

Memorandum

To : All Commissioners

Date : May 21, 1973

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING

June 14-15, 1973

PSA Islandia Hotel, Islands Room

1441 Quivira Road

San Diego, California

June 14: 10 a.m. - 5 p.m.

June 15: 9 a.m. - 2 p.m.

AGENDA

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes
4. Advisory Committee Report
5. Education and Training Division
 - a. Alhambra Police Department Basic Course
 - b. Certification of Courses
 - c. Initial Employment Training Policy Report
6. Police Standards Division
 - a. Requests for Participation in POST Program
7. Administration Division
 - a. Financial and Quarterly Activity Report
 - b. 1974/75 Reimbursement Projection
8. Technical Services Division
 - a. Center for Police Management - Status Report
 - b. Study on Full-time (Seasonal) Employees - Status Report

9. State Personnel Board - Test Validation Proposal
10. Executive Director's Report
 - a. NASDLET Mid-Year Conference (April 30 - May 31)
 - b. Rotation of Assistant Directors
11. Project and Committee Reports
 - a. Office of Traffic Safety Proposal
 - b. Project S. T. A. R.
 - c. Minority Recruitment Project
 - d. Crime Prevention Project
 - e. U. C. L. A. Request (Community Police Relations Leadership Training Program)
 - f. Training Officer Course Development
 - g. CPOA Training Committee Proposal - Upgrading Community College Instructors.
12. Education and Training Policy Issues
13. Legislative Report
14. Old/New Business
15. Date and Place of Next Meeting/Hearing
16. Adjournment


GENE S. MUEHLEISEN

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

June 14-15, 1973
San Diego

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

Present:

JACK G. COLLINS	- Chairman
LYELL C. CASH	- Commissioner
BEN J. CLARK	- Commissioner
JOHN FABBRI	- Commissioner
ROBERT F. GROGAN	- Commissioner
DAN KELSAY	- Commissioner
ROBERT S. SEARES	- Commissioner
ERIC E. YOUNGER	- Representative of the Attorney General

Absent:

FRED J. MOREY	- Vice-Chairman
E. R. STRATHMAN	- Commissioner

Also Present:

ROBERT CRESS	- Advisory Committee Member, PORAC Representative
GENE S. MUEHLEISEN	- Executive Director
GERALD E. TOWNSEND	- Director, Education and Training Division
GEORGE W. WILLIAMS	- Bureau Chief, Education and Training Division
IMOGENE KAUFFMAN	- Recording Secretary

Visitors:

Richard Allan	- San Diego Marshal's Department
Philip Amen	- Budget Analyst, Department of Justice
Dr. Hal Becker	- Calif. State University, Long Beach
Gerald Brody	- Sergeant, San Bernardino Sheriff's Dept.
Richard DeLaney	- Sergeant, Alhambra Police Dept.
Charles Emerson	- Lieutenant, Los Angeles Sheriff's Dept.
David Fairbairn	- Vice-President, Bahn Fair Institute
Walter Fath	- Lieutenant, Orange County Sheriff's Dept.

Karl Grossenbacher	- State Personnel Board
Everitt Johnson	- Deputy, Los Angeles Sheriff's Dept.
George Lloyd	- S. P. B., Cooperative Personnel Services
Jim Middleton	- Sergeant, Orange County Sheriff's Dept.
Carl Miller	- Lieutenant, Alhambra Police Department
P. R. Milanese	- East L. A. College
Don Reierson	- Inspector, San Diego Police Dept.
Don Ross	- Sergeant, San Diego Marshal's Dept.
Jerry H. Skaggs	- Deputy, Los Angeles Sheriff's Dept.
Mark M. Squires	- Sergeant, Los Angeles Sheriff's Dept.
Lloyd Stornie	- Captain, Alhambra Police Dept.
Dr. Stephen Wollack	- S. P. B., Selection Consulting Center
Shelby Worley	- Riverside Sheriff's Dept.

APPROVAL OF MINUTES

MOTION by Commissioner Clark, seconded by Commissioner Fabbri, motion carried that the minutes of the March 15-16, 1973 commission meeting in Berkeley be approved.

ADVISORY COMMITTEE REPORT

Gerald Townsend, Executive Secretary to the Advisory Committee, reported on the May 25, 1973 committee meeting in San Jose.

It was reported that George Savord, representative of C. P. O. A., resigned from the Committee inasmuch as he is now President of the California Police Chiefs Association. The C. P. O. A. President has indicated that a recommendation for a replacement will be made in the near future

It was also announced that Carl Ball had been designated as the Executive Secretary to the Advisory Committee as a result of the recent rotation of POST Division Directors.

Newly appointed member, Jim Pinnell, representing the participants in the Specialized Certification Program, presented a brief recap of the program for the officers he represents plus a history of the certification needs. Mr. Pinnell will be a valuable resource member of the Committee.

Advisory Committee Report - Cont.

Several terms of the committee members will expire on June 30, 1973.

Re-appointments and replacements will be made following concurrence of the POST Chairman.

Issues discussed:

1. The revision of the Basic Course and the affiliation of POST staff with the revision committee of the Los Angeles Sheriff's Training Division. The concept and methodology were approved for presentation to the Commission for final action.
2. Review of the State Personnel Board Test Validation Proposal was made and several changes were recommended:
 - (a) A job related agility test should be incorporated into Component A.
 - (b) Component D, Model Career Ladders, be resubmitted for rewriting and analysis by the Committee and submitted at the next Advisory Committee meeting. It was hoped that a package can be developed which would provide for modifications to fit certain jurisdictions.
3. The Community Police Relations Leadership Training Program, CSU, San Jose, was reviewed which included videotape highlights of the presentation. This was the last class presentation under the contract arrangement for C. P. R. L. T. P. It is possible that San Jose State University will seek continuing certification under a regular reimbursement plan on an as-needed basis.

Committee members presented brief reports from their associations and groups represented: CAPTO, Chiefs of Police Association, 4-year colleges, C.A.A.J.E., 2-year colleges, Specialized Law Enforcement and P.O.R.A.C.

The next Advisory Committee meeting was scheduled for August 16 in San Diego.

EDUCATION AND TRAINING DIVISIONAlhambra Police Department Appeal

Recent studies on the effectiveness of training for police reflected the use of expensive multi-media aids, the development of highly trained and skilled instructors and the emergence of the regional criminal justice training concept, resulting in the Commission's reassessment of the entire POST training program. It was found advisable to terminate certification of several single-agency basic courses, and as a result, on April 25, 1972, the Alhambra Police Department was notified that the Alhambra Basic Academy Course was being decertified effective July 1, 1973.

Representatives of the Alhambra Police Department appeared before the Commission to appeal this decision. It was restated that the basis for the decertification of small agencies' Basic Courses is the belief that more effective training can be accomplished through training centers, utilized by all law enforcement agencies.

MOTION by Commissioner Fabbri, second by Commissioner Grogan, motion carried that previous action taken by the Commission to decertify the Alhambra Basic Academy Course, effective July 1, 1973, be rescinded and the decertification date be extended to July 1, 1974.

It was requested by Commissioner Cash that consideration be given to point number four of the Alhambra Police Department appeal document, which stated:

"The regional concept of criminal justice training is a giant step forward and would provide effective instruction with uniformity of course material offered to law enforcement personnel.

"We sincerely hope that future developments will accelerate the establishment of the regional concept, and we would again be the first to accept, acknowledge, and participate in such a program."

Captain Lloyd Stornie, speaking on behalf of Chief Meehan, Alhambra Police Department, thanked the Commission and stated this action would be helpful in resolving the internal training problems at the department created by the decertification.

Certification of Courses

Commissioner Seares, Chairman of the Course Certification Subcommittee, reported that the Committee had reviewed the certification recommendations of POST staff and approval was recommended. Exceptions and special direction are reflected in the individual commission action as follows:

MOTION by Commissioner Seares, seconded by Commissioner Kelsay, motion carried to accept the Certification Committee's recommendation to approve all staff recommendations of courses presented on the course certification agenda; exceptions are shown individually.

Special Courses

The following 16 courses, P. C. 832-Arrest and Firearms, were certified as 40-hour courses, reimbursable under Plan D. Stipulations are shown.

American River College
 Cabrillo Community College
 C. Y. A. (26 hours, only)
 Chaffey College
 Feather River College (Retroactive to 5-6-73)
 Imperial Valley College
 Lassen College (Retroactive to 6-10-73)
 Long Beach Police Department
 Los Angeles Harbor College (Retroactive to 2-5-73)
 Palo Verde College
 Reedley College
 Saddleback College (Retroactive to 4-5-73)
 San Francisco Police Department (Retroactive to 4-15-73)
 San Jose City College
 Ventura County Sheriff's Department
 West Hills College

<u>Technical Courses</u>	<u>Course Title</u>	<u>Hours</u>	<u>Reim. Plan</u>
FBI	Report Writing	20	A
Ventura County Sheriff's Department	Defensive Tactics for Policewomen	40	A
Sacramento Law Enforcement Trng. Center	Dispatcher/Complaint Desk Operator	40	A
Los Angeles Police Dept.	Field Command Post Cadre School	24 (Retro. 4/1/73)	A

Technical Courses - cont.	<u>Course Title</u>	<u>Hours</u>	<u>Reim. Plan</u>
Riverside Sheriff's Dept.	Human Interaction and Interpersonal Relations	80 (1 yr.)	B

Staff directed to work with the Sheriff's Department to re-title the course to be more concise and reflective of course content. (Later retitled: School Resource Officer Institute)

Santa Ana College	Advanced Self Defense for Instructors	40	A
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Santa Ana College	Self Defense Instructors Institute	80	A
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Los Angeles Sheriff's Department	Career Advancement Programmed Learning Courses (One Basic Course and One Advanced Course)		
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MOTION by Commissioner Kelsay, second by Commissioner Fabbri, amended motion carried that these two courses not be certified at this time. Staff directed to present further study regarding selection requirements and findings of ongoing evaluations.

Los Angeles Sheriff's Department	Basic Traffic Accident Investigation		
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MOTION by Commissioner Fabbri, second by Commissioner Younger, motion carried that the L. A. Sheriff's Department Basic Traffic Accident Investigation Course not be certified as it was disclosed this course is given at the time the officer goes through the Basic Academy.

Los Angeles Sheriff's Department	Advanced Traffic Accident Investigation	40 (Retro. 4/1/73)	A
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MOTION by Commissioner Fabbri, second by Commissioner Younger, motion carried that there be a stipulation for a two-year certification at which time the Commission is to receive an evaluation of the Course.

Los Angeles Sheriff's Department	Security for Law Enforcement	48 (Retro. 5/1/73)	A
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Modesto Regional Criminal Justice Training Center	Criminal Investigation	80	A
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Modesto Regional Criminal Justice Training Center	Planning, Research and Development	48	A
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Technical Courses (Cont.)	<u>Course Title</u>	<u>Hours</u>	<u>Reim. Plan</u>
California Military Department	Officer Survival and Internal Security	48	A
Commission on POST	POST Seminar		E
<u>Specialized Certification Program</u>			
Santa Ana College	Marshal's Basic Course	541	None
<u>Modifications and Renewals</u>			<u>Action Taken</u>
CSU, Long Beach	Criminal Justice Information Systems		20 Student maximum established
USC	Delinquency Control Institute		40 Student maximum
USC	Middle Management Seminar		20 Student Maximum; reduce tuition
Mt. San Antonio College	P. C. 832-Arrest & Firearms		Change certification date to 2-5-73
Cal Poly Pomona	Jail Management Course		Continue certification for two years Increase tuition to \$172.
" " "	Traffic Program Management		Continue certification for two years Decrease tuition to \$193
Los Angeles P. D.	Advanced Latent Fingerprints		Reduction from 40 to 24 hours.
<u>Decertification</u>			
De Anza College	Basic Course	420	\$220.50 tuition
Santa Ana College	Community Police Relations	54	
CSU, Los Angeles	Television Instruction Techniques	116	\$500 tuition

<u>Courses Not Certified</u>	<u>Course Title</u>	<u>Hours</u>	<u>Reim. Plan</u>
USC	Alcohol and Drugs	40	\$82 tuition

This course was not certified by the Commission as it was found there was no control on the number of classroom hours nor would it restrict the number of participants who would attend.

Palo Alto Police Dept.	Advanced Scientific Investigation Workshop	40	No tuition
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Certification was withheld as there was not sufficient need in the area for an additional course of this kind.

CSU, Los Angeles	Television Instruction Techniques	60	\$880 tuition
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Based on high budget and tuition costs, certification was not granted.

Information Items

Central Coast Counties Peace Officer Academy	Special Presentation for Monterey County Sheriff
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Alameda County Sheriff Basic Academy	Expansion of Course to 400 hours
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Initial Employment Training Policy Report

At the March 1973 commission meeting, staff was directed to move ahead with the study of the concept of regulatory requirements for law enforcement training prior to assignment to any law enforcement functions.

Mr. Townsend reported the issues were still being studied in conjunction with the Basic Course expansion activities and through legislation currently pending that would mandate this type of training.

POLICE STANDARDS DIVISION

Request from City of Lakewood to Participate in POST Program

A request had been received from the City of Lakewood, a general law city contracting with the Los Angeles County Sheriff's Department for law enforcement functions, to be included in the POST General Certification Program. The question arose as to whether they perform full or general

city police functions in view of the contractual arrangement with the L. A. Sheriff's Department. An Attorney General's Opinion on a similar instance, dated August 1971, had stated that the law specifically makes no distinction between jurisdictions on the scope of functions performed. It was felt this opinion pertained to Lakewood as well.

MOTION by Commissioner Clark, second by Commissioner Fabbri, motion carried to adopt the staff recommendation that the City of Lakewood be accepted in the General POST Program.

ADMINISTRATION DIVISION

Financial and Quarterly Activity Report

The documents "Peace Officer Training Fund Revenue" and "Third Quarterly Activity Report and 72/73 Fiscal Year Summary" were discussed. These documents are Attachment "A" of the minutes.

The Executive Director reported that there had been a drop of about \$434,000 in revenue during the past year which is contrary to the predictions made based upon historical facts. The cause of the drop was not known, and it was predicted that an adjustment from the 100% reimbursement will have to be made. Staff was directed by the Chair to make an intensive study of alternate pay plans with the suggestion that the five pay plans previously being used be consolidated, ideally to one plan, and also be a plan that would insure a reserve of \$3,000,000.

Inasmuch as changes in reimbursement schedules may upset the 74/75 budgets of involved cities and counties, it was suggested that consideration be given to sending out an information statement that the 100% reimbursement schedules are to be amended and included on the agenda for public hearings to be scheduled in the near future.

Appointment and Separation Forms: Notice of Appointment
Notice of Termination

Mr. Toothman, in cooperation with other division directors, had developed two forms; "Notice of Appointment" and "Notice of Termination", which would supply staff with a record-keeping capability and purging system not previously available. Problems discussed included:

1. Could jurisdictions comply with such a requirement?
2. Would a "black list" be created, and would it be necessary if a thorough background was conducted?
3. Could the extreme amount of paper work be handled?

Bob Cress presented a PORAC paper which proposes the issuance of a number to each POST-certified police officer in the State of California. This would be an individual, lifetime number to be terminated if the officer left law enforcement. If there was a re-entry, the same number would be used.

Due to amount of paper work this would require from the field, staff was directed to ascertain (a) are the forms absolutely necessary and, (b) are the forms compatible with the systems that presently exist? The concept is to be studied and another report will be made at a later date.

TECHNICAL SERVICES DIVISION

Center for Police Management - Status Report

The Executive Director reported that the POST Center for Police Management had recently mailed out to all law enforcement jurisdictions an inquiry soliciting assistance in identifying areas requiring greater in-depth study. Those matters which are of wide-spread interest will receive the highest study priority. POST will be seeking agencies in which to test and evaluate developed procedures. The Standards and Ethics Committee of CPOA will be invited to meet with staff to review the program to see if there are valid projects that the Center could be helpful in implementing.

An in-depth explanation of the objectives, purpose and evaluation plan of the Resource Center was presented to the Commission. It is set forth as Attachment "B".

Study on Full-Time (Seasonal) Employees - Status Report

The Executive Director reported that there had been requests for training those classifications of police officers who are employed on a seasonal basis. A survey questionnaire had been compiled and disseminated to police and sheriffs' departments in California to determine the extent of the training need. Of the approximately 283 responses, it was found that there are about 14 police departments that hire seasonal employees during the summer months. At completion of the survey, the base data will be used to make judgments as to the training needs and if local government is skirting POST Regulations.

STATE PERSONNEL BOARD - TEST VALIDATION PROPOSAL

At the March 1973 commission meeting, the State Personnel Board presented the Test Validation Proposal. The Commission requested that additional information be developed before a final decision could be made on the proposal. S. P. B. presented an amended proposal which was the result of meetings with

the POST Advisory Committee, representatives of the S. P. B., POST staff and Michael Freeman, POST consultant who had been assigned as liaison officer for the project.

The POST Advisory Committee had reviewed the Proposal and recommended approval of Components A, B, C, and E. Further explanation of Component D was requested, and the inclusion of a validity study on the Physical Agility Test was recommended. Component F was added to accommodate the request. A comparison chart showing related projects, as requested by the Commission, was presented and is set forth as Attachment "C" of the minutes. A summary of the selection study will be widely disseminated to all law enforcement agencies within the coming month.

MOTION by Commissioner Kelsay, seconded by Commissioner Fabbri, motion carried that POST would enter into an agreement with the State Personnel Board to study current standards and systems used for the selection of peace officers in California and to develop and demonstrate the job relatedness and effectiveness of improved systems and written tests. The objectives of the project will be sixfold as follows:

Cost of Individual Components

A - Validation of POST Standards	\$ 55,258
B - Job Analysis for Promotional Examinations	35,767
C - Oral Interview Standards	18,748
D - Model Career Ladders	31,820
E - Development of Performance Criteria	55,000
F - Physical Agility Test Validation	<u>9,939</u>
	\$ 206,532

It was agreed that if some component is found to be unnecessary, it will not be done, and the savings will be deducted from the original proposal.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director presented highlights from the Mid-Year NASDLET Conference which he attended in May at FBI Academy at Quantico, Virginia.

New York City Police Department is conducting a height and physical standards study. When it is completed all NASDLET members will receive a copy.

NASDLET will file a position paper with LEAA in opposition to the Federal Government's establishing standards for local government.

There are presently 44 states having a mandated program. The average mandated program of training is 232 hours. Two states have 480 hours.

The National Highway Traffic Safety Administration is attempting to set goals for retraining traffic policemen and in the near future these goals probably will be mandated. Minimum requirement for NHTSA funds is 80 hours of training in traffic subjects for each man assigned to traffic duty. Their model basic course on traffic enforcement and accident investigation is 102 hours.

Florida is conducting a 200-hour course to develop para-professional traffic accident investigators.

New Jersey has developed an audio-visual package on traffic training. They are using IACP training aids in addition to their own material.

Michigan has a requirement that all officers must be trained before they can be assigned to street duty.

Texas has 240 hours of mandatory basic training. Legislation is pending on an incentive pay program based on officers' certificates. Legislation is also pending on training private police.

South Carolina has a new academy that will accommodate 182 men and 6 women. A course on the metric system is being offered. Based on the \$1 penalty fee, there is an income of \$70,000 per month and presently there exists a \$1,000,000 surplus.

Idaho has mandatory basic training of 220 hours and will increase it to 300 hours in the near future. Forty hours of field training is required and the basic certificate is not issued until the field training has been completed. Officers are issued a wallet-size card showing they have been certified.

Nevada has long-range plans to make mandatory the executive course for all new sheriffs and chiefs of police. They are seeking information on selection criteria, use of psychological profile and polygraph.

Minnesota has legislation pending regarding "part-time" policemen. They also have confronted difficulty in identifying "what is a policeman".

Kentucky has a 400-hour minimum training program and must attend 40 hours training per year.

Ohio has a new academy near Ohio State University. It accommodates 200 live-in students and seats 400 students.

Massachusetts has 400 hours of mandatory basic training; will be 480 shortly. They are having examination problems; their standards are under attack; there has not been a permanent police officer appointment since 1971.

Nebraska is developing an automated record system to maintain training records at the state level. Sheriffs are required to be trained but are refusing to comply.

FBI National Academy had great success in presenting elective courses in its first "new academy" program.

Rotation of POST Division Directors

The Executive Director reported that the decision made at the directors' retreat to rotate all division director positions had been accomplished. The input of new ideas and interests each director has brought to his newly assigned division is proving to be healthy and successful.

PROJECT AND COMMITTEE REPORTS

Office of Traffic Safety Proposal

Mr. Townsend reported on the proposal by the California Office of Traffic Safety which was originally presented to POST in the amount of \$527,000 for the purpose of coordinating traffic training with the CHP as it related to categorizing the types of training available and identifying deficiencies. This sum was later drastically reduced and the requirements were unrealistic both as to time and budget. Mr. Townsend felt it should be noted that the California Director of O. T. S. feels there is a need to present legislation to require a proportionate amount of revenue derived from traffic fines be spent specifically for traffic training. POST has indicated such action would be opposed and, although POST would not be formally involved in coordinating their program, on a work-priority basis the coordination of identifying traffic training needs would be an on-going part of the POST training program.

Project S. T. A. R.

Phase I of Project STAR was concluded in April 1973, the data collection and analysis phase. The last two of a series of evaluation workshops were held in Texas and Michigan, where evaluation of Version II of the roles, tasks and performance objectives were documented by prosecutors and defense attorneys. The recommended revision of specific roles, tasks and performance objectives by these two groups were incorporated in Version III

documentation to show individual state variations. This represents completion of a long activity of developing tasks, roles, etc., for line-level criminal justice system positions and completion of Version III. Both sets of models will be presented to the National Advisory Council, Police, Corrections and Judicial Process Resource Group Members on June 20, 1973. The presentation of the model training modules signals the beginning of the development of training packages scheduled for completion by May 31, 1974. The project is now into the 25th month of the 39-month project, and Mr. Townsend reported there appears to be no difficulties in meeting objectives.

Minority Recruitment Project

The Executive Director reported that the first year of the Minority Recruitment Project had been spent in gathering essential data on the number of minorities in California law enforcement and other information needed for the success of the Project. Limited response prevented use of data collected from the questionnaire developed by the Attorney General's Advisory Commission on Community-Police Relations, making it necessary to send further requests for information for Project M.O.R.E. It is hoped the data will be in by July 1, 1973, to cover minority recruitment statistics as well as some success histories on law enforcement officers that could be used in an in-house directory as a resource for recruiting techniques, with permission of the officer concerned. Some criticism was received regarding the directory due to misunderstandings that chiefs of police were asked not to respond for their men -- ranks of sergeant or below; or the fact that there possibly are some minority recruitment problems in departments throughout the State and some chiefs of police do want assistance with minority recruitment programs.

Developing expertise within the POST staff has also been accomplished during the first year of the program, on both national and state levels. It has been identified that the minority recruitment problem is in the selection process. Chairman Collins stated that in the L. A. P. D. minority recruitment program, the candidate's background was an eliminator. In the oral interview there is an attempt to help the minorities. The L. A. P. D. program has stressed the importance of recruiting by the minority policemen on the force. Another type of program model, called "Selective Certification", was developed for the Sacramento Police Department.

A projected accomplishment for next year is to develop some guidelines to be used by agencies for minority recruitment problems.

Crime Prevention Project

The Crime Prevention Project provides POST with approximately \$100,000 by CCCJ to provide a crime prevention training curriculum. George Williams reported there is very little progress with this project. The

tentative design, agreed upon by POST staff and the Department of Justice Crime Prevention Unit, would be an institute of approximately two weeks in length that would be a technical course for crime prevention specialists. Curriculum would be developed for modules for the Basic Course to teach general field officers philosophies and basic concepts in crime prevention as well as modules for supervisory and management level people. The roles of the two agencies have been defined more clearly, and a grant proposal is in preparation for request for funding.

U. C. L. A. Request (Community Police Relations Leadership Training Program)

At the December 1972 commission meeting, recommendations by the Advisory Committee and POST staff were approved by the Commission that no further Community Police Relations Leadership Training Programs be undertaken until the need is demonstrated. Therefore, contractual relationships with U. C. L. A. for the C. P. R. L. T. P. were not renewed. Mr. Townsend reported that a bill from U. C. L. A. in the amount of \$25,000 had been received for developmental services incurred in preparation for the course although the course was not presented. In view of these events, it was recommended that an Attorney General's Opinion be request to resolve:

Has the Commission established a contractual relationship with U. C. L. A. and what, if any, financial obligation has the Commission incurred?

In the absence of a formal agreement, does the Commission enter into a contractual relationship on the basis of its correspondence or letters of intent committing salaries, benefits, and equipment, and/or vocal statements by POST staff carrying out the Commission's instructions?

Staff proposes to carefully audit the breakdown of this billing.

Training Officer Course Development

Pursuant to the recommendations of the staff report "The POST Training Program - A Review and Critique", presented by the Education and Training Division in 1972, the need for the training of training officers was established. A study identifying a group of terminal performance objectives for a basic training management course was presented to the Commission. The study discussed techniques of job analysis and an application of these techniques in identifying the training requirements for training officers.

Mr. Townsend stated the Advisory Committee did endorse the concept, and it is in keeping with both their request and the direction of the Commission. As little staff time as possible will be expended by utilizing other resources to

develop the curriculum. No cost is involved at this time.

MOTION by Commissioner Seares, second Commissioner Fabbri, motion carried that POST staff circulate a RFP (Request for Proposal) for the development of curriculum content, time frame and proposed budget for a training officers course.

Commissioner Fabbri requested that staff endeavor to use widely accepted criteria in reports when referring to departments by categories based on size.

EDUCATION AND TRAINING POLICY ISSUES

Mr. Townsend stated it had been established that certain institutions are including the cost for individual officer's unit fees as part of their tuition service. Some courses do not include unit fees but require the individual officer desiring semester units to pay a fee for those units over and above the tuition. It was felt that an established policy was needed.

MOTION by Commissioner Seares, second Commissioner Cash, motion carried that the cost of unit fees for individual officers not be considered an allowable cost as part of the tuition schedule established for particular courses.

Outside Agency Tuition

At the March 1973 Commission meeting, a study was presented on tuition and the question of outside agency participation in courses certified to police departments. The decision of the Commission was that tuition may be charged when appropriate, and that departments should submit budgets as is required of colleges and universities. In reaching this decision, the question of funding instructional costs, specifically in the Los Angeles Police Department, was not resolved.

The Los Angeles Police Department's position was that their instructors cannot be compensated by the college as all their instructors teach while on duty. Further, it is administratively impossible to place instructors on an off-duty status while instructing due to limitations on overtime accrual.

A further staff study and recommendation was presented, and it was the consensus of the Commission to accept the recommendation that for the purposes of funding instructional costs, the Los Angeles Police Department not be required to affiliate with a community college for presentation of their certified courses.

CPOA Proposal - Upgrading Community College Instructors

Lieutenant Shelby Worley, Training Officer for Riverside Sheriff's Department, and Commissioner Clark on behalf of the CPOA (California Peace Officers' Association) Training Committee, presented a proposal to develop, under contract, a course to be utilized to upgrade the present level of instruction in community colleges and basic training schools. Lt. Worley stated the proposal was developed through CPOA in conjunction with the Riverside Sheriff's Department, the Riverside City College, San Jose State University and the Modesto Regional Training Center.

Through coordinating with POST staff and utilizing an unfunded CCCJ proposal that had been drafted several years ago, the "Upgrading Instructors Training Program" course certification request was developed.

A concern was the fact that by providing this training under contract, some non-law enforcement employed instructors may be trained in the program, and their training normally would not be reimbursable. Approval to pursue the contract concept was requested.

MOTION by Commissioner Grogan, second Commissioner Seares, motion carried to approve the concept of the "Upgrading Instructors Training Program", and that a contract not to exceed \$5,000 be negotiated with the California Peace Officers' Association for one pilot presentation.

LEGISLATIVE REPORT

Mr. Townsend presented a report on current legislative bills which relate to law enforcement and POST. The legislative report is Attachment "D" of these minutes.

Also presented were staff recommendations on action to be taken with regard to those bills affecting POST. The Commission was in agreement with those recommendations.

During the legislative report, Mr. Townsend stated that POST was the subject of pointed comment from the Assembly Criminal Justice Committee during hearings on A.B. 1110. This bill would add marshals to the list of law enforcement classes in Penal Code Section 13510. Also heard by the Committee was A.B. 2205 which would place campus police of colleges in the POST program and eligible for training subvention.

During discussion, the following needs were identified:

1. Schedule a commission discussion on the need for POST to designate a legislative advocate and to gear up to the problems which threaten or may dilute the effectiveness of the POST program.
2. Draft a definition of what is often called "the front line law enforcement officer". It should distinguish between the front-line, full-range-of-service police officer and ancillary officers.
3. Positively express to the Assembly that the POST program is supportive of training the officers of other agencies, but money is not available to reimburse for all training.
4. Conduct a re-examination of what categories of peace officers should be included in the reimbursement program.
5. Estimate the cost for inclusion in the reimbursement program of the college campus police.
6. Strengthen the law to more clearly limit the reimbursement program to "regular peace officers" as stated in the 1971 Attorney General's Opinion which stated in part ". . . If the Commission is of the view that only peace officers performing general law agency duties should be eligible for reimbursable aid, the Commission should consider appropriate legislation to reflect their position."

It was the consensus of the Commission that the immediate position should be to continue to oppose any legislative mandate which would include categories in the reimbursement program other than those established by statute in Penal Code Section 13522, e. g., for the police and sheriffs of cities, counties or districts authorized to maintain police departments.

OLD/NEW BUSINESS

Basic Course Revision

It was reported that the Los Angeles County Sheriff's Department will be coordinating with POST staff to expand and revise the Basic Course. Reimbursement will be made for the travel and per diem costs of the necessary research. A subcommittee was developed of personnel from the Sheriff's Department consisting of Lieutenant Charles Emerson, Sergeant Mark Squires and Deputies Everitt Johnson and Jerry Skaggs.

MOTION by Commissioner Clark, second Commissioner Kelsay, motion carried for approval of the concept and authorization for staff to proceed with the project.

Evaluation of Quality Control

Mr. Townsend reported that a proposal had been developed which will result in an evaluation system of POST certified courses. It was proposed that a contract be made with Dr. Bruce Olson of USC, Sacramento Campus, to provide the study. Approximately \$17,000 was the estimated cost of developing an evaluation system that will allow every student in all POST-approved classes to make an evaluation which can be processed and computerized.

MOTION by Commissioner Clark, second Commissioner Fabbri, motion carried that the Course Evaluation Proposal be adopted.

Question of Certification for Reserve Officers/Deputies

Due to past requests for professional certification of reserve officers, guidance was sought from the Commission as to whether POST could undertake some form of recognition for police and sheriffs' reserve officers in California.

By direction of the Chairman, the POST Advisory Committee is to be assigned to make recommendations regarding training and certification requirements and standards for reserve officers based on research information and statistics developed by staff.


DATE AND PLACE OF NEXT MEETING

Chairman Collins announced that the next regular meeting of the Commission will be September 13-14, the exact location to be announced at a later date.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12 noon.

Respectfully submitted,


 GENE S. MUEHLEISEN
 Executive Director

Memorandum

Edward M. Toothman
 Jewell L. Ross
 Gene S. Muehleisen

Date : May 31, 1973

From : **Commission on Peace Officer Standards and Training**
 Administrative Services Officer

Subject: PEACE OFFICER TRAINING FUND REVENUE - 4/30/73

	<u>Traffic</u>	<u>Criminal</u>	<u>Total</u>
F. Y. 1969-70 (Final)	\$5,630,810.39	\$3,531,416.61	\$ 9,162,263.80
F. Y. 1970-71 (Final)	5,812,832.31	3,708,025.90	9,520,858.21
F. Y. 1971-72 (Final)	6,305,808.51	4,095,887.27	10,401,695.78
F. Y. 1970-71 - to 4/30	3,381,881.34	2,087,342.34	5,469,223.58
F. Y. 1971-72 - to 4/30	3,714,131.63	2,389,164.46	6,103,296.09
F. Y. 1972-73 - to 4/30	3,568,902.88	2,099,957.99	5,668,860.87

NOTE: At this point it would appear that total revenue for Fiscal Year 1972-73 will decline approximately \$500,000 to \$600,000 from 1971-72 and will fall short of the budget estimate by about \$1,200,000.

	<u>1972/73</u>	<u>1973/74</u>
Estimated Fund Balance July 1	10,432,000	6,820,000
Revenues	8,767,000	9,000,000
Total Resources	19,199,000	15,820,000
Expenditures:		
Commission	1,437,000	2,116,000
Local Assistance	10,942,000	12,650,000
Accumulated Surplus June 30	6,820,000	1,054,000

Reimbursement Estimate for 1972-73
 (Based on claims paid/or received to
 5/29/73 extended through 6/30/73)

Course	Reimb.			# of Men		
	To 5/29	To 6/30	Total	To 5/29	To 6/30	Total
Basic	4,775,600	930,126	5,705,726	2,529	475	3,004
Advanced Off.	956,239	121,860	1,078,099	4,407	600	5,007
Supervisory	338,886	67,980	406,866	551	100	651
MM Course	407,360	44,971	452,331	731	35	345
MM Seminar	294,240	35,168	329,408	870	100	970
Exec. Course	148,467	7,341	155,808	157	20	177
Exec. Seminar	44,925	19,000	63,925	103	15	118
Tech./Special	1,869,435	226,000	2,095,435	5,804	700	6,504
Totals	8,835,152	1,452,446	10,287,598	14,731	2,045	16,776
Contracts - Audits, USC, UCLA, SJ, DOJ*			654,000			
GRAND TOTALS			10,941,598			

*Includes UCLA disputed bill and entire DOJ new contract

NOTE: At this point, it is estimated that expenditures for Local Assistance for 1972-73 will be \$10,941,000. The appropriation for this item was \$12,170,000. Expenditures are estimated to be \$1,229,000 under appropriation.

CENTER FOR POLICE MANAGEMENT

INFORMATION BULLETIN

May 22, 1973

The quality and effectiveness of the law enforcement service is inseparable from police management. With few exceptions, law enforcement agencies are sincerely seeking to improve the quality of the management functions as evidenced by the increasing numbers of police administrators upgrading their organizations through POST certified training and management counseling services.

The Center for Police Management has been established to more effectively:

- respond to the ever-increasing inquiries from California law enforcement administrators regarding specific management questions;
- provide management guidelines and documents;
- provide an outstanding resource library for law enforcement management information;
- provide a method to keep the POST staff aware of the latest and most effective solutions to police problems including those relating to selection, education and training.

To develop this capability requires a continuous program to study and evaluate the most common problems of law enforcement as they specifically relate to police management. It also requires the capacity to keep current by reviewing appropriate literature and research projects at the state, national and international levels. By developing this capability in the Center for Police Management, your POST program will be in a position to provide a higher level of assistance to you.

The Center is funded through the California Council on Criminal Justice. A grant for a one-year period has been authorized beginning June 1, 1973. Should the evaluation of the project indicate the program successful, it is the intention of the Commission to continue its operation.

For the purpose of the project, "police management" includes: organization policies, procedures, practices, and systems utilized to implement the full scope of essential police activities that best contribute to the accomplishment of the police mission.

The Center will work closely with and utilize the suggestions of individuals, agencies, existing police groups, committees, and criminal justice planning agencies for the research of major management problems. One of the techniques used will be the sponsorship and funding of management problem-solving seminars.

On a priority basis, a list of research projects will be prepared. Projects selected for implementation will be those that have potential for the greatest benefit to departments and communities in reducing crime and providing more effective police service.

A written publication will be prepared for each selected project. These publications will be made available to law enforcement agencies upon request.

It is intended that the Center for Police Management will fulfill the resource center concept recommended down through the years by California law enforcement associations and will serve as a source for progressive change and advancement in law enforcement by those who desire its services.

POST/SPB SELECTION STUDY AND RELATED PROJECTS

<u>COMPONENT</u>	<u>WHAT</u>	<u>HOW</u>	<u>RELATED PROJECTS</u>
D	Recruiting Upward Mobility Lateral Mobility	Job Restructuring Career Ladders Model Training and Exam Plans	City of Fremont County of Santa Clara Project MORE City of Los Angeles
NONE	Entry Written Exams	N/A	Police Foundation University of Chicago Penn State University S.C.C. Consortium Statewide Study City of Los Angeles
B	Promotional Written Exams	Job Analysis by size & type of jurisdiction Sgt. Lt. Cpt. Prepare compendium of required tasks and skills by size & type of jurisdiction.	City of Mobile City of San Mateo County of Sacramento Other individual jurisdictions
F	Physical Fitness & Agility	Job Analysis of Physical Demands Development of Test Evaluation of Test	Police Foundation Study

Attachment "C"

<u>COMPONENT</u>	<u>WHAT</u>	<u>HOW</u>	<u>RELATED PROJECTS</u>
C	Entry Level Oral Interview	Job Analysis Develop Interview Standards Develop Interview Techniques Try out Interviews Prepare Interview Manual	Dade County Florida Police Foundation Grant
A	Personal Fitness & Background (POST Standards)	Criterion Related Validation Study	Santa Clara LEAA Grant Los Angeles County Bio Data LEAA Grant LEAA Minority Manpower Bio Data Cleveland, Detroit, etc. Dade County Police Foundation Bio Data Form IACP/IPMA Selection Stud
E	Operational Criteria for Job Success	Policy Capturing Discriminant Analysis	U.S. Air Force Project S.T.A.R.

LEGISLATIVE REPORT

(JUNE 14 & 15, 1973 COMMISSION MEETING)

ASSEMBLY

A.B. 1037 (BEVERLY) - Penalty assessments.

Creates in the State Treasury, a Criminalistics Laboratory Assessment Fund. Requires that the amount deposited in the Criminalistics Laboratory Assessment Fund be used to reimburse the General Fund for the amount appropriated by the act for implementation of provisions of the act re contracts with cities and counties. Imposes a penalty assessment for offenses involving violations of specified provisions of the Vehicle Code, in addition to other penalty assessments imposed under the Vehicle Code.

STAFF RECOMMENDATION: Oppose

A.B. 1110 (DIXON) - Marshals of municipal court.

Adds peace officer members of marshal's department of municipal court to list of police personnel for purposes of peace officer programs provided by the Commission on Peace Officer Standards and Training.

STAFF RECOMMENDATION: Oppose

A.B. 1117 (INGALLS) - Department of Corrections

Requires that qualified applicants for any position with peace officer status in the Department of Corrections be investigated as prescribed in the specification of the Commission on Peace Officer Standards and Training entitled "The Personal History Investigation."

STAFF RECOMMENDATION: No Action

A.B. 1154 (CROWN) - Law enforcement.

Requires Commission on Peace Officer Standards and Training to establish for all levels of employment of local peace officers optional minimum standards of compensation, retirement allowances, and other fringe benefits, and provides that any city or county that meets such standards and standards for recruitment and training established by commission may receive subvention from any funds appropriated therefor for assistance in paying compensation of such officers.

Provides that commission shall establish at least 5 advanced training centers on a regional basis for instruction of local peace officers assigned thereto by employing entity.

STAFF RECOMMENDATION: Oppose - first part, approve principle of regional centers.

A.B. 1183 (MACGILLIVRAY) - Private patrol employees.

Authorizes Director of Consumer Affairs to adopt regulations requiring uniformed employee of a private patrol operator to complete a course on his legal power to arrest and a firearms course meeting peace officer standards and training specifications.

STAFF RECOMMENDATION: No Position

A.B. 1263 (NIMMO) - Public Employees' Retirement System.

Defines "state safety members" to include those persons within the Department of Justice designated as peace officers, and performing investigative duties, who are in the process of obtaining and do obtain within 18 months of their initial employment with the Department of Justice a certificate from the Commission of Peace Officer Standards and Training.

STAFF RECOMMENDATION: No Position - seek amendments for clarification.

A.B. 1321 (RALPH) - Peace officers.

Makes technical, nonsubstantive change in wording of P.C. 13512 of law enforcement officers.

STAFF RECOMMENDATION: Watch

A.B. 1640 (LEWIS) - Public schools: driver instruction.

Increases from \$4 to \$5 the penalty assessment for offenses involving violations of specified provisions re vehicles. and to augment the Peace Officers' Training Fund to the extent designated in Section 42052.

Twenty-five percent of each such penalty assessment shall be deposited in the Peace Officers' Training Fund.

STAFF RECOMMENDATION: Further Study.

A.B. 1670 (CROWN) - Law enforcement.

Requires Commission on Peace Officer Standards and Training to prepare and submit to Legislature, Governor, and Department of Justice, by specified dates, preliminary and final English and Spanish drafts of a guidebook aimed at expressing mutual obligations of police and citizens and improving relations between police and citizens.

A preliminary draft guidebook shall be submitted in both English and Spanish to the Legislature, the Governor, and the Department of Justice within six months after the effective date of this section, and a final draft shall be submitted within nine months after the effective date of this section.

STAFF RECOMMENDATION: Oppose

A.B. 1690 (CROWN) - Public safety.

Creates Public Safety Agency in state government.

STAFF RECOMMENDATION: No Position-pending further study.

A.B. 1729 (CROWN) - Peace officer standards training.

Appropriates \$1,500,000 from General Fund without regard to fiscal years to the Commission on Peace Officer Standards and Training for allocation to local agencies for equipment for law enforcement agencies.

STAFF RECOMMENDATION: No Position

A.B. 1802 (KNOX) - Law Enforcement.

Enacts Regional Police District Law of 1973. Defines terms and method of formation in counties of over 6,000,000 population.

Provides for board of directors and other employees of such police district, and further provides for their general powers and duties.

Provides for the financing of, and authorizes tax levy and bond issuance for, such districts.

Declares legislative intention and makes further provision for establishment of such police district.

STAFF RECOMMENDATION: Approved in Principal - No Position

A.B. 1914 (CROWN) - Law enforcement

Makes nonsubstantive technical change in wording of P.C. 13503.

STAFF RECOMMENDATION: Watch

A.B. 2135 (CROWN) - Peace officers.

Requires specified persons hired after January 1, 1974, to complete law enforcement basic training, as determined by the Commission on Peace Officer Standards and Training, before exercising peace officer powers.

STAFF RECOMMENDATION: Further study pending amendment.

A. B. 2134 (Crown) - Peace Officer Training

Would require local agencies to provide 80 hours of paid training every two years for every officer. Require a sabbatical of one semester or one quarter for each officer after five years' service and every five years thereafter. (POST requested to make a cost analysis.)

A.B. 2136 (CROWN) - Peace officers.

Requires specified peace officers hired after January 1, 1974, to be certified by Commission on Peace Officer Standards and Training within 18 months of employment in order to continue exercising peace officer powers beyond the 18-month period.

STAFF RECOMMENDATION: Approve with amendment

A.B. 2205 (KNOX) - Peace officer training

Includes the University of California, and California State University and Colleges, in provisions for rules governing standards for peace officers and eligibility provisions for peace officer training subventions. Makes related changes.

STAFF RECOMMENDATION: Oppose

SENATE

S.C.R. 39 (RICHARDSON) - Peace officer training.

Recommends that the Commission on Peace Officer Standards and Training include state correctional officers in their Specialized Law Enforcement Officer Certification program, use criminal justice regional training systems approved by the commission for such training of state correctional Advisory Committee to assist in the establishment of standards for such training of correctional officers.

STAFF RECOMMENDATION: Information

S.B. 617 (BIDDLE) - State peace officers: compensation.

Provides for incentive compensation for state-employed peace officers who have received certificates from Commission on Peace Officers Standards and Training. Requires appointing authority of officer receiving such incentive compensation to annually assign the officer 50 hours of specified education, training, or work on community projects, which is to be performed apart from regular duties.

STAFF RECOMMENDATION: Approved in Principle

S.B. 706 (NEJEDLY) - Correctional personnel.

Requires Department of Corrections to establish program for training of correctional personnel, which shall satisfy all requirements established by the Commission on Peace Officer Standards and Training for such personnel

STAFF RECOMMENDATION: Oppose POST involvement, seek amendments.

S.B. 707 (NEJEDLY) - Youth Authority personnel.

Requires Department of the Youth Authority to establish program for training of Youth Authority personnel which shall satisfy all requirements established by the Commission on Peace Officer Standards and Training for such personnel.

STAFF RECOMMENDATION: Oppose POST involvement, seek amendments.

S.B. 1291 (SONG) - Administrative rules and regulations.

Provides that state agency rules and regulations can go into effect only after legislative ratification.

STAFF RECOMMENDATION: Further Study

S.B. 1346 (CARPENTER) - Government personnel.

Provides that "certified peace officers," as defined, may seek employment with any other law enforcement agency within California and provides for carryover of sick leave and rate of vacation credit to new employer, provided that he has met the standards set forth by the Commission on Peace Officers Standards and Training, and who has successfully passed an examination administered by the commission.

STAFF RECOMMENDATION: Approved in principle, seek amendments.