

Commission on Peace Officer Standards and Training

Commission Meeting
AGENDA

April 22, 10 a. m. to 5 p. m.

April 23, 9 a. m. to 3 p. m.

Sheraton Inn - Airport, Madrid Room
1590 Harbor Island Drive
San Diego, California

Call to Order and Introduction of Guests

- | | | |
|----|--|-------------|
| A. | Introduction of New Commissioners | Information |
| B. | Election of Officers | Action |
| C. | Approval of Minutes of January 22, 1976/77 Quarterly
Commission Meeting | Action |
| D. | Budget Report - Status of F. Y. 1976/77 Budget | Information |
| E. | Quarterly Financial Report | Information |
| F. | Proposed Reimbursement Plan - F. Y. 1976/77 | Action |
| G. | Certification of Courses | Action |
| H. | Standards and Training Projects Report | Information |
| | 1. Operation Plan | |
| | 2. Supervisory/Management Course Revision | |
| | 3. Basic Course Revision | |
| | 4. Role Training Integration | |
| I. | Reserve Training Impact | Action |
| J. | Amador County - Compliance Report | Information |
| K. | Merced Irrigation District - Specialized Program Qualification | Action |
| L. | Proposed Regulation and Procedure Changes | Action |
| M. | Conflict of Interest Statement | Action |
| N. | Validation Studies - Progress Report | Action |

- O. Advisory Committee Report Action
 - 1. POST Mission, Goals & Objectives Study
 - 2. Advisory Committee March Meeting
- P. Advisory Committee Appointment Action
- Q. Legislative Report Action
- R. Executive Director Selection Committee Status Report Information
- S. Administrative Counseling Report Information
- T. Commission Meeting Calendar Action
- U. Old/New Business

- V. Next Commission Meeting/Hearing, July 29-30, 1976
- W. Adjournment

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

January 22, 1976
Pasadena, California

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

Commissioners present:

Wesley R. Barrett	- Chairman
Loren W. Enoch	- Vice-Chairman
William J. Anthony	- Commissioner
Floyd O. Barton	- Commissioner
Robert F. Grogan	- Commissioner
Edwin R. McCauley	- Commissioner
Donald F. McIntyre	- Commissioner
Jay R. Stroh	- Commissioner
Herbert E. Ellingwood	- Representative of Attorney General

Absent:

Jack G. Collins - Retired, November 1975

Advisory Committee Representative:

Robert Cress - Peace Officers Research Association

Staff present:

Gene S. Muehleisen	- Executive Director
Dave Allan	- Bureau Chief, Standards and Training
Glen Fine	- Assistant to the Executive Director and Executive Secretary, Advisory Committee
John Davidson	- Special Assistant to the Executive Director
Bradley Koch	- Director, Technical Services
Edward Toothman	- Director, Administration
Gerald Townsend	- Director, Standards and Training
George Williams	- Bureau Chief, Administrative Counseling
Brooks Wilson	- Bureau Chief, Standards and Training
Imogene Kauffman	- Recording Secretary

Visitors:

Jackie Baird	California State University and Colleges
Dorothy Berry	California State University, Long Beach
Robert E. Buckley	Modesto Criminal Justice Training Center
Donald V. Chaney	Orange County Sheriff's Department
Colonel L. O. Giuffrida	California Specialized Training Institute
Bill Martin	South Gate Police Department
Gerald S. Martin	California Specialized Training Institute
Jerry O'Brien	Academy of Defensive Driving
R. M. Phillips	Phillips Driving School
A. A. Pierce	Department of Justice Advanced Training Center
Mike Rice	San Diego Police Department
Nick Roberts	Pasadena Police Department
Palmer Stinson	Alameda Regional Criminal Justice Planning Board
Dr. Charles Smith	American Justice Institute
Howard White	Imperial Valley College

Mayor's Welcome

On behalf of the host, the City of Pasadena, Commissioner McIntyre introduced Mayor M. J. Matthews who welcomed the Commission and visitors to Pasadena.

Approval of Minutes of October 23-24, 1975, quarterly Commission Meeting and Special Meetings on November 20 and December 29, 1975

MOTION by Commissioner McIntyre, seconded by Stroh, motion carried for approval of the above-mentioned minutes with two corrections. The "no" votes of McIntyre, Stroh and Enoch be clarified in the voting of the addition of regulation section 1002(a)(8), page 3 of the October 23 meeting minutes, and the word "inadequate" be changed to "adequate" in the statement by Commissioner McCauley on page 8, next to last line.

1976/77 F. Y. Budget - Progress Report

Mr. Toothman reported on the progress of the POST Budget for F. Y. 1976/77. The action taken by the Department of Finance and the Governor's Office on each Budget Change Proposal is shown on Attachment "A".

The Executive Director reported on Budget Item 39 of the Governor's proposed budget which contained a provision for a direct appropriation to the Department of Justice from the Peace Officer Training Fund in the amount of \$176,045, Attachment "B".

1976/77 Budget Report - cont.

The Executive Director stated that the inclusion of a direct appropriation of this nature was unprecedented in POST history and was said to be a test case by the Department of Finance to determine whether or not the Legislature could make direct appropriations from the Peace Officer Training Fund. An Attorney General's Opinion had been requested as to the legality of the method of appropriation.

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously that all necessary steps be taken to oppose the method of appropriation in Budget Item 39.

Financial Quarterly Report - Status of POTF December 31, 1975

Mr. Toothman presented the "Financial Report - First Half of 1975/76 F. Y." which showed revenue, reimbursements and a breakdown of training costs. The report highlighted the following:

Revenue - First half F. Y. 75/76 \$ 5,694,380

(Comparable figure for previous year was \$6,391,373 which was 11% higher.)

Reimbursements - First half F. Y. 75/76 3,533,915

(Comparable figure for previous year was \$3,713,813 which was 5% higher.)

Revenue and Expenditures for the Second Quarter, F. Y. 1975/76

Reserve, October 1, 1975 291,630

Revenue, Second Quarter 2,733,570

\$ 3,025,200

Administrative Costs \$ 553,568

Aid to Local Government:

Reimbursements 2,031,545

Contracts 381,467

Total Expense - Second Quarter \$ 2,966,580

Reserve, December 31, 1975 58,620

Financial Report - cont.

Mr. Toothman projected that revenue for the full current year will be approximately \$11,000,000; reimbursements will range between \$8,000,000 and \$8,400,000; contracts, \$750,000; administrative costs, \$2,267,353. Total expenditures will be \$11,417,353. Subtraction of the current reserve of \$58,620 would leave a deficit of approximately \$358,733.

In view of these facts, there was concurrence that modified reimbursement plans will be prepared for Commission consideration at the April Commission meeting.

AppealsDeputy George H. Hicks, Los Angeles Sheriff's Department

Mr. Toothman presented the following background:

On September 2, 1975, Deputy George Hicks, Los Angeles Sheriff's Department, was erroneously issued an Intermediate Certificate; therefore, the Certificate was recalled. Upon being advised, Deputy Hicks submitted an additional 6 valid education units. He was, however, still short one education unit.

By January 22, 1976, Deputy Hicks completed 6 years of law enforcement experience, qualifying him for the Intermediate Certificate. However, he desires to appeal to the Commission that his Intermediate Certificate be retroactive to September 1975 to enable him to obtain incentive pay.

Deputy Hicks did not appear.

MOTION by Commissioner Grogan, seconded by McIntyre, motion carried that Deputy Hick's appeal be denied.
(Anthony abstained)

Chowchilla Police Department, Appeal of Rejected Reimbursement Claim

Mr. Townsend stated that Chowchilla had submitted a claim for reimbursement for out-of-pocket expenses incurred for training at Rio Hondo which was not completed due to a back injury incurred while in training. After a recurring injury, the training was completed at Modesto. Chowchilla had appealed for consideration of a waiver of POST Procedure E 4-3 (g) which states, "Reimbursement for training will not be made if trainee does not satisfactorily complete the course."

MOTION by Commissioner Grogan, seconded by Stroh, motion carried (Anthony - No), that this case should be considered an exception and POST Procedure E 4-3 (g) be waived in this instance and the per diem expenses for the incompleated training be honored.

Appeals - cont.

Reimbursement for City of Carson

Mr. Townsned reported that reimbursement had been requested by C. J. Calkins, Director, Community Safety Department, City of Carson, for two employees who attended the 832 P. C. Course at Los Angeles Sheriff's Department. The request was denied as the employees function under P. C. 836.5, depending upon their assignment. It was ascertained that the non-sworn employees participated only in that portion of P. C. 832 dealing with search and seizure and the laws of arrest.

MOTION by Commissioner Barton, seconded by McIntyre, motion carried (Grogan - No), to honor the request for reimbursement for the P. C. 832 training for the two City of Carson employees.

<u>Certification of Courses</u>	<u>Category - Title</u>	<u>Reimburse. Plan</u>	<u>Hours</u>
1. California Fire Service Academy	Technical Course - Fire Investigation I, II, & III	III	36

MOTION by Commissioner Barton, seconded by McCauley, carried unanimously for approval of these three arson investigation courses certified under Plan III with a tuition of \$35.

2. American Justice Institute	Exec. Devel. Seminar - "Role Performance & the Criminal Justice System"	III	24
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MOTION by Commissioner McCauley, seconded by Barton, carried unanimously to certify the American Justice Institute to present the topic specific Executive Development Seminar "Role Performance and the Criminal Justice System" in an intensive 24-hour format statewide with an initial offering tuition of \$152 and subsequent presentations at a tuition of \$113 under Plan III.

3. LOSS Prevention, Inc.	Technical Course - "Crime Prevention Institute"	III	80
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MOTION by Commissioner Stroh, seconded by McCauley, carried unanimously that the California Crime Prevention Institute be certified to LOSS Prevention, Inc., under Plan III for a period of one year, and that during this time five presentations will be made, each accommodating 30 students. The total budget to be \$5,454 with a tuition cost of \$215.

Certification of Courses - cont.Certification Modifications

	<u>Category - Title</u>	<u>Reimbursement</u>	
		<u>Plan</u>	<u>Hours</u>
4. State Specialized Law Enforcement Training Academy	P. C. 832, Arrest and Firearms	IV	40

MOTION by Commissioner Barton, seconded by Stroh, carried unanimously for approval to convert this course from non-reimbursable to reimbursable under Plan IV.

5. Dept. of Justice	Specialized Surveillance Equipment	IV	40
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MOTION by Commissioner Stroh, seconded by McIntyre, carried unanimously for approval to be granted for an increase in course hours from 24 to 40.

Decertifications

Mr. Townsend stated that the Napa College Advisory Committee had requested decertification of the following courses:

6. Napa College	Technical Course - "Auto Theft Investigation"
7. Napa College	Technical Course - "Advanced Narcotics and Drugs"
8. Napa College	Technical Course - "Techniques of Scientific Investigation"
9. Napa College	Supervisory Course

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously for decertification, effective January 22, 1976, of the above-listed courses at Napa College.

Continuing Certification

10. Specified Training Institutions	Seminars and Special Courses
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MOTION by Commissioner McIntyre, seconded by Anthony, carried unanimously for approval of continued certification for seminars and special courses as shown on Attachment "C".

Certification of Courses - cont.

<u>Policy Considerations</u>	<u>Category - Title</u>	<u>Reimbursement Plan</u>	<u>Hours</u>
11. Department of Justice	Narcotics Investigation and Narcotics Investigation for Patrolmen	IV	80/20

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously for approval of the following two staff recommendations:

That the Commission approve an interagency agreement between POST and the Department of Justice for instructional costs on two narcotics courses in the amount of \$82,089 and \$33,348 respectively, subject to stipulated conditions as follows:

1. That the interagency agreement between DOJ and POST shall be considered only a one-year continuation of previous agreements, with no commitment for continuing beyond 1976-77 Fiscal Year.
2. That the Department of Justice coordinate with POST staff the location of presentations for the Narcotic Investigation for Patrolmen in advance of presentations.
3. That the Department of Justice provide POST, on a quarterly basis, an accounting of actual instructional costs incurred.
4. That the Peace Officers Training Fund in this agreement be used only for the training of agencies in the POST reimbursement program.
5. That the Department of Justice adhere to the below minimum and maximum number of students from reimbursable agencies:

	<u>Hours</u>	<u>Presentations</u>	<u>Minimum Students</u>	<u>Maximum Students</u>
Narcotics Investigation	80	10	15	20
Narcotics Investigation for Patrolmen	20	20	20	35

6. Any unused funds revert to the Peace Officers Training Fund.

Further, that the Narcotic Investigation and Narcotic Investigation for Patrolmen Courses continue to be certified to the Department of Justice for Fiscal Year 1976/77.

January 22, 1976

Certification of Courses - cont.

<u>Policy Considerations</u>	<u>Category - Title</u>	<u>Reimbursement Plan</u>	<u>Hours</u>
12. California Specialized Training Institute	Interagency Agreement - Civil Emergency Management Course and Officer Survival Course	IV	47

MOTION by Commissioner Anthony, seconded by Stroh, motion carried (McCauley - No), to fund the California Specialized Training Institute to the level not to exceed \$411,928; if at all possible the Institute Director will keep participation at the level of \$350,000 and hold the remainder of \$61,928 in a reserve account for use if necessary. If the Director is able to obtain the \$61,928 from other sources, he will do it. The following four recommendations were approved in this motion:

1. Approve an interagency agreement in the amount of \$411,928 for the Fiscal Year 76/77 for the provision of not less than 40 instructional weeks in courses based on needs as determined by the Commission and CSTI.
2. This agreement is to be regarded as a one-year arrangement subject to evaluation of continuing needs and the availability of alternate funds.
3. The exact composition of the 40 instructional weeks will be determined after evaluation of four presentations of the School Security Course to be offered in Fiscal Year 75/76.
4. Approval is for the purpose of insuring continuation of programs at CSTI through F. Y. 76/77, which will allow them to develop alternate funding sources or appropriate tuitions in succeeding years.

MOTION by Commissioner Grogan, seconded by Stroh, motion unanimously carried for approval of the staff recommendation that the California Specialized Training Institute be certified for four presentations of the "School Security Course", Reimbursement Plan IV, intensive format, maximum enrollment - 50 students.

13. Redistribution of Driver Training Quota

Requests to increase driver training quotas by 500 additional students were presented by Mr. Robert Phillips of Phillips Driving School and Mr. Jerry O'Brien of Academy of Defensive Driving.

Certification of Courses - cont.

Redistribution of Driver Training Quota

MOTION by Commissioner McCauley, seconded by Anthony, carried unanimously for approval of the staff recommendation for the reallocation of 100 trainees from the CHP to the other tuition-charging driver training institutions on an equal basis, effective 12/10/75.

Amador County Eligibility for Reimbursement

Mr. Townsend reported that the Amador County Sheriff's Office is not meeting the requirement in conducting background investigations. Numerous efforts by staff to assist in obtaining compliance have been unsuccessful.

MOTION by Commissioner Anthony, seconded by Grogan, carried unanimously for approval of the motion as amended by Stroh, that the Amador County Sheriff's Department be temporarily suspended from the POST program until compliance with POST standards is verified. If compliance is not made before March 1, 1976, the Department will be formally removed from the program. Further, if at the April Commission meeting, compliance can be verified, the Department will be reinstated, retro-active to March 1, 1976.

Standards and Training Operation Plan - Progress Report

Mr. Townsend reported that the exploratory phase of the Standards and Training Operation Plan had been completed. The statewide questionnaire had been pre-tested and was available for administration within the time schedule. He also reported that processing had been arranged through the Bureau of Criminal Statistics in the Department of Justice without charge to the Commission.

Dr. Bruce Olson provided assistance to develop the final questionnaire. Several important subject areas will be addressed, such as:

1. Training needs based on geographical location, size of agency and users of particular academies.
2. Opinions concerning the time requirement for advanced officer training based on geographical location, size of agency and use of particular academies.
3. Opinions concerning preferred use of the Peace Officer Training Fund.

Standards and Training Operation Plan - continued

The final report addressing all objectives and subject areas of the project will be presented at the July Commission meeting.

Advisory Committee Report

Advisory Committee Chairman Bob Cress reported the Committee had completed the review of the Administrative Counseling service at the December 11-12, 1975, meeting and desired to present the following three findings to the Commission:

1. The Advisory Committee supports in principle administrative counseling service for law enforcement.
2. The Advisory Committee recommends that the Commission continue to provide an avenue to allow the use of special outside expertise to assist staff when needed in conducting specialized aspects of a survey.
3. The Advisory Committee requests consideration of the proposal that any special surveys requiring more than 30 consultant working days for completion would have to be approved by the Commission.

Item number 3 was discussed, and following discussion the following action was taken:

MOTION by Commissioner Ellingwood, seconded by Grogan, carried unanimously that the Commission will be notified of any special surveys requiring more than 30 consultant working days.

Mr. Cress presented for discussion the following two items which had been adopted by the Advisory Committee:

- By motion, the Committee recommends that the Commission critically review its current involvement in the revocation for cause of professional certificates. Though no specific recommendation for change was made, the Committee's intent in its motion was for a reassessment of the desirability of engaging in the process of revocation for cause.

Chairman Barrett advised that the recommendation had been duly received by the Commission.

- By consensus, the Committee wishes to advise the Commission that it has reviewed the proposal by Sheriff Ben Clark, Riverside

Advisory Committee Report - continued

County, for the formation of a new advisory committee and has concluded that the present Advisory Committee can capably fulfill the role described by Sheriff Clark in his proposal.

There was Commission concurrence.

Advisory Committee Membership Considerations

Following discussion, the following action was taken on the recommendations which were presented at the Commission meeting in October 1975:

1. Place the appointment cycle of Advisory Committee members on a September to September basis in conformance with Commission appointments.

(See action following recommendation 3, below.)

2. The election of Chairman and Vice-Chairman be held at the last scheduled meeting of each calendar year.

MOTION by Commissioner McCauley, seconded by Anthony, carried unanimously that the election of Chairman and Vice-Chairman shall be held at the last scheduled meeting of each year.

3. The term of appointment of members be a normal three years for all members, but the member should always serve at the pleasure of the Commission.

MOTION by Commissioner Ellingwood, seconded by Stroh, carried unanimously to combine recommendations 1 and 3 as follows:

That the appointment cycle of Advisory Committee members be on a September to September basis in conformance with Commission appointments on a three-year staggered term for all members, but the member should always serve at the pleasure of the Commission.

4. A member's absence from two consecutive regularly scheduled meetings should result in formal review of the member's status, and consideration of removal from the Advisory Committee.

Advisory Committee Membership Considerations - continued

MOTION by Commissioner Stroh, seconded by Anthony, carried unanimously that a member's absence from two consecutive regularly scheduled meetings shall result in formal review by the Commission of the member's status, for consideration of removal from the Advisory Committee.

5. Where appropriate, a member's service should be reviewed annually with the association or group represented.

MOTION by Commissioner Ellingwood, seconded by Anthony carried unanimously that where appropriate, a member's service shall be reviewed annually by the Commission with the association or group represented.

6. A member be allowed to send an alternate to represent him at a meeting, but with no expenses paid by POST and no transfer of voting privileges.

MOTION by Commissioner Stroh, seconded by Grogan, carried unanimously that a member shall not be allowed to send an alternate to represent him at a meeting.

7. The student position be reclassified as a general public representative.

MOTION by Commissioner Stroh, seconded by Ellingwood carried unanimously that the student position shall not be reclassified as a general public representative.

8. The vacant four-year college position be deleted and a fourth public member be substituted.

MOTION by Commissioner McCauley, seconded by Barton, carried unanimously that the vacant four-year college position shall be deleted and a fourth public member be substituted.

9. Appointments to the Advisory Committee be formally approved by the Commission, after recommendations are solicited from the organization to be represented.

MOTICN by Commissioner Ellingwood, seconded by Anthony, carried unanimously that appointments to the Advisory Committee shall be solicited by the Commission Chairman from appropriate organizations to be submitted to the Commission for approval.

Advisory Committee Membership Considerations - continued

10. The formal review of member's service and status indicated in recommendations 4 and 5 be made on behalf of POST by the Commission.

MOTION by Commissioner Anthony, seconded by Barton, carried unanimously for approval of this recommendation, as incorporated in recommendations 4 and 5.

Legislative Report

John Davidson presented the legislative report. There was discussion and Commission action on the following two bills:

AB 1127 - Would provide specific qualifications and training requirements for reserves.

MOTION by Commissioner Ellingwood, seconded by Grogan, carried unanimously that the Commission take no position at this time and that the decision of a Commission position be put over until the next Commission meeting, as had been recommended in the discussion.

SB 1232 - Proposes that the Bay Area Rapid Transit District should employ a "police department" rather than a "security force" thereby making the District "a District" as defined in Section 13507 of the Penal Code and eligible for reimbursement of training costs from the Peace Officer Training Fund.

MOTION by Commissioner Barton, seconded by McIntyre, carried unanimously for approval of the staff recommendation that the Commission adopt a neutral position on the current legislation removing the "security force" label from BART police and permitting them to enter the regular program.

Old/New Business

The 1976 Commission Meeting calendar was approved as presented. Meetings will be as follows:

April 22-23, July 29-30, and November 4-5. No special meetings are scheduled at this time.

Commissioner Anthony requested the minutes of the Problem Solving Seminar, held in Burlingame November 17, 18 and 19, be reviewed. It was suggested that more control should be exercised in the publication of minutes of a POST-sponsored seminar. The Executive Director responded that this would be done.


Next Commission Meeting

The next Commission meeting is scheduled for April 22-23. The exact location will be at the call of the Chairman.

Adjournment

There being no further agenda business, the general session was adjourned at 5 p. m. The Chairman then called an Executive Session for purposes of discussion of personnel issues.

Respectfully submitted,


GENE S. MUEHLEISEN

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title POST Budget 1976-77 Fiscal Year - Progress Report		Meeting Date January 22-23, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>Gene S. Muehlen</i>	Date of Approval 1-8-76	Date of Report January 6, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

Since the Commission Meeting of October 23-24, 1975, the following actions on the POST 1976-77 Budget have occurred.

Budget Change Proposal No. 1

Standards and Training Division originally requested two additional consultants and one support position.

Department of Finance recommended approval of one consultant position.
Governor's Office approved.

\$ 29,811

Budget Change Proposal No. 2

Technical Services Division originally requested one additional consultant and one support position to create Publication Management Unit.

Department of Finance did not recommend approval.
Governor's Office did not approve.

Budget Change Proposal No. 3

Technical Services Division requested one analyst position.

Department of Finance recommended approval.
Governor's Office approved.

\$ 18,676

Budget Change Proposal No. 4

Request an increase of allocations from base line of \$13,865 to \$29,925 for cost of printing publications which would permit POST to expand program of publishing research documents, manuals, project reports, studies and training material.

Department of Finance did not recommend approval.
Governor's Office did not approve.

Budget Change Proposal No. 5

Request increase of allocation from base line of \$3, 040 to \$14, 406 for the training of POST personnel.

Department of Finance did not recommend approval.

Governor's Office did not approve.

Budget Change Proposal No. 6

Request by POST to increase allocation to satisfy required pro rata expenses (State-wide Allocation Plan) and the Department of Justice Plan of Financial Adjustment.

Department of Finance recommended increase of 1976-77 allotment.

Governor's Office approved.

\$ 71, 290

Department of Justice Advanced Training Center

As shown in the Governor's Budget, revised as of December 26, 1975, the Department of Finance, by unilateral action, allocated \$176, 045 to the Department of Justice Advanced Training Center from the Peace Officer Training Fund. Of the \$176, 045 allocated, \$115, 437 is for the continuation of Narcotics Training and \$60, 608 for training in the Organized Crime Program.

Summary of POST 1976-77 Budget Requests as Approved for Governor's Budget

Standards and Training Division

One Law Enforcement Consultant II \$ 29, 811

Technical Services Division

One Staff Analyst 18, 676

Administration

Pro rata charges 71, 290

Total Amount of POST Budget Increase - \$119, 777

Department of Justice Advanced Training Center - 176, 045

Total - \$295, 822

1 Item	Amount
2 (h) Amount payable from Motor Ve-	
3 hicle Account, State Transporta-	
4 tion Fund (Item 40)	-5,393,378
5 37—For support of the Department of Justice, to be	
6 transferred to, and in augmentation of, Item 36,	
7 payable from fingerprint fees deposited in the	
8 General Fund pursuant to subdivision (c) of Sec-	
9 tion 11105 of the Penal Code	2,435,112
10 38—For support of the Department of Justice, to be	
11 transferred to, and in augmentation of, Item 36,	
12 payable from the Attorney General Antitrust Ac-	
13 count, General Fund	1,290,705
14 39—For expenditure by the Department of Justice for	
15 law enforcement personnel training, notwith-	
16 standing the provisions of Section 13520 of the	
17 Penal Code, to be transferred to and in augmenta-	
18 tion of Item 36, payable from the Peace Officer's	
19 Training Fund	176,045
20 provided that this appropriation shall be in addi-	
21 tion to appropriations made in this act for expend-	
22 iture by the Commission on Peace Officer	
23 Standards and Training.	
24 40—For support of Department of Justice, to be trans-	
25 ferred to and in augmentation of Item 36, payable	
26 from the Motor Vehicle Account, State Transporta-	
27 tion Fund	5,393,378
28 Schedule:	
29 (a) Data processing	4,633,941
30 (b) Uniform Blood Alcohol Program	759,437
31 41—For support of Commission on Peace Officer	
32 Standards and Training, payable from the Peace	
33 Officers' Training Fund	2,276,917
34 Schedule:	
35 (a) Personal services	1,632,976
36 (b) Operating expenses and equip-	
37 ment	643,941
38 42—For allocation to cities, counties, and cities and	
39 counties, pursuant to Section 13523 of the Penal	
40 Code, and for payment of contracts pursuant to	
41 Section 13503(c) of the Penal Code, Commission	
42 on Peace Officer Standards and Training, payable	
43 from the Peace Officers' Training Fund	9,152,392
44 43—For support of the Office of Criminal Justice Plan-	
45 ning	141,945
46 Schedule:	
47 (a) Personal services	777,312

AGENDA ITEM SUMMARY SHEET

Agenda Item Title AUTOMATIC COURSE CERTIFICATION REVIEW		Meeting Date January 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Ronald T. Allen
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-7-76	Date of Report January 7, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES; BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND

The Automatic Certification Review Schedule adopted by the Commission at the April 1975 meeting required that Seminars and Special Courses be reviewed and a report be made at the January 1976 Commission Meeting.

ANALYSIS

Each of the courses in the "Seminar" and "Special Course" category has been reviewed by the Area Consultant. Courses with recommendations for modification or decertification will be identified by individual memos.

RECOMMENDATION

Continue certification for each of the following for a period of two (2) years:

Middle Management Seminar

CSU, Humboldt	526-350	Management Control
CSU, Humboldt	526-351	Small Agency Management Methods
CSU, Long Beach	527-350	Management by Objectives/ Stress Problem Solving
Los Angeles Police Dept.	185-350	Team Management

Executive Development Seminar

CSU, Humboldt	526-450	Communication Problems
CSU, Humboldt	526-451	Planning Process
Golden Gate University	550-450	Planning
UC, Santa Cruz	650-450	*
USC, Center for Trng.	682-451	Change Agent
USC, Center for Trng.	682-452	Organizational Development
USC, Center for Trng.	682-453	Personal Growth
USC, Center for Trng.	682-454	City Manager-Police Chief Seminar

*Action to be taken at April 1976 Commission Meeting

Utilize reverse side if needed

Special Courses

American River College	302-780	PC 832
Bakersfield College	310-780	PC 832
Berkeley Adult School	909-780	PC 832
Cabrillo College	320-780	PC 832
Canada College	321-780	PC 832
Central Coast Counties Police Academy	365-780	PC 832
Chabot College	324-780	PC 832
Chaffey College	325-780	PC 832
Contra Costa Co. Sheriff's	137-780	PC 832
Cuesta College	332-780	PC 832
Desert, College of the	341-780	PC 832
El Camino College	349-780	PC 832
Feather River College	350-780	PC 832
FBI, Los Angeles	967-780	PC 832
FBI, Sacramento	968-780	PC 832
FBI, San Diego	969-780	PC 832
FBI, San Francisco	970-780	PC 832
Fresno City College	355-780	PC 832
Fullerton College	356-780	PC 832
Golden West College	367-780	PC 832
Allan Hancock College	301-780	PC 832
Hartnell College	375-780	PC 832
Imperial Valley College	380-780	PC 832
Lassen College	391-780	PC 832
Long Beach Police Department	178-780	PC 832
Los Angeles City College	393-780	PC 832
Los Angeles Co. Sheriff's	182-780	PC 832
Los Angeles Police Department	185-780	PC 832
Los Medanos College	400-780	PC 832
Marin, College of	405-780	PC 832
Mendocino Community College	414-780	PC 832
Merced College	406-780	PC 832
Merritt College	407-780	PC 832
Modesto Reg. Crim. Jus. Trng.	192-780	PC 832
Monterey Peninsula College	410-780	PC 832
Napa College	420-780	PC 832
NCCJTES, Butte Center	295-780	PC 832
NCCJTES, Redwoods Center	296-780	PC 832
NCCJTES, Sacramento Center	297-780	PC 832
NCCJTES, Santa Rosa Center	298-780	PC 832
Oakland Police Department	201-780	PC 832
Ohlone College	425-780	PC 832
Orange Co. Sheriff's Dept.	206-780	PC 832
Palos Verdes College	431-780	PC 832
Pasadena City College	432-780	PC 832
Reedley College	440-780	PC 832
Rio Hondo College	441-780	PC 832
Riverside City College	442-780	PC 832
Sacramento LE Trng. Center	230-780	PC 832
Saddleback College	448-780	PC 832
San Bernardino Co. Sheriff's	233-780	PC 832
San Diego Police Department	240-780	PC 832

Special Courses (Continued)

San Francisco Police Department	242-780	PC 832
San Joaquin Delta College	455-780	PC 832
San Mateo, College of	457-780	PC 832
Santa Barbara City College	459-780	PC 832
Santa Clara Vly. Crim. Jus. Trng.	254-780	PC 832
Sequoias, College of	462-780	PC 832
Shasta College	463-780	PC 832
Siskiyou, College of the	465-780	PC 832
Solano College	467-780	PC 832
Southern Pacific Trans. Police Department	995-780	PC 832
Southwestern College	468-780	PC 832
State Spec. LE Reg. Academy	272-780	PC 832
Ventura College	480-780	PC 832
West Hills College	485-780	PC 832
Yuba College	490-780	PC 832
Calif. Spec. Trng. Institute	956-780	PC 832
Los Angeles International Airport	980-781	PC 832.1
San Francisco Police Department	242-781	PC 832.1

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

January 22, 1976
Pasadena, California

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

Commissioners present:

Wesley R. Barrett	- Chairman
Loren W. Enoch	- Vice-Chairman
William J. Anthony	- Commissioner
Floyd O. Barton	- Commissioner
Robert F. Grogan	- Commissioner
Edwin R. McCauley	- Commissioner
Donald F. McIntyre	- Commissioner
Jay R. Stroh	- Commissioner
Herbert E. Ellingwood	- Representative of Attorney General

Absent:

Jack G. Collins - Retired, November 1975

Advisory Committee Representative:

Robert Cress - Peace Officers Research Association

Staff present:

Gene S. Muehleisen	- Executive Director
Dave Allan	- Bureau Chief, Standards and Training
Glen Fine	- Assistant to the Executive Director and Executive Secretary, Advisory Committee
John Davidson	- Special Assistant to the Executive Director
Bradley Koch	- Director, Technical Services
Edward Toothman	- Director, Administration
Gerald Townsend	- Director, Standards and Training
George Williams	- Bureau Chief, Administrative Counseling
Brooks Wilson	- Bureau Chief, Standards and Training
Imogene Kauffman	- Recording Secretary

Visitors:

Jackie Baird	California State University and Colleges
Dorothy Berry	California State University, Long Beach
Robert E. Buckley	Modesto Criminal Justice Training Center
Donald V. Chaney	Orange County Sheriff's Department
Colonel L. O. Giuffrida	California Specialized Training Institute
Bill Martin	South Gate Police Department
Gerald S. Martin	California Specialized Training Institute
Jerry O'Brien	Academy of Defensive Driving
R. M. Phillips	Phillips Driving School
A. A. Pierce	Department of Justice Advanced Training Center
Mike Rice	San Diego Police Department
Nick Roberts	Pasadena Police Department
Palmer Stinson	Alameda Regional Criminal Justice Planning Board
Dr. Charles Smith	American Justice Institute
Howard White	Imperial Valley College

Mayor's Welcome

On behalf of the host, the City of Pasadena, Commissioner McIntyre introduced Mayor M. J. Matthews who welcomed the Commission and visitors to Pasadena.

Approval of Minutes of October 23-24, 1975, quarterly Commission Meeting and Special Meetings on November 20 and December 29, 1975

MOTION by Commissioner McIntyre, seconded by Stroh, motion carried for approval of the above-mentioned minutes with two corrections. The "no" votes of McIntyre, Stroh and Enoch be clarified in the voting of the addition of regulation section 1002(a)(8), page 3 of the October 23 meeting minutes, and the word "inadequate" be changed to "adequate" in the statement by Commissioner McCauley on page 8, next to last line.

1976/77 F. Y. Budget - Progress Report

Mr. Toothman reported on the progress of the POST Budget for F. Y. 1976/77. The action taken by the Department of Finance and the Governor's Office on each Budget Change Proposal is shown on Attachment "A".

The Executive Director reported on Budget Item 39 of the Governor's proposed budget which contained a provision for a direct appropriation to the Department of Justice from the Peace Officer Training Fund in the amount of \$176,045, Attachment "B".

1976/77 Budget Report - cont.

The Executive Director stated that the inclusion of a direct appropriation of this nature was unprecedented in POST history and was said to be a test case by the Department of Finance to determine whether or not the Legislature could make direct appropriations from the Peace Officer Training Fund. An Attorney General's Opinion had been requested as to the legality of the method of appropriation.

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously that all necessary steps be taken to oppose the method of appropriation in Budget Item 39.

Financial Quarterly Report - Status of POTF December 31, 1975

Mr. Toothman presented the "Financial Report - First Half of 1975/76 F. Y." which showed revenue, reimbursements and a breakdown of training costs. The report highlighted the following:

Revenue - First half F. Y. 75/76 \$ 5,694,380

(Comparable figure for previous year was \$6,391,373 which was 11% higher.)

Reimbursements - First half F. Y. 75/76 3,533,915

(Comparable figure for previous year was \$3,713,813 which was 5% higher.)

Revenue and Expenditures for the Second Quarter, F. Y. 1975/76

Reserve, October 1, 1975 291,630

Revenue, Second Quarter 2,733,570

\$ 3,025,200

Administrative Costs \$ 553,568

Aid to Local Government:

Reimbursements 2,031,545

Contracts 381,467

Total Expense - Second Quarter \$ 2,966,580

Reserve, December 31, 1975 58,620

Financial Report - cont.

Mr. Toothman projected that revenue for the full current year will be approximately \$11,000,000; reimbursements will range between \$8,000,000 and \$8,400,000; contracts, \$750,000; administrative costs, \$2,267,353. Total expenditures will be \$11,417,353. Subtraction of the current reserve of \$58,620 would leave a deficit of approximately \$358,733.

In view of these facts, there was concurrence that modified reimbursement plans will be prepared for Commission consideration at the April Commission meeting.

AppealsDeputy George H. Hicks, Los Angeles Sheriff's Department

Mr. Toothman presented the following background:

On September 2, 1975, Deputy George Hicks, Los Angeles Sheriff's Department, was erroneously issued an Intermediate Certificate; therefore, the Certificate was recalled. Upon being advised, Deputy Hicks submitted an additional 6 valid education units. He was, however, still short one education unit.

By January 22, 1976, Deputy Hicks completed 6 years of law enforcement experience, qualifying him for the Intermediate Certificate. However, he desires to appeal to the Commission that his Intermediate Certificate be retroactive to September 1975 to enable him to obtain incentive pay.

Deputy Hicks did not appear.

MOTION by Commissioner Grogan, seconded by McIntyre, motion carried that Deputy Hick's appeal be denied.
(Anthony abstained)

Chowchilla Police Department, Appeal of Rejected Reimbursement Claim

Mr. Townsend stated that Chowchilla had submitted a claim for reimbursement for out-of-pocket expenses incurred for training at Rio Hondo which was not completed due to a back injury incurred while in training. After a recurring injury, the training was completed at Modesto. Chowchilla had appealed for consideration of a waiver of POST Procedure E 4-3 (g) which states, "Reimbursement for training will not be made if trainee does not satisfactorily complete the course."

MOTION by Commissioner Grogan, seconded by Stroh, motion carried (Anthony - No), that this case should be considered an exception and POST Procedure E 4-3 (g) be waived in this instance and the per diem expenses for the incompleated training be honored.

Appeals - cont.

Reimbursement for City of Carson

Mr. Townsned reported that reimbursement had been requested by C. J. Calkins, Director, Community Safety Department, City of Carson, for two employees who attended the 832 P. C. Course at Los Angeles Sheriff's Department. The request was denied as the employees function under P. C. 836.5, depending upon their assignment. It was ascertained that the non-sworn employees participated only in that portion of P. C. 832 dealing with search and seizure and the laws of arrest.

MOTION by Commissioner Barton, seconded by McIntyre, motion carried (Grogan - No), to honor the request for reimbursement for the P. C. 832 training for the two City of Carson employees.

<u>Certification of Courses</u>	<u>Category - Title</u>	<u>Reimburse. Plan</u>	<u>Hours</u>
1. California Fire Service Academy	Technical Course - Fire Investigation I, II, & III	III	36

MOTION by Commissioner Barton, seconded by McCauley, carried unanimously for approval of these three arson investigation courses certified under Plan III with a tuition of \$35.

2. American Justice Institute	Exec. Devel. Seminar - "Role Performance & the Criminal Justice System"	III	24
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MOTION by Commissioner McCauley, seconded by Barton, carried unanimously to certify the American Justice Institute to present the topic specific Executive Development Seminar "Role Performance and the Criminal Justice System" in an intensive 24-hour format statewide with an initial offering tuition of \$152 and subsequent presentations at a tuition of \$113 under Plan III.

3. LOSS Prevention, Inc.	Technical Course - "Crime Prevention Institute"	III	80
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MOTION by Commissioner Stroh, seconded by McCauley, carried unanimously that the California Crime Prevention Institute be certified to LOSS Prevention, Inc., under Plan III for a period of one year, and that during this time five presentations will be made, each accommodating 30 students. The total budget to be \$5,454 with a tuition cost of \$215.

Certification of Courses - cont.Certification Modifications

	<u>Category - Title</u>	<u>Reimbursement</u>	
		<u>Plan</u>	<u>Hours</u>
4. State Specialized Law Enforcement Training Academy	P.C. 832, Arrest and Firearms	IV	40

MOTION by Commissioner Barton, seconded by Stroh, carried unanimously for approval to convert this course from non-reimbursable to reimbursable under Plan IV.

5. Dept. of Justice	Specialized Surveillance Equipment	IV	40
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MOTION by Commissioner Stroh, seconded by McIntyre, carried unanimously for approval to be granted for an increase in course hours from 24 to 40.

Decertifications

Mr. Townsend stated that the Napa College Advisory Committee had requested decertification of the following courses:

- | | |
|-----------------|---|
| 6. Napa College | Technical Course - "Auto Theft Investigation" |
| 7. Napa College | Technical Course - "Advanced Narcotics and Drugs" |
| 8. Napa College | Technical Course - "Techniques of Scientific Investigation" |
| 9. Napa College | Supervisory Course |

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously for decertification, effective January 22, 1976, of the above-listed courses at Napa College.

Continuing Certification

- | | |
|-------------------------------------|------------------------------|
| 10. Specified Training Institutions | Seminars and Special Courses |
|-------------------------------------|------------------------------|

MOTION by Commissioner McIntyre, seconded by Anthony, carried unanimously for approval of continued certification for seminars and special courses as shown on Attachment "C".

Certification of Courses - cont.

<u>Policy Considerations</u>	<u>Category - Title</u>	<u>Reimbursement Plan</u>	<u>Hours</u>
11. Department of Justice	Narcotics Investigation and Narcotics Investigation for Patrolmen	IV	80/20

MOTION by Commissioner Grogan, seconded by McIntyre, carried unanimously for approval of the following two staff recommendations:

That the Commission approve an interagency agreement between POST and the Department of Justice for instructional costs on two narcotics courses in the amount of \$82,089 and \$33,348 respectively, subject to stipulated conditions as follows:

1. That the interagency agreement between DOJ and POST shall be considered only a one-year continuation of previous agreements, with no commitment for continuing beyond 1976-77 Fiscal Year.
2. That the Department of Justice coordinate with POST staff the location of presentations for the Narcotic Investigation for Patrolmen in advance of presentations.
3. That the Department of Justice provide POST, on a quarterly basis, an accounting of actual instructional costs incurred.
4. That the Peace Officers Training Fund in this agreement be used only for the training of agencies in the POST reimbursement program.
5. That the Department of Justice adhere to the below minimum and maximum number of students from reimbursable agencies:

	<u>Hours</u>	<u>Presentations</u>	<u>Minimum Students</u>	<u>Maximum Students</u>
Narcotics Investigation	80	10	15	20
Narcotics Investigation for Patrolmen	20	20	20	35

6. Any unused funds revert to the Peace Officers Training Fund.

Further, that the Narcotic Investigation and Narcotic Investigation for Patrolmen Courses continue to be certified to the Department of Justice for Fiscal Year 1976/77.

Certification of Courses - cont.

<u>Policy Considerations</u>	<u>Category - Title</u>	<u>Reimbursement Plan</u>	<u>Hours</u>
12. California Specialized Training Institute	Interagency Agreement - Civil Emergency Management Course and Officer Survival Course	IV	47

MOTION by Commissioner Anthony, seconded by Stroh, motion carried (McCauley - No), to fund the California Specialized Training Institute to the level not to exceed \$411,928; if at all possible the Institute Director will keep participation at the level of \$350,000 and hold the remainder of \$61,928 in a reserve account for use if necessary. If the Director is able to obtain the \$61,928 from other sources, he will do it. The following four recommendations were approved in this motion:

1. Approve an interagency agreement in the amount of \$411,928 for the Fiscal Year 76/77 for the provision of not less than 40 instructional weeks in courses based on needs as determined by the Commission and CSTI.
2. This agreement is to be regarded as a one-year arrangement subject to evaluation of continuing needs and the availability of alternate funds.
3. The exact composition of the 40 instructional weeks will be determined after evaluation of four presentations of the School Security Course to be offered in Fiscal Year 75/76.
4. Approval is for the purpose of insuring continuation of programs at CSTI through F. Y. 76/77, which will allow them to develop alternate funding sources or appropriate tuitions in succeeding years.

MOTION by Commissioner Grogan, seconded by Stroh, motion unanimously carried for approval of the staff recommendation that the California Specialized Training Institute be certified for four presentations of the "School Security Course", Reimbursement Plan IV, intensive format, maximum enrollment - 50 students.

13. Redistribution of Driver Training Quota

Requests to increase driver training quotas by 500 additional students were presented by Mr. Robert Phillips of Phillips Driving School and Mr. Jerry O'Brien of Academy of Defensive Driving.

Certification of Courses - cont.

Redistribution of Driver Training Quota

MOTION by Commissioner McCauley, seconded by Anthony, carried unanimously for approval of the staff recommendation for the reallocation of 100 trainees from the CHP to the other tuition-charging driver training institutions on an equal basis, effective 12/10/75.

Amador County Eligibility for Reimbursement

Mr. Townsend reported that the Amador County Sheriff's Office is not meeting the requirement in conducting background investigations. Numerous efforts by staff to assist in obtaining compliance have been unsuccessful.

MOTION by Commissioner Anthony, seconded by Grogan, carried unanimously for approval of the motion as amended by Stroh, that the Amador County Sheriff's Department be temporarily suspended from the POST program until compliance with POST standards is verified. If compliance is not made before March 1, 1976, the Department will be formally removed from the program. Further, if at the April Commission meeting, compliance can be verified, the Department will be reinstated, retro-active to March 1, 1976.

Standards and Training Operation Plan - Progress Report

Mr. Townsend reported that the exploratory phase of the Standards and Training Operation Plan had been completed. The statewide questionnaire had been pre-tested and was available for administration within the time schedule. He also reported that processing had been arranged through the Bureau of Criminal Statistics in the Department of Justice without charge to the Commission.

Dr. Bruce Olson provided assistance to develop the final questionnaire. Several important subject areas will be addressed, such as:

1. Training needs based on geographical location, size of agency and users of particular academies.
2. Opinions concerning the time requirement for advanced officer training based on geographical location, size of agency and use of particular academies.
3. Opinions concerning preferred use of the Peace Officer Training Fund.

Standards and Training Operation Plan - continued

The final report addressing all objectives and subject areas of the project will be presented at the July Commission meeting.

Advisory Committee Report

Advisory Committee Chairman Bob Cress reported the Committee had completed the review of the Administrative Counseling service at the December 11-12, 1975, meeting and desired to present the following three findings to the Commission:

1. The Advisory Committee supports in principle administrative counseling service for law enforcement.
2. The Advisory Committee recommends that the Commission continue to provide an avenue to allow the use of special outside expertise to assist staff when needed in conducting specialized aspects of a survey.
3. The Advisory Committee requests consideration of the proposal that any special surveys requiring more than 30 consultant working days for completion would have to be approved by the Commission.

Item number 3 was discussed, and following discussion the following action was taken:

MOTION by Commissioner Ellingwood, seconded by Grogan, carried unanimously that the Commission will be notified of any special surveys requiring more than 30 consultant working days.

Mr. Cress presented for discussion the following two items which had been adopted by the Advisory Committee:

- By motion, the Committee recommends that the Commission critically review its current involvement in the revocation for cause of professional certificates. Though no specific recommendation for change was made, the Committee's intent in its motion was for a reassessment of the desirability of engaging in the process of revocation for cause.

Chairman Barrett advised that the recommendation had been duly received by the Commission.

- By consensus, the Committee wishes to advise the Commission that it has reviewed the proposal by Sheriff Ben Clark, Riverside

Advisory Committee Report - continued

County, for the formation of a new advisory committee and has concluded that the present Advisory Committee can capably fulfill the role described by Sheriff Clark in his proposal

There was Commission concurrence.

Advisory Committee Membership Considerations

Following discussion, the following action was taken on the recommendations which were presented at the Commission meeting in October 1975:

1. Place the appointment cycle of Advisory Committee members on a September to September basis in conformance with Commission appointments.

(See action following recommendation 3, below.)

2. The election of Chairman and Vice-Chairman be held at the last scheduled meeting of each calendar year.

MOTION by Commissioner McCauley, seconded by Anthony, carried unanimously that the election of Chairman and Vice-Chairman shall be held at the last scheduled meeting of each year.

3. The term of appointment of members be a normal three years for all members, but the member should always serve at the pleasure of the Commission.

MOTION by Commissioner Ellingwood, seconded by Stroh, carried unanimously to combine recommendations 1 and 3 as follows:

That the appointment cycle of Advisory Committee members be on a September to September basis in conformance with Commission appointments on a three-year staggered term for all members, but the member should always serve at the pleasure of the Commission.

4. A member's absence from two consecutive regularly scheduled meetings should result in formal review of the member's status, and consideration of removal from the Advisory Committee.

Advisory Committee Membership Considerations - continued

MOTION by Commissioner Stroh, seconded by Anthony, carried unanimously that a member's absence from two consecutive regularly scheduled meetings shall result in formal review by the Commission of the member's status, for consideration of removal from the Advisory Committee.

5. Where appropriate, a member's service should be reviewed annually with the association or group represented.

MOTION by Commissioner Ellingwood, seconded by Anthony carried unanimously that where appropriate, a member's service shall be reviewed annually by the Commission with the association or group represented.

6. A member be allowed to send an alternate to represent him at a meeting, but with no expenses paid by POST and no transfer of voting privileges.

MOTION by Commissioner Stroh, seconded by Grogan, carried unanimously that a member shall not be allowed to send an alternate to represent him at a meeting.

7. The student position be reclassified as a general public representative.

MOTION by Commissioner Stroh, seconded by Ellingwood carried unanimously that the student position shall not be reclassified as a general public representative.

8. The vacant four-year college position be deleted and a fourth public member be substituted.

MOTION by Commissioner McCauley, seconded by Barton, carried unanimously that the vacant four-year college position shall be deleted and a fourth public member be substituted.

9. Appointments to the Advisory Committee be formally approved by the Commission, after recommendations are solicited from the organization to be represented.

MOTICN by Commissioner Ellingwood, seconded by Anthony, carried unanimously that appointments to the Advisory Committee shall be solicited by the Commission Chairman from appropriate organizations to be submitted to the Commission for approval.

Advisory Committee Membership Considerations - continued

10. The formal review of member's service and status indicated in recommendations 4 and 5 be made on behalf of POST by the Commission.

MOTION by Commissioner Anthony, seconded by Barton, carried unanimously for approval of this recommendation, as incorporated in recommendations 4 and 5.

Legislative Report

John Davidson presented the legislative report. There was discussion and Commission action on the following two bills:

AB 1127 - Would provide specific qualifications and training requirements for reserves.

MOTION by Commissioner Ellingwood, seconded by Grogan, carried unanimously that the Commission take no position at this time and that the decision of a Commission position be put over until the next Commission meeting, as had been recommended in the discussion.

SB 1232 - Proposes that the Bay Area Rapid Transit District should employ a "police department" rather than a "security force" thereby making the District "a District" as defined in Section 13507 of the Penal Code and eligible for reimbursement of training costs from the Peace Officer Training Fund.

MOTION by Commissioner Barton, seconded by McIntyre, carried unanimously for approval of the staff recommendation that the Commission adopt a neutral position on the current legislation removing the "security force" label from BART police and permitting them to enter the regular program.

Old/New Business

The 1976 Commission Meeting calendar was approved as presented. Meetings will be as follows:

April 22-23, July 29-30, and November 4-5. No special meetings are scheduled at this time.

Commissioner Anthony requested the minutes of the Problem Solving Seminar, held in Burlingame November 17, 18 and 19, be reviewed. It was suggested that more control should be exercised in the publication of minutes of a POST-sponsored seminar. The Executive Director responded that this would be done.

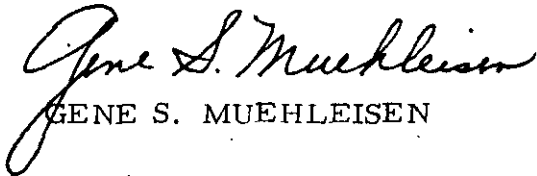
Next Commission Meeting

The next Commission meeting is scheduled for April 22-23. The exact location will be at the call of the Chairman.

Adjournment

There being no further agenda business, the general session was adjourned at 5 p. m. The Chairman then called an Executive Session for purposes of discussion of personnel issues.

Respectfully submitted,


GENE S. MUEHLEISEN

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title POST Budget 1976-77 Fiscal Year - Progress Report		Meeting Date January 22-23, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>James M. Muehlen</i>	Date of Approval 1-8-76	Date of Report January 6, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		
<p>Since the Commission Meeting of October 23-24, 1975, the following actions on the POST 1976-77 Budget have occurred.</p> <p><u>Budget Change Proposal No. 1</u></p> <p>Standards and Training Division originally requested two additional consultants and one support position.</p> <p style="padding-left: 40px;">Department of Finance recommended approval of one consultant position. Governor's Office approved. \$ 29,811</p> <p><u>Budget Change Proposal No. 2</u></p> <p>Technical Services Division originally requested one additional consultant and one support position to create Publication Management Unit.</p> <p style="padding-left: 40px;">Department of Finance did not recommend approval. Governor's Office did not approve.</p> <p><u>Budget Change Proposal No. 3</u></p> <p>Technical Services Division requested one analyst position.</p> <p style="padding-left: 40px;">Department of Finance recommended approval. Governor's Office approved. \$ 18,676</p> <p><u>Budget Change Proposal No. 4</u></p> <p>Request an increase of allocations from base line of \$13,865 to \$29,925 for cost of printing publications which would permit POST to expand program of publishing research documents, manuals, project reports, studies and training material.</p> <p style="padding-left: 40px;">Department of Finance did not recommend approval. Governor's Office did not approve.</p>		
Utilize reverse side if needed		

Budget Change Proposal No. 5

Request increase of allocation from base line of \$3, 040 to \$14, 406 for the training of POST personnel.

Department of Finance did not recommend approval.
Governor's Office did not approve.

Budget Change Proposal No. 6

Request by POST to increase allocation to satisfy required pro rata expenses (State-wide Allocation Plan) and the Department of Justice Plan of Financial Adjustment.

Department of Finance recommended increase of 1976-77 allotment.

Governor's Office approved.

\$ 71, 290

Department of Justice Advanced Training Center

As shown in the Governor's Budget, revised as of December 26, 1975, the Department of Finance, by unilateral action, allocated \$176, 045 to the Department of Justice Advanced Training Center from the Peace Officer Training Fund. Of the \$176, 045 allocated, \$115, 437 is for the continuation of Narcotics Training and \$60, 608 for training in the Organized Crime Program.

Summary of POST 1976-77 Budget Requests as Approved for Governor's Budget

Standards and Training Division	
One Law Enforcement Consultant II	\$ 29, 811
Technical Services Division	
One Staff Analyst	18, 676
Administration	
Pro rata charges	<u>71, 290</u>
Total Amount of POST Budget Increase -	\$119, 777
Department of Justice Advanced Training Center -	<u>176, 045</u>
Total -	\$295, 822

1 Item	Amount
2 (h) Amount payable from Motor Ve-	
3 hicle Account, State Transporta-	
4 tion Fund (Item 40)	-5,393,378
5 37—For support of the Department of Justice, to be	
6 transferred to, and in augmentation of, Item 36,	
7 payable from fingerprint fees deposited in the	
8 General Fund pursuant to subdivision (c) of Sec-	
9 tion 11105 of the Penal Code	2,435,112
10 38—For support of the Department of Justice, to be	
11 transferred to, and in augmentation of, Item 36,	
12 payable from the Attorney General Antitrust Ac-	
13 count, General Fund	1,290,705
14 39—For expenditure by the Department of Justice for	
15 law enforcement personnel training, notwith-	
16 standing the provisions of Section 13520 of the	
17 Penal Code, to be transferred to and in augmenta-	
18 tion of Item 36, payable from the Peace Officer's	
19 Training Fund	176,045
20 provided that this appropriation shall be in addi-	
21 tion to appropriations made in this act for expend-	
22 iture by the Commission on Peace Officer	
23 Standards and Training.	
24 40—For support of Department of Justice, to be trans-	
25 ferred to and in augmentation of Item 36, payable	
26 from the Motor Vehicle Account, State Transporta-	
27 tion Fund	5,393,378
28 Schedule:	
29 (a) Data processing	4,633,941
30 (b) Uniform Blood Alcohol Program	759,437
31 41—For support of Commission on Peace Officer	
32 Standards and Training, payable from the Peace	
33 Officers' Training Fund	2,276,917
34 Schedule:	
35 (a) Personal services	1,632,976
36 (b) Operating expenses and equip-	
37 ment	643,941
38 42—For allocation to cities, counties, and cities and	
39 counties, pursuant to Section 13523 of the Penal	
40 Code, and for payment of contracts pursuant to	
41 Section 13503(c) of the Penal Code, Commission	
42 on Peace Officer Standards and Training, payable	
43 from the Peace Officers' Training Fund	9,152,392
44 43—For support of the Office of Criminal Justice Plan-	
45 ning	141,945
46 Schedule:	
47 (a) Personal services	777,312

AGENDA ITEM SUMMARY SHEET

Agenda Item Title AUTOMATIC COURSE CERTIFICATION REVIEW		Meeting Date January 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Ronald T. Allen
Executive Director Approval <i>[Signature]</i>	Date of Approval 1-7-76	Date of Report January 7, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND

The Automatic Certification Review Schedule adopted by the Commission at the April 1975 meeting required that Seminars and Special Courses be reviewed and a report be made at the January 1976 Commission Meeting.

ANALYSIS

Each of the courses in the "Seminar" and "Special Course" category has been reviewed by the Area Consultant. Courses with recommendations for modification or decertification will be identified by individual memos.

RECOMMENDATION

Continue certification for each of the following for a period of two (2) years:

Middle Management Seminar

CSU, Humboldt	526-350	Management Control
CSU, Humboldt	526-351	Small Agency Management Methods
CSU, Long Beach	527-350	Management by Objectives/ Stress Problem Solving
Los Angeles Police Dept.	185-350	Team Management

Executive Development Seminar

CSU, Humboldt	526-450	Communication Problems
CSU, Humboldt	526-451	Planning Process
Golden Gate University	550-450	Planning
UC, Santa Cruz	650-450	*
USC, Center for Trng.	682-451	Change Agent
USC, Center for Trng.	682-452	Organizational Development
USC, Center for Trng.	682-453	Personal Growth
USC, Center for Trng.	682-454	City Manager-Police Chief Seminar

*Action to be taken at April 1976 Commission Meeting

Utilize reverse side if needed

Special Courses

American River College	302-780	PC 832
Bakersfield College	310-780	PC 832
Berkeley Adult School	909-780	PC 832
Cabrillo College	320-780	PC 832
Canada College	321-780	PC 832
Central Coast Counties Police Academy	365-780	PC 832
Chabot College	324-780	PC 832
Chaffey College	325-780	PC 832
Contra Costa Co. Sheriff's	137-780	PC 832
Cuesta College	332-780	PC 832
Desert, College of the	341-780	PC 832
El Camino College	349-780	PC 832
Feather River College	350-780	PC 832
FBI, Los Angeles	967-780	PC 832
FBI, Sacramento	968-780	PC 832
FBI, San Diego	969-780	PC 832
FBI, San Francisco	970-780	PC 832
Fresno City College	355-780	PC 832
Fullerton College	356-780	PC 832
Golden West College	367-780	PC 832
Allan Hancock College	301-780	PC 832
Hartnell College	375-780	PC 832
Imperial Valley College	380-780	PC 832
Lassen College	391-780	PC 832
Long Beach Police Department	178-780	PC 832
Los Angeles City College	393-780	PC 832
Los Angeles Co. Sheriff's	182-780	PC 832
Los Angeles Police Department	185-780	PC 832
Los Medanos College	400-780	PC 832
Marin, College of	405-780	PC 832
Mendocino Community College	414-780	PC 832
Merced College	406-780	PC 832
Merritt College	407-780	PC 832
Modesto Reg. Crim. Jus. Trng.	192-780	PC 832
Monterey Peninsula College	410-780	PC 832
Napa College	420-780	PC 832
NCCJTES, Butte Center	295-780	PC 832
NCCJTES, Redwoods Center	296-780	PC 832
NCCJTES, Sacramento Center	297-780	PC 832
NCCJTES, Santa Rosa Center	298-780	PC 832
Oakland Police Department	201-780	PC 832
Ohlone College	425-780	PC 832
Orange Co. Sheriff's Dept.	206-780	PC 832
Palos Verdes College	431-780	PC 832
Pasadena City College	432-780	PC 832
Reedley College	440-780	PC 832
Rio Hondo College	441-780	PC 832
Riverside City College	442-780	PC 832
Sacramento LE Trng. Center	230-780	PC 832
Saddleback College	448-780	PC 832
San Bernardino Co. Sheriff's	233-780	PC 832
San Diego Police Department	240-780	PC 832

Special Courses (Continued)

San Francisco Police Department	242-780	PC 832
San Joaquin Delta College	455-780	PC 832
San Mateo, College of	457-780	PC 832
Santa Barbara City College	459-780	PC 832
Santa Clara Vly. Crim. Jus. Trng.	254-780	PC 832
Sequias, College of	462-780	PC 832
Shasta College	463-780	PC 832
Siskiyou, College of the	465-780	PC 832
Solano College	467-780	PC 832
Southern Pacific Trans. Police Department	995-780	PC 832
Southwestern College	468-780	PC 832
State Spec. LE Reg. Academy	272-780	PC 832
Ventura College	480-780	PC 832
West Hills College	485-780	PC 832
Yuba College	490-780	PC 832
Calif. Spec. Trng. Institute	956-780	PC 832
Los Angeles International Airport	980-781	PC 832.1
San Francisco Police Department	242-781	PC 832.1

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title POST Budget 1976-77 Fiscal Year - Progress Report		Meeting Date April 22-23, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>Gene S. Muehlen</i>	Date of Approval 4-9-76	Date of Report April 9, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

Since the Commission Meeting of January 22-23, 1976, the following pertinent actions have occurred relating to the 1976-77 POST Budget.

Department of Justice Advanced Training Center

In a letter dated February 17, 1976, sent to POST Executive Director, the Attorney General advised that he was requesting the elimination from the POST Budget the item of \$176,045, which was to provide funding for the Department of Justice Advanced Training Center. The Department of Finance has agreed to the removal of the item from the POST Budget.

At its meeting of January 22, 1976, the Commission approved an interagency agreement with the Department of Justice Advanced Training Center, in which \$115,437 was to be provided by POST to continue Department of Justice instructional costs for two Narcotics Courses to be presented in the 1976-77 Fiscal Year. The continuation of the interagency agreement will provide the training funds which were contained in the \$176,045 item removed from the Budget.

Analysis of the Budget Bill

As part of the State budget process, each year near the end of February the "Analysis of the Budget Bill" is published by the legislative analyst. It is a volume of more than 1,000 pages, in which the legislative analyst reports to the Joint Legislative Budget Committee his analysis of the State Budget. Included in the report is the following relating to the POST Budget.

In reviewing the POST Budget, the legislative analyst identified four major issues on which he commented and made recommendations. They are as follows:

I.

Out-of-State Travel

We recommend a reduction of \$4,890 in out-of-state travel costs to (1) reflect the lower expenditure level proposed by the commission (\$2,240 less than the amount contained in the Governor's Budget), and (2) eliminate multiple attendance at conferences in Miami and Washington, D.C. (\$2,650).

The Governor's Budget contains \$15,080 for out-of-state travel for the POST staff, but detail of the POST budget shows scheduled out-of-state travel requirements of \$12,840. We are advised that the \$2,240 difference represents funding for "unanticipated travel requirements." However, provision for such contingencies is not standard practice and, in our view, this item is overbudgeted.

The \$12,840 requested for the scheduled trips includes funds for four persons (the director and three assistant directors) to attend the International Association of Chiefs of Police (IACP) conference in Miami, and for two persons (the director and one assistant director) to attend the National Association of State Directors of Law Enforcement Training (NASDLET) conference in Washington, D.C. We believe that attendance, at state expense, of more than one representative of POST is unnecessary and accordingly recommend a further reduction of \$2,650.

Table 3 shows the components of our recommended reduction:

**Table 3
POST Out-of-State Travel**

Amount in Governor's Budget	\$15,080
Amount in POST Budget	<u>12,840</u>
Difference	\$2,240
Eliminate 3 persons to IACP Conference	2,050
Eliminate 1 person to NASDLET Conference	<u>600</u>
Total Reduction	\$4,890
Recommended POST Out-of-State Travel Budget	\$10,190

In the POST Budget meeting with the Senate Finance Budget Committee on March 3, and the Assembly Ways and Means Budget Committee on March 11, the Executive Director of POST accepted the recommended reduction to \$10,190, with the provision that we retain discretion in the numbers and destination of POST staff members assigned to Out-of-State trips. This was agreed upon by the legislative analyst and the Department of Finance, and was acceptable to the committees.

II.

Staff Realignment Needs Justification

We withhold recommendation on the retention of five positions which are proposed to be transferred from the Administrative Counseling Division to the Standards and Training Division, pending the submission of workload data.

Last year on our recommendation the Conference Committee on the Budget Bill adopted language requesting the commission to study the administrative counseling program and to evaluate alternatives for delivering such services to local police agencies.

The commission's report concluded that administrative counseling services should continue to be provided by POST staff, but that the most time-consuming service, the general administrative survey, be discontinued except for cases demonstrating exceptional need and specifically approved by the commission. The resulting workload reduction will permit three professional and two clerical positions to be deleted from the Administrative Counseling Division. The commission has indicated that these five positions should be assigned to the Standards and Training Division in 1976-77. Although this proposal is not reflected in the Governor's Budget, we understand that the commission desires to implement it during the budget year.

While we agree that five positions can be deleted from the Administrative Counseling Division because of the program reduction, we find no workload basis for transferring the positions to the Standards and Training Division. Unless the commission can justify this action, the positions should be deleted for a savings of \$120,000 in Item 41.

Local Assistance Program

Table 4 illustrates the broad categories of courses comprising the POST program.

Table 4
POST-Certified Course Categories

	<i>Number of Courses Certified</i>	<i>Minimum Hours of Training</i>	<i>Maximum Hours Reimbursed</i>	<i>Completion Requirements</i>
Basic	39 ^a	200	400	Prior to exercise of peace officer powers
Advanced Officer	49	20	40	Once every four years
Supervisory	28	80	100	Within 18 months of promotion
Middle Management	8	100	120	Within 18 months of promotion
Executive Development Management, Supervisory, and Executive Seminars	1 12	100 18	120 40	Optional Optional
Technical/Special	242 ^b	Unlimited	None	Optional

^a Includes eight courses for specialized law enforcement personnel.

^b Includes 70 courses established pursuant to Penal Code Section 832.

The commission establishes the amount of reimbursement provided for each course by assigning individual courses to one of four reimbursement plans as outlined in Table 5.

Table 5
POST Reimbursement Plans

<i>Plan No.</i>	<i>Salary</i>	<i>Subsistence</i>	<i>Travel</i>	<i>Tuition</i>
I	60%	Yes	Yes	Yes
II	60%	Yes	Yes	No
III	None	Yes	Yes	Yes
IV	None	Yes	Yes	No

The legislative analyst, after further study, has now recommended the transfer of three consultants from the Administrative Counseling Division to Standards and Training Division. He also recommended the elimination of the two clerical positions. At the time of this writing, the Department of Finance has withheld recommendations on this matter pending further study.

III.

Reimburse Out-of-Pocket Expenses

We recommend that the commission reimburse local law enforcement agencies for all out-of-pocket (travel, subsistence and tuition fees) expenses incurred in sending peace officers to POST-certified courses.

The stated purpose of salary reimbursement is to encourage police agencies to participate in training programs by providing funds to pay overtime costs or hire auxiliary police from other jurisdictions to fill in for those in training. Two years ago we reported in the Analysis that overtime was seldom used, and substitute officers almost never used, to replace officers who are attending POST courses because POST reimbursements are paid directly into local general funds. This results in a tendency for local budget authorities to incorporate a major portion of these monies into the regular budget base for support of the ongoing staffing level of the law enforcement agencies. No action was taken on our suggestion of the need for legislation to tighten administration of the salary reimbursement to insure that the money is used to cover overtime costs, employ substitute officers or otherwise enhance the local police program.

An analysis of reimbursements made during the first quarter of 1975-76 shows that 70 percent of total expenditures is for salary costs (at the 60 percent rate). On an annual basis, salary reimbursements will amount to about \$6.3 million out of a total reimbursement program of over \$9.1 million.

In view of the above local budgetary practices, we believe the first priority in the POST local assistance program should be to reimburse law enforcement agencies for all out-of-pocket expenses incurred by officers attending POST certified courses. As shown in Table 5, tuition and fees are not reimbursed for all courses and, consequently, local agencies either have to absorb these costs in their operating budgets or forego participation. Unlike salary reimbursements which tend to remain in the local general funds, reimbursements of these expenses should "flow through" to the individual law enforcement budgets because they can be tied directly to expense claims submitted by program participants. This policy should encourage greater participation in those more specialized POST courses which have the highest tuition. Annual implementation costs, estimated at \$1.3 million, could be offset by a reduction in the level of salary reimbursements.

The POST staff was in accord with the concept of this recommendation and advised it would be forwarded to the Commission for their consideration.

IV. Specialized Training Above the Basic Course

We recommend that the commission study methods for increasing participation in specialized courses and report recommendations to the Joint Legislative Budget Committee by November 1, 1976.

As indicated in Table 4, the POST basic course provides 200 to 400 hours of training (with 60 percent salary reimbursement) designed to prepare a new recruit to function as a peace officer. The basic course covers such elementary police subjects as weapons handling, accident and crime scene investigation, arrest procedures and report writing. Other courses which provide "job specific" or specialized training in such areas as juvenile justice and burglary, homicide and narcotics investigations are classified as technical training and, as such, do not qualify for salary reimbursements. We believe that the state should encourage local law enforcement agencies to upgrade the training of officers assigned to these specialized law enforcement areas.

In implementing this recommendation, the commission should consider development of a two-tier salary reimbursement factor with appropriate guidelines and accounting controls (to avoid the local budgetary procedures noted earlier) as a means of encouraging greater utilization of these specialized courses by local law enforcement agencies. Rather than limiting the reimbursement to 60 percent of salary as under present policy, a higher reimbursement percentage could be established for the "job specific" law enforcement courses.

The POST staff agreed that the subject should be studied, and further advised the concept was in concert with the Commission's emphasis on specific job training.

Commission on Peace Officer Standards and Training

E

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title Financial Report - First 9 Months 1975-76 Fiscal Year	Meeting Date April 22-23, 1976	
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>Gene S. Muehlen</i>	Date of Approval 4-14-76	Date of Report April 12, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

This report covers the first, second and third quarters of the 1975-76 Fiscal Year, showing revenue for the Peace Officer Training Fund and reimbursements made by POST for training costs to cities, counties and districts in California. Included is a breakdown of training costs by category of expense, i. e., subsistence, travel, tuition and salary of the trainee. At the back of the report is the quarterly summary of reimbursements made from Peace Officer Training Fund. The summary provides detailed information on:

- Reimbursements made for each category of training
- Number of trainees
- Cost per trainee
- Man hours of training
- Number of training courses presented.

Revenue

Revenue for the first three quarters, ending March 31, 1976, was as follows:

First Quarter

Traffic Fine Assessments	\$1,522,371 (73%)	
Criminal Fine Assessments	561,962 (27%)	
Revenue - First Quarter		\$2,084,333
Adjustment to correct computer error in the Controller's Office		<u>876,477</u>
Adjusted Total -		\$2,960,810

Commission on Peace Officer Standards and Training

ADMINISTRATION DIVISION

Amount of Revenue Received for the
Peace Officer Training Fund for the Fiscal Year 1975-76

<u>Month</u>	<u>Traffic</u>	<u>Criminal</u>	<u>Total</u>
July	\$ 715,579.42	\$ 279,561.31	\$ 995,140.73
August	301,953.00	112,377.39	414,330.39
September	504,838.59	170,023.70	674,862.29
First Quarter Total	\$ 1,522,371.01	\$ 561,962.40	\$ 2,084,333.41
Adjustment to correct computer error in Controller's Office			<u>876,477.23</u>
First Quarter Total with Adjustment added -			\$ 2,960,810.64
October	\$ 682,480.18	\$ 273,515.90	\$ 955,996.08
November	660,703.05	226,033.80	886,736.85
December	661,419.00	229,418.28	890,837.28
Second Quarter Total	\$ 2,004,602.23	\$ 728,967.98	\$ 2,733,570.21
January	\$ 672,187.72	\$ 271,037.09	\$ 943,224.81
February	619,409.16	224,870.82	844,279.98
March	877,302.59	331,535.04	1,208,837.63
Third Quarter Total	\$ 2,168,899.47	\$ 827,442.95	\$ 2,996,342.42
Total Revenue first nine months, ending March 31, 1976			\$ 8,690,723.27

Reimbursements

In addition to reimbursements made for training given in the current year, reimbursements are made from current funds for training given in previous years. This occurs when agencies fail to submit claims at time of first eligibility for reimbursement.

Listed below are reimbursements made for current training and for training given in previous years.

Reimbursement for training given
in first and second quarters of
1975-76 (after adjustments)

First Quarter	\$ 508,301.87	
Second Quarter	1,876,751.00	
Third Quarter	<u>1,907,822.96</u>	
		\$4,292,875.83

Reimbursements paid from current
funds for training given in 1974-75
Fiscal Year

First Quarter	\$ 986,218.03	
Second Quarter	152,952.85	
Third Quarter	<u>26,790.18</u>	
		\$1,165,961.06

Reimbursements paid from current
funds for training given in 1973-74
Fiscal Year

First Quarter	\$ 7,850.33	
Second Quarter	1,841.04	
Third Quarter	<u>6,676.17</u>	
		\$ 16,367.54

TOTAL - \$5,475,204.43

Summary - by Quarter

First Quarter Reimbursements	\$1,502,370.23
Second Quarter Reimbursements	2,031,544.89
Third Quarter Reimbursements	<u>1,941,289.31</u>
Total reimbursements first 9 months of 1975-76 Fiscal Year	\$5,475,204.43

See charts on Pages 7, 8, and 9, showing detailed information on reimbursements for current and two previous years.

Revenue and Expenditures for the Third Quarter of the 1975-76 Fiscal Year

Revenue for the first nine months, ending March 31, 1976, was \$8,690,723, which was approximately \$440,000 higher than that projected.

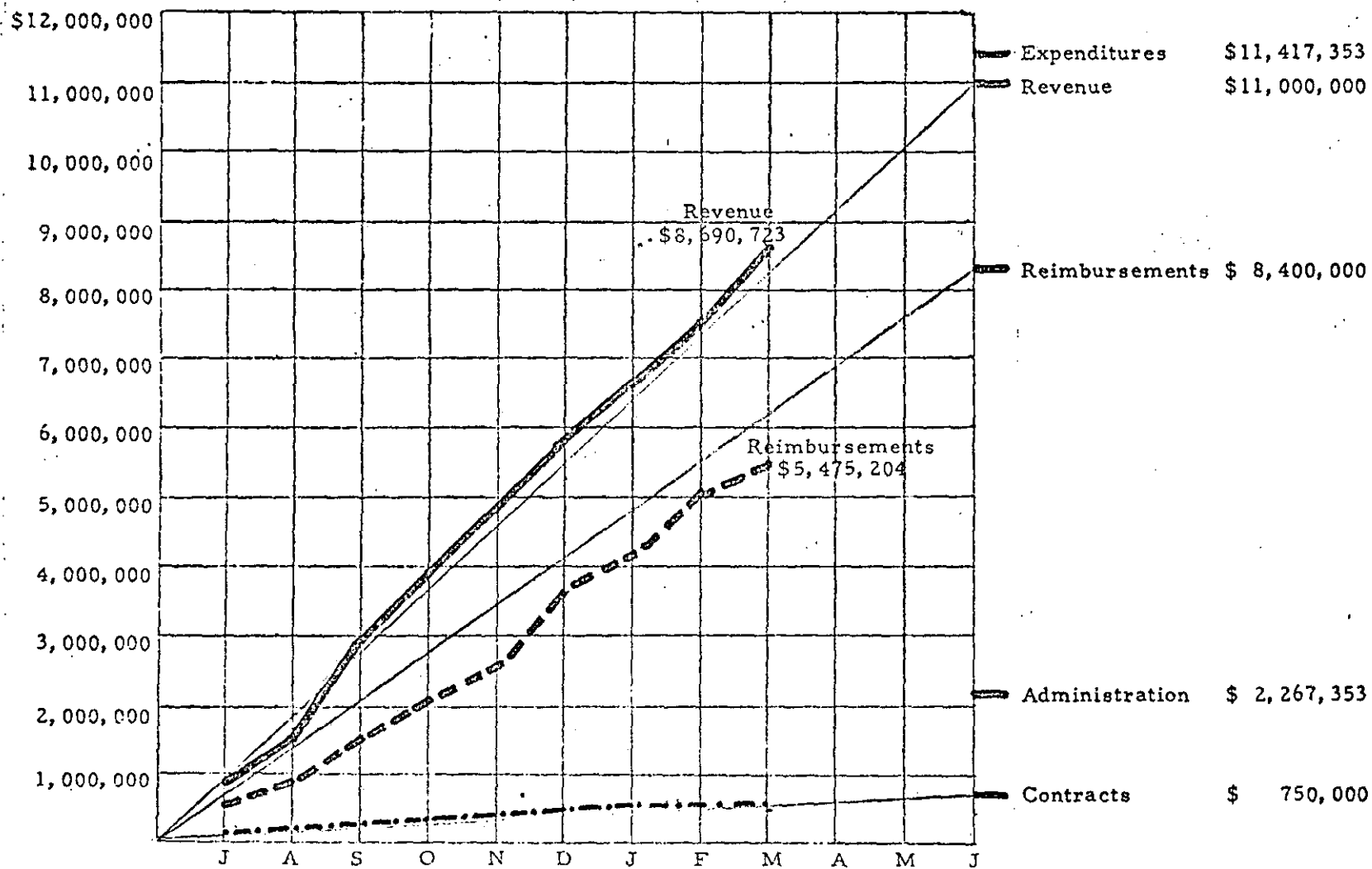
Reimbursement for the first nine months ending March 31, 1976, amounted to \$5,475,204. This amount is \$314,135 below the 1974-75 figure for the same period. Although a \$1,041,320 surplus is shown at this time, it is anticipated that the money will be needed to meet the heavy reimbursement claims for the last three months of the fiscal year.




Reserve as of July 1, 1975		\$ -115,421
Revenue through March 31, 1976		<u>8,690,723</u>
Total Revenue		\$8,575,302
Administrative Costs	\$1,611,834	
Reimbursements	5,475,204	
Contracts	<u>446,944</u>	
Total Expense - Third Quarter		<u>\$7,533,982</u>
Reserve as of March 31, 1976		\$1,041,320

See Page 6 for projected revenue and expenditures for the first nine months of the 1975-76 Fiscal Year.

Commission on Peace Officer Standards and Training

Projected Revenue, Reimbursements, and Administration Costs
for 1975-76 Fiscal Year



Revenue for 75-76 
 Reimbursements for 75-76 
 Contracts for 75-76 

State of California
 Department of Justice
 Commission on Peace Officer Standards and Training
 Administration Division

QUARTERLY REIMBURSEMENTS - Fiscal Year 1975-76

Course	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fiscal Year Total
Basic	\$327,055.08	\$ 1,021,013.33	\$ 1,033,761.72		\$2,381,830.13
Advanced Officer	84,459.48	269,383.17	323,584.67		677,427.32
Supervisory Course	-0-	116,453.57	95,591.67		212,045.24
Supervisory Seminar	-0-	-0-	-0-		-0-
Middle Management Course	38,629.72	107,241.58	94,907.30		240,778.60
Middle Management Seminar	6,743.82	10,036.55	5,364.25		22,144.62
Executive Development Course	765.21	3,140.65	6,496.66		10,402.52
Executive Development Seminar	-0-	12,481.57	17,975.40		30,456.97
Technical/Special Courses	87,932.13	392,533.29	350,695.50		831,160.92
Sub-Total	\$545,585.44	\$ 1,932,283.71	\$ 1,928,377.17		\$4,406,246.32
Claims for prior years paid from current FY funds					
Adjustments on prior payments	(-) 151.75	(-) 2,420.68	(-) 10,328.92		(-) 12,901.35
Audit adjustments by Controller	(-)37,131.82	(-) 53,112.03	(-) 10,225.29		(-) 100,469.14
GRAND TOTAL	\$508,301.87	\$ 1,876,751.00	\$ 1,907,822.96		\$4,292,875.83

State of California
Department of Justice
Commission on Peace Officer Standards and Training

Administration Division

QUARTERLY REPORT - Supplement for Fiscal Year 1974-75

Reimbursement to local jurisdiction for training which occurred during the Fiscal Year 1974-75, but presented for reimbursement in the 1975-76 Fiscal Year.

Total Reimbursement for the Fiscal Year 1974-75 as of June 30, 1975	\$ 6,919,163.31
Reimbursement for the Fiscal Year 1974-75 made during the First, Second and Third Quarters of the 1975-76 Fiscal Year	\$1,165,961.06
Total Reimbursement for the Fiscal Year 1974-75 as of March 31, 1976	\$8,085,124.37

Distribution of reimbursements by course category and fiscal quarter

Course	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fiscal Year Total
Basic	\$ 594,510.50	\$ 126,407.12	\$ 17,027.52		\$ 737,945.14
Advanced Officer	134,619.74	1,699.11	-0-		136,318.85
Supervisory Course	57,499.32	15,946.49	557.86		74,003.67
Supervisory Seminar	-0-	-0-	-0-		-0-
Middle Management Course	61,916.13	18,488.84	1,326.80		81,731.77
Middle Management Seminar	1,403.05	-0-	197.50		1,600.55
Executive Development Course	-0-	-0-	-0-		-0-
Executive Development Seminar	3,284.46	-0-	-0-		3,284.46
Technical/Special Courses	132,322.01	6,259.07	2,460.50		141,041.58
Adjustment to prior payments	(+ 662.82	(-) 11,314.40	(+ 5,220.00		(-) 5,431.58
Audit adjustment		(-) 4,533.38	-0-		(-) 4,533.38
Total	\$ 986,218.03	\$ 152,952.85	\$ 26,790.18		\$1,165,961.06

State of California
 Department of Justice
 Commission on Peace Officer Standards and Training

Administration Division

QUARTERLY REPORT - Supplement for Fiscal Year 1973-74

Reimbursement to local jurisdiction for training which occurred during the Fiscal Year 1973-74, but presented for reimbursement in the 1975-76 Fiscal Year.

Total Reimbursement for the Fiscal Year 1973-74 as of June 30, 1975	\$10,008,458.97
Reimbursement for the Fiscal Year 1973-74 made during the First, Second and Third Quarters of the 1975-76 Fiscal Year	\$ 16,367.54
Total Reimbursement for the Fiscal Year 1973-74 as of March 31, 1976	\$10,024,826.51

Distribution of reimbursements by course category and fiscal quarter

Course	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fiscal Year Total
Basic					
Advanced Officer	\$ 3,456.23	\$	\$		\$ 3,456.23
Supervisory Course					
Supervisory Seminar					
Middle Management Course					
Middle Management Seminar					
Executive Development Course					
Executive Development Seminar					
Technical/Special Courses	1,950.00	1,733.04	296.17		3,979.21
Adjustment to prior payments			(+ 6,380.00		(+ 6,380.00
Audit adjustment	(+2,444.10	(+ 108.00			(+ 2,552.10
Total	\$ 7,850.33	\$ 1,841.04	\$ 6,676.17		\$ 16,367.54

Distribution of Reimbursement by Category of Expense

Reimbursement to local law enforcement agencies for cost of training covers four categories of expense. They are:

1. Subsistence (lodging and meals)
2. Travel
3. Tuition
4. Salary (trainee)

100% of subsistence is paid for a maximum of \$28 per day. For the nine months ending March 31, 1976, \$850,744 was expended for subsistence. This amounted to 19% of the total Peace Officer Training Funds reimbursed.

100% of travel costs are reimbursed (not to exceed 15¢ per mile for vehicle travel). Only \$244,013 (6%) of Peace Officer Training Fund was expended for travel.

Tuition at 100% is reimbursed for selected categories of courses, including the Middle Management Course, Middle Management Seminar, Executive Development Seminar, and selected Technical Special Courses. \$414,761 (9%) of Peace Officer Training Fund was reimbursed for tuition.

60% of trainee's salary is reimbursed for the Basic, Advanced Officer, Supervisory, and Middle Management Courses. Selected Technical Special Courses are also included. There was \$2,896,726 (66%) of Peace Officer Training Fund reimbursed for trainees' salary.

See Chart on Page 11. Also, further information is provided in the spread sheets attached to the back of the report.

Distribution by Category of Reimbursement
 from Peace Officer Training Fund
 Fiscal Year 1975-76
 July 1, 1975 to March 31, 1976
 (First, Second and Third Quarters)

State of California - Department of Justice
 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 Administration Division - Claims Audit Section

Course	Subsistence	%	Travel	%	Tuition	%	Salary	%	Total
BASIC	\$ 305,153.52	13	\$ 51,365.62	2			\$2,025,310.99	85	\$2,381,830.13
ADVANCED OFFICER	97,237.35	14	21,081.46	3			559,108.51	83	677,427.32
SUPERVISORY COURSE	33,476.43	16	13,998.73	7			164,570.08	77	212,045.24
MIDDLE MANAGEMENT COURSE	46,657.17	19	9,894.93	4	53,240.50	22	130,986.00	55	240,778.60
MIDDLE MANAGEMENT SEMINAR	7,275.89	33	1,905.73	9	12,963.00	58			22,144.62
EXECUTIVE DEVELOPMENT COURSE	8,575.97	82	1,826.55	18					10,402.52
EXECUTIVE DEVELOPMENT SEMINAR	8,323.32	27	5,833.52	19	16,300.13	54			30,456.97
TECHNICAL/SPECIAL	344,045.08	41	138,107.04	17	332,257.46	40	16,751.34	2	831,160.92
Total	\$ 850,744.73	19	\$ 244,013.58	6	\$414,761.09	9	\$2,896,726.92	66	\$4,406,246.32

11

Data Sheets Information

The data sheets on the following pages provide detailed information relating to the reimbursement of Peace Officer Training Funds to local law enforcement agencies.

The first column of the sheets lists each category of training for which reimbursement is made. There are 107 courses currently listed.

Information relating to each course is shown for each quarter of the fiscal year under the following headings:

Amount of reimbursement

Number of trainees

Cost per trainee

Man hours of training

Course presentations

State of California - Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
Administration Division - Claims Audit Section3rd Quarter, Ending March 31, 1976
1975/76 FISCAL YEAR FUNDS

Page 1 of 5

Course	Amount of Reimbursement					Number of Trainees					Cost Per Trainee					Man Hours of Training					Course Presentations					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Average	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total	
1. BASIC	\$ 327,055.08	\$ 1,021,013.33	\$ 1,033,761.72	\$	\$ 2,381,830.13	225	641	654		1,520	\$ 1,453.58	\$ 1,592.84	\$ 1,580.68	\$	\$ 1,566.99	85,561	242,644	246,527		574,732	21	30	26		77	
2. ADVANCED OFFICER	84,459.48	269,383.17	323,584.67		677,427.32	397	1,284	1,656		3,337	212.74	209.80	195.40		203.00	15,443	45,761	56,979		118,183	71	116	111		298	
3. SUPERVISORY		116,453.57	95,591.67		212,045.24		196	164		360		594.15	582.88		589.01		17,993	14,136		32,129	4	19	11		34	
4. MIDDLE MANAGEMENT COURSE	38,629.72	107,241.58	94,907.30		240,778.60	33	100	91		224	1,170.60	1,072.42	1,042.94		1,074.90	3,215	10,147	9,208		22,570	3	7	4		14	
5. MIDDLE MANAGEMENT SEMINAR	6,743.82	10,036.55	5,364.25		22,144.62	42	65	36		143	160.57	154.41	149.01		154.86	1,008	1,560	876		3,444	4	3	4		11	
6. EXECUTIVE DEVELOPMENT COURSE	765.21	3,140.65	6,496.66		10,402.52	2	8	18		28	382.61	392.58	360.93		371.52	160	640	1,440		2,240	1		2		3	
7. EXECUTIVE DEVELOPMENT SEMINAR		12,481.57	17,975.40		30,456.97		59	81		140		211.55	221.92		217.55		1,416	1,944		3,360		4	5		9	
8. TOTAL TECHNICAL/SPECIAL COURSES*	87,932.13	392,533.29	350,695.50		831,160.92	388	1,923	1,683		3,994	226.63	204.13	208.38		208.10	16,107	73,519	71,889		161,515	188	296	285		769	
9. Subtotal 1975-76 Fiscal Year	\$ 545,585.44	\$ 1,932,283.71	\$ 1,928,377.17	\$	\$ 4,406,246.32	1087	4,276	4,383		9,746	\$ 501.92	\$ 451.89	\$ 439.97	\$	\$ 452.11	121,494	393,680	402,999		918,173	292	475	448		1,215	
10. Adjustments to Prior Payments	151.75	2,420.68	10,328.92		12,901.35																					
11. State Controller Audit Adjustments	37,131.82	53,112.03	10,225.29		100,469.14																					
12. TOTAL REIMBURSEMENT FROM 1975-76 FISCAL YEAR FUND	\$ 508,301.87	\$ 1,876,751.00	\$ 1,907,822.96	\$	\$ 4,292,875.83	1087	4,276	4,383		9,746						121,494	393,680	402,999		918,173	292	475	448		1,215	
13.																										
14. 1974-75 Fiscal Year Training Paid in 1975-76 Fiscal Year	\$ 986,218.03	\$ 152,952.85	\$ 26,790.18	\$	\$ 1,165,961.06	2171	236	20		2,427						234,818	49,083	4,836		288,737						
15. 1973-74 Fiscal Year Training Paid in 1975-76 Fiscal Year	7,850.33	1,841.04	6,676.17		16,367.54	54	5	1		60						1,536	200	56		1,792						
16. GRAND TOTAL PAID IN 1975-76 FISCAL YEAR	\$ 1,502,370.23	\$ 2,031,544.89	\$ 1,941,289.31	\$	\$ 5,475,204.43	3312	4,517	4,404		12,233						357,848	442,963	407,891		1,208,702	292	475	448		1,215	
17.																										
* Breakdown of																										
18. Technical/Special Courses:																										
19. Advanced Accident Investigation																						1	2		3	
Advanced Auto Theft																										
20. Investigator's Workshop			2,632.37		2,632.37			16		16			164.52		164.52			560		560			1		1	
21. Advanced Bloodstain Analysis																										
22. Advanced Driver Training Program	20,886.91	124,841.37	37,629.80		183,358.08	86	512	164		762	242.87	243.83	229.45		240.63	2,064	12,288	3,936		18,288	21	25	4		50	
Advanced Investigation																										
23. for Coroners Cases		1,994.00			1,994.00		15			15		132.93			132.93		1,200			1,200		1			1	
Advanced Latent																										
24. Fingerprint School		1,262.54	73.00		1,335.54		19	1		20		66.45	73.00		66.78		760	40		800		3	3		6	
25. Advanced Narcotics and Drugs																										
26. Advanced Narcotics Investigation																							1		1	
Advanced Patrol and																										
27. Special Enforcement																						1	1	1		3
Advanced Traffic																										
28. Accident Investigation																										
29.																										
30.																										

State of California - Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Administration Division - Claims Audit Section

3rd Quarter, Ending March 31, 1976
1975/76 FISCAL YEAR FUNDS

Course	Amount of Reimbursement					Number of Trainees					Cost Per Trainee					Man Hours of Training					Course Presentations				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Average	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total
Analysis of Urban 1. Terrorist Activity	\$	\$ 2,464.46	\$	\$	\$ 2,464.46		7			7	\$	\$ 352.07	\$	\$	\$ 352.07		560			560	1		3		4
2. Arrest and Firearms P.C. 832		153.20	142.01		295.21		2	1		3		76.60	142.01		98.40		80	40		120	48	98	91		237
3. Auto Theft Investigation			3,415.55		3,415.55			22		22			155.25		155.25			770		770			1		1
4. Aviation Security Course		311.98			311.98		4			4		78.00			78.00		80			80		1	1		2
5. Background Investigation		250.89	362.96		613.85		5	8		13		50.18	45.37		47.22		105	168		273		1			1
6. Dangerous Drugs Basic Narcotics and	422.50	2,165.93	1,138.45		3,726.88	8	11	17		36	52.81	196.90	66.97		103.52	560	880	1360		2800	3	1	2		6
7. Theft Investigation Basic Vehicle		110.02	1,258.44		1,368.46		2	10		12		55.01	125.84		114.04		80	400		480		1			1
8. Boating Safety and Enforcement																							3		3
9. Bombing Matters		986.62	58.00		1,044.62		17	1		18		58.04	58.00		58.03		360	20		380		2			2
10. Breathalyzer Course		70.28			70.28		11			11		6.39			6.39		99			99		2			2
11. Instructors Course Chemical Agents		485.84			485.84		8			8		60.73			60.73		192			192	1				1
12. Criminal Intelligence Seminar Chief Executive			880.20		880.20			13		13			67.71		67.71			208		208			2		2
13. Civil Emergency Management		6,184.60	8,025.67		14,210.27		34	43		77		181.90	186.64		184.55		1591	2000		3591		3	2		5
14. Civilian Supervisory School																					1				1
15. Commercial Enforcement Training		1,292.63	412.85		1,705.48		6	2		8		215.44	206.43		213.19		480	160		640		1			1
16. Communication/Dispatcher School	179.38	5,174.81	493.86		5,848.05	7	36	3		46	25.63	143.74	164.62		127.13	392	2000	240		2632	3	1			4
17. Community Police Relations	44.70	123.08	123.08		290.86	1	1	1		3	44.70	123.08	123.08		96.95	24	45	45		114	4	4	1		9
18. Controlled Substance Analysis																									
19. Coroners Course																									
20. Cost Analysis and Budgeting		697.46			697.46		11			11		63.41			63.41		264			264		1			1
21. Crime Scene Investigation		17,103.74	17,348.02		34,451.76		52	52		104		328.92	333.62		331.27		2040	2080		4120	2	8	8		18
22. Crime Specific	1,953.45	1,549.01	4,961.45		8,463.91	18	10	32		60	108.53	154.90	155.05		141.07	432	240	768		1440	2	1	1		4
23. Criminal Investigation Criminal Intelligence		3,986.92	1,233.49		5,220.41		23	14		37		173.34	88.11		141.09		1700	680		2380	1	3	1		5
24. Commanders Course			1,055.58		1,055.58			5		5			211.12		211.12			216		216			1		1
25. Data Analyst Criminal Intelligence	1,598.13		1,064.19		2,662.32	5		3		8	319.63		354.73		332.79	400		240		640	3	3	2		8
26. Data Collector	2,438.73	303.10	5,713.93		8,455.76	8	1	16		25	304.84	303.10	357.12		338.23	640	80	1280		2000	3	1	2		6
27. Information Systems Criminal Justice	2,532.31	1,816.13	822.78		5,171.22	13	10	4		27	194.79	181.61	205.70		191.53	288	240	96		624	2	1			3
28. Role Training Program Criminal Justice			27,216.05		27,216.05			47		47			579.06		579.06			5624		5624		2	5		7
29. Behavioral Objectives Course			1,539.71		1,539.71			9		9			171.08		171.08			216		216			7		7
30.																									

State of California - Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
Administration Division - Claims Audit Section

3rd Quarter, Ending March 31, 1976
1975/76 FISCAL YEAR FUNDS

Course	Amount of Reimbursement					Number of Trainees					Cost Per Trainee					Man Hours of Training					Course Presentations				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Average	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total
1. Crisis Intervention			\$ 341.15		\$ 341.15			9		9			\$ 37.91		\$ 37.91			342		342		1	1		2
2.																									
3. Delinquency Control Institute		4,962.04	6,862.75		11,824.79		7	7		14		708.86	980.39		844.63		2240	2,240		4,480		1	1		2
4. Disaster & Riot Training																									
5. Driver Training	3,810.04	11,109.87	10,781.42		25,701.33	30	64	51		145	127.00	173.59	211.40		177.25	640	1416	1,184		3,240	30	23	34		87
6. Drug Control																									
7. Investigation Training	2,591.20		1,398.75		3,989.95	8		4		12	323.90		349.69		332.50	640		320		960	1	2	2		5
8. Evidence Workshop																									
9. Field Command Post Cadre School																							2		2
10. Field Evidence Technician	14,152.00	29,697.55	21,761.36		65,610.91	19	58	54		131	744.84	512.03	402.99		500.85	2,280	6164	5,360		13,804	3	2	3		8
11. Field Management Training	208.43	864.00	2,176.69		3,249.12	2	5	15		22	104.22	172.80	145.11		147.69	40	100	440		580					
12.																									
13. Field Training Officer Course	2,189.92	8,141.20	10,956.37		21,287.49	17	66	95		178	128.82	123.35	155.33		119.59	765	2825	3,984		7,574	2	5	7		14
14. Fingerprint School	238.40	462.54			700.94	2	2			4	119.20	231.27			175.24	80	80			160	2		1		3
15. Firearms Instructors Course	1,576.46	2,925.72	681.04		5,183.22	10	22	12		44	157.65	132.99	56.75		117.80	450	1000	492		1,942	3		3		6
16. Firearms and Toolmark Identification			1,258.91		1,258.91			7		7			179.84		179.84			336		336			1		1
17. Forensic Alcohol Supervisor		860.85	700.58		1,561.43		2	2		4		430.43	350.29		390.36		240	240		480		1			1
18. Forensic Microscopy																									
19. Grantsmanship																					1				1
20. Homicide Institute																									
21. Instructor Development Course																					1				1
22. Internal Affairs	1,807.50	4,659.49	9,308.17		15,775.16	10	27	54		91	180.75	172.57	172.37		173.35	240	648	1,296		2,184	1	2	4		7
23. Investigators School		638.40	819.27		1,457.67		3	2		5		212.80	409.64		291.53		360	420		600		2	2		4
24. Jail Management		6,263.08	16,401.24		22,664.32		19	47		66		329.64	348.96		343.40		836	2,068		2,904		2	1		3
25. Jail Operations	932.70	2,208.22	6,114.68		9,255.60	12	66	106		184	77.73	33.46	57.69		50.30	480	2640	4,240		7,360	10	14	7		31
26. Juvenile Justice Update																									
27. Juvenile Law Enforcement Officer		7,196.97	3,118.37		10,315.34		25	12		37		287.88	259.86		278.79		1272	590		1,862	2	6	8		16
28. Law Enforcement Legal Education	3,891.52	12,944.85	16,725.83		33,562.20	15	77	82		174	259.43	168.11	203.97		192.89	600	3080	3,280		6,960	1	4	1		6
29. Legal Education Update		1,022.12	3,959.28		4,981.40		7	34		41		146.02	116.45		121.50		140	684		824		2	1		3
30.																									

3rd Quarter, Ending March 31, 1976
1975/76 FISCAL YEAR FUNDS

State of California - Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
Administration Division - Claims Audit Section

Course	Amount of Reimbursement					Number of Trainees					Cost Per Trainee					Man Hours of Training					Course Presentations				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Average	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total
1. Law of Search & Seizure Media Production 2. for Law Enforcement	\$ 35.80				\$ 35.80	2				2	\$ 17.90				\$ 17.90	32				32	1				1
3. Motorcycle Training	11,783.87	20,046.70	5,072.20		36,902.77	18	31	7		56	654.66	646.67	724.60		658.98	1,472	2,392	566		4,430	6	3	2		11
4. Narcotic Investigation for Beat Patrolmen		737.19	200.75		937.94		56	12		68		13.16	16.73		13.79		1,120	252		1,372	4	6	5		15
5. Narcotics Investigation Non-Sworn Police	5,031.55	15,383.57	9,407.81		29,822.93	18	48	28		94	279.53	320.49	335.99		317.27	1,440	3,840	2,240		7,520	3	3	2		8
6. Personnel Training Officer Survival																						3			3
7. & Internal Security Organized Crime Informant		30,356.86	37,491.47		67,848.33		170	204		374		178.57	183.78		181.41		7,948	9,560		17,508		6	5		11
8. Development & Maintenance Organizational Development	4,044.26	1,342.07	4,987.20		10,373.53	23	7	27		57	175.84	191.72	184.71		181.99	920	280	1,080		2,280	2	2	3		7
9. Seminar for Police Agencies	2,566.00				2,566.00	20				20	128.30				128.30	480				480	1				1
10. Physical Evidence Presentation		7,740.46	10,040.78		17,781.24		24	31		55		322.52	323.90		323.30		960	1,200		2,160	1	3	3		7
11. Planning, Research & Development		2,238.72	3,512.47		5,751.19		13	16		29		172.21	219.53		198.32		312	477		789		1	2		3
12. Police Defensive Driving Course																									
13. Police School Resource Officers Seminar	1,018.30	1,691.26	2,786.25		5,495.81	6	9	13		28	169.72	187.92	214.33		196.28	144	216	312		672	1	2	2		5
14. Police Self Defense Advance Course for Instructors																									
15. Police Self Defense Instructors Institute																									
16. Police Training Managers Course		9,993.39	4,432.84		14,426.23		13	6		19		768.72	738.81		759.28		1,040	480		1,520		1	1		2
17. POST Special Seminar	254.25	4,438.96	2,809.35		7,502.56	7	94	46		147	36.32	47.22	61.07		51.04	53	882	516		1,451	5	12	11		28
18. Practical Investigative Case Program Evaluation		71.60			71.60		2			2		35.80			35.80		60			60	1				1
19. & Review Techniques		608.16	1,144.08		1,752.24		4	8		12		152.04	143.01		146.02		96	184		280		1			1
20. Protective Services			268.04		268.04			2		2			134.02		134.02			56		56			1		1
21. Rape Investigation		3,346.74	1,774.41		5,121.15		36	24		60		92.97	73.93		85.35		560	384		944		1	2		3
22. Report Writing																									
23. Security for Law Enforcement																									
24. Sex Crime Investigation	53.70				53.70	2				2	26.85				26.85	48				48	1				1
25. Spanish for Peace Officers Specialized																					2				2
26. Surveillance Equipment	1,515.12	2,999.32	5,041.96		9,556.40	17	26	30		73	89.12	115.36	168.07		130.91	407	640	975		2,022	3	5	3		11
27. Speed from Skidmarks		1,587.10	477.90		2,065.00		15	3		18		105.81	159.30		114.72		600	120		720	1	1	1		3
28. Supervisory Update																									
29. School Security Course			1,419.22		1,419.22			8		8			177.40		177.40			376		376			1		1
30.																									

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
Administration Division - Claims Audit Section

3rd Quarter, Ending March 31, 1976
1975/76 FISCAL YEAR FUNDS

Course	Amount of Reimbursement					Number of Trainees					Cost Per Trainee					Man Hours of Training					Course Presentations				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Average	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total
1. Supplemental Management Training	\$	\$	\$	\$	\$						\$	\$	\$	\$	\$										
2. Team Building Workshop		7,377.81	7,173.88		14,551.69	46	41			87	160.39	174.97			167.26	1104	984			2,088		3	3		6
3. Team Policing Leadership		235.04			235.04	2				2	117.52				117.52	48				48		4	1		5
4. Justice Role Training		594.20			594.20	2				2	297.10				297.10	156				156		1			1
5. Traffic Accident Investigation		3,471.91	4,757.52		8,229.43	29	36			65	119.72	132.15			126.61	1160	1,400			2,560	1	1	2		4
6. Management Institute		6,506.77	11,460.92		17,967.69	19	33			52	342.46	347.30			345.53	836	1,452			2,288		1	2		3
7. Officer Development Program																									
8. Underwater Search & Recovery																							1		1
9. Unusual Incident Tactics	175.00	886.72	861.99		1,923.71	4	9	8		21	43.75	98.52	107.75		91.61	96	216	192		504	1	2	1		4
10. Upgrading Instructors Training Program		1,365.28			1,365.28	9				9	151.70				151.70	360				360	1				1
11. Vice School			210.28		210.28			3		3			70.09		70.09			120		120		2	1		3
12. Workshop on the Mentally Ill		2,227.95	4,396.88		6,624.83	12	20			32	185.66	219.84			207.03	288	480			768		1	3		4
13.																									
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Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET												
Agenda Item Title Summary of Contracts - 1975-76 Fiscal Year		Meeting Date April 22, 23, 1976										
Division Administration	Division Director Approval Edward M. Toothman	Researched By										
Executive Director Approval <i>Gene S. Muehleisen</i>	Date of Approval 4-6-76	Date of Report April 1, 1976										
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>												
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).												
<p>The total amount allocated to POST for contracts in the 1975-76 Fiscal Year was \$750,000. Contracts and letters of agreement, which have been entered into as of March 31, represent a commitment of \$446,944, leaving a balance of \$303,056.</p> <p>Contracts and letters of agreement are as follows:</p> <p>EXECUTIVE OFFICE</p> <p style="margin-left: 40px;"><u>Letter of Agreement</u></p> <table style="margin-left: 40px; width: 80%;"> <tr> <td>POST Problem Solving Seminar, "Development of Canon of Police Ethics".</td> <td style="text-align: right;">\$ 329</td> </tr> <tr> <td>TOTAL - EXECUTIVE OFFICE</td> <td style="text-align: right;">\$ 329</td> </tr> </table> <p>ADMINISTRATION DIVISION</p> <table style="margin-left: 40px; width: 80%;"> <tr> <td>1-P <u>State Controller</u></td> <td style="text-align: right;">\$32,000</td> </tr> <tr> <td>Provide necessary office and field auditing services. 7-1-75 through 6-30-76</td> <td></td> </tr> <tr> <td>TOTAL - ADMINISTRATION DIVISION</td> <td style="text-align: right;">\$32,000</td> </tr> </table>			POST Problem Solving Seminar, "Development of Canon of Police Ethics".	\$ 329	TOTAL - EXECUTIVE OFFICE	\$ 329	1-P <u>State Controller</u>	\$32,000	Provide necessary office and field auditing services. 7-1-75 through 6-30-76		TOTAL - ADMINISTRATION DIVISION	\$32,000
POST Problem Solving Seminar, "Development of Canon of Police Ethics".	\$ 329											
TOTAL - EXECUTIVE OFFICE	\$ 329											
1-P <u>State Controller</u>	\$32,000											
Provide necessary office and field auditing services. 7-1-75 through 6-30-76												
TOTAL - ADMINISTRATION DIVISION	\$32,000											

Utilize reverse side if needed

STANDARDS AND TRAINING DIVISION

21-P	<u>Department of Justice Advanced Training Center</u> Ten presentations of 80-hour Narcotic Investigation Course, and 20 presentations of 20-hour Narcotic Investigation for Patrolmen. 7-1-75 through 6-30-76	\$101,921
22-P	<u>County of Riverside</u> Four presentations of course, "Techniques of Teaching Criminal Justice Role Training Program". 8-1-75 through 6-30-76	59,248
23-P	<u>John P. Moore, II</u> Consultant for second phase of Basic Course Revision Project. 8-1-75 through 7-31-76	22,000
26-P	<u>John A. Metcalf</u> Develop designated components for second phase of Basic Course Revision Project. 8-1-75 through 7-1-76	39,000
67-P	<u>Thomas H. Anderson</u> Develop and coordinate four presentations of Executive Development Course. 7-1-75 through 4-30-76	25,420
75-P	<u>Center for Teacher Preparation, California State Polytechnic University, Pomona</u> <u>(Dr. Evelyn Rossi)</u> Develop two seminars, "Utilization of POST Behavioral Objectives" to be presented at California State Polytechnic University, Pomona. 12-1-75 through 6-30-76	11,826
85-P	<u>Dr. Bruce Olson</u> Prepare research instruments to poll POST constituency re Standards and Training Operation Plan. 12-22-75 through 1-22-76	675

STANDARDS AND TRAINING DIVISION (Cont'd.)

184-P	<u>Department of General Services, Management Services Office</u>		\$12,127
	Development of computerized system to provide weekly processing of C. E. I. Questionnaires. 7-1-75 through 6-30-76		
185-P	<u>California Specialized Training Institute</u>		34,453
	Conduct 7 Civil Emergency Management Courses and 14 Officer Survival Course presentations. 8-1-75 through 6-30-76		
	<u>Letters of Agreement</u>		6,586
	POST Problem Solving Seminar	\$1,986	
	Supervisory/Middle Management Course Revision Seminars	595	
	Basic Course Revision Project	2,358	
	Advisory Committee for Executive Development Course	234	
	Role Training Instructional Workshop	663	
	City Manager/Chief of Police Seminar	750	
	TOTAL - STANDARDS AND TRAINING DIVISION		\$313,256

TECHNICAL SERVICES DIVISION

11	<u>Crime Prevention Institute Instructors</u>		\$ 7,376
	Preparation, instruction and travel costs for two institutes. 7-7-75 through 2-20-76		
18-P	<u>City of Sacramento</u>		20,477
	For services of Sgt. James F. Deaton as follows:		
	a. development of POST Personal History Questionnaire,		
	b. development of POST Personal Investigator's Manual,		
	c. research, analyze and evaluate police management problems,		
	d. participate in POST project to validate POST medical examination.		
	10-1-75 through 9-30-76		
	(Additional \$7,470 allocated to 1976-77 Fiscal Year)		

TECHNICAL SERVICES DIVISION (Cont'd.)

80-P California State Polytechnic University,
Kellog West, Pomona \$10,245

Provide meals, lodging and conference room facilities for one Crime Prevention Institute.
2-1-76 through 2-28-76

164-P California State Polytechnic University,
Kellog West, Pomona 9,165

Provide meals, lodging and conference room facilities for one Crime Prevention Institute.
7-6-75 through 7-18-75

Medical Validation Contracts

24-P Dr. Ronald Schwartz, 11-1-75 through 9-4-76 3,000
25-P Dr. Anthony DeMaria, 11-1-75 through 9-4-76 3,000
86-P Gerald W. Mowat, 12-1-75 through 9-4-76 3,000
87-P Dr. John H. Allen, 12-1-75 through 9-4-76 3,000
88-P Ann H. Duncan, 12-1-75 through 9-4-76 3,000
42-P Stephen S. Algea, 4-1-76 through 9-4-76 2,500

Participate in Medical Decision-Making Process, (perform research, literature review, and written documentation.)

32-P John W. Kohls, Ph.D. 32,464

Participate in Medical Examination Project and have responsibility for completion of same.
9-5-75 through 9-4-76

Letters of Agreement 4,132

Crime Prevention Advisory Committee \$ 360
Crime Prevention Students 1,707
Background Investigation Decision-Making Meetings 2,065

TOTAL - TECHNICAL SERVICES DIVISION \$101,359

TOTAL - CONTRACTS AND LETTERS OF AGREEMENT..... \$446,944

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title Proposed POST Reimbursement Program 1976-77 Fiscal Year		Meeting Date April 22-23, 1976
Division Administration	Division Director Approval Edward M. Toothman	Researched By
Executive Director Approval <i>Gene S. Muehlenstein</i>	Date of Approval 4-8-76	Date of Report April 8, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

Under the present Commission policy, reimbursement to local agencies for costs of training is allocated in four categories of expense, i.e., subsistence, travel, tuition and salary. In the 1974-75 Fiscal Year \$8,411,314 was reimbursed. Of that amount, approximately 16% was for cost of subsistence, 4% for travel, 10% for tuition, and 70% for trainee salary. The ratio for the current year is about the same.

Currently, Commission policy provides 100% reimbursement for subsistence, travel and tuition, and 60% for trainee salary. Subsistence and travel costs are paid on all training courses. Tuition is paid for the Middle Management Course, Middle Management Seminar, Executive Development Course and Executive Development Seminar. Tuition is not paid for the Basic, Advanced Officer, Supervisory Courses and certain Technical/Special Courses.

If the revenue for the Peace Officer Training Fund continues at its current rate, it should range between \$11,500,000 to \$12,000,000 for the 1976-77 Fiscal Year.

Inflation has contributed to a steady increase of POST administrative costs, reflecting a probable 24% increase for 1976-77 over 1974-75 Fiscal Year. It is expected that in the same two year period revenue will increase no more than 8%.

There are several major expenditures requested for 1976-77, in addition to established administrative costs. These include:

- Continuation of the Criminal Justice Role Training Program \$100,000
- POST Recruitment Selection Manual \$146,000
- This is a proposal for contract funds to complete the manual.

** by contract*

Utilize reverse side if needed

California Specialized Training Institute

\$411,928

This proposed interagency agreement was approved by the Commission at its January 22nd meeting.

Analysis of POST revenue and expenditures for 1976-77 indicates that approximately \$7,619,000 will be available for reimbursement to cities and counties.

The Staff recommends continuation of the current reimbursement program for the 1976-77 Fiscal Year, with modification of salary percentage.

- Continue 100% reimbursement for subsistence, travel and tuition, within the provisions established by the Commission.
- Provide 40% reimbursement of salary for mandated courses.

The seven Charts, A through G, shown on the following pages, reflect the effect of the variation of salary percentage on total reimbursement costs.

Each chart has seven columns, showing:

- Column 1. Training course categories.
- Column 2. Number of trainees to be trained in 1976-77.
- Column 3. Pay Plan under which a course is reimbursed.
- Column 4. "Out-of-pocket Costs", which include subsistence, travel and tuition.
- Column 5. The percent of a trainee's salary which is reimbursable by POST.
- Column 6. Cost to train one trainee under plan shown.
- Column 7. Total reimbursement for each category of training course shown.

Each chart shows a different percent of salary reimbursement, as follows:

"A"	20%	"E"	40%
"B"	25%	"F"	50%
"C"	30%	"G"	60%
"D"	35%		

Pay Plans - The following are the pay plans used as the basis for the reimbursement of claims for training expense.

Plan I. Subsistence 100% (Lodging and Meals)
 Travel 100%
 Tuition 100%
 Salary 60% (In effect 1975-76)

Plan II. Subsistence 100%
 Travel 100%
 Salary 60%

Plan III. Subsistence 100%
 Travel 100%
 Tuition 100%

Plan IV. Subsistence 100%
 Travel 100%

Commission on Peace Officer Standards and Training

PROJECTED REIMBURSEMENT COST FOR 1976-77 Fiscal Year

	Number of Trainees	Pay Plan	Out-of-pocket Costs 100%	20% of Salary	Cost to Train One Man	TOTAL Reimbursement
1	3,600	II	\$ 898,128.00	\$1,837,080.00	\$759.73	\$ 2,735,208
2	4,550	II	61,880.00	259,896.00	70.72	321,776
3	800	II	97,008.00	136,112.00	291.40	233,120
4	400	I	216,140.00	85,648.00	754.47	301,788
5	600	III	103,000.00	-	180.00	103,000
6	100	IV	61,040.00	-	610.40	61,040
7	200	III	51,300.00	-	256.50	51,300
8	6,000	II III IV	1,488,960.00	-	248.16	1,488,960
9	TOTAL Reimbursement	X	\$2,982,456.00	\$2,318,736.00	X	\$ 5,301,192
10	Administration					2,276,917
11	Contracts					500,000
12	TOTAL					\$ 8,078,109
13	Continuation of Criminal Justice Role Training Program					100,000
14	Comprehensive Selection Manual					146,000
15	C. S. T. I.					411,928
16	RESERVE					500,000
17	GRAND TOTAL					\$ 9,236,037

Anticipated Revenue for 1976-77 - \$11,500,000 to \$12,000,000.

Commission on Peace Officer Standards and Training

PROJECTED REIMBURSEMENT COST FOR 1976-77 Fiscal Year

	Number of Trainees	Pay Plan	Out-of-pocket Costs 100%	25% of Salary	Cost to Train One Man	TOTAL Reimbursement
1	3,600	II	\$ 898,128.00	\$2,299,752.00	\$858.30	\$ 3,197,880
2	4,550	II	61,880.00	324,870.00	85.00	386,750
3	800	II	97,008.00	169,952.00	333.70	266,960
4	400	I	216,140.00	107,060.00	808.00	323,200
5	600	III	103,000.00	-	180.00	108,000
6	100	IV	61,040.00	-	610.40	61,040
7	200	III	51,300.00	-	256.50	51,300
8	6,000	II III IV	1,488,960.00	-	248.16	1,488,960
	TOTAL Reimbursement		\$2,982,456.00	\$2,901,634.00		\$ 5,884,090
10	Administration					2,276,917
11	Contracts					500,000
12	TOTAL					\$ 8,661,007
13	Continuation of Criminal Justice Role Training Program					100,000
14	Comprehensive Selection Manual					146,000
15	C. S. T. I.					411,928
16	RESERVE					500,000
17	GRAND TOTAL					\$ 9,818,935

Anticipated Revenue for 1976-77 - \$11,500,000 to \$12,000,000.

Commission on Peace Officer Standards and Training
PROJECTED REIMBURSEMENT COST FOR 1976-77 Fiscal Year

	Number of Trainees	Pay Plan	Out-of-pocket Costs 100%	30% of Salary	Cost to Train One Man	TOTAL Reimbursement	
1	Basic	3,600	II	\$ 898,128.00	\$2,762,424.00	\$1,016.82	\$3,660,552
2	Advanced Officer	4,550	II	61,880.00	388,297.00	98.94	450.177
3	Supervisory Course	800	II	97,008.00	203,792.00	376.00	300,800
4	Middle Management Course	400	I	216,140.00	128,472.00	861.53	344,612
5	Middle Management Seminar	600	III	108,000.00	-	180.00	108,000
6	Executive Development Course	100	IV	61,040.00	-	610.40	61,040
7	Executive Development Seminar	200	III	51,300.00	-	256.50	51,300
8	Technical/Special Courses	6,000	II III IV	1,488,960.00	-	248.16	1,488,960
9	TOTAL Reimbursement	16,150	X	\$2,982,456.00	\$3,482,985.00	X	\$ 6,465,441
10	Administration						2,276,917
11	Contracts						500,000
12	TOTAL						\$ 9,242,358
13	Continuation of Criminal Justice Role Training Program						100,000
14	Comprehensive Selection Manual						146,000
15	C. S. T. I.						411,928
16	RESERVE						500,000
17	GRAND TOTAL						\$ 10,400,286

Anticipated Revenue for 1976-77 - \$11,500,000 to \$12,000,000.

Commission on Peace Officer Standards and Training

PROJECTED REIMBURSEMENT COST FOR 1976-77 Fiscal Year

	Number of Trainees	Pay Plan	Out-of-pocket Costs 100%	35% of Salary	Cost to Train One Man	TOTAL Reimbursement	
1	Basic	3,600	II	\$ 898,128.00	\$3,211,488.00	\$1,141.56	\$4,109,616
2	Advanced Officer	4,550	II	61,880.00	453,271.00	113.22	515,151
3	Supervisory Course	800	II	97,008.00	237,632.00	418.30	334,640
4	Middle Management Course	400	I	216,140.00	149,884.00	915.06	366,024
5	Middle Management Seminar	600	III	108,000.00	-	180.00	108,000
6	Executive Development Course	100	IV	61,040.00	-	610.40	61,040
7	Executive Development Seminar	200	III	51,300.00	-	256.50	51,300
8	Technical/Special Courses	6,000	II III IV	1,488,960.00	-	248.16	1,488,960
9	TOTAL Reimbursement	16,150	X	\$2,982,456.00	\$4,052,275.00	X	\$ 7,034,731
10	Administration						2,276,917
11	Contracts						500,000
12	TOTAL						\$ 9,811,648
13	Continuation of Criminal Justice Role Training Program						100,000
14	Comprehensive Selection Manual						146,000
15	C. S. T. I.						411,928
16	RESERVE						500,000
17	GRAND TOTAL						\$ 10,969,576

Anticipated Revenue for 1976-77 - \$11,500,000 to \$12,000,000.

Commission on Peace Officer Standards and Training

PROJECTED REIMBURSEMENT COST FOR 1976-77 Fiscal Year :

	Number of Trainees	Pay Plan	Out-of-pocket Costs 100%	40% of Salary	Cost to Train One Man	TOTAL Reimbursement	
1	Basic	3,600	II	\$ 898,128.00	\$3,674,160.00	\$1,270.08	\$ 4,572,288
2	Advanced Officer	4,550	II	61,880.00	519,792.00	127.84	581,672
3	Supervisory Course	800	II	97,008.00	271,472.00	460.60	368,480
4	Middle Management Course	400	I	216,140.00	171,296.00	968.59	387,436
5	Middle Management Seminar	600	III	108,000.00	-	180.00	108,000
6	Executive Development Course	100	IV	61,040.00	-	610.40	61,040
7	Executive Development Seminar	200	III	51,300.00	-	256.50	51,300
8	Technical/Special Courses	6,000	II III IV	1,488,960.00	-	248.16	1,488,960
	TOTAL Reimbursement	16,150		\$2,982,456.00	\$4,636,720.00		\$ 7,619,176
10	Administration						2,276,917
11	Contracts						500,000
12	TOTAL						\$ 10,396,093
13	Continuation of Criminal Justice Role Training Program						100,000
14	Comprehensive Selection Manual						146,000
15	C. S. T. I.						411,926
16	RESERVE						500,000
17	GRAND TOTAL						\$ 11,554,021

Anticipated Revenue for 1976-77 - \$11,500,000 to \$12,000,000.

Commission on Peace Officer Standards and Training

PROJECTED REIMBURSEMENT COST FOR 1976-77 Fiscal Year

	Number of Trainees	Pay Plan	Out-of-pocket Costs 100%	50% of Salary	to Train One Man	TOTAL Reimbursement	
1	Basic	3,600	II	\$ 898,128.00	\$4,599,504.00	\$1,527.12	\$ 5,497,632
2	Advanced Officer	4,550	II	61,880.00	648,193.00	156.06	710,073
3	Supervisory Course	800	II	97,008.00	339,152.00	545.20	436,160
4	Middle Management Course	400	I	216,140.00	214,120.00	1,075.65	430,260
5	Middle Management Seminar	600	III	108,000.00	-	180.00	108,000
6	Executive Development Course	100	IV	61,040.00	-	610.40	61,040
7	Executive Development Seminar	200	III	51,300.00	-	256.60	51,300
8	Technical/Special Courses	6,000	II III IV	1,488,960.00	-	248.16	1,488,960
9	TOTAL Reimbursement	16,150	X	\$2,982,456.00	\$5,800,969.00	X	\$ 8,783,425
10	Administration						2,276,917
11	Contracts						500,000
12	TOTAL						\$ 11,560,312
13	Continuation of Criminal Justice Role Training Program						100,000
14	Comprehensive Selection Manual						146,000
15	C. S. T. I.						411,928
16	RESERVE						500,000
17	GRAND TOTAL						\$ 12,718,270

Anticipated Revenue for 1976-77 - \$11,500,000 to \$12,000,000.

Commission on Peace Officer Standards and Training

PROJECTED REIMBURSEMENT COST FOR 1976-77 Fiscal Year

	Number of Trainees	Pay Plan	Out-of-pocket Costs 100%	60% of Salary	Cost to Train One Man	TOTAL Reimbursement	
1	Basic	3,600	II	\$ 898,128.00	\$5,511,240.00	\$1,780.38	\$ 6,409,368
2	Advanced Officer	4,550	II	61,880.00	778,141.00	184.62	840,021
3	Supervisory Course	800	II	97,008.00	406,832.00	629.80	503,840
4	Middle Management Course	400	I	216,140.00	256,540.00	1,181.70	472,680
5	Middle Management Seminar	600	III	108,000.00	-	180.00	108,000
6	Executive Development Course	100	IV	61,040.00	-	610.40	61,040
7	Executive Development Seminar	200	III	51,300.00	-	256.50	51,300
8	Technical/Special Courses	6,000	II III IV	1,488,960.00	-	248.16	1,488,960
9	TOTAL Reimbursement	16,150	X	\$2,982,456.00	\$6,952,753.00	X	\$ 9,935,209

10	Administration	2,276,917
11	Contracts	500,000
12	TOTAL	\$ 12,712,126
13	Continuation of Criminal Justice Role Training Program	100,000
14	Comprehensive Selection Manual	146,000
15	C. S. T. I.	411,928
16	RESERVE	500,000
17	GRAND TOTAL	\$ 13,870,054

Anticipated Revenue for 1976-77 - \$11,500,000 to \$12,000,000.

TO: COMMISSIONERS
 FROM: EXECUTIVE DIRECTOR
 SUBJECT: CERTIFICATION AGENDA -- APRIL 22 and 23, 1976

DATE: APRIL 6, 1976

	<u>COURSE CATEGORY OR TITLE</u>	<u>REIMBURSEMENT PLAN</u>	<u>HOURS</u>	<u>COMMENTS</u>
<u>CERTIFICATION REQUESTS:</u>				
1. Private Security Licensees	Security Guard Baton Training			Policy statement.
A. Chabot College	Technical Course, "Security Guard Baton Training"	N/A	12/ 16	
B. Allan Hancock College	Technical Course, "Security Guard Baton Training"	N/A	16	
C. Los Medanos College	Technical Course, "Security Guard Baton Training"	N/A	8	
D. Monterey Peninsula	Technical Course, "Security Guard Baton Training"	N/A	16	
E. Northern California Criminal Justice Training and Education System	Technical Course, "Security Guard Baton Training"	N/A	8/ 16	
F. Rio Hondo College	Technical Course, "Security Guard Baton Training"	N/A	8/ 16	
G. San Joaquin Delta	Technical Course, "Security Guard Baton Training"	N/A	12	
H. State Center Peace Officer Academy	Technical Course, "Security Guard Baton Training"	N/A	9	
I. Yuba Community College	Technical Course, "Security Guard Baton Training"	N/A	15	

	<u>COURSE CATEGORY OR TITLE</u>	<u>REIMBURSEMENT PLAN</u>	<u>HOURS</u>	<u>COMMENTS</u>
<u>CERTIFICATION REQUESTS (Continued)</u>				
2.	California Specialized Training Institute	Technical Course, "Political Violence and Terrorism"	IV	47
3.	San Bernardino County Sheriff's Office	Technical Course, "Accident Investigation Training"	IV	40
4.	State Police	Technical Course, "Protective Services Operation Briefing"	IV	40
5.	California Specialized Training Institute	Executive Development Seminar, "Political Violence and Terrorism Executive Seminar"	IV	16
✓ 6.	Commission on POST	Management Course	I	80
<u>CERTIFICATION MODIFICATIONS</u>				
7.	Modesto Regional Criminal Justice Training Center	Advanced Officer Course	II	24/ 40 Variable 24 or 40-hour format.
8.	Northern California Criminal Justice Training and Education System	Supervisory Course	II	120 Increase from 80 to 120 hours.
9.	UC-Santa Cruz	Executive Development Seminar	III	Topic-specific, "Assessment Center Methods"; tuition \$85.
<u>DECERTIFICATIONS:</u>				
10.	Cerritos College	Advanced Officer Course		
11.	John F. Kennedy University	Middle Management Course		

COMMISSIONERS

APRIL 6, 1976

COURSE CATEGORY
OR TITLE

REIMBURSEMENT
PLAN

HOURS

COMMENTS

DECERTIFICATIONS (Continued)

- 12. Napa College Police Community Relations
- ✓ 13. Phillips Driving School Advanced Driver Training

NEGATIVE RECOMMENDATIONS:

- ✓ 14. Attorney General Legal Information for Law Enforcement Program \$350,000 Inter-agency Agreement.
- ✓ 15. Los Angeles County Sheriff's Office Middle Management Course I 120

REIMBURSEMENT PLANS

- I. Meals & Lodging 100%
- Travel 100%
- Tuition 100%
- Salary 60%
- II. Meals & Lodging 100%
- Travel 100%
- Salary 60%
- III. Meals & Lodging 100%
- Travel 100%
- Tuition 100%
- IV. Meals & Lodging 100%
- Travel 100%

COURSE CATEGORIES PLANS

- Basic Plan II
- Advanced Officer Plan II
- Supervisory Plan II
- Management Course Plan I
- Management Seminar Plan III
- Executive Development Course Plan III
- Executive Development Seminar Plan III
- Technical/Special Plan III or IV (as specified)

AGENDA ITEM SUMMARY SHEET

Agenda Item Title PRIVATE SECURITY LICENSEES -- BATON TRAINING		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report April 5, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/>		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND:

Senate Bill 1740 amended Penal Code Section 12002, effective January 1, 1976. The amendment requires that uniform security guards must complete a course of instruction approved by POST prior to being authorized to carry batons. Additionally, the batons must be approved by the Department of Justice and the California Crime Technological Research Foundation. In July 1975, the Commission approved the instructional content, based on performance objectives, for this course.

At that time, it was believed the Commission's responsibility had been completed.

ANALYSIS:

The Department of Consumer Affairs, Bureau of Collection and Investigative Services, was believed by POST staff to be responsible for individual presentations of the baton course utilizing the POST-approved content. However, in December they indicated that they did not believe they were responsible for individual presentations but that POST, in fact, was. An opinion of the Legislative Counsel supports the contention of Consumer Affairs, indicating that when two separate bills were merged in the legislative process, the reference to Consumer Affairs was deleted.

The impasse resulted in private security licensees being unable to possess any baton until one or the other State agency provided for presentation of courses. The Commission staff recognized that the Commission's position on SB 1740 was to oppose as being outside the purview of its responsibilities. Now that it is law, the staff believes that it must be treated in the same manner as 832 P.C., insofar as being certified for maintenance of the Legislature's intent.

ANALYSIS (Continued):

A delivery system currently exists that will allow private patrol licensees to obtain the necessary training and cause a minimal amount of work for the POST staff. The certification process assures quality control and accurate reporting relative to graduates successfully completing the course. Using our rosters, the Department of Consumer Affairs has indicated they will handle the individual certification of graduates through some type of a card to be carried for display upon demand of any peace officer.

Fiscal Impact:

No monetary impact relative to reimbursement.

Approximately 100 hours of staff time if the following recommendations are adopted.

RECOMMENDATIONS:

1. Certify selected presenters that currently present other certified courses.
2. Seek amendment to place responsibility for individual presentations in the Department of Consumer Affairs, Bureau of Collection and Investigative Services.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

March 20, 1976

SPECIAL BULLETIN: 76-1

SUBJECT: REQUIREMENTS OF PENAL CODE SECTION 12002
(SENATE BILL 1740) UNIFORM SECURITY GUARD
BATON TRAINING REQUIREMENTS

The above law requires each individual operating under a private security licensee to utilize only a baton of a type approved by the California Crime Technological Research Foundation and the Department of Justice, and to successfully complete a course of instruction approved by the Commission on Peace Officer Standards and Training.

The baton specifications have been approved, with appropriate information disseminated by the Bureau of Collection and Investigative Services to licensees. The course of instruction has been approved by the Commission and set forth as follows:

I. BATON TRAINING COURSE OUTLINE

A. INTRODUCTION

1. Legal Aspect
2. Use of Force
3. Baton Familiarization and Uses
4. First Aid for Baton Injuries

B. PRACTICAL ASPECTS

1. Stances and Grips
2. Target Areas
3. Defensive Techniques
4. Control Techniques
5. Arrest and Control Techniques

II. BASIC BATON COURSE BEHAVIORAL OBJECTIVES

LEARNING GOAL:

The student will be able to explain his moral obligation and justification for use of a baton and will demonstrate that he possesses the ability to effectively defend himself and others by using basic baton techniques.

BEHAVIORAL OBJECTIVES:

- . The student will select the proper baton for his personal use.
- . The student will recognize the difference between excessive baton force and needed baton force and demonstrate same.
- . The student will demonstrate his ability to maintain effective body balance under combat conditions while mindful of his gun and/or baton exposure.
- . The student will demonstrate the recognized method of subduing a combative subject who is resisting but unarmed.
- . The student will demonstrate the ability to use the baton from a ringed position.
- . The student will demonstrate the ability to use the baton when it is unringed as a defensive tool to block blows directed at the student.
- . Given a variety of hypothetical situations, both practical and written, the student will decide whether or not utilization of the baton would be appropriate and/or justified.
- . The student will identify and list the vital body points and bone edges recognized as baton "target areas".
- . The student will demonstrate the ability to remove a resisting suspect from a location through the utilization of recognized baton techniques.
- . The student will demonstrate the recognized baton techniques to be used in subduing an aggressive suspect.
- . The student will demonstrate the approved first aid techniques for injuries caused by the use of the baton.

It is anticipated that the minimum time required by each student to successfully demonstrate the identified behavioral objectives will be approximately eight (8) hours. It is estimated that the maximum time required will be approximately sixteen (16) hours.

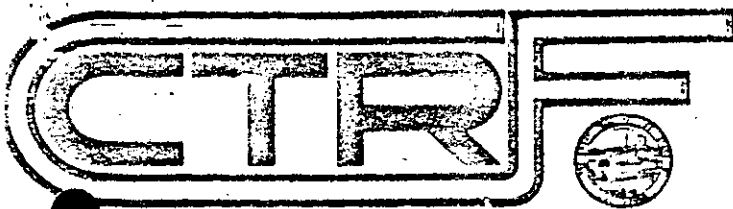
Although the Commission has no responsibility for enforcement of the requirements of this legislation, it is similar to the requirement imposed on the Commission by Section 832 of the Penal Code.

Therefore, it is necessary that each course be certified by POST. Certification will be limited to institutions currently presenting POST certified courses. Requests for course certification will be processed in accordance with Commission Procedure D-10 as set forth in the POST Administrative Manual.

Any questions concerning certification and presentation should be addressed to the Standards and Training Division, Commission on Peace Officer Standards and Training, 7100 Bowling Drive, Suite 100, Sacramento, California 95823, telephone number (916) 322-2180.

Agencies desiring certification at the April 22-23, 1976 Commission Meeting must submit requests to POST no later than April 1, 1976.

Gene S. Muehleisen
GENE S. MUEHLEISEN
Executive Director



CALIFORNIA CRIME TECHNOLOGICAL RESEARCH FOUNDATION
4433 Florin Road, Suite 690, Sacramento, California 95823, Telephone 916/322-2700
DOUGLAS E. ROUDABUSH, Executive Director

NOTICE OF OFFICIAL APPROVAL
Office of the Executive Director
California Crime Technological Research Foundation

SUBJECT: BATONS, Penal Code Section 12002 (b) Amended

The California Crime Technological Research Foundation hereby makes formal notice of approval of batons as required by Penal Code Section 12002 (b).

Approved baton specifications:

Material

The baton shall be constructed of (1) hickory, oak, maple, walnut, or other wood of equal density and strength; or (2) a synthetic (plastic) substance of equivalent physical properties to the wooden batons (i.e., strength, density, toughness). A metallic material is not acceptable.

Length

The baton shall be from 24 inches to 27 inches in length.

Weight

The baton shall weigh in proportion to its size in the range of 14 ounces to 19 ounces.

Diameter

The baton shall have a consistent diameter in the range of $1\frac{1}{4}$ inches to $1\frac{1}{8}$ inches.

Finish

The baton shall be of a dark walnut stain finish with a protective varnish coat.

Surface

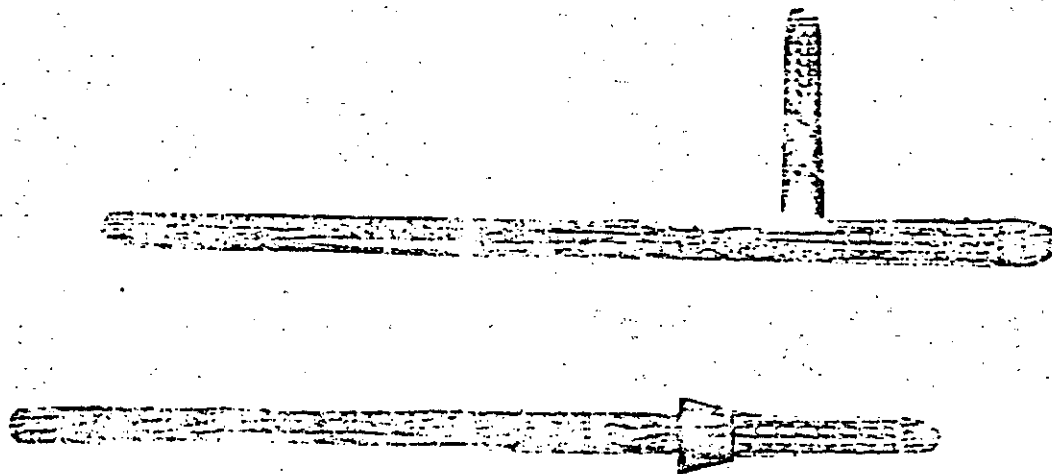
The ends of the baton shall be rounded blunt. There shall not be a cutting, ridged or sharp edge on the baton.

JAN 2 1976

Page Two
Notice of Official Approval re/Batons

- Loading The baton shall not be "loaded" with any substance.
- Thong or Strap The baton shall not be fitted with a thong or strap.
- Grommett As an option, the baton may be fitted with a grommett.
- Perpendicular Handle The baton may have a handle perpendicular to the baton shaft if the handle is fitted to the baton at the time of manufacture. The handle shall be of the same diameter as the baton shaft and shall be in the range of six inches to seven inches in length.

Examples of a baton of the type approved by the Executive Director of CCTRF are shown as follows:



The baton is hereby approved.

R. K. Steele
Richard K. Steele
Interim Executive Director
California Crime Technological
Research Foundation

Dec 30 1975
December 30, 1975

DEC 30 1975

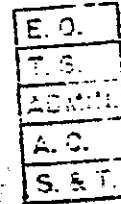


BUREAU OF COLLECTION AND INVESTIGATIVE SERVICES

SUITE 431, 1127—11TH STREET, SACRAMENTO, CALIFORNIA 95814
TELEPHONE: (916) 445-5401



TO: PRIVATE PATROL LICENSEES
FROM: DOUGLAS FAIGIN, CHIEF, BUREAU OF COLLECTION
AND INVESTIGATIVE SERVICES
SUBJECT: FIREARM TRAINING
DATE: JANUARY 15, 1976



MAR 18 9 46 AM '76
COMMISSION ON POST

The Bureau has been very gratified by the efforts most guard licensees have put forth in order to comply with the new firearm training requirements by January 1, and the courses were widely available.

There were one or two problem areas. San Diego, for example, appeared not to have sufficient spots available for the number of guards there before the January 1 date.

Nevertheless, the law included that January 1 date, and no one could have changed it without a new law.

The Bureau did mail out letters to law enforcement agencies throughout California notifying them of the deadline, and also pointing out that in a few areas it might have been extremely tough to meet that deadline. The Bureau suggested each agency check in its own area to determine the local situation. We noted that local law enforcement is certainly up to the local agency involved, but we wanted to inform the agencies in case there was a problem.

The letter also pointed out that by February 1 everyone will have had the opportunity to take the course.

The Bureau will be sending out another letter on or about February 1 to all those police agencies, reminding them of the new law, suggesting they ask armed guards for their proper identification and noting that the Bureau will support tough prosecution of violators. Bureau support will, of course, include action against a licensee if the licensee was found to have instructed or in any way knowingly contributed to the guard illegally carrying a firearm.

Therefore, we strongly recommend you do not violate this law, and that you have your guards properly qualified before arming them.

Some licensees and registrants are failing to send in their firearm applications, even though we receive rosters noting that the individuals have passed the course. WE CANNOT SEND QUALIFICATION CARDS WITHOUT PROPER APPLICATIONS BEING RECEIVED BY US FIRST, as well as being properly notified by the school of course completion. Some schools have apparently told guards they do not need to send us applications - this is wrong. If you have not received your qualification cards yet, this may be the problem.

JANUARY 15, 1976

Also, at least one school neglected to send in a roster from its classes. If you haven't received your cards even though you applied some time ago, call us. We have a rather swift turnaround time on this, and there is most often little or no backlog. Don't sit back and wait - make sure you get those firearm cards.

* * *

This will notify you that after February 1, 1976, the Bureau will no longer accept firearm courses which use anything other than live-fire ranges. This means such things as "plastic" or "rubber" bullets or "red jets" will be unacceptable, and guards will not receive qualification cards for obtaining scores after February 1 on these kinds of ranges. Timed firings with live ammunition on a 25-yard range will be the only acceptable method of qualification. The Bureau wants guards to know exactly what to expect if use of a gun is necessary, and also the Bureau wants to know that a guard is able to qualify in a "real" situation.

* * *

In qualifying, guards MUST use the weapon they will be using in employment. Sometimes a guard's gun is virtually useless, or too dangerous, and we do know of schools which have provided working weapons with which to qualify. In so doing, there is no assurance the guard is able to handle his or her individual weapon safely.

* * *

Batons have been approved officially for use by private security guards. Attached to this letter is a copy of the new regulations for the kinds of batons which will be acceptable. Batons failing to meet these requirements are illegal, and do raise the possibility of criminal prosecution.

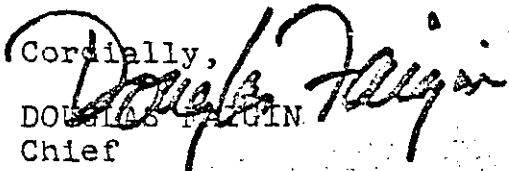
Of course, before a guard can legally carry an approved baton, he or she must complete a proper course in baton use. For information on where these courses can be taken, contact the Commission on Peace Officer Standards and Training which is charged with approving the baton course.

* * *

There won't be any more private patrolmen in California.

The Bureau is now in the process of changing over to ID cards for guards which refer to "private patrolperson." At the present time there are only about five to ten per cent of the registrants who are women, but the Bureau believes they should not be made to carry cards identifying themselves as men. Some licensees have told me of the excellent job women guards are doing, and the Bureau believe they should be recognized.

Cordially,


DOUGLAS HIGIN
Chief

DF:lh

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - Chabot College		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Lloyd L. DeVore
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report March 29, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND:

Penal Code Section 12002 (Uniform Security Guard Training Requirements) requires each individual operating under a private security licensee to utilize only a baton of a type approved by the California Crime Technological Research Foundation and the Department of Justice, and to successfully complete a course of instruction approved by the Commission on Peace Officer Standards and Training.

ANALYSIS:

Chabot College is certified to present Advanced Officer and P. C. 832 courses and is requesting certification for this Baton Training course. This course will be presented from 12 to 16 hours in length, with the format variable. The course of instruction as approved by the Commission will be followed. It is anticipated there will be two to four presentations per year and the maximum number of students in each class will be 20.

Fiscal Impact:

Staff Time: 8 hours per year.

RECOMMENDATION:

It is recommended that the course entitled, "Baton Training Course" be certified as a Technical Course to Chabot College. Reimbursement is not applicable as the course is not designed for peace officers.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - Allan Hancock College		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report April 2, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page ____).		

BACKGROUND:

Penal Code Section 12002, passed by the California Legislature, requires private security guards to successfully complete a course of instruction in Baton Training approved by the Commission on Peace Officer Standards and Training.

ANALYSIS:

Allan Hancock College is requesting certification to present the POST-approved Baton Training Course.

The course will be 16 hours in length, presented four hours per day, four days per week, for one week. The course will utilize the behavioral objectives developed by POST staff.

Fiscal Impact:

Staff Time: 2 hours per presentation.

RECOMMENDATION:

It is recommended that the course entitled, "Baton Training Course" be certified as a Technical Course to Allan Hancock College. Reimbursement is not applicable, as the course is not designed for peace officers.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - Los Medanos College		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Lloyd L. DeVore
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report March 29, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> <small>(See Analysis per details)</small> <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use seprate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

Penal Code Section 12002 (Uniform Security Guard Training Requirements) requires each individual operating under a private security licensee to utilize only a baton of a type approved by the California Crime Technological Research Foundation and the Department of Justice, and to successfully complete a course of instruction approved by the Commission on Peace Officer Standards and Training.

ANLAYSIS

Los Medanos College is certified to present POST certified courses and is requesting certification for this Baton Training course. This 8 hour course will be presented in the format of 2 hours per day for 4 weeks. The course of instruction as approved by the Commission will be followed. It is anticipated there will be six presentations per year and the maximum number of students in each class will be 25.

Fiscal Impact:

Staff Time: 8 hours per year

RECOMMENDATION

It is recommended that the course entitled, "Baton Training Course" be certified as a Technical Course to Los Medanos College. Reimbursement is not applicable as the ccurse is not designed for peace officers.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - Uniform Security Guard Baton Training Course - Monterey Peninsula College		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>A. Lawson</i>	Researched By Fravel S. Brown
Executive Director Approval <i>Gene A. Munkler</i>	Date of Approval 4-5-76	Date of Report March 31, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> (See Analysis per details) <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

BACKGROUND

Penal Code Section 12002, passed by the California Legislature, requires private security guards to successfully complete a course of instruction in Baton training approved by the Commission on Peace Officer Standards and Training.

ANALYSIS

Monterey Peninsula College, Monterey County, is requesting certification to present the POST-approved Uniform Security Guard Baton Training Course.

The course will be 16 hours in length, given 8 hours per day, 1 day per week, 2 successive weeks. The course will utilize the behavioral objectives developed by POST staff. The College anticipates 10 presentations at 25 students each during school year 1976-77 to meet the needs of local private security agencies.

Fiscal Impact:

Staff Time - 20 hours
Reimbursement Costs - None

RECOMMENDATION

It is recommended that the course entitled, "Uniform Security Guard Baton Training" be certified as a Technical Course to the Monterey Peninsula College. Reimbursement is not applicable as the course is not designed for peace officers.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - NCCJTES		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report April 2, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g.; ISSUE Page _____).

BACKGROUND:

Penal Code Section 12002, passed by the California Legislature, requires private security guards to successfully complete a course of instruction in Baton Training approved by the Commission on Peace Officer Standards and Training.

ANALYSIS:

The Northern California Criminal Justice Training and Education System is requesting certification to present the POST-approved Baton Training Course.

The course will be in the variable format, from eight to sixteen hours in length. The course will utilize the behavioral objectives developed by POST staff.

Fiscal Impact:

Staff Time: 2 hours per presentation.

RECOMMENDATION:

It is recommended that the course entitled, "Baton Training Course" be certified as a Technical Course to the Northern California Criminal Justice Training and Education System. Reimbursement is not applicable, as the course is not designed for peace officers.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - RIO HONDO COLLEGE		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By George A. Estrada
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report April 5, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND:

Penal Code Section 12002 (Uniform Security Guard Training Requirements) requires each individual operating under a private security licensee to utilize only a baton of a type approved by the California Crime Technological Research Foundation and the Department of Justice, and to successfully complete a course of instruction approved by the Commission on Peace Officer Standards and Training

ANALYSIS:

Rio Hondo College is certified to present several certified courses and is requesting certification for this Baton Training Course. This course will be presented from 8 to 16 hours in length, with the format variable. The course of instruction as approved by the Commission will be followed. It is anticipated there will be six to eight presentations per year. Each presentation will be split into several sections with no more than 50 students per presentation and no more than 25 students per section. Practical portions of this course will maintain an adequate student to instructor ratio.

Fiscal Impact:

Staff Time: 8 hours per year

RECOMMENDATION:

It is recommended that the course entitled, "Baton Training Course", be certified as a Technical Course to Rio Hondo College. Reimbursement is not applicable as the course is not designed for peace officers.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - UNIFORM SECURITY GUARD TRAINING COURSE - San Joaquin Delta College		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report March 31, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact		Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page ____).

BACKGROUND:

Penal Code Section 12002, passed by the California Legislature, requires private security guards to successfully complete a course of instruction in Baton training approved by the Commission on Peace Officer Standards and Training.

ANALYSIS:

San Joaquin Delta College in Stockton, California, is requesting certification to present the POST-approved Uniform Security Guard Baton Training Course.

The course will be 12 hours in length, given four hours per day for three weeks. The course will utilize the behavioral objectives developed by POST staff.

RECOMMENDATION:

It is recommended that the course entitled, "Uniform Security Guard Baton Training" be certified as a Technical Course to the San Joaquin Delta College. Reimbursement is not applicable as the course is not designed for peace officers.

Fiscal Impact:

Staff Time: 2 hours per presentation.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - State Center Peace Offcr. Academy		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown <i>FSP</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report April 2, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND:

Penal Code Section 12002, passed by the California Legislature, requires private security guards to successfully complete a course of instruction in Baton Training approved by the Commission on Peace Officer Standards and Training.

ANALYSIS:

The State Center Peace Officer's Academy is requesting certification to present the POST-approved Baton Training Course.

The course will be 9 hours in length, given nine hours per day for one week. The course will utilize the behavioral objectives developed by POST staff.

Fiscal Impact:

Staff Time: 2 hours per presentation

RECOMMENDATION:

It is recommended that the course entitled, "Baton Training Course" be certified as a Technical Course to the State Center Peace Officer's Academy. Reimbursement is not applicable, as the course is not designed for peace officers.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - BATON TRAINING COURSE - Yuba Community College		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report April 1, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND:

Penal Code Section 12002, passed by the California Legislature, requires private security guards to successfully complete a course of instruction in Baton Training approved by the Commission on Peace Officer Standards and Training.

ANALYSIS:

Yuba Community College in Marysville, California, is requesting certification to present the POST-approved Uniform Security Guard Baton Training Course.

The course will be 15 hours in length, given five hours per day, three days per week, for one week. The course will utilize the behavioral objectives developed by POST staff.

RECOMMENDATION:

It is recommended that the course entitled, "Baton Training Course" be certified as a Technical Course to Yuba Community College. Reimbursement is not applicable, as the course is not designed for peace officers.

Fiscal Impact:

Staff Time: 2 hours per presentation.

Utilize reverse side if needed

This item is processed, notwithstanding the course certification moratorium, at the specific request of the Director, Office of Criminal Justice Planning.

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title CERTIFICATION - Technical Course - "Political Violence and Terrorism"- Calif. Specialized Training Institute	Meeting Date April 22-23, 1976	
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report March 24, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> <small>Yes (See Analysis per details)</small> <input type="checkbox"/> <small>No</small> <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

ISSUES

The California Specialized Training Institute requests certification of a Technical Course on "Political Violence and Terrorism". The course will provide training to local law enforcement officers at the middle and upper management levels.

BACKGROUND

Political violence and terrorism is not a new phenomenon but the secrecy which distinguishes it internally has also clouded the public understanding of the nature and depth of the problem. Law enforcement management shares this clouded vision.

In view of the pressing nature of the problem, an OCJP grant of \$400,000 is being processed to fund training in this area and CSTI proposes to utilize these funds to subvent the direct costs of the proposed course as well as an Executive Seminar (see additional course certification item).

ANALYSIS

- A. The CSTI proposes to present 12 offerings of the Political Violence and Terrorism Course during Fiscal Year 1976-77, with the first tentatively scheduled for July 18, 1976. Each class will accommodate 50 students, 25 of which will be reserved for California law enforcement. An estimated 250 students will be POST reimbursable for the fiscal year.
- B. The objectives of the course are:
 - 1) To raise, through education, the levels of community awareness to the magnitude and complexity of political violence and terrorism in our society.
 - 2) To develop among the participants, a mutual understanding of the historical development of terrorism and the conflicting ideology and methodology present in the various concepts of terrorism activity.

(CONTINUED ON REVERSE)

Utilize reverse side if needed

- 3) To inform the participants of the roles and responsibilities of local, state, and federal agencies in responding to the challenges of political violence and terrorism.
- 4) To develop, through the process of student/teacher exchanges a central source of information within California regarding specialized equipment, definition of terms and concepts and methods for countering political violence and terrorism.

The curriculum covers the following areas: Analysis of Recent Incidents; History of International Political Violence and Terrorism; History of American Political Violence and Terrorism; Violence in a Democracy; Revolutionary Organization and Goals; Threat Assessment; Psychiatric Analysis of Terrorists; Contemporary Terrorist Groups; Bombs and Bombings; Kidnapping and Hostages; Arson and Incendiary Devices; Assassinations; Facility Protection; Vehicular Incidents; Tactical Countermeasures - The Team Response; Violence and Terrorism Devices Demonstration.

The CSTI proposes the Political Violence and Terrorism Course be presented in the same format as other CSTI certified courses in School Security, Officer Survival and Civil Emergency Management; 47 hours, Sunday afternoon through Friday. As are the other courses, the Violence and Terrorism Course will be accepted as an elective for the Bachelor and Master's program at San Luis Obispo Polytechnic University.

- C. The staff is aware of the widespread interest of California law enforcement in the subject and believes a demonstratable need has been documented in the funding grant process. The staff has some minor reservations as to the capacity of the CSTI to easily accommodate this new course in addition to the new School Security Course proposed for FY 1976-77 and the Political Violence and Terrorism Executive Seminar proposed elsewhere on this course certification agenda. However, the CSTI assures that the hiring of an additional two faculty and use of guest lecturers/specialists will permit it to handle 58 weeks of instruction in FY 1976-77 with 14 of those weeks having two courses in progress at the same time. Staff plans to monitor closely these offerings to assure that the traditional high level of quality of all CSTI courses is maintained in view of the very substantial increased level of activity.

D. Fiscal Impact (12 presentations, FY 1976-77)

Staff Time - 184 hours
Reimbursement Costs - \$39,387.50

RECOMMENDATION

That the California Specialized Training Institute (CSTI) be certified for presentations of the "Political Violence and Terrorism Course", Reimbursement Plan IV, intensive format, maximum enrollment 50 students, through July 31, 1977.

COURSE CERTIFICATION REQUEST		STATE OF CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 7100 BOWLING DRIVE, SACRAMENTO, CALIFORNIA 95823	
1. AGENCY SUBMITTING REQUEST California Specialized Training Institute		FOR POST USE ONLY COURSE CERTIFICATION NUMBER	
2. COURSE TITLE Political Violence and Terrorism (Resident)			
3. COLLEGE AFFILIATION California Polytechnic State University		4. POST COURSE CATEGORY Technical	
5. COURSE LENGTH HOURS: 48	6. FORMAT 9.6 HOURS PER DAY 5 DAYS PER WEEKS	7. PRESENTATIONS PER YEAR 12	8. UNITS GRANTED SEM. 3 QTR.
9. PARTICIPATING LAW ENFORCEMENT AGENCIES AND ESTIMATED NUMBER OF YEARLY TRAINEES FROM EACH AGENCY Police--150 Sheriff--90 State & University Police--24 Other law enforcement types--36			
10. ENROLLMENT RESTRICTIONS Recommendation of Head of Agency and Institute Approval		11. MAXIMUM NUMBER OF STUDENTS 50	
12. RESIDENCY REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	13. LIVING ACCOMMODATIONS ON CAMPUS <input type="checkbox"/> COMMERCIAL <input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>	14. COST: MEALS \$26 TUITION _____ LODGING \$14 OTHER _____	
15. ADDRESS OF COURSE SITE Bldg. 904, Camp San Luis Obispo, CA 93406		17. TOTAL SEATING CAPACITY 50 each classroom	
16. FACILITIES - NUMBER AND SIZE OF CLASSROOMS 2--Approximately 30' x 50' and various other meeting rooms			
18. COURSE OBJECTIVES AND NARRATIVE DESCRIPTION OF COURSE (USE ADDITIONAL SHEETS OF PAPER IF NECESSARY) The objectives of the Political Violence and Terrorism Course are: a. To raise, through education, the levels of community awareness to the magnitude and complexity of political violence and terrorism in our society. b. To develop among the participants, a mutual understanding of the historical development of terrorism and the conflicting ideology and methodology present in the various concepts of terrorism activity. c. To inform the participants of the roles and responsibilities of local, state, and federal agencies in responding to the challenges of political violence and terrorism. d. To develop, through the process of student/teacher exchanges, a central source of information within California regarding specialized equipment, definition of terms and concepts and methods for countering political violence and terrorism.			
19. METHOD OF PRESENTATION (INDICATE ALL TECHNIQUES USED) LECTURE <input checked="" type="checkbox"/> DEMONSTRATION <input checked="" type="checkbox"/> SIMULATION <input checked="" type="checkbox"/> ROLE PLAYING <input checked="" type="checkbox"/> CONFERENCE <input checked="" type="checkbox"/> OTHER <input checked="" type="checkbox"/>			20. NO. OF INSTRUCTORS 8
21. TRAINING AIDS USED Visual 35mm and 16mm; Intrusion Detection devices and Sophisticated Bomb Handling Equipment			
22. TEXTS AND REFERENCE MATERIAL All available books, periodicals, after-action reports, entries from the Congressional Record, court decisions, and prepared presentations of noted authorities in the subject fields addressed in the course. Additionally, films, video tapes and still photographs depicting problems, situations, and solutions which are applicable to this training effort.			
23. REQUIRED PROJECT None		24. METHOD OF EVALUATING STATED OBJECTIVES POST CEI and Institute Critique System	
25. NAME AND TITLE OF PERSON REQUESTING COURSE CERTIFICATION L. O. GIUFFRIDA, Director <i>L. O. Giuffrida</i>		26. DATE OF REQUEST 3 March 1976	
FOR POST USE ONLY			
RECEIVED: COURSE OUTLINES <input type="checkbox"/> LESSON PLANS <input type="checkbox"/>		COMMISSION ACTION DATE	
BUDGET <input type="checkbox"/> RESUMES <input type="checkbox"/>			
REVIEWING CONSULTANT			

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Certification-San Bernardino Sheriff's Department-Accident Investigation Training		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Richard A. Baratta
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report April 6, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

The San Bernardino Sheriff's Department in affiliation with the San Bernardino Valley College is requesting course certification of the 40-hour Traffic Accident Investigation course designed to satisfy requirements of Vehicle Code Section 40600(a). The certification request calls for a one-week, eight-hours per day, five days per week course certified under reimbursement Plan IV. A maximum of six presentations per year are anticipated with a maximum of 35 students per presentation.

The course is designed to meet the 40-hour training requirement specified in Vehicle Code Section 40600(a). Course participants will include qualified traffic accident investigators as well as general law enforcement patrolmen.

The California Highway Patrol was certified to present the course on August 1, 1975, in the northern part of the state. At the present time, there is no available source or training to meet this requirement in the Southern California area.

ANALYSIS

The course content has been examined and found to be appropriate to meet the specified legislative training requirements. Course content includes a review of pertinent Vehicle Code Sections, accident reporting, accident investigation scene procedures, accident investigation follow-up, and prosecution. The instructional staff for the course includes well qualified, experienced California Highway Patrol accident investigators with extensive additional teaching experience. Staff believes that such a course will meet the training need as expressed by numerous Southern California law enforcement agencies. The San Bernardino Sheriff's Department has surveyed Southern California law enforcement agencies and has documented the need for this course in terms of commitment

(Continued on Reverse Side)

Utilize reverse side if needed

of law enforcement agencies to sending personnel to this course.

We feel no additional courses need be certified by POST.

Fiscal Impact

POST Reimbursement - \$11,600 total

POST Staff Time - Administration Division=100 hours

Standards and Training Division=40 hours

RECOMMENDATION

We recommend the course be certified to the San Bernardino Sheriff's Department in affiliation with the San Bernardino Valley College under reimbursement Plan IV.

Commission on Peace Officer Standards and Training

This item is processed, notwithstanding the course certification moratorium, at the specific request of the Director, Office of Criminal Justice Planning.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - TECHNICAL COURSE - Protective Services Oper. Briefing - State Police		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report April 2, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND:

The California State Police is requesting the certification of a Technical Course entitled, "Protective Services Operation Briefing". The objective of the course is to improve the security and survival capability of local officials by specialized training of local peace officers.

ANALYSIS:

This course, although similar to one presented by the California Department of Justice, is more extensive and includes more practical application in the following areas:

- The preview and critiques of prior assassinations.
- Cardiopulmonary Resuscitation
- Methods of providing protection in motorcades.
- Basic methods for keeping a person alive.
- Advanced procedures and techniques.

The course was developed by the State Police, with assistance from the United States Secret Service. It has been presented previously in California and has been viewed favorably by attendees.

Although no formal survey has been utilized, oral communications between staff of the State Police and local agencies lead them to the conclusion that they need to train approximately 300 law enforcement officers.

Although this course was not developed prior to the moratorium, it is the wish of the present State Administration that we certify this course, in conjunction with the State Police receiving an OCJP grant.

The Office of Criminal Justice Planning plans to fund the course with approximately \$130,000. This would pay instructional costs, reproducing, training aids, and other miscellaneous costs. If

Utilize reverse side if needed

ANALYSIS (Continued):

POST certifies the course under Plan IV, we would pay per diem and travel costs for attending trainees.

Fiscal Impact:

POST Staff Time: 158 hours

Per Diem: 300 trainees X \$120 = \$36,000

Travel: 300 trainees X 200 miles
X 15¢ per mile = 9,000

TOTAL \$45,000

RECOMMENDATION:

It is recommended that the course entitled, "Protective Services Operation Briefing" be certified as a Technical Course, reimbursable under Plan IV. The certification is to be for one year to allow POST to properly evaluate the course for future needs.

COURSE CERTIFICATION REQUEST		STATE OF CALIFORNIA	
		COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING	
		7100 BOWLING DRIVE, SACRAMENTO, CALIFORNIA 95823	
1. AGENCY SUBMITTING REQUEST		FOR POST USE ONLY	
California State Police		COURSE CERTIFICATION NUMBER	
2. COURSE TITLE			
Protective Services Operation Briefing			
3. COLLEGE AFFILIATION		4. POST COURSE CATEGORY	
None		Technical	
5. COURSE LENGTH	6. FORMAT	7. PRESENTATIONS PER YEAR	8. UNITS GRANTED
HOURS: 40	8 HOURS PER DAY 5 DAYS PER WEEKS 1 WEEKS	20 - 25	SEM. QTR.
9. PARTICIPATING LAW ENFORCEMENT AGENCIES AND ESTIMATED NUMBER OF YEARLY TRAINEES FROM EACH AGENCY			
Approximate number to be trained: 500 to 750 1st Year			
60% of participants from Southern California			
40% of participants from Northern California			
10. ENROLLMENT RESTRICTIONS		11. MAXIMUM NUMBER OF STUDENTS	
Selection Standards see Attached		25	
12. RESIDENCY REQUIRED	13. LIVING ACCOMMODATIONS		14. COST:
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	ON CAMPUS <input checked="" type="checkbox"/> COMMERCIAL <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>		MEALS 7.75 TUITION 0
15. ADDRESS OF COURSE SITE		17. TOTAL SEATING CAPACITY	
California Highway Patrol Academy, Sacramento		30	
16. FACILITIES - NUMBER AND SIZE OF CLASSROOMS		17. TOTAL SEATING CAPACITY	
One Classroom		30	
13. COURSE OBJECTIVES AND NARRATIVE DESCRIPTION OF COURSE (USE ADDITIONAL SHEETS OF PAPER IF NECESSARY)			
<p>The objective of this course is to improve the security and survival capability of local officials by enhancing through specialized training, the protective services capabilities of local peace officers and other involved officials of the criminal justice system, to permit successful management of violence directed toward local officials and institutions during periods of social stress.</p> <p>Course syllabus (attached).</p>			
19. METHOD OF PRESENTATION (INDICATE ALL TECHNIQUES USED)			20. NO. OF INSTRUCTORS
LECTURE <input checked="" type="checkbox"/> DEMONSTRATION <input checked="" type="checkbox"/> SIMULATION <input checked="" type="checkbox"/> ROLE PLAYING <input checked="" type="checkbox"/> CONFERENCE <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>			8
21. TRAINING AIDS USED			
Films Graphics, First Aid, Weapons, Vehicles, E.O.D. Mockup			
22. TEXTS AND REFERENCE MATERIAL			
PSOB Course Format, U.S. Secrete Service Course Format, Assassination/Kidnapping Films.			
23. REQUIRED PROJECT		24. METHOD OF EVALUATING STATED OBJECTIVES	
Field Exercise, Advance Pkg., Notebook		Written Test & Program Review	
25. NAME AND TITLE OF PERSON REQUESTING COURSE CERTIFICATION		25. DATE OF REQUEST	
Guy R. Oates, Chief <i>[Signature]</i>		3/8/76	
FOR POST USE ONLY			
RECEIVED:		COMMISSION ACTION	
COURSE OUTLINES <input checked="" type="checkbox"/>		DATE	
LESSON PLANS <input type="checkbox"/>			
BUDGET <input checked="" type="checkbox"/>			
RESUMES <input type="checkbox"/>			
REVIEWING CONSULTANT			
<i>[Signature]</i>			

STATE SPECIALIZED LAW ENFORCEMENT
REGIONAL ACADEMY
OF THE
CALIFORNIA STATE POLICE

Protective Services Briefing Operation 1976

SYLLABUS

<u>Required Subjects</u>	<u>Number of Class Hours in Session</u>
1. <u>Advance Presentations:</u> Oral presentations of advance reports.	2 Hours
2. <u>Advance Procedures and Techniques:</u> This subject will cover the methods of conducting an advance and preparing related report.	4 Hours
3. <u>Advance Report:</u> Will include the preparation of the results of an advance conducted.	2 Hours
4. <u>Advance Survey:</u> Will be the culmination of a comprehensive study of an area or place to be visited by a principal.	2 Hours
5. <u>Assassinations - Preview:</u> A preview of some assassinations and attempted assassinations, foreign and domestic.	1 Hour
6. <u>Assassinations Critique:</u> A guided critique of various aspects of actual assassinations and attempted assassinations committed.	2 Hours
7. <u>Cardio Pulmonary Resuscitation:</u> American Heart Association method of mechanically starting blood circulation and heart stoppage.	2 Hours
8. <u>Course Critique:</u> Student evaluation of course content and presentation.	½ Hour
9. <u>Definitions and Terminology:</u> The subject will acquaint students with terms commonly used in protective service operations and their definitions.	1 Hour
10. <u>Dress and Demeanor:</u> To include guidelines regarding the type and mode of dress. Also how one should conduct himself during a protective services assignment.	1 Hour

SYLLABUS (Continued)

<u>Required Subjects</u>	<u>Number of Class Hours in Session</u>
11. <u>Examination and Critique</u> : A written examination covering material presented in the course.	½ Hour
12. <u>Explosive Ordinance Disposal (EOD)</u> : This subject will cover identification of explosive devices, their use in terrorist activities in threats against public officials, and how to conduct a bomb search.	2 Hours
13. <u>Firearms Orientation</u> : Orientation regarding the type and use of firearms used in protective services assignments.	2 Hours
14. <u>Graduation</u> : Closing remarks and the issuance of certificates.	1 Hour
15. <u>Identification Systems</u> : Methods and means of identifying certain persons when on a protective services assignment.	1 Hour
16. <u>Intelligence</u> : Basic methods of obtaining and analyzing intelligence information, and sources of information and its use in the protection of a protectee.	2 Hours
17. <u>Introduction and Orientation</u> : Introductions, summary of course content and orientation regarding students' participation.	2 Hours
18. <u>Legal and Practical Aspects</u> : Statutes and practical aspects related to the providing of security and protection of public officials.	2 Hours
19. <u>Motorcades</u> : Methods of providing protection in motorcades. To also cover alighting from and returning to follow-up cars. The coverage of the protectee in automobile and basic formations for providing on-foot protection.	3 Hours
20. <u>Office and Residence Security</u> : The strategic location of men and other aids in providing security in an office and at a residence.	2 Hours
21. <u>Security Posts</u> : Strategic location and placement of men in manning security posts.	1 Hour

SYLLABUS (Continued)

	<u>Required Subjects</u>	<u>Number of Class Hours in Session</u>
22.	<u>Ten-Minute Medicine</u> : Basic method for keeping a person alive for ten minutes.	2 Hours
23.	<u>Working the Principal</u> : Methods for providing protection for protectee on foot.	3 Hours
	TOTAL:	40 Hours

This item is processed, notwithstanding the course certification moratorium, at the specific request of the Director, Office of Criminal Justice Planning.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title: CERTIFICATION - Executive Development Seminar - "Political Violence & Terrorism Executive Seminar" - Calif. Specialized Training Institute		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report March 24, 1976
Propose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/>		Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES; BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUES

The California Specialized Training Institute requests certification of an Executive Development Seminar entitled, "Political Violence and Terrorism Executive Seminar". The seminar will provide training to the most senior officers of law enforcement agencies; local, state and federal government agencies; public and private utilities; and selected businesses.

BACKGROUND

Political violence and terrorism is not a new phenomenon but the secrecy which distinguishes it internally has also clouded the public understanding of the nature and depth of the problem. Law enforcement management shares this clouded vision.

In view of the pressing nature of the problem, an OCJP grant of \$400,000 is being processed to fund training in this area and CSTI proposes to utilize these funds to subvent the direct costs of the proposed course as well as a Political Violence and Terrorism Course for lower-level law enforcement officers at San Luis Obispo (see additional course certification item).

ANALYSIS

A. The CSTI proposes to offer 6 Political Violence and Terrorism Executive Development Seminars during Fiscal Year 1976-77, with the first tentatively scheduled for October 12, 1976. Each class will accommodate up to 150 attendees; of the possible 900 students, 700 will represent higher levels of law enforcement and an estimated 550 will be from local law enforcement and POST-reimbursable. The seminars will be presented in San Diego, Los Angeles, Santa Barbara, San Francisco, Stockton, and Sacramento.

B. The objectives of the seminars are:

- 1) To enhance, through education, the level of awareness to the magnitude and complexity of political violence

(CONTINUED ON REVERSE)

and terrorism in our society.

- 2) To develop mutual understanding on the part of participants, of the historical development of terrorism and the conflicting ideology and methodology present in the various concepts of terrorism activity.
- 3) To inform the participants of the roles and responsibilities of local, state, and federal agencies in responding to the challenges of political violence and terrorism.
- 4) To develop, through the process of student/teacher exchanges, a central source of information within California regarding specialized equipment, definition of terms and concepts and methods for countering political violence and terrorism.

The curriculum covers the following areas: History of International Political Violence and Terrorism; History of American Political Violence and Terrorism; Violence in a Democracy; Governmental Response to Political Violence and Terrorism; Threat Assessment; Psychiatric Analysis of Terrorists; Contemporary Terrorists Groups; Kidnapping and Hostages; Revolutionary Organization and Goals; Facility Protection.

The CSTI proposes the seminar to be presented in a 16-hour, 2-day format.

C. As it has for the Political Violence and Terrorism Course also on the agenda, the staff has the same reservations as to the capacity of the CSTI to accommodate this new seminar in its roster of presentations. However, the CSTI assures that the anticipated OCJP funding will permit the hiring of sufficient additional faculty and guest lecturers/specialists to cover the multiple-site presentations of the seminars. POST staff plans to monitor closely these seminars to assure maintenance of the traditionally high level of quality of CSTI courses.

D. Fiscal Impact (6 presentations, FY 1976-77)

Staff Time - 247 hours

Reimbursement Costs - \$25,975

RECOMMENDATION:

That the California Specialized Training Institute (CSTI) be certified for 6 presentations of the "Political Violence and Terrorism Executive Seminar", Reimbursement Plan IV, 16-hour intensive format, through July 31, 1977.

COURSE CERTIFICATION REQUEST		STATE OF CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 7100 BOWLING DRIVE, SACRAMENTO, CALIFORNIA 95823	
1. AGENCY SUBMITTING REQUEST California Specialized Training Institute		FOR POST USE ONLY COURSE CERTIFICATION NUMBER	
2. COURSE TITLE Political Violence and Terrorism (Executive Seminar)			
3. COLLEGE AFFILIATION California Polytechnic State University		4. POST COURSE CATEGORY Middle Management Seminar	
5. COURSE LENGTH HOURS: 16	6. FORMAT 8 HOURS PER DAY 2 DAYS PER WEEKS WEEKS	7. PRESENTATIONS PER YEAR 6	8. UNITS GRANTED SEM. 2 QTR.
9. PARTICIPATING LAW ENFORCEMENT AGENCIES AND ESTIMATED NUMBER OF YEARLY TRAINEES FROM EACH AGENCY Police--350 Sheriff--150 State & University Police--100 Other law enforcement types--100			
10. ENROLLMENT RESTRICTIONS Recommendation of Head of Agency and Institute Approval		11. MAXIMUM NUMBER OF STUDENTS 150	
12. RESIDENCY REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	13. LIVING ACCOMMODATIONS ON CAMPUS <input type="checkbox"/> COMMERCIAL <input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>	14. COST: MEALS None TUITION	
15. ADDRESS OF COURSE SITE Various Metropolitan Areas		LODGING \$21 OTHER	
16. FACILITIES - NUMBER AND SIZE OF CLASSROOMS Appropriate commercial facilities (Convention Centers, etc.)		17. TOTAL SEATING CAPACITY 150	
18. COURSE OBJECTIVES AND NARRATIVE DESCRIPTION OF COURSE (USE ADDITIONAL SHEETS OF PAPER IF NECESSARY) The objectives of the Political Violence and Terrorism Executive Seminar are: a. To enhance, through education, the level of awareness to the magnitude and complexity of political violence and terrorism in our society. b. To develop a mutual understanding on the part of participants, of the historical development of terrorism and the conflicting ideology and methodology present in the various concepts of terrorism activity. c. To inform the participants of the roles and responsibilities of local, state, and federal agencies in responding to the challenges of political violence and terrorism. d. To develop, through the process of student/teacher exchanges, a central source of information within California regarding specialized equipment, definition of terms and concepts and methods for countering political violence and terrorism.			
19. METHOD OF PRESENTATION (INDICATE ALL TECHNIQUES USED) LECTURE <input type="checkbox"/> DEMONSTRATION <input checked="" type="checkbox"/> SIMULATION <input checked="" type="checkbox"/> ROLE PLAYING <input checked="" type="checkbox"/> CONFERENCE <input checked="" type="checkbox"/> OTHER <input checked="" type="checkbox"/>			20. NO. OF INSTRUCTORS 8
21. TRAINING AIDS USED Mostly visual 35mm and 16mm			
22. TEXTS AND REFERENCE MATERIAL All available books, periodicals, after-action reports, entries from the Congressional Record, court decisions, and prepared presentations of noted authorities in the subject fields addressed in the course. Additionally, films, video tapes and still photographs depicting problems, situations, and solutions which are applicable to this training effort.			
23. REQUIRED PROJECT None		24. METHOD OF EVALUATING STATED OBJECTIVES POST CEI and Institute Critique System	
25. NAME AND TITLE OF PERSON REQUESTING COURSE CERTIFICATION L. O. GIUFFRIDA, Director <i>L. O. Giuffrida</i>		26. DATE OF REQUEST 3 March 1976	
FOR POST USE ONLY			
RECEIVED: COURSE OUTLINES <input type="checkbox"/> LESSON PLANS <input type="checkbox"/>		COMMISSION ACTION DATE	
BUDGET <input type="checkbox"/> RESUMES <input type="checkbox"/>			
REVIEWING CONSULTANT			

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CERTIFICATION - MANAGEMENT COURSE - Commission on Peace Officer Standards & Training		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-8-76	Date of Report April 8, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND:

The Management Course Revision effort has progressed to the point that the Commission may adopt the behavioral objectives that have been developed.

ANALYSIS:

As was the case with the Executive Development Course Revision, it is believed appropriate to conduct pilot presentations of the revised course to determine applicability and need for revision in an operational setting.

A contract was utilized in the Executive Development Course. The time constraints involved in processing contracts make this method of conducting pilot programs undesirable. Therefore, it is requested that, on a limited basis, the Commission provide certification for the revised Management Course pilot presentations to the POST staff, with the understanding that staff will negotiate appropriate presenters within the guidelines. This limited certification would extend only to the July Commission meeting.

RECOMMENDATION:

Certify POST to present pilot presentations of the revised Management Course for critique purposes until July 29, 1976.

Fiscal Impact:

Not to exceed \$5,000.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title MODIFICATION - ADVANCED OFFICER COURSE - Modesto Reg. Criminal Justice Trng. Ctr		Meeting Date April 22-23, 1976
Division Standards & Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report February 24, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

The Modesto Regional Criminal Justice Training Center is requesting that their certification for Advanced Officer training be modified to permit them to offer both a 40-hour and 24-hour program format as needs dictate. The 24-hour program would consist of subject matter currently mandated by POST, as well as fulfilling the mandatory training refresher requirements by the California Department of Corrections for jail personnel in city and county law enforcement agencies.

ANALYSIS

A review of the curriculum submitted by Modesto Regional Criminal Justice Training Center revealed that the POST mandated subject matter for Advanced Officer training is included. The curriculum also fulfills the jail refresher training required by the Department of Corrections.

RECOMMENDATION

It is recommended that the certification of Advanced Officer training for Modesto Regional Criminal Justice Training Center be modified to permit them to offer both the 24-hour and 40-hour program formats.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title MODIFICATION - SUPERVISORY COURSE - Northern Calif. Crim. Justice Trng. & Educ. Sys.		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report March 11, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND:

The Northern California Criminal Justice Training and Education System has requested a modification of their certified Supervisory Course from 80 hours to 120 hours.

The course curriculum has been developed by a coordinated effort between the Sacramento Law Enforcement Training Center, the Sacramento Area Training Council, the Sacramento Center of NCCJTES, and POST.

The course will be presented at the new California Highway Patrol Academy in Bryte.

ANALYSIS:

The NCCJTES-Sacramento Center has developed curriculum which utilizes the behavioral objective material being developed by POST in our Supervisory Course Revision Project and the presently required 80 classroom hours specified in the POST Administrative Manual.

The course will be affiliated with the Los Rios Community College District, which will contribute ADA for instructional costs. Other miscellaneous costs, such as reproduction, supplies, etc., will be paid for by the Sacramento Area Training Council.

A total of 11 local law enforcement agencies have notified NCCJTES that they have 26 supervisors needing Supervisory training and would utilize this course if presented.

Fiscal Impact:

Estimated 2 presentations per year.

Estimated 50 reimbursable trainees.

Additional 20 hours reimbursement from present 80 hour certification.

POST Costs:

50 trainees X \$23.34 per diem = \$1,167.00

50 trainees X 20 hour salary reimbursement X 60% = 3,360.00

TOTAL = \$4,527.00

Utilize reverse side if needed

RECOMMENDATION:

It is recommended that the certified Supervisory Course of the Northern California Criminal Justice Training and Education System be modified from its present 80 hours of instruction to 120 hours.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title. MODIFICATION - EXECUTIVE DEVELOPMENT SEMINAR - UC, Santa Cruz		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Fravel S. Brown <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report March 26, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

ISSUE:

The University of California at Santa Cruz requests topic specific modification of an Executive Development Seminar entitled, "Assessment Center Methods". The course is designed to familiarize law enforcement executives with the development and contemporary applications of the Assessment Center Method in the identification of supervisorial and managerial potential, the career development, and the decision for promotion of law enforcement officers.

BACKGROUND:

UC-Santa Cruz has been certified to present Executive Development Seminars since 1971. A 24-hour seminar was presented, primarily for undersheriffs, in December 1972, and a 20-hour seminar dealing with the Decision-Making Process was presented in a 20-hour format in 1973. Several changes in UC-Santa Cruz coordinators halted further presentations. The current coordinator, Janice Corriden, broached the presentation of a topic-specific seminar on "Assessment Center Methods" in late 1975.

ANALYSIS:

UC-Santa Cruz proposes two presentations of the topic-specific seminar during Fiscal Year 1976-77. The first is proposed for October 1976 in Santa Cruz. Each will accommodate 20 students. The principal instructor is identified as Dr. Terry Eisenberg, a well-known research psychologist in the area of police selection and presently a police officer with the San Jose Police Department.

The proposed course is divided into two parts. Part One will be composed of an overview of the Assessment Center Method, including its historical development and contemporary applications. Additionally, the four basic steps to development will be discussed (i.e., dimension development, exercise development, assessor training, and participant feedback). Part Two will be devoted to exposing the course participants to at least one exercise, thereby allowing them to acquire a hands-on feel for the method. Operational issues will be discussed (e.g., scheduling, confidentiality and use of results, dollar and manpower costs, forms of technical assistance, etc.)

Utilize reverse side if needed

ANALYSIS (Continued):

Planned enrollment will come from police chiefs/sheriffs and senior-level law enforcement management from throughout California. UC-Santa Cruz plans extensive publicity of the offering by extension catalog and flyers. The Assessment Center approach--well known for many years in private industry--is just establishing itself in public employment, and particularly law enforcement. Agencies which have recently utilized it for levels from sergeant through chief include: Buena Park, Sacramento, Costa Mesa, San Mateo County and Santa Clara County. UC-Santa Cruz has canvassed graduates of its Middle Management Course, and the results indicate a positive interest in the method.

Fiscal Impact:

Staff Time - 30 hours

Reimbursement Costs - \$9,600

Tuition charges fall within the guidelines of Bulletin 75-1 and represent a decrease of \$30 from tuition currently approved.

Tuition, First Presentation = \$103
(Includes Development Costs)

Tuition, Subsequent Presentations = \$ 85.

RECOMMENDATION:

That the Executive Development Seminar be modified by the Commission for the topic specific of "Assessment Center Methods"; that the maximum number of students per presentation be limited to 20 in an intensive 20-hour format; and that the course be reimbursed under Plan III, tuition \$85 (first presentation: \$103).

COURSE CERTIFICATION REQUEST

STATE OF CALIFORNIA

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SACRAMENTO, CALIFORNIA 95823

1. AGENCY SUBMITTING REQUEST UNIVERSITY OF CALIFORNIA EXTENSION, SANTA CRUZ, CALIFORNIA	FOR POST USE ONLY COURSE CERTIFICATION NUMBER
--	--

2. COURSE TITLE THE DEVELOPMENT AND APPLICATION OF THE ASSESSMENT CENTER METHOD
--

3. COLLEGE AFFILIATION	4. POST COURSE CATEGORY EXECUTIVE DEVELOPMENT SEMINAR
------------------------	--

5. COURSE LENGTH HOURS: 20	6. FORMAT *see below HOURS PER DAY _____ DAYS PER WEEKS _____ WEEKS	7. PRESENTATIONS PER YEAR 2	8. UNITS GRANTED SEM. _____ QTR. _____
-------------------------------	--	--------------------------------	---

9. PARTICIPATING LAW ENFORCEMENT AGENCIES AND ESTIMATED NUMBER OF YEARLY TRAINEES FROM EACH AGENCY
(advertised statewide)

10. ENROLLMENT RESTRICTIONS Completion of Police Middle Management course and police executives	11. MAXIMUM NUMBER OF STUDENTS 26 20
--	---

12. RESIDENCY REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	13. LIVING ACCOMMODATIONS ON CAMPUS <input type="checkbox"/> COMMERCIAL <input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>	14. COST: MEALS \$16 TUITION \$115 \$12 dbl occupancy LODGING _____ OTHER _____
---	--	--

15. ADDRESS OF COURSE SITE Holiday Inn, 611 Ocean St., Santa Cruz
--

16. FACILITIES - NUMBER AND SIZE OF CLASSROOMS 1 classroom, capacity -----	17. TOTAL SEATING CAPACITY 30 persons
---	--

18. COURSE OBJECTIVES AND NARRATIVE DESCRIPTION OF COURSE (USE ADDITIONAL SHEETS OF PAPER IF NECESSARY)
For the past 20 years, the Assessment Center Method has been used for identifying supervisory and managerial potential, career development and promotional decision making. Initially developed in the sphere of private sector employment, Assessment Center recently has been applied to public employment, including law enforcement. The Assessment Center Method has been developed and implemented, for example, by the New York City Police Department, the International Association of Chiefs of Police, and the Federal Bureau of Investigation. Much of the growth and acceptance of the Method has been due to its demonstrated validity and fairness with the opportunity for feedback regarding the participant's performance. For these and other reasons, the Method has met with unusual acceptance and endorsement by those exposed to its procedures.

The course is divided into two parts. Part One will be composed of an overview of the Assessment Center Method including its historical development and contemporary applications. Additionally, the four basic steps to development will be discussed (i.e., dimension development, exercise development, assessor training, and participant feedback). Part Two will be devoted to exposing the course participants to at least one exercise thereby allowing them to acquire a hands-on feel for the Method. Operational issues will be discussed (e.g., scheduling, confidentiality and use of results, dollar and manpower costs, forms of technical assistance, etc.).

19. METHOD OF PRESENTATION (INDICATE ALL TECHNIQUES USED) LECTURE <input checked="" type="checkbox"/> DEMONSTRATION <input checked="" type="checkbox"/> SIMULATION <input type="checkbox"/> ROLE PLAYING <input checked="" type="checkbox"/> CONFERENCE <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>	20. NO. OF INSTRUCTORS 2
---	-----------------------------

21. TRAINING AIDS USED exercises, handouts

22. TEXTS AND REFERENCE MATERIAL reprints of articles on Assessment Centers (published)

23. REQUIRED PROJECT Participation in 2nd day's exercise	24. METHOD OF EVALUATING STATED OBJECTIVES Questionnaire
---	---

25. NAME AND TITLE OF PERSON REQUESTING COURSE CERTIFICATION Janice V. Corriden, Continuing Education Specialist	26. DATE OF REQUEST 12/8/75
---	--------------------------------

FOR POST USE ONLY	
RECEIVED: COURSE OUTLINES <input type="checkbox"/> BUDGET <input type="checkbox"/> LESSON PLANS <input type="checkbox"/> RESUMES <input type="checkbox"/>	COMMISSION ACTION DATE
REVIEWING CONSULTANT	

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - ADVANCED OFFICER COURSE - CERRITOS COLLEGE		Meeting Date April 22, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By George Estrada
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report March 15, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

The Advanced Officer Course currently certified to Cerritos College was initially certified by the Commission on POST to the South Gate Police School on December 9, 1971 retroactive to November 13, 1971. By Commission action, the certified Advanced Officer Course was transferred to Cerritos College on March 24, 1972.

ANALYSIS

This course has been offered in the semester-length format once per year since November 13, 1971 and the only department which have personnel attending this course is the Downey Police Department. Dr. Carl Specht has agreed to modify the course to the intensive format but is still unable, due to demand for the course, to offer it more than once a year, and the only department which can take advantage of this course is the Downey Police Department. The Downey Police Department can send no more than twenty officers per year to this course. Dr. Specht concurs with the below recommendation. The Downey Police Department has been advised of this recommendation. Downey Police Department would not object to the recommendation.

RECOMMENDATION

Decertify course.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - John F. Kennedy University - Middle Management Course (610-300)		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Lloyd L. DeVore
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report March 22, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND:

On April 11, 1969, this 100-hour Middle Management Course was certified to John F. Kennedy University.

ANALYSIS:

Two offerings in 1974 and the most recent, in April 1975, were under-enrolled. POST staff has been attempting since February 1975 to obtain a budget in conformance with Commission guidelines, but has been unsuccessful. In September 1975, the University was notified that no further presentations would be approved until the budget issue is resolved. There are presently sufficient certified courses to meet agency needs.

Dr. Robert Fisher, President of the University, does not agree with the proposed decertification, states that budget difficulties are due to under-enrollment, is concerned that decertification may adversely affect pending accreditation, and wishes to appear before the Commission in opposition to the staff recommendation.

RECOMMENDATION:

Decertify this Middle Management Course.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - Napa College - Police Community Relations (420-710)		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Lloyd L. DeVore
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

BACKGROUND

This 48-hour course was certified on February 26, 1969 and was presented in an extended format of four hours/day, one day/week for 10 weeks.

On October 23, 1975 the Commission approved the change to an intensive format.

ANALYSIS

Mr. Ronald Havner has been contacted and he stated they will not be presenting this course in an intensive format and agreed to decertification.

RECOMMENDATION

Decertify this course effective April 22, 1976.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title DECERTIFICATION - Advanced Driver Training Course - Phillips Driving School		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report March 11, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND:

The Phillips Driving School was certified in January of 1975 to present a 24-hour Advanced Driver Training Course. The school was authorized a maximum of 400 trainees for the 1975-76 fiscal year.

ANALYSIS:

At the January Commission meeting, Mr. Phillips appeared and requested an allotment of additional trainees. This was rejected by the Commission. The following week, Mr. Phillips contacted POST to inform staff that he was closing his driver training school and going out of business.

On February 26, 1976, Mr. Phillips was notified that POST planned to decertify the course at the April Commission meeting.

On March 9, 1976, Mr. Phillips notified POST that his license was placed on inactive status, per his request, and that he had closed his school.

RECOMMENDATION:

The 24-hour Advanced Driver Training Course certified to the Phillips Driving School be decertified.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

ATTORNEY GENERAL'S REQUEST FOR FUNDING OF THE LEGAL INFORMATION FOR LAW ENFORCEMENT PROGRAM		Meeting Date April 22-23, 1976
Division Standards & Training	Division Director Approval <i>[Signature]</i>	Researched By George A. Estrada
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report April 2, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

BACKGROUND

Mr. Jack Winkler, Chief Assistant Attorney General, Division of Criminal Law, California Attorney General's Office, requested, on behalf of Evelle J. Younger, California Attorney General, that the Commission on Peace Officer Standards and Training enter into an interagency agreement to fund the Legal Information for Law Enforcement (LILE) Program from the Peace Officer Training Fund. The amount requested to fund one year's production of the LILE Program is \$350,000. (See Attachment A, pages 1-4, for budget information.) This is a direct result of the decision of the Department of Finance not to include this item in the Governor's Budget.

ANALYSIS

Mr. Robert F. Katz, Deputy Attorney General, LILE Project Director, advised that LILE is a monthly television and film production to provide law enforcement personnel in California with legal education regarding new laws, recent court decisions, etc., which directly affect their day-to-day work. The goal of the project is achieved by maximum distribution of legal training material through the medium of public television programming and the circulation of 16mm film on a loan basis to local law enforcement agencies. Each monthly program includes as supplements to the visual programming, written legal summaries, lesson plans, examinations and bulletins.

The primary cost factor in the LILE Program is in the production and distribution phases. Both the production and distribution are let on contracts to professional film makers and film distribution firms. Contracting with commercial firms is necessary in order to meet the high standards required by the television broadcasting companies which air these programs.

All pre-production story line planning, basic script writing, and ancillary activities are conducted by Mr. Katz and his staff

(Continued on Reverse Side)

Utilize reverse side if needed

of two lawyers, a law enforcement coordinator, an accountant, and support staff. Additionally, in order to maintain accuracy to law, Mr. Katz supervises the program throughout the production phase. Except for one half of the accountant's time, the Attorney General does not seek compensation for the LILE staff's time, should this program be funded by POST.

Mr. Katz discussed the potential for the reduction of POST funds through the profits from the sale nationwide of these programs. Currently, the sale outside of California is handled by contract with a film distribution firm. The Legal Projects Office of the Attorney General's Office receive 20 per cent royalties of all out-of-state sales. Should Peace Officer Training Fund monies be used to finance LILE, nationwide distribution under the present arrangement could possibly be contrary to law. This should be studied carefully before action to fund this program is made.

Primarily, the LILE Program is an in-service or roll call type training delivery system. Although recognized as a viable local training system, POST does not recognize in-service or roll call training in the reimbursement program. Records as to what subjects are taught, who attends, how each student faired on the examinations and who the training personnel are, have been the responsibility of each department to keep. Should POST enter into this area of training, it would require controls much like the controls which are maintained on the certified courses which would be costly in terms of the demands it would place on our professional as well as on our support staff's time.

RECOMMENDATION

Recommend the request for Peace Officer Training Funds for the LILE Program be denied. This recommendation should not be considered as a negative criticism of this high quality audio-visual program; however, utilization of the Peace Officer Training Fund for this program is not consistent with either the practical or the philosophical intent of Penal Code Section 13523.

If the Commission wishes to consider an alternate to funding the entire program, we recommend a program consisting of a written lesson plan, written instructor's guide and student's guide as well as an examination on a monthly basis much like the Attorney General's Office does now as a supplement to the audio-visual program. This program would be much less costly and would still serve the purpose of providing law enforcement personnel in California with legal education.

BUDGET CHANGE PROPOSAL

1976-77 Fiscal Year

Budget I.D. No.	1
Request No.	CRM - 6

DEPARTMENT <u>Justice</u>	DATE
PROGRAM <u>Criminal Law</u>	
ELEMENT <u>Legal Projects</u>	COMPONENT

NATURE OF PROPOSAL

- | | |
|---|--|
| <input type="checkbox"/> Program Maintenance | <input type="checkbox"/> Reduction or Elimination of Existing Function |
| <input type="checkbox"/> New Function | <input type="checkbox"/> Redirection of Existing Function |
| <input type="checkbox"/> Expansion of Existing Function | |

SUMMARY OF PROPOSAL

This is a proposal to convert the Legal Information for Law Enforcement project from federal funds to general funds.

LEGISLATION REQUIRED: State Federal None

FISCAL IMPACT	PAST YEAR	CURRENT YEAR	BUDGET YEAR
Existing Program Total	_____	\$386,189	_____
General Fund	_____	13,689	_____
Federal Funds	_____	372,500	_____
Special Funds	_____	_____	_____
Man-Years	_____	1.0	_____
Proposed Changes Total	_____	_____	\$365,489
General Fund	_____	_____	365,489
Federal Funds	_____	_____	_____
Special Funds	_____	_____	_____
Man-Years	_____	_____	1.0
Revised Program Total	_____	_____	_____
General Fund	_____	_____	_____
Federal Funds	_____	_____	_____
Special Funds	_____	_____	_____
Man-Years	_____	_____	_____

ADVERSE EFFECT IF DENIED

Should the program be discontinued, it appears that no law enforcement agency would have the resources or capability to duplicate the LILE training materials provided to law enforcement throughout the state.

PREPARED BY	DATE	REVIEWED	DATE	APPROVED	DATE
_____	_____	_____	_____	Deputy or Director	_____
APPROVED	DATE	CABINET ACTION			
_____	_____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Agency Secretary		Date			

PROPOSED BUDGET

<u>Civil Service Class</u>	<u>Salary Range</u>	<u>No. Positions</u>	<u>Salaries</u>
Accountant I	\$892 - \$1078	1	\$12,720
TOTAL SALARIES AND WAGES			<u>\$12,720</u>
Salary Savings (Less 4%)			<u>509</u>
NET SALARIES AND WAGES			\$12,211
Staff Benefits: No. at 18%			<u>2,198</u>
TOTAL PERSONAL SERVICES			<u>\$14,409</u>
OPERATING EXPENSE:			
General Expense			\$ 43,680
Printing			
Communications			
Travel-in-State			
Travel-out-of-State			1,100
Contractual Services			
Cost of Suit Expense			
Data Processing Expense			
Training			300
Production Cost			246,000
Distribution Expense			<u>60,000</u>
TOTAL OPERATING EXPENSE AND EQUIPMENT			<u>\$351,080</u>
TOTAL			<u>\$365,489</u>
FUNDING			
General Fund			\$365,489
Federal Fund			
Motor Vehicle Fund			
Reimbursements (CCCJ)			
Other			

Budget Request

Fiscal Year

OUT-OF-STATE TRAVEL

Division: Criminal

Law Section/Branch: Legal Projects

Unit/Bureau: (Legal Information for Law Enforcement)

Title of Person Traveling	Distination	No. of Days Absent	Purpose of Trip	Estimated Cost
Law Enforcement Co-ordinator	East Coast	4	Attend law enforcement seminar or convention dealing with audiovisual and other techniques of law enforcement training	\$550
Attorney	East Coast	4	Same as above.	550
				<u>\$1,100</u>

Submitted by: _____
Division or Bureau Chief

Reviewed and Approved: _____
Chief Assistant Attorney General

JUS-250
Original and 1 copy to Budget Office

Division: Criminal Law
Law Section/Branch: Legal Projects
Unit/Bureau: (Legal Information for Law Enforcement)

Statement of Training Needs: Brief description of the needs of the unit in order to better perform its assigned function. Include a description of the training needed in terms of the subject matter to be covered and the skill and knowledge to be gained.

Training needed: Four university extension courses in screen writing, television and film production, and related fields. Two attorneys will attend two courses each.
Cost: \$300.

The production of dramatic film or television programs conveying legal information involves the writing of scripts, which must contain credible dialogue and efficient stage directions. Attorneys ordinarily possess no special training as screen writers.

Training requested will enhance ability of LILE staff to write and produce programs, and to understand and control production aspects of programs whose technical expertise requirements currently dictate that they be left to discretion of vendors.

Reviewed and Approved:

Training Officer

Division or Bureau Chief

LEGAL PROJECTS SECTION

Program Need

During the last twenty years rules and procedures for the investigation of crime have undergone many fundamental changes due to both legislation and court decisions. The thrust of many of these changes is to require a higher standard of conduct on the part of police officers in the interest of protecting the civil rights of individuals. The principal device used to enforce these changes is to nullify police conduct which does not meet the new standards by reversing convictions or excluding evidence. This has made the training of California peace officers in the law of arrest, search and constitutional rights absolutely essential, not only to protect citizens' rights, but to make the peace officer's job effective.

Traditional police education methods call for the creation of training facilities, such as police academies with police officers enrolled for the duration of a prescribed course of study. The cost of training facilities, instructor salaries, officers' salaries during training and their travel expenses when training away from home make this form of training very expensive. The Legal Projects Section was created in 1970 to meet a sizeable portion of this training need in a far less expensive yet effective manner.

The technique used is to produce half-hour training sessions which are recorded on video tape and movie film and distributed to most of the peace officers throughout the state in the form of television broadcasts and on-the-job training sessions. The presentations portray typical problems faced by police acted out on the screen which has proved to convey more information and hold the officers' interest much better than verbal descriptions. The law involved in such problem situations is then explained in the dialogue written by lawyers in the Criminal Law Division to maintain legal accuracy but in language used by officers in situations they are familiar with, such as conferences with prosecutors and testimony in court. The screen presentation is supplemented by written text materials which further explain the legal principles involved in the problem and by written examinations designed to test what the officers have learned.

Production costs for the preparation of one of these presentations each month has been funded for the past three years by an LEAA grant. The 36 presentations produced to date have proven very popular and effective throughout the state as

the attached documentation will demonstrate. Federal funding of this project is scheduled to terminate June 30, 1976. The proven worth of this project and considerations of government economy justify continuation of this training method under the state general fund.

The fiscal impact of this project is two-fold. First, this method has proved to provide the most training at the least cost per officer than any other training method. Second, this kind of training will prevent many of the errors which produce grounds for appeals of criminal convictions and applications for writs by state prisoners and thus has the effect of reducing the appeal and writ caseload for the Criminal Law Division. Simply put, we believe that the costs for continuing the Legal Projects training program will be offset by a corresponding decrease in the appeals and writs caseload which the Criminal Law Division must meet with attorneys supported by the general fund.

'76-77 F.Y.

MANPOWER ALLOCATIONS

Table Reflecting Percentage of Time on LILE and Legal Projects Section Functions

DESCRIPTION	LILE	PUBLICATIONS	OTHER	MONTHLY SALARY PLUS BENEFITS	LILE SALARY COSTS MONTHLY
Attorney	75%	20%	5%	\$2,147	\$1,691
Attorney	75%	20%	5%	\$1,767	\$1,366
Attorney	75%	15%	10%	\$1,453	\$1,202
Section Head	50%	20%	30%	\$2,147	\$1,691
Law Enforcement Coordinator*	95%	-0-	5%	\$2,043	\$1,940
Secretary	75%	20%	5%	\$1,117	\$ 838
Secretary	60%	20%	20%	\$ 898	\$ 539
Secretary	25%	10%	15%	\$1,117	\$ 279
Accountant**	50%	10%	5%	\$1,138	\$ 569

* This position is on loan from Division of Law Enforcement.

** It is anticipated that this position will be allocated approximately 65% to Legal Projects work and approximately 35% to other Department of Justice functions.

Los Angeles County Sheriff's Office -- Middle Management Course

Requires further study

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title OPERATIONAL PLAN		Meeting Date April 22, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Jack Beecham
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report April 2, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

Issue

Progress report for the Standards and Training Operational Plan Study.

Background

This is a restatement of activities undertaken in response to Commission requests to update the Operational Plan.

Analysis

Pages one and two.

Recommendation

Information only - status report.

Utilize reverse side if needed

Memorandum

GERALD E. TOWNSEND
Director
Standards and Training

Date : April 2, 1976

Via: Brooks W. Wilson, Bureau Chief
Central Bureau

From : Jack Beecham, ^B Senior Consultant
Commission on Peace Officer Standards and Training

Subject: PROGRESS REPORT - STANDARDS AND TRAINING OPERATIONAL PLAN

Analysis

Taking into account the rapid growth experienced by the POST program over the past 16 years and the multitude of activities in which the Commission has been involved, the Commission, at its July 31 to August 1, 1976 meeting, granted a moratorium on the certification of new courses. Staff was directed to update the Operational Training Plan and provide short and long range programs to address such questions as:

1. Who should we be training?
2. What training should we provide?
3. Where should we provide the training?
4. Who should be conducting the training?
5. How can we more effectively use our training dollar?
6. Can we project future expenditures through "up front controls" and divorce certification entirely from control of expenditures?

The research methodology, including the objectives of the study and a timetable for completion of the exploratory phase of the plan (attachment A), was presented to the Commission at its October 23 to October 24, 1975 meeting and staff was authorized to proceed with the plan as designated.

At the January 22 to January 23, 1976 Commission meeting, staff provided a progress report which emphasized the completion of the experience survey and provided a timetable for completion of the descriptive phase of the project (attachment B).

April 2, 1976

The Training Needs Assessment Survey was mailed on March 10, 1976 to the following agencies:

1. All California Police Departments
2. All California Sheriff's Departments
3. All State College Police Agencies
4. All University Police Agencies
5. California Highway Patrol
6. California State Police

Due to printing and mailing delays, the results of the Training Needs Assessment Survey (attachment C) will not be made available for the April Commission meeting; however, the results will be provided with the final report at the regularly scheduled Commission meeting in July.

METHODOLOGY

A. Exploratory Phase

Purpose - To identify 1) problems and their background; 2) available information sources; 3) the exact boundaries of the population to be studied; 4) concepts or variables to be studied.

Method of Exploration

1. Survey of literature.
2. Records search to include examination of POST certification, reimbursement and course evaluation records; examination of Commission minutes and other related records.
3. Experience survey to include interview with POST Commissioners, selected members of POST staff, POST Advisory Committee members, persons from the law enforcement and educational disciplines, etc.

B. Descriptive Phase

Purpose - To gather data for the recommendations that will be contained in the final draft of the Standards and Training Operational Plan Report.

Method

1. Develop and administer research instruments that will be used to collect information needed for a Standards and Training Operational Plan.

STANDARDS AND TRAINING OPERATIONAL PLAN

OBJECTIVES AND SUBJECT AREAS TO BE STUDIED UNDER EACH

1. Perform a training needs assessment for specific job training and provide recommendation on who should be trained and what training should be provided.

Subject Areas:

- a. Schedule for implementation of the Basic Course Revision with landmark dates for evaluation of current efforts and anticipated dates and numbers of other academies to convert.
- b. Review the current advanced officer course requirement and provide recommendations as to its validity or non-validity.
- c. Mandated and technical courses will be viewed in the Commission's perspective of specific job training. A list will be developed of specific jobs that the staff recommends for specific job training.
- d. The problem of equivalency training will be examined to establish firmly Commission policy on what is and what is not and should and should not be considered equivalent training from entry to executive level.
- e. Provide an implementation schedule for integration of role training programs into the basic course.
- f. Explore the possibility of integrating the specialized program into the regular program or other appropriate recommendations.
- g. Review training requirements for reserves and the POST position.

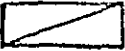
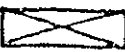
STANDARDS AND TRAINING OPERATIONAL PLAN (Cont'd)

OBJECTIVES AND SUBJECT AREAS TO BE STUDIED UNDER EACH

2. Analyze training patterns. Provide recommendations on where the training should take place and who should be conducting the training. Examine training results.
 - a. Reexamine POST's role in regionalized criminal justice training centers. Identify a delivery system that can accommodate other criminal justice components in addition to police.
3. Analyze our funding procedures for certified courses and provide recommendation for the implementation of "up-front controls" in an effort to better plan the utilization of the training dollar.

STANDARDS AND TRAINING OPERATIONAL PLAN Timetable

TASKS/EXPLORATORY PHASE	SEPT.	OCT.	NOV.	DEC.	JAN.
1. Study POST Publications	/	X			
2. Study Related Literature		/	X		
3. Examination of Commission minutes & other related records	/	X			
4. Experience Survey			/	X	
5. Progress Report for October Commission Meeting		X			
*6. Progress Report for January Commission Meeting					X
7. Beginning of Descriptive Phase				/	X

	Date to start & projected completion
	Date completed

*The progress report for the January 1976 Commission Meeting will include a timetable for the projected completion of the Standards and Training Operational Plan.

Memorandum

To : GERALD E. TOWNSEND
Director
Standards and Training Division
Via: Brooks W. Wilson, Chief
Central Bureau

Date : January 7, 1976

From : Jack Beecham, Senior Consultant
Commission on Peace Officer Standards and Training
Central Bureau

Subject: PROGRESS REPORT - STANDARDS AND TRAINING OPERATIONAL PLAN

I am pleased to report that the exploratory phase of the Standards and Training Operational Plan has been completed (see Attachment A-Timetable).

ANALYSIS

Experience Survey

During the experience survey Standards and Training professional staff conducted 35 interviews obtaining responses from 49 respondents (each interview had 1 to 5 respondents present). The respondents represent three categorized groups: 1) law enforcement administered training programs who are also users of the training; 2) educators; 3) users who represented various sized agencies from diverse geographical locations throughout the state. The seventeen questions developed for the questionnaire were designed to address the three broad objectives of the plan.

The purpose for the experience survey was to: 1) obtain information that would assist staff directly in formulating appropriate recommendations for Commission consideration; 2) obtain information to be utilized in the final mail questionnaire which will be used to gain input from all participants in the program. A compilation report, for your review, of the experience survey responses will be forthcoming.

Final Survey

Through a letter of agreement we have gained the assistance of Dr. Bruce Olson to develop the final questionnaire. With the use of the final questionnaire and the State General Services computer capabilities, we will be able to address several important

January 7, 1976

subject areas. The following is a limited list of the information we will be able to obtain:

1. Training needs based on geographical location, size of agency and users of particular academies.
2. Opinions concerning the time requirement for advanced officer training based on geographical location, size of agency and users of particular academies.
3. Opinions concerning preferred use of the Peace Officer Training Fund.

Also, we will have a survey instrument at our disposal for use, at any given time, to update training needs as perceived by our total constituency.

The total cost for Dr. Olson's assistance and the General Services computer services will be less than \$5,000.00.

Descriptive Phase Timetable
(Attachment B)

~~We are presently working on the rough draft of the final questionnaire which will be ready for staff review and input on January 16, 1976. By February 15, 1976, the questionnaire will be pretested and mailed with a return deadline of March 15, 1976. We will be able to present the training needs assessment to the Commission at their regularly scheduled meeting in April 1976, at which time the moratorium can be lifted.~~

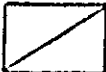

The final report addressing all objectives and subject areas of the project will be presented at the July Commission meeting.

STANDARDS AND TRAINING OPERATIONAL PLAN

TIMETABLE

DESCRIPTIVE PHASE

TASKS	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY
Develop rough draft of final questionnaire	X						
Pretest and staff review of questionnaire	/	/					
Mail and return of questionnaire		/	/				
Present list of prioritized training needs to Commission - lift moratorium			/	/			
S&T staff workshop to develop criteria for training agency certification			/	/			
Completion of final report which will address all of the objectives & subject areas as is stated in the research design				/	/	/	/

	Date to start & projected completion
	Date completed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title MANAGEMENT COURSE REVISION		Meeting Date April 22, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gene S. Rhodes
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report April 2, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/> Financial Impact <input type="checkbox"/>		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

Background

The curriculum for the Middle Management Course was originally developed in 1968. POST staff was directed by the State Legislature, in July, 1975, to review it to ensure continued relevancy. A final and more detailed report of the revision project will be presented to the Commission in July of this year.

Analysis

Input to the revision project was solicited nationwide and an extensive literature search was conducted. As a result, the decision was made early in the project to base the course on behavioral objectives. The basis for the behavioral objectives was the job analysis conducted by the State Personnel Board, under contract with the Commission. The results of the job analysis are found in the report, State Personnel Board Selection Study - Component B, Job Analysis for Promotional Law Enforcement Classes.

With the assistance of a "Consensus Review Committee", comprised of law enforcement supervisors and managers throughout California (roster attached), behavioral objectives were written based on the task and knowledge statements identified in the State Personnel Board report. Suggested instructional strategy was identified through the use of a "Resource Committee", comprised of educators and management course presentors in California (roster attached).

POST staff has been working with Doctor Alan Glassman, of California State University at Northridge, to identify the specific instructional activities which will meet the behavioral objectives. Doctor Glassman has been working with the Los Angeles Police Department and the Los Angeles County Sheriff's Department in revising and developing their management programs. POST staff feels that the revision project is at the stage where we can test the viability of the behavioral objectives in a pilot program and that Doctor Glassman, at California State University at Northridge, would provide an ideal vehicle.

Utilize reverse side if needed

An optimum number and location of future POST Management Course presentors will be based on the Standards and Training Operational Plan, which will be addressed at the July Commission meeting.

Recommendations

1. Change the title from "POST Middle Management Course" to "POST Management Course". The term "Middle Management" is unnecessarily constraining.
2. Certify a pilot program to the Commission on Peace Officer Standards and Training for three presentations of the POST Management Course. The terms of the limited certification to be as follows:
 - a. Period of certification to be from May 1, 1976 through July 29, 1976.
 - b. Course curriculum to address the identified behavioral objectives.
 - c. Length of course shall not exceed two weeks and must be presented in an intensive format.
 - d. Course budget and tuition must be within present Certified Course Tuition Guidelines established by the Commission.
3. The pilot program presentations to be "dual track" with the current Middle Management Course, and to satisfy the requirements established in the POST Administration Manual for completion of a POST Middle Management Course.

SUPERVISORY & MIDDLE MANAGEMENT COURSE REVISION

POST Consensus Review Committee

Sergeant Kathy Barrow
Santa Clara Co. Sheriff's
Department
Women's Detention Facility
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Milpitas, CA 95035

Sergeant Frank Burke
Covina Police Department
141 E. College Street
Covina, CA 91722

Lieutenant Don Colinske
Brawley Police Department
790 "B" Street
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Lieutenant Dennis DeWitt
Petaluma Police Department
22 Bassett Street
Petaluma, CA 94952

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University of California,
Davis Police Department
Davis, CA 95616

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Anaheim, CA 92803

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Lompoc, CA 93436

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Redwood City Police Department
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Redwood City, CA 94064

Lieutenant Don Mawn
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P. O. Box 88
Riverside, CA 92502

Sergeant Norm Scarr
Placerville Police Department
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Placerville, CA 95667

Sergeant Stan Voogd
Alameda Police Department
Santa Clara Avenue & Oak Street
Alameda, CA 94501

POST SUPERVISORY/MIDDLE MANAGEMENT COURSE REVISION PROJECT

RESOURCE COMMITTEE

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Dr. Alan Glassman

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Bruce T. Olson, Ph.D.

Curriculum Development Specialist
Modesto Criminal Justice Training Center
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Modesto, CA 95352
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AGENDA ITEM SUMMARY SHEET

Agenda Item Title BASIC COURSE REVISION PROJECT		Meeting Date April 22-23, 1976
Division Standards & Training	Division Director Approval <i>[Signature]</i>	Researched By Brooks W. Wilson
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

ISSUE

Status report on Basic Course Revision Project.

BACKGROUND

The Project was initiated at the direction of the Commission in June, 1973. We are now midway through the second phase.

ANALYSIS

See attached report.

RECOMMENDATION

Information only -- status report.

Memorandum

: Gene S. Muehleisen
Executive Director

Date : April 5, 1976

Standards and Training Division
From : **Commission on Peace Officer Standards and Training**

Subject: BASIC COURSE REVISION PROJECT - STATUS REPORT

The purpose of this memo is to provide a brief history and the current status of the project.

BACKGROUND:

In March 1972, the Commission approved a staff report recommending that the Basic Course be expanded from 200 to 400 required hours. The Commission, in approving the recommendation, directed staff to work with the POST Advisory Committee in its revision activities. At the following meeting of the Advisory Committee, in October 1972, the Advisory Committee agreed to work with staff in the project but recommended that, to conserve staff time and to insure a greater degree of objectivity in the final product, an outside individual or agency be utilized in the research.

Shortly afterward, POST staff was contacted by staff members of the Los Angeles County Sheriff's Department Training Division. They had been directed to update their current Basic Course and suggested an agreement between the Sheriff's Department and the Commission in which the research staff would be provided by the Sheriff's Department and coordination, clerical support, and travel expenses provided by the Commission. A formal agreement was prepared and the Commission, in June of 1973, approved the arrangement and the project was initiated at that time. The arrangement not only facilitated a practical and widely endorsed program, but minimized costs to both agencies; the input from numerous local agencies insured universal application.

PHASE 1

The first phase of the project was directed toward identifying the statewide basic training requirements. These needs were set forth in a report entitled, Behavioral Objectives for POST Basic Course, submitted to the Commission in January 1975. Research activities were as follows:

Developmental Process

The first step was an extensive literary review of generic training and education literature, followed by a study of the applicability of the related principles in projects such as MILE, STAR, the Washington D.C. Metropolitan Police Project, and a project conducted by the Police Training Institute at the University of Illinois. This was followed by visits by project staff to each certified basic academy in California to determine their areas of excellence and training capabilities, with a view in mind of ensuring that the revised course was as compatible as possible with existing capability. One project staff member also visited six carefully selected out-of-state training agencies. Beginning the project with an open mind, and with the very general objective of "reviewing our current basic training standards", directed us toward a performance-objective oriented training program.

The first step in developing a performance-objective oriented training program is a job analysis. Fortunately, two excellent broadly based job analyses had already been conducted for Projects STAR and MILE. Using these studies as a starting point, a group of operational and training personnel from the Los Angeles Sheriff's Department reviewed them for attainability and universal applicability. Since this process tended toward contraction, rather than expansion, in the identified tasks, the validity of the original job analysis was not jeopardized.

The next task in the process was the formulation of behavioral objectives based on the job analysis. This was done by our project staff from the Los Angeles Sheriff's Department, who provided the bulk of the substantive input, with technical editing provided by three educators with extensive education and practical experience in training and educational technology. The result of this process was a preliminary version of the document named above.

Consensus Review

The original version of the behavioral objectives was then reviewed by operational and training personnel on a statewide basis for the purpose of determining if each objective was universally applicable and written in such a manner as to make it understandable, measurable, and attainable. Invitations to participate in the "Consensus Review" were extended to every police agency in the State. Specifically, they were asked to send their training officer, a recently trained patrol officer, and a field training officer. In addition, coordinators of every certified basic course were invited to participate.

The "Consensus Review" consisted of a series of meetings held in various locations throughout the State, conducted in two phases. More than 100 persons, representing more than 30 agencies, participated. The first phase was an orientation to the identified behavioral objectives--their advantages and the methodology used in their selection. Participants were given instructions on the "Consensus Review" process, and were asked to take the documents back to their departments and to critique the applicability, clarity, and attainability of each behavioral objective on a predesigned questionnaire. Respondents were also asked to provide key demographic information concerning their department, in order to capture any differing views based on these demographic factors. An electronic data processing program was established to tabulate the responses and to identify any such difference.

Our intent was to discuss these differences during the second phase of the "Consensus Review" and to make whatever changes necessary for general accommodation or to segregate those behavioral objectives that were relevant only to particular locations or department types. The opportunity was provided to make comments on suggested treatment of each behavioral objective.

Our analysis of the response indicated nearly universal applicability of the entire program; comments were few and were predominantly supportive. Nevertheless, the second phase of the "Consensus Review" was held as scheduled, and a report made to the participants regarding the results of the tabulations. As a result of the review, approximately 20 of the objectives were modified in wording and, to a limited extent, content; and 10 objectives were added. The original document was appropriately revised and submitted to key professional groups throughout the State for their endorsement. Finally, the document was submitted to and approved by the Commission, who authorized staff to proceed with a contract to develop the necessary training material.

Establishment of Success Criteria

The document resulting from the "Consensus Review", Behavioral Objectives for POST Basic Course, does not include the required proficiency level (success criteria). This omission was due primarily to the more extensive research necessary to make this determination. It was our thinking at the time that desired proficiency level may vary with locale and with agency type. The possibility that it may vary with locale and agency type was examined in the process of establishing the success criteria.

Since participation by local agencies had been more limited than desired, more care was taken in determining success criteria in order to obtain a much broader participation by local law enforcement. A copy of the project report, along with a questionnaire, was submitted to some 300 departments who had indicated, in response to a bulletin, a desire to participate in the project. Nearly 200 responses were returned and were analyzed, with the assistance of electronic data processing. Between the two reviews, nearly one-half of the California law enforcement agencies reviewed the objectives; we feel confident of the ability to show job-relatedness of our subsequent training program. The analysis of the questionnaires showed us that there was virtually no jurisdictional difference in the relative importance of the objective as viewed by operational law enforcement personnel, but did demonstrate the need to establish at least two levels of success criteria for the objectives. The document referred to above, Behavioral Objectives for POST Basic Course, is now being modified to reflect the required success criteria.

PHASE 2

The second phase of the project, the development of the required training material, is currently in progress through a consortium of POST staff, law enforcement trainers, and technical experts.

Consortium

The project staff consists of a nucleus of approximately 24 (the number has varied from time to time) representatives of 12 training agencies throughout the State of California. Project direction and technical advice is provided by Dr. John P. Moore and John Metcalf. Both are well-known to the Commission and have extensive backgrounds in law enforcement training and education. The services of Mr. Metcalf, who is on sabbatical leave from Rio Hondo College, and Dr. Moore were secured through a contract extending from August 1, 1975, through July 31, 1976.

Project Advisory Committee

To direct the project and to provide policy recommendations, an advisory committee consisting of a sub-committee of the POST Advisory Committee was appointed early in the project. The sub-committee consisted primarily of the members of the curricula committee. For the second phase of the project, due to the high degree of involvement of the POST Advisory Committee and the nature of the research of the second phase, a different advisory committee was appointed. The advisory committee for Phase 2 consists of representatives of CAAJE, CAPTO, the CPOA Training Committee, the LAPD, the LASO, and the CHP who have been active in basic training.

Methodology

Responsibility for development of the training materials--lesson plans, test questions, and training aids--was apportioned among the various participating agencies, with technical advice and direction provided by the contractors. As the material is submitted to the contractors, it is edited for format, technical accuracy, and universal application. The edited material is to be fed back to the participating agencies for use in implementation at their academies. Workshops are held periodically to discuss problems, progress, and to work as a group on training material.

Staff members of participating agencies contribute their time, both at the workshops and at their individual academies. The Commission reimburses them for their travel and per diem while at the workshops. The result is an extremely low-budget project and much more effective implementation.

Status

The project was divided into 13 distinct "deliverable" products for which the contractors are incrementally reimbursed. The first seven "deliverables" have been received and accepted; we have partial delivery of Number Eight. We are currently working on the criteria examination and the lesson plans. We have had to deviate somewhat from the scheduled submission of "deliverables" due to more difficulty than anticipated in material development by participating agencies. We still expect to complete the project on time, although our sequence may have to be altered.

The final product will be a guideline implementation system which will consist of a series of documents containing the required instructional material and references.

In conjunction with this project and with the Operational Plan study, we are considering the additional cost that behavioral objective-oriented training will entail, and exploring alternative means of reimbursement.

Role Training Integration

NO HANDOUT

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Reserve Training Legislation		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Richard A. Baratta
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-7-76	Date of Report April 7, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/>		Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

BACKGROUND

In January, the Commission directed the Standards and Training Division to research the training and fiscal implications of A.B. 1127. This is a preliminary report.

Passage of Assembly Bill 1127 would require all reserves employed after June 1978 to be used in only three general capacities with different training for each capacity.

1. As a part-time officer working general patrol duties without immediate supervision. Training required would be similar to state mandated training for a regular officer.
2. As a second officer in a car under direct supervision of a certified officer. The Commission is required to establish a course of training.
3. In limited capacity not usually requiring peace officer powers. Reserves in this capacity would be required to complete training as required by 832 P. C. before being qualified to occasionally act as a peace officer.

In addition, a reserve while enrolled in a course of training, described in 1 or 2 above, could work under the direct supervision of a certified officer after having completed 832 training.

ANALYSIS

There are approximately 12,000 reserve officers in California. It is estimated that 300 reserves employed in 1978 will be immediately affected by the basic training requirements of the bill; 800 reserves employed in 1978 will be immediately affected by the intermediate training (paragraph 2 above). The remaining reserves hired in 1978 will not be affected by the require-

(Continued on Reverse Side)

ments of the bill since they are already required to undergo 40 hours of training (P. C. 832). These figures represent training required by the bill beyond the training presently being conducted by law enforcement agencies.

All but 38 departments employing about 557 reserves are within a commuting distance of 100 miles of a POST basic course. Some of these basic courses can be modified from an intensive format to facilitate an extended reserve basic. An intermediate reserve training course could also be established at these locations. Geographical problems relative to travel may arise with the 38 departments, not within commuting distance, hiring an estimate 112 reserves in 1978.

The reserve training required by the bill is likely to be,

1. The basic course,
2. An intermediate course of shorter duration,
3. The 40 hour 832 P. C. course.

The curriculum of the intermediate course would be developed by POST.

Three training delivery methods are considered feasible to provide basic and intermediate reserve training in the state: academy, community college semester length, college extension or outreach, and a multi-media, mediated training such as Project MILE. A single system, employing all three methods appears to be the most feasible. Many basic academies provide reserve basic courses of over 300 hours. Similar courses can be developed by other basic academies in the state.

The reserves employed by those agencies outside commuting distance (approximately 100 per year) can be serviced by academy extension or outreach programs and multi-media, modular training.

This suggested delivery system would require POST to:

- Develop an intermediate reserve course,
- Certify reserve basic and intermediate reserve courses throughout the state, or
- Contract for the development of a multi-media, reserve basic and intermediate course - complete with program material and testing instrument.

Several alternatives are available to meet the training requirements of the bill. The most feasible are:

1. Develop intermediate and basic reserve curriculum and certify reserve academies and colleges. Provide testing for equivalent training. ?

Fiscal Impact

Staff \$76,000

2. Develop intermediate and basic reserve curriculum and certify reserve academies and colleges. Provide a modular, multi-media basic and intermediate program for purchase or rental by local agencies. Provide testing for multi-media and equivalent training. ?

Fiscal Impact

Staff \$76,000
Contract 300,000
Total 376,000

3. As above, but provide multi-media program material and hardware to ten areas of the state beyond commuting distance without charge.

Fiscal Impact

Staff \$76,000
Contract 300,000
Program & Material 60,000
Total 436,000

RECOMMENDATIONS

1. Continue to monitor A.B. 1127 and continue staff study to identify alternatives.
2. Study the need for selection standards for reserves.
3. Identify fiscal impact for use of POTF and potential staff requirements.
4. Support the concept of A.B. 1127.

AMENDED IN SENATE MARCH 23, 1976
AMENDED IN SENATE JANUARY 26, 1976
AMENDED IN SENATE JUNE 23, 1975
AMENDED IN ASSEMBLY JUNE 5, 1975
AMENDED IN ASSEMBLY MAY 8, 1975
AMENDED IN ASSEMBLY APRIL 17, 1975

CALIFORNIA LEGISLATURE—1975-76 REGULAR SESSION

ASSEMBLY BILL

No. 1127

Introduced by Assemblyman Suitt

March 12, 1975

REFERRED TO COMMITTEE ON CRIMINAL JUSTICE

An act to amend Section 830.6 of the Penal Code, relating to peace officers.

LEGISLATIVE COUNSEL'S DIGEST

AB 1127, as amended, Suitt (Crim.J.)... Peace officers: specific assignments.

Under existing law, whenever any qualified person is deputized or appointed by the proper authority as a reserve or auxiliary sheriff or city policeman, or as a deputy sheriff, and is assigned specific police functions by such authority, such person is a peace officer for the duration of such specific assignment.

This bill would prescribe specific qualifications for such persons. This bill provides that no appropriation is made nor obligation created for the reimbursement of any local agency

for costs incurred pursuant to this act.

Vote: majority. Appropriation: no. Fiscal committee: no.
State-mandated local program: no.

The people of the State of California do enact as follows:

- 1 SECTION 1. Section 830.6 of the Penal Code is
2 amended to read:
- 3 830.6. (a) Whenever any qualified person is
4 deputized or appointed by the proper authority as a
5 reserve or auxiliary sheriff or city policeman, or as a
6 deputy sheriff, and is assigned specific police functions by
7 such authority, such person is a peace officer; provided,
8 that the authority of such person as a peace officer shall
9 extend only for the duration of such specific assignment.
- 10 For the purposes of this subdivision, "qualified person"
11 means either of the following:
- 12 (1) A person appointed prior to January 1, 1978, if the
13 chief of police or sheriff believes the person is qualified
14 to perform general law enforcement duties by reason of
15 his training and experience.
- 16 (2) A person appointed *on or after* January 1, 1978,
17 who meets any of the following requirements:
- 18 (i) Has completed a course as prescribed by the
19 Commission on Peace Officer Standards and Training for
20 peace officers as defined in Section 832.3.
- 21 (ii) Is enrolled in a course as prescribed by the
22 Commission on Peace Officer Standards and Training for
23 peace officers as defined in Section 832.3, has completed
24 training as required by Section 832, and is engaged in a
25 continuous training program developed by the local
26 agency and certified by the Commission on Peace Officer
27 Standards and Training and is under the immediate
28 supervision of a peace officer who possesses a certificate
29 issued by the Commission on Peace Officer Standards
30 and Training.
- 31 (iii) Has completed a course approved by the
32 Commission on Peace Officer Standards and Training or
33 is enrolled in such a course, and has completed a course
34 as required by Section 832. A person qualifying under this

1 subparagraph as a reserve officer shall only have peace
2 officer powers while under the immediate supervision of
3 a certified peace officer, and while engaged in a
4 continuous training program developed by the local
5 agency and certified by the Commission on Peace Officer
6 Standards and Training.

7 (iv) Is only deployed in such limited functions as
8 would not usually require general law enforcement
9 powers.

10 (b) Whenever any person is summoned to the aid of
11 any uniformed peace officer, such person shall be vested
12 with such powers of a peace officer as are expressly
13 delegated him by the summoning officer or as are
14 otherwise reasonably necessary to properly assist such
15 officer.

16 SEC. 2. No appropriation is made by this act, nor is
17 any obligation created thereby under Section 2231 of the
18 Revenue and Taxation Code, for the reimbursement of
19 any local agency for any costs that may be incurred by it
20 in carrying on any program or performing any service
21 required to be carried on or performed by it by this act.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title AMADOR COUNTY SHERIFF'S DEPARTMENT - COMPLIANCE REPORT		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-6-76	Date of Report April 6, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND:

At the January 1976 Commission meeting, the Amador County Sheriff's Office was advised that, due to non-compliance with selection standards, they were suspended from participation in the POST Program until March 1. At that time, they were to be removed from the POST Program unless full compliance had been attained.

ANALYSIS:

On January 27, 1976, a compliance inspection indicated considerable progress toward compliance. Staff assistance and direction was provided. A subsequent inspection on February 26, 1976, revealed that the Sheriff's Office had corrected all of the identified deficiencies in the background investigations of their personnel. On March 1 the Executive Director notified the Sheriff that the temporary suspension was lifted, and that the Amador County Sheriff's Department is regarded as being in full compliance with the POST Program requirements.

RECOMMENDATION:

Confirm full participation for Amador County Sheriff's Office.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title MERCED IRRIGATION DISTRICT - Removal from POST Specialized Program		Meeting Date April 22-23, 1976
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Donald L. Meyers
Executive Director Approval <i>[Signature]</i>	Date of Approval 4-5-76	Date of Report March 11, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per Details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND:

On November 16, 1971, by resolution, the Merced Irrigation District entered the POST Specialized Program.

On February 26, 1976, a compliance inspection was conducted at their office in Snelling, Mariposa County, California.

ANALYSIS:

The compliance inspection revealed that this agency has 12 employees designated as Park Rangers. They are paid by the Merced Irrigation District and have been sworn in as non-paid deputies by the prior Sheriff of Mariposa County. Their primary duties are park maintenance and to regulate conduct of persons entering the Lake McSwain and McClure recreational area owned by the Merced Irrigation District.

Undersheriff Gould of the Mariposa County Sheriff's Department was contacted, and he stated that they did not consider these men as deputy sheriffs. He further stated that Sheriff Paige was having them turn in the badges given to them by the former Sheriff.

RECOMMENDATION:

It is the staff contention, supported by Mr. Jack Higgins, Park Superintendent, that these men are not peace officers. Therefore, it is the staff recommendation that the Merced Irrigation District be removed from the POST Specialized Program.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Revision of Regulation 1002(a)(3)		Meeting Date 4-22-76
Division Technical Services	Division Director Approval Bradley W. Koch <i>BWK</i>	Researched By J. Schorle
Executive Director Approval <i>Gene S. Muehlen</i>	Date of Approval April 6, 1976	Date of Report 4-7-76
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND

Commission Procedure C-1, dealing with the Personal History Investigation, has been modified to reflect current Commission policy. It is necessary to modify the wording in Regulation 1002(a)(3) and S-102(a)(3) to clarify the process.

ANALYSIS

The recommended changes simplify and clarify Commission procedures.

RECOMMENDATION

Amend Commission regulations as follows:

1002(a)(3)

Be of good moral character as determined by a thorough background investigation as prescribed in PAM, Section C, "The Personal History Investigation." The background investigation shall be completed on or prior to the appointment date.

S-102(a)(3)

Be of good moral character as determined by a thorough background investigation as prescribed in PAM, Section C, "The Personal History Investigation." The background investigation shall be completed on or prior to the appointment date.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Revised Commission Regulations 1002(a)(7) et seq.		Meeting Date 4-22-76
Division Technical Services	Division Director Approval Eradley W. Koch <i>Buck</i>	Researched By Jon D. Schorle
Executive Director Approval <i>Gene S. Muehleisen</i>	Date of Approval April 6, 1976	Date of Report March 24, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUE

Several Commission regulations and procedures must be amended to reflect current practices and to comply with changes in various laws affecting POST.

BACKGROUND

Penal Code Section 832.4 requires identified peace officers to obtain the POST Basic Certificate within 18 months of employment in order to continue to exercise peace officer powers. The recommended changes in POST regulations and procedures eliminate the conflict created by POST requiring an officer to have completed probation prior to receiving the Basic Certificate and the fact that the length of probationary periods vary between none and 5 years.

ANALYSIS

Changing the affected regulations and procedures will not have adverse impact on participating law enforcement agencies.

RECOMMENDATION

Amend Commission regulations as follows:

1002. Minimum Standards for Employment

(a)(7) ~~At the date of hire or within 24 months have been awarded by an accredited college and/or university no less than 6 college and/or university semester units or 9 quarter units as authorized by the Commission.~~

(CONTINUED ON REVERSE)

RECOMMENDATION - Continued)

1004. 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 enter a department laterally.~~
- (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 provision of a jurisdiction specify a probationary period of less than 12 months, paragraph (a) above shall not become effective in that jurisdiction before the legislative body or electorate has elected to conform with paragraph (a).~~

1004. Conditions for Continuing Employment

- (a) Every officer employed by a department shall be required to serve in a probationary status for not less than 12 months.
- (b) Every officer employed by a department shall at the date of hire or within 24 months have been awarded by an accredited college and/or university no less than 6 college and/or university semester units or 9 quarter units acceptable to the Commission.

1010. Eligibility for Reimbursement

- (a)(3) Has in its employ any officer hired after January 1, 1971, who has not acquired the Basic Certificate within 6 months after date of completion of his probationary period 12 months of satisfactory service as attested to by the department head, or

1011. Certificates and Awards

- (e) Prior to the issuance of certificates by the Commission, the department head shall attest that every trainee/officer employed by the department has completed a period of satisfactory service of not less than 12 months. This requirement shall apply also to officers who enter a department laterally.

S-102 Minimum Standards for Employment

- (a)(7) ~~At the date of hire or within 24 months have been awarded by an accredited college and/or university no less than 6 college and/or university semester units or 9 quarter units as authorized by the Commission.~~

RECOMMENDATION - (Continued)

S-104 Probationary Period

- (a) ~~Every specialized peace officer employed by a department shall satisfactorily complete a probationary period of not less than 12 months. This requirement shall apply also to specialized peace officers who enter a department laterally.~~
- (b) ~~Every specialized peace 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.~~
- (e) ~~If the laws or charter provisions of a jurisdiction specify a probationary period of less than 12 months, paragraph (a) above shall not become effective in that jurisdiction before the legislative body or electorate has elected to conform with paragraph (a).~~

Conditions for Continuing Employment

- (a) Every specialized peace officer employed by a department shall be required to serve in a probationary status for not less than 12 months.
- (b) Every specialized peace officer employed by a department shall at the date of hire or within 24 months have been awarded by an accredited college and/or university no less than 6 college and/or university semester units or 9 quarter units acceptable to the Commission.

Amend Commission procedures as follows:

F-1-5. The Basic Certificate:

- (a) ~~Shall have completed the probationary period prescribed by the employing jurisdiction, but in no case of less than one year. a period of satisfactory service of no less than one year, as attested to by the department head.~~

F-2-6 The Specialized Law Enforcement Basic Certificate

- (a) ~~Shall have completed the probationary period prescribed by the employing agency, but in no case of less than one year. a period of satisfactory service of no less than one year, as attested to by the department head.~~

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Revision of Commission Regulation 1005		Meeting Date April 22, 1976
Division Technical Services	Division Director Approval Bradley W. Koch <i>TK</i>	Researched By Jon D. Schorle
Executive Director Approval <i>Gene S. Muehleisen</i>	Date of Approval April 6, 1976	Date of Report March 30, 1976
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

ISSUE

In order to accurately reflect the continuity of Commission procedures, Regulation 1005 must be revised.

BACKGROUND

Due to changes in Commission procedures and various laws affecting POST, it is necessary to modify the wording of Regulation 1005.

ANALYSIS

The proposed changes will not have adverse effects on participating agencies and will merely allow regulation wording to more accurately reflect the existing conditions under the law.

RECOMMENDATION

Amend Commission regulation 1005 as follows:

1005. Minimum Standards for Training

(b)(1) Each and Every officer promoted, appointed or transferred to a first-level supervisory position shall have satisfactorily completed the Certified Supervisory Course before or prior to promotion or within 12 months after the 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 Certified Supervisory Course.~~

(c)(1) Each and Every officer promoted, appointed or transferred to a Middle Management position shall have satisfactorily completed

(CONTINUED ON REVERSE)

Utilize reverse side if needed

RECOMMENDATION - (Continued)

the Certified Middle Management Course ~~before or~~ prior to promotion or within 12 months after the initial promotion, appointment or transfer. ~~This section applies to officers promoted or transferred to a Middle Management position within a department and to officers from outside a department and appointed to a Middle Management position without having completed the course.~~

S-105 Minimum Standards for Training

- (a)(1) ~~Each and~~ Every trainee must. . . .
- (b)(1) ~~Each and~~ Every specialized peace officer promoted, appointed or transferred to a first-level supervisory position shall have satisfactorily completed the Certified Supervisory Course ~~before or~~ prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position. ~~This section applies to specialized peace officers or transferred to a first-level supervisory position within a specialized law enforcement agency, and to a first-level supervisory position without having completed the Certified Supervisory Course.~~
- (c)(1) ~~Each and~~ Every specialized peace officer promoted, appointed or transferred to a Middle Management position shall satisfactorily completed the Certified Middle Management Course ~~before or~~ prior to promotion or within 12 months after his the initial promotion, appointment or transfer. ~~This section applies to specialized officers promoted or transferred to a Middle Management position within a specialized law enforcement agency and to specialized peace officers employed from outside a specialized law enforcement agency and appointed to a Middle Management position without having completed the course.~~
- (d)(1) ~~Each and~~ Every specialized. . . .

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Revision of Commission Procedure C-1		Meeting Date 4-22-76
Division Technical Services	Division Director Approval Bradley W. Koch <i>BWK</i>	Researched By Jon D. Schorle
Executive Director Approval <i>Gene S. Muehleisen</i>	Date of Approval	Date of Report 3-30-76
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

BACKGROUND

Commission Procedure C-1 must be slightly modified to reflect terminology more consistent with Commission Policy and to clarify procedures required during the personal history investigation.

ANALYSIS

The recommended modifications will not have adverse affects on participating agencies.

RECOMMENDATION

See attached revised Commission Procedure C-1.

Rev. July 1, 1976

Personnel Selection and Standards

PERSONAL HISTORY INVESTIGATION

Purpose

1-1. Personal History Investigation: This Commission procedure implements the personal history investigation requirements established in Section 1002(a)(3) of the Commission regulations. The purpose of the personal history investigation is to find examples of any character traits in the applicant's life which might prevent *the applicant* from becoming a successful peace officer. The investigation will also examine the applicant's past work performance and impact on other people to determine whether or not those affirmative characteristics which are desirable in a peace officer *are possessed*.

Procedure

1-2. Personal History Investigation: These procedures shall be followed in the *pre-employment investigation of each proposed peace officer employee and shall be completed on or prior to the appointment date.*

1-3. Completion of Personal History Statement: The department head shall require the applicant to complete the POST Personal History Statement, Form 2.5, or its equivalent prior to conducting the background investigation.

1-4. Written Evaluation Required: The results of the investigation must be reduced to writing and made available to the department head for the purpose of evaluation to determine whether the applicant is suitable. The results shall be retained by the jurisdiction as a source of authenticated information on personnel for present and successive administrators.

1-5. Sources of Investigation: The investigation shall include an inquiry into the following sources of information for the purpose indicated:

- a. The State Department of Motor Vehicles, Division of Drivers' Licenses - to determine the applicant's driving record.
- b. High school and all higher educational institutions that the applicant attended - to determine the educational achievements, character and career potential of the applicant.
- c. State bureaus of vital statistics or county records - to verify birth and age records. In the case of foreign born, appropriate federal or local records.
- d. All police files in jurisdictions where the applicant has lived or worked - to determine if any record exists.

- e. Criminal records of the California Bureau of Identification. A copy of the return shall be retained in the applicant's personnel record.
- f. The Federal Bureau of Investigation records. A copy of the return shall be retained in the applicant's personnel records.
- g. All previous employers - to determine the quality of the applicant's work record.
- h. Within practical limits, references supplied by the applicant, and other references supplied by them, if any - to determine the applicant's character and career potential.
- i. The applicant's present neighborhood and where practicable, neighborhoods where the applicant may have previously resided - to determine reputation as a good neighbor and citizen.
- j. The applicant's credit records - to determine credit standing with banks, department stores and other commercial establishments that would tend to give a clear record of the applicant's reliability.
- k. When appropriate, military records, including medical, in the service of the United States, jurisdictions therein, or foreign government - to determine the quality of the applicant's service.
- l. Hospitals, clinics, or physicians having medical records of the applicant - to determine the past health of the applicant.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Revised Commission Procedures C-4, D-10, E-4		Meeting Date April 22, 1976
Division Technical Services	Division Director Approval Bradley W. Koch	Researched By Jon Schorle
Executive Director Approval <i>Gene S. Muehleisen</i>	Date of Approval April 6, 1976	Date of Report 4-5-76
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUE

Several Commission procedures must be modified in order to comply with Public Law 93-579 (The Privacy Act of 1974). The procedures involved deal with the mandatory submission, on various POST forms, of an officer's social security number.

BACKGROUND

Section 7(a)(1) of Public Law 93-579 states, "It shall be unlawful for any federal, state or local government agency to deny to any individual any right, benefit, or privilege provided by law because of such individual's refusal to disclose his social security account number."

Several of the Commission procedures make the payment of a reimbursement claim contingent upon the submission of the involved officer's social security number.

Additional procedures also mandate the submission of an officer's social security number relating to attendance at POST certified training courses.

ANALYSIS

Due to the fact that claimants are identified, during reimbursement claim processing, by name, department, age and title, submission of the social security number need not be mandatory.

RECOMMENDATION

The submission of an officer's social security number by the employing agency as an identifier in the POST paperwork process be categorized as voluntary.

The wording of the following Commission procedures be modified as follows:

(CONTINUED ON REVERSE)

RECOMMENDATION - Continued

- 1) C-4-3. Required Information: The required information includes the appointee's full name, date of birth, sex, race, and ~~social security number~~, and race. The appointee's social security number may be submitted, on a voluntary basis. Social security numbers submitted will be used solely as an identifier of the subject in the processing of POST reimbursements, certificates and other in-house POST procedures.

- 2) D-10-26i. Social Security Number. Each trainee must should submit ~~his~~ the social security number so that it can be listed ~~with his name~~, with the appropriate records.

- 3) E-4-3K. Space K - Social Security Number: ~~Enter trainee's social security account number.~~ The trainee's social security account number should be entered for listing with the appropriate records.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Revision of Commission Procedure D-10		Meeting Date 4-22-76
Division Technical Services	Division Director Approval Bradley W Koch <i>B.W.K.</i>	Researched By Jon D. Schorle
Executive Director Approval <i>Gene S. Muehleisen</i>	Date of Approval 4-7-76	Date of Report 3-30-76
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page ____).		

ISSUE

Commission Procedure D-10, dealing with certification and presentation of training courses, must be revised to accomodate the use of the Course Evaluation Instrument.

BACKGROUND

The Course Evaluation Instrument, developed in compliance with Commission Policy, is being utilized currently in the evaluation of Certified Training Courses. Commission Procedure D-10 must be revised in order to clarify and simplify the procedures governing the use of the form.

ANALYSIS

Use of the Course Evaluation Form and clarification of the procedures concerning the form will improve the quality control exercised over Certified Courses.

RECOMMENDATION

See attached revised C-P D-10

Rev. July 1, 1976

Training

CERTIFICATION AND PRESENTATION OF TRAINING COURSES

Purpose

10-1 Course Certification Program. This Commission Procedure implements the Course Certification Program established in Section 1012(a) and (h) of the Regulations, which outlines the criteria for certification and presentation of POST courses.

Standards

10-2. POST Standards for Training: A primary responsibility of the Commission is to establish minimum standards for the training of personnel in those local police and sheriffs' departments that participate in POST approved training programs. In fulfilling this responsibility, POST conducts ongoing evaluation of training programs in the many colleges and academies to assure a sustained level of quality training.

Evaluation

10-3. POST Evaluation of Training: Every training course for which reimbursement is made to local law enforcement agencies for personnel training costs, must be approved and certified by the Commission on Peace Officer Standards and Training. The purpose of the requirement for course certification is to evaluate those factors that justify the need for, and assure the quality of, the training course. Factors evaluated include:

- a. course content
- b. qualification of instructors
- c. adequacy of physical facilities
- d. cost of course
- e. potential clientele
- f. need for course
- g. time frame of course presentation
- h. method of course presentation

Forms

10-4. Forms Used for Certification and Presentation of Training Courses: There are five forms to be used by a college, training academy, or other training agency in requesting certification and in presenting a POST certified training course. The forms are:

- a. The Course Certification Request Form (POST 2-103) submitted by the coordinator to POST is the basis for obtaining Commission certification of a training course.
- b. The Course Budget Form (POST 2-106) is to be submitted with the Course Certification only if tuition is charged for the course.

10-4. Forms (Continued)

- c. The Course Announcement Form (POST 2-110) is submitted to obtain POST approval for the presentation of a specific certified course. Each separate presentation of a specific certified course requires the submission by the coordinator to POST of a Course Announcement before the course is presented.
- d. The Course Roster Form (POST 2-111), listing the names of trainees attending a given class, is to be submitted by the coordinator to POST at the termination of each course.
- e. *The Course Evaluation Form (POST 2-245) is to be distributed to each trainee, by the course coordinator or his representative, on the first day of the presentation and is to be completed at the end of the course by every trainee. The completed forms will be collected, on the last day of the presentation, by the coordinator or his representative and shall be submitted with the Course Roster Form (POST 2-111).*

Each form serves to accomplish a progressive step in assuring that training courses are approved by the Commission, and presented in conformance with POST standards.

The forms have been distributed to all using agencies. Additional quantities will be furnished upon request.

Certification

10-5. Obtaining Course Certification: The course coordinator or training officer who wishes to have a training course certified by the Commission, must:

- a. Contact POST Standards and Training regional consultant for consultation on the proposed course.
- b. Fill out a copy of the Course Certification Request (POST 2-103). (Fill out a copy of the Course Budget (POST 2-106) only for those courses for which a tuition is to be charged.)
- c. Submit a course outline, showing hours of instruction.
- d. Submit resumes of instructors' education and experience.
- e. Submit completed forms and other required material to POST Standards and Training Division, 7100 Bowling Drive, Sacramento, CA 95823.

Tuition Guidelines

10-6. Approved Expenses for Establishing Tuition: The following guidelines are to be utilized by course coordinators and other individuals presenting or planning to present training programs certified by the Commission. They identify the expenses that may be approved in establishing the tuition amount reimbursed to local jurisdictions. The guidelines are applicable to currently certified courses and are to be utilized in completing POST forms 2-103 (Course Certification Request) and 2-106 (Course Budget) when requesting initial certification.

10-6. Approved Expenses for Establishing Tuition (continued)

Current adopted guidelines are as follows:

- a. Instruction: \$25 per hour maximum for each certified hour of instruction per instructor. It is expected that fringe benefits and instructor preparation will be included in this amount.

Normally, only one instructor per certified hour will be approved; however, team teaching may be approved by staff if deemed necessary.

In instances of special need for particular expertise in an instructional area requiring, for example, a Doctor of Medicine, a \$50 per hour maximum may be approved by staff.

- b. Development Costs: For new courses the cost of necessary research and other attendant developmental activities will be included only in the first presentation using this formula:

\$15 per hour maximum for each of the first 40 certified course hours: \$7.50 per hour maximum for the remainder of the certified course hours to a maximum of 100 hours (e.g., certified course of 100 hours; 40 hours at \$15 per hour plus 60 hours at \$7.50 per hour = \$1,050).

- c. Coordination: For a certified course of 24 hours or less a rate of \$100 is allowed. For courses in excess of 24 hours to 40 hours, a rate of \$150 is allowed. For courses exceeding 40 hours, a rate of \$3 per hour to a maximum of 100 hours is allowed.

The coordinator has responsibility for the presentation of the course including scheduling, instructor selection, avoidance of duplicative instruction, provision of alternate instructors or instruction if necessary, and administrative reporting requirements.

- d. Clerical Support: For a certified course of 24 hours or less, a maximum of 40 hours of support is allowed. For courses in excess of 24 hours to 40 hours, a maximum of 50 hours of support is allowed. For courses exceeding 40 hours, a maximum of 100 hours is allowed on the basis of an hour of support to a certified instructional hour.

Clerical hourly rates may not exceed \$5 per hour.

- e. Printing/Reproduction: Actual expenses for brochure and handout printing or reproduction are allowed. These figures should include a per sheet cost breakdown.
- f. Books/Films/Instructional Materials: Actual expenses are allowed provided each expense is identified. Expendables such as programmed texts are allowed in the same manner. Textbooks may be purchased and a one time expenditure allowed for textbooks which will be used in future class presentations. Should the course be decertified or the texts no longer be necessary in this course, they shall be delivered at the expense of the training institution to the Commission for disposition.

July 1, 1976

10-6. Approved Expenses for Establishing Tuition

f. Books/Films/Instructional Materials (continued)

Films and other expensive instructional aids should normally be rented or obtained without charge from the various sources available. Should a purchase be necessary, and authorized by the Commission, such materials shall remain the property of the Commission.

g. Paper/Office Supplies/Mailing: Actual expenses are allowed provided each expense is identified.

h. Instructor/Coordinator Travel: Limited to actual expense necessary and approved in advance in the budget in an amount not to be exceeded.

Expenses for local area travel are nor normally allowed. If a course presentation is authorized out of the immediate vicinity of the presenter's normal area, travel expenses may be allowed in accordance with existing State regulations covering travel and per diem.

i. Miscellaneous: Any other item that can be identified and justified may be allowed.

j. Fee or Indirect Costs: A maximum of 15% of the total of all the above items will be allowed.

This amount will include such items as research, maintenance, general administration or use allowances.

Certification Request Action

10-7. Time for Submission to POST: The Course Certification Request (POST 2-103) along with supporting documents enumerated above shall be submitted by the course coordinator or training officer to POST at least 45 days prior to the date of the next Commission meeting.

- a. Review by POST Staff: After review by POST Standards and Training Staff, the Standards and Training consultant assigned will conduct an on-site inspection at the training institution and will confer with the course coordinator regarding details of the proposed course. The consultant then will prepare a staff report to the Commission and the Course Certification Request will be submitted, with recommendations, to the Commission for action. The decision of the Commission is recorded on the Course Certification Request, and a copy returned to the applicant advising as to whether the course is certified. The Commission has the option of: (1) certifying the course; (2) not certifying the course; (3) certifying with modifications or stipulated conditions; or (4) deferring action until a later date.
- b. Commission Action: At the time the Course Certification Request is presented by the POST staff to the Commission, the course coordinator, training officer of a law enforcement agency making the application, or other interested persons may personally appear before the Commission and offer oral testimony to augment the presentation.

10-7. Time for Submission to POST (continued)

- c. Appearance Before the Commission, Notification: A coordinator or training officer or other interested persons wishing to appear personally before the Commission should so notify the POST Executive Director in writing at least 30 days before the scheduled Commission meeting.
- d. Rejection of Certification - Appeal: If the Commission staff rejects a Course Certification Request, the applicant for course certification may appear before the Commission at a regularly scheduled meeting to appeal the Commission action. In any event, after such appeal, the decision of the Commission is final.
- e. Time and Place of Commission Meeting: Commission meetings are normally held quarterly. The date, time and location of a scheduled Commission meeting may be obtained by contacting POST at 7100 Bowling Drive, Sacramento, CA 95823, (916) 445-4515.

Restrictions

10-8. Restrictions to Course Certification: A course remains certified only as long as it is presented in the manner in which it was certified and with any and all attached restrictions or stipulations stated by the Commission.

Course Review for Continued Certification

10-9. Automatic Course Review Schedule: Commission policy limits course certification to no more than two years at a time.

Each category of course is scheduled for biannual review to determine if certification should be continued.

Notwithstanding the foregoing, certification may be withdrawn for cause at any time.

Identification Numbers

10-10. Identification Number for Education and Training Facility: Each police academy, college or university in the State is assigned a permanent identification number. The number is used as an integral part of the numbering systems adopted by POST for purposes of identifying and controlling (1) the certification of training and education courses, and (2) course presentations.

CP D-10

Identification Category

10-11. Identification Numbers Assigned by Category: Each training facility and educational institution is assigned a permanent identification number within the number blocks as follows:

a. Academies	100 - 299
b. Community Colleges	300 - 499
c. State Universities and Colleges and Private Colleges	500 - 599
d. Universities	600 - 699
e. Other Training Institutions	900 - 999

Course Numbers

10-12. Education and Training Course Number by Category: For purposes of identification and control, a number is assigned to each training course within the number blocks as follows:

a. Basic Training Courses	001 - 099
b. Advanced Officer Courses	100 - 199
c. Supervisory Courses	200 - 299
d. Middle Management Courses	300 - 349
e. Middle Management Seminars	350 - 399
f. Executive Development Courses	400 - 499
g. Executive Development Seminars	450 - 499
h. Technical/Special Courses	700 - 999
i. As new courses are certified, they are assigned numbers within the appropriate course category.	

Changes

10-13. Changes in Total Hours or Tuition: Any change which increases or decreases total hours of presentation or tuition must be submitted to POST for approval.

Valid Certification

10-14. Validity of Course Certification: A training course which has been certified by the Commission is valid for course presentation only by the training facility receiving the certification. It is not transferable.

Request for Change

10-15. Certified Course Not to be Changed: A training course, once certified by the Commission under the conditions specified in the Course Certification Request, is not to be changed or modified without POST approval. If a course change is necessary or desirable, the course coordinator or training officer must resubmit course changes for approval to POST staff.

Certification Number

10-16. Course Certification Number: At the time of certification of a course by the Commission, a course certification number is assigned. The number is recorded in the upper right-hand corner of the Course Certification Request (Form POST 2-103). This number is important to the coordinator and the POST staff, because it is the reference key in all future communications and actions regarding the particular course certification.

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Assignment of Number

10-17. **Assignment of Course Certification Number:** The Course Certification Number consists of a two-part series of six digits. The first three digits designate the permanently assigned number of the school or academy; separated by a hyphen, the second three digits designate the course category. For example, assume that Sacramento City College has a Supervisory Course certified by POST. The Course Certification Number is shown as "447-201"—447 (school number) — 201 (course number).

Purpose of Number

10-18. **Purpose of Course Certification Number:** The Course Certification Number is essential to:

- a. Identify and account for the courses that are certified and presented.
- b. Maintain quality control of training courses presented.
- c. Expedite and control the reimbursements of funds to participating agencies and institutions submitting claims.

Basis for Reimbursement

10-19. **Basis for Reimbursement of Certified Courses:** Only those training courses that are certified and assigned a certification number by POST are recognized as the basis for POST reimbursement.

Title and Control Number

10-20. **Course Title and Course Control Number:** A course must be publicized under the title exactly as it was certified by the Commission. Titles must also conform to the POST designated classification. The POST course control number must also be printed in any course announcements, brochures, bulletins, or publications, when circulating information about the course presentation.

Instructions for Completion Form 2-103

10-21. **Instructions for Completion of Course Certification Request Form (POST 2-103):**

- a. **Agency Submitting Request:** Enter name of law enforcement or training agency submitting the request for course certification.
- b. **Course Title:** If course has a descriptive title, other than POST category, give the title.
- c. **College Affiliation:** If course is given by a non-college agency but is affiliated with a college or university, enter the name of that college or university.
- d. **POST Course Category:** Enter the POST category of course, i.e., Basic, Advanced Officer, Supervisory.
- e. **Course Length in Hours:** Indicate total training hours in course.
- f. **Format:** Indicate the chronological arrangement of the course: hours per day, days per week, and number of weeks.
- g. **Presentations Per Year:** Enter the number of times this particular course will be given each year.
- h. **Units Granted; Semester, Quarter:** Enter the number of semester or quarter units granted for the course.

COURSE CERTIFICATION REQUEST

STATE OF CALIFORNIA

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SACRAMENTO, CALIFORNIA 95823

1. AGENCY SUBMITTING REQUEST

2. COURSE TITLE

3. COLLEGE AFFILIATION

4. POST COURSE CATEGORY

5. COURSE LENGTH
HOURS: _____

6. FORMAT

_____ HOURS PER DAY _____ DAYS PER WEEKS _____ WEEKS

7. PRESENTATIONS PER YEAR

8. UNITS GRANTED
SEM. _____ QTR. _____

9. PARTICIPATING LAW ENFORCEMENT AGENCIES AND ESTIMATED NUMBER OF YEARLY TRAINEES FROM EACH AGENCY

10. ENROLLMENT RESTRICTIONS

11. MAXIMUM NUMBER OF STUDENTS

12. RESIDENCY REQUIRED

YES NO

13. LIVING ACCOMMODATIONS

ON CAMPUS COMMERCIAL NOT APPLICABLE

14. COST:

MEALS _____ TUITION _____

15. ADDRESS OF COURSE SITE

LODGING _____ OTHER _____

16. FACILITIES - NUMBER AND SIZE OF CLASSROOMS

17. TOTAL SEATING CAPACITY

18. COURSE OBJECTIVES AND NARRATIVE DESCRIPTION OF COURSE (USE ADDITIONAL SHEETS OF PAPER IF NECESSARY)

19. METHOD OF PRESENTATION (INDICATE ALL TECHNIQUES USED)

LECTURE DEMONSTRATION SIMULATION ROLE PLAYING CONFERENCE OTHER

20. NO. OF INSTRUCTORS

21. TRAINING AIDS USED

22. TEXTS AND REFERENCE MATERIAL

23. REQUIRED PROJECT

24. METHOD OF EVALUATING STATED OBJECTIVES

25. NAME AND TITLE OF PERSON REQUESTING COURSE CERTIFICATION

26. DATE OF REQUEST

FOR POST USE ONLY

RECEIVED:

COURSE OUTLINES

BUDGET

LESSON PLANS

RESUMES

COMMISSION ACTION

DATE

REVIEWING CONSULTANT

January 23, 1975

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Instructions for Completion Form 2-103 (continued)

- i. **Participating Law Enforcement Agencies and Estimated Number of Trainees from Each Agency:** List the law enforcement agencies that have committed personnel to attend this course, and the yearly estimated number of personnel attending from each agency.
- j. **Enrollment Restrictions:** Indicate any pre-conditions necessary for admittance to the class, e.g., preparatory training, approval of chief, sworn police officer, etc.
- k. **Maximum Number of Students:** State the maximum number of trainees that will be permitted to enroll in each class.
- l. **Is Residency Required:** Check appropriate box to indicate whether or not the trainee is required to reside at the course site.
- m. **Living Accommodations:** Check the appropriate box to indicate where living accommodations are available. If the course is one at which the trainees would commute daily, check "Not Applicable."
- n. **Costs:** State any costs in the appropriate box. If tuition is charged, this request must be accompanied by a detailed course budget. If there are costs other than tuition, meals and lodging, give details in narrative (Block 18).
- o. **Address of Course Site:** Enter address where course is to be actually given. If course is to be given at several different locations, write "several" and give details in narrative (Block 18).
- p. **Facilities - Number and Size of Classrooms:** Indicate the number and size (dimensions) of available classrooms.
- q. **Total Seating Capacity:** Give seating capacity.
- r. **Course Objective and Narrative Description of Course:** State precisely, the objective of the course. Present any relevant feature of the course not stated elsewhere. Narrative description is optional. Attach topical outline and hourly class schedule. Lesson plans are to be kept on file for POST inspection.
- s. **Method of Presentation:** Indicate all techniques to be employed in presenting the training course.
- t. **Number of Instructors:** Indicate the number of instructors to be used and attach a brief resume for each, showing his qualifications to teach his subject.
- u. **Training Aids Used:** Indicate specifically, the training aids to be used.
- v. **Texts and Reference Material:** List text books or other reference material to be used.
- w. **Required Project:** Describe briefly, any required project.
- x. **Method of Evaluating Stated Objectives:** State briefly, how achievement of course objectives will be evaluated, e.g., written examination, performance examination, critique, etc.
- y. **Name and Title of Person Requesting Course Certification:** Self-explanatory.
- z. **Date of Request:** Self-explanatory.

Instructions for Completion Form 2-106

10-22. Instructions for Completion of Course Budget Form (POST 2-106): The Course Budget Form is submitted only for those courses for which a tuition fee is charged.

COURSE BUDGET

STATE OF CALIFORNIA
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

1. AGENCY SUBMITTING BUDGET

2. P.O.S.T. COURSE CATEGORY

3. COURSE CERT. NO.

COURSE TITLE

5. SUMMARY

BUDGET CATEGORIES

COSTS

SUBTOTAL TOTAL

DIRECT COSTS

A. SERVICES

(1) INSTRUCTION

(2) COORDINATION

(3) CLERICAL

(4) PRINTING/REPRODUCTION

TOTAL SERVICES

B. SUPPLIES

(1) BOOKS/PAMPHLETS/HANDOUTS

(2) CERTIFICATES

(3) NOTEBOOKS

(4) PAPER/OFFICE SUPPLIES

TOTAL SUPPLIES

C. EQUIPMENT

D. TRAVEL

(1) COORDINATOR

(2) INSTRUCTORS

TOTAL TRAVEL

E. MISCELLANEOUS

TOTAL DIRECT COSTS

INDIRECT COSTS (DEPARTMENT OF HEALTH, EDUCATION AND WELFARE AUDITED RATE OR 15%)

TOTAL ALL COSTS

6. NAME AND TITLE OF PERSON SUBMITTING BUDGET

7. DATE SUBMITTED

8. SIGNATURE OF P.O.S.T. STAFF MEMBER REVIEWING BUDGET

9. DATE REVIEWED

INSTRUCTIONS

1. Indicate the name of the law enforcement or training agency submitting the budget.
2. Indicate the P.O.S.T. course category: Middle Management Course, Executive Development Course, Seminar, etc.
3. P.O.S.T. use only.
4. If course has a descriptive title other than P.O.S.T. category, indicate this title.
5. A through E, list the cost of each item included under budget category in the appropriate box in the cost columns.
10. through 14. Provide a narrative explanation of each cost item, listed in 5 A-E, which is included in your budget. State unit costs, number of units, and give a brief explanation of its contribution to the course.

COURSE BUDGET

STATE OF CALIFORNIA
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

DETAILS

BUDGET CATEGORIES	COST
-------------------	------

10. SERVICES	
INSTRUCTION	
COORDINATION	
CLERICAL	
PRINTING/REPRODUCTION	
TOTAL	

11. SUPPLIES	
a. BOOKS/PAMPHLETS/HANDOUTS	
b. CERTIFICATES	
c. NOTEBOOKS	
d. NOTEBOOKS	
TOTAL	

DETAILS

CATEGORIES

COST

12. EQUIPMENT

TOTAL

13. TRAVEL

a. COORDINATORS

b. INSTRUCTORS

TOTAL

14. MISCELLANEOUS

TOTAL

COURSE ANNOUNCEMENT

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 7100 Bowling Drive, Sacramento, CA 95823

1. SCHOOL OR AGENCY CERTIFIED TO PRESENT COURSE			2. DATE FORM PREPARED		
ADDRESS OF ABOVE SCHOOL OR AGENCY			4. COURSE CERTIFICATION NUMBER		
5. ADDRESS WHERE COURSE WILL BE PRESENTED			6. TOTAL CERTIFIED HOURS		
7. POST COURSE CATEGORY			8. LODGING AND MEALS REQUIRED AT SCHOOL <input type="checkbox"/> YES <input type="checkbox"/> NO		
9. CERTIFIED COURSE TITLE			10. MAXIMUM ENROLLMENT		
11. COURSE PRESENTATION DATES STARTING DATE _____ TIME _____ ENDING DATE _____ TIME _____			12. DATE & TIME MAXIMUM REIMBURSEMENT IS REACHED DATE _____ TIME _____		
13. COURSE HOURS PER DAY	14. HOURS PER WEEK	15. TOTAL NO. OF WEEKS		16. LIST HOLIDAY DATES DURING WHICH CLASS WILL NOT BE HELD _____	
		TOTAL NO. OF CLASSROOM DAYS _____		17. SPLIT SESSION (IF YES, OR OTHER SCHEDULE VARIATIONS, EXPLAIN UNDER COMMENTS) <input type="checkbox"/> YES <input type="checkbox"/> NO	
18. IS A RETREAT PART OF COURSE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN UNDER COMMENTS AND ENTER APPLICABLE COST ON LINE 24			19. IS ADDITIONAL TRAVEL REQUIRED OTHER THAN TO COURSE SITE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, ENTER NUMBER OF MILES FROM COURSE SITE _____ MILES		
20. COURSE COSTS			ACTUAL COURSE COSTS	POST REIMBURSABLE AMOUNT, IF DIFFERENT	
21. TUITION					
22. MEALS (NUMBER OF DAYS _____ TIMES COST PER DAY _____)					
23. LODGING (NUMBER OF DAYS _____ TIMES COST PER DAY _____)					
24. RETREAT EXPENSES IF DESIGNATED BY LINE 18					
25. REGISTRATION FEES.					
26. MATERIALS FEES.					
27. OTHER (PLEASE SPECIFY)					
28.					
29.					
30. TOTAL					
31. COMMENTS					
32. SIGNATURE OF COORDINATOR		33. PHONE ()	34. NAME OF ALTERNATE		35. PHONE ()

FOR POST USE ONLY

ACTION TAKEN		
LOG DATE RECEIVED	APPROVING AUTHORITY	COURSE CONTROL NUMBER
LOG DATE APPROVED	REIMBURSEMENT PLAN FOR THIS PRESENTATION	

Course Announcement Procedures

10-23. Procedures Relating to Course Announcement Form (POST 2-110): For the purpose of reimbursement from the California Peace Officers' Training Fund, no course certified by POST shall be presented without first having a Course Announcement Form (POST 2-110) approved by the Standards and Training Division of POST.

- a. Procedures: Course coordinators who wish to present a course of instruction which has been previously certified by POST must prepare and submit:
 - (1) Course Announcement Form (POST 2-110)
 - (2) Course Outline
 - (3) Hourly distribution schedule
 - (4) Names and resumes of all new instructors that were not submitted in the Course Certification
- b. Deadline for Submission: The Course Announcement Form must be submitted to POST at least 90 days prior to the offering of the course described.
- c. Course Control Number: After the Course Announcement has been reviewed and approved by the POST staff, the third series of three digit numbers is added to the Course Certification Number which then becomes the Course Control Number. The Course Control Number identifies a particular offering of a specific course and must be used on all documents or when making any references pertaining to this offering.
- d. Sequence for Submission: A separate Course Announcement form must be submitted for approval each time a certified course is offered.
- e. Concurrent Sessions: In those instances where two sessions of the same certified course are scheduled to run concurrently, then two Course Announcement forms must be submitted. In the Comment Section of the Course Announcement form a remark should be made to the effect that this is one of two sessions of the same course being conducted concurrently.
- f. Standards for Presentation: The presentation shall adhere to the conditions as stated in the course as certified by the Commission. Any change or modification requires POST staff approval.
- g. Modification Procedures: If subsequent to the receipt of an approved Course Announcement, the course coordinator becomes aware of unforeseen events which may dictate the changing of the course starting date or location, he should advise POST by returning the approved Course Announcement with a letter of transmittal explaining the facts and circumstances. Even though the facts and circumstances may be known to a member of the POST staff, reimbursements may be delayed or denied without the submission of a formal request for change.
- h. Approval: Once the Course Control Number is given to a particular course presentation, it is recorded on the Course Announcement Form and that form is returned to the coordinator. The returned Course Announcement Form constitutes course approval and is the basis for the presentation of a certified course.

Instructions for Completion Form 2-110

10-24. Instructions for Completion of the Course Announcement Form (POST 2-110): The Course Announcement is to be completed and submitted to Commission on Peace Officer Standards and Training each time a certified course is to be presented.

Please fill in each numbered box. If the box is not applicable, indicate by writing N/A.

1. School or Agency Certified to Present Course: Self-explanatory.

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Instructions for Completion Form 2-110 (continued)

2. Date Form Prepared: Self-explanatory.
3. Address of Above School or Agency: Self-explanatory.
4. Course Certification Number: Enter the course certification number that was approved by the Commission for this course.
5. Address Where Course Will be Presented: Self-explanatory.
6. Total Certified Hours: Enter number of hours for which the course was certified by POST.
7. POST Course Category: This refers to the category to which the course has been assigned by POST as, Basic, Supervisory, Advanced Officer, etc.
8. Residency Required: Check box to indicate whether or not trainee is required to reside and take meals at school site.
9. Certified Course Title (If different than Course Category): If the course title is different than that as indicated in Box 7, enter in this box.
10. Maximum Enrollment: Enter the maximum number of trainees that will be allowed for this course presentation.
11. Course Presentation Dates: Enter dates course is to begin and end. Indicate the time the course is scheduled to start and end. This is important because the starting and ending times are a factor in calculating trainee subsistence if this is reimbursable.
12. Date and Time Maximum Reimbursement is Reached: Enter the date and time the maximum reimbursable hours of instruction were completed. For example, the course may be certified for 600 hours, but reimbursable for only 400 hours. (For courses with maximum reimbursable hours see PAM Section E, pages 4-5.)
13. Course Hours Per Day: Enter the number of hours per day that course is in session. If there are variations, note under "Comments".
14. Hours Per Week: Indicate number of hours per week school is in session.
15. Total Number of Weeks _____:
Total Number of Days _____: Enter number of weeks and classroom days school is in session.
16. List Holiday Dates During Which Class Will Not be Held: Particular attention should be paid to local or school district holidays in addition to legal holidays. If holiday is made up by holding class weekends or extended days, give details in "Comments" section.
17. Split Session: Yes - No.: Check box indicating whether split sessions are scheduled in the course. If yes, explain under "Comments" any split sessions or other course variations, *including applicable dates.*
18. Is a Retreat Part of Course: Yes - No: Check box indicating whether retreat is part of course. If it is, give details in "Comments" section, such as reason, location, distance from school, length of retreat, facilities, and other pertinent facts. Enter any applicable costs on Line 24.
19. Is Additional Travel Required Other Than To Course Site: Yes - No: Check box indicating if additional travel to and from course site is required. If yes, enter number of miles from course site. When additional travel is required it is a reimbursable item.
20. Course Costs: Specified cost items are enumerated on lines 21 through 30. When applicable, costs are to be divided into two categories, actual course costs and POST reimbursable amount.
21. Tuition: Enter the amount of tuition to be paid by each trainee for the complete course.
22. Meals: Indicate the number of days times cost per day, and extend total meal cost in the applicable column or columns.

Instructions for Completion Form 2-110 (continued)

23. Lodging: Indicate number of days times cost per day and enter total cost for lodging in applicable column or columns.
24. Retreat Expenses: When applicable, list total of all expenses with a category distribution to be furnished in Section 31, Comments.
- 25.-26. Registration Fees: This item and Item 26, Materials Fees, pertain to expenses not reimbursed by POST. Local agencies may be required by the presenter to pay these costs. For example, fees for college units, ammunition, tear gas, or other expendables not normally included in POST reimbursement plans.
27. Other: Lines 27 through 29 are provided to record any other costs which are not otherwise accounted for. Extend total to applicable column or columns.
30. Total Course Costs: Add figures in "Amount" columns and enter totals.
31. Comments: Enter such information which will serve to clarify or supplement the request.
32. Signature of Coordinator; Self-explanatory.
33. Phone: The reason for requesting the phone number of the coordinator is to assist the POST staff in making informal contact in the event there is need for additional data or clarification of information.
34. Name of Alternate: The name of coordinator's alternate is helpful if the coordinator is not available.
35. Enter phone number of alternate.

Instructions for Completion Form 2-111

10-25. Instructions for Completion of Course Roster (POST 2-111): The Course Roster provides a record of all trainees attending a training course. In addition to being used by the POST Standards and Training Division, it is also utilized by the Reimbursement Section in preparing reimbursements, and by the Certificate Section in maintaining training records and awarding certificates for training.

10-26. Submission of Course Roster: *The Course Roster is to be completed and submitted by the Coordinator to Commission within seven days following completion of the training course. The Course Roster must be accompanied by a Course Evaluation Form (POST 2-245) completed by each trainee listed on the roster.*

- A. School or Agency Certified to Present Course: Enter name of school or academy.
- B. Date Course Given: Enter date the training course began and date it ended. If there were break periods or interruptions in the course extending more than four days, so indicate.

10-26. Submission of Course Roster (continued)

- C. Course Control Numbers: Enter course control number. The course control number must be obtained from POST prior to the start of the course.
- D. Title of Course: Must be the same as reported on Course Announcement.
- E. Total Graduates: Enter the number of trainees who actually graduated.
- F. Name of Coordinators: Self-explanatory.
- G. Total Certified Course Hours: Enter course hours actually certified for the course, by the Commission.
- H. Name of Trainee: Group names of trainees by department or agency and list alphabetically, with the trainee's last name listed first. If there are more than 25 trainees in the class, list on a second form.
- I. Social Security Number: Each Trainee's *social security number should be submitted as an identifier of the trainee in POST files.*
- J. Department or Agency: Enter name of department or agency by which the trainee is employed. *If the trainee is not an employee of a law enforcement agency enter "student" or other appropriate information.*
- K. Completed Course: Check whether *or not the trainee satisfactorily* completed the training course.
- L. Number of Course Hours Completed: Enter the number of training hours attended by each trainee.
- M. Date trainee completed course or was separated: Enter date that trainee completed the training course. If a trainee failed to complete the class for any reason, indicate the date of last class attendance. On a separate sheet of paper explain the reason for the non-completion or separation and submit to POST with the Course Roster.
- N. Signature of Person Making Report: The person preparing or causing to have the report prepared, should sign it: Ordinarily, this should be the coordinator.
- O. Date: Self-explanatory.
- P. Page ___ of ___ pages. Record the Roster page number followed by the total number of Roster pages submitted. This is done to account for all pages submitted.

COURSE ROSTER

STATE OF CALIFORNIA

DEPARTMENT OF JUSTICE

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
7100 BOWLING DRIVE, SACRAMENTO, CALIFORNIA 95823

A. SCHOOL OR AGENCY CERTIFIED TO PRESENT COURSE	B. DATE COURSE GIVEN FROM _____ TO _____	C. COURSE CONTROL NUMBER
D. TITLE OF COURSE	E. TOTAL GRADUATES	
F. NAME OF COORDINATOR	PHONE: _____ () _____	G. TOTAL CERTIFIED COURSE HOURS

H. NAME OF TRAINEE	I. SOCIAL SECURITY NUMBER	J. DEPARTMENT OR AGENCY	K. COMPLETED COURSE		L. NUMBER COURSE HOURS COMPLETED	M. DATE TRAINEE COMPLETED COURSE OR WAS SEPARATED	POST USE ONLY
			YES	NO			
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							

N. SIGNATURE OF PERSON MAKING REPORT	O. DATE:	P. PAGE ____ OF ____ PAGES.
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Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Deletion of Commission Procedure D-14		Meeting Date 4-22-76
Division Technical Services	Division Director Approval Bradley W. Koch <i>BWK</i>	Researched By Schorle
Executive Director Approval <i>Jane S. Muchless</i>	Date of Approval April 6, 1976	Date of Report March 30, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

BACKGROUND

Due to the extensive revision of Commission Procedure E-4, dealing with reimbursements, Commission Procedure D-14 is no longer needed.

ANALYSIS

The contents of Commission Procedure D-14 are now more appropriately covered in Commission Procedure E-4.

RECOMMENDATION

Commission Procedure D-14 "POST Certified Courses" be deleted from the POST Administrative Manual.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Revised Commission Procedure E-1		Meeting Date 4-11-76
Division Technical Services	Division Director Approval Bradley W. Koch <i>BW</i>	Researched By Jon D. Schorle
Executive Director Approval <i>Gene S. Muehleisen</i>	Date of Approval April 6, 1976	Date of Report 3-30-76
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

ISSUE

Changes in the administrative processing of P. O. T. F. claims have necessitated revisions to Commission Procedure E-1.

BACKGROUND

Several problem areas in the processing of reimbursement claims have been identified and solved. It is now necessary to correct Commission Procedure E-1 in order to simplify and clarify the reimbursement process for participating agencies.

ANALYSIS

The proposed amendments to Commission Procedure E-1 do not have adverse affects on participating agencies.

RECOMMENDATION

See revised Commission Procedure E-1.

Rev. July 1, 1976

Reimbursements

REQUIREMENTS FOR REIMBURSEMENT

Purpose

1-1. Reimbursement Requirements: The purpose of this Section is to provide agencies participating in the POST program with *general* information on procedures to be followed in claiming reimbursement from the Peace Officers Training Fund for costs expended in training police personnel.

Eligibility for Reimbursement

1-2. Eligibility: As provided in Section 13522 Penal Code, cities, counties, and districts *which*, by formal agreement with the Commission, adhere to the standards for recruitment and training as established by the Commission, may be reimbursed from the Peace Officer Training Fund for allowable costs expended for the training of personnel in POST *certified* courses.

Requirements Relating to Reimbursement

1-3. Specific Requirements: The following specific requirements relating to reimbursement are indicated in the Commission Regulations:

- a. Basic Course: *Every officer* must satisfactorily complete the certified Basic Course *as specified in* Section 1005(a)(1). *In compliance with Section 1005(a)(3) of the Regulations*, reimbursement may be paid to jurisdictions which terminate a trainee or allow a trainee to resign prior to completion of the Basic Course, provided *minimum standards for employment* of Section 1002(a)(1) through (6) have been completed prior to the date the course commences.
- b. Supervisory Course: *Every officer* promoted, appointed or transferred to a first-level supervisory position shall have satisfactorily completed the certified Supervisory Course *prior to or within* 12 months after *the* initial promotion, appointment or transfer to such position.

An officer occupying a non-supervisory position may attend the Supervisory Course.

Section 1005(b) of the Regulations grants reimbursement for the certified Supervisory Course provided the trainee has satisfactorily completed the certified Basic Course, or its equivalent.

1-3. Specific Requirements (continued)

- c. Middle Management Course: Every officer promoted, appointed or transferred to a middle management position shall have satisfactorily completed the certified Middle Management Course *prior to or within 12 months after the initial promotion, appointment or transfer.*

An officer occupying a supervisory position may attend the Middle Management Course.

Section 1005(c) of the Regulations grants reimbursement for the certified Middle Management Course provided the trainee has satisfactorily completed the certified Supervisory Course or its equivalent.

- d. Advanced Officer Course: After July 1, 1971, every officer below the rank of first-level supervisory position as defined in Section 1001(i) shall satisfactorily complete the certified Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course.

Section 1005(d) of the Regulations allows the requirements of the Advanced Officer Course to be met by satisfactory completion of any certified Technical Course of 20 or more hours.

- e. Executive Development Course: The Executive Development Course is designed for department heads.

An officer occupying a middle management position or above may attend.

Section 1005(e) of the Regulations grants reimbursement for the certified Executive Development Course provided the officer has satisfactorily completed the certified Middle Management Course. The Executive Development Course is optional.

- f. Training for Non-Sworn Personnel: Reimbursement is provided for the training of non-sworn personnel performing police tasks as determined by the Commission. The employing jurisdiction must obtain prior approval of the Commission on an individual basis. A request for approval must include: trainee's name and title, job description, course title, school and dates of presentation. It must reach the Commission 30 days prior to the starting date of the course, as specified in Section 1014 of the Regulations.

Job descriptions shall determine those positions eligible. Examples are:

Complaint Dispatcher
 Criminalist
 Community Service Officer
 Fingerprint Technician
 Jailer and Matron
 Traffic Direction and Control Officer
 Parking Control Officer
 Polygraph Examiner
 Administrative Positions

1-3. Specific Requirements (continued)

- g. **Field Management Training:** Field Management Training is designed to assist individual agencies in the solution of specific management problems, as specified in Section 1005(i) of the Regulations.

Field Management Training must be approved for reimbursement in accordance with Commission Procedure D-9.

- h. **Trainee May be Claimed Only Once:** When a trainee has attended a course certified by the Commission for which reimbursement has been legally claimed or paid, an employing jurisdiction may not submit a claim for reimbursement for repetition of the same course unless the course is authorized to be repeated periodically, such as Seminars or Advanced Officer Courses and selected Technical Courses.
- i. **On-Duty Status:** Section 1015(d) of the Regulations provides that reimbursement will only be made for trainees attending certified courses in an "on-duty" status. However, this provision does not preclude attendance by an employee, otherwise qualified, at a POST certified course on the employee's own time, for which reimbursement is not claimed.
- j. **Federal or Other Funded Programs:** A jurisdiction which employs full-time, a trainee whose salary is paid by a source other than the employing jurisdiction, such as a federal grant or other funded program, is not eligible to receive POST reimbursement for the trainee's salary. However, the employing jurisdiction may be reimbursed for actual expenses incurred for subsistence, travel, tuition and a percentage of any salary paid that is not covered by the grant, dependent upon the reimbursement plan approved by the Commission.
- k. **Trainee Must Complete the Course:** Within the provisions established by the Commission, a jurisdiction is eligible to receive reimbursement for training costs provided the trainee satisfactorily completes the POST certified training course. The only exceptions are Basic Course and Motorcycle Training which are explained in Commission Procedure E-4-3(g).

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Commission Procedure Revision E-2		Meeting Date 4-22-76
Division Technical Services	Division Director Approval Bradley W. Koch <i>BWK</i>	Researched By Jon D. Schorle
Executive Director Approval <i>Gene S. Muehleisen</i>	Date of Approval April 6, 1976	Date of Report 3-30-76
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

ISSUE

Commission Procedure E-2 must be revised to reflect current administrative policies and practices.

BACKGROUND

Several Commission Procedures dealing with reimbursement procedures are being revised to clarify and simplify the process by which participating agencies claim reimbursement.

ANALYSIS

This revision will not have adverse affects on participating agencies.

RECOMMENDATION

See attached sheet - Revised Commission Procedure E-2.

Rev. July 1, 1976

Reimbursements

REIMBURSEMENT PLANS AND RATES

Purpose

2-1. *Reimbursement Plans and Rates:* This Commission Procedure explains the various levels of reimbursement based upon "reimbursement plans." The relationship between a training course and its designated plan for reimbursement is discussed with reference to completion of claim forms (POST 2-101 and 2-102). It also discusses reimbursement rates, and the current amounts approved.

Reimbursement Plans

2-2. *Reimbursement Plans:* POST reimbursement for training costs to local agencies is based on reimbursement schedules known as Plans. Each plan varies in the amount and/or category of reimbursement provided. The categories of expenditures approved for reimbursement from the Peace Officer Training Fund are:

- a. Subsistence
- b. Travel
- c. Tuition
- d. Salary

There are four reimbursement plans which are designated as I, II, III, and IV. Each reimbursable training course certified by POST is reimbursed under one of the following plans:

<u>Plan I</u>	<u>Plan II</u>	<u>Plan III</u>	<u>Plan IV</u>
Subsistence	Subsistence	Subsistence	Subsistence
Travel	Travel	Travel	Travel
Tuition	Salary	Tuition	
Salary			

Each plan has application within the provisions established by the Commission as outlined in Commission Procedure E-4.

2-3. *Where to Obtain Training Course Information:* Information on training courses and the "plan" under which each is given, is disseminated to the local agencies in several ways:

- a. the POST Administrative Manual, Section D, Certified Courses, D-14
- b. in POST Scripts, a quarterly newsletter published by POST

July 1, 1976

2-3. Where to Obtain Training Course Information (continued)

- c. obtained by contacting the school or course coordinator
- d. obtained by contacting POST Headquarters at 7100 Bowling Drive, Sacramento, CA 95823 or phoning (916) 322-~~2235~~
2180

Rate of Reimbursement

2-4. Reimbursement Rates Established Annually by Commission: The Commission annually establishes the *amount* of reimbursement for categories of training expenditures. Reimbursement plans are in effect for a fiscal year, July 1 to June 30, unless modified by Commission action.

2-5. Notification of Reimbursement Percent Rate: Local jurisdictions and districts participating in the POST program will be notified by the Commission at least 60 days prior to July 1 as to the percentage rate of reimbursement for cost of meals and lodging, travel, tuition and salary.

2-6. REIMBURSEMENT RATES FOR 1976-77 FISCAL YEAR

SUBSISTENCE:

Resident Trainee: 100% of actual expenses within the provisions as established by the Commission, not to exceed \$28 per day from the time course begins until the time the course ends.

Commuter Trainee: Actual expenses within the provisions as established by the Commission, not to exceed \$3 per day from the time the course begins until the time the course ends.

TRAVEL:

Common carrier transportation reimbursed at 100% of actual cost.

Auto Travel: 100% of actual cost not to exceed 15¢ per mile.

TUITION:

100% of tuition cost as approved by the Commission.

SALARY: (to be determined by the Commission)

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Revision of Commission Procedure E-3		Meeting Date 4-22-76
Division Technical Division	Division Director Approval Brad W. Koch <i>BWK</i>	Researched By Jon Schorle
Executive Director Approval <i>Gene S. Muehleisen</i>	Date of Approval 4-5-76	Date of Report 3-30-76
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUE

Commission Procedure E-3 must be revised to clarify Commission Policy on the submission of late reimbursement claims.

BACKGROUND

In order to implement Commission Policy regarding a reduction in the amount to be paid for late submission of reimbursement claims, it is necessary to revise several procedural phrases contained in Commission Procedure E-3.

ANALYSIS

The recommended revision to C-P E-3 does not alter previously stated Commission Policy.

RECOMMENDATION

See attached revised Commission Procedure E-3.

Commission on Peace Officer Standards and Training

POST Administrative Manual

COMMISSION PROCEDURE E-3

Rev. July 1, 1976

Reimbursements

SUBMITTING CLAIMS AND RECEIVING REIMBURSEMENTS

Purpose

3-1. Reimbursement Claims: This Commission Procedure describes how agencies may claim reimbursement for training expenses *and sets time limitation for submission of claims.*

Submission of Claims

3-2. Claim Submitted on POST-Provided Forms: In order for a local jurisdiction or district to obtain reimbursement for costs expended in the training of its police personnel, a claim for reimbursement must be submitted on the forms provided, to the Commission on Peace Officer Standards and Training, 7100 Bowling Drive, Sacramento, CA 95823.

3-3. Two Forms Used for Each Claim: There are two forms to be used when submitting claims for reimbursement.

They are:

TRAINING EXPENSE CLAIM	(yellow)	POST 2-101
CLAIMS SUMMARY	(pink)	POST 2-102

The Training Expense Claim (yellow) is to be completed, in duplicate, by each trainee attending a POST certified course. The completed form provides information about the course, and the amount and type of expenditures made by the trainee. Instructions for using the Training Expense Claim form are set forth in Commission Procedure E-4.

The Claims Summary (pink) form summarizes the total costs as shown on the Training Expense Claims for a specific training course. Instructions for using the Claims Summary form are set forth in Commission Procedure E-5.

3-4. Multiples of Each Form Required: For each claim submitted to POST, the claim must contain:

- a. Training Expense Claim (yellow) in duplicate for each trainee for which reimbursement is claimed.

Example: If an agency sends three trainees to a specific training course, a separate training expense claim must be submitted in duplicate for each trainee.

- b. The Claims Summary (pink) in triplicate, summarizing the expenditures shown on the yellow forms.

3-5. White Copies Not Acceptable: When submitting the Training Expense Claim (yellow) and Claims Summary (pink), do not send white copies. The color of the forms are a necessary factor in their processing.

If it is necessary to send copies other than POST-provided forms, paper matched to the color of the POST forms is acceptable.

3-6. One Training Course Per Set of Forms: Only one course presentation for which reimbursement is requested can be shown on the forms. Separate sets of forms must be submitted for each training course attended by a trainee.

3-7. Additional Forms Obtained From POST: If additional Training Expense Claim, POST 2-101, or Claims Summary, POST 2-102, forms are needed, please contact POST Administration Division, 7100 Bowling Drive, Sacramento, CA 95823, or phone (916) 322-2235.

3-8. Time Limitation on Submission of Reimbursement Claims: Effective January 1, 1975, claims for reimbursement must be forwarded to POST no later than 90 days after the completion of a certified course in accordance with Section 1015(b) of the Commission Regulations.

Claims forwarded more than 90 days following the date of completion of a certified training course shall be reduced by 25% of the approved reimbursable amount.

Claims forwarded more than 180 days following the completion date of the certified training course shall not be reimbursed.

The Commission has not provided for any exceptions or special considerations.

3-9. Payment of Claims for Reimbursement: Claims for reimbursement received and approved within a given quarter are paid approximately six weeks after the end of the quarter. The fiscal year is divided into four quarters:

July 1 through September 30
October 1 through December 31
January 1 through March 31
April 1 through June 30

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Revision of Commission Procedure E-4		Meeting Date 4-22-76
Division Technical Services	Division Director Approval Bradley W. Koch <i>Brick</i>	Researched By Jon D. Schorle
Executive Director Approval <i>Gene A. Muehlen</i>	Date of Approval April 6, 1976	Date of Report 3-26-76

Purpose: Decision Requested Information Only Status Report Financial Impact Yes (See Analysis per details) No

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUE

Commission Procedure E-4, dealing with reimbursement procedures, must be revised to centralize and simplify the information necessary to complete required reimbursement forms.

BACKGROUND

Instructions for completion of reimbursement forms and applicable rules governing their completion have been located in various PAM Procedures. Previous changes approved by the Commission relative to reimbursement rates must also be reflected in Procedure E-4. The current recommendations attempt to update, clarify and simplify the reimbursement process.

ANALYSIS

Current recommendations will not have any adverse affect on participating agencies.

RECOMMENDATION

See attached revised procedure.

Reimbursements

Training Expense Claim, POST 2-101

Purpose

4-1. Training Expense Claim: This Commission Procedure provides instructions for the completion of each item on the Training Expense Claim, POST 2-101, *as well as rules applying to each category of reimbursement.*

Instructions for Completion Form 2-101

4-2. Form Completion: The Training Expense Claim POST 2-101 is a structured form which is prepared in duplicate by each trainee when submitting a reimbursement claim for training expense:

- a. The upper part of the form has a series of lettered spaces, "A" Through "N", on which to record information for identification purposes.
- b. The middle part of the form has numbered lines, 1 through 13, for recording information pertaining to expenditures for training.
- c. Line 14 is to be signed by the trainee who attended the POST approved training course for which the claim is made.

4-3. Identification Information, Spaces A through N: It is necessary that accurate information be provided to identify the trainee, *the* agency and the specific training course taken. The following instructions for providing this information apply to letterspaces A through N on the Training Expense Claim, POST 2-101.

- a. Space A - Agency Claiming Reimbursement: Enter the name of the agency claiming reimbursement.
- b. Space B - Course Control Number: The Course Control Number is a *nine digit number* assigned by POST to each training course for the purpose of identification. *The first three digits identify the training institution; the second three digits identify the course title; and the last three digits identify the course presentation.* The trainee should obtain the Course Control Number from the Coordinator while training is in session. The claim will not be reimbursed by POST unless the Course Control Number is shown on the claim. If a claim is submitted to POST without the Course Control Number, it will be returned to the submitting agency.
- c. Space C - Title of Course as Certified by POST: Enter the certified course title. It must be the same as that shown in the Certified Course Catalog. The certified course title can be obtained from the Course Coordinator. Do not depend on brochures and other course advertisements as the source for authorized course titles.

4-3. Identification Information, Spaces A through N (continued)

- d. Space D - Total Course Hours Completed: Enter the actual number of *course hours* that the trainee completed. At the time of completion of the training course, the coordinator will provide the trainee with the actual number of hours completed.
- e. Space E - School or Agency Certified to Present Course: Enter the name of the school, academy or organization certified by POST to present the training course. POST has assigned to each training institution in the State of California an identification number as follows:
- (1) The first three digits of the Course Control Number is the training institution identification number. The name of the school shown in Box E must be the same as the training institution, as indicated by the first three digits of the Course Control Number Box B.
 - (2) A listing of all the training institutions with their identification numbers is shown in Section D of PAM. Using the first three digits of the Course Control Number, locate in the Section the name of the training institution that presented the course.
- f. Space F - Starting Date of Course: Enter the actual starting date of course.
- g. Space G - Ending Date of Course: Enter the date the course actually ended. If trainee did not complete the course, indicate in the Comments section last day of attendance. Reimbursement for training will not be made if trainee does not satisfactorily complete the course, with the following exceptions:
- (1) Basic Course: If trainee is separated from *the* department before completion of the Basic Course, the date of *the* separation should be noted under Comments on Line 13. Indicate in Comments that "the requirements of Section 1002(a)(1) through (6) have been completed prior to the date the course began."
 - (2) Motorcycle Training: If a trainee assigned to motorcycle training fails to complete the course, *the* last day of training and the circumstances that made it necessary for *training to be discontinued* should be noted in the Comments on Line 13.
- h. Space H - Name of Trainee-Rank/Classification: Enter the last name first, followed by first name and middle name or initial. Give the trainee's present rank or classification.
- i. Space I - Date Appointed to Rank: Enter date trainee was appointed to present rank or classification.
- j. Space J - Previously Employed Under Name Of: Enter any name by which trainee is or has been employed. This has special application to a woman whose name has been changed by marriage, or anyone who has legally changed his/her name.
- k. Space K - Social Security Number: *The trainee's social security account number should be entered for listing with the appropriate records.*

4-3. Identification Information, Spaces A through N (continued)

- l. Space L - Employment Status: Check the box indicating whether trainee is "Full-time Sworn" or "Full-time Non-Sworn". In order to obtain reimbursement for training of non-sworn personnel, Commission Regulation 1014(c) stipulates that approval must be obtained 30 days prior to the starting date of the course.
- m. Space M - Date Employed: Enter the month, day and year trainee was employed with present employer. If trainee is sworn, enter the date hired as a sworn officer. If trainee is non-sworn, enter date first hired.
- n. Space N - Date of Birth: Enter trainee's date of birth by month, day and year.

4-4. Expenditure Information: There are four major categories of expenditures that cover all costs for which an agency may claim reimbursement. To simplify the preparation of the Training Expense Claim, each category of reimbursement is shown on numbered lines. The steps for the completion of each line are described in paragraph 4-6.

The four categories of expenditures are:

Subsistence	Lines 1 - 2 - 3 - 4
Travel	Lines 5 - 6 - 7 - 8 - 9
Tuition	Line 10
Salary	Line 11

4-5. Maximum Reimbursable Hours: The courses listed below have a maximum number of hours that may be reimbursed. Actual expenses incurred for subsistence, commuter travel and salary may be claimed, within the provisions established by the Commission, up to the date and time the maximum number of reimbursable hours is completed.

	<u>Maximum Hours</u>
Basic	400 *
Advanced Officer	40
Supervisory	100
Middle Management Course	120
Executive Development Course	120
Management, Supervisory and Executive Seminars	40

* Subsistence not to exceed 10 wks

4-6. Instructions for Lines 1 through 13: On the following lines enter the expenditures for the training course. Complete the lines for which expenditures were made in accordance with the course plan. In the right column, enter the amount of expenditures for which reimbursement is requested. If no reimbursement is claimed on a given line, place an "x" in the column contiguous to the amount column. This is done to assure that the submitting agency has not overlooked an expenditure for which reimbursement may be claimed.

4-6. Instructions for Lines 1 through 13 (continued)

- a. Line 1 - Subsistence: Check either one of the two boxes. Both boxes may be checked only if the officer attended part of the course as a resident trainee and part of the course as a commuter trainee. In the Comments section, line 13, indicate the dates and times the trainee was a resident and the dates the trainee commuted.

Resident Trainee

Commuter Trainee

- (1) Resident Trainee Definition: A resident trainee is one who attends a training course and has lodging and meals at or near the course site for one or more nights.
- (2) Commuter Trainee Definition: A commuter trainee is one who attends a training course and commutes each day to and from the course site.

* No reimbursement is allowable for subsistence while traveling to and from the course.

For audit purposes the agency is responsible for retaining all records of costs paid to the trainee by the agency.

- b. Line 2 - Resident Trainee - Actual Cost of Lodging and Meals at Other Than School: The rate of reimbursement shall not exceed \$28 per day. Reimbursement will be granted for the actual cost of lodging and meals, not to exceed the maximum subsistence allowance computed for the entire period from the time the course is scheduled to begin until the course is scheduled to end or until the course has reached the maximum reimbursable hours. It is stressed that only that amount actually expended for lodging and meals may be claimed.

Compute in full 24-hour segments, leaving any partial days to be computed at the end. Keep in mind those courses with maximum reimbursable hours. See Maximum Reimbursable Hours, Commission Procedure, E4-5.

To compute maximum subsistence for residents, use the following example:

Suppose that a trainee attended a training course that began on Monday at 9:00 a.m. and concluded the following Wednesday at 4:00 p.m.

Monday, 9:00 a.m. to Tuesday, 9:00 a.m.	\$28.00 (24 hours)
Tuesday, 9:00 a.m. to Wednesday, 9:00 a.m.	28.00 (24 hours)
Wednesday, 9:00 a.m. to 4:00 p.m.	8.17 (7 hours)
MAXIMUM ALLOWANCE	<u>64.17</u>

For a fractional part of a day, the following hourly allowances are authorized:

4-6. Instructions for Lines 1 through 13 (continued)

<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>
½	\$.58	9	\$10.50	17	\$19.84
1	1.17	10	11.67	18	21.00
2	2.34	11	12.84	19	22.17
3	3.50	12	14.00	20	23.34
4	4.67	13	15.17	21	24.50
5	5.84	14	16.34	22	25.67
6	7.00	15	17.50	23	26.84
7	8.17	16	18.67	24	28.00
8	9.34				

c. Line 3 - Resident Trainee - Cost of Lodging and Meals as Charged by the School: Refer to Maximum Reimbursable Hours, Commission Procedure E4-5.

- (1) If the school indicates it is *required* that the trainee *reside in accommodations arranged by the school for the entire course*, no other costs for subsistence are allowable. However, if the trainee has the option of *residing* at the school or using motel or other accommodations near the course site, *such accommodations may be utilized* and reimbursement will be made for subsistence not to exceed the maximum as explained in instructions for Line 2. When the school does not arrange for accommodations necessary to complete the entire course, the trainee may use outside accommodations and enter *the costs* on lines 2 and 3 as applicable. This combination, when totaled, shall not exceed the maximum subsistence allowance.
- (2) Retreats - A retreat is a location for instruction other than where the main portion of the course is being held. It is usually two to three days in length. When it is necessary for a trainee to reside in the location of a retreat, actual *daily* expenses of lodging and meals may be claimed. The *total retreat and resident costs for lodging and meals cannot exceed the maximum subsistence allowance*. Please note in the Comments Section the amount which is being claimed as "Retreat Expense".

d. Line 4 - Commuter Trainee - Meal Costs Only: Refer to Maximum Reimbursable Hours, Commission Procedure, E4-5. A commuter trainee may be reimbursed for the actual cost of meals *not to exceed \$3.00 per day from the time the course begins until the time the course ends*. Meal costs, before course starts or after course ends, are not reimbursable.

A trainee attending a one-day course is considered eligible for only one day of commuter allowance.

4-6. Instructions for Lines 1 through 13 (continued)

A trainee attending a course starting at 6:00 p.m., or after, is not eligible for commuter allowance for that day.

- e. Line 5 - Travel: The category of travel provides for all modes of transportation including air, auto and other types of surface travel. The mode of transportation selected should be the least expensive. Auto or other surface travel should not be used when air transportation is conveniently available at lesser cost. In those cases where cost of air transportation is less than auto, or other surface travel, POST will reimburse only to the level of ticket cost for air travel, coach-class flight.
- f. Line 6 - Auto Travel: If the trainee used auto travel to and from the course site, check one or more applicable boxes. If the trainee drove a private vehicle or any agency vehicle part of the time but also was a passenger part of the time, check applicable boxes and explain in Comments on Line 13. If two or more trainees travel in one auto to the school and return, mileage reimbursement may be claimed by only one trainee.
- g. Line 7 - Auto Travel: When a vehicle is driven, enter the number of miles being claimed and the rate per mile actually allowed by the department, not to exceed 15¢ per mile.
 - (1) The Number of Miles is miles traveled by the most direct route between the trainee's assigned headquarters and the course site. Mileage from the trainee's home may be claimed if it is less than assigned headquarters; this should be indicated in Line 13, Comments.
 - (2) For a resident trainee, mileage is reimbursed for one-round trip unless there are split sessions. For a split session, which is a break in the course of four or more days, two round trips of mileage are reimbursed. Daily travel to and from the course site is not reimbursable.
 - (3) For a commuter trainee, mileage is reimbursed for one round trip per day of class instruction as detailed under Maximum Reimbursable Hours, Commission Procedure E4-5.
 - (4) Mileage for travel to a retreat location will be reimbursed for both the commuter and resident trainee, if it is part of the approved course certification.
 - (5) For a rental vehicle, reimbursement is authorized at 15¢ per mile, the same as for an agency or private car. No costs other than mileage may be claimed.
 - (6) The agency is responsible for maintaining a record of travel dates, vehicles used and mileage, for audit purposes.

4-6. Instructions for Lines 1 through 13 (continued)

- h. Line 8 - Commercial Air Travel: Enter actual cost of air travel including tax. The agency is responsible for retaining all receipts for audit purposes.

Private airplane travel may be reimbursed at 17¢ per mile based on actual "air miles." Explain in Comments Section if this mode of transportation is used.

- i. Line 9 - Commercial Surface Travel: Enter cost of surface travel other than auto. This would include:

- (1) Bus
- (2) Train
- (3) Taxi - Because of the high cost of this type of transportation, a taxi should be used only in unusual situations. If used, please explain in "Comments" why this mode of transportation was necessary. Under normal circumstances the airport bus is to be used for travel from airport to school or lodging and return.
- (4) Tolls - Toll bridge fees paid in travel by auto to and from school are reimbursable.

Surface travel costs will not be reimbursed for daily transportation use during school session.

Parking costs are not reimbursable.

The agency is responsible for retaining receipts for surface travel, for audit purposes.

- j. Line 10 - Tuition: Reimbursement may be claimed for tuition, not to exceed the amount certified by the Commission. If the billing from the school includes more than one cost, contact the Course Coordinator for a breakdown of charges. Registration, unit fees, materials, books, and ammunition will not be reimbursed.

- k. Line 11 - Salary: *Concurrent with the provisions of Commission Procedure E4-5, pertaining to maximum hours, the basis for figuring salary reimbursement for each trainee is:*

Hours Claimed times Straight Hourly Salary Rate times percent

The Hours Claimed cannot exceed:

- (1) Actual hours attended - If the trainee attended less hours than the course is certified for, claim only those hours attended, and explain in Comments.
- (2) Certified length of course - If the trainee attended 48 hours, and the course is only certified for 46 hours, then 46 hours is the maximum that can be reimbursed.

4-6. Instructions for Lines 1 through 13 (continued)

- (3) *Maximum hours* - Commission Procedure E4-5 establishes maximum reimbursable hours for specific courses. If the certified length of the course exceeds the maximum reimbursable hours, only the maximum number of hours may be claimed.
- (4) Hours of salary paid to trainee by department - If the course is 48 hours in length, but the department paid the trainee for only 40 hours of salary, only 40 hours of salary may be claimed. Indicate in the Comments Section that a lesser number of hours of salary was paid to the trainee as the reason why course hours completed is different than course hours claimed.

Straight Hourly Salary Rate is that rate earned on the first day of the course.

- (1) *The straight hourly salary rate may include items such as incentive pay and hazard pay. The straight hourly salary rate shall not include costs to a city or county for payment of insurance premiums, medical benefits, pension plans, uniform allowance, or other employee benefits.*

The percent rate is that rate of salary reimbursement for the particular Plan or training course as approved by the Commission.

1. Line 12 - Total Expense Claimed: Enter the total expense claimed for the trainee in the amount column.
- m. Line 13 - Comments: Make necessary explanations in the space provided. For example, show:
 - (1) *The date of termination if the trainee does not complete the Basic Course or Motorcycle Training Course.*
 - (2) *The reason hours claimed, line 11 are less than the course hours completed in Space D, i.e., trainee's absence from course, or agency requesting reimbursement for less than total reimbursable hours.*
 - (3) *The reason for taxi use.*
 - (4) *The reason that the number of miles is different than from assigned agency headquarters to course site.*

4-7. Line 14 - Signature of Trainee: Specific legal and other requirements must be met by properly signing the completed Training Expense Claim Form. By signing the training expense claim, the trainee certifies that the expenditures for training recorded in Lines 1 through 13 are correct. The Training Expense Claim constitutes

4-7. Instructions for Line 14 (continued)

a legal document authorizing expenditures of State Funds, therefore, the requirements as stated must be strictly adhered to. If the claim form is not properly signed, it will be returned for correction.

Exception: If the trainee is separated from the Department before completing the training course and is not available to sign the Training Expense Claim, the claim may be signed by a second party so authorized. After writing the name of the trainee, the second party shall sign his/her own name in full immediately below that of the trainee's.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
Revision of Commission Procedure E-5		4-22-76
Division	Division Director Approval	Researched By
Technical Services	Bradley W. Koch <i>Buck</i>	Jon D. Schorle
Executive Director Approval	Date of Approval	Date of Report
<i>Gene S. Muehleisen</i>	4-6-76	3-30-76
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

ISSUE

Commission Procedure must be revised to reflect procedural changes dealing with the submission of POST Claim Summary Forms.

BACKGROUND

In order to clarify and simplify the submission of reimbursement claims, several minor changes have been made in the language of Commission Procedure E-5.

ANALYSIS

The proposed changes will not have adverse effect on participating agencies.

RECOMMENDATION

See attached revised Commission Procedure E-5.

July 1, 1976

Reimbursements

CLAIMS SUMMARY, POST 2-102

Purpose

5-1. Claims summary: This Commission Procedure provides instructions for the completion of each item on the Claims Summary, POST 2-102.

Instructions for Completion Form 2-102

5-2. Form Completion: The person assigned by the agency to prepare reimbursement claims shall submit in triplicate the Claims Summary which summarizes the individual Training Expense Claim (s).

- a. The Claims Summary (POST 2-102) is a matching form to be used in conjunction with the Training Expense Claim (POST 2-101). While the completed Training Expense Claim reflects the expenditures for training of an individual member of the department attending a specific POST certified course, the Claims Summary summarizes from the Training Expense Claims, showing total reimbursement to the police agency.
- b. Any number of Training Expense Claims may be attached to a Claim Summary but all must bear the same course control number. Even though only a single reimbursement claim is made, it is to be summarized on the Claims Summary and submitted with the Training Expense Claim (s) to POST.
- c. The Claims Summary is structured as follows:
 - (1) Spaces "A" through "H", to record information for identification purposes.
 - (2) Lines 1 through 12, for summarizing expenditures and claims, correspond to identically numbered lines on the Training Expense Claim, POST 2-101.
 - (3) Lines 13 and 14, for signatures and titles of authorized persons attesting to the correctness and truth of the agency or jurisdiction claim.

5-3. Identification Information, Spaces A through H: It is necessary that accurate information be provided to identify the agency making the claim, and the specific training course expenditures for which reimbursement is claimed. The following instructions for providing this information apply to letterspaces A through H on the Claims Summary POST 2-102.

- a. Space A - Agency Claiming Reimbursement: Enter the name of the agency claiming reimbursement.

- b. Space B - Course Control Number: Enter *the* Course Control Number. This is a course identification number assigned by POST and given to the course coordinator, authorizing the presentation of the course. The trainee should obtain the Course Control Number from the coordinator while attending the course.
- c. Space C - Title of Course: Enter *the* certified course title for which reimbursement is being claimed.
- d. Space D - Date Claim Prepared: Enter *the* date *the* Claims Summary is prepared.
- e. Space E - Preparing Claim: Enter the name of the person to be contacted by POST. Give the complete phone number, including area code and extension number. Often it is necessary for a member of POST staff to contact the person who prepares the Claims Summary to clarify certain points of information or obtain additional data to complete the claim for reimbursement. It saves time and makes the job easier for everyone concerned if there is ready means of informal communications.
- f. Space F - Number of Trainees Claimed: Record the number of trainees for which the jurisdiction is making claim. There should be a completed copy of the Training Expense Claim (POST 2-101) for each trainee. Do not claim reimbursement for more than one course on each Claims Summary submitted.
- g. Space G - Starting Date of Course: Enter actual starting date of course.
- h. Space H - Ending Date of Course: Enter actual ending date of course.

5-4. Summary of Expenditures Information, Lines 1 through 12: It is necessary that expenditure information of the Trainee Expense Claim be accurately summarized on the Claims Summary. The following instructions apply to number lines 1 through 12 on the form.

- a. Lines 1 through 11 - Summary of Expenditures: Subsistence, Travel, Tuition or Salary: Summarize expenditures listed on Lines 1 through 12 of all Training Expense Claims and enter the total for each line on the corresponding line of the Claims Summary.
- b. Line 12 - Total Amount of All Individual Claims from Line 12 of Training Expense Claim: Add the right column and enter the total on Line 12.

5-5. Signatures and Titles, Lines 13 and 14: Specific legal and other requirements must be met by authorized persons properly signing the completed Claims Summary. *Separate signatures are to be shown on Lines 13 and 14.*

- a. Line 13 - Signature - Title: The authorized official of the agency or jurisdiction shall *sign the form giving full name and title. Signature stamps and/or initials are not acceptable.*

- b. Line 14 - Signature - Title: The authorized person responsible for the examination and settlement of accounts for the agency or jurisdiction shall sign *the form giving full name and title, thereby attesting to the correctness of the claim. Signature stamps and/or initials are not acceptable.*

5-6. Forwarding Claims: Forward three copies of the Claims Summary with two copies of each Training Expense Claim to:

Commission on Peace Officer Standards and Training
7100 Bowling Drive
Sacramento, CA 95823
Attention: Claims-Audit Section

5-7. Attach to the claim a copy of any time waivers, non-sworn personnel approval letters, or other correspondence necessary to process the claim.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Proposed Conflict of Interest Code		Meeting Date April 22, 1976
Division Technical Services	Division Director Approval Bradley W. Koch <i>BWK</i>	Researched By Frederick E. Williams
Executive Director Approval <i>Gene S. Muckler</i>	Date of Approval April 8, 1976	Date of Report March 26, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUE

The Political Reform Act of 1974 Government Code, Section 81,000 et seq., enacted June, 1974, requires all state agencies to develop a conflict of interest code.

BACKGROUND

Chapter 7, Article 3, of the Political Reform Act of 1974 states, in part, the following:

"Every agency shall adopt and promulgate a Conflict of Interest Code pursuant to the provisions of this article. A Conflict of Interest Code shall have the force of law and any violation of a Conflict of Interest Code by a designated employee shall be deemed a violation of this chapter."

Originally, POST was required to have a Conflict of Interest draft prepared by May 1, 1976. At that time we were to have been included in the Department of Justice Conflict of Interest Code. Because of the unique position of the POST Commission relative to the Department of Justice, it was determined that POST should prepare its own Conflict of Interest Code. Therefore, an extension of time to October 10, 1976 has been granted as the deadline for the submission of a Conflict of Interest Code for the Commission on Peace Officer Standards and Training.

ANALYSIS

The POST Conflict of Interest Code has been developed from an example draft prepared by the Attorney General's Office.

The Fair Political Practices Commission (FPPC) regulations require that all Conflict of Interest Codes are adopted pursuant to the hearing process as outlined in the Government Code.

(CONTINUED ON REVERSE)

ANALYSIS - (Continued)

As noted in Section #2 of the proposed Code, the persons holding the following positions or appointments within or on the Commission on Peace Officer Standards and Training are designated employees and must file financial disclosure statements pursuant to this code:

Commissioners
Executive Director
Assistant Directors

RECOMMENDATION

1. Approve in concept the proposed Conflict of Interest Code to be included in POST Internal Procedures Manual.
2. Hold a hearing on the Conflict of Interest Code at the July Commission meeting.

APPENDIX A

PROPOSED CODE for POST INTERNAL MANUAL

P.O.S.T. Management Memo

Subject: Conflict of Interest Code of the Commission on POST	March 26, 1974
	To be included in POST Internal Manual

Purpose

-1. Conflict of Interest Code. The Political Reform Act of 1974, Government Code section 81000 et seq., enacted on June 4, 1974, requires the Commission on POST as a state agency to adopt and promulgate a Conflict Interest Code pursuant to the provisions of Chapter 7, Article 3, of the Political Reform Act of 1974.

Among the goals the Act seeks to achieve are that:

- (a) Public employees should perform their duties in an impartial manner free from bias caused by their personal financial interests;
- (b) Assets and income of public employees which may be materially affected by their official actions should be disclosed and in appropriate circumstances the employee should be disqualified from acting in order that conflicts of interest may be avoided.

To accomplish the above goals, to satisfy the requirements of the Political Reform Act of 1974, to maintain the integrity of, and trust in the employees of the Commission while seeing that the laws of the State of California are uniformly and adequately enforced and to ensure that the interests of the public served by the Commission are of controlling significance, the Commission on POST hereby adopts and promulgates the following Conflict of Interest Code. Nothing in this Code shall exempt compliance from applicable provisions of any statute.

This Code is intended to provide reasonable assurance that foreseeable conflict of interest situations will be disclosed and prevented, to provide to each affected person a clear and specific statement of his duties under the Code, and to adequately differentiate between designated employees with different powers and responsibilities.

Applicable Employees

-2. Who Shall File. The persons holding the following positions or appointments within or on the Commission on Peace Officers Standards and Training are designated employees and must file financial disclosure statements pursuant to this Code:

All Commissioners
Executive Director
All Assistant Directors

All designated employees shall report all financial interests, including all investments, interests in real property and income, in a manner specified in this Code.

Disclosure Statement: Investments and Property

-3. First Statement Requirements. The first statement filed under this Code shall disclose only reportable investments and interests in real property and not income.

-4. Investments and Interest in Real Property. When an investment or an interest in real property is required to be disclosed under this article, the statement shall contain:

- (a) A statement of the nature of the investment or interest;
- (b) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (c) The address or other precise location of the real property. This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer;
- (d) A statement whether the fair market value of the investment or interest in real property exceeds ten thousand dollars (\$10,000), and whether it exceeds one hundred thousand dollars (\$100,000). This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer;
- (e) In the case of an investment which constitutes fifty percent or more of the ownership interest in a business entity, disclosure of the investments and interests in real property of the business entity;
- (f) If the investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

Income Reporting

-5. Information Pertaining to Income. When income is required to be reported under this article, the statement shall contain:

- (a) The name and address of each source of income aggregating two hundred and fifty dollars (\$250) or more in value, or twenty-five dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
- (b) A statement whether the aggregate value of income from each source was greater than one thousand dollars (\$1,000), and whether it was greater than ten thousand dollars (\$10,000);
- (c) A description of the consideration, if any, for which the income was received;
- (d) In the case of a gift, the amount and the date on which the gift was received.

Income Reporting (Continued)

-6. Exceptions. When income of a business entity, including income of a sole proprietorship, is required to be reported under this article, the statement shall contain:

- (a) The name, address, and a general description of the business activity of the business entity;
- (b) In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the designated employee's pro rata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);
- (c) In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the designated employee's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

Time of Filing Statements

-7. Present Designated Employee. Statements shall be filed by each designated employee within thirty days after the effective date of this Code.

-8. New Employees (Civil Service). New civil service designated employees shall file statements within thirty days after assuming office.

-9. Non-Civil Service Employees. New non-civil service designated employees shall file statements not less than ten days before assuming office or, if subject to confirmation, ten days before being confirmed, unless an earlier assumption of office is required by emergency circumstances.

-10. Annual Filing Required. A new statement shall be filed annually during the month of February. The period covered for this annual statement is the preceding calendar year or if a statement was filed pursuant to sections -7, -8, or -9 of this Code then from the date on which the last statement was filed to the December 31st of that calendar year.

Place of Filing

-11. Preparation and Filing Requirements. The disclosure statement shall be prepared in quadruplicate on the form approved by the Fair Political Practices Commission. The original and two copies shall be filed with the Administration Division which shall forward the original to the Fair Political Practices Commission, retain one copy in the employee's personnel file, and forward one copy to the individual's supervisor. The employee shall retain the fourth copy.

Prohibition

-12. Decision Making Disqualification. A designated employee specified in section -2 of this Code must disqualify himself or herself from making or participating in the making of any decision, made or participated in by the designated employee by virtue of his or her position within the Commission on POST, when it is reasonably foreseeable that the decision would have a material financial effect distinguishable from its effect on the public generally on:

- (a) An investment, or interest in real property reportable pursuant to sections 3 and 4 of this Code;
- (b) A source of income other than loans by a commercial lending institution in the regular course of business, aggregating \$250 or more in value received by or promised to the designated employee twelve months prior to the time when the decision is made.
- (c) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

-13. Exception. No designated employee of the Commission shall be required to disqualify himself or herself from making or participating in the making of any decision, made or participated in by virtue of his or her position within the Commission, which could not legally be acted upon or decided without his or her participation.

Manner of Disqualification

-14. Disqualification Statement. If a designated employee is given an assignment in which the employee has a financial interest, and the assignment involves the making or participation in the making of a governmental decision, the employee shall execute in triplicate the disqualification statement attached as Exhibit A. The original and a copy shall be given to the employee's supervisor and a copy retained by the employee. The supervisor shall forward the original to the Administration Division of POST and one copy shall be placed in the file of the case.

-15. Reassignment. If the employee's supervisor concludes that the employee is disqualified from acting, then the supervisor shall give the assignment to another employee.

-16. Review of Disqualification. If the employee's supervisor concludes that the employee is not disqualified, then the supervisor shall submit the employee's disqualification statement to the supervisor's supervisor for review.

Sanctions

-17. Willful Violation. Any employee who knowingly or willfully violates any provision of this Code is guilty of a misdemeanor and, in addition to other penalties provided by

Sanctions - (Continued)

law, a fine of up to the greater of \$10,000 or three times the amount the employee failed to report properly may be imposed upon conviction for each violation.

-18. Disciplinary Action. Any employee who violates a provision of this Code is subject to discipline by the Commission or his appointing authority including dismissal, consistent with any applicable civil service or other personnel laws, regulations and procedures.

-19. Liability for Civil Action. Any employee who intentionally or negligently violates any of the disclosure requirements of this Code shall be liable in a civil action brought by the Fair Political Practices Commission or by a person residing within the State of California for an amount not more than the amount or value not properly reported.

-20. Civil Action Penalty. Any designated employee who realizes an economic benefit as a result of a violation of a disqualification provision of this Code is liable in a civil action brought by the Fair Political Practices Commission or a person residing within the State of California for an amount up to three times the value of the benefit.

Availability and Use of Disclosure Statements

-21. Location. All disclosure statements required by this Code are filed with the Administration Division of the Commission on POST. The Commission shall make and retain copies and forward the original to the Fair Political Practices Commission.

-22. No Fee Required. No fee or charge may be collected by any officer for the filing of any report or statement or for the forms upon which reports or statements are to be prepared.

-23. Public Record. Every statement filed pursuant to this Code is a public record open for public inspection and reproduction during legal business hours, commencing as soon as is practicable, but in any event not later than the second business day following the day on which it was received. Copies shall be provided at a charge not to exceed ten cents (\$0.10) per page.

-24. Retention Period. Copies filed pursuant to this Code shall be preserved by the Commission for four years and may thereafter be destroyed in the absence of knowledge on the part of the Director of the Administration Division of the pendency of litigation involving such copies.

-25. Coordination Responsibility. The Director of the Administration Division shall:

- (a) Supply the necessary forms;
- (b) Determine whether required documents have been filed and, if so, whether they conform on their face with the requirements of the Code;

Availability and Use of Disclosure Statements - (Continued)

- (c) Notify promptly all persons who have failed to file a statement in the form and at the time required by the Code;
- (d) Report apparent violations of the Code to the Executive Director; and
- (e) Compile and maintain a current list of all statements filed with this office.

Rights of Employees Regarding Adoption and Amendment of Conflict of Interest Code

-26. Administration Procedure Act. The preparation of this Code by the Commission on POST and the review of this Code by the Fair Political Practices Commission shall be subject to the Administrative Procedure Act.

-27. Amendments. The Commission may, at any time, amend this Code subject to approval by the Fair Political Practices Commission either upon its own initiative or in response to a petition submitted by an officer, employee, member or consultant of the Commission on POST or a resident of the State of California.

-28. Judicial Review. Judicial review of any action by the Fair Political Practices Commission as the code reviewing body for the Commission on POST may be sought by the Commission on POST, by an officer, employee, member or consultant of the Commission on POST, or by a resident of the State of California.

Definitions

-29. Business Entity. Any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

-30. Gift: Any payment to the extent that consideration of equal or greater value is not received. Any person, other than a defendant in a criminal action, who claims that a payment is not a gift by reason of receipt of consideration has the burden of proving that the consideration received is of equal or greater value. The term "gift" does not include informational material such as books, reports, pamphlets, calendars or periodicals. No payment for travel or reimbursement for any expenses shall be deemed "informational material."

-31. Income. (a) Except as provided in subsection (b), income of any nature from any source, including but not limited to any salary, wage, advance, payment, dividend, interest, rent, capital gain, return of capital, gift including any gift of food or beverage, loan, forgiveness or payment of indebtedness, discount in the price of anything of value unless the discount is available to members of the public without regard to official status, rebate, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and

Definitions - (Continued)

including any community property interest in income of a spouse. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.

(b) "Income" does not include:

1. Campaign contributions required to be reported under Chapter 4 of the Political Reform Act of 1974.
2. Salary and reimbursement for expenses or per diem received from a state or local government agency and reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization.
3. Gifts of informational material, such as books, pamphlets, reports, calendars or periodicals.
4. Gifts which are not used and which, within thirty days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes.
5. Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin or the spouse of any such person; provided that a gift from any such person shall be considered income if the donor is acting as an agent or intermediary for any person not covered by this paragraph.
6. Any devise or inheritance.
7. Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency.
8. Dividends, interest or any other return on a security which is registered with the Securities and Exchange Commission of the United States Government.

-32. Interest in Real Property. Any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property located in the State of California if the fair market value of the interest is greater than \$1,000. Interest in real property

Definitions - (Continued)

of an individual includes a pro rata share of interest in real property of any business entity or trust in which the individual or spouse own, directly, indirectly or beneficially, a 10% interest or greater.

-33. Investment. Any financial interest in or security issued by a business entity including, but not limited to, common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the State of California, or does business or plans to do business in the State of California, or has done business within the State of California at any time during the two years prior to the time any statement or other action is required under this Code. No asset shall be deemed an investment unless its fair market value exceeds \$1,000. The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity or trust in which the individual or spouse owns, directly, indirectly, or beneficially, a 10% interest or greater.

-34. Legally Required Participation. A designated employee is not legally required to make or to participate in the making of a governmental decision within the meaning of section 13 of this Code unless there exists no alternative source of decision consistent with the purposes and terms of the statute authorizing the decision. The fact that a designated employee's vote is needed to break a tie does not make his participation legally required.

-35. Making or Participating in the Making of a Decision.

- (a) A designated employee "makes a decision," except as provided in (c) when he or she, acting within the authority of his or her position within the Commission on POST:
- (1) Votes on a matter;
 - (2) Appoints a person;
 - (3) Obligates or commits the Commission on POST, to any course of action;
 - (4) Enters into any contractual agreement on behalf of the Commission on POST;
 - (5) Determines not to act within the meaning of subparagraphs (1), (2), (3), or (4) unless such determination is made because of his or her investment, income, or interest in real property.
- (b) A designated employee "participates in the making of a decision" except as provided in (c) when he or she, acting within the authority of his or her position

Making or Participating in the Making of a Decision - (Continued)

within the Commission on POST:

- (1) Negotiates in any manner with a governmental entity or private person regarding the decision;
 - (2) Conducts research or investigations regarding the decision which are made available to others for the purpose of attempting to influence the decision;
 - (3) Prepares any report, analysis or opinion regarding the decision which is made available to others for the purpose of attempting to influence the decision;
 - (4) Participates in any governmental discussions or debates regarding the decision; or
 - (5) Advises or makes recommendations to the decision-maker.
- (c) "Making or participating in the making of a decision" shall not include:
- (1) Actions of designated employees which are solely ministerial, secretarial, manual or clerical;
 - (2) Appearances by a designated employee as a member of the general public before an agency in the course of its prescribed governmental function to represent himself or herself on matters related solely to his or her personal interests; or
 - (3) Actions by a designated employee relating to his or her compensation or the terms or conditions of his or her employment or contract.

-36. Material Financial Effect.

- (a) The financial effect of a governmental decision on a financial interest of a designated employee is material if, at the time the designated employee makes or participates in the making of the decision, in light of all the circumstances and facts known at the time of the decision, the designated employee knows or has reason to know that the existence of the financial interest might interfere with the designated employee's performance of his or her duties in an impartial manner free from bias.
- (b) In determining the existence of a material effect upon a financial interest, consideration should be given, but not be limited to, an analysis of the following factors:

Material Financial Effect - (Continued)

- (1) In the case of a business entity in which the designated employee has a direct or indirect investment worth more than one thousand dollars (\$1,000), or in the case of a designated employee who is a director, officer, partner, trustee, employee, or holds any position of management in a business entity:
 - (A) Whether the effect of the decision will be to increase or decrease the annualized gross revenue of the business entity by one percent or more or the annual net income of the business entity by five percent or more;
 - (B) Whether the effect of the decision will be to increase or decrease the assets or liabilities of the business entity by \$50,000 or more, or by five percent of its current assets or liabilities, whichever is less.
- (2) In the case of any real property in which the designated employee has a direct or indirect interest worth more than one thousand dollars (\$1,000):
 - (A) Whether the effect of the decision will be to increase the income-producing potential of the real property by \$100 or five percent per month, whichever is less;
 - (B) Whether the effect of the decision will be to increase the fair market value of the real property by \$1,000 or more or by five percent, whichever is greater.
- (3) In the case of a source of income of a designated employee:
 - (A) Whether the decision will affect the source of income in the manner described in subsection (b) (1) above;
 - (B) Whether the governmental decision will directly affect the amount of income to be received by the designated employee;
 - (C) Whether there is a nexus between the governmental decision and the purpose for which the official receives income.

The specific dollar or percentage amounts set forth above do not constitute either absolute maximum or minimum levels, but are merely intended to provide guidance and should be considered along with the other relevant factors in determining whether a financial interest may interfere with the designated employee's exercise of his or her duties in rendering a decision.

-37. Residence. Any single-family dwelling or dwellings used primarily by the designated employee.

EXHIBIT A

STATEMENT OF DISQUALIFICATION

My financial interest in _____
(Name of entity)
as set forth below is such that I have concluded that any official
action taken by me will have a material effect upon my financial
interest distinguishable from the public generally. The action
or decision I am to participate in is as follows:

My financial interest is as follows:

I request that _____
(Employee's immediate supervisor)
determine that I am disqualified from taking official action.

(Employee)

(Date)

SUPERVISOR'S ACTION ON REQUEST
FOR DISQUALIFICATION

I have reviewed the above declaration, and my action is noted
below.

Employee not disqualified.

Employee disqualified from taking action.

Reason: _____

(Supervisor's Signature)

(Date)

APPENDIX B

REGULATIONS of the FAIR POLITICAL PRACTICES COMMISSION

FACE SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11350.1)

DRAFT--NOT FILED
WITH THE OFFICE OF
THE SECRETARY OF STATE
3-23-76

Copy below is hereby certified to be a true
and correct copy of regulations adopted, or
amended, or an order of repeal by:

FAIR POLITICAL PRACTICES COMMISSION

(Agency)

Date of adoption, amendment, or repeal:

March 17, 1976

By:

Chairman

(Title)

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ORDER ADOPTING REGULATIONS OF THE
FAIR POLITICAL PRACTICES COMMISSION

After proceedings had in accordance with the
provisions of the Administrative Procedure Act (Government
Code Title 2, Div. 3, Part 1, Ch. 4.5) and pursuant to
the authority vested by Section 83112 of the Government
Code, to implement, interpret or make specific Sections 87300,
et. seq. of the Government Code, the Fair Political Practices
Commission hereby adopts its regulation in Division VI,
Title 2, California Administrative Code, as follows:

Adopt Section 18750

Chapter 7; Article 3: Conflicts of Interest Codes

18750. Procedures for Review of Conflict of Interest

Codes by the Fair Political Practices Commission

(a) The Fair Political Practices Commission shall
establish by resolution a deadline for the submission of

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a proposed Conflict of Interest Code for each state agency, city council, county board of supervisors, or local government agency with jurisdiction in more than one county for which it is the "code reviewing body." Unless otherwise modified, the term "agency" as used in this Section shall refer to a state agency, city council, county board of supervisors, or local government agency with jurisdiction in more than one county. Each agency shall be notified of its deadline at least 60 days prior to the deadline established for that agency.

(b) After completion of its own hearing pursuant to Government Code Section 87311 and its tentative adoption of its Conflict of Interest Code, each agency shall submit an original and two copies of its proposed Code to the Fair Political Practices Commission by the established deadline.

(c) A proposed Conflict of Interest Code of an agency shall be deemed to be received for purposes of review pursuant to Government Code Section 87303 on or before the deadline date if submitted to the Fair Political Practices Commission earlier than the deadline date.

(d) The proposed Code shall satisfy the requirements of Government Code Section 87300, et seq. The Code

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shall be accompanied by:

(1) A declaration of the chief executive officer of the agency declaring that the agency has satisfied the notice and hearing requirements preliminary to formulation of the Code pursuant to Government Code Section 87311;

(2) A summary of the hearing held by the agency with appropriate identification of any areas of controversy and the manner of their resolution;

(3) The original or one copy of all written submissions made to the agency regarding the proposed Code, unless the person making the written submission requests its omission from the record of the agency hearing;

(4) In the case of state agencies and local government agencies with jurisdiction in more than one county, materials describing generally the reasons for the designations and the disclosure responsibilities of officers, employees, members or consultants of the agency; and

(5) The names and addresses of all persons who participated in the public hearing of the agency on the proposed Code or of all persons

who, on or before the date of the agency hearing, requested notice from the agency of the date for hearing on the adoption of the Code by the Fair Political Practices Commission.

(e) Within 40 days of receipt of the proposed Code by the Fair Political Practices Commission pursuant to subsection (c) of this Section, the Executive Director or his or her designee shall:

(1) Notice the proposed Code for a hearing before the Fair Political Practices Commission to be held no later than the seventieth day following receipt of the Code pursuant to subsection (c) of this Section, or

(2) Return the proposed Code to the agency with written recommendations for revision. Any agency which objects to the recommendations for revision may request a full hearing pursuant to subsections (o)-(q) of this Section.

(f) Procedure for notice and content of notice of Commission review of a proposed Code is established by Government Code Sections 11423 and 11424.

(g) If the proposed Code is returned to the agency pursuant to Government Code Section 87303(c), a new deadline shall be established by the Fair Political Practices Commission upon a recommendation of the

DO NOT WRITE IN THIS SPACE

Executive Director or his or her designee. The revised deadline shall be no later than 60 days after the Code is returned to the agency.

(h) All persons wishing to comment on any provision of the proposed Code may submit in writing to the Fair Political Practices Commission a concise statement of their objections to the proposed Code at least 10 days prior to the hearing of the proposed Code.

(i) Upon the recommendation of the Executive Director or his or her designee, the proposed Code may be placed on the Fair Political Practices Commission Summary Code Review Calendar for Commission action pursuant to Government Code Section 87303, if no significant controversy exists with respect to the proposed Code.

(j) Any interested person or his or her duly authorized representative may request the removal of a proposed Code from the Summary Code Review Calendar and request the opportunity to be heard at a full hearing on the proposed Code before the Fair Political Practices Commission in accordance with subsections (o)-(q) of this Section by:

(1) Petitioning the Executive Director or his or her designee in writing, with a copy

to the affected agency, for removal of the proposed Code from the Summary Code Review Calendar at least 10 days prior to the date noticed for Summary Hearing on the Code, or

(2) Appearing in person or through his or her duly authorized representative at the scheduled Summary Hearing on the proposed Code.

(k) A proposed Code will be removed from the Summary Code Review Calendar and scheduled for a full hearing upon the request of any Commissioner or of the Executive Director or his or her designee.

(l) If any Code placed on the Summary Code Review Calendar is approved by the Fair Political Practices Commission without amendment, it shall be signed as approved and returned to the agency and, in the case of state agencies, filed by the agency, as approved, pursuant to Government Code Section 11380.

(m) If a Code placed on the Summary Code Review Calendar is revised by the Fair Political Practices Commission and approved as revised, any person may, within 30 days, submit in writing to the Fair Political Practices Commission objections to the approval of the Code. If written objection is received, the Code shall be rescheduled for full hearing pursuant to subsections (o)-(q) of this Section. If no written objection is received to the revision and approval of the Code

DO NOT WRITE IN THIS SPACE

under this paragraph, the Code shall be signed as revised and approved and returned to the agency and, in the case of state agencies, filed by the agency, as revised and approved, pursuant to Government Code Section 11380.

(n) If a Code placed on the Summary Code Review Calendar is returned to the agency for revision and resubmission, it shall be resubmitted within 60 days.

(o) A proposed Code not placed on the Summary Code Review Calendar shall be reviewed at a full hearing. On the date and at the time and place designated in its notice pursuant to subsection (f) of this Section, the Fair Political Practices Commission shall afford any agency or interested person or his or her duly authorized representative, or both, the opportunity to present statements, arguments, or contentions in writing. Oral testimony shall be encouraged; however, oral statements may be limited at the discretion of the Chairman. The Fair Political Practices Commission shall consider all relevant matter presented to it during the public hearing, or appearing on the record of such hearing, prior to approving or revising and approving the proposed Code, or returning the proposed Code to the agency for revision.

(p) During any public hearing held pursuant to this regulation, the Fair Political Practices Commission or its duly authorized representative shall have authority

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11130.1)

to administer oaths or affirmations, and may continue or postpone such hearing from time to time and at such place as it shall determine.

(q) After a full hearing as provided herein above, the Commission shall:

(1) Approve the proposed Code as submitted and return the Code to the agency for action consistent with the terms of paragraph (1) above; or

(2) Revise the proposed Code and approve it as revised consistent with the terms of subsection (m) above; or

(3) Return the proposed Code to the agency for revision and resubmission within 60 days.

* * * * *

This regulation will not create any new or increased costs to local government pursuant to Section 2231 of the Revenue and Taxation Code.

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POLITICAL REFORM ACT OF 1974

CHAPTER 7. CONFLICTS OF INTEREST

Article 1. General Prohibition

87100. No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.

87101. Section 87100 does not prevent any public official from making or participating in the making of a governmental decision to the extent his participation is legally required for the action or decision to be made. The fact that an official's vote is needed to break a tie does not make his participation legally required for purposes of this section.

87102. The requirements of Section 87100 are in addition to the requirements of Articles 2 and 3 of this chapter and any Conflict of Interest Code adopted thereunder. No provision of Chapter 11 of this title is applicable to this article except the provisions of Section 91003. The remedies provided in that section may be sought against any public official other than an elected state officer, and those remedies are the exclusive remedies for a violation or threatened violation of Section 87100.

87103. An official has a financial interest in a decision within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on:

- (a) Any business entity in which the public official has a direct or indirect investment worth more than one thousand dollars (\$1,000);
- (b) Any real property in which the public official has a direct or indirect interest worth more than one thousand dollars (\$1,000);
- (c) Any source of income, other than loans by a commercial lending institution in the regular course of business, aggregating two hundred fifty dollars (\$250) or more in value received by or promised to the public official within twelve months prior to the time when the decision is made; or
- (d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.

For purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, by any business entity controlled by the public official or by a trust in which he has a substantial interest. A business

entity is controlled by a public official if the public official, his agents, spouse and dependent children hold more than fifty percent of the ownership interest in the entity. A public official has a substantial interest in a trust when the official, his spouse and dependent children have a present or future interest worth more than one thousand dollars (\$1,000).

Article 2. Disclosure

87200. This article is applicable to elected state officers, members of the board of supervisors and chief administrative officers of counties, mayors, city managers, chief administrative officers and members of city councils of cities, and to candidates for any of these offices at any election.

87201. Every candidate for any office specified in Section 87200 shall file with his declaration of candidacy a statement disclosing his investments and his interests in real property.

87202. Every person who is elected to an office specified in Section 87200 shall within thirty days after assuming such office, file a statement disclosing his investments and his interests in real property. Every person who is appointed to an office specified in Section 87200 shall file such a statement not less than ten days prior to assuming office. Persons who hold an office mentioned in Section 87200 on the effective date of this article shall file such a statement within thirty days after the effective date of this article.

87203. Every person who holds an office specified in Section 87200 shall, within thirty days after each anniversary of assuming office, file a statement disclosing his investments, his interests in real property and his income during the period since the previous statement filed under this section or Section 87202. The statement shall include any investments and interests in real property held at any time during the period covered by the statement, whether or not they are still held at the time of filing.

87204. Every person who leaves an office specified in Section 87200 shall, within thirty days after leaving the office, file a statement disclosing his investments, his interests in real property, and his income during the period since the previous statement filed under Sections 87202 or 87203. The statement shall include any investments and interests in real property held at any time during the period covered by the statement, whether or not they are still held at the time of filing.

87205. (a) For purposes of determining the anniversary of assuming an office, the date on which the term of office began is deemed the date of assuming office, whether or not the person holding the office actually assumed the office on that date.

(b) A person who completes a term of an office specified in Section 87200 and on the same day begins a term of the same office or another such office of the same jurisdiction is not deemed to assume office or leave office. The day on which the new term begins shall be deemed an anniversary of assuming the office.

87206. When an investment or an interest in real property is required to be disclosed under this article, the statement shall contain:

- (a) A statement of the nature of the investment or interest;
- (b) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (c) The address or other precise location of the real property;
- (d) A statement whether the fair market value of the investment or interest in real property exceeds ten thousand dollars (\$10,000), and whether it exceeds one hundred thousand dollars (\$100,000). This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer.
- (e) In the case of an investment which constitutes fifty percent or more of the ownership interest in a business entity, disclosure of the investments and interests in real property of the business entity;
- (f) In the case of a statement filed under Sections 87203 or 87204, if the investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

87207. (a) When income is required to be reported under this article, the statement shall contain, except as provided in subsections (b) and (c):

- (1) The name and address of each source of income aggregating two hundred and fifty dollars (\$250) or more in value, or twenty-five dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
- (2) A statement whether the aggregate value of income from each source was greater than one thousand dollars (\$1,000), and whether it was greater than ten thousand dollars (\$10,000);
- (3) A description of the consideration, if any, for which the income was received;
- (4) In the case of a gift, the amount and the date on which the gift was received.

(b) When income of a business entity, including income of a sole proprietorship, is required to be reported under this article, the statement shall contain:

(1) The name, address, and a general description of the business activity of the business entity;

(2) In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's pro rata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);

(3) In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

Article 3. Conflict of Interest Codes

87300. Every agency shall adopt and promulgate a Conflict of Interest Code pursuant to the provisions of this article. A Conflict of Interest Code shall have the force of law and any violation of a Conflict of Interest Code by a designated employee shall be deemed a violation of this chapter.

87301. It is the policy of this act that Conflict of Interest Codes shall be formulated at the most decentralized level possible, but without precluding intra-departmental review. Any question of the level of a department which should be deemed an "agency" for purposes of Section 87300 shall be resolved by the code reviewing body.

87302. Each Conflict of Interest Code shall contain the following provisions:

(a) Specific enumeration of the positions within the agency which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest;

(b) Requirements that each designated employee file annual statements disclosing reportable investments, interests in real property and income. The Conflict of Interest Code shall set forth for each position or category of positions enumerated under subsection (a) of this section the specific types of investments, interests in real property and income which are reportable and the manner of reporting each item. An investment, interest in real property or income shall be made reportable by the

Conflict of Interest Code if the business entity in which the investment is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of his position. The manner of reporting reportable items shall be substantially equivalent to the requirements of Article 2 of this chapter. The first statement filed under this section by a designated employee shall disclose any reportable investments and interests in real property. Statements shall be filed by each designated employee within thirty days after the effective date of the Conflict of Interest Code. Thereafter, new civil service designated employees shall file statements within thirty days after assuming office. All other new designated employees shall file statements not less than ten days before assuming office or, if subject to confirmation, ten days before being confirmed, unless an earlier assumption of office is required by emergency circumstances. The provisions of the Conflict of Interest Code adopted under this subsection shall not be applicable to any designated employee who is covered by Article 2 of this chapter.

(c) Specific provisions setting forth any circumstances under which designated employees or categories of designated employees must disqualify themselves from making or participating in the making of any decision. Disqualification shall be required by the Conflict of Interest Code when the designated employee has a financial interest as defined in Section 87103, which it is reasonably foreseeable may be affected materially by the decision. No designated employee shall be required to disqualify himself with respect to any matter which could not legally be acted upon or decided without his participation.

87303. No Conflict of Interest Code shall be effective until it has been approved by the code reviewing body. Each agency shall submit a proposed Conflict of Interest Code to the code reviewing body by the deadline established for the agency by the code reviewing body. The deadline for any agency in existence on April, 1975, shall not be earlier than April 1, 1976. The deadline for any agency not in existence on April 1, 1975, shall be six months after it comes into existence. Within ninety days after receiving the proposed code or receiving any proposed amendments or revision, the code reviewing body shall:

(a) Approve the proposed code as submitted;

(b) Revise the proposed code and approve it as revised; or

(c) Return the proposed code to the agency for revision and resubmission within sixty days. The code reviewing body shall either approve the revised code or revise it and approve it. When a proposed Conflict of Interest Code or amendment is approved by the code reviewing body, it

shall be deemed adopted and shall be promulgated by the agency.

87304. If any agency fails to submit a proposed Conflict of Interest Code or amendments within the time limits prescribed pursuant to Sections 87303 or 87306, the code reviewing body may issue any appropriate order directed to the agency or take any other appropriate action, including the adoption of a Conflict of Interest Code for the agency.

87305. If after six months following the deadline for submission of the proposed Conflict of Interest Code to the code reviewing body no Conflict of Interest Code has been adopted and promulgated, the superior court may, in an action filed by the agency, the code reviewing body, any officer, employee, member or consultant of the agency, or any resident of the jurisdiction, prepare a Conflict of Interest Code and order its adoption by the agency or grant any other appropriate relief. The agency and the code reviewing body shall be parties to any action filed pursuant to this section.

87306. Every agency shall amend its Conflict of Interest Code, subject to the provisions of Section 87303, when change is necessitated by changed circumstances, including the creation of new positions which must be designated pursuant to Section 87302 (a) and relevant changes in the duties assigned to existing positions. Proposals for amendments or revisions shall be submitted to the code reviewing body within ninety days after the changed circumstances necessitating the amendments have become apparent. If after nine months following the occurrence of such changes the Conflict of Interest Code has not been amended or revised, the superior court may issue any appropriate order in an action brought under the procedures set forth in Section 87305.

87307. An agency may at any time amend its Conflict of Interest Code, subject to the provision of Section 87303, either upon its own initiative or in response to a petition submitted by an officer, employee, member or consultant of the agency, or a resident of the jurisdiction. If the agency fails to act upon such a petition within ninety days, the petition shall be deemed denied. Within thirty days after the denial of a petition, the petitioner may appeal to the code reviewing body. The code reviewing body shall either dismiss the appeal or issue an appropriate order to the agency within ninety days.

87308. Judicial review of any action of a code reviewing body under this chapter may be sought by the agency, by an officer, employee, member or consultant of the agency, or by a resident of the jurisdiction.

87309. No Conflict of Interest Code or amendment shall be approved by the code reviewing body or upheld by a court if it:

- (a) Fails to provide reasonable assurance that all foreseeable potential conflict of interest situations will be disclosed or prevented;
- (b) Fails to provide to each affected person a clear and specific statement

of his duties under the Code; or

(c) Fails to adequately differentiate between designated employees with different powers and responsibilities.

87310. If the duties of a designated employee are so broad or indefinable that the requirements of Section 87309 cannot be complied with, the Conflict of Interest Code shall require the designated employee to comply with the requirements of Article 2 of this chapter.

87311. The review of proposed Conflict of Interest Codes by the Commission and by the Attorney General and the preparation of proposed Conflict of Interest Codes by state agencies shall be subject to the Administrative Procedure Act. The review and preparation of Conflict of Interest Codes by local government agencies shall be carried out under procedures which guarantee to officers, employees, members, and consultants of the agency and to residents of the jurisdiction adequate notice and a fair opportunity to present their views.

87312. The Commission shall, upon request, provide technical assistance to agencies in the preparation of Conflict of Interest Codes. Such assistance may include the preparation of model provisions for various types of agencies. Nothing in this section shall relieve each agency of the responsibility for adopting a Conflict of Interest Code appropriate to its individual circumstances.

Commission on Peace Officer Standards and Training
 ADMINISTRATIVE COUNSELING DIVISION
 DAILY REPORT OF ACTIVITIES

April 22, 1963
 (date)

	Office	Field	Location	Vac.	Sick	Comp.
Saltenberger				✓		
Stahr	✓					
Kelley	✓					
Koenig	✓					
McColl	✓					
Morton	✓					
Sadler	✓					
Williams			✓ <i>Comm. Mtg</i>			
Beauchamp	✓					
Fox	✓					
Keel						

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Funding of Project to Develop Recruitment and Selection Manual		Meeting Date April 22-23, 1976
Division Technical Services	Division Director Approval Bradley W. Koch <i>BWK</i>	Researched By Michael S. Freeman
Executive Director Approval <i>Gene S. Muckler</i>	Date of Approval 4-7-76	Date of Report April 5, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/>		Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).

ISSUE

Staff is presently receiving approximately 15 inquiries per week from administrators desiring information related to selection requirements in the areas of hearing, vision, physical agility, educational requirements, and reading and writing skills tests. In order to provide accurate answers to questions in this area, staff is proposing the development of a Recruitment and Selection Manual, which will be available to law enforcement agencies and provide them with the most current legal and technical guidelines for the use of a full range of recruitment and selection techniques and practices.

BACKGROUND

Since the Equal Employment Opportunity Act was passed in 1972, POST and California law enforcement have expended a considerable amount of funds as well as staff resources to assure that recruitment and selection standards are job-related, as required by law. These efforts have included: (1) the establishment of two entry-level paper and pencil examinations in 1972 at a cost of approximately \$100,000; (2) funding by the Commission on Peace Officer Standards and Training in the amount of \$214,000 to establish the job-relatedness of the minimum qualifications which were required by POST Regulations; and (3) the two current projects designed to establish the job-relatedness of the medical examination and the background investigation (total budget of \$110,000).

Despite this expenditure of funds and staff resources, a review of the total system of recruitment and selection reveals that there is still a need to address hearing, vision, physical agility, job announcements, application forms, educational requirements, and the use of reading and writing skills tests.

ANALYSIS

In response to the needs of local law enforcement, and in concert with the POST policy in the past of providing assistance to local law enforcement agencies in recruitment and selection practices, the proposed project will address the important areas mentioned above. In addition, the results will be presented in the form of an instructional manual for jurisdictions.

The proposed starting date for the project is June 1, 1976. Once completed, the resulting manual will consist of 7 sections entitled Recruiting, Pre-Screening, Testing, Background Investigation, Medical Examination, Supplementary Information, and Final Employment Decisions. Materials developed in previous projects and guidelines for

Utilize reverse side if needed

ANALYSIS-(Continued)

their use will comprise part of the manual. In addition, the manual will include results from proposed work on hearing, physical agility and guidelines for the agencies on the use of application forms, job announcements, educational requirements, reading and writing skills tests, and procedures for making the final hiring decisions.

The project can be accomplished with the hiring of one additional staff member; an associate personnel analyst, who will commence the project activities in June 1976. The present project staff will begin work on the project in September 1976. All positions will be filled by contract for the specified length of the project. Cost of the project will be \$126,700. A breakdown of the cost is shown on Page 5.

RECOMMENDATION

Approve the expenditure of \$126,700 from POST contract monies to develop the project as proposed.

Memorandum

: POST Commissioners

Date : April 5, 1976

From : Executive Director
: Commission on Peace Officer Standards and Training

Subject: Request for Funding of Project to Develop Recruitment and Selection Manual

ISSUE

The following is a request for the funding of a project to complete a comprehensive recruitment and selection manual which will be available to law enforcement agencies. The manual will provide the agencies with the legal and technical guidelines for the use of a full range of recruitment and selection techniques.

BACKGROUND

Since the 1972 amendment to the 1964 Civil Rights Act, law enforcement has been compelled to establish the job-relatedness of their selection devices. Beginning in 1972, approximately 80 law enforcement jurisdictions joined a consortium designed to validate two entry-level paper and pencil examinations. This was completed by the Selection Consulting Center at a cost of approximately \$100,000. In 1972, the Commission on Peace Officer Standards and Training approved funding in the amount of \$214,000 to establish the job-relatedness of the minimum qualifications which were required by the POST Regulations. That project answered the questions of citizenship, height, weight and age. It also provided an entry-level interview and preliminary work in the area of performance evaluation and employee development.

In 1976, the Commission approved funding of two projects designed to establish the job-relatedness of the medical examination and the background investigation (total budget of \$110,000). Both of these projects will be completed at the end of August 1976.

Despite this considerable expenditure of funds and staff resources, a review of the total system of recruitment and selection reveals that there is still a need to address some very important issues if we are to provide law enforcement with a complete product dealing with the areas of recruitment and selection. These issues include hearing, vision, physical agility, job announcements, application forms, educational requirements, and the use of reading and writing skills tests.

Staff is presently receiving approximately 15 inquiries per week from administrators desiring information in these very important areas.

ANALYSIS

The proposed project is designed to establish a comprehensive recruitment and selection manual. This manual will be available to law enforcement agencies and provide them with the most current legal and technical information concerning the use of a full range of employee selection techniques, including those which have not yet been addressed.

In addition, the proposed product will be in the form of a loose-leaf binder, similar to PAM, which can easily be updated to assure law enforcement agencies of the most current and accurate information.

The project is anticipated to begin in June 1976. Once completed, the manual will consist of the following sections:

- Recruiting
- Pre-Screening
- Testing
- Background Investigation
- Medical Examination
- Supplementary Information
- Final Employment Decisions

Materials developed in previous projects and guidelines for their use will comprise part of the manual. In addition, the manual will include results from proposed work on hearing, physical agility, and guidelines to agencies on the use of application forms, job announcements, educational requirements, reading and writing skills tests, and procedures for making the final hiring decision.

Only three areas of concern will remain after the completion of this project. They include vision, polygraph examination and psychological examinations. A study concerning vision would be very complex; because of its complicated nature, it is proposed that it be addressed as a project in itself. Work on the polygraph examination and the psychological evaluation should be postponed at this time because of the uncertainty of the outcome regarding pending, relevant legislation and because of methodological problems.

In addition to developing the Recruitment and Selection Manual, the proposed project includes the following areas of study:

Hearing. This study is designed to ascertain the hearing acuity required for entry-level patrol officers. In addition, the issue of functional utility of corrective devices will be studied. The purpose is to provide law enforcement with guidelines for the screening of applicants with hearing disabilities.

Physical Agility. This report will consist of a complete "how-to-do-it" package regarding the setting-up of physical agility tests for the screening of patrol officer candidates. As such, it will deal with such topics as job analysis, design of physical testing events, the actual testing of the applicants, scoring and the setting of cut-off scores.

Reading and Writing Skills. The need for a patrol officer to read and write effectively has been well documented. Reflecting this need, the POST Commission has mandated a reading skills test for entry-level candidates as of January 1, 1977. When writing skills tests become available, the POST Commission has stated that it will require a writing skills test also. In light of these requirements, it is proposed that POST develop guidelines for jurisdictions regarding the development, validation, installation and use of reading and writing skills tests.

Educational Requirements. The high school diploma and/or its equivalent is the subject of current, substantial controversy. Since POST requires a high school diploma, there is an urgent need to address the issue head-on. This portion of the study is designed to gather together relevant legal, technical and professional information regarding an educational requirement. This information will be provided in the manual so that jurisdictions can respond to the various inquiries concerning this requirement.

Final Employment Decisions. This section is designed to provide a guide for the use of selection information upon which employers will base their employment decisions.

Recruiting. In this section, the principles of recruiting, as they appear in the Minority Recruitment Handbook, will be reiterated and expanded as necessary to include such topics as the job announcement and application blank.

The unique format of the proposed Recruitment and Selection Manual, being a loose-leaf binder, lends itself to updating and making easy additions. If later approved by the Commission, the scope of the manual could be enlarged to include the legal and technical information in such areas as training, the probationary period, performance evaluation, and retention and turnover.

It is anticipated that once the initial work on the manual is completed, maintenance would be provided by the internal support staff and would require approximately 8 hours per week. The consultant responsible for updating the manual would keep current on all changes in the law, relevant court cases, changes in guidelines, various technical information and be able to assess the need for updating the manual. Printing and mailing costs for updated material would be approximately six to eight hundred dollars per year.

This project will begin June 1, 1976, with the hiring of an associate personnel analyst. The present project staff will then begin work on this project in September 1976.

The salary figures listed below include 19.37% for fringe benefits.

One law enforcement consultant II	\$ 28,464
One research psychologist	28,464
One associate personnel analyst (15 mos.)	29,984
One staff services analyst, range C	16,230
One clerk-typist II, range B	<u>11,058</u>
Total salaries	\$114,200
Contracts and printing costs	15,000
Travel and per diem	<u>7,500</u>
Total cost of project	\$126,700

RECOMMENDATION

It is the recommendation of staff that the Commission approve funding in the amount of \$126,700 for the necessary personnel and support activities to complete the above outlined project.

Gene S. Muehleisen
 GENE S. MUEHLEISEN
 Executive Director

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Technical Services Division

CALIFORNIA LAW ENFORCEMENT ESTABLISHES JOB-RELATED SELECTION STANDARDS

1972

1973

1974

1975

EEO Act

Rehabilitation Act

Amendments to the Fair
Employment Practices
Act

Mental Alertness Tests
A-1 and 51 X
(\$100,000)

Selection Study Components
A-F

Standards and Minimum
Qualifications

Height

Weight

Age

Citizenship

Interview

(\$214,000)

Minority Recruitment Hand-
book

(\$25,000)

Personal History State-
ment

Investigator's Manual
Medical History State-
ment

Medical Examiner's Guide
Guide to Establishing
Medical Disqualifiers

(\$110,000)

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Technical Services Division

RECRUITMENT AND SELECTION MANUAL

SECTIONS

RECRUITING	PRE-SCREENING	TESTING	BACKGROUND INVESTIGATION	MEDICAL EXAM	SUPPLEMENTARY INFORMATION	FINAL EMPLOYMENT DECISIONS
Minority Recruitment Handbook Job Announcement Application Blank	Standards and Minimum Qualifications Component A Height Weight Age Citizenship Educational Requirement	Mental Alertness Tests A-1 and 51 X Interview Component C Physical Agility Reading and Writing Skills	Personal History Statement Investigator's Manual	Medical History Statement Medical Examiner's Guide Guide to Establishing Medical Disqualifiers Hearing Standards Vision Standards	Polygraph Examination Psychological Evaluation	Guide for the use of Information for Employment Decisions:

Completed
Proposed
Not Proposed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ADVISORY COMMITTEE MEETING

MINUTES

March 11 and 12, 1976

San Jose

The meeting was called to order at 10 a. m. on March 11 by Chairman Bob Cress. A quorum was present.

PRESENT:

ROBERT BLANCHARD	CAAJE	Riverside City College
BOB CRESS	PORAC	Officer, Stockton Police Department
WILLIAM A. FRADENBURG	CHP	Commander, Training Division, California Highway Patrol
WILLIAM J. KINNEY	CPOA	Chief of Police, Sacramento Police Department
JEROME E. LANCE	CAPTO	Lieutenant, Long Beach Police Department
CHARLES OLIVER	SPECIALIZED LAW ENFORCEMENT	California State Employees' Association
W. BERT RITCHEY	PUBLIC	Attorney at Law
JAY RODRIGUEZ	PUBLIC	Manager, Community Relations, KNBC-4, Los Angeles
J. WINSTON SILVA	COMMUNITY COLLEGES	Supervisor, Criminal Justice Education & Training, Calif. Community Colleges
GEORGE P. TIELSCH	CPCA	Chief of Police, Santa Monica Police Department

ABSENT:

BRAD GATES

SHERIFFS' ASSOC.

Sheriff, Orange County

VISITORS:

RAUL RAMOS

Chief Deputy, Orange
Co. Sheriff's Dept.

WAYNE CALDWELL

State Department of Fish &
Game; Chairman, Law
Enforcement & Public Safety
Council, California State
Employees' Association

STAFF PRESENT

DON BEAUCHAMP

Consultant, Administrative
Counseling Division

JACK BEECHAM

Consultant, Standards and
Training Division

GLEN FINE

Assistant to the Executive
Director & Executive
Secretary POST Advisory
Committee

MIKE FREEMAN

Consultant, Technical
Services Division

BRADLEY KOCH

Director, Technical
Services Division

JOHN KOHLS

Consultant under Contract,
Technical Services Division

GERALD TOWNSEND

Director, Standards and
Training Division

WINNIE YATES

Recording Secretary, POST
Advisory Committee

ANNOUNCEMENTS

It was announced that Chuck Oliver will be resigning from the Advisory Committee. Mr. Oliver stated that CSEA was recommending Wayne Caldwell, Department of Fish and Game and Chairman of the CSEA Law Enforcement and Public Safety Council, as his replacement.

It was also announced that Karen Hawkins had resigned as the Advisory Committee's student representative.

MOTION by Jay Rodriguez, seconded by Bob Blanchard that a resolution be presented to Karen Hawkins for her time on the Advisory Committee.
MOTION CARRIED.

APPROVAL OF MINUTES

Jerome Lance had questions regarding the actions taken at the January Commission meeting relative to the Advisory Committee. He asked that the record be clarified to show that there are three public member positions and one student member position. (This is in regards to Item #8 of the Advisory Committee Report to the Commission at its January meeting.)

Mr. Lance also questioned whether staff or the Commission would conduct the formal review of members' service and status as provided in the report to the Commission. It was explained that the Commission would provide the review. (Reference to Item #10 of the same report.)

Mr. Lance also commented on the Minutes of the Problem Solving Seminar held in Burlingame in November. He stated that he shared Commissioner Anthony's concern regarding the accuracy of those Minutes:

MOTION by Jay Rodriguez, seconded by Bob Blanchard that the Minutes of the December 11 and 12, 1976 Advisory Committee Meeting be approved as written.
MOTION CARRIED.

INFORMATION REPORT FROM THE CHAIRMAN

Chairman Cress stated he would like to review the procedure used to establish salaries for the POST staff. He expressed the feeling that staff gets locked into salary ranges and perhaps these should be reanalyzed to give staff a better career ladder. Discussion resulted regarding salary compaction throughout state service. Chuck Oliver stated that CSEA would be happy to supply the Committee with any information they could and would be happy to work with POST staff regarding this matter. Staff was asked to provide information regarding salary ranges and salary setting procedures for the June meeting.

POST STAFF INFORMATION REPORTS

Glen Fine stated that Gene Muehleisen sent his regrets that he was not able to attend what would probably be his last Advisory Committee Meeting before his retirement.

MOTION by Bob Blanchard, seconded by Chief Kinney that staff develop an appropriate resolution in recognition and appreciation for Gene Muehleisen's long service and support of the Advisory Committee to be presented to him by the Chairman at his retirement dinner.

MOTION CARRIED.

POST BUDGET

Glen Fine briefed the Advisory Committee on Item 39 of the Governor's 1976/77 Budget. He stated that this item, if passed, would have appropriated \$176,000 from the Peace Officer Training Fund for expenditure by the Department of Justice Advance Training Center. The Commission voted to very strongly resist this action, because it would have set a precedent whereby the Administration would decide how to appropriate money from the fund rather than the Commission. Mr. Fine stated that it was presently understood that this item will be deleted from the Budget at the request of Attorney General Evelle Younger.

The Advisory Committee voiced a great deal of concern over the subject of direct appropriation by the Administration from the Peace Officer Training Fund.

PROPOSED TRANSFER OF POSITIONS

Glen Fine briefed the Committee on the status of the proposed transfer of five positions (three consultants and two clerical positions) from Administrative Counseling Division to Standards and Training Division. He stated that the Legislative Analyst apparently supports the transfer of the three consultants, but Department of Finance has indicated they desire a stronger justification by way of workload data.

STATUS OF PEACE OFFICER TRAINING FUND

Glen Fine gave a brief report to the Committee regarding the status of the Peace Officer Training Fund. He stated that current projections indicate that there is some likelihood of a deficit by July 1, 1976. More should be known regarding this after the first of April when the next quarterly report is available. The condition of the fund will, of course, have some bearing on the reimbursement plan for the next fiscal year.

Mr. Fine mentioned the authorization by the Commission at its January meeting that provided approximately \$400,000 to the San Luis Obispo Specialized Training Institute for continuation of its courses. This prompted discussion regarding STI's Officer Survival Course. Based upon input from some of the Committee members that the POST certified Officer Survival Course utilizes "scare tactics" and is making some officers who have attended overly cautious, the Committee believed that an on-site evaluation of the course is necessary. The following motion was passed:

MOTION by Jerome Lance, seconded by Win Silva that the Executive Secretary contact the Director, Standards and Training Division, and have the San Luis Obispo Specialized Training Institute monitored prior to the next Advisory Committee meeting and report back to the Committee at the June meeting.

MOTION CARRIED.

Mr. Fine continued with his status report on the Peace Officer Training Fund explaining that POST lost through paper changes, ^{it has} a net of \$1.0 million because of errors in posting of our monies to our account.

less

has found that

CURRENT LEGISLATION

Mr. Fine gave a report on current legislation. He stated that SB 189 which would have eliminated the Penalty Assessment on fines in favor of a percentage of fines has been rewritten and now provides enabling legislation for bail by mail on traffic fines. The Commission does not have a position on that bill. The other provisions of the old SB 189 have been redrafted into SB 1550. SB 1550 now calls for elimination of the Penalty Assessment system in favor of a percentage of fines. Based on the Commission's position last year on SB 189, we are assuming they have a neutral position on SB 1550.

Mr. Fine also briefed the Committee on AB 1127. This is PORAC's legislation to establish mandatory requirements for the training of police reserves. This legislation seems likely to be passed to the Governor.

It was the consensus of the Committee that they would like a copy of AB 1127, and also a copy of the Legislative Report prepared for the January Commission meeting.

POST EXECUTIVE DIRECTOR POSITION

Mr. Fine explained to the Committee the planned selection process. He stated that announcements had been mailed and that it would be appreciated if the Committee would refer announcements to interested and qualified persons. Additional announcements were made available to the Committee.

BACKGROUND INVESTIGATION AND MEDICAL VALIDATION STUDIES

Mr. Bradley Koch gave a brief background report on the studies before introducing staff. He stated that the purpose of these studies is to take a close critical look at the medical examination and background investigation and develop job related forms, standards and procedures. These studies are product oriented. Mr. Koch introduced Mike Freeman, Project Coordinator and Dr. John Kohls, an industrial psychologist, employed by POST to assist with these studies.

Dr. Kohls explained to the Committee why they are using "procedural job-relatedness" which is a rational validation process. He also explained job relatedness and some of the laws and guidelines in this area.

Mike Freeman explained the steps that have been completed including development of the decision making process. He stated that a questionnaire was mailed to every law enforcement jurisdiction in the State and also nationwide through NASDLET. Respondents were asked to provide us with information they had on medical and background disqualifiers they were using and the rationale that they had for those disqualifiers.

Mr. Freeman stated that their response from these mail-outs was about 200-300 responses in various forms. He stated that they ended up with 700 medical disqualifiers that are currently being used in California.

The 700 disqualifiers are being evaluated by a Decision Making Panel composed of physicians, one peace officer and one personnel director. The objective is to finalize a list of medical conditions that are job-related disqualifiers.

Outcomes from the Medical Validation study will be:

- A revised Medical History Questionnaire.
- A series of five (5) seminars throughout the State to present and explain results of the study.
- A handbook to be distributed to local jurisdictions.

Mr. Freeman described the Background Investigation study. This study is being conducted with a Decision Making Panel and an advisory group. The Decision Making Panel is evaluating the broad range of inquiries generally made in the investigation of an applicant. The advisors are presenting their views on adverse impact to the Decision Making Panel.

Outcomes from the Background Investigation study will be:

- A revised Personal History Questionnaire.
- A revised Personnel Investigator's Manual.
- A Background Investigator's Training Course.

Mr. Koch stated that completion of both validation studies are scheduled for September 1976.

Jerome Lance questioned how members of the advisory group were selected. He stated the group was heavily oriented towards the Sacramento County area. Other members raised questions regarding how law enforcement members were selected for the Decision Making Panels. Mr. Freeman explained the selection processes that were used.

A status report on the validation studies is being prepared and will be available in the near future. Committee members requested copies of the report when it is available.

Meeting adjourned at 12:15 p.m. and reconvened at 1:30 p.m.

TRAINING NEEDS ASSESSMENT QUESTIONNAIRE

Jack Beecham gave a brief report on what has been completed on the Standards and Training Operational Plan. He explained the objectives and subject areas that had been studied. The major purpose of the plan is to address such questions as:

- Whom should we be training?
- What training should we provide?
- Where should we provide the training?
- Who should be conducting the training?
- How can we more effectively use our training dollar?
- Can we project future expenditures through "up front controls" and divorce certification entirely from control of expenditures?

Mr. Beecham stated a Training Needs Assessment Questionnaire had just been mailed to every law enforcement agency in California. The Questionnaire was developed with input from 49 individuals after statewide interviews. It is hoped that Questionnaire responses can be evaluated before the April Commission meeting.

The Questionnaire should provide the Commission with a prioritized list of specific training needs. The Questionnaire will also provide information in the following three areas:

1. Training needs based on geographical location, size of agency and users of particular academies.
2. Opinions concerning the time requirement for advanced officer training based on geographical location, size of agency and users of particular academies.
3. Opinions concerning preferred use of the Peace Officer Training Fund.

The Advisory Committee requested copies of the Questionnaire, copies of the overview of the Standards and Training Operational Plan and also a copy of the status report that is going to be presented to the Commission.

BASIC COURSE REVISION PROJECT

Jack Beecham gave a brief report on the Basic Course Revision Project. He stated that Brooks Wilson is in charge of this project. Mr. Wilson had indicated they expect to have a completed package by August 30, 1976, which will include success criteria and the criteria for examination. At this point there is a slow down on the project due to a lag in receipt of responses to questions asked of participating agencies. Between August 30 and the October Commission meeting the completed package will be available for review by the Advisory Committee.

Mr. Beecham stated that the proposed course revision could possibly be ready for public hearing by the October 1976 Commission meeting. He emphasized that once the revised course is accepted there will be adequate time for implementation with direct assistance from POST staff.

There was discussion regarding the 12 "natural" training zones identified during the study. Mr. Beecham offered to provide more information at the June meeting.

PRESENTATION BY ROBERT BLANCHARD

Mr. Blanchard stated that the Advisory Committee might like to study and consider two policy issues that he believes are the major issues set forth in his memorandum to the Committee. The two issues are:

1. Institution certification instead of course certification.

Certify an institution to put on a series of courses rather than certify courses on a one-at-a-time basis.

2. Reimbursement Plan

Look very carefully at whether salary reimbursement is an appropriate option.

Mr. Blanchard stated that he is proposing the elimination of salary reimbursement and utilizing the funds for reimbursement of total expenses for sending a person to a training facility.

Institution Certification

Mr. Blanchard stated that there would have to be established a series of requirements for institutions to meet before they could be certified. Requirements would be based upon staff, facilities, support services available to offer the courses and content of curriculum. This would strengthen programs that are already strong and probably phase out programs that are marginal.

He stated that once the institution is certified it is certified to offer a series of courses that are agreed upon and approved by the Commission. The institution would have to demonstrate its ability to offer courses and would have to go through an approval process.

Chief Tielsch asked how the proposed institution certification program would differ from what POST is now doing. Mr. Blanchard responded that it would centralize the certification process and place the responsibilities with the institutions. It would eliminate workload staff now expends dealing with individual certification and allow staff to spend more time in on-site quality control of these courses.

Mr. Blanchard indicated that POST would not have any control over the number of courses an individual institution presented. There would have to be a check and balance on this because of expenses. Every institution that is to be certified would submit a program presentation for the next fiscal year. The number of courses to be offered would be based on a needs assessment. Any additional courses would have to be justified and approved on an individual basis.

Chief Tielsch asked if each of the 107 institutions that now exist would have to be certified? Mr. Blanchard replied that they would not in his opinion. He stated that private organizations would likely affiliate with a regional training zone.

Chairman Cress asked who would review the quality of the instructor? Mr. Blanchard stated that once the institution was certified, the responsibility is placed on the institution. Sufficient POST staff time should be available to verify the quality of the programs - more than is presently being done.

Jerome Lance asked if it wouldn't be more efficient for the Commission to certify all courses approved for a given year at a single meeting? Mr. Townsend stated that a more viable solution to the time consuming certification process would be establishment of criteria by the Commission by which staff could authorize course presentations. Then later, the Commission would confirm the certification. This would cut down time.

Chief Tielsch stated that he is concerned with the institutional certification concept. He asked what the role of specialized training institutions or academies would be in the plan.

Mr. Blanchard stated that politically speaking we would have to begin with 31 institutions, as there are currently 31 certified basic academies; and those would serve as the beginning institutions to be certified. Criteria would have to be established. Large agencies that have been operating programs and have a track record of operating high quality programs, there is no doubt, would continue to have certification.

Chief Tielsch asked how staff felt about this type of concept and if it would help to free staff for more monitoring time. Mr. Townsend stated that from prior experiences, he would have to be opposed to this.

Mr. Blanchard stated that his suggestion would be for the Committee to put forth a series of items that would go along with this concept - the paper flow, the certification process, the inspection and quality control - and then let staff work with it and find out whether it would be cost effective. If it would not save staff any time, then there would not be any purpose for bringing about a change.

Reimbursements

Jerome Lance stated that perhaps we should get out of the ADA program completely and put on programs that are reimbursable or self-supporting from funds through the POST program. This would, of course, require a change in the POST reimbursement program.

Chief Kinney stated that he would hate to see reimbursement of salaries lost.

Win Silva stated that there are many studies going on regarding the subject of ADA. Mr. Silva briefly reported on some of the studies he is involved with. He briefly reported on the ADA study that the Community Colleges and POST are working on.

MOTION by Jerome Lance, seconded by Chief Kinney to table Mr. Blanchard's draft until the next meeting when more data will be supplied, including both the POST Questionnaire and studies being conducted by the Community Colleges and POST, and, additionally, that POST staff be requested to respond to some of the comments made in this document - pros and cons.
MOTION WAS WITHDRAWN.

Mr. Blanchard stated that he would take his concept and reword it to address the institution certification portion. This will be an agenda item for discussion at the June meeting.

POST REIMBURSEMENT PLAN FOR FISCAL YEAR 1976/77

The Committee desired to formulate recommendations in order to provide input to the Commission's expected action in establishing new reimbursement schedules at the April meeting. Lacking adequate budget information, however, the Committee believed that it should recommend only that the present level of reimbursements be maintained if possible. The following motion was passed:

MOTION by Jerome Lance, seconded by Chief Kinney that there be no change in the status of the reimbursement plan for the next fiscal year.
MOTION CARRIED.

MEETING DATES

MOTION by Bob Blanchard, seconded by Chief Tielsch to move the meeting days from Wednesday/Thursday to Thursday/Friday.
MOTION CARRIED.

The June meeting will be held in San Diego on June 10 and 11, 1976.

Meeting adjourned at 4:30 p. m. to reconvene the following morning.

Meeting was reconvened at 9 a. m. on March 12, 1976, by Chairman Cress.

PRESENT:

ROBERT BLANCHARD	CAAJE	Riverside City College
BOB CRESS	PORAC	Officer, Stockton Police Department
WILLIAM A. FRADENBURG	CHP	Commander, Training Division, California Highway Patrol
WILLIAM J. KINNEY	CPOA	Chief of Police, Sacramento Police Department
JEROME E. LANCE	CAPTO	Lieutenant, Long Beach Police Department

CHARLES OLIVER	SPECIALIZED LAW ENFORCEMENT	California State Employees' Association
JAY RODRIGUEZ	PUBLIC	Manager, Community Relations, KNBC-4, Los Angeles
J. WINSTON SILVA	COMMUNITY COLLEGES	Supervisor, Criminal Justice Education & Training, Calif. Community Colleges
GEORGE P. TIELSCH	CPCA	Chief of Police, Santa Monica Police Department
<u>ABSENT:</u>		
BRAD GATES	SHERIFFS' ASSOC.	Sheriff, Orange County
W. BERT RITCHEY	PUBLIC	Attorney at Law
<u>VISITORS:</u>		
RAUL RAMOS		Chief Deputy, Orange Co. Sheriff's Dept.
WAYNE CALDWELL		State Department of Fish & Game; Chairman Law Enforcement & Public Safety Council, California State Employees' Association
<u>STAFF PRESENT:</u>		
DON BEAUCHAMP		Consultant, Administrative Counseling Division
JACK BEECHAM		Consultant, Standards & Training Division
GLEN FINE		Assistant to the Executive Director & Executive Secretary POST Advisory Committee

OTTO SALTENBERGER

Director, Administrative
Counseling Division

GERALD TOWNSEND

Director, Standards &
Training Division

WINNIE YATES

Recording Secretary, POST
Advisory Committee

REPORTS FROM MEMBERS

CPCA

Chief Tielsch stated that his Association had been very concerned over Item 39 of the Governor's 1976/77 Budget. He stated that his Association had contacted various people regarding this item.

CPOA

Chief Kinney stated that his Association also had been very concerned over Item 39 of the Governor's 1976/77 Budget and had contacted various people regarding it.

CAAJE

Bob Blanchard reported on the Academy of Criminal Justice Sciences. He stated this was an association of educators on a nationwide basis who are involved in developing accreditation standards for pre-service programs. CAAJE is working with this association making sure that the standards developed on a nationwide basis are going to be acceptable to California. He stated that the Board has not finalized their stand on the accreditation standards that have been developed. They are to do so at the Annual Conference to be held in San Diego at the end of March.

Mr. Blanchard also remarked on an article written by Joel Greenfield appearing in the CPOA Bulletin regarding education requirements for the Basic certificates. Mr. Blanchard felt that perhaps the Advisory Committee should look at these educational requirements.

CSEA

Chuck Oliver expressed his pleasure to have had the opportunity to work with the Advisory Committee and with POST staff. He stated that he is resigning as a result of being promoted and reassigned.

CAPTO

Jerome Lance expressed CAPTO's concerns regarding Budget Item 39.

Mr. Lance stated that CAPTO was looking into the PORAC Resolutions regarding: 1) reopening of the "grandfather" clause, 2) undertaking a study to provide a definition of a peace officer, 3) certifying field training officers and, 4) establish and maintain an accountability system of issued POST certificates.

Mr. Lance voiced concern about the National Guard's LEAF program. He questioned the background and qualifications of those persons serving as instructors in the training program. He asked if POST has any control, or any input or influence over the people that are doing this training. He stated that the quality of training the guardsmen are getting is of concern.

Staff explained that the National Guard is certified by POST to put on 832 P.C. training only. Considerable discussion was devoted to reports that members have received of inadequacy in the 832 P.C. training of guardsmen under POST certification. Some members believe that POST's image is adversely affected. The following motion was passed:

MOTION by Jerome Lance, seconded by Chief Tielsch that the Executive Secretary contact the Commission and recommend that we put an information bulletin out on the role POST has played in the training of the National Guard.
MOTION CARRIED.

COMMUNITY COLLEGES

Win Silva stated that he was secretary of the Articulation Committee composed of representatives of four year colleges, Universities of California and Community Colleges. He stated that they have been discussing whether basic academy courses should get any college

credits or not. He stated that a resolution has been passed by the Committee stating that in the future all basic academies would receive no more than 10 units of credit regardless of the length of the academy. It would be in a block credit. The Articulation Conference Administrative Committee in January adopted the resolutions passed and are forwarding these to the three segments of education. This is not binding, it is only a recommendation to the three segments.

Mr. Silva reported on AB 1821 (Montoya) which would create in all areas of the state, in every community college district, a major planning organization for adult and vocational education. These units are intended to control the growth or duplication of programs.

Mr. Silva also reported on the ADA Study. He stated that there were presently several organizations studying the ADA problem. He stated that POST staff is studying the problem in conjunction with the Training Committee of CPOA. He stated that research into this problem is necessary to find out what it is really costing us to put on existing programs. Mr. Silva stated that he hoped to have more information regarding this by the next meeting and would report on the status of it at that time.

Mr. Silva also briefly reported that the Chancellor's Office is holding workshops for upgrading instructors and upgrading instructor trainers. The hope is that the workshops will result in improved instruction.

CHP

Inspector Fradenburg briefly reported on CHP's concern with training course evaluation, and their current efforts to evaluate the effectiveness of their courses.

PORAC

Bob Cress briefly reported on several issues that PORAC was reviewing. He stated they were concerned with the development of a definition of a peace officer, the "grandfather" clause, training standards for field officers and the legal defense fund.

Mr. Fine commented on a letter received from Dale Rickford, CAPTO, supporting PORAC's resolutions. In the letter there were references to unethical uses of POST certificates and incidents of fraud in the acquisition of certificates. Mr. Fine stated that POST is very concerned about maintaining the integrity of the professional certificate program. He urged that if anyone learns of unethical or fraudulent practices in the obtaining or use of the certificates to please let POST know so they can investigate.

He also reported that, as of March 1, 1976, POST has instituted number control of professional certificates.

MISSION, GOALS AND OBJECTIVES STUDY

Chairman Cress stated that the emphasis of this study would now be directed to reimbursements and to what Standards and Training Division is doing.

Jerome Lance stated that he felt the Advisory Committee should now be looking at where POST should be five years from now. He would like to look at the other divisions to see if they are fulfilling their objectives.

Don Beauchamp mentioned that the final report was due to the Commission last January, based upon the timetable approved by the Committee in April 1975. Mr. Fine inquired if the Committee was satisfied with the Mission, Goals and Objectives statements thus far approved; and if the Committee has arrived at consensus on the broad purposes of POST as outlined in the Goal Statements.

Mr. Lance recommended that the Advisory Committee, through staff (Don Beauchamp), prepare a final report on the overall Mission and Goals, reflecting some of the activities that were gone through. The report should include the document, Hierarchy of Mission and Goals Chart, dated 12/31/75, that was reviewed and approved in concept and design by the Advisory Committee; and should further state that the Committee is in the next stage of examining where POST is going and how it is getting there. The report should indicate that we are planning now on looking at each of the divisions as we did Administrative Counseling. Mr. Lance further expressed his belief that, for the overall Mission and Goals Study, we have done as much as we could do, and that we should now come in with recommendations.

Following additional discussion the following action was taken:

The Chairman directed Don Beauchamp to prepare a status report on the progress of the Committee on the Study of Mission, Goals and Objectives.

MOTION by Jerome Lance, seconded by Win Silva that the Advisory Committee adopt the Hierarchy of Mission, Goals and Program Activities Chart dated 12/31/75; and that it be forwarded to the Commission with a report stating these are the Mission and Goals as we accept them today.

MOTION CARRIED.

ADMINISTRATIVE COUNSELING DIVISION

Otto Saltenberger briefed the Advisory Committee on the current status of the Administrative Counseling Program.

STANDARDS AND TRAINING DIVISION

Chairman Cress proposed to the Advisory Committee that Mr. Townsend prepare an outline for submission regarding what Standards and Training Division does, how many hours are devoted, etc. This outline should be available for the next meeting. Chairman Cress also requested the Committee to submit questions to Mr. Townsend regarding Standards and Training so he could have the answers available at the next meeting.

The following questions were submitted to Mr. Townsend for reply in his report:

1. Analysis on how much time is spent by the staff -- what are they doing, how much time are they using to perform different functions, are they spending a lot of time traveling, are there any ways that can be identified to improve the use of allotted time available with the limited personnel?
2. Give some thought or comments regarding where staff would like to see Standards and Training go, what are some of the division projections on where Standards and Training should go five years from now, what new services and responsibilities are needed or contemplated?

3. Time spent in traveling - would it be more effective to decentralize Standards and Training throughout the State? Have resident consultants?
4. Regarding the resident consultants - should they be centralized within the 12 training zones?
5. Difference between education and training - is there a possibility that an academy presenting the basic course as revised, with performance objectives, would not overlap the education that is going on in the pre-service programs? If so, would a person taking the academy training program have to repeat certain things they already had in a pre-employment educational course?
6. How does Standards and Training staff monitor those projects they are involved in? How do they manage to insure that there is a proper integration and not an overlap or a duplication of effort and not a wasting of staff time?
7. Give a list of projects that are going on, and a list of projects planned for the future.
8. Give a report or response on what is happening in the evaluation of the questionnaire results that are coming back.
9. Look at the possibility of consolidating Standards and Training and Administrative Counseling with the idea that Standard and Training consultants would also be management consultants.
10. Staff travel and attendance at meetings - is there criteria established regarding how many consultants go to a meeting?

At 11:30 a. m. the meeting was adjourned to Executive Session called by the Chairman.

Respectfully submitted,

Winnie Yates

Winnie Yates

Recording Secretary

Distribution: Advisory Committee Members
Commissioners
POST staff

Advisory Committee Report on the Review of
POST Mission, Goals and Objectives

SUMMARY SHEET
of Recommended Changes of POST Mission and Goals

Mission of POST

- Original Statement - To increase the effectiveness of California Law Enforcement.
- Revised Statement - To provide law enforcement with service and assistance in increasing professional expertise.

Goals of POST

Goal #1

- Original Statement - Establish standards and guidelines for the selection of law enforcement personnel.
- Revised Statement - Establish minimum standards and guidelines for the selection of law enforcement personnel.

Goal #2

- Original Statement - Establish standards and guidelines for the training of law enforcement personnel.
- Revised Statement - Establish minimum standards and guidelines for the training of law enforcement personnel.

Goal #3

- Original Statement - Establish and maintain quality training courses designed to meet the needs of law enforcement personnel.
- Revised Statement - Receive, approve and maintain quality training courses designed to meet the needs of law enforcement personnel.

Goal #4

Original Statement - Assure adherence by participating agencies to minimum standards of selection and training of law enforcement personnel.

Revised Statement - Assure adherence by participating agencies to minimum standards of selection and training by law enforcement personnel.

Goal #5

Original Statement - Improve management operational practices in law enforcement agencies.

Revised Statement - Provide assistance in developing management operational practices in law enforcement agencies.

Goal #6

Original Statement - Conduct research in selected areas of law enforcement.

Revised Statement - Serve as a resource center for law enforcement.

Goal #7

Original Statement - Encourage and promote cooperation and coordination between all components of the Criminal Justice System.

Revised Statement - Deleted

These statements summarize the Advisory Committee activities which are discussed in the attached report on the review of POST Mission, Goals and Objectives.

Memorandum

: Commission on Peace Officer Standards
and Training

Date : March 25, 1976

From : POST Advisory Committee Chairman
Commission on Peace Officer Standards and Training

Subject: FOURTH REPORT ON THE REVIEW OF POST MISSION, GOALS AND OBJECTIVES

This is the fourth report to the Commission concerning the status of the Advisory Committee's study of POST mission, goals, objectives and major priorities. The third report addressed final recommendations regarding the Administrative Counseling function of POST and was forwarded to the Commission for consideration at its October 23/24, 1975 meeting.

Because of the time devoted to the Administrative Counseling function, it was the consensus of the Advisory Committee that a final report on the POST organization could not be completed within the original time frame. Premature issuance of the final document would not allow for proper consideration of all the issues and therefore not fulfill the charge given to the Advisory Committee by the Commission.

The subject of POST mission, goals and objectives was first addressed at the initial meeting held February 26, 1975. At that time, the Advisory Committee requested that staff furnish the group with previously developed data relating to POST's mission, goals and objectives. The Executive Director and Division Directors were also asked to brief the group on their perceptions as to where staff sees POST at this time and where they perceive it to be heading in the future.

Early in the study the Advisory Committee discussed several key issues which were thought to be germane to the review of POST mission, goals and objectives. These included such topics as:

- Why not a Criminal Justice Standards and Training organization which includes all disciplines (courts, corrections and police)?

- Should POST have a full-time Commission?
- Should POST be a part of another state agency?
- Is salary reimbursement the best use of POST funds?

During this initial phase, the committee also began work on the modification of the mission, goals and objective statements provided by staff. These are discussed below in the relative order of their consideration.

Goal seven of the original POST goals as envisioned by staff was discussed in detail over a period of several meetings with the committee agreeing it should not be considered a primary goal of POST. The goal read "encourage and promote cooperation and coordination between all components of the criminal justice system." The discussions relating to this goal centered on the two questions listed below:

1. Is this a legitimate aspect of POST's mission?
2. Does POST have the resources to pursue this goal?

Goal six, which relates to the conducting of research by POST, was also modified early in the study to reflect the committee's feeling that POST should be more involved in the coordination of research, as opposed to the conducting of research, to ensure minimum duplication of research efforts.

As the study progressed, issue was also taken with goals one and two which dealt with the establishment of standards and guidelines for the selection and training of law enforcement personnel. The committee felt that POST should limit their activity to the establishment of minimum levels of selection and training.

Goal three, which originally began by stating that POST would "establish and maintain quality training courses, etc.", was revised to read "receive, approve and maintain quality training courses, etc." to reflect the fact that POST does not establish training courses, but rather receives and approves courses conducted by outside groups. The difference between the two approaches is felt to be of such significance as to be reflected in the goals of POST.

Goal four was reviewed and appeared to adequately address the issue of assuring adherence to minimum standards of selection and training.

Goal five was changed to reflect the concern of the committee regarding ambiguous and sometimes misleading goal statements. Whereas the original goal stated that POST would work towards "improving management operational practices in law enforcement", it was felt that it more appropriately should say that POST will provide assistance in developing these practices. The theme that the Advisory Committee felt should be stressed was one of assistance.

In the same vein, the group felt that the mission statement of POST, which supposedly ties all the goals together, was overly vague. In addition, there is no way to measure the progress made towards this very broad and general statement. Effectiveness is something that should be addressed at the local level with POST concentrating on service and assistance to allow the law enforcement agencies to increase their professional expertise.

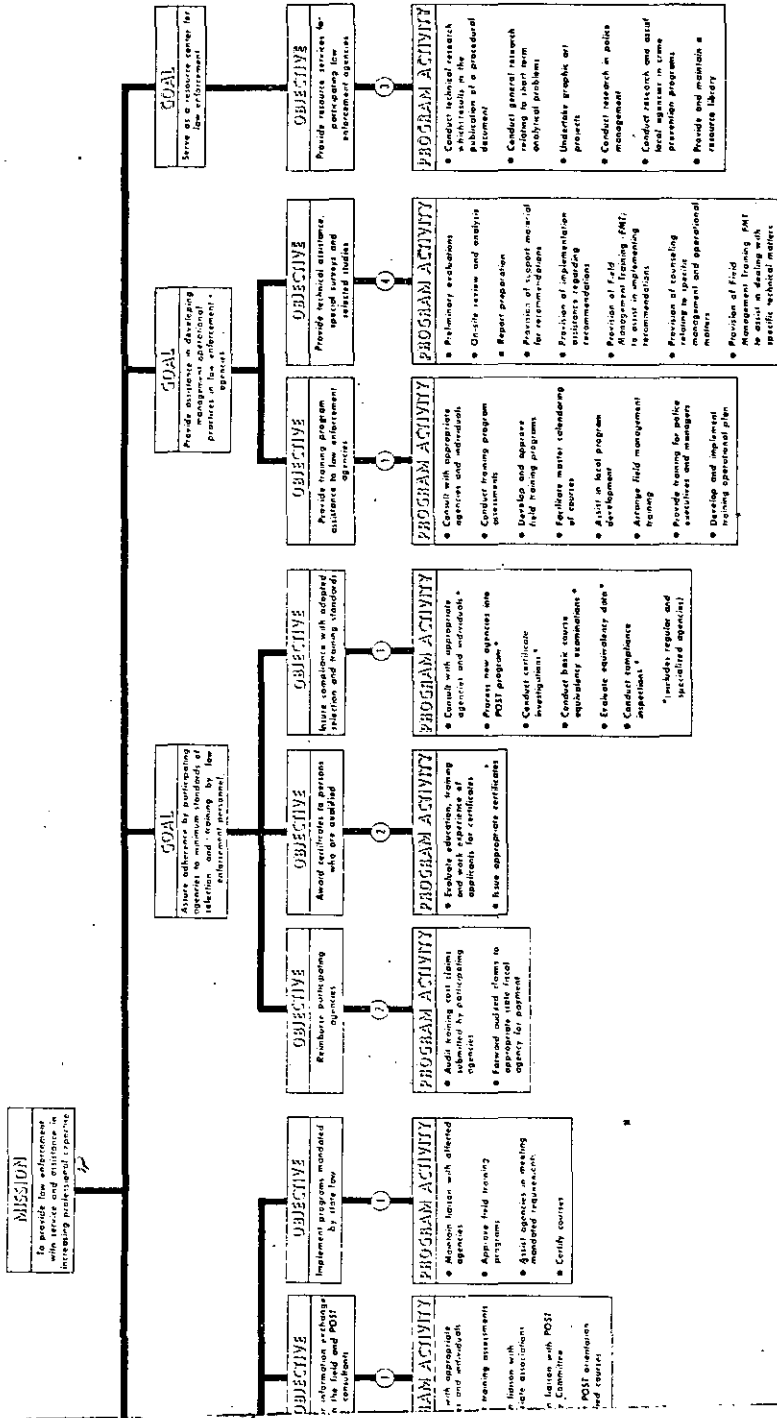
A revised statement of POST mission and goals is attached to this report as Appendix A. This chart also includes objectives and programs which support the stated goals. Although the Advisory Committee has discussed and modified these statements during the course of the study, further revisions will probably be effected prior to the completion of this project.

As mentioned earlier in this report, it is the intent of the Advisory Committee to carry this study through to its logical conclusion and ultimately to provide the Commission with a comprehensive report with specific recommendations. Although a completion date has not been formalized, the Commission may rest assured that the task will be pursued diligently and the final report completed at the earliest possible time.


BOB L. CRESS

Mission on Peace Officer Standards and Training

Goals, Objectives and Program Activities as revised and approved by the POST Advisory Committee



Memorandum

: POST Commission

Date : April 5, 1976

Advisory Committee Chairman

From : **Commission on Peace Officer Standards and Training**Subject: Mission, Goals and Objectives Study - Request for
Commission Direction

You have received for review the Advisory Committee's status report on POST's Mission, Goals and Objectives. By consensus, the Committee decided at its March meeting to continue this study with an in-depth review of the Standards and Training Division's programs and activities.

There exists, however, some confusion as to the lengths to which the Committee should go in pursuing this study. In a broad sense, the study may be considered completed. That is, the Committee has concurred on a matrix of Mission, Goals and Objectives. Further work on the study will, as stated, be in program, activity and organizational areas.

As Chairman, I feel compelled to seek further guidance from the Commission by asking the following questions:

Does the Commission desire that the Advisory Committee continue the Mission, Goals, Objectives and Priorities study in greater depth and detail?

Does the Commission desire that the Committee's study include evaluation and recommendations on POST's organizational structure?

Bob L. Cress
BOB L. CRESS

Memorandum

TO : POST Commission

Date : April 5, 1976

From : Advisory Committee Chairman
Commission on Peace Officer Standards and Training

Subject: Report from the Advisory Committee's March Meeting

At its March meeting, the Advisory Committee addressed the following issues and, by motion, expressed its recommendations to the Commission.

Reimbursements

The Committee desired to formulate recommendations in order to provide input to the Commission's expected action in establishing new reimbursement schedules at the April meeting. Lacking adequate budget information, however, the Committee believed that it should recommend only that the present level of reimbursements be maintained if possible. The following motion was passed:

MOTION by Jerome Lance, seconded by Chief Kinney that there be no change in the status of the reimbursement plan for the next fiscal year. MOTION CARRIED

Officer Survival Course - Specialized Training Institute

Based upon input from some members that the POST certified Officer Survival Course utilizes "scare tactics" and is making some officers who have attended overly cautious, the Committee believes that an on-site evaluation of the course is necessary. The following motion was passed:

MOTION by Jerome Lance, seconded by Win Silva that the Executive Secretary contact the Director, Standards and Training Division, and have the San Luis Obispo Specialized Training Institute monitored prior to the next Advisory Committee meeting and report back to the Committee at the June meeting. MOTION CARRIED.

National Guard "LEAF" Training

Considerable discussion was devoted to reports that members have received of inadequacy in the 832 PC training of guardsmen under POST certification. Some members believe that POST's image is adversely affected. The following motion was passed:

MOTION by Jerome Lance, seconded by Chief Tielsch that the Executive Secretary contact the Commission and recommend that we put an information bulletin out on the role POST has played in the training of the National Guard.
MOTION CARRIED.

These issues and recommendations are being presented to the Commission for whatever action is deemed appropriate by the Commission.


BOB L. CRESS

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Advisory Committee Appointment		Meeting Date April 22-23, 1976
Division Executive Office	Division Director Approval <i>[Signature]</i>	Researched By
Executive Director Approval <i>[Signature]</i>	Date of Approval April 8, 1976	Date of Report April 8, 1976
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/>		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).

Mr. Charles Oliver, Program Manager, California State Employees' Association, has resigned from the POST Advisory Committee because in his present position he no longer represents specialized law enforcement.

Mr. Dan L. Western, General Manager, CSEA, has recommended that the Commission appoint Mr. Wayne C. Caldwell to replace Mr. Oliver on the Committee. Mr. Caldwell is a State Department of Fish and Game Warden and currently serves as Chairman of the Law Enforcement and Public Safety Council.

Traditionally, the CSEA position on the Advisory Committee has been filled by a staff analyst and turnover has been frequent. Mr. Caldwell's appointment is believed to be one that would provide more continuity of service.

As Chairman of the Law Enforcement and Public Safety Council, Mr. Caldwell represents approximately 4,700 state public safety personnel in 93 position classifications. Those groups represented include:

- State Police
- State College and University Police
- Special Investigators, Department of Justice
- ABC Investigators
- Consumer Affairs Investigators
- Fish & Game Wardens
- Department of Motor Vehicles Investigators
- Regional Park District Rangers
- State Fire Marshall

Recommendation:

Approve appointment of Mr. Caldwell.



CALIFORNIA STATE EMPLOYEES' ASSOCIATION

1108 'O' STREET SACRAMENTO, CALIFORNIA 95814 PHONE (916) 444-8134

REPRESENTING

the people who serve the people

March 5, 1976

Chief Wesley R. Barrett, Chairman
Commission on Peace Officer Standards
and Training
7100 Bowling Drive
Sacramento, California 95823

Chairman Barrett:

As General Manager of the California State Employees' Association, I am writing to inform you of the change in job assignment of one of my staff. Chuck Oliver, who was previously assigned to our Law Enforcement Program as a staff analyst, has been promoted to Program Manager over our statewide health services program. As part of Chuck's previous position with CSEA, he was serving on your advisory committee.

To best serve the interests of specialized law enforcement people in the state, and after discussions with my staff and our law enforcement representatives, I would like to recommend state game warden, Wayne C. Caldwell, for consideration by the commission as Chuck's replacement on your advisory committee. Warden Caldwell has expressed a desire to serve on the advisory committee. My staff and our law enforcement representatives have recommended Warden Caldwell very highly to me.

As Warden Caldwell has served CSEA on the Law Enforcement and Public Safety Occupational Council for three years and has been recently reelected for another three-year term and based upon his knowledge and background in law enforcement matters, I would like to recommend him very highly for the position on your advisory committee.

E.O.
T.S.
ADM.
A.C.
S.&T.

MAR 9 9 38 AM '76
COMMISSION ON POST

Chief Wesley R. Barrett
March 5, 1976
Page 2

I believe you have received a full resume as to
Warden Caldwell's background in law enforcement.
Should you require any further information from me
or my staff, please do not hesitate to contact us
at 1108 "O" Street, Sacramento, 95814 or phone 444-8134.

Thank you for your consideration.

Sincerely,


Dan L. Western
General Manager

das

cc: Robert Bark ^{Ext.}
Jim Milbradt (229)
Wayne Caldwell
Robert Cress, Chairman
Advisory Committee

RESUME

NAME: Wayne C. Caldwell

AGE: 44

BIRTH DATE: July 26, 1929

BIRTH PLACE: Vernon, Texas

MARITAL STATUS:

Married to wife Penny Caldwell, in Las Vegas, Nevada on February 26, 1954. One daughter Cindy (married), age 20 years.

RESIDENCE:

Reside at 121 Lloyd Way, Auburn, California since 1968; own home, lived in Auburn since 1962, California since 1943.

MILITARY SERVICE:

U.S. Navy. Entered U.S. Naval Reserve Forces August 1947, transferred to active duty January 1951. Upon completion of Naval Air Cadet school was assigned to combat flight duty, carrier based aircraft. Served two (2) combat tours during Korean conflict. Honorably discharged November 1954.

FORMAL EDUCATION:

Graduate of Newport Harbor High School, Newport Beach, California. Graduate of U.S. Armed Forces Institute (AA) Jacksonville, Florida. After military service continued graduate study in a Police Science major at Orange Coast College, San Joaquin Delta College and Sierra College.

SPECIALIZED EDUCATION:

Have Advanced Certificate from California Commission on Peace Officers Standards and Training (POST). Am a graduate of Orange County Peace Officers' Academy; California Fish and Game Warden's Law Enforcement Academy and the FBI Firearms Instructor Training Academy. Also, hold certificates of specialized training in; Personnel Management and Supervision, Criminal Law, Homicide Investigation, Sex Crimes Investigation, Police-Community Relations, Burglary and Auto Theft Investigation, Juvenile Offenders and Narcotic Offenses, Care/Collection and Preservation of Evidence and Police Search and Rescue Techniques.

SYNOPSIS

LAW ENFORCEMENT EXPERIENCE AND TRAINING:

Law Enforcement experience spans 21 years full-time, diversified police work. Began Law Enforcement career in January of 1955 as a police patrolman for the city of Costa Mesa, California. During ensuing five years gained experience as a Traffic Officer in enforcement and accident investigation, Community Relations Officer for juvenile affairs, Senior Investigator Juvenile Division and Inspector, Bureau of Detectives in Crimes Against the Person Section.

On November 1, 1959 accepted an appointment with the Law Enforcement branch of California, Department of Fish and Game. Upon completion of the training academy was assigned as a Area Warden for the northern half of Los Angeles County at Palmdale. In November 1962 was appointed District Warden and transferred to Placer County in Auburn. During the ensuing 11 years have gained much indepth administrative experience and capability in managing Fish and Game Law Enforcement in the county which includes: Planning and coordinating field assignments, field supervision, preparation of district budget, management and supervision of cooperative hunting areas, plan and coordinate District Hunter Safety Training Schools, plan, coordinate and instruct in the annual San Juan School District "outward Bound" youth program at Camp Arcade (over 1,200 young people have completed this program since its inception), plan and participate in the annual Career Day Programs at Placer, Colfax and Del Oro High Schools, instruct at the Fish and Game Law Enforcement Academy, Instructor and Training Officer for deputized department personnel at training seminars and instruct at Sierra College and Placer High School in Fish and Game Law Enforcement and related subjects. Also, have full responsibility for field investigation of violations of Fish and Game and related codes and act as Patrol Captain and Inspector in absence of regular Captain and Inspector.

Am a member of the Auburn Masonic Lodge, Auburn Elks Lodge, Veteran of Foreign Wars, Northern California Peace Officers' Association and the California State Law Enforcement and Public Safety Council. Past Director for the California Fish and Game Wardens' Association, Advisor to the Placer County Fish and Game Committee and the Recreation and Planning Commission.

Memorandum

To : POST Commission

Date : April 8, 1976

From : Executive Director
Commission on Peace Officer Standards and Training

Subject: Legislative Report

The following summary shows the present status of current legislation of interest to the Commission.

Action Items

AB 1127 - Peace Officers: Specific Assignments (Suitt)

Would provide specific qualifications and training requirements for reserves.

Passed by the Assembly June 12, 1975; passed out of the Senate Judiciary Committee on March 16, 1976; still in Senate third reading. It is probable the bill will pass.

At the January 22-23, 1976 meeting, the Commission requested further study by staff on this bill which has been accomplished.

Recommended Commission position: Support in Concept

AB 2977 - District Attorney Investigators and Inspectors (Lockyer)

Would include peace officer members of a District Attorney's office under Penal Code Section 13510 for the purpose of receiving State aid.

On March 31, 1976, the Assembly Criminal Justice Committee approved an amendment which would remove the requirement that District Attorney personnel would be eligible for reimbursement from the Peace Officer Training Fund. Instead, language was substituted which would appropriate funds from the State General Fund and transfer such funding to POST for reimbursement. The bill is presently in the Assembly Ways and Means Committee; has not been set for hearing.

Recommended Commission position: Further Study

SB 575 - Training for Sex Crime Investigation (Robbins)

Requires POST to develop guidelines for sex crime investigation and to develop a special course of instruction relating to the investigation of sexual assault cases. Legislation currently carries no increase for POST staff to undertake the required activities.

Passed the Assembly Criminal Justice Committee on March 7, 1976; presently in Assembly Ways and Means Committee.

Recommended Commission position: Request legislative support to augment budget to permit sufficient staff to implement and maintain the program.

Information ItemsAB 1384 - Marshals of the Municipal Court (Tucker)

This bill would include peace officer members of the Marshals Department of the Municipal Court under Penal Code Section 13510 for the purposes of receiving State aid.

Received a do pass on March 30 from Senate Judiciary Committee; set for hearing on May 10 in Senate Finance Committee.

Previous Commission position: Oppose

SB 189 - Vehicle Offenses: Mailed Bail Deposits (Roberti)

Proposes a system of posting bail by mail and would repeal the system of penalty assessments.

Passed Senate January 28, 1976; will be heard on Assembly floor on April 8, 1976.

Previous Commission position: Neutral

SB 1232 - Bay Area Rapid Transit District (Nejedly)

Proposes that the Bay Area Rapid Transit District should employ a "police department" rather than a "security force" thereby making the District "as defined in Section 13507 of the Penal Code and eligible for reimbursement of training costs from the Peace Officer Training Fund.

Before the Assembly Ways and Means Committee; has not been set for hearing.

Previous Commission position: Neutral

Gene S. Muehleisen
GENE S. MUEHLEISEN

Memorandum

: POST Commissioners

Date : April 15, 1976

Executive Director

From : **Commission on Peace Officer Standards and Training**Subject: **Peace Officer Research Association of California (PORAC) Resolutions**

In December 1975, we received from PORAC President, Joe Aceto, four resolutions adopted at PORAC's November 1975 Annual Conference. Copies of the Resolutions are attached. The resolutions urge POST to take action on each of four subjects.

The Executive Director attended PORAC's Board of Directors' meeting in San Diego in January 1976, and provided them with a preliminary staff reaction to the resolutions; however, there remains a need to provide PORAC with a formal response. Following are the resolutions and staff recommendations:

1. Establish and maintain an accountability system of issued certificates. (Attachment "A")

Staff concurs with the need for stronger control over professional certificates. A number control system has been initiated. Each certificate now being issued has a control number. Further steps to tighten control over certificates will be considered by staff as a part of an overall review of the certificate program.

2. Reopen the "grandfather" clause for issuance of certificates. (Attachment "B")

Staff is of the opinion that there are significant and controversial issues involved with this request. Reopening the "grandfather" clause could, for example, be unfair to those officers who have acquired the certificates by undergoing training, attending college courses, and completing equivalency examinations. If Advanced Certificates were awarded as in the past, city and county administrators could object to blanket awards that would qualify additional personnel for bonus pay.

It is recommended that the POST Advisory Committee review this resolution, with input from associations represented, and make appropriate recommendations to the Commission.

3. Identify, classify, train and certify Field Training Officers (Attachment "C")

The Commission has certified courses for Field Training Officers, and pursuant to 832.3 P.C. has set requirements for the selection of Field Training Officers. POST Bulletin 74-16 states, in part:

"Designated field training officers shall be carefully screened and selected. Selection standards include:

- a. Possession of a POST Basic Certificate.
- b. Supervisor's nominations based upon the officer's
 - (1) Past and present performance;
 - (2) Skill in inter-personal relationships;
 - (3) Knowledge of training responsibilities;
 - (4) Verbal and teaching techniques;
 - (5) Comprehension of coach-pupil check sheet or field training guide.

Field training officers shall be periodically evaluated by trainees and supervisors."

Maintaining initial and continuing certification of "qualified" field training officers from the state level would be costly and time consuming. Such certification could also lead to demands to certify other functions of police categories.

There are many other problems which must be considered as higher priorities for consideration at this time.

It is recommended that PORAC be advised that the Commission cannot undertake this task at this time.

4. Undertake a study to provide the definition of a Peace Officer. (Attachment "D")

This is a greatly needed study for which interest seems to be growing in several quarters. Under present staffing priorities the POST staff does not have the capacity to

April 15, 1976

provide a study of this depth. It must, however, be viewed as a high priority item of great interest to all peace officer groups, to the Public Employees' Retirement System, and especially the Legislature. If and when the study is undertaken, it will be an extremely controversial issue. It is a "no win" issue for whomever or whatever agency or group conducts the research. The mere mention of the issue raises suspicion, challenges and mistrust by many peace officer groups who fear they will be reshuffled to a less prominent or more restrictive category.

Staff recommends the Commission take the following action at this time:

- a. Endorse the need for a study;
- b. Confer with the Senate Judiciary Committee and CPOA, who have recently expressed interest in developing such a study;
- c. Keep the Commission advised on the problem for any action deemed appropriate.

Gene S. Muehleisen

GENE S. MUEHLEISEN

Peace Officers Research Association of California

RESOLUTION

WHEREAS, PORAC is a professional organization dedicated to the up-grading of law enforcement in California; and,

WHEREAS, PORAC is a leading force in the drive toward police professionalism in California; and,

WHEREAS, PORAC established, in the 1973 Annual Conference, police licensing as a number one priority into legislative efforts toward the goal of police professionalism; and,

WHEREAS, PORAC supports the California Peace Officers Standards and Training Commission's certification program as presently the closest program to police licensing and professionalism in California; and,

WHEREAS, The POST Commission is dedicated to the up-grading and professionalism of law enforcement and controls the certificates issued; and,

WHEREAS, Accountability of issued certificates is needed to maintain the integrity of the certification program; now,

THEREFORE BE IT RESOLVED, that PORAC, at the 23rd Annual Conference urges the POST Commission to establish and maintain an accountability system of issued certificates.



Joe Aceto

JOE ACETO
State President

11-24-75

Date

Peace Officers Research Association of California

RESOLUTION

WHEREAS, The Commission on Peace Officers Standards and Training has the obligation to set standards for California Law Enforcement Members; and,

WHEREAS, POST has been given legislative authority to enforce these standards and ensure compliance with what has become recognized as minimum job knowledge requirements for all Peace Officers; and,

WHEREAS, All newly hired Peace Officers are thereby required to attend classes and display learned ability before they are allowed to function in their chosen profession; and,

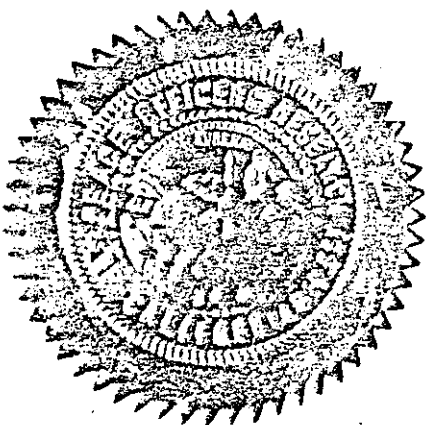
WHEREAS, POST has previously recognized the learned abilities of officers employed before these mandatory standards were enacted; and,

WHEREAS, For various reasons in different locations throughout the State some members of the profession were not credentialed during these limited periods of open certification; and,

WHEREAS, PORAC feels that these officers, by their day-to-day job performance, display the standards equal to or exceeding the standards of POST, and that these requirements were acquired through years of job experience; and,

WHEREAS, The time for certification has now expired and these officers are unable to gain recognition for their displayed abilities; now,

THEREFORE BE IT RESOLVED, that PORAC, at its 23rd Annual Conference, urges the POST Commission to recognize this need and reinstate the "grandfather" clause policy of acknowledging and certifying these Peace Officers.



Joe Aceto

JOE ACETO
State President

11-24-75

Date

Peace Officers Research Association of California

RESOLUTION

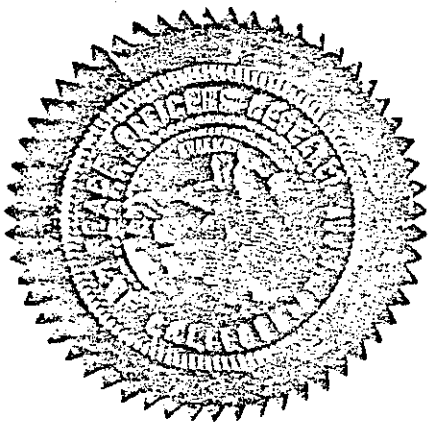
WHEREAS, The Commission on Peace Officers Standards and Training (POST) is responsible for the initial training, evaluating, and certifying of Peace Officers; and,

WHEREAS, It is a recognized fact that a novice officer with basic academy training has not achieved a conclusion to his Basic Training; and,

WHEREAS, This continued training should be under the direction of a person of exceptional ability; and,

WHEREAS, It is felt that this ability can be classified and acknowledged and that POST can and should certify a Field Training Officer; now,

THEREFORE, BE IT RESOLVED that PORAC urge the Peace Officers Standards and Training Commission to undertake the task of identifying, classifying, training and certifying Field Training Officers.



Joe Aceto

JOE ACETO
State President

11-24-75

Date

Peace Officers Research Association of California

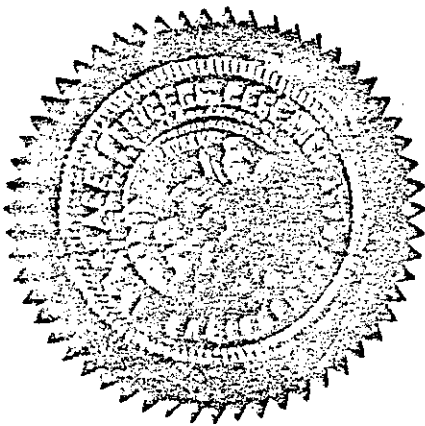
RESOLUTION

WHEREAS, There exists a substantial question throughout the state as to the definition of a Peace Officer; and,

WHEREAS, Effort to solve this problem has disclosed that the question has many facets that require research, examination, and review; and,

WHEREAS, The most qualified agency in the state to undertake this task is the Commission on Peace Officers Standards and Training (POST) who has access to information and ability to undertake this research; now,

THEREFORE, BE IT RESOLVED that the Peace Officers Research Association of California (PORAC) encourage POST to use their resource to obtain any or all solutions to this problem. And, further, that POST make recommendation to the Legislature of this State for action.



Joe Aceto

JOE ACETO
State President

11-24-75

Date