

# MEMORANDUM

Department of Justice

To: All Commissioners.

At Sacramento

From: Executive Officer

DATE September 15, 1960

SUBJECT: Commission Meeting, Concord Police Academy, 10 a.m.  
September 21, 1960

1. Response to the subject meeting was favorable and the Chairman declares it will be held as scheduled.
2. Agenda:
  - a. Approval of Budget and Expense Claims
  - b. Adoption of Regulations
  - c. Progress Report, Executive Officer
3. Lohn Ficklin has lowered the standards of attire at this meeting and recommends that sport shirts be worn. If you wish to change at the Academy, locker space is available. A swimming pool is also available to skin divers and/or habituates of the poolside.

GENE S. MUEHLEISEN

*File - List A plus*

State of California  
Department of Justice  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

September 21, 1960  
Concord Police Academy

The meeting was called to order at 10:25 a.m. by Chairman Ficklin.  
A quorum was present:

LOHN R. FICKLIN, Chairman  
MARTIN C. McDONNELL, Vice-Chairman  
ROBERT T. ANDERSEN  
ALLEN B. COTTAR  
JAMES V. HICKS  
DAN KELSAY  
SAMUEL LEASK, JR.  
GEORGE H. BRERETON, ex officio representative  
for Attorney General Mosk

HOWARD CAMPEN, Absent

Also Present:

GENE S. MUEHLEISEN, Executive Officer  
RAYMOND M. MOMBOISSE, Deputy Attorney General  
CHARLES E. GRANT, Diablo Valley College  
O. W. ROUSE, Peace Officer Training, Department of Education

Approval of Minutes

The minutes of the two preceding meetings, June 17 and August 31,  
were unanimously approved.

Approval of Expense Claims

The Executive Officer's expense claims were approved as follows:

August 1, 1960, Sacramento to El Centro and return...\$ 64.70  
August 30, 1960, King City and return .....\$ 17.35  
September 12, 1960, Fresno, Los Angeles,  
San Diego and return .....\$145.22

### Use of Vehicles

The Chairman asked for the Commission's views on advantages and disadvantages of using a State car vs. private car for business trips of the Executive Officer. Mr. Brereton suggested the Commission might consider purchasing a car. Mr. Ficklin stated the Commission should approve the method which will enable the Executive Officer to do his job most efficiently considering the factors of cost, convenience and red tape. The Commission asked that the Executive Officer investigate the matter further and report to the Commission at the next meeting.

### 1961-62 Budget

The proposed budget for the fiscal year 1961-62 was reviewed by the Executive Officer.

The substance of the discussion concerning the proposed budget was as follows:

The Chairman raised the question as to whether the Commission wished to attempt a step plan on the Executive Officer's salary to provide for regular increase. He asked the Commission to decide whether the budget should anticipate the first anniversary of the Executive Officer's employment and provide for an increase on that date.

It was moved by Mr. Andersen and seconded by Mr. Hicks that the Executive Officer's salary be budgeted at \$13,250 in the proposed budget. The motion carried unanimously.

Mr. Andersen moved the salary for the position of Intermediate Stenographer be changed from \$4092 to 4400. The motion was seconded and carried unanimously.

### Travel

Mr. Kelsay recommended that the Executive Officer represent the Commission at next year's meeting of the International Association of Chiefs of Police. He moved that an out-of-state travel item be included in the budget to include the I. A. C. P. convention in Montreal with a side trip to New York for discussions with the New York Municipal Police Training Council, cost of the trip not to exceed \$1000. The motion was seconded and carried unanimously.

### Assistant Executive Officer

Regarding the position of Assistant Executive Officer as listed in the proposed budget, Mr. Ficklin expressed concern over implication of authority in the title of "Assistant Executive Officer." Several members of the Commission also felt that care should be taken to retain clear cut authority and responsibility of the Executive Officer. Several titles were suggested, including "Assistant to the Executive Officer," "Administrative Assistant," and "Field Representative."

A discussion was held regarding the necessity of the position, authority, responsibilities and the possibility of a contract position for one year to evaluate the job and determine if at the end of one year the work load still demanded the position.

Mr. Leask moved that the Executive Officer prepare a job description and justification for the position of an assistant with the approval of the Chairman, and that these actions be given to the Commission for approval by mail and be furnished to the Department of Finance for the establishment of the position. Motion seconded and carried unanimously.

### Approval of Budget

It was moved by Mr. Andersen and duly seconded that the budget with corrections be approved. Carried by unanimous vote. Copy of approved budget is attached.

### Approval of Rules and Regulations

The proposed regulations were reviewed, paragraph by paragraph, and were unanimously approved. The attached copy of the rules and regulations dated October 23, 1960, are the official rules and regulations as adopted at this meeting.

With reference to Section 1002 (a) (7), Examination by a Licensed Physician and Surgeon, it was suggested by Mr. Leask that the Executive Officer further research the proposed medical standards and the

final specifications with a medical doctor who is experienced in the police field. He further suggested that the results be forwarded to the Commissioners by mail for final approval. Hearing no objections, it was so ordered by the Chair.

It was necessary for Chairman Ficklin to keep another engagement. He departed at approximately 3:15 p.m. Vice-Chairman McDonnell presided for the remainder of the meeting.

It was moved and seconded that the next Commission meeting be held at Riverside. This motion carried unanimously.

The meeting was declared adjourned at 4:14 p.m.

Respectfully submitted,

*Gene S. Muehleisen*  
GENE S. MUEHLEISEN  
Executive Officer

State of California  
Department of Justice  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PROPOSED BUDGET

FISCAL 1961-1962

Salaries and Wages	<u>1961-62</u>
Commissioners (9)	---
Executive Officer	13,350
Assistant to the Executive Officer	8,920
Intermediate Typist (2)	4,900
Intermediate Stenographer	<u>4,400</u>
Total Salaries and Wages	31,130
Operating Expenses	<u>1961-62</u>
Travel	17,500
Out-of-State Travel -- International Association of Chiefs of Police, Montreal and New York. Dates unknown.	1,000
General Expense	2,500
Printing	3,000
Communications	1,000
Building Space	<u>2,061</u>
Total Operating Expenses	27,061
Equipment	<u>1961-62</u>
Typewriter, Electric	400
Adding Machine	350
Miscellaneous	<u>1,500</u>
Total Equipment	2,250
TOTAL BUDGET	<u><u>60,441</u></u>

Comments:

The permanent office of the Commission was established July 13, 1960. Rules and regulations of the Commission became effective October 23, 1960. There are no statistics available upon which we may base an estimate of accounting equipment, files, and other items which may be required. It was therefore deemed appropriate to carry the \$1,500 miscellaneous item of equipment. This is the same amount approved in last year's budget.

The tentative job description and justification for the position of Assistant to the Executive Officer is awaiting approval by the Commission. It is anticipated the next meeting will be held in the latter part of October.

Approved by Commission on Peace Officer Standards and Training  
on September 21, 1960.

*Gene S. Muehleisen*  
GENE S. MUEHLEISEN  
Executive Officer

State of California  
Department of Justice

Commission on Peace Officer Standards and Training

M I N U T E S

August 31, 1960  
Sutter Club, Sacramento

The meeting was called to order at 12:25 p.m. by Chairman Ficklin.

A quorum was present:

LOHN R. FICKLIN, Chairman  
MARTIN C. McDONNELL, Vice Chairman  
HOWARD W. CAMPEN  
ALLEN B. COTTAR  
JAMES V. HICKS  
DAN KELSAY  
GEORGE H. BRERETON, ex officio representative  
for Attorney General Mosk  
GENE S. MUEHLEISEN, Executive Officer

Absent: ROBERT T. ANDERSEN  
SAMUEL LEASK, JR.

Also Present: RAYMOND M. MOMBOISSE, Deputy Attorney General  
CHARLES E. GRANT, Diablo Valley College

Chairman Ficklin stated he had called this special meeting to discuss the procedure the Commission may desire to follow with reference to approving the travel expense claims (Form 262) of the Executive Officer.

After a discussion it was moved by Kelsay and seconded by Hicks that the following resolution be adopted:

WHEREAS the travel expense claims and other expenses of the Executive Officer are regularly reviewed at meetings of the Commission, and

WHEREAS it is not practical to withhold such claims during the interim between meetings, therefore

BE IT RESOLVED That travel expense claims of the Executive Officer shall not require approval of the Commission prior to filing of said claims for reimbursement.

Adopted by unanimous vote.

Meeting adjourned at 12:40 p.m.

*Gene S. Muehleisen*  
GENE S. MUEHLEISEN  
Executive Officer