

COMMISSION ON PEACE OFFICER

STANDARDS AND TRAINING

MEETING

March 28, 1968 - Los Angeles

AGENDA

1. Call to Order (9:30 AM)
2. Approval of Minutes of November 8, 1967 Meeting
3. Approval of Expense Claims
4. Certification:
 - Pre-Service:
 - (a) Ohlone College - Fremont
 - (b) Napa College
 - Supervisory:
 - (a) Merritt College
 - Basic:
 - (a) Allen Hancock Police Academy
 - (b) Shasta College Police Academy
5. Financial Report
6. Rules and Regulations
7. San Bernardino P. D. Case
8. Legislation
 - (a) AB-79
 - (b) AB-80
 - (c) AB-81
 - (d) AB-260
 - (e) AB-480
 - (f) SB-870
9. Award for Charles Grant (Letter)

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

March 28, 1968

Los Angeles, California

The meeting was called to order at 9:30 a. m. by Chairman McCann. A quorum was present:

WILLIAM J. McCANN, Chairman
THOMAS REDDIN, Vice Chairman
BERNARD J. CLARK
JOHN FABBRI
DAN KELSAY
ROBERT S. SEARES
EARL R. STRATHMAN

Also present:

GENE S. MUEHLEISEN, Executive Officer
GEORGE H. PUDDY, Assistant Executive Officer
CARL R. BALL, Field Representative
KENNETH SHERRILL, Field Representative
MARILEE LEWIS, Stenographer

Absent:

T. M. HEGGLAND
O. J. HAWKINS, Representing the Attorney General

APPROVAL OF MINUTES

MOTION by Chairman McCann, seconded by Commissioner Kelsay, carried unanimously, that the minutes of the November 8, 1967 meeting of the Commission at San Francisco be approved.

APPROVAL OF EXPENSE CLAIMS

MOTION by Commissioner Clark, seconded by Commissioner Seares, carried unanimously, that the following expense claims of the Executive Officer be approved:

November 8-9	San Francisco	\$ 30.00
November 14-16	Los Angeles	86.10
December 5-7	San Diego, Redondo Beach	56.75
" 8	Vallejo	19.25
" 13	Berkeley	23.18
" 26-28	Whittier, Covina, Los Angeles	46.05
January 17	Los Angeles	13.31
" 24-27	Washington, D. C.	102.00
February 26-29	Santa Barbara, Orange County, Los Angeles	62.48
	TOTAL TRAVEL EXPENSES	\$439.12

The Executive Officer also reported on his trip to Washington, D. C. in January.

CERTIFICATION OF COURSES

Basic Courses

1. Allen Hancock Police Academy, Santa Maria
2. Shasta College Police Academy, Redding

The Assistant Executive Officer described these schools and recommended tentative approval pending final inspection of facilities to verify adherence to standards.

MOTION by Commissioner Clark, seconded by Commissioner Fabbri, carried unanimously, that the Allen Hancock and Shasta College Police Academies be tentatively approved for certification. They will be deemed approved when final inspection has been made by the Field Representatives and they are found to meet all standards satisfactorily.

Pre-service Courses

1. Hartnell College, Salinas
2. Napa College, Napa
3. Ohlone College, Fremont

These new courses were described by the Assistant Executive Officer and Field Representatives Ball and Sherrill. The courses appear to meet the Commission's standards and approval was recommended.

MOTION by Commissioner Seares, seconded by Commissioner Kelsay, carried unanimously, that the police science courses at the above-named colleges be approved for certification.

Supervisory Course

Merritt College, Oakland

The Assistant Executive Officer and Field Representative Ball described this new course and recommended that the Commission grant approval retroactive to March 18, 1968 to include a class presently in session. This would bring the number of certified Supervisory courses to 40.

MOTION by Commissioner Clark, seconded by Commissioner Strathman, carried unanimously, that this course be approved for certification retroactively to March 18, 1968.

CANCELLATION OF CERTIFICATION

The Executive Officer explained that the course at Riverside City College designated as 51-52 has been certified and offered for some time. It is a semester-length course designed as part of an AA degree program there. Since no one has ever used the course to train basic trainees under the POST program, it was recommended that certification be revoked.

MOTION by Commissioner Clark, seconded by Commissioner Kelsay, carried unanimously, that the certification of the Riverside City College Basic Course (51-52) be cancelled.

FINANCIAL REPORT

The Assistant Executive Officer presented the financial report, describing the budget status through the current fiscal year. The report is set forth as "Attachment A." The problem of projecting accurately the anticipated revenue for the Peace Officer Training Fund was explained in light of proposed legislation to increase revenue. The Governor's Office still opposes use of General Fund appropriations.

Commissioner Strathman suggested that a review be made of staff salaries in view of other changes at State level. Chairman McCann concurred and said that the Commission should perhaps confer with the Personnel Board people. Mr. Puddy explained some of the procedures involved in securing salary increases. Chairman McCann proposed that a three-man committee be formed to do what is necessary in this regard, whereupon a committee of three members was appointed to represent the Commission in discussions with the Director of Finance and such other persons deemed appropriate to upgrade the Executive Officer and Assistant Executive Officer positions. The Staff was directed to restructure all job classifications for review by the Personnel Board. The Chairman appointed the following committee: Commissioner Strathman (Chairman) and Commissioners Kelsay and Reddin.

MOTION by Commissioner Kelsay, seconded by Commissioner Fabbri, carried unanimously, that the Financial Report and Budget be approved as submitted.

CALIFORNIA LAW ENFORCEMENT RECRUITMENT PROJECT

The Executive Officer reminded the Commission that the year-long project will terminate August 31. He said that the project director, Mr. Toothman, is making plans for a second project, which will be reported on when Mr. Toothman can present it himself in more depth. He then discussed the catalog prepared from recruitment questionnaire forms sent to all California law enforcement agencies, entitled "A Career in Law Enforcement," Copies were forwarded to all Commissioners.

The symposium to be held April 3 in Oakland was described by Commissioner Fabbri, who is also chairman of the event, co-sponsored by the Bay County Peace Officers Association. Invitations to attend had been sent to chiefs of police, sheriffs, and city and county officials of jurisdictions over 25,000 population, and an enthusiastic response had been noted.

SAN BERNARDINO POLICE DEPARTMENT CASE

Executive Officer Muehleisen summarized the case of Charles I. Richardson, who had been hired by the San Bernardino Police Department, and while he was completing the Basic course at the Southern California Peace Officers Academy, had admitted cheating on examinations. He was given a "withdrawn-failing" grade from the academy, but was retained by the department. The Chief of Police discussed the case at length with the Executive Officer on three occasions. It was suggested that he discharge the employee. As of the date of the Commission meeting the officer had not been discharged. The Commission discussed the case at some length, and it was their unanimous opinion that the City of San Bernardino was not adhering to the prescribed standards. Cases of an employing jurisdiction being liable for the acts of an employee not discharged in the face of evidence of undesirability were cited (Robinson v. Smith, 211 CalApp. 2d 473, 480, 481; and Fernelius v. Pierce, 22 Cal App. 2d 226). Commissioner Seares suggested that an opinion be requested from the Attorney General's office.

MOTION by Commissioner Reddin, seconded by Commissioner Kelsay, approved unanimously, that after the 18 months since the employee's hiring have elapsed, this Commission notify the San Bernardino City Police Department that they have an employee who does not meet POST standards because of his moral character and that he has not satisfactorily completed the Basic course as required by law. Under the authority vested in the Commission, the City of San Bernardino is placed on notice that further payment will not be made to the City of San Bernardino as long as that employee is retained. This notification is subject to review for legality by the Attorney General's office.

LEGISLATION

Assistant Executive Officer Puddy described and commented upon recently introduced legislation:

A. B. 80: Appropriates \$396,100 of General Fund money for POST administrative costs, including the consulting service. (This would be needed if there is no other legislation to cover administrative costs of the Commission, which are still a general fund item, unless the law is changed.)

A. B. 260: (Incorporates former A. B. 79 and 81) Creates Advisory Committee on Community Relations within POST. Adds Chairmen of the California Council on Criminal Justice and the Crime Technological Research Foundation to POST as ex-officio members. Provides for a Special Committee on advanced training centers and names members; specifies no more than five regional advanced training centers; control of curricula and instructors responsibility of the institution designated; provides that POST establish standards for peace officer compensation and retirement and fringe benefits for local government. Provides that the State furnish safety equipment as specified by POST.

A. B. 480: Amends Government Code. Appropriates money for sub-professionals in police departments to function as aides in community relations work, medical technician, social work, clerical and administration; provides for their training and compensation. The minimum educational requirement is ability to understand English.

A. B. 870: Establishes the two-year "Law Enforcement Leadership Training Program" (a community relations program) and the LELTP Board, to be appointed by POST. The Board would then work as an independent executive board to operate the special program; gives the Board special power and authority, including appointment of its own program director. Local law enforcement officers would leave regular duties for 6 months, and as part of their training, do field work in problem areas in an effort to prevent crime by improving community relations. Appropriates \$150,000 per year for two years to operate program.

The staff requested permission to work with the author and interested agencies to shape the bill into a meaningful program, converting the authoritative LELTP Board to status of an advisory board. Some Commissioners stated the bill was unnecessary, as POST was already authorized to put on such programs and to appoint such a committee.

Commissioner Reddin suggested that a statement be made concerning POST's position on proposed legislation affecting the Commission or its programs, making clear which bills are supported or opposed. The Executive Officer mentioned POST's long-standing policy of non-advocacy, leaving introduction of legislation and advocacy up to the various peace officer and other organizations. Commissioner Strathman thought it might be advisable to make a

broad general statement on this policy. Chairman McCann and Commissioner Seares concurred, and it was ordered that such a statement would be prepared and issued. Somewhat later it was also agreed that specific information concerning POST's stand on relevant legislation be prepared and sent to Commissioner Kelsay for use in his capacity as a member of the Law and Legislation Committee of the State Peace Officers Association.

REGULATION AND SPECIFICATION REVISIONS

The outcome of the public hearings held in Sacramento on February 14 and in Los Angeles on February 29 was summarized. It was reported that the consensus of reports and suggestions presented at the hearings had been incorporated into the staff's re-draft of the proposed regulations and specifications.

The Regulations and Specifications as tentatively agreed upon by the Commission have been made "Attachment B." The Commission only "tentatively" adopted them to permit the Executive Officer to obtain the reaction of the California Police Chiefs Association. This procedure was officially requested by the CPCA at the hearings. Final adoption of the Regulations and Specifications was scheduled for June 27, 1968.

AWARD FOR RETIRING INSTRUCTOR

The Executive Officer informed the Commission that Charles Grant, Police Science Coordinator of Diablo Valley College, was to retire after 35 years in the field of police training. He proposed that some suitable award, probably in the form of a letter of commendation and congratulations set in a frame, be prepared and presented to Mr. Grant.

MOTION by Commissioner Clark, seconded by Commissioner Seares, that such a letter award be designed and presented.

STATE PARK SURVEY REQUEST

Mr. Muehleisen reported that the Department of Parks and Recreation had requested that POST make a survey and prepare a report on findings and recommendations concerning the State Parks law enforcement system. It was conceded that this was a very worthwhile endeavor, but that extreme limitations on staff time made it not feasible, so the decision would be the Commission's. After some debate the Commission decided that if the survey were done, it would not be done on POST time or using any of the POST budget.

MOTION by Commissioner Fabbri, seconded by Commissioner Seares, passed unanimously, that if the survey were undertaken it would be under the conditions described above.

DATE AND LOCATION OF NEXT MEETING

It was decided that the next meeting of the Commission would be June 27, 1968 in the Oakland area. Mr. Strathman invited the Commission to be the guests of Alameda County at a dinner scheduled for June 26 at Oakland.

ADJOURNMENT

The meeting was adjourned at 4:30 p. m.

Respectfully submitted,

Gene S. Muehleisen
GENE S. MUEHLEISEN
Executive Officer

DEPARTMENT OF JUSTICE—Continued

LINE	EXPENDITURES	NO. OF POSITIONS			ACTUAL 1966-67	ESTIMATED 1967-68	PROPOSED 1968-69	CHANGE FROM 1967-68
		66-67 (Filled)	67-68 (Auth.)	68-69 (Auth.)				
1	Commission on Peace Officers' Standards and Training—Continued							
2	GENERAL ANALYSIS—Continued							
3	Program and Performance—Continued							
4	to 100 hours to include subjects recommended by police training							
5	advisory committees. New courses in Middle Management and							
6	Executive Development are planned to provide needed training							
7	for administrative officers.							
8	Two police consultant positions and 1 clerical support position							
9	are proposed in 1968-69 in order to increase the number of							
10	compliance inspections and aid in the expansion of existing							
11	courses.							
12	During 1967-68 a federally funded Law Enforcement Re-							
13	cruitment Project was initiated and 2 positions established.							
14	The positions are proposed for continuance during 1968-69.							
15	The project is to determine the problems encountered in re-							
16	cruiting qualified persons into law enforcement careers and							
17	formulate plans for relieving the problems.							
18	Legislation will be proposed to provide for support of this							
19	commission from the Peace Officers' Training Fund as reflected							
20	in this budget.							
21	PERSONAL SERVICES							
22	(See page 559, Salary Supplement)							
23	Authorized positions	6.1	7	7	\$62,806	\$78,135	\$79,568	
24	Workload and Administrative Adjust-							
25	ments:							
26	Positions Established:							
27	Law Enforcement Recruitment							
28	Project:							
29	Project director	-	1	1	1,250	12,551	15,000	
30	Senior stenographer	-	1	1	469-571	4,690	5,858	
31	Totals, Workload and Admin-							
32	istrative Adjustments	-	2	2	-	\$17,241	\$20,858	
33	Proposed New Positions:							
34	Police consultant	-	-	2	950-1,155	-	22,800	
35	Intermediate stenographer	-	-	1	425-517	-	5,226	
36	Totals, Proposed New Positions	-	-	3	-	-	\$28,026	
37	Totals, Salaries and Wages	6.1	9	12	\$62,806	\$95,376	\$128,452	
38	Estimated salary savings	-	-0.2	-0.4	-	-752	-1,920	
39	Net Totals, Salaries and Wages	6.1	8.8	11.6	\$62,806	\$94,624	\$126,532	
40	Staff benefits	-	-	-	6,021	10,180	12,467	
41	Totals, Personal Services	6.1	8.8	11.6	\$68,827	\$104,804	\$138,999	\$34,195 (32.6%)
42	OPERATING EXPENSES							
43	Administration:							
44	General expense				\$935	\$1,300	\$2,450	
45	Printing				610	400	700	
46	Communications				2,562	2,500	2,950	
47	Traveling—in-state				7,889	7,700	10,300	
48	Traveling—out-of-state				390	400	600	
49	Rent—office space				3,900	3,900	7,500	
50	Pro rata charges				4,513	4,700	5,900	
51	Services from other agencies				4,888	5,000	6,000	
52	Law Enforcement Recruitment Project:							
53	General expense				-	450	500	
54	Printing				-	800	1,000	
55	Communications				-	450	500	
56	Traveling—in-state				-	4,136	4,536	
57	Rent—office space				-	1,000	1,200	
58	Consultant services				-	2,500	2,500	
59	Office equipment rental				-	500	650	
60	Totals, Operating Expenses				\$25,687	\$35,736	\$47,286	\$11,550 (32.3%)
61	EQUIPMENT				\$768	\$400	\$2,798	\$2,398
62	TOTAL EXPENDITURES				\$95,282	\$140,940	\$189,083	\$48,143 (34.2%)
63	Peace Officers' Training Fund				95,282	112,049	155,253	
64	Federal funds				-	28,891	33,830	



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ROOM 700 FORUM BUILDING
SACRAMENTO 14, CALIFORNIA

September 1, 1968

PROPOSED

REGULATIONS

The Regulations of the Commission on Peace Officer Standards and Training are established and adopted in compliance with Sections 13506 and 13510 of the Penal Code of California.

The Regulations have been codified in Title 11, Chapter 2 of the Administrative Code of California, were originally effective October 23, 1960, and revised effective September 1, 1968.

1000. OBJECTIVES

The objectives of the Commission on Peace Officer Standards and Training are:

- (1) To raise the level of competence of local law enforcement officers:
 - (A) by establishing minimum standards relating to physical, mental, and moral fitness which shall govern the selection of city police officers and peace officer members of county sheriffs' departments, and:
 - (B) by establishing minimum standards for training such officers.
- (2) To provide such services to local law enforcement as are authorized by law.

1001. DEFINITIONS

- (a) "Commission" is the Commission on Peace Officer Standards and Training.
- (b) "Executive Officer" is the Executive Secretary of the Commission.
- (c) "Department Head" is a Chief of Police or a Sheriff.

- (d) "Assistant Department Head" is an officer occupying the first position (s) subordinate to a Department Head, and for which commensurate pay is authorized.
- (e) "Middle Management Positions" are those positions with supervisory and command responsibilities which are between first level supervisory positions and Assistant Department Head positions as defined in this section, and for which commensurate pay is authorized.
- (f) "First Level Supervisory Position" is a position occupied by a police officer or deputy sheriff which in the upward chain of command directly supervises employees of police or sheriffs' departments and most commonly is the rank of sergeant, and for which commensurate pay is authorized.
- (g) "Officer" is a city police officer or peace officer member of a county sheriff's office.
- (h) "Department" is a police department or a sheriff's department.
- (i) "School" is any school, college, university, academy or local training program which offers law enforcement training and includes within its meaning the combination of course curriculum, instructors, and facilities.
- (j) "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) "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."
- (l) "Reimbursement" is the money allocated annually from the Peace Officer Training Fund as provided in Section 13523 of the Act, to cities, counties, and cities and counties meeting the requirements of this act.
- (m) "Specification" is a description of a requirement supplementing a section of the Regulations.

- (n) "Lateral Entry" is employment of an officer at any rank by a department, based upon special qualifications.

1002. MINIMUM STANDARDS FOR EMPLOYMENT

- (a) Every officer employed by a department shall:

- (1) Be a citizen of the United States.
- (2) Be at least 21 years of age.
- (3) Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.
- (4) Not have been convicted by any state or by the Federal Government of a crime, the punishment for which could have been imprisonment in a Federal Penitentiary or a State Prison.
- (5) Be of good moral character as determined by a thorough background investigation as prescribed in the specification entitled, "The Personal History Investigation."
- (6) Be a high school graduate or have passed the General Education Development test indicating high school graduation level, or have attained a score on a written test of mental ability approved by the Commission, and equivalent to that attained by the average high school student.
- (7) Be examined by a licensed physician and surgeon and must meet the requirements prescribed in the specification entitled, "Physical Examination."
- (8) Be interviewed personally prior to employment by the department head or his representative, or representatives, to determine his suitability for the police service including such things as the recruit's appearance, personality, temperament, background, and ability to communicate.

- (b) It is emphasized that these are minimum entrance standards. Higher standards are recommended whenever the availability of qualified applicants meets the demand.

1003. PROBATIONARY PERIOD

- (a) Every officer employed by a department shall satisfactorily complete a probationary period of not less than 12 months. This requirement shall apply also to officers who transfer laterally into a department.
- (b) Every officer who is promoted or appointed to a supervisory, middle management, or assistant department head position shall satisfactorily complete a probationary period of not less than 6 months.
- (c) If the laws or charter provisions of a jurisdiction specify a probationary period of less than 12 months, subsection (a) above shall not become effective in that jurisdiction before the legislative body or electorate has effected changes to conform with subsection (a) above.

1005. MINIMUM STANDARDS FOR TRAINING

(a) PRE-SERVICE COLLEGE TRAINING

- (1) Credit for pre-service college training may be accepted in lieu of the Basic Course described in Section 1005 (b) (2) provided said pre-service training meets the following requirements:
 - (A) The training must have been completed at a junior college, college, or university certified by the Commission, and;
 - (B) The course of study shall meet the requirements of the Basic Course as set forth in Section 1005 (b) (2) of the Regulations, and;
 - (C) One of the following must be accomplished:
 - 1. The award of an Associate degree or a Bachelor degree with a major in Police Science, Police Administration, Law Enforcement, or Criminology.
 - 2. Completion of no less than 60 semester units in a course presented at a junior college, college, or university leading to an Associate degree or a Bachelor degree in Police Science, Police Administration, Law Enforcement, or Criminology.

- (2) 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 college transcript for each officer whose training is claimed to have been accomplished under the provisions of Section 1005 (a) of the Regulations.
- (3) An officer appointed pursuant to this section is deemed to have completed the Basic Course required for the award of the Basic Certificate as provided in the specification entitled, "Requirements for the Basic, Intermediate, and Advanced Certificates."
- (4) Jurisdictions which elect to send officers meeting the training requirements of this section through the Basic Course in accordance with the Regulations are eligible for reimbursement.

(b) BASIC COURSE

- (1) The amount of training for which reimbursement will be granted in the Basic Course shall be as prescribed in the specification entitled, "The Basic Course."
- (2) Each and every trainee must satisfactorily complete the prescribed Basic Course within 18 months from the date of his appointment as a regularly employed officer.

(c) SUPERVISORY COURSE

- (1) The amount of training for which reimbursement will be granted in the Supervisory Course shall be as prescribed in the specification entitled, "The Supervisory Course."
- (2) Each and every officer promoted, appointed or transferred to a first level supervisory position shall have satisfactorily completed the prescribed Supervisory Course before or within 18 months after his initial promotion, appointment or transfer to such position. This section applies to officers promoted or transferred to a first level supervisory position within a department, and to officers employed from outside a department and appointed to a first level supervisory position without having completed the prescribed Supervisory Course.

- (3) Reimbursement may be granted only for officers who have been awarded or are eligible for the award of the Basic Certificate.
- (4) When a department requires an officer to complete the prescribed Supervisory Course prior to his promotion, appointment, or transfer to the first level supervisory position, that jurisdiction is not eligible for reimbursement until the officer is in fact promoted, appointed, or transferred to such a position within that department.

(d) MIDDLE MANAGEMENT COURSE

- (1) The Middle Management Course shall be optional until July 1, 1971, at which time each and every officer promoted, appointed or transferred to a Middle Management position shall have satisfactorily completed the prescribed Middle Management Course within 18 months after his initial promotion, appointment or transfer. This section applies to officers promoted or transferred to a Middle Management position within a department and to officers employed from outside a department and appointed to a Middle Management position without having completed the prescribed course.
- (2) The course is designed for officers newly promoted from the first level supervisory position, as defined in Section 1001 (f). However, the course is available to all other ranks above the first level supervisor at the discretion of the department head, and reimbursement may be granted upon satisfactory completion of the course. The amount of training for which reimbursement will be granted in the Middle Management Course shall be as prescribed in the specification entitled, "The Middle Management Course."
- (3) When a department requires an officer to complete the Middle Management Course prior to his promotion, appointment or transfer to a Middle Management position, that jurisdiction shall not become eligible for reimbursement until the officer is in fact promoted, appointed, or transferred to such a position within that department.

(e) EXECUTIVE DEVELOPMENT COURSES

- (1) Executive Development courses are designed for Department Heads and are optional. The amount of training for which reimbursement may be granted shall be as prescribed in the specification entitled, "Executive Development Courses."

(f) ADVANCED OFFICERS COURSE

- (1) The Advanced Officers Course is optional and is designed to keep officers informed of new laws, new court decisions, changes in enforcement policy, new concepts of police technology, advanced techniques, police-community relations, law enforcement ethics in maintaining police integrity and such other refresher training as may be necessary. Because some of the new information will be of a localized nature, broad leeway in the course content is permitted.
- (2) The manner in which the course is presented and the proposed curriculum may be developed by the advisory committee of each P. O. S. T. certified academy or college and approved by the Commission.
- (3) Because of budgetary limitations of the Peace Officers Training Fund, jurisdictions shall be reimbursed for no more than 16 hours per officer per year. However, it is recommended that whenever possible the course exceed 16 hours. It should be noted that the complexities of modern policing demand extensive in-service and advanced officer training.

(g) TECHNICAL COURSES

- (1) Technical Courses are optional courses for which reimbursement may be granted. The Courses may vary in subject matter and length and may be certified for reimbursement by the Commission upon individual application in the same manner that other P. O. S. T. certified courses are approved. Technical courses must be taught at colleges or academies certified by the Commission.

- (2) Technical Courses are designed to fulfill local needs in special subjects requiring unusual expertise such as the training of field evidence technicians, use of computers, adequate deployment of manpower, riot control, how to establish specialized programs within departments such as community crime prevention units, police-community relations program, Juvenile delinquency programs and others.
- (3) The amount of training for which reimbursement shall be granted may include but is not limited to availability of funds, community need and "priorities for reimbursement" as set forth in section 1009 of the regulations.

1006. EXTENSION OF TIME LIMIT FOR COURSE COMPLETION

The Commission may grant an extension of a time limit for completion of any course required by Section 1005 of the Regulations upon presentation of evidence by a department that an officer is unable to complete the required course within the time limit prescribed due to illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction.

1007. EXAMINATIONS

Written examinations shall be required of each officer in each course certified by the Commission.

1008. WAIVER FOR EQUIVALENT TRAINING

The Commission may waive the requirement for the completion of any course required by Section 1005 of the Regulations upon presentation of documentary evidence by a department that an officer has satisfactorily completed equivalent training.

1009. PRIORITY FOR REIMBURSEMENT

Reimbursement for completion of courses shall be paid in the following priorities, depending upon funds available:

- (1) Basic & Supervisory courses
- (2) Middle Management & Executive Development Courses
- (3) Advanced Officer course
- (4) Technical courses

1010. ELIGIBILITY FOR REIMBURSEMENT

- (a) To be eligible for reimbursement, a department must adhere to the minimum standards as defined in these regulations for each and every officer employed. A jurisdiction shall be ineligible to receive reimbursement for any training if the department employs one or more officers who do not meet the minimum standards for employment or does not require that each and every officer satisfactorily complete the required training as prescribed in these regulations.
- (b) The minimum standards as prescribed in Sections 1002, 1003, and 1005 of these regulations shall apply to each and every officer who enters a department laterally, regardless of rank, with the exception of the vision requirement prescribed in the specification entitled, "Physical Examination."
- (c) Whenever an officer enters a department laterally, the department shall forward to the Commission within 30 days after his appointment his full name, date of birth, and date of appointment.
- (d) 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 reimbursement. The Commission shall also request compliance. In the event that 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 the provisions of this section.
- (e) Section 1010 of the regulations shall not apply to temporary appointments.

1011. 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) 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.
- (c) Basic, Intermediate, and Advanced Certificates are established for the purpose of fostering professionalization, education, and experience necessary to perform adequately the duties of the police service. Requirements for the Basic, Intermediate, or Advanced Certificates are prescribed in the specification entitled, "Basic, Intermediate, and Advanced Certificates."

1012. CERTIFICATION OF SCHOOLS

- (a) The Commission shall certify those schools deemed adequate to effectively teach one or more of the prescribed courses. The identity of each school so certified shall be periodically published and distributed by the Commission.
- (b) Certificates may be revoked by action of the Commission whenever a school is deemed inadequate. In such event, the sponsoring agency of said school and the head of each Department whose trainees participate in the school shall be notified by the Commission. The school may be recertified by the Commission when it deems the deficiencies have been corrected.

1013. CODE OF ETHICS

The Law Enforcement Code of Ethics, as prescribed in the specification entitled, "The Law Enforcement Code of Ethics," shall be administered as an oath to all trainees during the basic course.

1014. CLAIM FOR REIMBURSEMENT

- (a) The employing jurisdiction shall complete and forward the "Claim for Reimbursement" forms to the Commission no later than fourteen days after the completion of the course.

1015. REIMBURSEMENTS

- (a) SALARY
 - (1) Reimbursement for satisfactory completion of a prescribed course shall not exceed 50% of the trainee's salary at straight hourly working time for no less than the total minimum hours prescribed for the course.

- (2) Salary is that pay rate actually received by the trainee on the starting date of the course.

(b) LODGING AND MEALS

- (1) 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:

(A) 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

(B) The claim shall not exceed 50% of the maximum legal living cost allowance permitted by the jurisdiction submitting the claim.

- (2) In cases which do not fall into categories (A) or (B), the maximum reimbursement for meals and lodging shall be based upon 50% of the current rate for lodging and meals granted State employees under the regulations of the California State Board of Control.

(c) TRAINEES CAN BE CLAIMED ONLY ONCE

An officer who has successfully completed a course certified by the Commission and for whom reimbursement has been legally claimed or paid cannot again be claimed for reimbursement for repetition of the same course regardless of transfer or reemployment by another department.

1016. SERVICES PROVIDED BY THE COMMISSION

- (a) In accordance with Section 13513 PC, upon the request of a local jurisdiction, the Commission shall provide a consulting service for the purpose of improving the administration, management, or operations of a police agency and may aid such jurisdiction in implementing improved practices and techniques, procedures and guidelines for the consulting service, are set forth in the specification entitled, "Administrative Consulting Service."
- (b) In accordance with Section 13503 (e) PC, the Commission may develop and implement programs to increase the effectiveness of law enforcement in the areas of recruitment and training.

- (c) The Commission may periodically publish or recommend that other governmental agencies publish curricula, manuals, lesson plans and other material to aid local departments in achieving the objectives of the Act.

SPECIFICATION
September 1, 1968

Subject: THE PERSONAL HISTORY INVESTIGATION

In compliance with Section 1002 (a) (5) of the Commission Regulations, a personal history investigation covering the following specifications must be conducted of each recruit employed pursuant to Chapter 1 of Title 4, Part 4 of the California Penal Code.

The purpose of the personal history investigation is to find examples of any character traits in the applicant's life which might prevent his becoming a successful peace officer. The investigation should be conducted by an experienced investigator and the results should be evaluated by the department head and/or hiring authority to determine whether the applicant is suitable.

The first step in the investigation is the completion by the applicant of a detailed personal history statement upon which the investigation will be based. The investigation should be strictly confidential and the last step should be an interview with the present employer following permission by the applicant. If the applicant lives, or has lived, in a distant community, a letter should be sent to the local law enforcement agency requesting that an investigation be conducted.

Some of the questions to be answered in the investigation are:

- Does he ever display his temper?
- Does he drink when things go wrong?
- Does he "go to pieces" when confronted by danger or a crisis?
- Is there any evidence or indication of emotional instability?
- Is he well adjusted and will he make a good police officer?
- Does he possess high ethics and morals?
- Is he intolerant or prejudiced against other races or religions?

These and other similar characteristics may be revealed only through the personal history investigation. Names of the spouse and close relatives should be checked through appropriate files to determine whether they have criminal records, are in prison or may be in any status or position which might adversely affect the applicant's obligations as a peace officer.

When reviewing the results of the investigation, it should be remembered that what has happened in the past generally will happen in the future.

The investigation should include a check of the following:

1. Military records from the service of the United States or jurisdictions therein, if applicable.
2. Documents, including driver's license, high school diplomas or other suitable record of graduation.
3. Birth or naturalization record to determine age and citizenship.
4. All local police files.
5. Police files in all cities where the person has lived or worked.
6. State criminal records.
7. Records of the Commission on Peace Officer Standards and Training.
8. F.B.I. records.
9. Previous employers.
10. State department granting driver's license.
11. All schools attended.
12. References and relatives.
13. Present and past neighbors and landlords.
14. Fraternal and social organizations.
15. Credit record.
16. Any other source which previous contacts show to be important.

SPECIFICATION
September 1, 1968

Subject: PHYSICAL EXAMINATION

This requirement supplements Section 1002 (a) (7) of the Regulations. It is in keeping with the concept that in order to render proper service to his community, a California Peace Officer must be mentally alert, physically sound and free from any physical defect or mental or emotional instability which might adversely affect his performance of duty. His personal safety and the safety and lives of others may be endangered if he lacks these qualifications.

REQUIREMENTS:

1. Medical Examination

The medical examination shall be given by a licensed physician and surgeon.

2. Medical History

Each applicant must supply to the examining physician a statement of the applicant's medical history of past and present diseases, injuries or operations.

3. Vision and Hearing

The applicant shall possess normal hearing, normal color vision and visual functions as determined by the appointing authority. Each eye must be free of any abnormal condition or disease which in the opinion of the appointing authority might adversely affect performance of duty. He must possess visual acuity of not less than 20/70 vision in each eye without correction and corrected to no less than 20/30 in each eye.

4. Physician's Findings and Record

The physician shall record his findings on appropriate forms and shall note thereon, for evaluation by the appointing authority, any past or present physical defects, diseases, injuries, operations, or any evidence or indications of mental disease or emotional instability. The completed form shall be retained by the local jurisdiction.

PROPOSED SPECIFICATION

September 1, 1968

Subject: THE BASIC COURSE

This requirement supplements Section 1005 (b) (1) of the Regulations. The Basic Course consists of a minimum of 200 hours of instruction in the following subjects:

	HOURS
A. INTRODUCTION TO LAW ENFORCEMENT	10
1. Criminal Justice System	
2. Ethics and Professionalization	
3. Orientation	
B. CRIMINAL LAW	16
1. Criminal Law (Penal Code)	
2. Laws of Arrest	
C. CRIMINAL EVIDENCE	8
1. Rules of Evidence (Evidence Code)	
2. Search and Seizure	
D. ADMINISTRATION OF JUSTICE	4
1. Court System	
2. Courtroom Demeanor and Testifying	
E. CRIMINAL INVESTIGATION	34
1. Assault Cases	
2. Auto Theft Cases	
3. Burglary Cases	
4. Collection, Identification and Preservation of Evidence	
5. Crime Scene Recording	
6. Injury and Death Cases	
7. Interviews and Interrogations	
8. Narcotics and Dangerous Drugs	
9. Preliminary Investigation	
10. Robbery Cases	
11. Sex Crimes	
12. Theft Cases	

F.	COMMUNITY — POLICE RELATIONS	20
	1. Role of Police in Society	
	2. General Public Relations	
	3. Human Relations	
	4. News Media Relations	
	5. Race and Ethnic Group Relations	
	6. Discretionary Decision Making	
	7. Role Playing Demonstration	
	8. Local Programs	
G.	PATROL PROCEDURES	40
	1. Alcoholic Beverage Control Laws	
	2. Crowd Control	
	3. Disaster Training	
	4. Disorderly Conduct and Disturbance Cases	
	5. Domestic and Civil Disputes	
	6. Field Notetaking	
	7. Intoxication Cases	
	8. Mental Illness Cases	
	9. Patrol and Observation	
	10. Report Writing	
	11. Tactics for Crimes in Progress	
	12. Telecommunications	
H.	TRAFFIC CONTROL	20
	1. Citations: Mechanics and Psychology	
	2. Driver Training	
	3. Drunk Driving Cases	
	4. Traffic Accident Investigation	
	5. Traffic Directing	
	6. Traffic Laws (Vehicle Code)	
	7. Vehicle Pullovers	
I.	JUVENILE PROCEDURES	8
	1. Juvenile Laws	
	2. Juvenile Procedures	
J.	DEFENSIVE TACTICS	14
	1. Arrest and Control Techniques	
	2. Defensive Tactics	
	3. Transportation of Prisoners and the Mentally Ill	

K.	FIREARMS	12
	1. Legal Aspects and Policy	
	2. Range	
	3. Special Weapons	
L.	FIRST AID	10
M.	EXAMINATIONS	<u>4</u>
N.	TOTAL REQUIRED HOURS	200

LIST OF GRADUATES

Course administrators shall submit to the Commission a list of the names of peace officer students who have completed successfully the Basic Course.

SPECIFICATION

September 1, 1968

Subject: THE SUPERVISORY COURSE

A. SUBJECT OUTLINE

In accordance with Section 1005 (c) of the regulations, the supervisory course consists of a minimum of 80 classroom hours and shall include the subjects set forth as follows:

1. Introduction and Scope of the Course
2. Duties and Responsibilities of the Police Supervisor
3. The Supervisor's Relationship to Police Management
4. Communication Principles
5. Handling and Preventing Complaints
6. Motivating Employees to Work
7. Leadership
8. Psychological Aspects of Supervision
9. Morale and Discipline
10. Performance Appraisal and Rating Procedures
11. Supervisory Decision Making
12. Making Duty Assignments
13. The Supervisory Training Function
14. How People Learn
15. Job Analysis
16. The Four Steps of Teaching
17. Lesson Plans
18. Instructional Aids
19. Roll Call Training
20. Practical Application
21. Evaluation of Instruction
22. Written Examinations

B. COURSE SCHEDULES

The prescribed minimum course shall be completed within 18 months.

C. COURSE CHANGES

The Commission may approve changes from the course content listed in Paragraph 1 upon written application by a jurisdiction presenting evidence that such change is compatible with the public interest.

D. LIST OF GRADUATES

The course administrators shall submit to the Commission a list of the names of peace officer students who have completed successfully the supervisory course.

PROPOSED SPECIFICATION

September 1, 1968

Subject: THE MIDDLE MANAGEMENT COURSE

The Middle Management Course shall consist of no less than 100 classroom hours and shall include the subjects set forth as follows:

A. INTRODUCTION

1. Course Orientation
2. Role of Police in Society

B. ORGANIZATION AND MANAGEMENT

1. Principles of Administration
2. Modern Police Organization
 - a. Line Functions
 - b. Administrative Functions
 - c. Auxiliary Functions
3. Role of Middle Manager

C. MOTIVATION

1. Human Relations in Management
2. Techniques of Supervision
3. Psychology of Leadership
4. Effective Communication
5. Conference Leadership

D. IMPLEMENTATION

1. Research, Planning and Analysis
2. Deployment and Utilization of Personnel
3. Financial Planning, Execution and Control
4. Community Relations Program Management
5. Information Management
6. Training Program Management
7. Personnel Management
8. Planning for the Future

E. EXAMINATIONS

Written examinations covering the subject matter in the Middle Management Course.

F. INDIVIDUAL PROJECTS

Course Administrators may require each trainee to complete a study project related to one or more of the subjects in the Middle Management Course including a written report of the project, including findings and conclusions.

LIST OF GRADUATES

Course administrators shall submit to the Commission a list of names of peace officer students who have completed successfully the Middle Management Course.

PROPOSED SPECIFICATION

September 1, 1968

Subject: EXECUTIVE DEVELOPMENT COURSE

A. INTRODUCTION

1. Introduction and overview of the course
2. The challenge of crime in our society
3. The police role in crime prevention
 - a. Concept of total community commitment

B. MANAGEMENT TECHNIQUES AND AIDS

1. Planning and research
2. Work planning
3. Improving departmental organization
4. Information management and A. D. P.
5. Police legal advisor

C. FISCAL MANAGEMENT

1. The budget process, preparation, and presentation
2. Sources of revenue
3. Wage and salary administration
4. Inventory and control of equipment and facility

D. OPERATIONS MANAGEMENT

1. Formulation and implementation of policy
2. Staff inspection
3. Maintaining integrity and internal investigation
4. Improving supervision
5. Improving middle management
6. Application of science and technology

E. PERSONNEL ADMINISTRATION AND MANAGEMENT

1. Management by objectives
2. Delegation of responsibility
3. Motivation techniques
4. Training
5. Counseling and interviewing
6. Performance review and evaluation

7. Grievance procedures
8. Morale and discipline

F. COMMUNICATION SKILLS

1. Conference leadership
2. Oral and written reports
3. Effective speaking
4. Effective writing
5. Interdepartmental and intergovernmental

G. COMMUNITY RELATIONS

1. The importance of adequate policy and procedures
2. Maintaining effective community relations programs
3. Effective methods of processing citizen complaints
4. Working with public information media
5. Working with identifiable groups within the community
6. Working with other agencies
7. The community's role in crime prevention and control
8. Evaluating the effectiveness of the program within the community

H. INDIVIDUAL PROJECTS

Course administrators may require each participant to complete a study project related to one or more of the subjects in the Executive Development Course including a written report of the project, including findings and conclusions.

LENGTH OF COURSE

The Executive Development Course shall consist of no less than 100 classroom hours and shall include the subjects set forth as above.

LIST OF GRADUATES

Course administrators shall submit to the Commission a list of the names of officers who have successfully completed each Executive Development Course.

SPECIFICATION

September 1, 1968

Subject: BASIC, INTERMEDIATE AND ADVANCED CERTIFICATES

A. GENERAL PROVISIONS

1. All applications for an award of the Basic, Intermediate or Advanced Certificate shall be completed on the prescribed Commission form entitled, "Application for Award of Certificate."
2. Each applicant shall attest that he subscribes to the Law Enforcement Code of Ethics.
3. Each applicant shall meet the minimum standards for recruitment as set forth in Section 1002 (a) (3), (4) and (6) of the regulations.
4. Each applicant shall have completed the designated education and training, combined with the prescribed law enforcement experience, OR, shall hold the college degree designated combined with the prescribed law enforcement experience.
5. The application for a certificate shall provide for the following recommendation of the department head, "It is recommended that the Certificate be awarded. I certify that the applicant has complied with the minimum standards set forth in Section 1002 (a) (3), (4), and (6) of the commission's regulations, is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry, and the personnel records of this jurisdiction substantiate the recommendation."
6. To be eligible for the award of a certificate, each applicant must be a full time, paid peace officer member of a California city police department, a California county sheriff's department or the California Highway Patrol. In the case of the Basic Certificate, the service shall have been entirely in a jurisdiction which adheres to the minimum standards.

B. EDUCATION AND TRAINING POINTS

1. Education Points

One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point.

2. Training Points

Twenty classroom hours of police training approved by the Commission shall equal one training point.

C. LAW ENFORCEMENT EXPERIENCE

Only law enforcement experience in California as a full time, paid peace officer member of a California city police department, a California county sheriff's department or the California Highway Patrol shall be acceptable. The acceptability of the required experience shall be subject to determination by the Commission in the case of any jurisdiction which did not comply with the minimum standards for recruitment and training as defined in Section 1002 and 1005 of the Commission regulations during all or any part of the term of experience.

D. MINIMUM COLLEGE, POLICE SCIENCE, AND TRAINING REQUIREMENTS FOR INTERMEDIATE AND ADVANCED CERTIFICATES

Applicants shall:

1. Have acquired 15 or more education and training points, in police training approved by the Commission or acquired from police science subjects designated in a course leading to a degree in police science, law enforcement or criminology, as described in a catalog of a junior college, college or university, AND;
2. Have acquired 15 or more education and training points, as defined in B (1) and (2) above, at a junior college, college or university. When more than 15 points are claimed, technical, vocational, and professional subjects shall not exceed two-thirds of the total number of units.

E. RECOGNIZED COLLEGES

For the purpose of awarding education and training credit acquired in educational institutions, the Commission shall only recognize those units awarded in a course from a junior college, college or university accredited as such by:

1. The Department of Education of the state in which the junior college, college or university is located, or,
2. The recognized national accrediting body, or,
3. The state university in the state in which the junior college, college or university is located, or,
4. The Commission.

F. THE BASIC CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Basic Certificate:

1. Shall have completed the probationary period prescribed by the employing jurisdiction, but in no case of less than one year.
2. Shall have completed the POST Basic Course, or,
3. Shall have completed the required police science subjects designated in a pre-service college course certified by the Commission at a junior college, college or university, or,
4. Shall possess no less than 200 classroom hours acquired from courses which include all of the required subjects set forth in the specification entitled, "The Basic Course."
5. Upon a finding by the Executive Officer that an officer has received training equivalent to that specified by the Commission for the Basic Course, the Executive Officer may issue the Basic Certificate to said officer.

G. THE INTERMEDIATE CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Intermediate Certificate:

1. Shall possess or be eligible to possess a Basic Certificate.
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or, the college degree designated combined with the prescribed years of law enforcement experience:

Education and Training Points	30	60	90	Associate Degree	Baccalaureate Degree
and	&	&	&	&	&
Years of Law Enforcement Experience	8	6	4	4	2

H. THE ADVANCED CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Advanced Certificate:

1. Shall possess or be eligible to possess the Intermediate Certificate.
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or, the college degree designated combined with the prescribed years of law enforcement experience:

Education and Training Points	60	90	Associate Degree	Baccalaureate Degree	Masters Degree or equivalent
and	&	&	&	&	&
Years of Law Enforcement Experience	12	9	9	6	4

SPECIFICATION

September 1, 1968

Subject: LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession..... law enforcement.

PROPOSED SPECIFICATION

September 1, 1968

Subject: ADMINISTRATIVE CONSULTING SERVICE

A. Section 13513 of the Penal Code is quoted as follows:

13513. Counseling Service to local jurisdictions. Upon the request of a local jurisdiction, the Commission shall provide a counseling service to such local jurisdiction for the purpose of improving the administration, management or operations of a police agency and may aid such jurisdiction in implementing improved practices and techniques.

B. The following guidelines are established to implement Section 13513 of the Penal Code:

1. Within the meaning and intent of Section 13513 PC, and as defined by Webster, the term "consulting" is interchangeable with the word "counseling" and may be used in lieu of the term counseling.
2. The Commission shall maintain a resource list of the most qualified special consultants who are available periodically to assist law enforcement agencies. No special or staff consultant shall be assigned to conduct a study or survey unless the concerned jurisdiction and the Commission agree on the consultant selected for the assignment.
3. Consulting methods and techniques will vary considerably depending upon the nature, scope and depth of the survey as well as the funds available. It shall be the objective of the Commission to assist in providing the most competent consultants available at the lowest possible cost.
4. Preliminary and limited surveys or studies may be conducted by the Commission staff upon the request of a local jurisdiction.
5. In the event fees or charges are agreed upon for the employment of special consultants or for such other purposes as may be mutually agreed upon by with the requesting jurisdiction as authorized by Section 13503 (c) PC, which is quoted as follows:

"To contract with such other agencies, public or private, or persons as it deems necessary, for the rendition and affording of such services, facilities, studies, and reports to the Commission as will best assist it to carry out its duties and responsibilities."

6. The Commission shall not release copies of surveys or studies of a law enforcement agency unless authorized by the jurisdiction concerned.
7. Full-time Commission staff assigned to the administrative consulting function shall be kept at a minimum to permit the greatest possible use of special consultants. In assigning duties and responsibilities to Commission staff the Executive Officer shall give due consideration to the over-all P. O. S. T. program and shall maintain balance of total effort to fulfill the basic objectives of the Commission as set forth in Section 1000 of the Regulations.