developed a telecourse, assisted with the development of public service announcements, and encouraged the publication of articles intended to enhance the image of law enforcement.*

C.7 Develop Programs That Will Enhance Peace Officer Recruitment - *The Commission has*

authorized a contract to secure the services of a one-year POST Management Fellow to study options available to POST to enhance recruitment. POST is actively seeking qualified candidates for this fellowship.

ESTABLISH INFORMATION CLEARINGHOUSE

E.1-8 Establish a POST Clearinghouse - *POST continues to expand its Information Clearinghouse with the centerpiece being POST's Home Page, which continues to be constantly updated and expanded.*

ENSURE QUALITY SERVICES

F.4 Conduct Periodic Audits of POST's Functions and Activities - *This function has been recently institutionalized within POST by expanding Tom Hood's responsibilities (recently promoted to Bureau Chief assigned to the Executive Office). A part-time Law Enforcement Consultant is now assigned to audit selected training courses and a budget change proposal to greatly expand POST's audit capabilities has been approved as part of the Governor's 2000 budget.*

F.6 Review All POST Regulations - *As part of POST's overall goal to ensure quality services, staff has conducted a thorough review of its regulations and is preparing a January 2000 Commission agenda item recommending updating changes.*

F.7 Upgrade POST's Internal Information and Management Business Processes - *As part of POST's Electronic Data Interchange (EDI) study, a demonstration was recently made to the POST Management Team as to how a pilot program of 13 law enforcement agencies will begin on January 18 submitting to POST via the Internet their Notices of Peace Officer Appointment information. This pilot is the beginning of a comprehensive program for the electronic interchange of information between POST and law enforcement agencies and training institutions.*

VALUE OUR EMPLOYEES

G.1 Improve Staff Training - *Among the periodic training opportunities for staff, POST recently conducted two four-hour training sessions for all staff on strategic planning for the purpose of familiarizing them with the process and their individual and collective responsibilities.*

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

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November 23, 1999

File No.: 1.A4492.post

Commission on Post

NOV 24 1999

Kenneth O'Brien, Executive Director
Commission on Peace Officer
Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95816

Dear Mr. O'Brien:

Chief Kevin Mince, Commander of our Personnel and Training Division, has represented the California Highway Patrol (CHP) on the POST Advisory Committee for the past three years. It is the Department's desire that Chief Mince continue serving in this role for the next term.

Thank you for including the CHP on this committee. We welcome the opportunity and look forward to addressing the issues which will be presented during the next term.

Sincerely,


D. O. HELMICK
Commissioner

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STATE OF CALIFORNIA

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

102 Q STREET
SACRAMENTO, CA 95814-6511
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November 15, 1999

Mr. Hal Snow
Assistant Executive Director
Commission on Peace Officer Standards and Training (POST)
Standards and Development Division
1601 Alhambra Boulevard
Sacramento, CA 95816

Dear Mr. Snow:

We are pleased to inform you that Dr. Leo Ruélas shall continue to be the California Community College, Chancellor's Office Public Safety Specialist. His duties include the role of Chancellor's Office representative to any and all agencies and organizations involved in public safety education in California.

This appointment shall remain in force until canceled.

Sincerely,

A handwritten signature in cursive script, reading "Vicki F. Warner".

Vicki F. Warner, Dean
Vocational Education
(916) 445-0486