



**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

ROOM 225 FORUM BUILDING  
SACRAMENTO 14, CALIFORNIA

July 9, 1963

**Memo to: All Commissioners**  
**From: Executive Officer**  
**Subject: Proposed Agenda - Commission Meeting**  
**July 25, Hotel Thunderbird, El Segundo**

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes
4. Approval of Expense Claims
5. Status Report
6. Legislation Affecting the Program
  - a. A. B. 1888
  - b. S. B. 1304
  - c. S. 1145
  - d. Mr. Dymally's Bills
7. Certification of Schools:
  - a. San Bernardino Valley College
  - b. San Bernardino Sheriff's Academy
  - c. San Jose City College (Pre-Service)
  - d. San Jose City College (Basic)
8. Discussion of Proposed Hearings
9. Proposed Changes in Rules and Regulations
10. Report on Academy Standards
11. Adjournment

  
GENE S. MUEHLEISEN

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES  
July 25, 1963  
El Segundo

The meeting was called to order at 9:10 a.m. by Vice Chairman Kelsay. A quorum was present:

ROBERT T. ANDERSEN, Chairman  
DAN KELSAY, Vice Chairman  
HOWARD W. CAMPEN  
ALLEN B. COTTAR  
LOHN R. FICKLIN  
JAMES V. HICKS  
WILLIAM J. MC CANN  
MARTIN C. MC DONNELL  
ROBERT S. SEARES  
GEORGE H. BRERETON, Representing Attorney General

Also Present:

TOM REDDIN, Deputy Chief, Los Angeles Police Department  
SGT. EDWARD JONES, South Gate Police Department  
GENE S. MUEHLEISEN, Executive Officer  
GEORGE H. PUDDY, Assistant  
MRS. BEVERLY CHAPMAN, Stenographer

APPROVAL OF MINUTES

Upon a motion of Commissioner Campen, seconded by Ficklin, the minutes of the April 3, 1963 meeting were approved as mailed to all Commissioners.

APPROVAL OF EXPENSE CLAIMS

Motion by Commissioner Seares, seconded by Brereton, the following expense claims of the Executive Officer were approved.

April 4 thru April 27	Pomona, Long Beach, Manhattan Beach, Hollywood, Los Angeles, Orange County, Oakland, Berkeley	\$121.10
April 30 thru May 28	San Bernardino, Compton, Los Angeles, San Francisco	109.09

June 13 thru June 19 . Ventura, Los Angeles, Hobergs \$ 61.00

Total \$291.19

STATUS REPORT

The Executive Officer reviewed the following status report:

JURISDICTIONS WHICH MEET P. O. S. T. STANDARDS

July 25, 1963

	<u>1960</u>	<u>Present</u>
<u>TOTAL JURISDICTIONS</u>	72	316
Population	9, 314, 014	16, 096, 665
Percent of Total Population	62%	94%
<u>CITIES</u>	61	281
Population	6, 940, 823	11, 724, 561
Percent of Total Population	66%	97%
<u>COUNTIES</u>	11	35
Population	2, 373, 218	4, 372, 104
Percent of Total Population	53%	87%

JURISDICTIONS WHICH DO NOT MEET P. O. S. T STANDARDS

<u>TOTAL JURISDICTIONS</u>	356	124
Population	5, 767, 828	997, 335
Percent of Total Population	38%	6%
<u>CITIES</u>	309	101
Population	3, 632, 871	399, 795
Percent of Total Population	34%	3%

<u>COUNTIES</u>	47	23
Population	2,134,957	597,540
Percent of Total Population	47%	13%

CITIES WHICH HAVE RAISED STANDARDS

	<u>SINCE LAST REPORT</u>	<u>TOTAL NUMBER SINCE PROGRAM BEGAN</u>
<u>City</u>	<u>Population</u>	<u>No.</u>
Auburn	6,185	2
Sonora	2,905	220

COUNTIES WHICH HAVE RAISED STANDARDS

<u>County</u>	<u>Population</u>	<u>No.</u>
Placer	36,575	1
		24

JURISDICTIONS WHICH HAVE RAISED STANDARDS SINCE BEGINNING OF PROGRAM

<u>Total Population</u>	<u>Percentage of Population</u>	<u>Total No.</u>
5,543,903	33%	244

	<u>1960</u>	<u>Present</u>	<u>No.</u>
TOTAL POPULATION OF CITIES	10,573,694	12,124,356	382
TOTAL POPULATION OF COUNTIES (Unincorporated Areas)	4,508,175	4,969,644	58
TOTAL POPULATION OF CALIFORNIA	15,081,869	17,094,000	440

REPORT ON ACADEMY STANDARDS

Motion by Ficklin, seconded by Campen, unanimously carried, that the report on academy standards be presented out of agenda sequence.

The report was presented in response to a suggestion made by Commissioner Campen at the meeting of April 3, that the Executive Officer explain the procedure used to insure competence of instruction in Commission certified academies which are not affiliated with junior colleges. The following outline was projected on a screen and elaborated upon.

### MAINTAINING ACADEMY STANDARDS

#### I. CERTIFICATION INSPECTION

##### A. Covers:

1. Standards for Instructors
2. Facilities
3. Teaching techniques
4. Curriculum
5. Sequence of courses
6. Training Aids

##### B. Weak points are noted and listed for follow-up.

#### II. FOLLOW-UP PROCEDURE

##### A. Class Schedules

1. Checked by P. O. S. T. secretaries

##### B. All new facilities or major changes in program must be re-inspected.

1. Oakland, San Francisco, San Jose.

##### C. Evaluating Academy Effectiveness.

1. Chiefs of Police, Sheriffs and ranking officers questioned at Zone Meetings and other conferences and conventions to determine reaction to training.
2. Key question, "How can we improve the training program at the Academy?"
3. Liaison maintained with following groups and suggestions passed on to appropriate schools:
  - (a) The Training Committee and the Standards and Ethics Committee of the Peace Officers Association of California.
  - (b) The State Sheriffs' Association

- (c) The Professionalization Committee of PORAC
  - (d) The Southern California Police Training Officers Association
  - (e) Peace Officer Training Section, Bureau of Industrial Education
  - (f) Law Enforcement Coordinators Section of the Northern and Southern California Junior College Association
  - (g) The State College Police Science Departments and Instructors and Department Heads of the two Universities offering courses in Criminology and Police Administration
  - (h) The Training Coordinators and Special Agents in Charge of the F. B. I. Zone offices in California
  - (i) The Marshals and Constables Standards and Training Committee
  - (j) Southern California Industry-Education Council
4. Periodic meetings with Advisory Committees
  5. Periodic inspections of classes
    - (a) Class briefings
  6. The Ethics Lecture
    - (a) Given periodically by P. O. S. T. staff at academies
    - (b) Appraisal of trainees, facilities, training aids, administration of academy
  7. Coordinator is the key man
    - (a) Staff becomes personally acquainted with Coordinators
    - (b) Discuss training problems, techniques and instructors
    - (c) Quality of program is reflected in quality of the Coordinator
    - (d) Discuss improvement of course

A general discussion followed in which all Commissioners participated. The discussion included instructor requirements, monitoring, State vocational teacher requirements, certification procedure, academy advisory committees,

training officers and coordinators, and a list of schools in the category discussed.

Motion by Ficklin that the staff prepare a resolution or statement of policy to serve as a guide for the selection of instructors who do not possess Vocational Class "D" or other teaching credentials and that a list of the non-college coordinated academies be provided to the Commissioners. Motion seconded by Campen and carried.

### LEGISLATION AFFECTING THE PROGRAM

A. B. 1888 (Winton) unanimously passed the Senate and Assembly. Signed by Governor Brown on July 13, 1963 and becomes law on September 20, 1963. The Controller's Office will send notices to judges and court attaches to call their attention to the penalty assessment requirements.

S. B. 1304 (Cameron) would have established the P. O. S. T. minimum standards as mandatory. The Bill was dropped when the author was informed the voluntary program was successful.

H. R. 37 (Dymally) asks that an appropriate interim study be made of police practices, training, and selection at all levels of government. Referred to interim hearings.

A. B. 1820 (Dymally) would establish mandatory minimum standards for peace officers. Referred to interim study.

A. B. 1821 (Dymally) would establish a second Commission on P. O. S. T. Referred to interim study.

A. B. 833 (Winton) would add Marshals and Constables of Judicial Districts to the P. O. S. T. Program. Bill was withdrawn when the Judges, Marshals and Constables Association learned that the P. O. S. T. staff would assist them in establishing a 40 hour basic course for Marshals and Constables. Peace Officer Training, Bureau of Industrial Education is also assisting.

Interim committee hearings were discussed and it was noted that the Executive Officer may be requested to appear before several hearings.

U. S. Senate Bill 1145 (Hart) would provide Federal grants to local and state governments for the purpose of developing projects to improve law enforcement techniques and practices.

The pro's and con's of the Bill were discussed by the entire Commission.

Various motions by Ficklin, Cottar, and Seares failed to pass. Motion by McCann, seconded by Hicks, carried 6 to 3 that Senator Hart be commended for following the example set by the State of California but time does not permit a thorough study and we cannot take action at this time.

## CERTIFICATION OF SCHOOLS

The following schools were certified upon a motion by McCann, seconded by Hicks, carried unanimously:

Academies: San Jose City College (San Jose Police Academy)  
San Bernardino Sheriff's Academy (San Bernardino Valley College)

Colleges: San Jose City College  
Monterey Peninsula College  
San Bernardino Valley College

### Monterey Peninsula College Peace Officer Academy

The Executive Officer explained that the Program met the requirements with one exception, the academy advisory committee had not officially met to approve the Program. Motion by McCann, seconded by Ficklin, carried unanimously that action be deferred until the next meeting.

## DISCUSSION OF PROPOSED HEARINGS

The following hearings procedure was reviewed by the Executive Officer:

### I. PROCEDURE

A. 30 days prior to adoption or amendment or repeal of rules, notice to:

#### Mandatory

1. Newspaper
2. Rules Committee of each House
3. Each party filing a request
4. Agency - A.G.

#### Permissive

1. Persons and groups interested
2. Publication

### II. HEARING

- A. Oaths may be administered
- B. Accept evidence - orally or written

### III. AFTER HEARINGS

- A. Transcript of final proposals to Department of Professional and Vocational Standards, Division of Administrative Procedure, for filing with Secretary of State.



B. Effective 30 days after filing

Proposed changes in the Rules and Regulations were discussed and amended. They were approved by various motions and upon order of the Chair as set forth in Attachment "A".

SPECIFICATION - THE BASIC COURSE

Motion by Ficklin, seconded by Brereton and carried that the basic course specification as set forth in Attachment "B" be approved for submission to hearings.

SPECIFICATION - THE SUPERVISORY COURSE

Two proposed supervisory course outlines were presented to the Commission by the staff. Suggestions for the improvement of the supervisory course outline include:

- a. Divide course into larger areas for the assignment of required hours rather than the fractional approach of assigning specific hours to each topic or subject.
- b. List only required subjects and delete electives.

Motion by Seares, seconded by Hicks that the supervisory course be a minimum of 80 hours. Motion carried.

Motion by Cottar, seconded by Seares, carried unanimously, that another Commission meeting be scheduled to reconsider the proposed supervisory course after further revisions have been made by the staff.

ADMINISTRATIVE MANAGEMENT COURSE

The Executive Officer reported that financially we would be unable to phase in the Administrative Management course until 1965. It was suggested by the Chairman that we proceed one step at a time and not discuss the Administrative Management course at this time.

SPECIFICATION - BASIC, INTERMEDIATE, AND ADVANCED CERTIFICATES

The certificate specifications and application as set forth in Attachments "C" and "D" were approved for submission to hearings.

PEACE OFFICERS ASSOCIATION - TRAINING COMMITTEE


Deputy Chief Tom Reddin, Chairman, Training Committee, Peace Officers Association of the State of California, stated his committee would assist the staff in preparing a supervisory course to be presented at the next meeting.

The Executive Officer stated the Peace Officer Training Section of the Bureau of Industrial Education would also be contacted.

ADJOURNMENT

Motion by Kelsay, seconded by Cottar, carried, that the next meeting of the Commission be held September 10 at 10 a.m. in San Francisco. The meeting was adjourned by the Chairman at 3:30 p.m.

Respectfully submitted:

  
GENE S. MUEHLEISEN  
Executive Officer

PROPOSED CHANGES IN RULES AND REGULATIONS

1001. DEFINITIONS

- (e) "Aid" is the money allocated annually from the Peace Officer Training Fund, as provided in Section 13523 of the Act, to cities and counties, counties, and cities meeting the requirements of this Act.
- (h) "High School" is a school accredited as a high school by the Department of Education of the State in which the high school is located, or a school accredited as a high school by the recognized regional accrediting body, or a school accredited as a high school by the State University of the State in which the high school is located.
- (k) "Specification" is a description of a requirement supplementing a section of the Rules and Regulations.

1002. MINIMUM STANDARDS FOR RECRUITMENT

- (a) The minimum standards shall be the following:
  - (7) Examination by a licensed physician and surgeon. Only those applicants who are found to be free from any physical, emotional or mental condition which might adversely affect performance of his duty as a peace officer shall be eligible for appointment. The applicant's declaration of medical history and the physician's findings upon the examination shall be recorded on forms which shall include but are not limited to all the items set forth in the specification entitled "Physical Examination" published by the Commission.

1005. MINIMUM STANDARDS FOR TRAINING

- (new) (a) THE BASIC COURSE - The prescribed minimum Basic Course consists of a minimum of 184 hours of required subjects and a minimum of 16 hours of elective subjects as prescribed in the specification entitled, "The Basic Course". Aid shall be granted for not more than 200 hours for any one trainee.
- (new) (b) THE SUPERVISORY COURSE - The Supervisory Course consists of a minimum of 80 hours as prescribed in the specification entitled, "The Supervisory Course." Aid shall be granted for not more than 80 hours for any one trainee.

1006. CREDIT FOR PRE-SERVICE COLLEGE TRAINING

- (a) Credit for pre-service college training may be accepted in lieu of the basic course described in Section 1005 and 1007 provided said pre-service training meets the following requirements:
- (1) The training must have been completed at a college or university certified by the Commission, and
  - (2) The course of study shall meet the requirements of the basic course as set forth in Section 1005 of the Rules and Regulations, and
  - (3) Satisfactory completion of one of the following:
    - (A) The award of an Associate in Arts Degree with a major in Police Science.
    - (B) Completion of no less than 60 semester units in a course presented at a junior college, college or university leading to a bachelor degree in Police Science.

- (b) Within 60 days after the date of appointment the employing jurisdiction shall forward to the Commission the name, date of birth, date of appointment, and a copy of the degree or college transcript for each officer whose training is claimed to have been accomplished under the provisions of this regulation.
- (c) An officer appointed pursuant to this regulation shall be eligible for the award of the Basic Certificate as provided in Section 1010 of the Rules and Regulations.
- (d) Jurisdictions which elect to send officers meeting the training requirements of this Section through certified schools in accordance with the Rules and Regulations are eligible for reimbursement.

1008. TIME LIMIT FOR COMPLETION OF COURSE

- (a) Each trainee must complete the prescribed basic course within 18 months from the date of his appointment as a regularly employed officer.
- (b) Extension of the 18 month time limit for completion of the course may be granted by the Commission upon presentation of evidence by a jurisdiction that a trainee was unable to complete the prescribed course due to illness, injury, or military service.
- (c) An officer who has successfully completed the minimum training standards and for whom aid has been legally claimed, cannot again be claimed as a trainee by any department regardless of transfer or re-employment by another department.

1009. EACH RECRUIT EMPLOYED MUST COMPLY WITH THE STANDARDS

- (a) To be eligible for aid, a jurisdiction must adhere to the minimum standards for recruitment and training as defined in these regulations for each and every officer employed.
- (new) (b) Each and every officer promoted to the first level supervisory position must complete the prescribed Supervisory Course not later than twelve months from the date of his promotion or transfer to the position.
- (c) In the event a jurisdiction employs one or more officers who do not meet the minimum standards for recruitment and training as defined in these regulations, the jurisdiction shall be ineligible to receive any amount of aid during the period of allocation in which eligibility for aid expired.
- (new) (d) In the event a jurisdiction promotes or transfers one or more officers who do not meet the minimum standards of training to the first level supervisory position, the jurisdiction shall be ineligible to receive any amount of aid during the period of allocation in which the officer was promoted or transferred.
- (e) If, in the judgment of the Commission, a jurisdiction has failed to adhere to the minimum standards for recruitment and training, the Commission shall notify the jurisdiction of said judgment and of its probable ineligibility for aid during the affected period of allocation. The Commission shall also request compliance. In the event the jurisdiction fails to comply, the Commission may afford the concerned jurisdiction's official representatives the

opportunity to appear before it and present whatever arguments the jurisdiction may deem appropriate in support of the claim. If the Commission finds that the standards have not been adhered to, it must reject the claim in accordance with Paragraphs (c) and (d) of this Section.

- (new) (f) Section 1009 of the rules and regulations shall not apply to temporary appointments.

#### 1010. CERTIFICATES AND AWARDS

- (a) Certificates and awards may be presented by the Commission for the purpose of raising the level of competence of law enforcement and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (b) Applications for the award of the Basic, Intermediate or Advanced Certificate shall be submitted on forms prescribed by the Commission.
- (new) (c) Certificates and awards remain the property of the Commission and the Commission shall have the power to cancel or recall any certificate or award upon due cause as determined by the Commission.
- (new) (d) Requirements for the Basic, Intermediate and Advanced Certificates are set forth in the specification entitled, "The Basic, Intermediate and Advanced Certificates".

#### 1012. CERTIFICATION OF SCHOOLS

- (a) The Commission shall certify and identify those schools deemed adequate to teach effectively one or more of the prescribed courses.

1014. APPLICATION AND CLAIM FOR REIMBURSEMENT

- (a) The employing jurisdiction shall complete and forward the "Application for Reimbursement" forms to the Commission for each trainee prior to the starting date of the required course.
- (b) The employing jurisdiction shall complete and forward the "Claim for Reimbursement" forms to the Commission upon completion of the required training.

1015. REIMBURSEMENTS

- (new) (a) SALARY - Reimbursement for satisfactory completion of a prescribed course shall not exceed 50% of a trainee's salary at straight hourly working time for the total minimum hours prescribed for the course.
- (b) LODGING AND MEALS - Reimbursement for lodging and meals shall not exceed 50% of the costs of said lodging and meals incurred by a trainee which are necessitated by training requiring that he be away from his residence overnight and are subject to the following restrictions:
  - (1) Where meals and lodging are provided at the school, the allowed costs shall be based upon 50% of the charge for meals and lodging made by the school, or
  - (2) The claim shall not exceed 50% of the maximum legal living cost allowance permitted by the jurisdiction submitting the claim.



- (3) In cases which do not fall into categories (1) or (2), the cost allowed for meals and lodging shall be based upon 50% of the current rate for lodging and meals granted State employees under Section 711 and 712 of the Rules and Regulations of the California State Board of Control.

SPECIFICATION

Subject: THE BASIC COURSE

The prescribed minimum Basic Course consists of a minimum of 184 hours of required subjects and a minimum of 16 hours of elective subjects as follows:

THE BASIC COURSE

I. <u>INTRODUCTION TO LAW ENFORCEMENT</u>	HOURS	
	<u>Required</u>	<u>Elective</u>
A. REQUIRED		
1. Orientation	(1)	2
2. Law Enforcement Ethics and Professionalization	(2)	4
B. ELECTIVES		
1. Jurisdiction of Other Law Enforcement Agencies		4
2. Department Organization		2
3. Powers and Duties of the Sheriff		4
4. Classroom Notetaking		1
II. <u>CRIMINAL LAW</u>		
A. REQUIRED		
1. Criminal Law (Penal Code	(12)	16
2. Laws of Arrest	(3)	4
B. ELECTIVES		
1. Boat and Small Craft Laws and Regulations		4

	<u>Required</u>	<u>Elective</u>
<b>III. <u>CRIMINAL EVIDENCE</u></b>		
<b>A. REQUIRED</b>		
1. Rules of Evidence	(4)	6
2. Search & Seizure	(3)	4
<b>B. ELECTIVES</b>		
1. None		
<b>IV. <u>ADMINISTRATION OF JUSTICE</u></b>		
<b>A. REQUIRED</b>		
1. Court Organization and Procedure		2
<b>B. ELECTIVES</b>		
1. Tour of Department and Local Government Facilities		2
2. Civil Processes		6
3. Administration of Justice		(4) 6
<b>V. <u>CRIMINAL INVESTIGATION</u></b>		
<b>A. REQUIRED</b>		
1. Preliminary Investigation	(6)	8
2. Assault Cases	(2)	4
3. Theft and Receiving Stolen Property Cases	(3)	4
4. Auto Theft Cases	(1)	2
5. Injury and Death Cases	(2)	4
6. Collection, Identification and Preservation of Evidence	(6)	10
7. Interviews and Interrogations		6
8. Report Writing	(10)	12

	<u>Required</u>	<u>Elective</u>
9. Robbery Cases	2	
10. Burglary Cases	(2) 4	
11. Sex Crimes	(0) 4	

B. ELECTIVES

1. Fingerprints		(2) 4
2. Narcotics and Dangerous Drugs		6
3. Scientific Aids (Laboratory)		2
4. Raid Techniques, Stake-outs, and Surveillance		2
5. Police Records		(2) 4
6. Fraudulent checks		(0) 4

VI. PATROL PROCEDURES

A. REQUIRED

1. Field Notetaking and Crime Scene Recording	6	
2. Patrol & Observation	8	
3. Prowler & Disturbance Calls	2	
4. Mental Illness Cases	2	
5. Domestic Complaints	(1) 2	
6. Drunk & Drunk Driving Cases	2	
7. Courtroom Demeanor and Testifying	(2) 4	
8. Public Relations	8	
9. Race Relations	(0) 2	
10. Disorderly Conduct Cases	2	

	<u>Required</u>	<u>Elective</u>
B. ELECTIVES		
1. Civil Problems		2
2. Liquor Law Violations		2
3. Human Relations	(2)	4
4. Press Relations		2
5. Jail Procedures		6
6. Spanish for California Law Enforcement Officers		8
7. Use of Police Radio & Teletype		2

VII. TRAFFIC CONTROL

A. REQUIRED

1. Traffic Control	(0)	2
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B. ELECTIVES

1. Citations, Mechanics & Psychology		4
2. Traffic Accident Investigation		6
3. Traffic Laws (Vehicle Code)	(4)	6
4. Driver Education		6

VIII. JUVENILE PROCEDURES

A. REQUIRED

1. Juvenile Procedures		6
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B. ELECTIVES

1. None		
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IX. DEFENSIVE TACTICS

A. REQUIRED

1. Arrest Techniques		6
2. Defensive Tactics		8

	<u>Required</u>	<u>Elective</u>
B. ELECTIVES		
1. Transportation of Prisoners		2
2. Crowd Control		4
X. <u>FIREARMS</u>		
A. REQUIRED		
1. Legal Aspects	2	
2. Range	(8) 10	
B. ELECTIVES		
1. Special Weapons Training (Range)		6
XI. <u>FIRST AID</u>		
A. REQUIRED		
1. First Aid	10	
B. ELECTIVES		
1. None		
XII. <u>EXAMINATIONS</u>		
A. REQUIRED		
1. Examinations	(3) 4	
B. ELECTIVES		
1. None		
	<hr/>	<hr/>
TOTALS	(143) 184	(97) 111

SPECIFICATION

Subject: BASIC, INTERMEDIATE AND ADVANCED CERTIFICATES

I. THE BASIC CERTIFICATE

The Commission may award the Basic Certificate to any officer who has completed the probationary period prescribed by the employing jurisdiction, but in no case of less than one year of service; and who meets the standards for recruitment and basic training prescribed in Sections 1002 and 1005 of the Rules and Regulations.

II. THE INTERMEDIATE CERTIFICATE

The Commission may award the Intermediate Certificate to any officer who meets the minimum requirements for the award of the Basic Certificate and has attained a combination of the following education and law enforcement experience:

Education . . . . .	30 Units	60 Units	90 Units	Baccalaureate
	&	&	&	&
Law Enforcement Experience . .	8 Years	6 Years	4 Years	2 Years

III. THE ADVANCED CERTIFICATE

The Commission may award the Advanced Certificate to any officer who meets the minimum requirements for the award of the Basic Certificate and has attained a combination of the following education and law enforcement experience:

Education . . . . .	60 Units	90 Units	Baccalaureate
	&	&	&
Law Enforcement Experience . .	12 Years	9 Years	6 Years

#### IV. COLLEGE CREDIT

The Commission shall recognize for credit toward Intermediate and Advanced Certificates only those units awarded in a course from:

1. A college or university accredited as such by the Department of Education of the state in which the college or university is located, or
2. A college or university accredited as such by the recognized national accrediting body, or
3. A college or university accredited as such by the State University in the state in which the college or university is located.





II. RECOMMENDATION

I hereby certify that the applicant meets the minimum recruitment standards set forth in the Commission's rules and regulations. It is recommended that the Certificate applied for be awarded. I further certify that the applicant is of good moral character and worthy of the award. My opinion is based upon personal knowledge and inquiry. The personnel records of this jurisdiction substantiate the recommendation.

Signed: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

IV. I hereby attest that the information contained in this Application is accurate and true to the best of my knowledge.

Signed: \_\_\_\_\_  
Applicant

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(COMMISSION USE ONLY)

Approved:for:  BASIC                       INTERMEDIATE                       ADVANCED

\_\_\_\_\_  
Signature

Mailed \_\_\_\_\_  
Date