

Commission on Peace Officer Standards and Training
Commission Meeting/Public Hearing

AGENDA

October 19, 1978, 10 a. m. to 5 p. m.
Eureka Inn, 7th and F Streets
Eureka, California Phone: (707) 442-6441

October 20, 1978, 9 a. m. to 3 p. m.

- A. Open of Meeting - Introduction of Guests
- B. Approval of Minutes of July 27-28, 1978 Commission Meeting Action
- C. Consent Calendar Action

Note: Consent Calendar items will be placed on the regular agenda upon request by a Commissioner.

1. Financial Report - 1st Quarter F. Y. 1978/79

Report will be available at the meeting.

2. Course Certification/Decertification/Modification Report

Since July meeting, there have been six new certifications, two transfers of certification, 13 recertifications, 12 modifications and 8 decertifications.

3. Commissioner's Conflict of Interest Statements

This item placed on the agenda to verify Commissioners and affected staff comply with the law. October is anniversary date to file statements. Handout at meeting.

4. Letters of Resignation from Advisory Committee members Roberta Doran and James Grant, and approval of Resolutions of Appreciation.

5. Letter from CHP regarding re-appointment of L. A. Watkins as member of Advisory Committee.

6. Letter from Sheriff Duane Lowe, President, California State Sheriffs' Association, requesting appointment of Sheriff Roy Whiteaker as an Advisory Committee member to replace Sheriff James Grant.

7. Letter from Margaret Hartmann, President, W.P.O. A. requesting appointment of Barbara Ayres, Captain, Orange County Sheriff's Department, as an Advisory Committee member.

8. Report indicating terms of Advisory Committee public members Jay Rodriguez and Wm. J. Kinney expired September 1978.

9. Commission Policy and Procedures

This is a reaffirmation of policy decisions made by the Commission at a previous meeting. Upon approval, they become a part of the Policy Manual.

10. Clarification of Procedure F-1, Life Experience Degree Program

This addition to Procedure F-1 clarifies the Commission's intent insofar as credit for life experience is concerned in the issuance of any POST certificate.

11. Other Correspondence

D. Public Hearing

1. Regular Program Regulation Changes

a. Section 1003. Notice of Peace Officer Appointment/Termination

Would amend regulation to require Notice of Termination.

b. Section 1005 (b) Standards for Training - Supervisory Course (Required)

Amend regulation to limit reimbursement for Supervisory Course to officers appointed or who will be appointed to supervisory position within 12 months.

c. Section 1014. Training for Non-Sworn Personnel

Amend regulation to require prior approval of non-sworn personnel training only when training is not job specific for employee.

2. Changes in Reimbursement Procedures

Changes have been proposed for the Commission's reimbursement procedures. Although not required for public hearing, it has been Commission practice to allow public input on items of great interest.

a. Increase the Commuter Trainee Meal Allowance from \$3 to \$5 daily.

b. Allow for Resident Trainee reimbursement of subsistence expenditures, not to exceed an aggregate time period of 24 hours, while enroute to and from the course site and the trainee's headquarters.

c. Allow for reimbursement of expenses related to daily commuting from the trainee's lodging accommodation and the training site.

- d. Allow for reimbursement of travel expenses, in lieu of subsistence, on weekends and breaks in training.
- e. Allow for reimbursement of motor vehicle travel expenses for two or more trainees in lieu of air transportation, or when scheduled commercial air transportation necessitates greater subsistence/travel expenditures than where a motor vehicle is used.
- f. Provide a uniform and equitable means to determine salary rate to be claimed for reimbursement.

3. Technical Changes in Regular Program Regulations

It has been several years since the Commission's Regulations and Procedures have undergone systematic review and revision. Because this non-substantive cleanup does not require a public hearing, copies of this bulky material weren't mailed to every agency. Copies are available at the meeting room. If approved by the Commission, the language will become part of the completely revised, updated POST Administrative Manual which will be mailed to each agency by January 1979.

4. Specialized Law Enforcement Certification Program

- a. Section 1005. Standards for Training

New subsection (4) will be added to read:

Every specialized agency trainee shall satisfactorily meet the training requirements of the Basic Course, PAM Procedure D-1, within 12 months from the date of appointment as a regularly employed specialized peace officer; or for those specialized agency trainees who have not completed the Basic Course, the chief law enforcement administrator may elect to substitute the Specialized Basic Investigators Course, PAM Procedure D-12.

- b. Section 1005 (d), Advanced Officer Course, to be required for all specialized peace officers.
- c. Amend Commission Procedure D-7, Specifications for Approved Courses, by designating the Advanced Officer Course as the standard which satisfies P.C. 13510.5 relating to specified state agency peace officers.
- d. Section 1002 (a), the required reading examination, shall apply to specialized peace officers.

- e. Amend Procedure F-1, Certification Program, to allow qualified specialized agency peace officers to be eligible for POST Supervisory and Management Certificates.
- f. Add Section 1009, which merges the Specialized Regulations into the Regular Regulations and establishes revised Specialized Agency entry standards for new entrant agencies, but does not apply to agencies presently in the program.

E. Budget Review Committee

- Committee Chairman Anthony will present recommendations for the F. Y. 1979/80 Budget, resulting from the August 23rd meeting. Action
- Update on Data Processing proposals. Information
- Update on POST facilities in new D. O. J. building. Information

F. Reimbursement Policy Review Discussion

Action

The Commission will discuss alternative aid-to-local-government reimbursement policies for both the present fiscal year and for 1979-80. This will result in direction to the staff for further research and preparation of data for the Commission's deliberation at the January meeting.

G. Advisory Committee

Action

Committee Chairman George Tielsch will report on his Committee's activities and recommendations regarding:

- Advanced Officer Training
- Others

H. Future Basic Training Requirements Committee

Action

Committee Chairman Jackson will present recommendations from the Committee relative to the study.

I. Reserve Officer Standards Implementation

Information

An oral report will be given to the Commission detailing reactions from the field and expected implementation problems.

J. Extended Format for Basic Course

Action

The attached report is a discussion of informal requests for consideration to present the regular Basic Course in an extended format primarily in order to accommodate reserve officer training.

Friday, October 20, Reconvene at 9 a. m.

- K. Appeal of Public Safety Educators Action
- A representative of Public Safety Educators, Inc., will appeal Executive Director's decision to deny course certification of "Officer Survival" Course.
- L. Legislative Review Committee Action
- Committee Chairman Ellingwood will present his Committee's report.
- M. Validation Committee Status Report
- Committee Chairman Grogan will give a status report on the L. E. A. A. -funded Validation Project.
- N. Control Data Proposal Information
- The Control Data Company, at no cost to POST, desires to develop a Reserve Officer Course package which can be presented in remote locations through its 'PLATO' System. Representatives of the company will be in attendance.
- O. Exemplary Document - Peace Officer Family Stress Action
- Recommendation to purchase and distribute an exemplary document "You Know You're A Peace Officer's Wife When . . .".
- P. Old/New Business
1. Basic Course Revision - Project Update Information
2. Contract Policy - For Information and Discussion
- Q. Election of Officers for 1979
- R. Dates of Future Meetings/Hearings - 1979
- January 18-19, Southern California
 April 19-20, Northern California
 July 26-27, Southern California
 October 18-19, Northern California
- S. Adjournment

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

July 27-28, 1978
Sheraton Inn - Airport
San Diego, California

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

Commissioners present:

Louis L. Sporrer	- Chairman
William J. Anthony	- Commissioner
Brad Gates	- Commissioner
Robert F. Grogan	- Commissioner
Kay Holloway	- Commissioner
Jacob J. Jackson	- Commissioner
William B. Kolender	- Commissioner
Edwin R. McCauley	- Commissioner
Nathaniel Trives	- Commissioner
Joe Williams	- Commissioner
Herbert E. Ellingwood	- Representative of the Attorney General (7/28 only)

Advisory Committee present:

George P. Tielsch	- Chairman
Robert Wasserman	- Vice-Chairman
Wayne C. Caldwell	- Member
Roberta Doran	- Member
James H. Grant	- Member
William J. Kinney	- Member
Edwin Meese, III	- Member
C. Alex Pantaleoni	- Member
Dale Rickford	- Member
John Riordan	- Member
Jay Rodriguez	- Member
J. Winston Silva	- Member
Larry A. Watkins	- Member

Staff Present:

William R. Garlington	- Executive Director
David Y. Allan	- Bureau Chief, Operations Division
Bradley W. Koch	- Director, Administration Division

Staff - cont.

Otto Saltenberger
Gerald E. Townsend
George W. Williams
Imogene Kauffman

2.

- Assistant Director
- Director, Operations Division
- Chief, Special Projects Bureau
- Executive Secretary

Visitors:

Dennis Anner
Charles Arolla
Dorothy Baggett
Jackie Baird
Harold Barker
J. Barney
Lonnie Beard
Richard Beckman
John Bees
Richter Borch
Joseph Brown
Quentin W. Brown
Robert E. Buckley
Frank Budd
Brad Bunker
Ronald J. Campbell
Ben Clark
Fred Coburn
Rod Craig
Dan Cromp
John A. Davis
Don Dawson
John F. Duffy
Jerry Earp
Seth Easley
Keith Enerson
Don Fach
Donald Freitas
S. George
Colonel Louis O. Giuffrida
* J. Gray
Bob Hagler
William D. Hall
Tom Hicks
Ray Holloway
Phillip Jackson
George D. Joseph
Phillip Joseph
Ronald Kaldor
Bill Kinglevick
Richard Klapp
Al Knox
Dennis W. LaDucer
Mark Layhew
*Bob Griffeth

- Compton Police Department
- Santa Clara Police Department
- California State University, Long Beach
- California State Universities and Colleges
- Assistant Sheriff, San Mateo County
- Department of Motor Vehicles
- Sacramento County Sheriff's Department
- Santa Ana Police Department
- Simi Valley Police Department
- Simi Valley Police Department
- Newport Beach Police Department Reserves
- Santa Barbara Police Department
- Modesto Training Center
- Associate Dean, Riverside City College
- Vernon Police Department
- Pacifica Police Department
- Sheriff, Riverside Sheriff's Department
- Chief, Bishop Police Department
- Fresno County Sheriff's Department
- L. A. County Sheriff's Department
- San Mateo County Sheriff's Department
- Saddleback College
- Sheriff, San Deigo County Sheriff's Department
- El Cajon Police Department
- Calif. State D. A. Investigators' Association
- San Diego Police Department
- Chief, La Mesa Police Department
- San Mateo County Sheriff's Department
- Chula Vista Police Department
- California Specialized Training Institute
- San Diego
- Fresno County Sheriff's Department
- Imperial County Sheriff's Department
- Chief, San Jacinto Police Department
- California Highway Patrol
- California Reserve Peace Officers Association
- Inglewood Police Department
- Torrance Police Officers' Association
- Attorney, Pasadena
- Oceanside Police Department
- San Francisco Police Department
- South Gate Police Department
- Orange County Sheriff's Department
- Simi Valley Police Department
- Orange County Sheriff's Department

Fred Lear
 Arthur G. Le Blanc
 W. M. Mahurin
 Eugene L. Majors
 Gerald J. Martin
 Martin J. Mayer
 Joe Mc Keown
 Don Meyers
 Louis F. Molina
 Lee Monahan
 Charles Montero
 Warren Nunagy
 Jerry O'Brien
 Donald R. Oliver
 David B. Parker
 Jack Pearson
 Norm Phillips
 Harold C. Plummer
 Phillip L. Pounders
 Vern Renner
 Mel Risch

 O. J. Roed
 Lou Scanlon
 Craig Shilts
 Kip Skidmore
 William B. Smith
 Les Sourisseau
 E. M. Spatz
 E. G. Staal
 Dick Staniland
 Bernie Swaim
 Tristram Swan
 Doug Tebbe
 Marshall Townsend
 A. Varas
 Larry Vaughn
 Fred Villella
 Ronald Wand
 Ron Way
 P. M. Wheeler
 Barbara Wiles
 Dr. Herman L. Wiles
 Bill Williams
 Norwood E. Williams
 Cliff Yarger
 Joe Yelverton

- San Diego Marshal
- Chief, Coronado Police Department
- Academy of Defensive Driving
- San Bernardino County Sheriff's Department
- California Specialized Training Institute
- League of California Cities
- Contra Costa Criminal Justice Trng. Center
- D.O.J. Advanced Training Center
- Anaheim Police Department
- Oxnard Police Department
- California Reserve Peace Officers' Association
- National City Police Department
- Academy of Defensive Driving
- San Diego Sheriff's Department
- College of the Sequoias
- President, P. O. R. A. C.
- South Gate Police Department
- Los Angeles County Sheriff's Department
- San Bernardino County Sheriff's Department
- C. J. R. S., San Jose
- Arizona Law Enforcement Officer Advisory Council
- Control Data Corporation
- San Diego Police Department
- Santa Clara Police Department
- Management and Manpower Services, D.O.J.
- San Mateo County Sheriff's Department
- Montebello Police Department
- Imperial Beach Police Department
- Redondo Beach Police Department
- Oxnard Police Department
- San Diego Police Department
- Huntington Beach Police Department
- San Jacinto Police Department
- State Police
- Redondo Beach Police Department
- Academy of Defensive Driving
- California Specialized Training Institute
- Sonora Police Department
- San Diego County Sheriff's Department
- Imperial Police Department
- Control Data Corporation
- Control Data Corporation
- Compton Police Department
- Santa Ana Police Department
- Newport Beach Police Department
- San Diego Sheriff's Department

A. Open of Meeting - Introduction of Guests

The meeting was well-attended with over 150 visitors, and was a joint meeting with the Advisory Committee. All Commissioners and Committee members were in attendance.

B. Approval of Minutes of April 20-21, 1978 Meeting

MOTION - Trives, second - Kolender, carried unanimously for approval of the minutes of the quarterly meeting of April 20-21, 1978.

C. Consent Calendar

MOTION - Grogan, second - Holloway, carried unanimously for approval of the consent calendar with exception of individual action taken on Item 4, Course Certification/Modification/Decertification Report, as shown.

1. Financial Report - F. Y. 1977/78

Analysis of Peace Officer Training Fund, F. Y. 1977/78 is made Attachment "A" of these Minutes.

2. Report of final approval of F. Y. 1978/79 Budget

3. Yearly Contract Report

A summary of contracts and letters of agreement for F. Y. 1977/78 was presented.

4. Course Certification/Modification/Decertification Report

Since the April meeting, there have been 38 certifications, 6 modifications, and 14 decertifications, as shown on Attachment "B" of these Minutes. Individual action was taken on two items, as follows:

4. Executive Development Seminar - Terrorist

MOTION - Anthony, second - Gates, carried unanimously CSTI is the contact agency for presentation of terrorism courses. Certification will be given to additional courses on terrorism only after consultation with CSTI determines need and appropriateness.

6.b. Commission Policy re. Certification of Labor Negotiation Courses

MOTION - Jackson, to amend previously adopted policy

to read:

"The Commission will not certify any course which trains only one side of management or rank-and-file in labor negotiations, but will treat certification requests, which objectively present the negotiation process, as any other potentially certifiable request."

Motion died for lack of a second.

MOTION - Trives, second - Anthony, carried unanimously that the issue be referred to Agenda Item M, "Appeal of Professor McAndrews regarding denial of certification of course, "Employee Relations in Law Enforcement".

5. Staff Organization and POST Objectives for 1978/79

This report contained organization charts reflecting administrative budget reductions effective July 1, 1978. It also evaluated staff objectives from 1977 and detailed staff objectives for 1978/79. The complete report is on file at POST headquarters.

6. Commission Policy

This report detailed policy decisions made by the Commission at a previous meeting to become a part of the Commission Policy Manual:

- a. Basic Course Certification
(Defines the act of "Commission certification")
- b. Certification of Labor Negotiation Courses

7. Resolutions

- a. Resolution of appreciation for Donald McIntyre, City Manager of Pasadena, for his four dedicated years as a POST Commissioner.
- b. Resolution of appreciation to retiring Assistant Director Ed Toothman for his outstanding 11 years of service to the Commission.
- c. Resolution of appreciation to retiring State Senator Dennis Carpenter for his exceptional legislative assistance to the Commission.

8. Correspondence

D. Public Hearing

1. Definitions of "Certified" and "Approved" Courses and add new Section 1007, Standards for Approved Courses.

Ronald Kaldor, Attorney at Law, representing Community College Consultants, addressed the Commission to request consideration of an addition to proposed regulation Section 1007, a request for designation of private training institutions also be provided in PAM D-7.

It was agreed inasmuch as staff had just received this proposal, the matter of certifying private training institutions be deferred until staff has ample opportunity for analysis.

There was no further discussion from the audience on this matter.

MOTION - Jackson, second - Holloway, carried unanimously to approve the public hearing proposal:

1. Amend Section 1001 (d) and (v) to read:

- (d) "Certified Course" is a formal program of instruction for law enforcement for which the Commission approves individual presentations for the purpose of maintaining quality control.
- (v) "Approved Course" is a curriculum that is determined by the Commission to satisfy a legislative mandate. Approved courses are described in Section 1007 of the Regulations.

Amend Section 1005, Minimum Standards for Training, to read:

1005. (g) Approved Courses (Legislatively Mandated)

- (1) Approved Courses are mandated by the Legislature for selected peace officers and other groups.
- (2) Requirements for Approved Courses are set forth in PAM, Section D, "Approved Courses."

Add New Section 1007

1007. Standards for Approved Courses

State law requires the Commission to establish curriculum standards for various kinds of peace officers and other groups. Standards for the following

approved courses are provided in PAM D-7. The Commission may designate training institutions or agencies to present approved courses.

Penal Code Section

832 Arrest and Firearms
 832.1 Airport Security
 832.3 Basic Course
 832.6 Reserve Peace Officer
 12002 Baton for Private Security
 12403 Chemical Agents for Peace Officers
 12403.5 Chemical Agents for Private Security
 13510.5 State Agency Peace Officers
 13516 Sex Crimes Investigation

Vehicle Code Section

40600 Traffic Accident Investigation

Civil Code Section

607f Humane Officer Firearms Course

2. Proposal to re-establish citizenship as a Commission standard for employment as a California peace officer.

MOTION - Holloway, second - Trives, carried unanimously to remove this item from the agenda until the 9th U. S. District Court reconsiders the Chavez-Solido v. Cabell case which deals with peace officer citizenship requirement.

3. Reserve Officer Standards

After hearing testimony from PORAC President Jack Pearson and Riverside County Sheriff Ben Clark, who spoke in support of the regular Basic Course as a Level I reserve training standard; 13 representatives of law enforcement departments and associations spoke in support of the Advisory Committee's recommended standards. At the close of public testimony, the following action was taken:

MOTION - Gates, second Holloway, motion carried (Noes: Kolender and Jackson) to adopt all the POST Advisory Committee recommended standards:

Level I Reserve: (1) 200-hour course prescribed by POST and
 (2) 200 hours of structured training using the POST Field Training Manual as a suggested guide.

- Level II Reserve: (1) A certified PC 832 course (40 hours)
 (2) A minimum of 40 hours of classroom instruction to include First Aid, CPR, and the role of the backup officer. (80 hours total)
- Level III Reserve PC 832 Course (40 hours)

Selection Standards: Apply all Government Code requirements for peace officers as specified in Government Code Sections 1029-1031

Certificates:

- Eligibility** Only reserve officers qualified for Level I assignment will be eligible for award of a professional reserve officer certificate.
- Requirements** Completion of Level I training requirement (200-hour course prescribed by POST and 200 hours of structured field training), and
- Completion of 200 hours of work experience while assigned to the prevention and detection of crime and the general enforcement of law, and
- Endorsement by agency head.

Requirements for Grandfathered Reserve

Grandfathered reserves will be allowed to take the Basic Course Equivalency Exam (BCEE). If they pass the test, the certificate will be awarded upon their designation as Level I reserves and endorsement by their department head. If they fail the test, they will be required to meet all new requirements for certificate issuance.

MOTION - Jackson, motion died for lack of a second, for adoption of the same training standards for regular officers as had just been adopted for reserve officers.

E. Aid to Local Government Reimbursement

The Commission engaged in a lengthy discussion regarding the requests from several agencies to increase the salary reimbursement rate.

MOTION - Grogan, second - McCauley, carried unanimously to continue salary reimbursement at the present level of 60% until the January 1979 Commission meeting at which time the effects of Proposition 13 on law enforcement will be reviewed again.

F. Advisory Committee

Committee Chairman Tielsch presented the Advisory Committee's recommendations to the Commission regarding the Advanced Officer training requirement.

MOTION - Trives, second - Grogan, for adoption of the Advisory Committee's recommendations.

- Question not called -

SUBSTITUTE MOTION - McCauley, second - Anthony, carried unanimously that the Advanced Officer Course not be increased from 20 hours to 40 hours.

Following discussion of the related issues, there was direction from the Chairman, Commission concurring, that the issue be re-assigned to the Advisory Committee to re-examine the questions that had been discussed. The Commission will take action on the issues at the October meeting.

G. Specialized Law Enforcement Committee

Committee Chairman Anthony reported on the Committee's recommendations for continuance of the public hearing at the October Commission meeting.

MOTION - Kolender, second - Trives, carried unanimously to adopt the Committee's recommendations for the Specialized Program standards for the public hearing agenda October 19, 1978, as set forth on the proposed bulletin, Attachment "C" of these minutes.

H. POST Selection Standard -- Reading Skills Test

MOTION - Grogan, second - Kolender, carried unanimously to delay enforcement of the reading skills requirement in Regulation 1002 (a)(7) indefinitely and await the Validation Studies Project reading-skills findings.

It was suggested by Commissioner Trives that consideration be given to the possibility that certification of reading ability be determined by the Department of Employment prior to hiring a recruit.

I. Future Basic Training Committee

Committee Chairman Jackson reported on the findings from the two Committee meetings held to date. Three future basic training suggestions were identified for consideration at the next meeting scheduled in late September.

They are:

1. Require completion of a basic course as a prerequisite for employment. Include only universally applicable training as required basic training.
2. Modify current policy of local option; continue reimbursement to jurisdictions which choose to train employees after employment but support open enrollment and provide an incentive to jurisdictions that hire pre-trained officers. Ameliorate cost problem by adoption of standard trainee salary which would be substantially lower than starting patrolman/deputy salaries.
3. Using performance objectives, identify universal conceptual objectives, universal psychomotor objectives, and local objectives. Universal conceptual objectives could be required as a prerequisite and integrated into the pre-service degree program. The entry examination could be job-knowledge test based on performance objectives.

J. Legislative Review Committee Report

Committee Chairman Ellingwood presented the Committee report, as follows:

S. B. 1808 - POST Specialized Law Enforcement Certification Program

MOTION - Ellingwood, second - Gates, carried unanimously that the Commission continue to oppose.

ACR 144 - Joint Committee on Peace Officer Classification

MOTION - Ellingwood, second - Grogan, carried unanimously to support the Joint Committee's study of peace officer classes, powers, duties, training, etc., and that staff assist the Committee.

S. B. 1126 - Basic Course: Preferential Enrollment for Employed Officers

MOTION - Ellingwood, second - Holloway, carried unanimously for Commission support of S. B. 1126.

Proposed Study on Private Security

MOTION - Anthony, second - Jackson, motion carried, (Sporrer - No) with the guidance of the Legislative Review Committee, staff study the relationship between law enforcement and private security with the following objectives:

1. Identify the problem through meetings with law enforcement agency administrators and other concerned groups and solicit their suggestions for resolution of the problem.

2. Develop recommended legislation for improved state and/or local regulation of the private security industry.
3. Consider the degree and need of POST involvement, if any.

Status of Legislation

No action required. The Status of Legislation for 1978 Report is made Attachment "D" of these minutes.

K. Validation Committee Status Report

Committee Chairman Grogan gave a status report on the L.E. A. A. -funded Validation Project. No action was necessary.

L. Approval of October 1978 Public Hearing Agenda

1. Travel Reimbursement Plan Revisions

Individual motions carried unanimously for approval of proposed substantive amendments to Regulation Sections 1003, 1005(b), 1014, and Procedure E. The proposed regulation amendments, to go to public hearing at the October meeting, are made Attachment "E" of these minutes.

2. Technical Modifications of Regulations

MOTION - Anthony, second - Grogan, carried unanimously for approval of proposed technical amendments to the Regulations.

M. Appeal

Professor Ian McAndrews, California State University, Sacramento, addressed the Commission to appeal the Executive Director's decision to deny course certification, "Employee Relations in Law Enforcement." He stated the course meets the objectives of the need for both management and employees to understand the negotiation process, and that the simulation technique used is a required tool for education.

MOTION - Trives, second - Jackson, motion failed that the appeal be granted.

In the discussion that followed, there was consensus the field of labor negotiation process was not in the purview of law enforcement training and in conflict with POST policy.

JULY 27, 1978

MOTION - Trives, second - Jackson, carried unanimously that the Commission will not certify any course dealing with labor negotiations as set forth in the policy established at the March 25, 1977 Commission meeting.

The Executive Director questioned if it was the Commission's wish that all material relating to labor negotiations be removed from presently authorized curricula.

There was consensus it should be removed only if specific problems arise.

N. Contracts

1. CPOA Legislative Update Seminars and Legislative Manual

MOTION - Grogan, second - Trives, motion carried (Jackson abstaining) for approval of a contract for 16 presentations of a 6-hour legislative update seminar at a total cost of \$12,688; contract for purchase of 4,000 legislative update manuals at a cost of \$4 each, for a total cost of \$16,000; reimbursement for the seminar under Plan IV.

MOTION - Grogan, second Trives, carried unanimously for approval of contracts No. 2, 3, 4, 5, and 6 as follows:

2. Executive Development Course - Thomas H. Anderson (contract renewal)
3. Management Course - Humboldt State University (contract renewal)
4. Management Course - Cal. State University, San Jose
5. Management Course - Cal. State University, Northridge
6. Management Course - Cal. State University, Long Beach
7. CSTI F. Y. 1978/79 (Contract modification)

The Commission Contract Review Committee's interim Chairman Grogan reported that due to receipt of added CCJP funding, CSTI would not use \$179,000 of the original POST contract funds.

In discussing the request for recertification, CSTI requested modification of its contract to include new courses Contingency Planning for Hazardous Materials, Nuclear Site Security, Advanced Terrorism Analysis, Juvenile Investigation, and Robbery Investigations.

MOTION - Grogan, second - Holloway, motion carried (Gates - No) for approval of modification of CSTI's contract.

8. Law Enforcement Report Writing Course

MOTION - Trives, second - Holloway, carried unanimously for approval of a contract with Bruce Olson, Ph. D. to train up to 300 students in 15 offerings of the Law Enforcement Report Writing Course at a cost not to exceed \$35,227.95.

Chairman Sporrer, also Chairman of the Commission's Contracts Committee, requested to be removed from the Committee. Commissioner Gates was appointed to chair the Contracts Committee.

O. Appointment of Budget Review Committee and Meeting Date

The 1977 Budget Review Committee was re-appointed, as follows:

William Anthony	-	Chairman
Brad Gates	-	Member
Jacob Jackson	-	Member
Kay holloway	-	Member
Ed McCauley	-	Member

The Budget Review Committee will meet at POST headquarters, Wednesday, August 23 at 10 a. m.

P. Election of Vice-Chairman

Due to the termination of appointment of past Vice-Chairman McIntyre, the election of a new Vice-Chairman was in order.

Nominations for Vice-Chairman for remainder of 1978 were opened. Commissioner Anthony moved that Commissioner Robert Grogan be nominated; Commissioner Holloway seconded the motion; Commissioner Gates moved the nominations be closed, and a unanimous vote was cast in favor of the nominee.

Q. Old/New Business

1. Police Vehicle Accident Study Report

Bureau Chief Dave Allan presented a synopsis of findings, conclusions, and recommendations. The Final Report, which contains more definitive findings and conclusions, will be completed by September 1978. It will be forwarded to the Senate Finance Committee, as required, and distributed to all law enforcement agencies in the State.

MOTION - Anthony, second - Holloway, carried unanimously for approval of the recommendations as shown on Attachment "F" of these minutes.

a. Driver Training Allocation

MOTION - Holloway, second - Anthony, carried unanimously for approval of the following:

Tuition-based driver training allocations be provided to:

Academy of Defensive Driving		
532 trainees @ \$286 average	=	\$152,152
California Highway Patrol Academy		
432 trainees @ \$226 average	=	<u>97,632</u>
		\$249,784

And, it is required that departments which participate in reimbursable tuition-based driver training programs will collect and analyze police vehicle accident statistics, maintain current data, and establish accident review procedures designed to evaluate and reduce their accident problem.

2. Implementation of Revised Basic Course (BCEE)

Because equivalency evaluations requested prior to the effective date of the revised standard of 400 hours (July 1, 1978) have not been cleared, and all applicants approved for the BCEE did not take the test prior to July 1, the following action was taken:

MOTION - Trives, second - Anthony, carried unanimously for approval of the following:

All applicants for Basic Course equivalency waivers are subject to the training requirements in force at the time of equivalency request. Applicants for whom equivalency waivers were requested prior to July 1, 1978, may take the BCEE subject to the 200-hour minimum only if employed prior to January 1, 1979.

3. Cutoff Date for Agenda Items

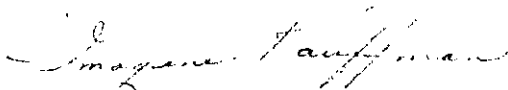
There was direction from the Chairman all agenda item material be sent to Commissioners at least two weeks before Commission meetings. Items that cannot be finalized by that time are to be held for the next Commission meeting. Quarterly Financial Reports are excepted.

R. Dates of Future Meetings/Hearings

October 19-20, Eureka Inn, Eureka, California
January 18-19, 1979, Southern California
April 19-20, 1979, Northern California
July 26-27, 1979, Southern California
October 18-19, 1979, Northern California

S. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 12 Noon.



I. Kauffman
Executive Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ANALYSIS OF CHANGE IN

PEACE OFFICER TRAINING FUND

Accumulated Resources July 1, 1977		\$ 3,476,711.00	
Revenue July 1, 1977 through June 30, 1978		<u>13,368,339.79</u>	
Total Resources			\$16,845,050.79
 <u>Expenditures</u>			
Administrative Costs		2,457,925.65	
Aid to Local Governments			
Reimbursement for training claims received	\$10,550,977.58		
Letters of Agreement	54,128.21		
Contractual Services	<u>566,224.76</u>		
Total Aid to Local Governments		<u>\$11,171,330.55</u>	
Total Expenditures			<u>\$13,629,256.20</u>
Unadjusted Accumulated Resources June 30, 1978			\$ 3,215,794.59
Less: Accounts Payable			\$ 1,371,061.45
Adjusted Accumulated Resources June 30, 1978			\$ 1,844,733.14

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Course Certification/Modification/Decertification		Meeting Date July 27-28, 1978
Division Standards and Training	Division Director Approval <i>Paul Koch</i>	Researched By Bradley W. Koch
Executive Director Approval <i>W. J. ...</i>	Date of Approval July 7, 1978	Date of Report June 30, 1978
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 _____).

The following courses have been certified, modified or decertified since the April 20-21, 1978 Commission Meeting:

CERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Spanish for Peace Officers	BI Language Services	Technical	III	\$ 64,800

Summary:

The course is designed to develop the officer's ability to carry on a basic conversation in Spanish. Instruction will be as a group, but will also be directed at individual proficiency. Grammar is not emphasized, except indirectly. The course will be taught at local police or sheriff facilities to on or off-duty, full-time law enforcement personnel. Course format provides for a minimum of 10 hours of instruction each week, for ten weeks.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Phencyclidine and Clandestine Laboratory School	Los Angeles Co. Sheriff's Department	Technical	IV	\$ 6,533

Summary:

The Los Angeles County Sheriff's Department will present two, one-day seminars on PCP. The seminars will cover the history, effects, use, scientific investigation, laws and methods of handling PCP and its users. One seminar will be presented in the south and one in the north. The need is immediate for this type of training.

Utilize reverse side if needed

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Commercial Vehicle Enforcement	Los Angeles Co. Sheriff's Department	Technical	IV	\$ 2,587.50

Summary:

The course will acquaint officers having traffic responsibility with federal, state and local laws pertaining to commercial vehicles. The officers will be provided with a working knowledge and experience in the inspection of commercial vehicles. The California Highway Patrol (Sacramento) is the only presenter of this course. There is an established need in southern California for the training.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Exec. Development Seminar-Terrorist	FBI, Sacramento	Technical	IV	\$ 9,232

Summary:

The FBI has invited top administration from 100 local, county, state and federal level law enforcement agencies to participate in an 18-hour seminar in terrorism. The instructors are from the FBI Academy at Quantico, Virginia and they will be speaking on the terrorist problem. They will cover the international, the national and the state situation. Included are some "how-to" in hostage negotiations and planning function on combating terrorism.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Homicide Institute	Rio Hondo College	Technical	II	\$ 44,528

Summary:

Criminal Investigation was a number one priority identified in the POST Training Needs Assessment study. The two 1977 offerings were filled within one week after the course announcements were mailed to agencies by the college. In addition to the Federal Bureau of Investigation, instructors will include investigators from the following local agencies: Los Angeles Police Department, Los Angeles District Attorney's Office, Los Angeles County Coroner's Office and San Jose Police Department.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Crisis Identification & Management	DOJ-Advanced Training Center	Technical	Contract	-0-

Summary:

DOJ was requested by POST to develop and present a Crisis Course wherein all materials used are free from copyright action. Funds for the course are to be taken from the modified 1977/78 contracts. Course is needed to fill void left when other presenters were decertified.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Supervisory Course	Orange Co. Sheriff's Department	Supervisory	II	\$ 217,280

Summary:

Recertification of existing course. Course is 80 hours in length, intensive format. Approximately 160 officers to be trained per year at a cost of about \$679 per officer. Supervisory Course will be taught in the Performance Objective format. There are no other Supervisory Courses in the area utilizing performance objectives. CEI's indicate the courses are satisfactory.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Operations	Allan Hancock College	Technical	II	\$ 9,400

Summary:

This replaces, in part, a course formerly certified to the "Central Coast Counties Consortium." See attachment.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Operations	Santa Barbara City College	Technical	II	\$ 9,400

Summary:

This replaces, in part, a course formerly certified to the "Central Coast Counties Consortium." See attachment.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Management	NCCJTES, Santa Rosa Center	Technical	IV	\$ 7,000

Summary:

This course was previously certified for one presentation in November 1977. It is a forty-eight hour, six-day course designed to meet the requirement of Administrative Code Section 1021 for all custodial personnel in Type II and Type III custodial facilities. Only one Jail Management Course is presently certified and that course is presented in southern California. The need for this course is well established by the Training Needs Assessment. Presently the course is ranked as priority II.

Summary: (Continued)

The proposed 48-hour course addresses the needs of medium and small, as well as larger sized detention facilities. The course will emphasize the jail, its operations, its personnel and its management as a critical component of the administration of justice system. The maximum number of students will be 25 in a live-in condition to increase maximum student participation and interaction. The 48-hour course will cost POST approximately \$280 per student.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Academy of Justice, Riverside	Technical	II	\$ 9,600

Summary:

This course is designed to meet the training requirements of CVC Section 40600 for officers assigned to the accident investigation function. Based on the approved CHP course, it covers types of causing violations, accident scene procedures, reporting, follow-up and prosecution.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Bakersfield College	Technical	II	\$ 33,420

Summary:

This job-specific course is designed to fulfill the requirements of CVC Section 40600. The course is directed to officers responsible for traffic accident investigation in their respective departments. Completion of this course will qualify an officer to write a notice of violation for a nonviewed, nonfelony traffic offense which is a factor in a traffic accident. Traffic investigation is priority one, rank order 2 in Zone 8 in the Training Needs Assessment.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Los Angeles Police Department	Technical	II	\$ 33,696

Summary:

This is a 40-hour, intensive format course. There will be 5 presentations for a total of approximately 150 trainees. The subject matter will cover all traffic investigator functions and will satisfy the requirements for Vehicle Code Section 40600. This course is in the job-specific category. Primary user of the course will be the Los Angeles Police Department personnel.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Rio Hondo College	Technical	II	\$ 18,200

Summary:

This is a Basic Traffic Accident Investigation Course designed to meet the requirements of California Vehicle Code Section 40600. The course is offered to police personnel who have a primary traffic accident investigation responsibility.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	State Center Peace Officer Academy-Fresno City College	Technical	II	\$ 22,280

Summary:

This job-specific course is designed to fulfill the requirements of CVC Section 40600. The course is directed to officers responsible for traffic accident investigation in their respective departments. Completion of this course will qualify an officer to write a notice of violation for a nonviewed, nonfelony traffic offense which is a factor in a traffic accident. Traffic investigation is rank ordered number 2 in Zone 6 in the Training Needs Assessment. A total of 90 officers will be trained at a cost of \$22,280 to the POTF.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Managing Patrol Operations	Thomas H. Anderson	Technical	IV	\$ 6,699

Summary:

Thomas H. Anderson has entered into an agreement, at POST request, with the National Institute of Law Enforcement and Criminal Justice (a branch of Law Enforcement Assistance Administration) to present one seminar on Managing Patrol Operations. Exemplary programs will be presented to chiefs or designated personnel for management of patrol operations.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Managing Criminal Investigations	CSPU, Continuing Education	Technical	III	\$ 7,350

Summary:

California State Polytechnic University, Pomona has entered into an agreement, at POST request, with the National Institute of Law Enforcement and Criminal Justice (a branch of Law Enforcement Assistance Administration) to present one seminar on Managing Criminal Investigations. Exemplary programs will be presented to chiefs or designated personnel responsible for management of criminal investigations.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Introduction to Crime Analysis	DOJ-Advanced Training Center	Technical	IV	\$ 13,050

Summary:

This course will enable students to analyze crime reports both statistically and through the use of key-sort cards. Teaching segments include: definition of averages; standard deviation; correlation; use of key-sort; mapping and graphing techniques; forecasting techniques; frequency distribution; cluster analysis. Commission has approved this one of the 19 courses covered in umbrella contract.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Visual Investigation Analysis	DOJ-Advanced Training Center	Technical	IV	\$ 7,337

Summary:

This is an 8-hour training course in the development and use of charting techniques for investigative purposes. The techniques learned in this course serve as a practical tool for monitoring and scheduling investigative efforts as well as for making visual presentations of investigative results. Commission has approved this as one of the 19 courses covered in umbrella contract.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Investigation & Prosecution of Pornography	DOJ-Advanced Training Center	Technical	IV	\$ 9,783

Summary:

This program is an extension of the Attorney General's five (5) day seminars on "Investigation & Prosecution of Organized Crime in Pornography. It is specifically geared to the needs of small city and rural community law enforcement agencies. The material will cover such areas as organized crime involvement, red light abatement, unfair and fraudulent business practices, child pornography, civil investigations, and case and court preparation. This course will be offered as an option to one of the other 8-hour courses offered in either the Investigative or Patrol Institute.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Link Analysis	DOJ-Advanced Training Center	Technical	IV	\$ 3,261

Summary:

This is an 8-hour training course in the use of link charting techniques for analytical, investigative and prosecutorial purposes. The products of this course graphically portray and clarify associations among persons and/or organizations involved in complex criminal activity. Commission has approved this as one of the 19 courses covered in umbrella contract.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Prison Gang Activity	DOJ-Advanced Training Center	Technical	IV	\$ 12,228

Summary:

The course will look at the problem historically; the individual gangs and their cultural and philosophical background; modes of homicides and narcotic trafficking; wars and alliances; sources of funds; political factors; and communication systems. It will also cover legislative impact; jail procedures; problems in CYA; criminal intelligence functions; current and future problem areas; and ways to reduce the impact of prison gangs. The major objective is to provide a needed awareness program to local law enforcement. This awareness would be the first step in offering concerned agencies methods to deal with prison gangs in their community. A second objective will be to provide local agencies with ideas on how to counter the impact of prison gangs. Commission has previously approved this course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	California Highway Patrol	Basic	II	-0-

Summary:

This is a 1,024-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1. This course is for California Highway Patrol trainees only.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Allan Hancock College	Basic	II	\$ 75,960

Summary:

This is a 480-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Los Angeles Police Dept.	Basic	II	\$ 911,520

Summary:

This is a 960-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Ventura Co. Police and Sheriff's Academy	Basic	II	\$ 455,760

Summary:

This is a 596-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Kern Co. Peace Officer Training Academy	Basic	II	\$ 341,820

Summary:

This is a 400-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	San Bernardino Co. Sheriff's Department	Basic	II	\$ 455,760

Summary:

This is a 726-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Orange Co. Sheriff's Department	Basic	II	\$ 319,840

Summary:

This is a 600-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	San Diego Sheriff's Department	Basic	II	\$ 799,600

Summary:

This is a 683-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	San Diego Police Dept.	Basic	II	\$ 799,600

Summary:

This is a 832-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Golden West College	Basic	II	\$ 284,850

Summary:

This is a 520-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Los Angeles Co. Sheriff's Department	Basic	II	\$ 493,740

Summary:

This is a 640-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Rio Hondo College	Basic	II	\$ 455,760

Summary:

This is a 600-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	NCCJTES, Santa Rosa Center	Basic	II	\$ 284,850

Summary:

This is a 480-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	NCCJTES, Butte Center	Basic	II	\$ 512,930

Summary:

This is a 480-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	NCCJTES, Redwoods Center	Basic	II	\$ 398,790

Summary:

This is a 490-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

MODIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Vice Investigation	CSU, San Jose	Technical	I	\$ 26,000

Summary:

The University was certified on August 8, 1977 to provide two approved Vice Investigation Courses. The success and demand for the course indicates a justifiable need for additional presentations. Modification of costs was requested to allow for per diem, material and meeting room cost increases. Two additional presentations will train 50 vice investigators at about \$520 per student. POST courses have received outstanding evaluations.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Stress Management for Criminal Justice Personnel	UC, Santa Cruz Ext.	Exec. Dev. Sem.	III	\$ 3,792

Summary:

The university has requested that the course be certified for one additional presentation to accommodate students turned away from the original course presentation. The first presentation received adequate ratings from its participants. The course is designed to allow law enforcement managers and supervisors to recognize the potentially stressful situations that arise from the "life style" of police work. Diagnosis and neutralization of the stress producing situations will be featured.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Driver Training for Allied Agency	California Highway Patrol	Technical	III	\$ 86,700

Summary:

CHP has requested that they be allowed to increase the tuition of this course from \$180 to \$225. The increase is due to an increase in operating expenses. Previous change in the tuition occurred effective July 1, 1977. Change was a reduction in tuition.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Field Training Officer	Los Angeles Police Dept.	Technical	II	\$ 61,593

Summary:

This course has been certified since December 10, 1970. On September 30, 1975, the department requested to reduce the number of training hours from 40 to 24. On April 7, 1978, a request was submitted to increase the training to 32 hours. The new course outline indicates an increase in those activities specifically designed to increase the effectiveness of the Field Training Officer.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Field Evidence Technician	NCCJTES, Redwoods Center	Technical	IV	-0-

Summary:

This course is currently certified for 80 hours. The course coordinator has submitted a request for a variable format of from 50 to 80 hours. This course is normally presented one to two times per year.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Robbery Investigation	CSU, San Jose	Technical	I	\$ 18,675

Summary:

The University was certified on March 22, 1977, to provide two approved Robbery Investigation Courses. Present demand for the course indicates a need for additional presentations. The two previous presentations have received excellent evaluations and support of field officers. Three additional presentations will train 75 investigators at about \$249 per student. POST presentations have been rated from very good to excellent.

DECERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Political Violence and Terrorism	CSTI	Exec. Dev. Sem.	IV	-0-

Summary:

As scheduled and under contract terms, two presentations were made in 1977/78 to a total of 83 POST-reimbursable trainees. The institute plans to substitute a Terrorism Analysis Course at CSTI to replace this seminar.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Supervisory Course	Chaffey College	Supervisory	II	-0-

Summary:

This Supervisory Course was certified in 1972 with an 88-hour semester length format. When the POST Commission adopted the compacted, intensive format for the Supervisory Course, it was offered by Chaffey College only once, in July 1976, and cancelled because of insufficient demand. The last presentation of the course was in 1975.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
PC 832	Canada College	Special	IV	-0-

Summary:

This course was certified on September 14, 1973. Since that time, we have had continual problems. On December 6, 1977, a letter was written to the coordinator that we would decertify if we did not hear from him. We received no response. On March 29, 1978, we repeated the above and have received no response.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Special Problems in Jail Custody	CSU, San Jose	Technical	III	-0-

Summary:

The university requested decertification due to a lack of interest in the course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Specialized	DOJ-Advanced Training Center	Basic	N/A	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Advanced Blood-stain Analysis	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Forensic Alcohol Supervisor	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Controlled Substances Analysis	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Firearms and Toolmark Identification	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Fullerton Police Training School	Basic	II	-0-

Summary:

This course has not been used since 1975. Fullerton College does not have sufficient classroom space and academies were held at Anaheim and Fullerton Police Departments. Those facilities are no longer available and upon discussing this matter with the coordinator, Nathan Iannone, it has been agreed that the course should be decertified.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Operations	Central Coast Counties Consortium	Technical	II	-0-

Summary:

In 1974 Santa Barbara City College, Allan Hancock College and Cuesta College each applied for certification of a Jail Operations Course to meet the needs of the Santa Barbara and San Luis Obispo Sheriff's Departments. At POST staff suggestion, the three agreed to a single certification to be coordinated at Santa Barbara. The course was certified to a national "Central Coast Counties Consortium." Nine presentations have been made: 7 by Santa Barbara (80 students - primarily Santa Barbara Sheriff's Department); and none by Cuesta College. The choice of names was unfortunate as it has been a constant source of confusion to staff and users since there is a "Central Coast Counties Police Academy" at Gavilan College in Santa Clara County. In actuality, Santa Barbara College and Allan Hancock College have made presentations independent of each other and coordination has been handled by the POST area consultant. Since the consortium has not developed as originally envisaged and control could be better maintained if the two active presenters were individually certified, decertification would appear justified. The presenters concur.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Team Policing Leadership	Los Angeles Police Dept.	Technical	IV	-0-

Summary:

The above course has been very active and had 87 trainees in 1977. Based on information received from Los Angeles Police Department on April 7, 1978 "request course be decertified as it will no longer be presented."

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Crisis Identification Management	Los Medanos College	Technical	IV	-0-

Summary:

This course was certified on March 24, 1977, and has not been offered. Mr. Joe McKeown has been contacted and he reports there is no local interest in the course. He concurs with the recommendation to decertify the course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Police Dispatcher/Communications Course	Criminal Justice Education & Training Resource System	Technical	II	-0-

Summary:

Course certified for one presentation that has been completed. Course is therefore decertified.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

August 10, 1978

BULLETIN: 78-14

SUBJECT: NOTICE OF PUBLIC HEARING - SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM

In accordance with provisions of the Administrative Procedure Act and pursuant to the authority vested by Section 11422 of the Government Code, NOTICE IS HEREBY GIVEN that a hearing will be held by the Commission on Peace Officer Standards and Training:

10 a.m., October 19, 1978
Eureka Inn
7th & "F" Streets
Eureka, California

NOTE: This will be a continuation of the Public Hearing from April 20, 1978, and certain new recommendations will be considered which were not listed in the original Notice (Bulletin 78-6).

This hearing will address POST regulation changes which relate to standards for: (1) the POST Specialized Law Enforcement Certification Program and (2) Penal Code Section 13510.5 (Training Standards for Specified State Agencies). Regulations will become effective January 1, 1979.

Regulation Changes

1. Amend Regulation 1005 (a) - Basic Course

(4) Every specialized agency trainee shall satisfactorily meet the training requirements of the Basic Course, PAM, Procedure D-1, within 12 months from the date of appointment as a regularly employed specialized peace officer; or for those specialized agency trainees who have not completed the Basic Course, the chief law enforcement administrator may elect to substitute the Specialized Basic Investigators Course, PAM, Procedure D-12. (Proposed Basic Investigators Course available upon request)

2. Regulation 1005 (d) (Advanced Officer Course) will be required for all specialized peace officers.

(continued)

3. Amend Commission Procedure D-7 (Specifications for Approved Courses) by designating the Advanced Officer Course as the standard which satisfies Penal Code Section 13510.5, relating to specified State Agency peace officers.
4. Regulation 1002 (a) (7) (Standards for Employment), the required reading examination, shall apply to specialized peace officers.
5. Amend Commission Procedure F-1 (Certification Programs) to allow qualified specialized agency peace officers to be eligible for POST Supervisory and Management Certificates.
6. Add Regulation 1009, which merges the Specialized Regulations into the Regular Regulations and establishes revised Specialized Agency entry standards for new entrant agencies but does not apply to agencies presently in the program, to read:

1009. Specialized Law Enforcement Certification Program. (Program Effective January 1, 1970)

By authority of Penal Code Section 13506, the POST Specialized Law Enforcement Certification Program is established for the purpose of raising the level of competence of specialized law enforcement officers. Only eligible law enforcement agencies, as determined by the Commission or otherwise provided by law may participate in this voluntary program and receive benefits. The cost of the education and training to meet minimum standards of the Program is the responsibility of the individual officer and/or agency. Acceptance and adherence to POST standards of selection and training are required if a specialized law enforcement agency is to participate in the Program.

(a) Objective.

The objective of the Commission on Peace Officer Standards and Training in establishing the Specialized Law Enforcement Certification Program is to foster professionalization:

- (1) By establishing minimum standards related to the physical, mental, and moral fitness which govern the selection of specialized law enforcement officers;
- (2) By establishing minimum standards of education and training deemed necessary to perform adequately the duties and responsibilities of specialized public law enforcement services.

(continued)

1009. Specialized Law Enforcement Certification Program (continued).

(b) Standards for Agency Entry into Program.

- (1) Must perform enforcement or investigative duties, as defined by the Commission.
- (2) At the time of application for entry into the Program, the Specialized Law Enforcement Agency must submit a schedule which ensures that all its presently employed peace officers will meet POST training standards within a reasonable period of time. For purposes of satisfying this requirement, the current training standards apply to agencies which have requested entry on or before August 1, 1978.
- (3) Present to the Commission a certified copy of an ordinance requesting entry into the program or in the case of agencies not empowered to pass ordinances or resolutions--a letter of intent as prescribed by the Commission.

(c) Program Provisions.

The provisions for the Specialized Law Enforcement Certification Program are the same as the Regular Program except as expressed in the Regulations and Procedures.

Necessary technical changes may be made as a result of these changes.

7. The moratorium on entry of new agencies into the Program will be removed.

Notice is also given that any person interested may present statements or arguments orally or in writing relevant to the action proposed at the hearing.

Written communications should be directed to:

William R. Garlington
Executive Director
Commission on POST
7100 Bowling Drive, Suite 250
Sacramento, CA 95823

The Commission has determined that the above regulations will create no new costs to local government, pursuant to Section 2231 of the Revenue and Taxation Code, since the Specialized Law Enforcement Certification Program is voluntary.

LOUIS L. SPORRER
Chairman

STATUS OF LEGISLATION FOR 1978 - (ACTIVE)

<u>Bill Number</u>	<u>Subject</u>	<u>POST Position</u>	<u>Status</u>
ACR 124 (Mori)	Narcotic Training for Peace Officers: PCP	Approve	Passed Senate Judiciary Committee 6-27-78
ACR 144 (Roos)	Peace Officer Definition: Legislative Study		Senate Rules Committee Hearing date 8-8-78
SB 236 (Zenovich)	Polygraph Examiners	Oppose	Assembly Committee on Labor, Employment, and Consumer Affairs
SB 418 (Behr)	Medical Records: Waiver	Watch and oppose, if waiver deleted	Assembly Health Committee
ACR 160 (Bates)	Victims of Crime: Basic Trng. (Previously 2909)	Approve	A.C.J. Committee Hearing date 8-7-78
AB 1068 (Fazio)	Administrative Adjudication of Vehicle Code Violations	Watch	Third reading Senate Floor
SB 1126 (Presley)	Basic Course: Preferential Enrollment for Employed Officers		Assembly Educ. Sub-Com. Hearing date 8-9-78
SB 1244 (Zenovich)	Correctional Officers: County Jails	Seek Amendments	Vetoed 6-2-78
SB 1502 (Alquist)	Peace Officers: Airport Security, POST Reimbursement	Oppose, unless amended	Held in Senate Judiciary Committee 5-2-78 (Dead)
SB 1759 (Robbins)	Reserve Peace Officers: Authority	No position, if purpose limited to carrying firearms off duty	Failed passage before the Senate 5-25-78 (Dead)
SB 1808 (Ayala)	Specialized Law Enforcement Certification Program: Required establishment by POST	Oppose, unless amended to delete mandatory provisions	A.C.J. Committee Hearing Date 8-7-78
SB 1893 (Dunlap)	Community College Attendance Accounting: Short Term Courses	Approve, suggest inclusion of non-credit courses	Passed Assembly Sub-Com. on Postsecondary Educ. Referred to Assembly Ways & Means Committee
AB 1902 (Knox)	D.A.'s Investigators: POST Reimbursement	Oppose	Failed passage before Senate 5-18-78 (Dead)
SB 1927 (P. Carpenter)	Peace Officer Certification (Same as AB 1603)	Oppose	Failed passage of Senate Finance Committee 6-5-78 (Dead)
SB 1931 (Beverly)	Tear Gas Training for Citizens: Removes POST	Interim study	Passed A.C.J. Committee 6-26-78
SB 1995 (Zenovich)	Peace Officers: Felons Exempts persons holding Certificate of Rehabilitation	Oppose	Failed passage of Senate Judiciary Committee 5-16-78 (Dead)
AB 2254 (Boatwright)	D.A. & Public Defender's Training Appropriation from P.O.T.F.	Oppose, unless amended	Assembly Ways & Means Committee (Dead)
AB 2491 (Antonovich)	Required Child Abuse & Neglect Training: POST	Approve in principle, prefer legislative resolution	Senate Judiciary Com. Hearing date 8-8-78
AB 2664 (Fenton)	Requires POST Testing for Basic Course	Oppose	Senate Finance Committee Hearing date 8-7-78
AB 2802 (Chimbole)	Training standards: Local Detention Facilities: POST	Approve	Failed passage of Senate Judiciary Committee 6-13-78 (Dead)
AB 2900 (Fenton)	POST Certification Program	Oppose	Failed passage of A.C.J. Committee 5-8-78 (Dead)
AB 2913 (Kapiloff)	First Aid Training: Peace Officers, Basic Training, 3-year CPR refresher	Approve	Senate Finance Hearing date 8-7-78
AB 2915 (Kapiloff)	Arrest and Firearms Training: Deletes one year	Oppose	Pending Senate Finance
AB 2971 (Levine)	California Crime Resistance Task Force	Oppose to the provision which duplicates POST's training	Senate Judiciary Com. Hearing date 8-8-78

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF LEGISLATION FOR 1978 - (INFORMATIONAL)

<u>Bill Number</u>	<u>Subject</u>	<u>Status</u>
ACA 63 (Statham)	Governor: Appointments	Assembly Governmental Organization Committee
AB 81 (Chappie)	Identification of Dead Bodies - Dental Records	To enrollment 6-15-78
SB 216 (Nejedly)	Governor: Appointments	Held in Assembly Governmental Organization Committee without recommendation. 6-14-77
AB 1016 (Antonovich)	Humane Officers	Senate Judiciary Committee
SB 1164 (Robbins)	Peace Officer Employer-Employee Relations	A.C.J. Committee Hearing date 8-7-78
SB 1189 (Nejedly)	Marshals: Appointment of Reserve Officers	Chapter 99 on 4-18-78
SB 1436 (D. Carpenter)	Records: Peace Officers	A.C.J. Committee Hearing date 8-14-78
SB 1498 (Presley)	Toll Bridge Operators: Peace Officers	A.C.J. Committee
SB 1508 (Holden)	Records: Citizen Complaints	Failed Senate passage 6-15-78 (Dead)
SB 1513 (Johnson)	Bill of Rights Extended to State Officers	A.C.J. Committee Hearing date 6-26-78
AB 1532 (Tucker)	Harbor Police Personnel: Peace Officer Status: Retirement	Assembly Public Employees & Retirement. Hearing date 8-7-78
SB 1646 (Holmdahl)	Municipal Utility Districts: Peace Officers and Reservoirs	A.C.J. Committee Hearing date 6-26-78
AB 2205 (Maddy)	Collection of Fines	Assembly Judiciary Committee
AB 2233 (Hughes)	Burglary Prevention: DOJ Pilot Project, Prevention	Senate Finance Committee
AB 2369 (Imbrecht/Ellis)	State Regulatory Agencies: Abolition	Assembly Governmental Organization Committee
AB 2674 (Craven)	Classification of Director & Investigators of San Diego County Department of Revenue & Recovery as Peace Officers	Senate Judiciary Committee
AB 2823 (Ellis)	Safety Equipment: Police Officers and Deputy Sheriffs	Ways & Means Suspense File
AB 2916 (Kapiloff)	Public Safety Officers: Confidential Information	To Senate third reading
AB 3215 (Boatwright)	Peace Officer Powers: DOJ Agents & District Attorney's Investigators	Assembly Criminal Justice Committee. Subject matter to Senate Rules Committee
AB 3226 (Montoya)	Public Safety Officers Procedural Bill of Rights Act: Unlawful to Deny or Refuse Rights	Passed Assembly Public Employee and Retirement Committee as amended 6-13-78
AB 3696 (Ellis)	Police Protection: Cities	To Assembly third reading

Effective 6-20-78

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

August 18, 1978



BULLETIN: 78 - 12

Subject: NOTICE OF PROPOSED CHANGES IN THE REGULATIONS OF THE
COMMISSION ON POST

Notice is hereby given that the Commission on Peace Officer Standards and Training, pursuant to the authority vested by Section 11422 of the Government Code, and to implement Section 13506 of the Penal Code, proposes to amend Regulations in Title 11, Chapter 2 of the California Administrative Code:

Amend Section 1003, to read:

Notice of Peace Officer Appointment/Termination

Whenever an officer is newly appointed, enters a department laterally, or terminates, the department shall notify the Commission within 30 days of such action on a form approved by the Commission as prescribed in PAM, Section C, Notice of Peace Officer Appointment/Termination.

Amend Section 1005(b) Supervisory Course (Required), to read:

- (1) Every officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete the Supervisory Course prior to promotion or within 12 months after initial promotion, appointment or transfer to such position.
- (2) Every officer who is appointed or who will be appointed within 12 months to a first-level supervisory position may attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the officer has been awarded the Basic Certificate.
- (3) Requirements for the Supervisory Course are set forth in PAM, Section D, "The Supervisory Course".

Amend Section 1014 Training for Non-Sworn Personnel, to read:

- (a) Reimbursement shall be provided for the training of non-sworn personnel performing police tasks as determined by the Commission.
- (b) Request for Approval
 - (1) Whenever it is necessary for the employing jurisdiction to obtain prior written approval of the Commission, it shall be obtained on an individual basis (See PAM, Section E-1). A request for approval must include:

The trainee's name and job title
Job description
Course title, location and dates of presentation

(2) Requests for approval must reach the Commission 30 days prior to the starting date of the course.

(c) Reimbursement

Reimbursement for non-sworn personnel is computed in the same manner (except as noted below) as for sworn personnel, according to the reimbursement schedule for each course as set forth in PAM, Section E, "Reimbursement Schedule".

NOTE - No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005 except as provided in PAM, Section E-1(f), "Training of Non-Sworn Personnel".

Following the public hearing the Commission will also consider changes in its reimbursement procedures related to travel and subsistence. For example: to provide subsistence - not to exceed an aggregate of 24 hours - while resident trainees are in travel to and from a training site; to increase the commuter allowance for meals to \$5 per day of training; to permit the use of auto to and from the training site for two or more resident trainees traveling together when air travel results in greater subsistence/travel expenses than were auto travel used; to permit daily commuting for resident trainees between the training site and the trainee's temporary lodging accommodations; to permit commuting for resident trainees between the training site and the trainee's headquarters for weekends, holidays or split sessions in lieu of subsistence and when such travel expenditures do not exceed the subsistence allowable had the trainee selected to remain at the training site; and to define straight hourly salary rate. Numerous other changes in the Regulations and Procedures which are minor and technical are also to be considered.

Any person interested may present statements or arguments orally and in writing relevant to the action proposed, at

10 a.m., October 19, 1978
Eureka Inn, Eureka
7th and F Streets
Eureka, California

Notice is also given that any person interested may by the above date present written statements to:

William R. Garlington, Executive Director
POST, 7100 Bowling Drive, #250
Sacramento, California 95823

The Commission has determined that the above regulations will create no new costs to local government, pursuant to Section 2231 of the Revenue and Taxation Code.

LOUIS L. SPORRER
Chairman

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

POLICE VEHICLE ACCIDENT SURVEY

RECOMMENDATIONS

- Data collection efforts disclosed a distinct lack of knowledge within many departments of their individual accident problem including inadequate reporting, analysis, management review, and efforts toward a reduction of accidents. It is therefore recommended that individual departments should establish specific accident reporting procedures including a report of every accident on a standard form (no narrative memorandums) from which a statistical analysis is extracted; a formal review including an appropriate finding of preventability; and a specific plan, based on accident experience, to combat the problem.
- The study also disclosed a high frequency of accidents attributed to specific individuals within departments. Through a view toward vicarious liability or other concepts, some police administrators tend to believe training will produce a solution to the problem. Experienced driver training instructors, when faced with the problem of retraining such individuals, find that skill levels are high, but attitudes are poor. The driver training staff strongly believe that it is not possible to successfully alter attitudes in a period of 24 hours of training. It is therefore recommended that administrators review the entire record of a high-accident-frequency individual, specifically in the affective area of his behavior, prior to his assignment to additional training.
- During seminars of driver training managers and instructors in which statistically significant findings were presented, it was strongly emphasized by participants that it should be recommended that departments should recognize their real problems and develop individual programs in response to these problems; that vicarious liability and negligent retention concepts should be recognized especially on the part of the chief executive; that there is a real need for adequate supervision in the area of driver training; that management must realize that training is not the answer to all attitudes and disciplinary problems nor is it the answer to supervisory problems or the lack of supervision; and that management should support instructors to the extent of dismissing officers who are disciplinary problems.
- The reduction of costly police vehicle accidents is the responsibility of all supervisors and managers as well as chief executives. This responsibility is frequently not accepted or accountability not required, especially at the supervisory level. It is therefore recommended that aspects of driver training be conducted for supervisors and that management training include instruction on managing accident reduction programs.
- The driver training seminars were extremely successful from the point of

view of the participants. They appreciated the opportunity to consider findings, propose conclusions, and become a part of the process of providing recommendations. Their expertise was extensive, their enthusiasm evident, and their recommendations considered and thoughtful. Their association was productive in the interest of improving driver training in California. It is therefore recommended that bringing together these instructional experts in driver training as well as other highly technical training fields be continued and expanded.

- Driver training instructors, after having considered the statistically significant findings, have concluded that present driver training teaches skills that cannot counteract poor attitudes and disciplinary problems. They recognize, however, needs to improve training and concur in the recommendations that trainers must guard against training that may cause overconfidence in younger and less experienced officers to the extent that the student must be apprised of the reality of street conditions at the conclusion of training. Further, the ever-changing and stressful street situations must be more realistically depicted and experienced during training.

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

July 27-28, 1978
Sheraton Inn - Airport
San Diego, California

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

Commissioners present:

Louis L. Sporrer	- Chairman
William J. Anthony	- Commissioner
Brad Gates	- Commissioner
Robert F. Grogan	- Commissioner
Kay Holloway	- Commissioner
Jacob J. Jackson	- Commissioner
William B. Kolender	- Commissioner
Edwin R. McCauley	- Commissioner
Nathaniel Trives	- Commissioner
Joe Williams	- Commissioner
Herbert E. Ellingwood	- Representative of the Attorney General (7/28 only)

Advisory Committee present:

George P. Tielsch	- Chairman
Robert Wasserman	- Vice-Chairman
Wayne C. Caldwell	- Member
Roberta Doran	- Member
James H. Grant	- Member
William J. Kinney	- Member
Edwin Meese, III	- Member
C. Alex Pantaleoni	- Member
Dale Rickford	- Member
John Riordan	- Member
Jay Rodriguez	- Member
J. Winston Silva	- Member
Larry A. Watkins	- Member

Staff Present:

William R. Garlington	- Executive Director
David Y. Allan	- Bureau Chief, Operations Division
Bradley W. Koch	- Director, Administration Division

Staff - cont.

2.

Otto Saltenberger
Gerald E. Townsend
George W. Williams
Imogene Kauffman

- Assistant Director
- Director, Operations Division
- Chief, Special Projects Bureau
- Executive Secretary

Visitors:

Dennis Anner
Charles Arolla
Dorothy Baggett
Jackie Baird
Harold Barker
J. Barney
Lonnie Beard
Richard Beckman
John Bees
Richter Borch
Joseph Brown
Quentin W. Brown
Robert E. Buckley
Frank Budd
Brad Bunker
Ronald J. Campbell
Ben Clark
Fred Coburn
Rod Craig
Dan Cromp
John A. Davis
Don Dawson
John F. Duffy
Jerry Earp
Seth Easley
Keith Enerson
Don Fach
Donald Freitas
S. George
Colonel Louis O. Giuffrida
* J. Gray
Bob Hagler
William D. Hall
Tom Hicks
Ray Holloway
Phillip Jackson
George D. Joseph
Phillip Joseph
Ronald Kaldor
Bill Kinglevick
Richard Klapp
Al Knox
Dennis W. LaDucer
Mark Layhew
*Bob Griffeth

- Compton Police Department
- Santa Clara Police Department
- California State University, Long Beach
- California State Universities and Colleges
- Assistant Sheriff, San Mateo County
- Department of Motor Vehicles
- Sacramento County Sheriff's Department
- Santa Ana Police Department
- Simi Valley Police Department
- Simi Valley Police Department
- Newport Beach Police Department Reserves
- Santa Barbara Police Department
- Modesto Training Center
- Associate Dean, Riverside City College
- Vernon Police Department
- Pacifica Police Department
- Sheriff, Riverside Sheriff's Department
- Chief, Bishop Police Department
- Fresno County Sheriff's Department
- L. A. County Sheriff's Department
- San Mateo County Sheriff's Department
- Saddleback College
- Sheriff, San Deigo County Sheriff's Department
- El Cajon Police Department
- Calif. State D. A. Investigators' Association
- San Diego Police Department
- Chief, La Mesa Police Department
- San Mateo County Sheriff's Department
- Chula Vista Police Department
- California Specialized Training Institute
- San Diego
- Fresno County Sheriff's Department
- Imperial County Sheriff's Department
- Chief, San Jacinto Police Department
- California Highway Patrol
- California Reserve Peace Officers Association
- Inglewood Police Department
- Torrance Police Officers' Association
- Attorney, Pasadena
- Oceanside Police Department
- San Francisco Police Department
- South Gate Police Department
- Orange County Sheriff's Department
- Simi Valley Police Department
- Orange County Sheriff's Department

Fred Lear	- San Diego Marshal
Arthur G. Le Blanc	- Chief, Coronado Police Department
W. M. Mahurin	- Academy of Defensive Driving
Eugene L. Majors	- San Bernardino County Sheriff's Department
Gerald J. Martin	- California Specialized Training Institute
Martin J. Mayer	- League of California Cities
Joe Mc Keown	- Contra Costa Criminal Justice Trng. Center
Don Meyers	- D.O.J. Advanced Training Center
Louis F. Molina	- Anaheim Police Department
Lee Monahan	- Oxnard Police Department
Charles Montero	- California Reserve Peace Officers' Association
Warren Nunagy	- National City Police Department
Jerry O'Brien	- Academy of Defensive Driving
Donald R. Oliver	- San Diego Sheriff's Department
David B. Parker	- College of the Sequoias
Jack Pearson	- President, P. O. R. A. C.
Norm Phillips	- South Gate Police Department
Harold C. Plummer	- Los Angeles County Sheriff's Department
Phillip L. Ponders	- San Bernardino County Sheriff's Department
Vern Renner	- C. J. R. S., San Jose
Mel Risch	- Arizona Law Enforcement Officer Advisory Council
O. J. Roed	- Control Data Corporation
Lou Scanlon	- San Diego Police Department
Craig Shilts	- Santa Clara Police Department
Kip Skidmore	- Management and Manpower Services, D.O.J.
William B. Smith	- San Mateo County Sheriff's Department
Les Sourisseau	- Montebello Police Department
E. M. Spatz	- Imperial Beach Police Department
E. G. Staal	- Redondo Beach Police Department
Dick Staniland	- Oxnard Police Department
Bernie Swaim	- San Diego Police Department
Tristram Swan	- Huntington Beach Police Department
Doug Tebbe	- San Jacinto Police Department
Marshall Townsend	- State Police
A. Varas	- Redondo Beach Police Department
Larry Vaughn	- Academy of Defensive Driving
Fred Villella	- California Specialized Training Institute
Ronald Wand	- Sonora Police Department
Ron Way	- San Diego County Sheriff's Department
P. M. Wheeler	- Imperial Police Department
Barbara Wiles	- Control Data Corporation
Dr. Herman L. Wiles	- Control Data Corporation
Bill Williams	- Compton Police Department
Norwood E. Williams	- Santa Ana Police Department
Cliff Yarger	- Newport Beach Police Department
Joe Yelverton	- San Diego Sheriff's Department

A. Open of Meeting - Introduction of Guests

The meeting was well-attended with over 150 visitors, and was a joint meeting with the Advisory Committee. All Commissioners and Committee members were in attendance.

B. Approval of Minutes of April 20-21, 1978 Meeting

MOTION - Trives, second - Kolender, carried unanimously for approval of the minutes of the quarterly meeting of April 20-21, 1978.

C. Consent Calendar

MOTION - Grogan, second - Holloway, carried unanimously for approval of the consent calendar with exception of individual action taken on Item 4, Course Certification/Modification/Decertification Report, as shown.

1. Financial Report - F. Y. 1977/78

Analysis of Peace Officer Training Fund, F. Y. 1977/78 is made Attachment "A" of these Minutes.

2. Report of final approval of F. Y. 1978/79 Budget

3. Yearly Contract Report

A summary of contracts and letters of agreement for F. Y. 1977/78 was presented.

4. Course Certification/Modification/Decertification Report

Since the April meeting, there have been 38 certifications, 6 modifications, and 14 decertifications, as shown on Attachment "B" of these Minutes. Individual action was taken on two items, as follows:

4. Executive Development Seminar - Terrorist

MOTION - Anthony, second - Gates, carried unanimously. CSTI is the contact agency for presentation of terrorism courses. Certification will be given to additional courses on terrorism only after consultation with CSTI determines need and appropriateness.

6.b. Commission Policy re. Certification of Labor Negotiation Courses

MOTION - Jackson, to amend previously adopted policy

to read:

"The Commission will not certify any course which trains only one side of management or rank-and-file in labor negotiations, but will treat certification requests, which objectively present the negotiation process, as any other potentially certifiable request."

Motion died for lack of a second.

MOTION - Trives, second - Anthony, carried unanimously that the issue be referred to Agenda Item M, "Appeal of Professor McAndrews regarding denial of certification of course, "Employee Relations in Law Enforcement".

5. Staff Organization and POST Objectives for 1978/79

This report contained organization charts reflecting administrative budget reductions effective July 1, 1978. It also evaluated staff objectives from 1977 and detailed staff objectives for 1978/79. The complete report is on file at POST headquarters.

6. Commission Policy

This report detailed policy decisions made by the Commission at a previous meeting to become a part of the Commission Policy Manual:

- a. Basic Course Certification
(Defines the act of "Commission certification")
- b. Certification of Labor Negotiation Courses

7. Resolutions

- a. Resolution of appreciation for Donald McIntyre, City Manager of Pasadena, for his four dedicated years as a POST Commissioner.
- b. Resolution of appreciation to retiring Assistant Director Ed Toothman for his outstanding 11 years of service to the Commission.
- c. Resolution of appreciation to retiring State Senator Dennis Carpenter for his exceptional legislative assistance to the Commission.

8. Correspondence

D. Public Hearing

1. Definitions of "Certified" and "Approved" Courses and add new Section 1007, Standards for Approved Courses.

Ronald Kaldor, Attorney at Law, representing Community College Consultants, addressed the Commission to request consideration of an addition to proposed regulation Section 1007, a request for designation of private training institutions also be provided in PAM D-7.

It was agreed inasmuch as staff had just received this proposal, the matter of certifying private training institutions be deferred until staff has ample opportunity for analysis.

There was no further discussion from the audience on this matter.

MOTION - Jackson, second - Holloway, carried unanimously to approve the public hearing proposal:

1. Amend Section 1001 (d) and (v) to read:

(d) "Certified Course" is a formal program of instruction for law enforcement for which the Commission approves individual presentations for the purpose of maintaining quality control.

(v) "Approved Course" is a curriculum that is determined by the Commission to satisfy a legislative mandate. Approved courses are described in Section 1007 of the Regulations.

Amend Section 1005, Minimum Standards for Training, to read:

1005. (g) Approved Courses (Legislatively Mandated)

(1) Approved Courses are mandated by the Legislature for selected peace officers and other groups.

(2) Requirements for Approved Courses are set forth in PAM, Section D, "Approved Courses."

Add New Section 1007

1007. Standards for Approved Courses

State law requires the Commission to establish curriculum standards for various kinds of peace officers and other groups. Standards for the following

approved courses are provided in PAM D-7. The Commission may designate training institutions or agencies to present approved courses.

Penal Code Section

832 Arrest and Firearms
 832.1 Airport Security
 832.3 Basic Course
 832.6 Reserve Peace Officer
 12002 Baton for Private Security
 12403 Chemical Agents for Peace Officers
 12403.5 Chemical Agents for Private Security
 13510.5 State Agency Peace Officers
 13516 Sex Crimes Investigation

Vehicle Code Section

40600 Traffic Accident Investigation

Civil Code Section

607f Humane Officer Firearms Course

2. Proposal to re-establish citizenship as a Commission standard for employment as a California peace officer.

MOTION - Holloway, second - Trives, carried unanimously to remove this item from the agenda until the 9th U. S. District Court reconsiders the Chavez-Solido v. Cabell case which deals with peace officer citizenship requirement.

3. Reserve Officer Standards

After hearing testimony from PORAC President Jack Pearson and Riverside County Sheriff Ben Clark, who spoke in support of the regular Basic Course as a Level I reserve training standard; 13 representatives of law enforcement departments and associations spoke in support of the Advisory Committee's recommended standards. At the close of public testimony, the following action was taken:

MOTION - Gates, second Holloway, motion carried (Noes: Kolender and Jackson) to adopt all the POST Advisory Committee recommended standards:

Level I Reserve: (1) 200-hour course prescribed by POST and
 (2) 200 hours of structured training using the POST Field Training Manual as a suggested guide.

- Level II Reserve: (1) A certified PC 832 course (40 hours)
 (2) A minimum of 40 hours of classroom instruction to include First Aid, CPR, and the role of the backup officer. (80 hours total)
- Level III Reserve PC 832 Course (40 hours)

Selection Standards: Apply all Government Code requirements for peace officers as specified in Government Code Sections 1029-1031

Certificates:

- Eligibility Only reserve officers qualified for Level I assignment will be eligible for award of a professional reserve officer certificate.
- Requirements Completion of Level I training requirement (200-hour course prescribed by POST and 200 hours of structured field training), and
- Completion of 200 hours of work experience while assigned to the prevention and detection of crime and the general enforcement of law, and
- Endorsement by agency head.

Requirements for Grandfathered Reserve

Grandfathered reserves will be allowed to take the Basic Course Equivalency Exam (BCEE). If they pass the test, the certificate will be awarded upon their designation as Level I reserves and endorsement by their department head. If they fail the test, they will be required to meet all new requirements for certificate issuance.

MOTION - Jackson, motion died for lack of a second, for adoption of the same training standards for regular officers as had just been adopted for reserve officers.

E. Aid to Local Government Reimbursement

The Commission engaged in a lengthy discussion regarding the requests from several agencies to increase the salary reimbursement rate.

MOTION - Grogan, second - McCauley, carried unanimously to continue salary reimbursement at the present level of 60% until the January 1979 Commission meeting at which time the effects of Proposition 13 on law enforcement will be reviewed again.

F. Advisory Committee

Committee Chairman Tielsch presented the Advisory Committee's recommendations to the Commission regarding the Advanced Officer training requirement.

MOTION - Trives, second - Grogan, for adoption of the Advisory Committee's recommendations.
- Question not called -

SUBSTITUTE MOTION - McCauley, second - Anthony, carried unanimously that the Advanced Officer Course not be increased from 20 hours to 40 hours.

Following discussion of the related issues, there was direction from the Chairman, Commission concurring, that the issue be re-assigned to the Advisory Committee to re-examine the questions that had been discussed. The Commission will take action on the issues at the October meeting.

G. Specialized Law Enforcement Committee

Committee Chairman Anthony reported on the Committee's recommendations for continuance of the public hearing at the October Commission meeting.

MOTION - Kolender, second - Trives, carried unanimously to adopt the Committee's recommendations for the Specialized Program standards for the public hearing agenda October 19, 1978, as set forth on the proposed bulletin, Attachment "C" of these minutes.

H. POST Selection Standard -- Reading Skills Test

MOTION - Grogan, second - Kolender, carried unanimously to delay enforcement of the reading skills requirement in Regulation 1002 (a)(7) indefinitely and await the Validation Studies Project reading-skills findings.

It was suggested by Commissioner Trives that consideration be given to the possibility that certification of reading ability be determined by the Department of Employment prior to hiring a recruit.

I. Future Basic Training Committee

Committee Chairman Jackson reported on the findings from the two Committee meetings held to date. Three future basic training suggestions were identified for consideration at the next meeting scheduled in late September.

They are:

1. Require completion of a basic course as a prerequisite for employment. Include only universally applicable training as required basic training.
2. Modify current policy of local option; continue reimbursement to jurisdictions which choose to train employees after employment but support open enrollment and provide an incentive to jurisdictions that hire pre-trained officers. Ameliorate cost problem by adoption of standard trainee salary which would be substantially lower than starting patrolman/deputy salaries.
3. Using performance objectives, identify universal conceptual objectives, universal psychomotor objectives, and local objectives. Universal conceptual objectives could be required as a prerequisite and integrated into the pre-service degree program. The entry examination could be job-knowledge test based on performance objectives.

J. Legislative Review Committee Report

Committee Chairman Ellingwood presented the Committee report, as follows:

S. B. 1808 - POST Specialized Law Enforcement Certification Program

MOTION - Ellingwood, second - Gates, carried unanimously that the Commission continue to oppose.

ACR 144 - Joint Committee on Peace Officer Classification

MOTION - Ellingwood, second - Grogan, carried unanimously to support the Joint Committee's study of peace officer classes, powers, duties, training, etc., and that staff assist the Committee.

S. B. 1126 - Basic Course: Preferential Enrollment for Employed Officers

MOTION - Ellingwood, second - Holloway, carried unanimously for Commission support of S. B. 1126.

Proposed Study on Private Security

MOTION - Anthony, second - Jackson, motion carried, (Sporrer - No) with the guidance of the Legislative Review Committee, staff study the relationship between law enforcement and private security with the following objectives:

1. Identify the problem through meetings with law enforcement agency administrators and other concerned groups and solicit their suggestions for resolution of the problem.

2. Develop recommended legislation for improved state and/or local regulation of the private security industry.
3. Consider the degree and need of POST involvement, if any.

Status of Legislation

No action required. The Status of Legislation for 1978 Report is made Attachment "D" of these minutes.

K. Validation Committee Status Report

Committee Chairman Grogan gave a status report on the L. E. A. A. -funded Validation Project. No action was necessary.

L. Approval of October 1978 Public Hearing Agenda

1. Travel Reimbursement Plan Revisions

Individual motions carried unanimously for approval of proposed substantive amendments to Regulation Sections 1003, 1005(b), 1014, and Procedure E. The proposed regulation amendments, to go to public hearing at the October meeting, are made Attachment "E" of these minutes.

2. Technical Modifications of Regulations

MOTION - Anthony, second - Grogan, carried unanimously for approval of proposed technical amendments to the Regulations.

M. Appeal

Professor Ian McAndrews, California State University, Sacramento, addressed the Commission to appeal the Executive Director's decision to deny course certification, "Employee Relations in Law Enforcement." He stated the course meets the objectives of the need for both management and employees to understand the negotiation process, and that the simulation technique used is a required tool for education.

MOTION - Trives, second - Jackson, motion failed that the appeal be granted.

In the discussion that followed, there was consensus the field of labor negotiation process was not in the purview of law enforcement training and in conflict with POST policy.

MOTION - Trives, second - Jackson, carried unanimously that the Commission will not certify any course dealing with labor negotiations as set forth in the policy established at the March 25, 1977 Commission meeting.

The Executive Director questioned if it was the Commission's wish that all material relating to labor negotiations be removed from presently authorized curricula.

There was consensus it should be removed only if specific problems arise.

N. Contracts

1. CPOA Legislative Update Seminars and Legislative Manual

MOTION - Grogan, second - Trives, motion carried (Jackson abstaining) for approval of a contract for 16 presentations of a 6-hour legislative update seminar at a total cost of \$12,688; contract for purchase of 4,000 legislative update manuals at a cost of \$4 each, for a total cost of \$16,000; reimbursement for the seminar under Plan IV.

MOTION - Grogan, second Trives, carried unanimously for approval of contracts No. 2, 3, 4, 5, and 6 as follows:

2. Executive Development Course - Thomas H. Anderson (contract renewal)
3. Management Course - Humboldt State University (contract renewal)
4. Management Course - Cal. State University, San Jose
5. Management Course - Cal. State University, Northridge
6. Management Course - Cal. State University, Long Beach
7. CSTI F. Y. 1978/79 (Contract modification)

The Commission Contract Review Committee's interim Chairman Grogan reported that due to receipt of added OCJP funding, CSTI would not use \$179,000 of the original POST contract funds.

In discussing the request for recertification, CSTI requested modification of its contract to include new courses Contingency Planning for Hazardous Materials, Nuclear Site Security, Advanced Terrorism Analysis, Juvenile Investigation, and Robbery Investigations.

MOTION - Grogan, second - Holloway, motion carried (Gates - No) for approval of modification of CSTI's contract.

8. Law Enforcement Report Writing Course

MOTION - Trives, second - Holloway, carried unanimously for approval of a contract with Bruce Olson, Ph. D. to train up to 300 students in 15 offerings of the Law Enforcement Report Writing Course at a cost not to exceed \$35,227.95.

Chairman Sporrer, also Chairman of the Commission's Contracts Committee, requested to be removed from the Committee. Commissioner Gates was appointed to chair the Contracts Committee.

O. Appointment of Budget Review Committee and Meeting Date

The 1977 Budget Review Committee was re-appointed, as follows:

William Anthony	-	Chairman
Brad Gates	-	Member
Jacob Jackson	-	Member
Kay holloway	-	Member
Ed McCauley	-	Member

The Budget Review Committee will meet at POST headquarters, Wednesday, August 23 at 10 a. m.

P. Election of Vice-Chairman

Due to the termination of appointment of past Vice-Chairman McIntyre, the election of a new Vice-Chairman was in order.

Nominations for Vice-Chairman for remainder of 1978 were opened. Commissioner Anthony moved that Commissioner Robert Grogan be nominated; Commissioner Holloway seconded the motion; Commissioner Gates moved the nominations be closed, and a unanimous vote was cast in favor of the nominee.

Q. Old/New Business

1. Police Vehicle Accident Study Report

Bureau Chief Dave Allan presented a synopsis of findings, conclusions, and recommendations. The Final Report, which contains more definitive findings and conclusions, will be completed by September 1978. It will be forwarded to the Senate Finance Committee, as required, and distributed to all law enforcement agencies in the State.

MOTION - Anthony, second - Holloway, carried unanimously for approval of the recommendations as shown on Attachment "F" of these minutes.

a. Driver Training Allocation

MOTION - Holloway, second - Anthony, carried unanimously for approval of the following:

Tuition-based driver training allocations be provided to:

Academy of Defensive Driving		
532 trainees @ \$286 average	=	\$152,152
California Highway Patrol Academy		
432 trainees @ \$226 average	=	<u>97,632</u>
		\$249,784

And, it is required that departments which participate in reimbursable tuition-based driver training programs will collect and analyze police vehicle accident statistics, maintain current data, and establish accident review procedures designed to evaluate and reduce their accident problem.

2. Implementation of Revised Basic Course (BCEE)

Because equivalency evaluations requested prior to the effective date of the revised standard of 400 hours (July 1, 1978) have not been cleared, and all applicants approved for the BCEE did not take the test prior to July 1, the following action was taken:

MOTION - Trives, second - Anthony, carried unanimously for approval of the following:

All applicants for Basic Course equivalency waivers are subject to the training requirements in force at the time of equivalency request. Applicants for whom equivalency waivers were requested prior to July 1, 1978, may take the BCEE subject to the 200-hour minimum only if employed prior to January 1, 1979.

3. Cutoff Date for Agenda Items

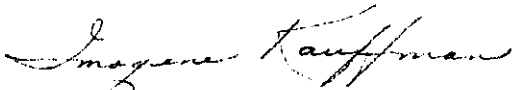
There was direction from the Chairman all agenda item material be sent to Commissioners at least two weeks before Commission meetings. Items that cannot be finalized by that time are to be held for the next Commission meeting. Quarterly Financial Reports are excepted.

R. Dates of Future Meetings/Hearings

October 19-20, Eureka Inn, Eureka, California
January 18-19, 1979, Southern California
April 19-20, 1979, Northern California
July 26-27, 1979, Southern California
October 18-19, 1979, Northern California

S. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 12 Noon.



I. Kauffman
Executive Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ANALYSIS OF CHANGE IN

PEACE OFFICER TRAINING FUND

Accumulated Resources July 1, 1977		\$ 3,476,711.00	
Revenue July 1, 1977 through June 30, 1978		<u>13,368,339.79</u>	
Total Resources			\$16,845,050.79
 <u>Expenditures</u>			
Administrative Costs		2,457,925.65	
Aid to Local Governments			
Reimbursement for training claims received	\$10,550,977.58		
Letters of Agreement	54,128.21		
Contractual Services	<u>566,224.76</u>		
Total Aid to Local Governments		<u>\$11,171,330.55</u>	
Total Expenditures			<u>\$13,629,256.20</u>
Unadjusted Accumulated Resources June 30, 1978			\$ 3,215,794.59
Less: Accounts Payable			\$ 1,371,061.45
Adjusted Accumulated Resources June 30, 1978			\$ 1,844,733.14

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Course Certification/Modification/Decertification		Meeting Date July 27-28, 1978
Division Standards and Training	Division Director Approval <i>Brad Koch</i>	Researched By Bradley W. Koch
Executive Director Approval <i>W. J. ...</i>	Date of Approval July 7, 1978	Date of Report June 30, 1978
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes <input type="checkbox"/> (See Analysis per details) 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 _____).

The following courses have been certified, modified or decertified since the April 20-21, 1978 Commission Meeting:

CERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Spanish for Peace Officers	BI Language Services	Technical	III	\$ 64,800

Summary:

The course is designed to develop the officer's ability to carry on a basic conversation in Spanish. Instruction will be as a group, but will also be directed at individual proficiency. Grammar is not emphasized, except indirectly. The course will be taught at local police or sheriff facilities to on or off-duty, full-time law enforcement personnel. Course format provides for a minimum of 10 hours of instruction each week, for ten weeks.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Phencyclidine and Clandestine Laboratory School	Los Angeles Co. Sheriff's Department	Technical	IV	\$ 6,533

Summary:

The Los Angeles County Sheriff's Department will present two, one-day seminars on PCP. The seminars will cover the history, effects, use, scientific investigation, laws and methods of handling PCP and its users. One seminar will be presented in the south and one in the north. The need is immediate for this type of training.

Utilize reverse side if needed

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Commercial Vehicle Enforcement	Los Angeles Co. Sheriff's Department	Technical	IV	\$ 2,587.50

Summary:

The course will acquaint officers having traffic responsibility with federal, state and local laws pertaining to commercial vehicles. The officers will be provided with a working knowledge and experience in the inspection of commercial vehicles. The California Highway Patrol (Sacramento) is the only presenter of this course. There is an established need in southern California for the training.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Exec. Development Seminar-Terrorist	FBI, Sacramento	Technical	IV	\$ 9,232

Summary:

The FBI has invited top administration from 100 local, county, state and federal level law enforcement agencies to participate in an 18-hour seminar in terrorism. The instructors are from the FBI Academy at Quantico, Virginia and they will be speaking on the terrorist problem. They will cover the international, the national and the state situation. Included are some "how-to" in hostage negotiations and planning function on combating terrorism.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Homicide Institute	Rio Hondo College	Technical	II	\$ 44,528

Summary:

Criminal Investigation was a number one priority identified in the POST Training Needs Assessment study. The two 1977 offerings were filled within one week after the course announcements were mailed to agencies by the college. In addition to the Federal Bureau of Investigation, instructors will include investigators from the following local agencies: Los Angeles Police Department, Los Angeles District Attorney's Office, Los Angeles County Coroner's Office and San Jose Police Department.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Crisis Identification & Management	DOJ-Advanced Training Center	Technical	Contract	-0-

Summary:

DOJ was requested by POST to develop and present a Crisis Course wherein all materials used are free from copyright action. Funds for the course are to be taken from the modified 1977/78 contracts. Course is needed to fill void left when other presenters were decertified.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Supervisory Course	Orange Co. Sheriff's Department	Supervisory	II	\$ 217,280

Summary:

Recertification of existing course. Course is 80 hours in length, intensive format. Approximately 160 officers to be trained per year at a cost of about \$679 per officer. Supervisory Course will be taught in the Performance Objective format. There are no other Supervisory Courses in the area utilizing performance objectives. CEI's indicate the courses are satisfactory.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Operations	Allan Hancock College	Technical	II	\$ 9,400

Summary:

This replaces, in part, a course formerly certified to the "Central Coast Counties Consortium." See attachment.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Operations	Santa Barbara City College	Technical	II	\$ 9,400

Summary:

This replaces, in part, a course formerly certified to the "Central Coast Counties Consortium." See attachment.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Management	NCCJTES, Santa Rosa Center	Technical	IV	\$ 7,000

Summary:

This course was previously certified for one presentation in November 1977. It is a forty-eight hour, six-day course designed to meet the requirement of Administrative Code Section 1021 for all custodial personnel in Type II and Type III custodial facilities. Only one Jail Management Course is presently certified and that course is presented in southern California. The need for this course is well established by the Training Needs Assessment. Presently the course is ranked as priority II.

Summary: (Continued)

The proposed 48-hour course addresses the needs of medium and small, as well as larger sized detention facilities. The course will emphasize the jail, its operations, its personnel and its management as a critical component of the administration of justice system. The maximum number of students will be 25 in a live-in condition to increase maximum student participation and interaction. The 48-hour course will cost POST approximately \$280 per student.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Academy of Justice, Riverside	Technical	II	\$ 9,600

Summary:

This course is designed to meet the training requirements of CVC Section 40600 for officers assigned to the accident investigation function. Based on the approved CHP course, it covers types of causing violations, accident scene procedures, reporting, follow-up and prosecution.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Bakersfield College	Technical	II	\$ 33,420

Summary:

This job-specific course is designed to fulfill the requirements of CVC Section 40600. The course is directed to officers responsible for traffic accident investigation in their respective departments. Completion of this course will qualify an officer to write a notice of violation for a nonviewed, nonfelony traffic offense which is a factor in a traffic accident. Traffic investigation is priority one, rank order 2 in Zone 8 in the Training Needs Assessment.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Los Angeles Police Department	Technical	II	\$ 33,696

Summary:

This is a 40-hour, intensive format course. There will be 5 presentations for a total of approximately 150 trainees. The subject matter will cover all traffic investigator functions and will satisfy the requirements for Vehicle Code Section 40600. This course is in the job-specific category. Primary user of the course will be the Los Angeles Police Department personnel.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Rio Hondo College	Technical	II	\$ 18,200

Summary:

This is a Basic Traffic Accident Investigation Course designed to meet the requirements of California Vehicle Code Section 40600. The course is offered to police personnel who have a primary traffic accident investigation responsibility.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	State Center Peace Officer Academy-Fresno City College	Technical	II	\$ 22,280

Summary:

This job-specific course is designed to fulfill the requirements of CVC Section 40600. The course is directed to officers responsible for traffic accident investigation in their respective departments. Completion of this course will qualify an officer to write a notice of violation for a nonviewed, nonfelony traffic offense which is a factor in a traffic accident. Traffic investigation is rank ordered number 2 in Zone 6 in the Training Needs Assessment. A total of 90 officers will be trained at a cost of \$22,280 to the POTF.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Managing Patrol Operations	Thomas H. Anderson	Technical	IV	\$ 6,699

Summary:

Thomas H. Anderson has entered into an agreement, at POST request, with the National Institute of Law Enforcement and Criminal Justice (a branch of Law Enforcement Assistance Administration) to present one seminar on Managing Patrol Operations. Exemplary programs will be presented to chiefs or designated personnel for management of patrol operations.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Managing Criminal Investigations	CSPU, Continuing Education	Technical	III	\$ 7,350

Summary:

California State Polytechnic University, Pomona has entered into an agreement, at POST request, with the National Institute of Law Enforcement and Criminal Justice (a branch of Law Enforcement Assistance Administration) to present one seminar on Managing Criminal Investigations. Exemplary programs will be presented to chiefs or designated personnel responsible for management of criminal investigations.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Introduction to Crime Analysis	DOJ-Advanced Training Center	Technical	IV	\$ 13,050

Summary:

This course will enable students to analyze crime reports both statistically and through the use of keysort cards. Teaching segments include: definition of averages; standard deviation; correlation; use of keysort; mapping and graphing techniques; forecasting techniques; frequency distribution; cluster analysis. Commission has approved this one of the 19 courses covered in umbrella contract.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Visual Investigation Analysis	DOJ-Advanced Training Center	Technical	IV	\$ 7,337

Summary:

This is an 8-hour training course in the development and use of charting techniques for investigative purposes. The techniques learned in this course serve as a practical tool for monitoring and scheduling investigative efforts as well as for making visual presentations of investigative results. Commission has approved this as one of the 19 courses covered in umbrella contract.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Investigation & Prosecution of Pornography	DOJ-Advanced Training Center	Technical	IV	\$ 9,783

Summary:

This program is an extension of the Attorney General's five (5) day seminars on "Investigation & Prosecution of Organized Crime in Pornography. It is specifically geared to the needs of small city and rural community law enforcement agencies. The material will cover such areas as organized crime involvement, red light abatement, unfair and fraudulent business practices, child pornography, civil investigations, and case and court preparation. This course will be offered as an option to one of the other 8-hour courses offered in either the Investigative or Patrol Institute.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Link Analysis	DOJ-Advanced Training Center	Technical	IV	\$ 3,261

Summary:

This is an 8-hour training course in the use of link charting techniques for analytical, investigative and prosecutorial purposes. The products of this course graphically portray and clarify associations among persons and/or organizations involved in complex criminal activity. Commission has approved this as one of the 19 courses covered in umbrella contract.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Prison Gang Activity	DOJ-Advanced Training Center	Technical	IV	\$ 12,228

Summary:

The course will look at the problem historically; the individual gangs and their cultural and philosophical background; modes of homicides and narcotic trafficking; wars and alliances; sources of funds; political factors; and communication systems. It will also cover legislative impact; jail procedures; problems in CYA; criminal intelligence functions; current and future problem areas; and ways to reduce the impact of prison gangs. The major objective is to provide a needed awareness program to local law enforcement. This awareness would be the first step in offering concerned agencies methods to deal with prison gangs in their community. A second objective will be to provide local agencies with ideas on how to counter the impact of prison gangs. Commission has previously approved this course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	California Highway Patrol	Basic	II	-0-

Summary:

This is a 1,024-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1. This course is for California Highway Patrol trainees only.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Allan Hancock College	Basic	II	\$ 75,960

Summary:

This is a 480-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Los Angeles Police Dept.	Basic	II	\$ 911,520

Summary:

This is a 960-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Ventura Co. Police and Sheriff's Academy	Basic	II	\$ 455,760

Summary:

This is a 596-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Kern Co. Peace Officer Training Academy	Basic	II	\$ 341,820

Summary:

This is a 400-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	San Bernardino Co. Sheriff's Department	Basic	II	\$ 455,760

Summary:

This is a 726-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Orange Co. Sheriff's Department	Basic	II	\$ 319,840

Summary:

This is a 600-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	San Diego Sheriff's Department	Basic	II	\$ 799,600

Summary:

This is a 683-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	San Diego Police Dept.	Basic	II	\$ 799,600

Summary:

This is a 832-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Golden West College	Basic	II	\$ 284,850

Summary:

This is a 520-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Los Angeles Co. Sheriff's Department	Basic	II	\$ 493,740

Summary:

This is a 640-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Rio Hondo College	Basic	II	\$ 455,760

Summary:

This is a 600-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	NCCJTES, Santa Rosa Center	Basic	II	\$ 284,850

Summary:

This is a 480-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	NCCJTES, Butte Center	Basic	II	\$ 512,930

Summary:

This is a 480-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	NCCJTES, Redwoods Center	Basic	II	\$ 398,790

Summary:

This is a 490-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

MODIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Vice Investigation	CSU, San Jose	Technical	I	\$ 26,000

Summary:

The University was certified on August 8, 1977 to provide two approved Vice Investigation Courses. The success and demand for the course indicates a justifiable need for additional presentations. Modification of costs was requested to allow for per diem, material and meeting room cost increases. Two additional presentations will train 50 vice investigators at about \$520 per student. POST courses have received outstanding evaluations.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Stress Management for Criminal Justice Personnel	UC, Santa Cruz Ext.	Exec. Dev. Sem.	III	\$ 3,792

Summary:

The university has requested that the course be certified for one additional presentation to accommodate students turned away from the original course presentation. The first presentation received adequate ratings from its participants. The course is designed to allow law enforcement managers and supervisors to recognize the potentially stressful situations that arise from the "life style" of police work. Diagnosis and neutralization of the stress producing situations will be featured.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Driver Training for Allied Agency	California Highway Patrol	Technical	III	\$ 86,700

Summary:

CHP has requested that they be allowed to increase the tuition of this course from \$180 to \$225. The increase is due to an increase in operating expenses. Previous change in the tuition occurred effective July 1, 1977. Change was a reduction in tuition.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Field Training Officer	Los Angeles Police Dept.	Technical	II	\$ 61,593

Summary:

This course has been certified since December 10, 1970. On September 30, 1975, the department requested to reduce the number of training hours from 40 to 24. On April 7, 1978, a request was submitted to increase the training to 32 hours. The new course outline indicates an increase in those activities specifically designed to increase the effectiveness of the Field Training Officer.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Field Evidence Technician	NCCJTES, Redwoods Center	Technical	IV	-0-

Summary:

This course is currently certified for 80 hours. The course coordinator has submitted a request for a variable format of from 50 to 80 hours. This course is normally presented one to two times per year.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Robbery Investigation	CSU, San Jose	Technical	I	\$ 18,675

Summary:

The University was certified on March 22, 1977, to provide two approved Robbery Investigation Courses. Present demand for the course indicates a need for additional presentations. The two previous presentations have received excellent evaluations and support of field officers. Three additional presentations will train 75 investigators at about \$249 per student. POST presentations have been rated from very good to excellent.

DECERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Political Violence and Terrorism	CSTI	Exec. Dev. Sem.	IV	-0-

Summary:

As scheduled and under contract terms, two presentations were made in 1977/78 to a total of 83 POST-reimbursable trainees. The institute plans to substitute a Terrorism Analysis Course at CSTI to replace this seminar.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Supervisory Course	Chaffey College	Supervisory	II	-0-

Summary:

This Supervisory Course was certified in 1972 with an 88-hour semester length format. When the POST Commission adopted the compacted, intensive format for the Supervisory Course, it was offered by Chaffey College only once, in July 1976, and cancelled because of insufficient demand. The last presentation of the course was in 1975.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
PC 832	Canada College	Special	IV	-0-

Summary:

This course was certified on September 14, 1973. Since that time, we have had continual problems. On December 6, 1977, a letter was written to the coordinator that we would decertify if we did not hear from him. We received no response. On March 29, 1978, we repeated the above and have received no response.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Special Problems in Jail Custody	CSU, San Jose	Technical	III	-0-

Summary:

The university requested decertification due to a lack of interest in the course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Specialized	DOJ-Advanced Training Center	Basic	N/A	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Advanced Blood-stain Analysis	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Forensic Alcohol Supervisor	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Controlled Substances Analysis	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Firearms and Toolmark Identification	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Fullerton Police Training School	Basic	II	-0-

Summary:

This course has not been used since 1975. Fullerton College does not have sufficient classroom space and academies were held at Anaheim and Fullerton Police Departments. Those facilities are no longer available and upon discussing this matter with the coordinator, Nathan Iannone, it has been agreed that the course should be decertified.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Operations	Central Coast Counties Consortium	Technical	II	-0-

Summary:

In 1974 Santa Barbara City College, Allan Hancock College and Cuesta College each applied for certification of a Jail Operations Course to meet the needs of the Santa Barbara and San Luis Obispo Sheriff's Departments. At POST staff suggestion, the three agreed to a single certification to be coordinated at Santa Barbara. The course was certified to a national "Central Coast Counties Consortium." Nine presentations have been made: 7 by Santa Barbara (80 students - primarily Santa Barbara Sheriff's Department); and none by Cuesta College. The choice of names was unfortunate as it has been a constant source of confusion to staff and users since there is a "Central Coast Counties Police Academy" at Gavilan College in Santa Clara County. In actuality, Santa Barbara College and Allan Hancock College have made presentations independent of each other and coordination has been handled by the POST area consultant. Since the consortium has not developed as originally envisaged and control could be better maintained if the two active presenters were individually certified, decertification would appear justified. The presenters concur.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Team Policing Leadership	Los Angeles Police Dept.	Technical	IV	-0-

Summary:

The above course has been very active and had 87 trainees in 1977. Based on information received from Los Angeles Police Department on April 7, 1978 "request course be decertified as it will no longer be presented."

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Crisis Identification Management	Los Medanos College	Technical	IV	-0-

Summary:

This course was certified on March 24, 1977, and has not been offered. Mr. Joe McKeown has been contacted and he reports there is no local interest in the course. He concurs with the recommendation to decertify the course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Police Dispatcher/Communications Course	Criminal Justice Education & Training Resource System	Technical	II	-0-

Summary:

Course certified for one presentation that has been completed. Course is therefore decertified.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

August 10, 1978

BULLETIN: 78-14

SUBJECT: NOTICE OF PUBLIC HEARING - SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM

In accordance with provisions of the Administrative Procedure Act and pursuant to the authority vested by Section 11422 of the Government Code, NOTICE IS HEREBY GIVEN that a hearing will be held by the Commission on Peace Officer Standards and Training:

10 a.m., October 19, 1978
Eureka Inn
7th & "F" Streets
Eureka, California

NOTE: This will be a continuation of the Public Hearing from April 20, 1978, and certain new recommendations will be considered which were not listed in the original Notice (Bulletin 78-6).

This hearing will address POST regulation changes which relate to standards for: (1) the POST Specialized Law Enforcement Certification Program and (2) Penal Code Section 13510.5 (Training Standards for Specified State Agencies). Regulations will become effective January 1, 1979.

Regulation Changes

1. Amend Regulation 1005 (a) - Basic Course

(4) Every specialized agency trainee shall satisfactorily meet the training requirements of the Basic Course, PAM, Procedure D-1, within 12 months from the date of appointment as a regularly employed specialized peace officer; or for those specialized agency trainees who have not completed the Basic Course, the chief law enforcement administrator may elect to substitute the Specialized Basic Investigators Course, PAM, Procedure D-12. (Proposed Basic Investigators Course available upon request)

2. Regulation 1005 (d) (Advanced Officer Course) will be required for all specialized peace officers.

(continued)

3. Amend Commission Procedure D-7 (Specifications for Approved Courses) by designating the Advanced Officer Course as the standard which satisfies Penal Code Section 13510.5, relating to specified State Agency peace officers.
4. Regulation 1002 (a) (7) (Standards for Employment), the required reading examination, shall apply to specialized peace officers.
5. Amend Commission Procedure F-1 (Certification Programs) to allow qualified specialized agency peace officers to be eligible for POST Supervisory and Management Certificates.
6. Add Regulation 1009, which merges the Specialized Regulations into the Regular Regulations and establishes revised Specialized Agency entry standards for new entrant agencies but does not apply to agencies presently in the program, to read:

1009. Specialized Law Enforcement Certification Program. (Program Effective January 1, 1970)

By authority of Penal Code Section 13506, the POST Specialized Law Enforcement Certification Program is established for the purpose of raising the level of competence of specialized law enforcement officers. Only eligible law enforcement agencies, as determined by the Commission or otherwise provided by law may participate in this voluntary program and receive benefits. The cost of the education and training to meet minimum standards of the Program is the responsibility of the individual officer and/or agency. Acceptance and adherence to POST standards of selection and training are required if a specialized law enforcement agency is to participate in the Program.

(a) Objective.

The objective of the Commission on Peace Officer Standards and Training in establishing the Specialized Law Enforcement Certification Program is to foster professionalization:

- (1) By establishing minimum standards related to the physical, mental, and moral fitness which govern the selection of specialized law enforcement officers;
- (2) By establishing minimum standards of education and training deemed necessary to perform adequately the duties and responsibilities of specialized public law enforcement services.

(continued)

1009. Specialized Law Enforcement Certification Program (continued).(b) Standards for Agency Entry into Program.

- (1) Must perform enforcement or investigative duties, as defined by the Commission.
- (2) At the time of application for entry into the Program, the Specialized Law Enforcement Agency must submit a schedule which ensures that all its presently employed peace officers will meet POST training standards within a reasonable period of time. For purposes of satisfying this requirement, the current training standards apply to agencies which have requested entry on or before August 1, 1978.
- (3) Present to the Commission a certified copy of an ordinance requesting entry into the program or in the case of agencies not empowered to pass ordinances or resolutions--a letter of intent as prescribed by the Commission.

(c) Program Provisions.

The provisions for the Specialized Law Enforcement Certification Program are the same as the Regular Program except as expressed in the Regulations and Procedures.

Necessary technical changes may be made as a result of these changes.

7. The moratorium on entry of new agencies into the Program will be removed.

Notice is also given that any person interested may present statements or arguments orally or in writing relevant to the action proposed at the hearing.

Written communications should be directed to:

William R. Garlington
Executive Director
Commission on POST
7100 Bowling Drive, Suite 250
Sacramento, CA 95823

The Commission has determined that the above regulations will create no new costs to local government, pursuant to Section 2231 of the Revenue and Taxation Code, since the Specialized Law Enforcement Certification Program is voluntary.

LOUIS L. SPORRER
Chairman

STATUS OF LEGISLATION FOR 1978 - (ACTIVE)

<u>Bill Number</u>	<u>Subject</u>	<u>POST Position</u>	<u>Status</u>
ACR 124 (Mori)	Narcotic Training for Peace Officers: PCP	Approve	Passed Senate Judiciary Committee 6-27-78
ACR 144 (Roos)	Peace Officer Definition: Legislative Study		Senate Rules Committee Hearing date 8-8-78
SB 236 (Zenovich)	Polygraph Examiners	Oppose	Assembly Committee on Labor, Employment, and Consumer Affairs
SB 418 (Behr)	Medical Records: Waiver	Watch and oppose, if waiver deleted	Assembly Health Committee
ACR 160 (Bates)	Victims of Crime: Basic Trng. (Previously 2909)	Approve	A.C.J. Committee Hearing date 8-7-78
AB 1068 (Fazio)	Administrative Adjudication of Vehicle Code Violations	Watch	Third reading Senate Floor
SB 1126 (Presley)	Basic Course: Preferential Enrollment for Employed Officers		Assembly Educ. Sub-Com. Hearing date 8-9-78
SB 1244 (Zenovich)	Correctional Officers: County Jails	Seek Amendments	Vetoed 6-2-78
SB 1502 (Alquist)	Peace Officers: Airport Security, POST Reimbursement	Oppose, unless amended	Held in Senate Judiciary Committee 5-2-78 (Dead)
SB 1759 (Robbins)	Reserve Peace Officers: Authority	No position, if purpose limited to carrying firearms off duty	Failed passage before the Senate 5-25-78 (Dead)
SB 1808 (Ayala)	Specialized Law Enforcement Certification Program: Required establishment by POST	Oppose, unless amended to delete mandatory provisions	A.C.J. Committee Hearing Date 8-7-78
SB 1893 (Dunlap)	Community College Attendance Accounting: Short Term Courses	Approve, suggest inclusion of non-credit courses	Passed Assembly Sub-Com. on Postsecondary Educ. Referred to Assembly Ways & Means Committee
AB 1902 (Knox)	D.A.'s Investigators: POST Reimbursement	Oppose	Failed passage before Senate 5-18-78 (Dead)
SB 1927 (P. Carpenter)	Peace Officer Certification (Same as AB 1603)	Oppose	Failed passage of Senate Finance Committee 6-5-78 (Dead)
SB 1931 (Beverly)	Tear Gas Training for Citizens: Removes POST	Interim study	Passed A.C.J. Committee 6-26-78
SB 1995 (Zenovich)	Peace Officers: Felons Exempts persons holding Certificate of Rehabilitation	Oppose	Failed passage of Senate Judiciary Committee 5-16-78 (Dead)
AB 2254 (Boatwright)	D.A. & Public Defender's Training Appropriation from P.O.T.P.	Oppose, unless amended	Assembly Ways & Means Committee (Dead)
AB 2491 (Antonovich)	Required Child Abuse & Neglect Training: POST	Approve in principle, prefer legislative resolution	Senate Judiciary Com. Hearing date 8-8-78
AB 2664 (Fenton)	Requires POST Testing for Basic Course	Oppose	Senate Finance Committee Hearing date 8-7-78
AB 2802 (Chimbole)	Training standards: Local Detention Facilities: POST	Approve	Failed passage of Senate Judiciary Committee 6-13-78 (Dead)
AB 2900 (Fenton)	POST Certification Program	Oppose	Failed passage of A.C.J. Committee 5-8-78 (Dead)
AB 2913 (Kapiloff)	First Aid Training: Peace Officers, Basic Training, 3-year CPR refresher	Approve	Senate Finance Hearing date 8-7-78
AB 2915 (Kapiloff)	Arrest and Firearms Training: Deletes one year	Oppose	Pending Senate Finance
AB 2971 (Levine)	California Crime Resistance Task Force	Oppose to the provision which duplicates POST's training	Senate Judiciary Com. Hearing date 8-8-78

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF LEGISLATION FOR 1978 - (INFORMATIONAL)

<u>Bill Number</u>	<u>Subject</u>	<u>Status</u>
ACA 63 (Statham)	Governor: Appointments	Assembly Governmental Organization Committee
AB 81 (Chappie)	Identification of Dead Bodies - Dental Records	To enrollment 6-15-78
SB 216 (Nejedly)	Governor: Appointments	Held in Assembly Governmental Organization Committee without recommendation. 6-14-77
AB 1016 (Antonovich)	Humane Officers	Senate Judiciary Committee
SB 1164 (Robbins)	Peace Officer Employer-Employee Relations	A.C.J. Committee Hearing date 8-7-78
SB 1189 (Nejedly)	Marshals: Appointment of Reserve Officers	Chapter 99 on 4-18-78
SB 1436 (D. Carpenter)	Records: Peace Officers	A.C.J. Committee Hearing date 8-14-78
SB 1498 (Presley)	Toll Bridge Operators: Peace Officers	A.C.J. Committee
SB 1508 (Holden)	Records: Citizen Complaints	Failed Senate passage 6-15-78 (Dead)
SB 1513 (Johnson)	Bill of Rights Extended to State Officers	A.C.J. Committee Hearing date 6-26-78
AB 1532 (Tucker)	Harbor Police Personnel: Peace Officer Status: Retirement	Assembly Public Employees & Retirement. Hearing date 8-7-78
SB 1646 (Holmdahl)	Municipal Utility Districts: Peace Officers and Reservoirs	A.C.J. Committee Hearing date 6-26-78
AB 2205 (Maddy)	Collection of Fines	Assembly Judiciary Committee
AB 2233 (Hughes)	Burglary Prevention: DOJ Pilot Project, Prevention	Senate Finance Committee
AB 2369 (Imbrecht/Ellis)	State Regulatory Agencies: Abolition	Assembly Governmental Organization Committee
AB 2674 (Craven)	Classification of Director & Investigators of San Diego County Department of Revenue & Recovery as Peace Officers	Senate Judiciary Committee
AB 2823 (Ellis)	Safety Equipment: Police Officers and Deputy Sheriffs	Ways & Means Suspense File
AB 2916 (Kapiloff)	Public Safety Officers: Confidential Information	To Senate third reading
AB 3215 (Boatwright)	Peace Officer Powers: DOJ Agents & District Attorney's Investigators	Assembly Criminal Justice Committee. Subject matter to Senate Rules Committee
AB 3226 (Montoya)	Public Safety Officers Procedural Bill of Rights Act: Unlawful to Deny or Refuse Rights	Passed Assembly Public Employee and Retirement Committee as amended 6-13-78
AB 3696 (Ellis)	Police Protection: Cities	To Assembly third reading

Effective 6-20-78



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

August 18, 1978

BULLETIN: 78 - 12

Subject: NOTICE OF PROPOSED CHANGES IN THE REGULATIONS OF THE
COMMISSION ON POST

Notice is hereby given that the Commission on Peace Officer Standards and Training, pursuant to the authority vested by Section 11422 of the Government Code, and to implement Section 13506 of the Penal Code, proposes to amend Regulations in Title 11, Chapter 2 of the California Administrative Code:

Amend Section 1003, to read:

Notice of Peace Officer Appointment/Termination

Whenever an officer is newly appointed, enters a department laterally, or terminates, the department shall notify the Commission within 30 days of such action on a form approved by the Commission as prescribed in PAM, Section C, Notice of Peace Officer Appointment/Termination.

Amend Section 1005(b) Supervisory Course (Required), to read:

- (1) Every officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete the Supervisory Course prior to promotion or within 12 months after initial promotion, appointment or transfer to such position.
- (2) Every officer who is appointed or who will be appointed within 12 months to a first-level supervisory position may attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the officer has been awarded the Basic Certificate.
- (3) Requirements for the Supervisory Course are set forth in PAM, Section D, "The Supervisory Course".

Amend Section 1014 Training for Non-Sworn Personnel, to read:

- (a) Reimbursement shall be provided for the training of non-sworn personnel performing police tasks as determined by the Commission.
- (b) Request for Approval
 - (1) Whenever it is necessary for the employing jurisdiction to obtain prior written approval of the Commission, it shall be obtained on an individual basis (See PAM, Section E-1). A request for approval must include:

The trainee's name and job title
Job description
Course title, location and dates of presentation

(2) Requests for approval must reach the Commission 30 days prior to the starting date of the course.

(c) Reimbursement

Reimbursement for non-sworn personnel is computed in the same manner (except as noted below) as for sworn personnel, according to the reimbursement schedule for each course as set forth in PAM, Section E, "Reimbursement Schedule".

NOTE - No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005 except as provided in PAM, Section E-1(f), "Training of Non-Sworn Personnel".

Following the public hearing the Commission will also consider changes in its reimbursement procedures related to travel and subsistence. For example: to provide subsistence - not to exceed an aggregate of 24 hours - while resident trainees are in travel to and from a training site; to increase the commuter allowance for meals to \$5 per day of training; to permit the use of auto to and from the training site for two or more resident trainees traveling together when air travel results in greater subsistence/travel expenses than were auto travel used; to permit daily commuting for resident trainees between the training site and the trainee's temporary lodging accommodations; to permit commuting for resident trainees between the training site and the trainee's headquarters for weekends, holidays or split sessions in lieu of subsistence and when such travel expenditures do not exceed the subsistence allowable had the trainee selected to remain at the training site; and to define straight hourly salary rate. Numerous other changes in the Regulations and Procedures which are minor and technical are also to be considered.

Any person interested may present statements or arguments orally and in writing relevant to the action proposed, at

10 a.m., October 19, 1978
Eureka Inn, Eureka
7th and F Streets
Eureka, California

Notice is also given that any person interested may by the above date present written statements to:

William R. Garlington, Executive Director
POST, 7100 Bowling Drive, #250
Sacramento, California 95823

The Commission has determined that the above regulations will create no new costs to local government, pursuant to Section 2231 of the Revenue and Taxation Code.

LOUIS L. SPORRER
Chairman

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

POLICE VEHICLE ACCIDENT SURVEY

RECOMMENDATIONS

- Data collection efforts disclosed a distinct lack of knowledge within many departments of their individual accident problem including inadequate reporting, analysis, management review, and efforts toward a reduction of accidents. It is therefore recommended that individual departments should establish specific accident reporting procedures including a report of every accident on a standard form (no narrative memorandums) from which a statistical analysis is extracted; a formal review including an appropriate finding of preventability; and a specific plan, based on accident experience, to combat the problem.
- The study also disclosed a high frequency of accidents attributed to specific individuals within departments. Through a view toward vicarious liability or other concepts, some police administrators tend to believe training will produce a solution to the problem. Experienced driver training instructors, when faced with the problem of retraining such individuals, find that skill levels are high, but attitudes are poor. The driver training staff strongly believe that it is not possible to successfully alter attitudes in a period of 24 hours of training. It is therefore recommended that administrators review the entire record of a high-accident-frequency individual, specifically in the affective area of his behavior, prior to his assignment to additional training.
- During seminars of driver training managers and instructors in which statistically significant findings were presented, it was strongly emphasized by participants that it should be recommended that departments should recognize their real problems and develop individual programs in response to these problems; that vicarious liability and negligent retention concepts should be recognized especially on the part of the chief executive; that there is a real need for adequate supervision in the area of driver training; that management must realize that training is not the answer to all attitudes and disciplinary problems nor is it the answer to supervisory problems or the lack of supervision; and that management should support instructors to the extent of dismissing officers who are disciplinary problems.
- The reduction of costly police vehicle accidents is the responsibility of all supervisors and managers as well as chief executives. This responsibility is frequently not accepted or accountability not required, especially at the supervisory level. It is therefore recommended that aspects of driver training be conducted for supervisors and that management training include instruction on managing accident reduction programs.
- The driver training seminars were extremely successful from the point of

view of the participants. They appreciated the opportunity to consider findings, propose conclusions, and become a part of the process of providing recommendations. Their expertise was extensive, their enthusiasm evident, and their recommendations considered and thoughtful. Their association was productive in the interest of improving driver training in California. It is therefore recommended that bringing together these instructional experts in driver training as well as other highly technical training fields be continued and expanded.

- Driver training instructors, after having considered the statistically significant findings, have concluded that present driver training teaches skills that cannot counteract poor attitudes and disciplinary problems. They recognize, however, needs to improve training and concur in the recommendations that trainers must guard against training that may cause overconfidence in younger and less experienced officers to the extent that the student must be apprised of the reality of street conditions at the conclusion of training. Further, the ever-changing and stressful street situations must be more realistically depicted and experienced during training.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Financial Report - First Quarter 1978-79 F.Y.		Meeting Date October 19-20, 1978
Division Administration	Division Director Approval <i>Bradley W. Cook</i>	Researched By Staff
Executive Director Approval <i>W.R. Salby</i>	Date of Approval October 16, 1978	Date of Report October 11, 1978
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 Quarter of the 1978-79 Fiscal Year, July 1 through September 30, 1978, showing revenue for the Peace Officers' Training Fund and expenditures made from the Fund for administrative costs and for reimbursements for training costs to cities, counties, and districts in California. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition and salary of the trainee (Schedule I). Also included is the quarterly cumulative report of reimbursement (Schedule II) made from the Peace Officers' Training Fund providing detailed information on:

- Reimbursements made for each course category of training,
- Number of trainees,
- Cost per trainee,
- Hours of training.

REVENUE

Revenue from traffic and criminal fines for the first three months of the 1978-79 Fiscal Year totalled \$3,321,981.98 compared to \$3,047,625.22 for the corresponding quarter in 1977-78, an increase of \$274,356.76 (9%). See Page 3 showing detail of revenue by month.

REIMBURSEMENTS

Reimbursements to cities, counties, and districts for the first three months of the 1978-79 Fiscal Year totalled \$746,107.70 compared to \$1,129,124.39 for the corresponding period 1977-78 Fiscal Year, a decrease of \$383,016.69 (-33.92%).

A total of \$618,770.55 was reimbursed during the first three months of Fiscal Year 1978-79 for training that occurred during the previous fiscal year. Additional reimbursement claims in the amount of \$499,886.51 for 1977-78 Fiscal Year training are being held by staff, without payment, pending legislative approval for appropriation of additional funds. The total amount encumbered for the first quarter of Fiscal Year 1978-79 for training occurring in Fiscal Year 1977-78 is \$1,118,657.06. This increases the total amount of reimbursement paid and/or encumbered for the 1977-78 Fiscal Year to \$11,669,634.64.

77/78 Reimbursement as of 6/30/78 F.Y.	\$10,550,977.58
77/78 Reimbursement in 78/79 F.Y.	1,118,657.06
Total	\$11,669,634.64

Utilize reverse side if needed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS

7-1-78 - 9-30-78

Resources

Accumulated Reserve July 1, 1978	\$1,573,237.81	
Less Prior Year Adjustment	<u>(-) 13,208.75</u>	
Total Accumulated Reserve		\$1,560,029.06
Revenue July 1, 1978 through September 30, 1978		<u>\$3,321,981.98</u>
Total Resources		\$4,882,011.04

Expenditures

Administrative Costs		\$ 560,750.16
Aid to Local Governments		
Reimbursement for training		
Claims received	\$ 746,107.70	
Contractual Services	209.48	
Letters of Agreement	<u>9,981.95</u>	
Total Aid to Local Governments		<u>756,299.13</u>
Total Expenditures		<u>1,317,049.29</u>
Accumulated Surplus September 30, 1978		<u><u>\$3,564,961.75</u></u>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

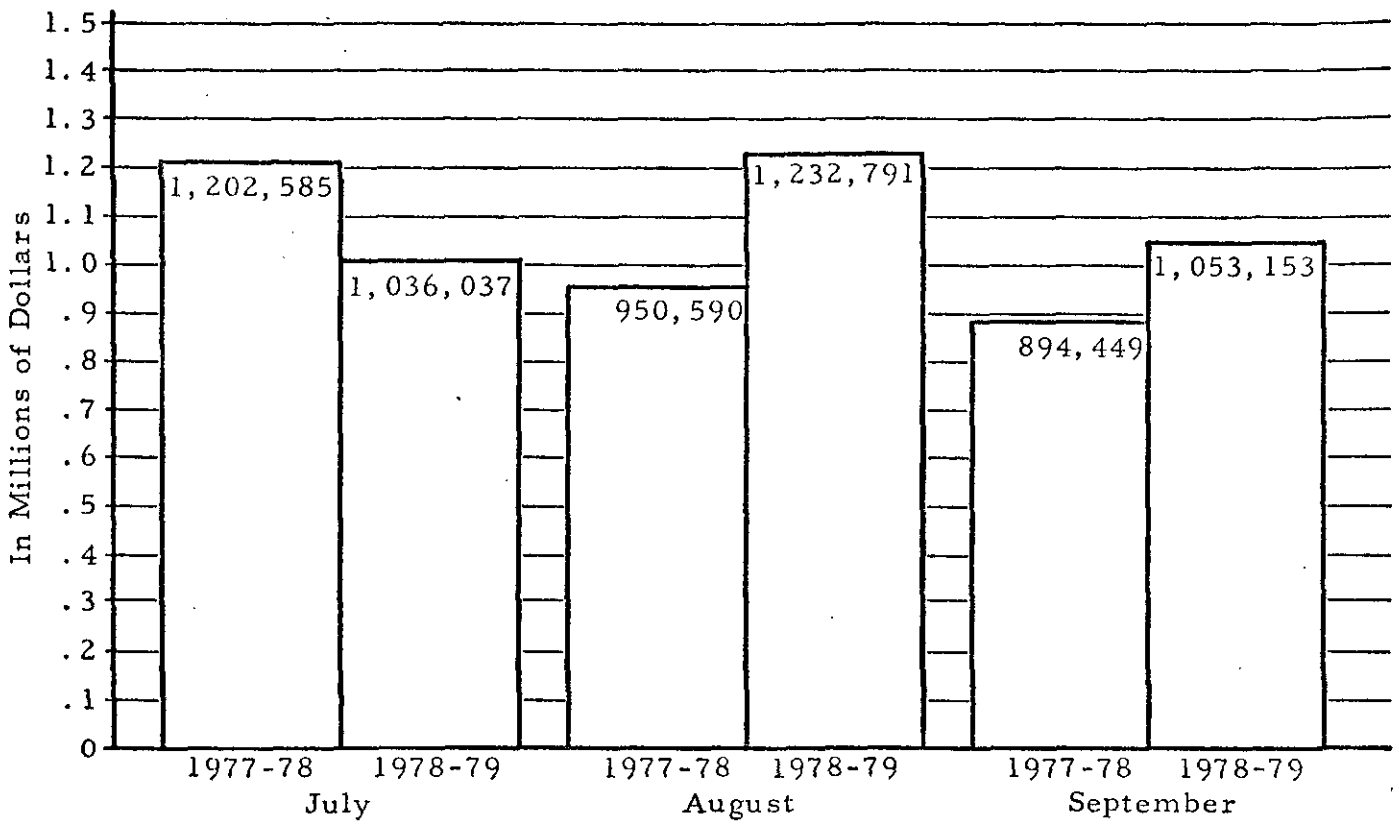
STATEMENT OF REVENUE

1978-79 Fiscal Year

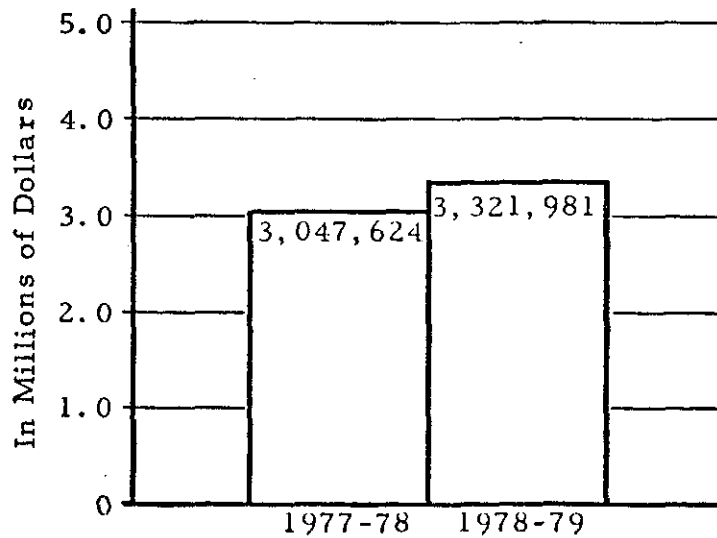
<u>Month</u>	<u>Traffic</u>	<u>Criminal</u>	<u>Total</u>
July, 1978	\$ 727,190.36	\$ 308,847.16	\$1,036,037.52
August, 1978	845,064.51	387,727.42	1,232,791.93
September, 1978	<u>707,006.88</u>	<u>346,145.65</u>	<u>1,053,152.53</u>
Total	<u>\$2,279,261.75</u>	<u>\$1,042,720.23</u>	<u>\$3,321,981.98</u>

Commission on Peace Officer Standards and Training
 REVENUE COMPARISON 1977-78/1978-79

1st Quarter By Month



1st Quarter Combined Revenue



ADMINISTRATION DIVISION

Claim Audit Section

State of California

Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 Bowling Drive, Sacramento, CA 95823

Reimbursement By Month	1978-79 F.Y. Reimbursement	Contract Reimbursement & Let. of Agree.	Adjustments and Audit Reports	Total Aid to Local Govn. Item 384
July	-0-	-0- 2,185.62		2,185.62
August	413,187.46	-0- 2,474.56		417,847.64
September	333,637.36	209.48 *5,321.77	(-) 39.28 (-) 677.84	756,299.13
October				
November				
December				
January				
February				
March				
April				
May				
June				
Total for Fiscal Year				

*Includes room rent - \$675.80

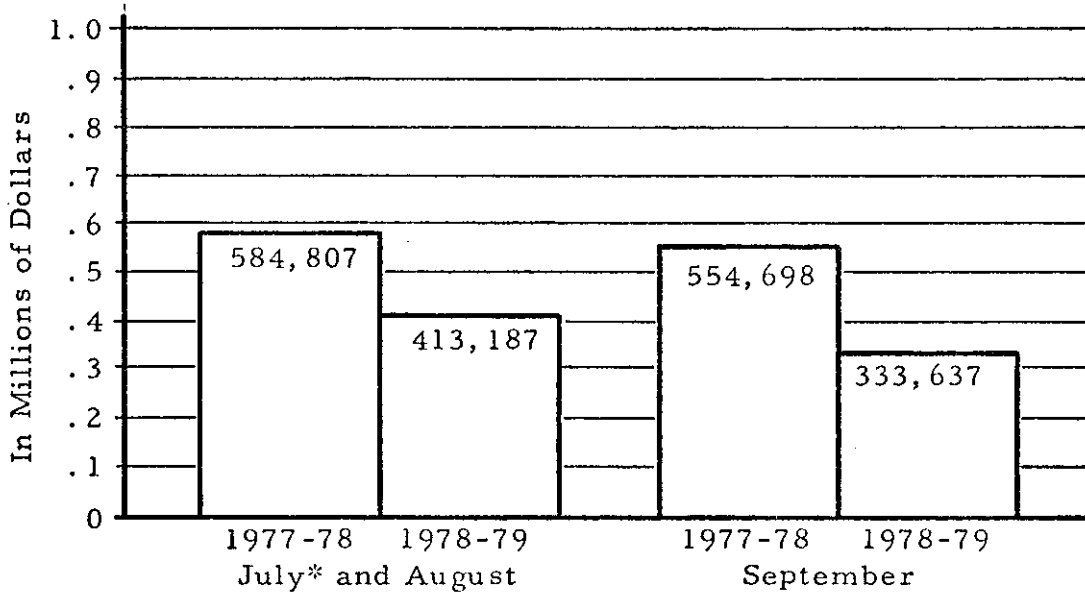
ADMINISTRATION DIVISION
Claims Audit Section

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
7100 Bowling Drive, Sacramento, CA 95823

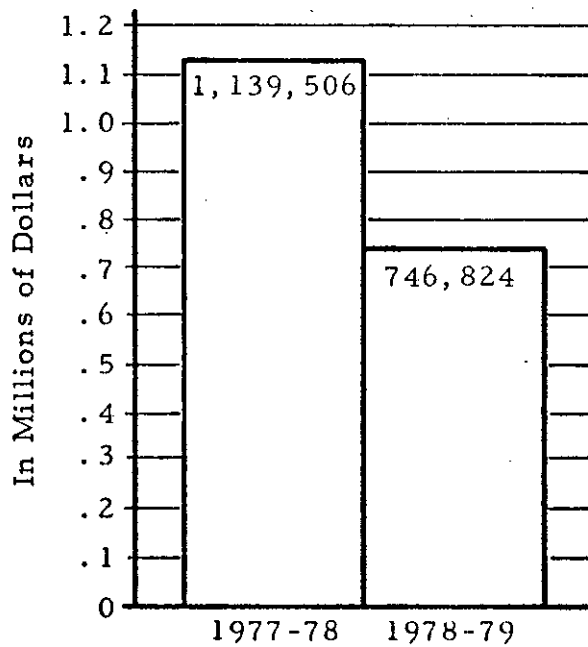
Reimbursement By Month	1977-78 Late Claim Reimbursement	1977-78 Accumulated Total Reimbursement	1978-79 Reimbursement	1978-79 Accumulated Total Reimbursement
Total Reimbursed in 1977-78	\$ 10,550,977.58	\$ 10,550,977.58		
July	385,170.16	10,936,147.74	\$ Combined with August	\$ Combined with August
August	623,556.17	11,559,703.91	413,187.46	413,187.46
September	113,282.95	11,672,986.86	333,637.36	746,824.82
Adjustments on Prior Reimbursements 1st Qtr	(-)980.19	11,672,006.67	(-)39.28	746,785.54
Audit Adjustments by Controller 1st Qtr	(-)2,372.03	11,669,634.64	(-)677.84	746,107.70
October				
November				
December				
Adjustments on Prior Reimbursements 2nd Qtr				
Audit Adjustments by Controller 2nd Qtr				
January				
February				
March				
Adjustments on Prior Reimbursements 3rd Qtr				
Audit Adjustments by Controller 3rd Qtr				
April				
May				
June				
Adjustments on Prior Reimbursements 4th Qtr				
Audit Adjustments by Controller 4th Qtr				

Commission on Peace Officer Standards and Training
 REIMBURSEMENT COMPARISON 1977-78/1978-79

1st Quarter By Month



1st Quarter Combined Reimbursement



* Combined with August because of minimal reimbursement during that month.

DISTRIBUTION OF REIMBURSEMENT

During the first three months of the 1978-79 Fiscal Year, \$746,107.70 was reimbursed for training. Of this amount \$565,001.05 (75%) was reimbursed for mandated training, \$117,277.52 (16%) for Job Specific courses and \$64,546.25 (9%) for Technical courses, the difference of (-) \$717.12 is for adjustments to prior reimbursement payments.

Basic	\$495,432.05	66%
Advanced Officer	45,672.80	6%
Supervisory Course	800.15	0%
Management Course	23,096.05	3%
Executive Course	Ø	
Job Specific Course	117,277.52	16%
Technical Courses	64,546.25	9%
Subtotal	746,824.82	100%
Adjustments	(-) 717.12	
GRAND TOTAL	\$746,107.70	

PERCENT COMPARISON

The following chart shows a percent comparison of reimbursement and training between the First Quarter 1978-79 Fiscal Year and the First Quarter 1977-78 Fiscal Year:

MANDATED TRAINING

<u>Courses</u>	Reimbursements			Number of Trainees		
	<u>1978-79</u>	<u>1977-78</u>	<u>% of Change</u>	<u>1978-79</u>	<u>1977-78</u>	<u>% of Change</u>
Basic	\$495,432.05	\$ 716,223.44	- 30.83	276	399	- 30.83
Advanced Officer	45,672.80	150,453.03	- 69.64	224	871	- 74.28
Supervisory	800.15	41,015.84	- 98.05	1	69	- 98.55
Management	23,096.05	7,694.24	+200.17	21	7	+200.00
TOTAL MANDATED COURSES	\$565,001.05	\$ 915,386.55	- 38.28	522	1,346	- 61.22

TECHNICAL TRAINING

Job Specific	\$117,277.52	\$ 111,175.23	+ 5.49	197	191	+ 3.14
Technical Courses and Seminars	64,546.25	112,944.99	- 42.85	346	551	- 37.21
TOTAL TECHNICAL TRAINING	\$181,823.77	\$ 224,120.22	- 18.87	543	742	- 26.82
Net Adjustments	(-) 717.12	(-) 10,382.38	---	---	---	---
GRAND TOTAL	\$746,107.70	\$1,129,124.39	- 33.92	1,065	2,088	- 48.99

REIMBURSEMENT BY CATEGORY OF EXPENSE

State of California Department of
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 7100 Bowling Drive, Sacramento, CA 95823

MONTH **September** FOR TRAINING TO DATE FOR **78-79** FISCAL YEAR

COURSE		Subsistence	%	Travel	%	Tuition	%	Salary	%	TOTAL	%
BASIC	Total this Month	38,061.01		4,753.66				137,101.57		179,916.24	
	Previous Months	17,402.08		13,245.63				284,868.10		315,515.81	
	Total to Date	55,463.09	11	17,999.29	4			421,969.67	85	495,432.05	66
ADVANCED OFFICER	Total this Month	3,435.20		1,436.09				38,654.83		43,526.12	
	Previous Months	274.36		313.42				1,558.90		2,146.68	
	Total to Date	3,709.56	8	1,749.51	4			40,213.73	68	45,672.80	6
SUPERVISORY COURSE	Total this Month										
	Previous Months	37.50		212.50				550.15		800.15	
	Total to Date	37.50	5	212.50	26			550.15	69	800.15	0
MIDDLE MANAGEMENT COURSE	Total this Month	1,202.94		266.44		1,300.00		2,712.06		5,481.44	
	Previous Months	4,059.63		1,171.24		3,900.00		8,483.74		17,614.61	
	Total to Date	5,262.57	23	1,437.68	6	5,200.00	23	11,195.80	48	23,096.05	3
EXECUTIVE DEVELOPMENT COURSE	Total this Month										
	Previous Months										
	Total to Date										
JOB SPECIFIC COURSES	Total this Month	21,116.02		4,520.61		8,670.00		32,966.17		67,272.80	
	Previous Months	13,436.23		2,606.44		3,621.00		30,341.05		50,004.72	
	Total to Date	34,552.25	29	7,127.05	6	12,291.00	11	63,307.22	54	117,277.52	16
TECHNICAL/SPECIAL COURSES	Total this Month	21,660.20		7,911.56		7,869.00				37,440.75	
	Previous Months	13,603.90		5,397.59		8,104.00				27,105.49	
	Total to Date	35,264.10	55	13,309.15	20	15,973.00	25			64,546.25	9
TOTAL FOR MONTH		85,475.37		18,888.36		17,839.00		211,434.63		333,637.36	
TOTAL FOR PREVIOUS MONTHS		48,813.70		22,946.82		15,625.00		325,801.94		413,187.46	
GRAND TOTAL TO DATE		134,289.07	18	41,835.18	6	33,464.00	4	537,236.57	72	746,824.82	100

POST 1-223 (Rev. 10-77)
 \$746,924.82 Less Adjustments (-) 717.12 = Grand Total Reimbursed \$746,107.70

Schedule I

State of California - Department of Justice

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

Total 1978-79 Fiscal Year
1, 1978 through September 30, 1978

REIMBURSEMENT BY COURSE CATEGORY

Page 1 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
1001	Basic	495,432.05	1,795.04	276	107,816
2001	Advanced Officer	45,672.80	203.90	224	7,269
3001	Supervisory	800.15	800.15	1	100
4001	Middle Management Course	23,096.05	1,099.81	21	1,600
5001	Executive Development Course	0	0	0	0
	Job Specific	117,277.52	595.32	197	12,575
	Technical Courses	64,546.25	186.55	346	10,732
	Subtotal	746,824.82	 	1,065	140,092
	Adjustments to Prior Payments	(-) 39.28			
	State Controller Audit Adjustments	(-) 677.84			
	Total Reimbursements	746,107.70	 	1,065	140,092
1000	BASIC TRAINING				
1001	Basic Course	495,432.05	1,795.04	276	107,816
1050	Arrest and Firearms (P.C. 832)	133.82	33.46	4	146
2000	ADVANCED OFFICER				
2001	Advanced Officer Course	45,672.80	203.90	224	7,269
3000	SUPERVISION				
3001	Supervisory Course	800.15	800.15	1	100
3055	Civilian Supervisory School				
4000	MANAGEMENT TRAINING				
4001	Middle Management Course	23,096.05	1,099.81	21	1,600
4050	Supplemental Management Training				
4055	Program Evaluation and Review Techniques	581.67	193.89	3	72
4060	Cost Analysis and Budgeting				
4062	Field Management Training	1,024.27	256.07	4	78
JS 4065	Planning, Research and Development				
4065	Planning, Research and Development				
JS 4066	Research and Planning				
4066	Research and Planning				
4067	Research Design				
4070	Team Building Workshop				
4075	Middle Management Seminar				
4081	Managing Patrol Operations	3,178.68	64.87	49	770
4082	Managing Criminal Investigations	1,285.63	45.92	28	448
5000	EXECUTIVE AND ADMINISTRATIVE				
5001	Executive Development Course				
5050	Executive Development Seminar	644.41	214.80	3	60

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

Page 2 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
6000	FIELD OPERATIONS				
6005	Hostage Negotiations				
6007	Advanced Hostage Negotiations				
6008	Basic Hostage Negotiations				
6010	Analysis of Urban Terrorist Activities	614.83	51.24	12	528
6020	Boating Safety and Enforcement				
6030	Breathalyzer Course				
6031	Contingency Planning for Hazardous Materials				
6040	Civil Emergency Management	468.34	234.17	2	94
6045	Commercial Enforcement Training				
6046	Commercial Vehicle Enforcement				
JS 6047	Crime Prevention Institute	16,554.42	1,182.46	14	1,120
6047	Crime Prevention Institute	837.40	837.40	1	80
6048	Advanced Crime Prevention Institute Environmental Design	6,040.18	355.30	17	680
6049	Crisis Identification & Management				
6050	Crisis Intervention				
6052	Disaster and Riot Training				
6054	Field Evidence Technician	20,470.41	1,364.69	15	1,800
6054	Field Evidence Technician				
JS 6070	Field Training Officer Course	423.87	211.94	2	64
6070	Field Training Officer Course				
6071	Law Enforcement and the Mentally Disordered Individual	1,073.52	97.59	11	220
6075	Law Enforcement Legal Education Program	2,844.00	284.40	10	400
6080	Law Enforcement Legal Education Update	1,205.05	133.89	9	180
6090	Law Enforcement Skills & Knowledges				
6095	Narcotic Investigation for Peace Officers				
6100	Officer Survival	3,256.17	250.47	13	611
6101	Officer Survival - San Bernardino				
6105	Political Violence and Terrorism	1,760.58	251.51	7	329
6107	Prison Gang Activity	1,914.45	106.36	18	648
6110	Protection of Public Officials				
6115	Protective Services				
6120	School Resource Officer	716.18	238.73	3	72
6130	Search and Rescue Management				
6140	Underwater Search and Recovery				
6145	Unusual Incident Tactics				
6150	Workshop on the Mentally Ill				
7000	TRAFFIC				
JS 7005	Traffic Accident Investigation	3,177.29	317.73	10	400
7005	Traffic Accident Investigation				

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

Page 3 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
JS 7010	Advanced Traffic Accident Investigation				
7010	Advanced Traffic Accident Investigation				
7025	Traffic Program Management Institute	3,834.36	426.04	9	396
7030	Speed from Skidmark				
JS 7050	Motorcycle Training	4,027.90	1,006.98	4	280
7050	Motorcycle Training				
JS 7055	Motor Officer Training School				
7055	Motor Officer Training School				
8000	DRIVER TRAINING				
8005	Driver Training, Allied Agency				
8010	Driver Training Program	109.20	15.60	7	112
8020	Driver Training School				
8030	Advanced Driver Training	5,002.57	294.27	17	408
8040	Police Defensive Driving Course				
8050	Advanced Driver Training				
9000	CRIMINAL INVESTIGATION				
JS 9001	Criminal Investigation	2,230.80	223.08	10	400
9001	Criminal Investigation				
9002	Criminal Investigation II				
9003	Managing Criminal Investigations				
9005	Crime Scene Investigation	3,251.26	406.41	8	320
9006	Physical Evidence Presentation	5,733.38	716.67	8	560
9010	Crime Specific	2,063.77	206.38	10	240
9012	Introduction to Crime Analysis	326.44	32.64	10	240
9015	Economic Crime Investigation Training	385.31	385.31	1	70
JS 9016	Investigation of Violent Crimes	401.92	401.92	1	47
9016	Investigation of Violent Crimes				
9017	Investigation & Prosecution of Organized Crime in Pornography				
JS 9020	Investigators School				
9020	Investigators School				
JS 9025	Practical Investigative Case				
9025	Practical Investigative Case				
9026	Homicide Symposium				
JS 9030	Questioned Document Investigation	5,174.23	517.42	10	384
9030	Questioned Document Investigation				
JS 9050	Basic Auto Theft Investigators Workshop				
9050	Basic Auto Theft Investigators Workshop				
9055	Advanced Auto Theft Investigators Workshop				
JS 9065	Basic Vehicle Theft Investigations				
9065	Basic Vehicle Theft Investigations				

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

Page 4 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
JS 9100	Rape Investigation				
9100	Rape Investigation				
JS 9115	Robbery Investigation				
9115	Robbery Investigation				
JS 9125	Sex Crime Investigation				
9125	Sex Crime Investigation				
JS 9126	Sexual Assault Investigation				
9126	Sexual Assault Investigation				
9150	Advanced Investigation for Coroners Cases				
9155	Coroners Course				
JS 9160	Homicide Institute	21,182.12	641.88	33	2,520
9160	Homicide Institute				
JS 9161	Homicide Investigation Cases	2,287.53	457.51	5	240
9161	Homicide Investigation Cases				
JS 9162	Homicide Investigation	1,184.74	394.91	3	120
9162	Homicide Investigation	349.33	349.33	1	40
9165	Advanced Homicide Investigation				
205	Phencyclidine & Clandestine (PCP) Lab School				
JS 9210	Basic Narcotic and Dangerous Drugs	7,909.87	416.31	19	1,520
9210	Basic Narcotic and Dangerous Drugs				
9220	Heroin Influence Course	805.40	134.23	6	120
JS 9225	Narcotics Investigation	17,173.72	858.69	20	1,600
9225	Narcotics Investigation	859.73	429.87	2	160
9230	Narcotics Investigation, Advanced				
JS 9235	Narcotics Investigation, Basic				
9235	Narcotics Investigation, Basic	304.46	304.46	1	40
JS 9250	Vice School				
9250	Vice School				
JS 9251	Vice Investigation	4,697.32	671.05	7	280
9251	Vice Investigation				
JS 9255	Air & Marine Narcotics Smuggling				
9255	Air & Marine Narcotics Smuggling				
9260	Child Abuse: Intervention, Referral and Investigation				
9261	Link Analysis	134.18	10.32	13	104
9262	Visual Investigation Analysis				
10000	CRIMINALISTICS				
0005	Fingerprint School				
10010	Advanced Latent Fingerprint School	442.23	147.41	3	120
10106	Forensic Microscopy				

Commission on Peace Officer Standards and Training

Administration Division - Claims Audit Section

REIMBURSEMENT BY COURSE CATEGORY

Page 5 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
11000	INTELLIGENCE OPERATIONS				
11005	Chief Executive Criminal Intelligence Seminar	70.00	70.00	1	16
11010	Criminal Intelligence Commanders Course				
11020	Criminal Intelligence Data Analyst	1,869.23	467.31	4	308
11030	Criminal Intelligence Data Collector	5,033.09	503.31	10	776
11040	Organized Crime Informant Development & Maintenance	1,114.14	222.83	5	180
11050	Specialized Surveillance Equipment	1,393.48	199.07	7	276
12000	JUVENILE				
12005	Delinquency Control Institute				
12010	Juvenile Justice Update				
JS 12020	Juvenile Law Enforcement Officer's Training Course				
12020	Juvenile Law Enforcement Officer's Training Course				
JS 12025	Juvenile Officers				
12025	Juvenile Officers				
JS 12040	Juvenile Procedures School				
12040	Juvenile Procedures School				
13000	PERSONNEL				
13005	Background Investigation				
13025	Internal Affairs	1,878.02	170.73	11	264
JS 13030	Internal Affairs Investigation Procedures				
13030	Internal Affairs Investigation Procedures				
14000	COMMUNICATIONS				
JS 14005	Complaint/Dispatcher	307.26	307.26	1	40
14005	Complaint/Dispatcher				
14015	Criminal Justice Information Systems				
15000	TRAINING				
15005	Behavioral Objectives Course				
15006	Writing POST Performance Objectives				
15010	Criminal Justice Role Training Program				
15015	Chemical Agents Instructors Course				
15020	Firearms Instructors Course	1,044.23	149.18	7	452
15021	Defensive Tactics for Instructors				
15025	Instructor Development Course				
JS 15045	Police Training Managers Course				
15045	Police Training Managers Course				
15050	POST Special Seminar	1,267.72	105.64	12	154
15055	Techniques of Teaching Criminal Justice Role Training				
15065	Upgrading Instructors Training				
15075	Managing the Volunteer In Law Enforcement				
15080	Law Enforcement Self Defense and Arrest Techniques Instructors Course				

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Course Certification/Modification/Decertification		Meeting Date October 19-20, 1978
Division Operations	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-2-78	Date of Report October 2, 1978
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 _____).

The following courses have been certified, modified or decertified since the July 27-28, 1978 Commission Meeting:

CERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
1. Defensive Driver Training Eliminate Pursuit Driving to be 16-hour version of Allied Agency Driver Training Course. T-111.	CHP	\$ 2,712
2. Basic Fingerprints Supplements their advanced course. T-IV.	DOJ	\$ 1,726
3. Organized Crime Analysis Specifically to program complex cases through a computer system to determine relationships and enhance prosecution. T-IV.	DOJ	\$ 498
4. Law Enforcement and The Mentally Disordered Individual Review of statutory mandates for emergency detention, transportation or care in jail of mentally disordered individuals. Limited to two presentations. T-IV.	Mental Health Assoc. of California	\$ 14,940
5. Boating Accident Investigation Supplements their Boating Safety and Enforcement Course. Identifies investigation and evidence gathering in marine environment. T-IV.	Dept. of Navigation and Ocean Development	\$ 2,589
5. Bomb Scene Investigators For investigators preparing cases after bombs detonated. Previously presented statewide as Advanced Officer Course. Utilize reverse side if needed Job Specific, T-II.	FBI, Sacramento	\$ 4,430

TRANSFER OF CERTIFICATION

<u>Course Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
1. 832 P.C., Arrest and Firearms Transfer from San Francisco P.D. due to workloads.	San Francisco Airport Police	None
2. 832.1 P.C., Aviation Security Transfer from San Francisco P.D. due to workloads.	San Francisco Airport Police	None

RE-CERTIFICATIONS

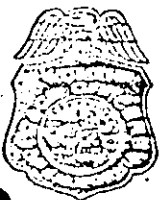
1. Basic Hostage Negotiations	CSU, San Jose
2. Advanced Hostage Negotiations	CSU, San Jose
3. Internal Affairs Investigation Procedure	CSU, San Jose
4. Advanced Officer	Criminal Justice Resource Systems
5. Writing POST Performance Objectives	Rossi-Moore
6. Legislative Update Seminar	CPOA
7. Basic Course	Central Coast Counties Police Academy (Gavilan)
8. Basic Course	Santa Clara Valley Criminal Justice Trng. Ctr. (SJCC)
9. Basic Course	Alameda County S.O.
10. Basic Course	Oakland P.D.
1. Basic Course	Tulare-Kings Co. Academy (College of the Sequoias)
2. Basic Course	Academy of Justice (Riverside City College)
3. Basic Course	Long Beach P.D.

MODIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Fiscal Impact (Per Presentation)</u>
1. Commercial Vehicle Enforcement Change from Plan IV to Plan II for Job Specific.	Los Angeles Co. Sheriff's Dept.	\$ 3,898
2. Specialized Surveillance Equipment Reduction in hours from 40 to 36.	DOJ - ATC	Trade off for Increased Presentations
3. Organized Crime Informant Development & Maintenance Reduction in hours from 40 to 36.	DOJ - ATC	" "
4. Criminal Intelligence Data Analyst Reduction in hours from 80 to 76.	DOJ - ATC	" "
5. Criminal Intelligence Data Collector Reduction in hours from 80 to 76.	DOJ - ATC	" "
6. Analysis of Urban Terrorist Activity Reduction in hours from 44 to 40.	DOJ - ATC	" "
7. Economic Crime Investigation Reduction in hours from 80 to 70.	DOJ - ATC	" "
8. Planning Process Tuition increase from \$155 to \$168.	Humboldt, CSU	\$ 260
9. Driver Training, Allied Agencies Course Tuition increase from \$180 to \$210.	CHP	\$ 300
10. Motorcycle Training Course Tuition increase from \$380 to \$460.	CHP	\$ 543
11. Crime Scene Investigation Budget reduction from \$154 to \$146.	Bahn-Fair Institute	\$ -112
12. Physical Evidence Presentation Budget increase from \$172 to \$179.	Bahn-Fair Institute	\$ 98

DECERTIFIED

<u>Course Title</u>	<u>Presenter</u>
1. P. C. 832.1	San Francisco Police Dept.
2. Instructor Development Course	FBI, San Francisco
3. Practical Investigative Case	FBI, San Francisco
4. Sex Crimes Investigation	FBI, San Francisco
5. Managing Performance Objective Training	Metcalf-Moore Assoc.
6. Field Command POST Cadre	Los Angeles Police Department
7. Latent Fingerprint School	Los Angeles Police Department
8. Breathalyzer Course	Fullerton City College



WOMEN PEACE OFFICERS' ASSOCIATION
of California, Inc.

otto S
(WPS)

August 23, 1978

Louis L. Sporrer, Chairman
Commission on Peace Officer
Standards and Training
7100 Bowling Drive - Suite 250
Sacramento, California 95823

Dear Commissioner Sporrer:

Upon the nomination of the Board of Directors of the Women Peace Officers' Association, the Commission appointed me to represent the Association on the Advisory Committee to the Commission, from January 1977 - September 1979.

Due to my retirement from the University of California Police Department, Los Angeles, on Tuesday, November 28, 1978, and my understanding that the representative must be employed, I have notified our President, Margaret Hartmann, that the Board of Directors should nominate an alternate to represent the Association for the remaining months of this appointment.

Because of its purpose and goals of maintaining a high calibre of selection and training standards for the law enforcement officers of today, the members of WPOA feel fortunate that they were included in these endeavors.

It has been my pleasure to serve as a member of the Advisory Committee and I wish to thank each of the Commissioners, the Executive Director and his staff, and the Advisory Committee members for the courtesies extended to me during my appointment. I will miss the challenges and the many individual friendships.

I will continue to be active in the activities of the Women Peace Officers' Association and hope that you will feel free to contact me if I may be of any assistance.

Respectfully,

Roberta B. Doran

cc: William R. Garlington, Executive Director
William Anthony, Commissioner/Chairman, Specialized
Law Enforcement Committee
George P. Tielsch, Chairman, Advisory Committee

JIM GRANT
SHERIFF - CORONER



County of Yuba

COURTHOUSE
P.O. Box 1389
MARYSVILLE, CALIFORNIA
95901
743-4534

August 10, 1978

Sheriff Duane Lowe
Sacramento County Sheriff's Office
P.O. Box 988
Sacramento, California 95805

Dear Duane:

Attached is a copy of a letter from POST Chairman Louis L. Sporrer asking for a representative for the California State Sheriffs' Association. Per our telephone conversation, I would like to withdraw my request to continue until my term expires.

I think it would be to the best interests of the Sheriffs' Association that you replace my position on the POST Advisory Committee.

It has been a pleasure and honor to represent the California State Sheriffs as a member on the POST Advisory Committee and I believe I have diligently represented the Sheriffs of this state and their concerns over peace officer standards and training and I wish to thank all my colleagues who have allowed me to represent them.

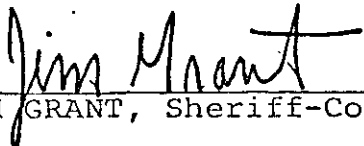
I would like to recommend Sutter County Sheriff Roy Whiteaker for the position. I have known Sheriff Whiteaker for a number of years and have the utmost confidence that he will represent the California State Sheriffs' Association with equal diligence. Sheriff Whiteaker is a tenured Sheriff and will effectively represent

Sheriff Duane Lowe
Page Two
August 10, 1978

all peace officers in a difficult task of setting standards and training requirements.

Finally, I will be available to assist my replacement concerning his duties as a POST Advisory Committee member.

Sincerely,



JIM GRANT, Sheriff-Coroner

JG/ej

c: VL. Sporrer
B. Garlington, POST

State of California

Commission on Peace Officer Standards and Training

Resolution

WHEREAS ROBERTA B. DORAN has served as a member of the Advisory Committee of the Commission on Peace Officer Standards and Training since 1977; and

WHEREAS ROBERTA B. DORAN has effectively represented the Women Peace Officers' Association; and

WHEREAS ROBERTA B. DORAN has always demonstrated leadership and diligence in her service as a member of the Advisory Committee; now therefore be it

RESOLVED, That the members of the Commission on Peace Officer Standards and Training do hereby commend ROBERTA B. DORAN for her outstanding service and dedication to California law enforcement.



October 19, 1978

Date

Chairman

Executive Director

State of California

Commission on Peace Officer Standards and Training

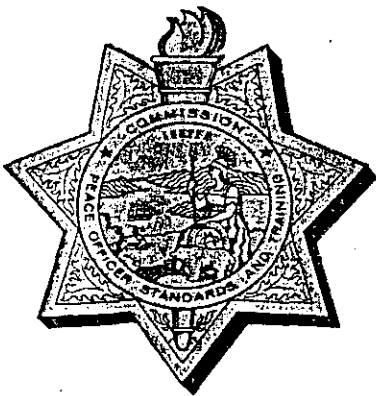
Resolution

WHEREAS JAMES H. GRANT has served as a member of the Advisory Committee of the Commission on Peace Officer Standards and Training since 1976; and

WHEREAS JAMES H. GRANT has effectively represented the California State Sheriffs' Association; and

WHEREAS JAMES H. GRANT has always demonstrated leadership and diligence in his service as a member of the Advisory Committee; now therefore be it

RESOLVED, That the members of the Commission on Peace Officer Standards and Training do hereby commend JAMES H. GRANT for his outstanding service and dedication to California law enforcement.



October 19, 1978

Date

Chairman

Executive Director

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

P.O. BOX 898

SACRAMENTO, CALIFORNIA 95804

(916) 445-3418



August 14, 1978

File No.: 3.A2587.A2642


Louis L. Sporrer, Chairman
Commission on Peace Officer
Standards and Training
7100 Bowling Drive, Suite 250
Sacramento, CA 95823

Dear Mr. ~~Sporrer~~:

I am pleased to nominate Deputy Chief L. A. Watkins for another term on the POST Advisory Committee.

Your kind comments concerning Chief Watkins' past participation on the Committee are appreciated and will be conveyed to him.

Very truly yours,


L. E. SELLERS
Assistant Commissioner
Chief of Staff

cc: Deputy Chief Watkins



California State Sheriffs' Association



Organization Founded by the Sheriffs in 1894

August 17, 1978

President
DUANE H. LOWE
Sacramento County
P. O. Box 988
Sacramento, CA 95805
916-440-5092

Louis L. Sporrer, Chairman
Commission on P.O.S.T.
7100 Bowling Drive, Suite 250
Sacramento, CA 95823

1st Vice President
BOB WILEY
Tulare County
County Civic Center
Visalia, CA 93278
209-733-6241

Dear Lou

Thank you for your letter of August 8, 1978, wherein you informed me that Sheriff Jim Grant's term of office will expire as a member of the P.O.S.T. Advisory Committee as a Sheriffs' Association representative.

2nd Vice President
AL LOUSTALOT
Kern County
P. O. Box 2208
Bakersfield, CA 93301
805-327-3392

Please be advised that I have appointed Sheriff Roy Whiteaker of Sutter County to replace Sheriff Grant. Sheriff Whiteaker serves on the Executive Board of the California State Sheriffs' Association. He has an impeccable reputation, many years of law enforcement experience, and a formal education. I have absolute confidence in his ability to serve the Commission astutely and most effectively.

Sergeant-At-Arms
RICHARD F. PACILEO
El Dorado County
300 Fair Lane Drive
Pacifica, CA 95667
916-626-2211

Please consider this letter as an official appointment.

Secretary
LYNN S. WOOD
Stanislaus County
P. O. Box 858
Modesto, CA 95353
209-526-6456

Very truly yours

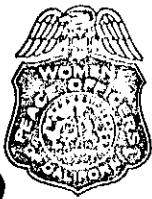
DUANE LOWE, SHERIFF

Treasurer
BRAD L. GATES
Orange County
P. O. Box 4151
Santa Ana, CA 92702
714-834-3012

DL:ca

cc: Bill Garlington, P.O.S.T.
Sheriff Roy Whiteaker
Sheriff Jim Grant
Sheriff Lynn Wood

Aug 22 9 45 AM '78
COMMISSION ON POST



WOMEN PEACE OFFICERS' ASSOCIATION

of California, Inc.

September 20, 1978

EXECUTIVE SECRETARY
CAROL POWELL
5254 KEARNY VILLA WAY
SAN DIEGO, CALIF. 92123

PRESIDENT
MARGARET HARTMANN
SAN FRANCISCO
POLICE DEPARTMENT

1st VICE PRESIDENT
ANN MOORE
SAN JOSE
POLICE DEPARTMENT

2nd VICE PRESIDENT
CHRISTINA BUCHANAN
LONG BEACH
POLICE DEPARTMENT

3rd VICE PRESIDENT
DONA BURGESS
MONTEREY COUNTY
SHERIFF'S DEPT.

4th VICE PRESIDENT
BARBARA GARDNER
CHULA VISTA
POLICE DEPARTMENT

SECRETARY
CLARA HARRIS
UNIVERSITY OF
CALIFORNIA
POLICE DEPARTMENT,
LOS ANGELES

SERGEANT AT ARMS
HELEN MAUSS
LOS ANGELES COUNTY
SHERIFF'S DEPT.

CHAPLAIN
JUANITA ITON
ALAMEDA COUNTY
SHERIFF'S DEPT.

HISTORIAN
YVONNE RICHARDS
SAN MATEO COUNTY
SHERIFF'S DEPT.

Louis L. Sporrer, Chairman
Commission on Peace Officer Standards and Training
3100 Bowling Drive, Suite 250
Sacramento, California

Dear Mr. Sporrer:

Regarding your letter of August 29, 1978 concerning the retirement of Lt. Roberta Doran from Law Enforcement. As her replacement on the POST Advisory Committee, the Women Peace Officers' Association would like to name Captain Barbara Ayres of the Orange County Sheriff's Office.

Captain Ayres has been involved in Law Enforcement since 1952 when she joined the Los Angeles Sheriff's Office, serving four years as a deputy in the jails and two years in the East Los Angeles Station as a complaint deputy and on patrol. She resigned in 1958 to raise her family. In 1964 after some experience in industrial security and the Department of Corrections, Captain Ayres became a member of the Orange County Sheriff's Office as Supervising Matron, a position which was reclassified as Sergeant in 1967. In 1968 she was appointed a Lieutenant, and was made a Captain in 1975. At that time she was put in charge of the Personnel and Training Division. As Commanding Officer of this division, Captain Ayres supervises personnel matters including recruitment, promotions, employee relations, internal affairs, county and state licensing, and reserve officers. Under training, she is responsible for the training facility, which conducts training for eighteen of the twenty three Law Enforcement agencies in Orange County. This includes any departmental in service training as well as recruit training. Training also includes the range and the Hazardous Devices Unit or bomb squad.

In addition to an AA degree in Sociology, Captain Ayres has taken courses in Police Science and Management from both California State University Long Beach and Fullerton. Captain Ayres has all POST Certificates through the management certificate.

She is currently serving on the California Peace Officers' Association Executive Board as their representative to the W.P.O.A.. Captain Ayres also serves on the C.P.O.A. Law Enforcement Psychological Stress Committee.



WOMEN PEACE OFFICERS' ASSOCIATION

of California, Inc.

page 2

September 20, 1978 cont.

The Board of Directors of the W.P.O.A. wishes to continue our representation on your Advisory Committee and feels that Captain Ayres is eminently qualified to fill this position. I hope this nomination meets with your approval.

Sincerely

Margaret Hartmann

Margaret Hartmann
President

Women Peace Officers' Association

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title ADVISORY COMMITTEE - PUBLIC MEMBERS		Meeting Date October 19-20, 1978
Division Executive Office	Division Director Approval	Researched By
Executive Director Approval <i>W. R. ...</i>	Date of Approval 9-28-78	Date of Report
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 _____).		

The terms of appointment of Advisory Committee public members William J. Kinney and Jay Rodriguez expired September 30, 1978.

The Commission should consider reappointment of one or both, who are willing to serve another term, or appoint other persons to these positions.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Commission Policy and Procedures		Meeting Date October 19-20, 1978
Division Administration	Division Director Approval <i>Bruce Koch</i>	Researched By Stewart/Wallis <i>KWA</i>
Executive Director Approval <i>W. J. ...</i>	Date of Approval August 31, 1978	Date of Report August 28, 1978
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

Staff has been directed to report on actions taken by the Commission which establish or affect Commission policies and procedures. This report is made for approval of action taken at previous meetings.

Analysis

1. On March 25, 1977, under Agenda Item E, the Commission adopted the policy on labor management course certification expressed below. This policy was reaffirmed at the July 27-28, 1978 meeting under Agenda Item M, and will be reflected in the Commission Policy Manual.

Labor Management Course Certification

The Commission will not certify courses which train "management" and/or "employees" in labor negotiations, but treat certification requests for labor management as any other course.

2. On July 29, 1977, under Agenda Item G, POST Management Course Contract, the Commission approved the staff's definition of team teaching. This definition will be placed in the Commission Policy Manual.

Team Teaching

Team teaching is defined as having two instructors in the classroom for actual teaching purposes and under conditions which the particular subject matter, material, or format of instruction may require, which may include workshops, exercises or panel discussions. No coordinator or observer shall be considered a teacher.

3. On July 27-28, 1978, under Agenda Item Q-1, Police Vehicle Accident Study Report/Driver Training Allocation, the Commission approved staff recommendations regarding two tuition-based driver training courses, and a requirement that departments wishing to participate in tuition-based driver training courses be required to collect and analyze police vehicle accidents. This action will be reflected in the Commission Policy Manual as:

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Commission Policy and Procedures (continued)

Driver Training - Required Analysis

It is Commission policy that departments wishing to participate in reimbursable tuition-based driver training programs be required to collect and analyze their police vehicle accident data, maintain current data, and establish accident review procedures designed to evaluate and reduce their police vehicle accident problem.

4. At the end of the July 27-28, 1978 Commission Meeting, the chairman directed that a policy be established to avoid a deluge of staff reports in the final days prior to a Commission Meeting, or the distribution of such reports during a meeting.

The following statement is proposed for inclusion in the Commission Policy Manual:

Commission Agenda Material Mailing

All agenda item material must be sent to commissioners at least two weeks before Commission Meetings. Items that cannot be finalized and mailed by that time are to be held for the next Commission Meeting. Financial reports are excepted.

Additionally, the following statements will be included in POST Internal Manual (PIM) C-1:

Advance Mailing. The completed agenda and all supporting material shall be assembled in a binder and mailed to each Commissioner at least two weeks prior to the scheduled meeting. Financial reports are excepted.

Late Items. Agenda items shall be eliminated from the agenda if the necessary back-up material has not been submitted to the Executive Office in time for the advanced mailing. Such late items may be covered only under Old/New Business at the discretion of the Executive Director.

5. During the July 27-28, 1978 Commission Meeting, under Agenda Item H, POST Selection Standard - Reading Skills Test, the Commission voted to delay enforcement of the reading skills requirement until completion of the Validation Studies Project. This action will be reflected in the Commission Policy Manual as follows:

Reading Level Requirement

Enforcement of Section 1002(a)(7), of the Regulations, is to be delayed indefinitely to await the Validation Studies Project reading-skills findings.

Recommendation

The above policies be codified as indicated.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Clarification of Commission Procedure F-1		Meeting Date October 19, 1978
Division Administration	Division Director Approval <i>Brad W. Koch by [Signature]</i>	Researched By <i>B.W. Richardson</i> B. W. Richardson
Executive Director Approval <i>[Signature]</i>	Date of Approval Sept 29, 1978	Date of Report September 25, 1978
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 _____).

The Commission's policy that units based upon life experience be limited to courses which are offered by the awarding institution is not being followed consistently by all educational institutions.

One institution, for example, has added "Career Practicum Courses" to its catalogue, in an effort to circumvent the Commission's requirement that the "... courses are offered by the awarding institution." By adding these "catch-all" courses to its catalogue, the institution is awarding units of credit for certificated learning on such courses as Jail Operations, First Aid, Basic Reserve Course, etc. -- courses which are not offered by the educational institution.

Another problem encountered in evaluating credit units awarded by the institution is that it is also awarding credits for life experience for such events as "taking a European trip, going through a divorce, landscaping a backyard, experiencing a death in the family and watching a wife give birth to a child."

The example institution apparently believes that it is at least technically complying with the Commission's requirement that units of credit based upon experience be limited to courses which are routinely offered by the awarding institution.

In order to ensure better understanding of the Commission's policy and intent insofar as credit for life experience is concerned, it is recommended that the following provisions be added to Commission Procedure F-1.

In order for an educational institution's degree/credits to be accepted by the Commission on Peace Officer Standards and Training in the issuance of any POST certificate, the following conditions must be met.

1. The course catalogue of the degree/credit granting institution must contain a detailed description of any course for which credits are awarded.

2. Units of credit awarded on the basis of an evaluation of life experience must be based upon an evaluation by a faculty member who teaches the specific subject area.
3. The course must be offered as a regular part of an educational institution's curriculum and members of the student body who are not earning credit units on the basis of life experience must be able to attend the course.
4. Credit units awarded for training completed at other than the awarding institution, sometimes referred to as "certificated learning", must be restricted to obviously comparable courses offered by the educational institution which may be attended by members of the institution's student body.
5. Assessments in the award of credit for experiential learning-- both "extra institutional learning" and certificated learning must be limited to that which is demonstrated by students in terms of specific articulated curriculum and course equivalence.

OFFICE OF THE GOVERNOR
Sacramento, Calif. 95814
Elisabeth Coleman, Press Secretary
916-445-4571 9-21-78

RELEASE: Immediate

#327

Gov. Edmund G. Brown Jr. had made the following appointments.

#327

Governor Brown has also reappointed Jacob J. Jackson of Sacramento to the Commission on Peace Officer Standards and Training.

Jackson, 42, is a sergeant with the Sacramento Police Department. He is the former director of the Sacramento Police Officers' Association and legislative chairman of the Peace Officers Research Association of California.

A Democrat, Jackson has served on the commission since April 20, 1976. His present term expires January 15, 1981.

Commission members receive compensation for expenses. The appointment requires Senate confirmation.

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

August 18, 1978

BULLETIN: 78 - 12

Subject: NOTICE OF PROPOSED CHANGES IN THE REGULATIONS OF THE
COMMISSION ON POST

Notice is hereby given that the Commission on Peace Officer Standards and Training, pursuant to the authority vested by Section 11422 of the Government Code, and to implement Section 13506 of the Penal Code, proposes to amend Regulations in Title 11, Chapter 2 of the California Administrative Code:

Amend Section 1003, to read:

Notice of Peace Officer Appointment/Termination

Whenever an officer is newly appointed, enters a department laterally, or terminates, the department shall notify the Commission within 30 days of such action on a form approved by the Commission as prescribed in PAM, Section C, Notice of Peace Officer Appointment/Termination.

Amend Section 1005(b) Supervisory Course (Required), to read:

- (1) Every officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete the Supervisory Course prior to promotion or within 12 months after initial promotion, appointment or transfer to such position.
- (2) Every officer who is appointed or who will be appointed within 12 months to a first-level supervisory position may attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the officer has been awarded the Basic Certificate.
- (3) Requirements for the Supervisory Course are set forth in PAM, Section D, "The Supervisory Course".

Amend Section 1014 Training for Non-Sworn Personnel, to read:

- (a) Reimbursement shall be provided for the training of non-sworn personnel performing police tasks as determined by the Commission.
- (b) Request for Approval
 - (1) Whenever it is necessary for the employing jurisdiction to obtain prior written approval of the Commission, it shall be obtained on an individual basis (See PAM, Section E-1). A request for approval must include:

The trainee's name and job title
Job description
Course title, location and dates of presentation

(2) Requests for approval must reach the Commission 30 days prior to the starting date of the course.

(c) Reimbursement

Reimbursement for non-sworn personnel is computed in the same manner (except as noted below) as for sworn personnel, according to the reimbursement schedule for each course as set forth in PAM, Section E, "Reimbursement Schedule".

NOTE - No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005 except as provided in PAM, Section E-1(f), "Training of Non-Sworn Personnel".

Following the public hearing the Commission will also consider changes in its reimbursement procedures related to travel and subsistence. For example: to provide subsistence - not to exceed an aggregate of 24 hours - while resident trainees are in travel to and from a training site; to increase the commuter allowance for meals to \$5 per day of training; to permit the use of auto to and from the training site for two or more resident trainees traveling together when air travel results in greater subsistence/travel expenses than were auto travel used; to permit daily commuting for resident trainees between the training site and the trainee's temporary lodging accommodations; to permit commuting for resident trainees between the training site and the trainee's headquarters for weekends, holidays or split sessions in lieu of subsistence and when such travel expenditures do not exceed the subsistence allowable had the trainee selected to remain at the training site; and to define straight hourly salary rate. Numerous other changes in the Regulations and Procedures which are minor and technical are also to be considered.


Any person interested may present statements or arguments orally and in writing relevant to the action proposed, at

10 a.m., October 19, 1978
Eureka Inn, Eureka
7th and F Streets
Eureka, California

Notice is also given that any person interested may by the above date present written statements to:

William R. Garlington, Executive Director
POST, 7100 Bowling Drive, #250
Sacramento, California 95823

The Commission has determined that the above regulations will create no new costs to local government, pursuant to Section 2231 of the Revenue and Taxation Code.


LOUIS L. SPORRER
Chairman

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
Public Hearing - Revision of Regulations/Procedures		October 18-19, 1978
Division	Division Director Approval	Researched By
Executive Office		George W. Williams
Executive Director Approval	Date of Approval	Date of Report
<i>W. Williams</i>	9-28-78	September 25, 1978
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 _____).

At the July 27, 1978, meeting the Commission approved for public hearing the following substantive amendments of the Regulations:

1. Amend Regulation 1003 to include notice of termination.
2. Amend Regulation 1005(b)(2) to limit reimbursement for training expenses for the Supervisory Course to officers appointed or who will be appointed within 12 months to a first-level supervisory position.
3. Amend Regulation 1014 to only require prior approval of non-sworn personnel training only when the training is not specific to the job assignment of the employee.

In addition to the above proposed amendments of the Regulations, several substantive amendments are also proposed for the Commission's reimbursement procedures, as follows:

1. Increase the Commuter Trainee Meal Allowance from \$3 to \$5 daily.
2. Allow for Resident Trainee reimbursement of subsistence expenditures, not to exceed an aggregate time period of 24 hours, while enroute to and from the course site and the trainee's headquarters.
3. Allow for reimbursement of expenses related to daily commuting from the trainee's lodging accommodation and the training site.
4. Allow for reimbursement of travel expenses, in lieu of subsistence, on week-ends and breaks in training.
5. Allow for reimbursement of motor vehicle travel expenses for two or more trainees in lieu of air transportation, or when scheduled commercial air transportation necessitates greater subsistence/travel expenditures than where a motor vehicle is used.
6. Provide a uniform and equitable means to determine salary rate to be claimed for reimbursement.

Utilize reverse side if needed

BACKGROUND:

Since the Commission's Regulations were originally adopted, they have been amended and added to on numerous occasions. It has been several years since the Commission's Regulations and Procedures have undergone systematic review and revision to correct: (a) inadvertent inconsistencies which sometimes have resulted from the gradual amendment process; or (b) to express more clearly provisions that are found to be misleading or ambiguous; and (c) to revise certain provisions so that they are consistent with contemporary policy or practices of the Commission. All of these types of changes are considered to be technical in nature.

In addition to these technical changes, substantive revisions also are found to be necessary from time to time. These result from the perceived need for new policy or procedures.

In the attached material, Section A, the proposed revisions of the Commission's Regulations (and Procedures) are substantive in nature and require public hearing. An explanation of each such change is provided. Those changes which are technical are in Section B. Although technical changes of the Regulations and changes of the Commission's Procedures do not require a public hearing, the Commission may wish to review these changes publicly or to solicit comments from the persons who are present.

NOTE: The items in Sections A and B which are substantive are designated in the margin by a star.

SECTION A

SUBSTANTIVE AMENDMENTS

1. Departments participating in the POST program have for several years submitted the POST form "Notice of Peace Officer Appointment" to update our files and to assist the area consultants in performing their inspectional role. Over eighty thousand file cards are now on hand. Many of the persons named on these cards are now deceased, retired, or have terminated their peace officer employment. Notification of such changes of status of individuals would, in time, provide POST with current valid data upon which to make management and planning decisions and provide better service to participating agencies. The proposed amendment:

Regulation 1003. Notice of Peace Officer Appointment/Termination

Whenever an ~~peace~~ officer is newly appointed, ~~or~~ enters a department laterally, or terminates, the department shall notify the Commission within 30 days of ~~the appointment~~ such action on a form approved by the Commission as prescribed in PAM, Section C, Notice of Peace Officer Appointment/Termination.

2. The Regulations now permit any officer to attend a Supervisory Course, and the jurisdiction to receive reimbursement, without regard to the officer being appointed as a supervisor. The only prerequisite has been that the trainee has been awarded or is eligible for the award of the Basic Certificate. This practice supported the theory that such training would encourage greater productivity through awareness of a person's current assignment and would encourage and prepare the person for promotion.

In observance of current fiscal constraints, the suggested amendment would permit the training to be provided with reimbursement for those having a need and who are addressed by the mandate to have this training. Agencies that might like to support such training as a type of career development could do so at their own expense. The proposed amendment:

Regulation 1005(b) Supervisory Course (~~R~~Rquired)

- (1) Every officer promoted, appointed or transferred to a first-level supervisory position shall ~~have~~ satisfactorily

completed the Certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

- (2) ~~Reimbursement may be granted only for officers who have been awarded or are eligible for the award of the Basic Certificate.~~ Every officer who is appointed or who will be appointed within 12 months to a first-level supervisory position may attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the officer has been awarded or is eligible for the award of the Basic Certificate.
- (3) Requirements for the Supervisory Course are set forth in PAM, Section D, "The Supervisory Course".

3. Proposed amendments to Regulation 1014 and Procedure E-1, subparagraph (f) would discontinue the requirement for departments obtaining prior written approval of the Commission on an individual basis. The present procedure has not proven to be effective, as granting these requests is, in effect, pro forma. The few requests that are denied do not merit the workload imposed upon participating jurisdictions or POST staff in processing requests for approval. As proposed, only requests for training in courses which are not specific to the job assignment of these persons will require prior approval. The suggested amendments would also express within the Commission's procedures the Commission's present policy regarding the reimbursement for expenses related to the basic training of non-sworn personnel. The proposed amendment:

Regulation 1014. Training for Non-Sworn Personnel

- (a) Reimbursement shall be provided for the training of non-sworn personnel performing police tasks as determined by the Commission.
- ~~(b) Non-sworn personnel performing police tasks are described in PAM, Section E.~~
- (eb) Request for Approval
 - (1) ~~In every case~~ Whenever it is necessary for the employing jurisdiction to obtain prior written approval of the Commission, it shall be obtained on an individual basis (See PAM, Section E-1). A request for approval must

include:

- (a) The trainee's name and job title.
 - (b) Job description.
 - (c) Course title, location and dates. of presentation.
- (2) Request for approval must reach the Commission 30 days prior to the starting date of the course.

(d) Reimbursement

Reimbursement for non-sworn personnel ~~will be~~ is computed in the same manner (except as noted below) as for sworn personnel according to the reimbursement schedule for each course as set forth in PAM, Section E, "Reimbursement Schedule".

Note - No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005 except as provided in PAM, Section E-1 (f), "Training of Non-Sworn Personnel".

Procedure E
1-3(f).

Training for Non-Sworn Personnel: Reimbursement is provided for the training of non-sworn personnel performing police tasks: ~~as determined by the Commission.~~ (1) The training shall be specific to the task currently being performed by an employee or may be training specific to a future assignment which is actually being planned. (2) Non-sworn personnel may attend the courses identified in Section 1005 (a) (b) (c) (d) (e) but normally reimbursement shall not be provided. Notwithstanding the provisions of Regulations 1015 (b), reimbursement for expenditures related to a successfully completed certified Basic Course may be claimed after a non-sworn employee is appointed as a peace officer and the basic training was completed not more than two fiscal years prior to the submission of the claim for reimbursement. (3) For attendance of certified Basic Course and for attendance with reimbursement for training which is not specific to one of the job classes enumerated hereafter, ~~T~~the employing jurisdiction must obtain prior approval ~~of~~ from the Commission on an individual basis. A request for approval must include: the trainee's name and title, job description, course title, school

and dates of presentation. ~~It~~ The request must must reach the Commission 30 days prior to the starting date of the course, as specified in Section 1014 of the Regulations. (4) Persons who are to be assigned or are assigned to the following tasks are eligible, without prior approval from POST, to attend training courses, as provided by Section 1014, that are specific to their assignments. Job descriptions shall be used to determine those positions persons eligible. ~~Examples are:~~

Complaint Dispatcher
Criminalist
Community Service Officer
Fingerprint Technician
Jailer and Matron
Traffic Director and Control Officer
Parking Control Officer
Polygraph Examiner
Administrative Positions

4. As proposed, the Commission's procedure regarding reimbursement for subsistence would provide reimbursement for subsistence of trainees in route to and from training sites, not to exceed an aggregate of 24 hours. Participating jurisdictions have, on numerous occasions, identified this inequity of design in the Commission's present reimbursement provisions; that is, while expenditures for travel by automobile or public conveyance to and from the training site are reimbursed, and while subsistence is reimbursed while engaged in training at the training site, subsistence related to the travel before and following training is not reimbursed. For this reason and other reasons, some trainers have planned their classes in such a manner that trainees are scheduled to arrive the afternoon or evening on the day previous to beginning of regular instruction. This is ostensibly to receive instruction and introduction to the instructional topics.

An additional proposed amendment would provide for commuter trainee allowance to be raised to \$5.00, consistent with the noon meal allowance provided for by Board of Control rule. The proposed amendment:

Procedure E
4-5-5-6.

Maximum Reimbursable Hours: ~~The courses listed below have a~~ The maximum number of hours that may be reimbursed for the courses is listed below. Actual expenses incurred by and for the trainee for subsistence, ~~commuter~~ travel and or

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. ~~Subsistence and commuter travel for the Basic Course are reimbursable for a maximum of 10 weeks.~~ In addition, reimbursement of subsistence expenditures for a resident trainee is allowable, not to exceed an aggregate time period of 24 hours, while enroute to and from the course site and the trainee's headquarters or home, whichever distance is less. Exceptions in hardship cases may be granted.

Commuter Trainee: Daily Actual travel expenses, and meal allowances for the trainee within the provisions as established by the Commission; expenses not to exceed \$3 \$5 daily for meals per day plus travel expenses from the time date the course begins until the time date the course ends.

5. This proposed amendment will permit reimbursement for auto travel to and from the course site for two or more trainees traveling together, or when scheduled commercial air transportation necessitates greater subsistence/travel expenditures than would result were auto or other surface conveyance used.

Procedure
5-7 e.

Line 5 - Travel: ~~The category of travel provides~~ is used to account for all modes of transportation including air, auto or other types of surface travel conveyance. The mode of transportation selected should be the least expensive, except as provided below. Auto or other surface travel should shall not be used claimed when commercial air transportation is conveniently available at lesser cost. In those cases instances when the where cost of commercial air transportation plus necessarily related surface travel is less than auto, or other surface travel, POST will reimburse only to the level of ticket cost the expenditure for commercial air travel at coach-class; plus necessarily related surface travel flight.

Notwithstanding the provisions of the preceding paragraph, when two or more trainees travel together in one auto, or when departure times for

scheduled commercial air transportation necessitates greater subsistence/travel expenditures than would result were auto or other surface conveyance used, mileage to and from the training site and the trainee's headquarters may be claimed.

6. This proposed amendment would clarify and define straight hourly rate of salary--before benefits--paid to an employee class, and the means to uniformly and equitably determine the salary rate to be claimed. The proposed amendment:

Procedure E Line ~~11~~ 12 - Salary: Concurrent with the provisions
5-7 of Commission Procedure ~~E-4-5~~ E-5-6, pertaining
~~*j.~~ to maximum hours, the basis for figuring salary
 reimbursement for each trainee is:

Hours Claimed times Straight Hourly Salary
Rate times percentage rate; i. e., 40 X
\$5.77 X 60% = \$138.40

Straight Hourly Salary Rate is that rate of salary earned on the first day of the course. The straight hourly salary rate is the employee-class basic salary and shall not include incentive pay and hazard pay, education subvention, scholarships, insurance premiums, medical benefits, watch differential pay, pension plans, uniform allowance, or other employee benefits.

Methodology for Determining Hourly Salary Rate: The number of holidays and vacation days or sick days allowed by the jurisdiction must be accounted for as "paid days", and included in the days-worked-year.

1. The total days in a week minus the allowed days off, times the number of hours worked daily, equals the hours worked in a week.

(7 days - 2 days) X 8 hours = 40 hours

2. The hours in the work week, times the number of weeks in the year, equals the number of hours in the work year.

40 hours X 52 weeks = 2080

3. Monthly salary*, at straight time, paid to the trainee, times the number of months in the year, equals the annual average yearly salary rate.

$$\underline{\$1,000 \times 12 \text{ months} = \$12,000}$$

4. The annual average salary rate--that is, the basis upon which the trainee is paid at the start of the training period--divided by the number of hours in the work year, equals the hourly salary which may be used in computing what may be claimed as reimbursement from the Peace Officer Training Fund.

$$\underline{\$12,000 \div 2080 \text{ hours} = \$5.77 \text{ per hour}}$$

*Salary at straight time is the regular sum, before benefits, paid periodically to an employee class.

The reimbursement percent rate is that rate of salary reimbursement for the particular plan or training course as authorized by the Commission. See Commission Procedure E-2-6.

7. This proposed amendment would resolve a heretofore contended inequity in the Commission's reimbursement procedures; at present, travel otherwise related to the training activity is generally reimbursed by the Commission, except while the trainee is involved in training. Daily commuting from the lodging accommodation and the training site itself, where they are separated, is not reimbursed by POST. The proposed amendment:

Procedure E
15-7

- (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 mileage related to the training activity of a resident trainee to and from the course site and the place of temporary habitation is not reimbursable. The one-way distance and the number of trips should be explained in the Comments section.

8. This proposed amendment would resolve another complaint of inequity in the Commission's present reimbursement procedures by allowing, in lieu of subsistence, that on weekends and breaks in training the trainee may travel to and from the training site and the department. To pay for such travel, some trainees allegedly check out of their lodging accommodations over the weekend or during the break but, nevertheless, claim reimbursement from POST for subsistence on these days. The proposed amendment:

Procedure E
15-7

- (3) For weekends and holidays, or split sessions, the expenses of travel to and from the trainee's headquarters and the training site may be reimbursed in lieu of subsistence to the extent that such travel expenditures do not exceed the amount that would be reimbursed for subsistence had the trainee selected to remain at the training site; this should be explained in the Comments section.

SECTION B
TECHNICAL AMENDMENTS

NOTE: The stars in the margins indicate substantive issues referred to in Section A.

REGULATIONS

CALIFORNIA ADMINISTRATIVE CODE

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

The Regulations have been are codified in Title 11, Chapter 2 of the Administrative Code of California, originally effective October 23, 1960, and revised effective ~~September 15, 1976.~~ January 1, 1979.

TITLE 11

PEACE OFFICER STANDARDS AND TRAINING

CHAPTER 2

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1000. Objectives

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

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

1001. Definitions

- (a) "Accredited College" is a community college, college or university accredited as such by:
 - (1) The Department of Education of the state in which the community college, college or university is located, OR
 - (2) ~~The~~ A recognized national or regional accrediting body, OR

1001. DEFINITIONS (continued)

- (3) The state university in the state in which the community college, college or university is located.
- (b) "The Act" refers to Part 4, Title 4 of the Penal Code of California, commencing at Section 13500 and entitled, "Standards and Training of Local Law Enforcement Officers."
- (c) "Assistant Department Head" is an officer occupying the first position(s) subordinate to a department head, and for which commensurate pay is authorized.
- (d) "Certified Course" is a formal program of instruction approved by the Commission.
- (e) "Commission" is the Commission on Peace Officer Standards and Training.
- (f) "Commuter Trainee" is one who attends a training course and ~~commutes~~ travels between his or her department or normal residence/ and the course site each day. ~~to and from the course site.~~
- (g) "Department" is a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, ~~or~~ the California Highway Patrol/, or the University of California and the California State University and Colleges police.
- (h) "Department Head" is the chief of police, sheriff, or chief executive of a ~~law enforcement agency~~ department.
- (i) "First-Level Supervisory Position" is a position above operational level for which commensurate pay is authorized, and is occupied by an officer who, in the upward chain of command, principally is responsible for the direct supervision of employees of a department or is subject to assignment of such responsibilities, and most commonly is the rank of sergeant.
- (j) "Full-time Employment" - As defined by local charter or ordinance; and, the employee normally works in excess of 20 hours weekly or 87 hours monthly; and, the employee is tenured or has a right to due process in personnel matters; and, the employee is entitled to public safety workmans compensation and retirement provisions as are other full-time officer employees of the department.
- (k) (j) "High School" is a school accredited as a high school by the Department of Education of the state in which the high school is located, or a school accredited as a high school by the recognized regional accrediting body, or a school accredited as a high school by the state university of the state in which the high school is located.
- (l) (k) "Lateral Entry" refers to the appointment of an officer whose employment is based upon special qualifications and/or experience in the law enforcement field.

1001. DEFINITIONS (continued)

- (m) (k) ~~"Middle Management Positions" are those~~ is a positions with supervisory and/or command responsibilities which are between first-level supervisory positions and the department head positions as defined in this section, and for which commensurate pay is authorized/, occupied by an officer who, in the upward chain of command principally is responsible for supervisory and/or command responsibilities and most commonly is of the rank of lieutenant or higher.
- (n) (m) "Non-Sworn Personnel Performing Police Tasks." Non-sworn personnel performing police tasks are those full-time, non-peace officer ~~members~~ employees of participating ~~jurisdictions~~ departments for whom reimbursement may be claimed, based upon actual job assignment, as determined and approved by the Commission.
- (o) (n) "Officer" is a peace officer ~~member of regular~~ employed and paid as such who is subject to assignment to the prevention and detection of crime and the general enforcement of the criminal laws of this state while employed by a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, or a peace officer regularly employed and paid as such who is employed by the California Highway Patrol the University of California, or the California State University and Colleges.
- (p) (o) "POST Administrative Manual (PAM)" is a document containing Commission Regulations, and Procedures and Guidelines which implement the Regulations.
- (q) (p) "Reimbursement" is the ~~money~~ financial aid allocated from the Peace Officer Training Fund, as provided in Section 13523 of the Act.
- (r) (q) "Reimbursement Plan" consists of a combination of training related expenditures showing the percentage of the amount for which reimbursement is made for each expenditure within the provisions established approved by the Commission.
- (s) (r) "Resident Trainee" is one who while away from his or her department or normal residence attends a training course and ~~obtains~~ takes lodging and meals at or near the course site for one or more days/nights.
- (t) (s) "Specialized Law Enforcement Agency" is:
- (1) ~~is~~ A segment of a agency which has policing or law enforcement authority imposed by law and whose employees are peace officers as defined by law;
 - (2) ~~is~~ A government agency engaged in the enforcement of regulations or laws limited in scope or nature; OR
 - (3) ~~is~~ A government agency that engages in investigative or other limited law enforcement activities in the enforcement of criminal law; AND

1001. DEFINITIONS (continued)

(4) ~~Which~~ is authorized by the Commission to participate in the Specialized Law Enforcement Certification Program.

(u) ~~(t)~~ "Specialized Peace Officer" is a peace officer ~~member~~ employee of a specialized law enforcement agency authorized by the Commission to participate in the Specialized Law Enforcement Certification Program.

(v) ~~(u)~~ "Trainee" is an employee of a department law enforcement agency who is assigned to attend a POST-certified course.

1002. Minimum Standards for Employment

(a) Every officer employed by a department shall:

(1) Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.

(2) Not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state.

(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.

(4) Be a high school graduate or have passed the General Education Development test with an overall score of not less than 45, and a standard score of not less than 35 on any section of the test, as established by the American Council on Education, or have attained a score on a written test of mental ability approved by the Commission and equivalent to that attained by the average high school graduate.

(5) Be examined by a licensed physician and must meet the requirements prescribed in PAM, Section C, "Physical Examination."

(6) Be interviewed personally prior to employment by the department head or his a representative(s), to determine his the officer's suitability for the police service, as well as the officer's ~~including such things as the recruit's~~ appearance, personality, maturity, temperament, background and ability to communicate. This regulation may be satisfied by an member employee of the ~~law enforcement agency department~~ participating as a member of the officers oral interview panel.

1002. MINIMUM STANDARDS FOR EMPLOYMENT (continued)

- (7) Be able to read at the level necessary to perform the job of a peace officer as determined by passing a "professionally developed" examination designed to test this skill. A professionally developed examination shall be job related as required in Title VII of the Civil Rights Act of 1964 as amended and defined in Equal Employment Opportunity Commission guidelines. This requirement shall become effective on January 1, 1977.
- (b) It is emphasized that these are minimum entrance ~~requirements~~ standards and do not preclude ~~law enforcement agencies~~ departments from hiring the best qualified individuals ~~for the job~~.
- (c) Effective July 1, 1974, ~~all requirements of Section 1002 of the Regulations shall apply in to each and every case of lateral entranty, as defined in Section 1001 (k), regardless of the rank to which the person is appointed, unless waived by the Commission. This section does not apply to any person who was a regular, full-time officer, as defined in Section 1001 (n), prior to July 1, 1974.~~

1003. Notice of Peace Officer Appointment/Termination

Whenever an ~~peace~~ officer is newly appointed, ~~or~~ enters a department laterally or terminates, the department shall notify the Commission within 30 days of the appointment such action on a form approved by the Commission as prescribed in PAM, Section C, Notice of Peace Officer Appointment/Termination.

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.

1005. Minimum Standards for Training

- (a) Basic Course (Required)

Penal Code Section 832.3 requires that officers of cities, counties and districts complete a course of training approved by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer. The course of training approved by the Commission is the Basic Course. Penal Code Section 832.3 further provides that officers who have not completed an approved course may exercise the powers of a peace officer while participating as trainees in a field training program approved by the Commission on Peace officer Standards and Training.

1005. MINIMUM STANDARDS FOR TRAINING (continued)

- (1) Every officer, except those participating as trainees in a POST-approved field training program, shall be required to satisfactorily meet the training requirements of the Basic Course before being assigned duties which include the prevention and detection of crime and the general enforcement of State laws.

Requirements for the Basic Course are set forth in PAM, Section D, "The Basic Course."

- (2) Agencies may assign newly appointed sworn personnel as peace officers for a period not to exceed 90 days from date of hire, without such personnel being enrolled in the Basic Course, if the Commission has approved a field training plan submitted by the agency and the personnel are full-time participants therein.

Requirements for POST-approved Field Training Programs are set forth in PAM, Section D, "Field Training Program".

- ~~(3) Reimbursement may be paid to jurisdictions which terminate a trainee or allow a trainee to resign prior to completion of the Basic Course provided the requirements of Section 1002(a)(1) through (6) have been completed prior to the date the course commences.~~

(b) Supervisory Course (Required)

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

- (2) Every officer who is appointed or who will be appointed within 12 months to a first-level supervisory position may attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the officer has been awarded or is eligible for the award of the Basic Certificate.

- ~~(2) Reimbursement may be granted only for officers who have been awarded or are eligible for the award of the Basic Certificate.~~

- (3) Requirements for the Supervisory Course are set forth in PAM, Section D, "The Supervisory Course."

(c) Middle Management Course (Required)

- (1) Every officer promoted, appointed or transferred to a ~~Mmiddle~~ ~~Mmanagement~~ position shall ~~have~~ satisfactorily completed the ~~Certified~~ Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer.

1005. MINIMUM STANDARDS FOR TRAINING (continued)

- (2) ~~Every officers occupying~~ appointed to a first-level supervisory or higher positions ~~or above~~ may attend the ~~Middle Management Course~~ and their jurisdictions may be reimbursed provided the officers ~~have~~ satisfactorily completed the ~~certified~~ Supervisory Course, ~~unless waived by the Commission or its equivalent.~~
 - (3) Requirements for the ~~Middle Management Course~~ are set forth in PAM, Section D, "The ~~Middle Management Course.~~"
- (d) Advanced Officer Course (Required)
- (1) After July 1, 1971, each and every officer below the rank of first-level supervisory position as defined in Section 1001 (i) shall satisfactorily complete ~~the~~ a certified Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course.
 - (2) The above requirement may be met by satisfactory completion of any reimbursable course of 20 or more hours.
 - (3) Reimbursement for the Advanced Officer Course is provided as set forth in PAM, Section E, "Reimbursement Schedule."
 - (4) Requirements for the Advanced Officer Course are set forth in PAM, Section D, "The Advanced Officer Course."
- (e) Executive Development Course (Optional)
- (1) The Executive Development Course is designed for department heads. ~~Every officers occupying~~ appointed to a middle management or higher positions ~~or above~~ may attend and their jurisdictions may be reimbursed provided the officers ~~have~~ satisfactorily completed the ~~certified~~ Middle Management Course. The Executive Development Course is optional.
 - (2) Requirements for the Executive Development Course are set forth in PAM, Section D, "Executive Development Course."
- (f) Technical Courses (Optional)
- (1) Technical Courses are designed to develop skills and knowledge in subjects requiring special expertise. The courses are optional.
 - (2) Requirements for Technical Courses are set forth in PAM, Section D, "Technical Courses."
- (g) Special Courses ~~(Legislatively Mandated)~~
- (1) Special Courses are mandated by the Legislature.
 - (2) Requirements for Special Courses are set forth in PAM, Section D, "Special Courses."

1005. MINIMUM STANDARDS FOR TRAINING (continued)

(h) Seminars (Optional)

- (1) Seminars are designed to study and solve current and future problems encountered by ~~law enforcement agencies.~~ departments. Enrollment is open to any rank. Seminars are optional.
- (2) Requirements for Seminars are set forth in PAM, Section D, "Seminars."

(i) Field Management Training (Optional)

- (1) Field Management Training is designed to assist in the solution of specific management problems within individual ~~agencies~~ departments. The training is optional.
- (2) Participation requirements and procedures for Field Management Training are set forth in PAM, Section D, "Field Management Training."

1006. Extension of Time Limit for Course Completion

- (a) The Commission may grant an extension of time limit for completion of any course required by Section 1005 of the Regulations upon presentation of evidence by a department that an officer is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction. Time extensions granted under this sub-section shall not exceed that which is reasonable, bearing in mind each individual circumstance.
- (b) The Commission may grant an extension of time for any course required by Section 1005 of the Regulations upon presentation of evidence by a department that an officer ~~was~~ is unable to complete the required course within the time prescribed for reasons other than those specified in sub-section (a). In the event that an agency does not require an individual to complete the applicable training by the end of the extension period, such agency shall not be eligible for the reimbursement of any expenses which are incurred as a result of the training when it finally occurs.

1008. Waiver for Equivalent Training

The Commission may waive, ~~the requirement for an already trained officer,~~ the completion of any training course required by Section 1005 of the Regulations upon ~~presentation~~ acceptance of documentation ~~by evidence by~~ submitted by a department that ~~an~~ the officer has satisfactorily completed equivalent training.

1010. Eligibility for Reimbursement

- (a) To be eligible for reimbursement, a jurisdiction must adhere to the minimum standards as defined in these Regulations for each ~~and~~ every officer employed. A jurisdiction shall be ineligible to receive reimbursement for any training if it:
- (1) Employs one or more officers who do not meet the minimum standards for employment, OR
 - (2) Does not require that each ~~and~~ every officer satisfactorily complete the required training as prescribed in these Regulations, OR
 - (3) Effective January 1, 1971 ~~has~~ has in its employ any officer hired thereafter January 1, 1971, who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date of hire, as attested to by the department head, OR
 - (4) Fails to permit the Commission to make such inquiries and inspection of records as may be necessary to verify claims for reimbursement and to determine whether the jurisdiction is, in fact, adhering to the Commission's Regulations.
- (b) ~~If/ in the judgment of it appears to~~ the Commission, a jurisdiction has failed to adhere to the minimum standards for recruitment, selection ~~and or~~ training, the Commission shall notify the jurisdiction of ~~said judgment~~ its concern and of ~~its~~ the jurisdiction's probable ineligibility for reimbursement. The Commission shall also request compliance. In the event that the jurisdiction fails to comply, the Commission ~~may~~ shall afford the concerned jurisdiction's official representatives the opportunity to appear before ~~it~~ the Commission and present appropriate whatever evidence or testimony. the jurisdiction may deem appropriate, in support of the claim. If the Commission finds that the standards have not been adhered to, it must, beginning with a date determined by the Commission, reject all of the jurisdiction's unpaid claims for reimbursement. A jurisdiction may be reinstated in the program and again become eligible for reimbursement when, in the opinion of the Commission, ~~it~~ the jurisdiction has demonstrated that it ~~intends to~~ will adhere to the prescribed standards. The period during which the jurisdiction shall remain ineligible for reimbursement shall be at the discretion of the Commission.

1011. Certificates and Awards

- (a) Certificates and awards may be presented by the Commission for the purpose of raising the level of competence of law enforcement and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (b) Professional certificates shall be considered to be awards for achievement and subject to denial or cancellation only if obtained through misrepresentation, fraud, or issuance due to administrated error.

1011. CERTIFICATES AND AWARDS (continued)

- (c) Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are established provided for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general police service duties performed by peace officers. ~~members of city police departments, county sheriff departments, districts, California state university and college police departments, University of California police departments, or by the California Highway Patrol.~~ Requirements for the Certificates are as prescribed in PAM, Section F, "Professional Regular Certification Program."
- (d) Specialized Law Enforcement Certificates are established for the purpose of fostering professionalization, education and experience necessary to perform adequately the duties of specialized public law enforcement services ~~such as those performed by special investigators, campus police, police officers of the California State Police Division, marshals, and such others~~ as may be deemed appropriate by the Commission. Requirements for Specialized Law Enforcement Certificates are set forth in PAM, Section F, "Specialized Law Enforcement Certification Program."
- ~~(e) Prior to the issuance of a Basic Certificate by the Commission, the department head shall attest that the officer for whom the certificate is being sought has completed a period of satisfactory service of not less than 12 months. This requirement shall apply also to an officer who enters a department laterally.~~

1012. Certification of Courses

- (a) The Commission may certify courses. Criteria for certification include, but are not limited to: a demonstrated need and compliance with minimum standards for curriculum, facilities, instructors and instructional quality.
- (b) Certification of courses may be revoked by action of the Commission when:
- (1) There is no longer a demonstrated need for the course;
 - (2) There is failure to comply with standards set forth in (a) above; OR

1012. CERTIFICATION OF COURSES (continued)

- (3) There are other causes warranting revocation as determined by the Commission.

1013. Code of Ethics

The Law Enforcement Code of Ethics, as prescribed in PAM, Section C, "The Law Enforcement Code of Ethics," shall be administered as an oath to all trainees during the Basic Course or at the time of appointment.

1014. Training for Non-Sworn Personnel

- (a) Reimbursement shall be provided for the training of non-sworn personnel performing police tasks as determined by the Commission.

~~(b) Non-sworn personnel performing police tasks are described in PAM, Section E.~~

~~(b)~~ (e) Request for Approval

- (1) ~~In every case~~ Whenever it is necessary for the employing jurisdiction to obtain prior written approval of the Commission, it shall be obtained on an individual basis (See PAM, Section E-1). A request for approval must include:

- (a) The trainee's name and job title.
(b) Job description.
(c) Course title, location and dates of presentation.

- (2) Request for approval must reach the Commission 30 days prior to the starting date of the course.

~~(c)~~ (d) Reimbursement

Reimbursement for non-sworn personnel ~~will be~~ is computed in the same manner (except as noted below) as for sworn personnel according to the reimbursement schedule for each course as set forth in PAM, Section E, "Reimbursement Schedule."

Note - No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005 except as provided in PAM, Section E-1 (f), "Training of Non-Sworn Personnel."

1015. Reimbursements

(a) Proportionate Reimbursement

Reimbursements to cities, counties, and districts shall be granted by the Commission in accordance with Section 13523 Penal Code, which is quoted as follows:

1015. REIMBURSEMENTS (continued)

"The Commission shall annually allocate and the State Treasurer shall periodically pay from the Peace Officers' Training Fund, at intervals specified by the Commission, to each city, county, and district which has applied and qualified for aid pursuant to the chapter, an amount determined by the Commission pursuant to standards set forth in its regulations. The Commission shall grant aid only on a basis that is equally proportionate among cities, counties, and districts.

In no event shall any allocation be made to any city, county, or district which is not adhering to the standards established by the Commission as applicable to such city, county, or district."

(b) Claim for Reimbursement

Claims must be ~~forwarded~~ submitted on forms provided by the Commission and received no later than ninety days after the completion of a certified course.

Effective January 1, 1975, all claims eligible for reimbursement, for training expenditures, from the Peace Officer Training Fund for training which occurred after January 1, 1975, are subject to the following provisions:

- (1) Claims ~~forwarded~~ received more than 90 days, but less than 180 days following the date of completion of a certified training course shall be reduced by 25% of the approved reimbursable amount.
- (2) Claims ~~forwarded~~ received more than 180 days following the completion of a certified training course shall not be reimbursed.

(c) Trainees Training Expenses May Be Claimed Only Once

When a trainee has attended a course certified by the Commission for which reimbursement has been legally claimed ~~or~~ and paid, an employing jurisdiction may not ~~submit a claim for~~ receive reimbursement for repetition subsequent attendance of the same course unless attendance of the course is authorized to be repeated periodically, such as for Seminars, or Advanced Officer Courses, ~~Exceptions may be authorized by the~~ Commission and selected Technical Courses which deal with laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change.

1015. REIMBURSEMENTS (continued)

(d) Reimbursement Limited to Actual Expenses

Reimbursement is provided only for expenses related to attendance of POST certified courses. Reimbursement is limited to expenses as authorized in PAM, Section E, or actually incurred expenses which are approved by the Commission, whichever is less. ~~or any portion thereof actually incurred by a jurisdiction and approved by the Commission. Reimbursement may be provided only for training acquired in an on-duty status.~~

(e) Reimbursement may be provided only for training acquired in an on-duty status.

(f) ~~(e)~~ A schedule setting forth of reimbursements allowed for each course or program certified by the Commission is set forth in PAM, Section E, "Reimbursement Schedule Plan and Rates."

(g) Reimbursement may be paid to a jurisdiction which terminates a trainee or allows a trainee to resign prior to completion of a certified Basic Course provided the requirements of Section 1002(a) (1) through (6) have been completed prior to the trainee's appointment date and the date the course began.

(h) Reimbursement may be paid to a jurisdiction when a trainee fails a certified Basic Course only because of not passing a locally-required training subject(s), but the trainee otherwise satisfactorily completed the course. (See PAM, Section E-5-3-g-2)

1016. Services Provided by the Commission

(a) In accordance with Section 13513 Penal Code, upon the request of a local jurisdiction, the Commission shall provide a counseling service to such local jurisdictions for the purpose of improving the administration, management, or operations of a police agency, and may aid such jurisdiction in implementing improved practices and techniques in accordance with Commission policy and guidelines for the counseling service.

(b) In accordance with Section 13503(e) Penal Code, the Commission may develop and implement programs to increase the effectiveness of law enforcement, and when such programs involve training and education courses to cooperate with and secure the cooperation of state-level officers, agencies, and bodies having jurisdiction over systems of public higher education in continuing the development of college-level training and education programs.

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

Reimbursements

REQUIREMENTS FOR REIMBURSEMENT

Purpose

1-1. Reimbursement Requirements: The purpose of this Section is to provide ~~agencies~~ departments participating in the POST program with general information ~~on~~ about procedures to be followed in claiming reimbursement from the ~~Peace~~ Peace Officers' Training Fund for ~~costs~~ expenditures in training police personnel.

Eligibility for Reimbursement

1-2 Eligibility: As provided in Sections 13507, 13510 and 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 Officers' Training Fund for allowable ~~costs~~ expenditures for for the training of their 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 ~~certified~~ the 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.~~

1-3. SPECIFIC REQUIREMENTS (continued)

Section 1005 (b) of the Regulations ~~grants permits~~ reimbursement for the attendance of a certified Supervisory Course provided the trainee is appointed or who will be appointed within 12 months to a supervisory position and has satisfactorily completed the certified Basic Course, or its equivalent been awarded or is eligible for the award of the Basic Certificate.

- c. ~~Middle Management Course:~~ Every officer promoted, appointed or transferred to a middle management position shall ~~have satisfactorily completed certified Middle~~ the Management Course prior to or within 12 months after the initial promotion, appointment or transfer.

An officer ~~occupying~~ appointed to a first-level supervisory or higher position may attend the Middle Management Course, and reimbursement may be paid.

Section 1005 (c) of the Regulations ~~grants permits~~ reimbursement for the attendance of a certified Middle Management Course provided the trainee has satisfactorily completed ~~certified~~ the Supervisory Course or its equivalent.

- d. Advanced Officer Course: After July 1, 1971, each and every officer below the rank of first-level supervisory position as defined in Section 1001 (i) shall satisfactorily complete ~~the~~ a 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~~ appointed to a middle management position or above may attend/ the Executive Development Course, and reimbursement may be paid.

Section 1005 (e) of the Regulations ~~grants permits~~ reimbursement for attendance of a ~~the~~ certified Executive Development Course provided the officer has satisfactorily completed ~~certified Middle~~ the 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.~~

1. The training shall be specific to the task currently being performed by an employee or may be training specific to a future assignment which is actually being planned.

1-3. SPECIFIC REQUIREMENTS (continued)



2. Non-sworn personnel may attend the courses identified in Section 1005 (a) (b) (c) (d) (e) but normally reimbursement shall not be provided. Notwithstanding the provisions of Regulations 1015 (b), reimbursement for expenditures related to a successfully completed certified Basic Course may be claimed after a non-sworn employee is appointed as a peace officer and the basic training was completed not more than two fiscal years prior to the submission of the claim for reimbursement.
3. For attendance of certified Basic Course and for attendance with reimbursement for training which is not specific to one of the job classes enumerated hereafter, the employing jurisdiction must obtain prior approval of from the Commission on an individual basis. A request for approval must include: the trainee's name and title, job description, course title, school and dates of presentation. The request must reach the Commission 30 days prior to the starting date of the course, as specified in Section 1014 of the Regulations.
4. Persons who are to be assigned or are assigned to the following tasks are eligible, without prior approval from POST, to attend training courses, as provided by Section 1014, that are specific to their assignments. Job descriptions shall be used to determine those positions persons eligible: Examples are:



Complaint Dispatcher
Criminalist
Community Service Officer
Fingerprint Technician
Jailer and Matron
Traffic Director and Control Officer
Parking Control Officer
Polygraph Examiner
Administrative Positions

- 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~~ PAM, Section 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 and~~ paid, an employing jurisdiction may not ~~submit a claim for~~ receive reimbursement for repetition of the same course unless the course is authorized to be repeated periodically. ~~such as~~

1-3. SPECIFIC REQUIREMENTS (continued)

For example, Seminars, or Advanced Officer Courses, and selected Technical Courses, which deal with topics, laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change.

- i. On-Duty Status: Section 1015 (d) (e) of the Regulations provides that reimbursement will be made only for trainees attending certified courses in an "on-duty" status/ or when appropriate overtime or compensatory time off is authorized. This does not preclude attendance of ~~at~~ a POST certified course, for which reimbursement is not claimed, on the employee's own time.
- 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/ or other expenditures covered by the grant. However, the employing jurisdiction may be reimbursed for allowable actually incurred expenses by and for the trainee incurred for subsistence, travel, tuition and a percentage of any salary paid exclusive of the employing jurisdiction's match, and 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~~ expenditures provided the trainee satisfactorily completes the POST certified training course. ~~The only Exceptions are the Basic Course, and in addition Motorcycle Training which are as explained in Commission Procedure PAM, Section E-4 5-3(g) (1, 2 and 3).~~
- l. The department submitting a claim for reimbursement of training expenditures shall for audit purposes retain, for three fiscal years, (July 1 through June 30) all records and receipts, for such expenditures paid to, by or for the trainee as hereinafter specified. PAM, Section E5-7a, 7b, 7c, 7d, 7g, 7h, 7i, 7j, 7k and 7l.
- m. Reimbursement provided by POST to a jurisdiction for tuition, meals, lodging, and other travel-related expenses shall not exceed the amounts actually paid for or to the trainee, and shall not exceed the rates or allowances otherwise generally authorized by the jurisdiction.

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 is also explained.~~ (POST 2-101 and 2-102). ~~It also discusses~~ This Commission procedure states reimbursement rates, and the current amounts approved.

Reimbursement Plans

2-2. Reimbursement Plans: POST reimbursement for training ~~costs to expenditures of local agencies~~ departments is based on reimbursement schedules known as ~~"plans"~~ "plans". Each plan ~~may vary~~ varies in the amount and/or category of reimbursement provided. The categories of expenditures ~~approved~~ 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~~ Most training courses certified by POST is are reimbursed under one or more 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~~ is subject to the provisions established by the Commission as outlined in Commission Procedure E-A-5.

2-3. Where to Obtain Training Course Information: Information ~~on~~ regarding training courses and the ~~"plan"~~ "plan" under which each is ~~given~~ presented, is disseminated to the local agencies in several ways/
.g.,:

2-3. WHERE TO OBTAIN TRAINING COURSE INFORMATION: (continued)

- a. The POST Administrative Manual, Section D, Certified Courses, D-14
- ~~b. in POST Scripts, a quarterly newsletter published by POST~~
- b. Obtained by contacting the school or course coordinator
- c. Obtained by contacting POST Headquarters at 7100 Bowling Drive, Sacramento, CA 95823, or phoning (916) 322-2180.

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 one 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 expenditures of~~ for meals and lodging, travel, tuition or ~~and~~ salary.

2-6. REIMBURSEMENT RATES FOR ~~1976 - 77 FISCAL YEAR~~

SUBSISTENCE

Resident Trainee: 100% of daily actual expenses of the trainee for subsistence within the provisions as established by the Commission, not to exceed ~~\$28~~ \$40, per day from the time/date the course begins until the time/date the course ends.

Reimbursement of subsistence expenditures for a resident trainee is allowable while enroute to and from the course site and the trainee's headquarters or home, not to exceed an aggregate time period of 24 hours. Exceptions in hardship cases may be granted.
NOTE: PAM, Section 5-6)

2-6. REIMBURSEMENT RATES FOR 1976 - 77 FISCAL YEAR (continued)

Commuter Trainee:

Daily Actual travel expenses, and meal allowances for the trainee within the provisions as established by the Commission; expenses not to exceed \$3-\$5 daily for meals plus travel expenses ~~per day~~ from the ~~time date~~ the course begins until the ~~time date~~ the course ends.

TRAVEL:

~~Common carrier transportation reimbursed at 100% of allowable actual cost expenditures for common carrier transportation.~~

Auto Travel: 100% of allowable actual cost expenditures not to exceed ~~15¢~~ 20¢ per mile. (Note: PAM, Section E5-7H)

TUITION

100% of tuition ~~cost~~ expenditures as approved by the Commission.

SALARY

The percent of reimbursement for the trainee's salary for the 1976-77-78 Fiscal Year shall be ~~40%~~ 60%. ~~The Plans for which salary may be reimbursed are indicated below:~~

Plan I ~~40%~~ 60% salary
Plan II ~~40%~~ 60% salary
Plan III ~~No salary reimbursed~~
Plan IV ~~No salary reimbursed~~

Reimbursements

JOB SPECIFIC TRAINING - REIMBURSEMENT

Certain technical courses are designated as "Job Specific" and reimbursement of salary is authorized as well as the other allowable training related expenses. An individual may attend only one Job Specific course for which salary reimbursement may be claimed during a fiscal year (July 1 through June 30). When additional courses designated as Job Specific are attended by an individual during the same fiscal year, salary reimbursement is not authorized, but per diem, and allowable tuition and travel expenses may be claimed.

Technical courses which are designated as Job Specific are listed as Plan I or II.

When two or more technical courses which are designated as Job Specific are attended by an individual during the same fiscal year, a claim for reimbursement for the second course, etc., listed as Plan I, must be submitted as Plan III; and in similar circumstances, a claim for a course listed as Plan II must be submitted as Plan IV.

Refer to the catalog of certified courses in POST Administrative Manual to determine which plan applies to specific technical courses.

Reimbursements

SUBMITTING CLAIMS AND RECEIVING REIMBURSEMENTS

Purpose

4-1 ~~3-1~~. Reimbursement Claims: This Commission Procedure describes how agencies departments may claim reimbursement for training expenses of a trainee and sets time limitation for submission of claims.

Submission of Claims

4-2 ~~3-2~~. Claim Submitted on POST-Provided Forms: In order for a ~~local jurisdiction or district~~ department to obtain reimbursement to its jurisdiction for ~~costs expended~~ expenditures 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, California 95823.

4-3 ~~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 is designed to provide information about the course, and the amount and type of expenditures made by and for the trainee. Instructions for using the Training Expense Claim form are set forth in ~~Commission Procedure~~ PAM, Section E-~~A~~ 5.

The Claims Summary (pink) form is designed to summarize ~~the total allowable costs~~ expenditures 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~~ PAM, Section E-~~3~~ 6.

4-4 ~~3-4~~. Multiples of Each Form Required: ~~For e~~ Each claim submitted to POST ~~the claim~~ must consist contain of:

- a. Training Expense Claim (yellow) in duplicate for each trainee for which reimbursement is claimed.

Example: If an ~~agency~~ department 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 Training Expense Claim (yellow) forms.

~~4-5 3-5.~~ White Copies Paper Reproductions of the POST Forms Are Not Acceptable: When submitting the Training Expense Claims (yellow) and Claims Summary (pink), do not send white paper copies. The proper color of the paper for the forms is a necessary ~~factor in their for~~ processing. If it is necessary to send copies other than POST-provided forms, paper matched to the color of the POST forms is acceptable.

~~4-5 3-6.~~ One Training Course Per Set of Forms: Only one course presentation for which reimbursement is requested can be shown on the one set of forms. Separate sets of forms must be submitted for each training course attended by a trainee.

~~4-7 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.

~~4-8 3-8.~~ Time Limitation on Submission of Reimbursement Claims: Effective January 1, 1975, claims for reimbursement must be ~~forwarded to~~ received by 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~~ received between 90 and 180 days following the date of completion of a certified training course shall be reduced by 25% of the approved reimbursable amount. Claims ~~forwarded~~ received 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.

~~4-9 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

Reimbursements

TRAINING EXPENSE CLAIM, POST 2-101

Purpose

5-1 ~~4-1~~. Training Expense Claim: This Commission Procedures provides instructions for the completion of each item on the Training Expense Claim, POST 2-101, ~~as well as~~ and rules ~~applying to~~ for each category of reimbursement.

Instructions for Completion Form 2-101

5-2 ~~4-2~~. Form Completion: The Training Expense Claim, POST 2-101, is a structured form ~~which~~ that is to be prepared in duplicate by each trainee when submitting a reimbursement claim for training expense:

- a. The upper part of the form ~~has~~ provides a series of lettered spaces, "A" through "N", on which to record information for identification purposes.
- b. The middle part of the form ~~has~~ provides numbered lines, 1 through ~~13~~ 14, for recording information pertaining to expenditures for training.
- c. Line ~~14~~ 15 is to be signed by the trainee who attended the POST ~~approved~~ certified training course for which the claim is made.

5-3 ~~4-3~~. Identification Information, Spaces A through N: It is necessary that accurate information be provided to identify the trainee, the ~~agency department and the~~ specific training course taken attended. The following instructions for providing this information apply to lettered spaces 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~~ category; and the last three digits identify the course presentation. The trainee should obtain the Course Control Number from the course training coordinator while the training is in session. The claim

~~5-3~~ 4-3. IDENTIFICATION INFORMATION, SPACES A THROUGH N: (continued)

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 the claim will be returned to the submitting-agency department.

- 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 ~~Coordinator~~. Do not depend on brochures and other course advertisements as the source for authorized course titles.

Correct Example of Titles: Basic Course, Supervisory Course, Management Course, Advanced Officer Course, Field Training Officer Course, and Executive Development Seminar.

- 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 course training coordinator will provide the trainee with the actual number of course hours the trainee completed.

- e. Space E - School or Agency Certified to Present Course: Enter the name of the school, academy or organization ~~certified~~ authorized by POST, as shown in the Certified Course Catalog, 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~~ Space E must be the same as the training institution, as indicated by the first three digits of the Course Control Number entered in Box Space B.

(2) A listing of all the training institutions with their identification numbers is shown in the Certified Course Catalog, Section D of PAM. Using the first three digits of the Course Control Number, locate in the ~~Section~~ Catalog the name of the training institution that presented the course.

- f. Space F - Starting Date and Time of Course: Enter the actual starting date and time of course.

- g. Space G - Ending Date and Time of Course: Enter the date and time the course actually ended. If trainee did not complete the course, indicate in the Comments section the last day of attendance. Reimbursement for training will not be made if trainee does not satisfactorily complete the course, with the following exceptions:

(5-3)~~4-3~~. IDENTIFICATION INFORMATION, SPACES A THROUGH N: (continued)

- (1) Basic Course: If trainee is separated from the department before completion of the a certified Basic Course, the date of the separation should be noted under Comments section on Line 13, the circumstances for the trainee's termination, and whether or not that ~~the requirements of Section 1002 (a)(1) through (6) have been~~ were completed prior to the trainee's appointment date and the date the course began ✓
 - (2) Basic Course: If the trainee failed a certified Basic Course only because of not passing any locally-required training subject, state in the Comments Section, "Failed, because of not passing locally-required training subject(s), but otherwise satisfactorily completed the course. See attached statement from trainer." Attach the statement from the trainer that the trainee satisfactorily completed all of the minimum requirements as provided in PAM, Section D-1.
 - (3) ~~(2)~~ Motorcycle Training: If a trainee assigned to in a certified motorcycle training course 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 section.
- 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 the date the trainee was appointed to the present rank or classification.
- j. Space J - Previously Employed Under Name Of: Enter any name(s) used by which the 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 on appropriate records.
- l. Space L - Employment Status: Check the box indicating whether the 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 when approval is necessary, it must be obtained 30 days prior to the starting date of the course.
- m. Space M - Date Employed: Enter the month, day and year the trainee was employed ~~with~~ by the present employer. If the trainee is sworn, enter the date hired as a sworn officer. If the trainee is non-sworn, enter the date first hired.

5-34-3. IDENTIFICATION INFORMATION, SPACES A THROUGH N: (continued)

n. Space N - Date of Birth: Enter the trainee's date of birth by month, day and year.

5-44-4. Expenditure Information: There are four major categories of expenditures ~~that cover all costs~~ for which ~~an agency a department~~ 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~~ PAM, Section 5-7.

The four categories of expenditures are:

Subsistence	Lines 1 - 2 - 3 - 4
Travel	Lines 5 - 6 - 7 - 8 - 9 - 10
Tuition	Line 10 <u>11</u>
Salary	Line 11 <u>12</u>

5-5. Resident Trainee and Commuter Trainee Definitions:

a. Resident Trainee Definition: A resident trainee is one who while away from his or her department or normal residence attends a training course and takes lodging and meals at or near the course site for one or more days/nights.

b. Commuter Trainee Definition: A commuter trainee is one who attends a training course and travels between his or her department or normal residence and the course site each day.

5-6 4-5. Maximum Reimbursable Hours: ~~The courses listed below have a~~ The maximum number of hours that may be reimbursed, for the courses is listed below. Actual expenses incurred by and for the trainee for subsistence, ~~commuter~~ travel or 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. ~~Subsistence and commuter travel for the Basic Course are reimbursable for a maximum of 10 weeks.~~ In addition, reimbursement of subsistence expenditures for a resident trainee is allowable, not to exceed an aggregate time period of 24 hours, while enroute to and from the course site and the trainee's headquarters or home, whichever distance is less. Exceptions in hardship cases may be granted.



(5-6) 5. MAXIMUM REIMBURSABLE HOURS (continued)

	<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

~~(5-7)~~ 4-6. Instructions for Lines 1 through 13 14: On ~~the following~~ lines 1 through 14 enter the expenditures for the training course. Complete the lines for which allowable expenditures by and for the trainee were made in accordance with the applicable course reimbursement plan. In the right amount column, enter the amount of sums for 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 ensure that the submitting agency has not overlooked an expenditure for which reimbursement may be claimed.~~

- a. Line 1 - Subsistence: Check either one of the two boxes. Both boxes may be checked only if the officer trainee 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.

A trainee attending a one-day course is considered eligible for only one day of commuter allowance. (See PAM, Section 5-7d)

~~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.~~

~~(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 (see Procedure E 2-6) 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~~ Expenditures of Lodging and Meals Allowable at Other Than School: The rate of reimbursement shall not exceed ~~\$28~~ \$40 per day. Reimbursement ~~will be~~ is granted for the actual ~~cost~~ expenditures of lodging, and meals, not to exceed the maximum subsistence allowance able computed for the entire period from the date/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 course-related subsistence reimbursement 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~~ E5-6.

Reimbursement of expenditures of a resident trainee is allowable (see Procedure E-2-6 and E-5-6) for subsistence, not to exceed 24 hours, while traveling to and from the course.

Trainees are expected to depart from their residence or headquarters at the latest reasonable hour that will allow them to arrive at their destination at a reasonable time.

When the training is completed, trainees shall return promptly to their residence or headquarters, or adjust their subsistence claim accordingly.

Example for Determining Subsistence:

Computing subsistence for resident trainees is illustrated in the following example:

Suppose that a trainee attended a training course that began on Monday at 9 a.m. and that concluded the following Wednesday at 4 p.m.

<u>Sunday 4 p.m. to Monday 9 a.m.</u>	<u>\$28.33</u>	<u>(17 hours)</u>
<u>Subsistence in travel from headquarters to training site</u>		
<u>Monday 9 a.m. to Tuesday 9 a.m.</u>	<u>\$40.00</u>	<u>(24 hours)</u>
<u>Tuesday 9 a.m. to Wednesday 9 a.m.</u>	<u>\$40.00</u>	<u>(24 hours)</u>
<u>Wednesday 9 a.m. to Wednesday 4 p.m.</u>	<u>\$11.67</u>	<u>(7 hours)</u>
<u>Wednesday 4 p.m. to Wednesday 7 p.m.</u>	<u>\$ 5.00</u>	<u>(3 hours)</u>
<u>Subsistence in travel from training site to headquarters</u>		
<u>TOTAL</u>	<u>\$125.00</u>	

Whenever meals and/or lodging are furnished without charge to trainees, appropriate deductions shall be made from the subsistence claimed.

For audit purposes, the agency is responsible for retaining all records of amounts paid to the trainee by the agency.

~~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 a.m. to Tuesday, 9 a.m.	\$28.00 (24 hours)
Tuesday, 9 a.m. to Wednesday, 9 a.m.	28.00 (24 hours)
Wednesday 9 a.m. to 4 p.m.	8.17 (7 hours)
MAXIMUM ALLOWANCE	\$64.17

~~For a fractional part of a day, the following hourly allowances are authorized:~~

<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>
1/2	\$.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				

HOW TO COMPUTE SUBSISTENCE FOR THE RESIDENT TRAINEE

Subsistence while in travel to and from the course site, not to exceed 24 hours in the aggregate is allowed, all other subsistence expenses are to be figured from the date and time the course is scheduled to begin (and actually begins) until the date and time the course ends. In computing maximum subsistence for lodging and meals, one full subsistence allowance of \$40 will be paid for each full 24-hour day. For a fractional part of a day, the following hourly allowances are authorized:

<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>
1/2	\$.84	9	\$ 15.00	17	\$ 28.33
1	1.67	10	16.67	18	30.00
2	3.33	11	18.33	19	31.67
3	5.00	12	20.00	20	33.33
4	6.67	13	21.67	21	35.00
5	8.33	14	23.33	22	36.67
6	10.00	15	25.00	23	38.33
7	11.67	16	26.67	24	40.00
8	13.33				

5-7 ~~4-6~~. INSTRUCTIONS FOR LINES 1 THROUGH ~~13~~ 14 (continued)

- c. Line 3 - Resident Trainee - ~~Cost of~~ Expenses for Lodging and Meals as Charged by the School: Refer to Maximum Reimbursable Hours, ~~Commission Procedure~~ PAM, Section ~~E4-5~~ E5-6.

(1) If the school indicates ~~it is required~~ that the trainee must reside in accommodation arranged by the school for the entire course, no other costs expenditures while in training for subsistence are allowable. However, if the trainee has the option of residing at the school or using ~~metel~~ commercial or other accommodations near the course site, such accommodations may be ~~utilized~~ used and reimbursement will be made for subsistence covering allowable expenses not to exceed the maximum as explained in intructions for Line 2. When the school ~~does not~~ arranges for accommodations ~~necessary to complete~~ for less than the entire course, the trainee may use other outside accommodations to the extent necessary and enter the expenditures costs on lines 2 and 3 as applicable. This combination, when totaled, shall not exceed the maximum allowable 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. A retreat is a training event usually conducted at an isolated location which may be away from the campus of the presentor of the course. The length of a retreat is usually two or more days which may involve more than a normal number of daily instructional hours. When it is necessary for a trainee to reside in at the location of a retreat, actual allowable daily expenses of lodging and meals may be claimed. The total retreat and resident costs expenditures for lodging, and meals cannot exceed the maximum allowable subsistence allowance. Please note in the Comments Section t~~ The amount which is being claimed as "Retreat Expense" should be noted in the Comments Section.


- d. Line 4 - Commuter Trainee - Meal Costs Expenses Only: Refer to Maximum Reimbursable Hours, ~~Commission Procedure~~, PAM, Section ~~E-4-5~~ E-5-6. ~~A Reimbursement may be provided for a commuter trainee may be reimbursed for the trainee's actual cost of expenditures for meals not to exceed an allowance of \$3.00 \$5.00 per instructional day from the time date the course begins until the date-time the course ends. Meal costs Expenditures for meals taken before a course starts or after a course ends are not reimbursable.~~

A trainee attending a one-day course is considered eligible for only one day of commuter meal allowance.

5-7-4-6. INSTRUCTIONS FOR LINES 1 THROUGH ~~13~~ 14 (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 provided is used to account for all modes of transportation including air, auto and other types of surface travel conveyance. The mode of transportation selected should be the least expensive, except as provided below. Auto or other surface travel ~~should shall~~ not be used claimed when commercial air transportation is conveniently available at lesser cost. In those ~~eases~~ instances when the where cost of commercial air transportation plus necessarily related surface travel is less than auto, or other surface travel, POST will reimburse only to the level of ticket cost the expenditure for commercial air travel at coach-class, plus necessarily related surface travel. flight.

 Notwithstanding the provisions of the preceding paragraph, when two or more trainees travel together in one auto, or when departure times for scheduled commercial air transportation necessitates greater subsistence/travel expenditures than would result were auto or other surface conveyance used, mileage to and from the training site and the trainee's headquarters may be claimed.

- f. Line 6 - Auto Travel: If the trainee ~~used auto~~ traveled by auto to and from the course site, check one or more applicable boxes spaces. 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 spaces~~ and explain in Comments section. on Line 13. If two or more trainees traveled together 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 actual expenditures for parking and toll fees. Reimbursement for parking related to air travel shall not exceed an aggregate of 72 hours. (NOTE: PAM, Section E-1-3-1.)

- h. ~~g.~~ Line 7 ~~8~~ - Auto Travel: When a vehicle is driven, enter the number of miles being claimed and the rate per mile, actually generally allowed by the trainee's department jurisdiction, not to exceed 15¢ 20¢ per mile. NOTE: PAM, Section E-1-3-1

- (1) The "Number of Miles" ~~is~~ refers to the miles traveled by the most direct route between the trainee's assigned headquarters and the course site. In some instances, one route of travel may in fact be a greater distance than another but it is the more reasonable commute. For example, a freeway route may involve greater mileage but is more efficient than taking congested surface streets; in such circumstances, the freeway route may be traveled and the related mileage used to determine the distance. Mileage from the trainee's home may be claimed if it is less than from the assigned headquarters; this should be indicated in Line 13, the Comments/ Section.

7-4-6. INSTRUCTIONS FOR LINES 1 THROUGH 13-14 (continued)

- (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 mileage related to the training activity of a resident trainee to and from the course site and the place of temporary habitation is not reimbursable. The one-way distance and the number of trips should be explained in the Comments section.~~
- (3) For weekends and holidays, or split sessions, the expenses of travel to and from the trainee's headquarters and the training site may be reimbursed in lieu of subsistence to the extent that such travel expenditures do not exceed the amount that would be reimbursed for subsistence had the trainee selected to remain at the training site; this should be explained in the Comments section.
- (4) ~~(3)~~ For a commuter trainee, mileage is reimbursable for one round trip per day of class instruction as detailed under Maximum Reimbursable Hours, ~~Commission Procedure PAM, Section E4-5 E5-6.~~
- (5) ~~(4)~~ Mileage for travel to a retreat location ~~will be is~~ reimbursable for both the commuter and the resident trainee, if ~~it~~ this type of training format is part of the ~~approved~~ certification.
- (6) ~~(5)~~ For a rental vehicle, reimbursement is authorized ~~at 15¢~~ up to 20¢ per mile, the same as for an agency, department, or private car. No costs expenditures other than mileage may be claimed, related to a rental vehicle, i.e., the daily rate, insurance, gas, etc.
- (7) ~~(6)~~ The agency is responsible for maintaining a record of travel dates, vehicles used and mileage, for audit purposes. NOTE: PAM, Section E-1-3 m. Trainees should be aware that when they claim mileage reimbursement in excess of 17¢ per mile for use of a privately owned vehicle the IRS requires that trainees keep adequate records of all expenditures for operating vehicles. The IRS considers mileage reimbursement in excess of 17¢ per mile taxable personal income.

i. h. Line 8/9 - Commercial Air Travel: Enter actual ~~cost of~~ expenditure (not to exceed coach-class) for air travel including tax. ~~The agency is responsible for retaining all receipts for audit purposes.~~ NOTE: PAM, Section E-1-3-(1).

Private airplane travel may be reimbursed at ~~17~~ 24¢ per mile based on actual "air miles." Explain in Comments Section if this mode of transportation is used.

5-7 4-6. INSTRUCTIONS FOR LINES 1 THROUGH 14 (continued)

j. ~~7~~. Line 9 10 - Commercial Surface Travel: Enter ~~cost of actual~~ expenditure for surface conveyances travel other than auto. When suitable city/county/private vehicles or common carrier facilities, including airport limousine service, are available, such transportation shall be used in lieu of taxicab. Because of the high cost, a taxi should be used only in unusual situations. If used, explain in the "Comments" Section why this mode of transportation was necessary. Under normal circumstances when public or private automobiles are not available, the airport bus is to be used for travel from airport to school or lodging and return.
NOTE: PAM, Section E-1-3(1). ~~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.~~
Note: ~~E-1-3m.~~

~~(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.~~

k. ~~7~~. Line ~~10~~ 11 - Tuition: Reimbursement may be claimed for tuition, as authorized not to exceed the amount certified by the Commission. If the billing from the school includes more than one charge, cost, contact should be made with the Course Coordinator for a listing breakdown of the charges and enter only the tuition charge. Registration, unit or credit fees, materials, books, and ammunition will not be are not reimbursable.

l. ~~X~~. Line ~~11~~ 12 - Salary: Concurrent with the provisions of ~~Commission Procedure PAM, Section E-4-5 E-5-6,~~ pertaining to maximum hours, the basis for figuring salary reimbursement for each trainee is:

Hours Claimed times Straight Hourly Salary Rate times
percentage rate; i.e., 40 X \$5.77 X 60% = \$138.40

Straight Hourly Salary Rate is that rate of salary earned on the first day of the course. The straight hourly salary rate is the employee-class basic salary and shall not include incentive pay and hazard pay, education subvention, scholarships, insurance premiums, medical benefits, watch differential pay, pension plans, uniform allowance, or other employee benefits.

Methodology for Determining Hourly Salary Rate: The number of holidays and vacation days or sick days allowed by the jurisdiction must be accounted for as "paid days," and included in the days-worked-year.

- 1. The total days in a week minus the allowed days off, times the number of hours worked daily, equals the hours worked in a week.

(7 days - 2 days) X 8 hours = 40 hours

- 2. The hours in the work week, times the number of weeks in the year, equals the number of hours in the work year.

40 hours X 52 weeks = 2080

- 3. Monthly salary,* at straight time, paid to the trainee, times the number of months in the year, equals the annual average yearly salary rate.

\$1,000 X 12 months = \$12,000

- 4. The annual average yearly salary rate - that is the basis upon which the trainee is paid at the start of the training period - divided by the number of hours in the work year, equals the hourly salary which may be used in computing what may be claimed as reimbursement from the Peace Officer Training Fund.

\$12,000 - 2080 hours = \$5.77 per hour

*Salary at straight time is the regular sum, before benefits, paid periodically to an employee class.

The reimbursement percent rate is that rate of salary reimbursement for the particular plan or training course as authorized by the Commission. See PAM, Section E-2-6.

The Hours Claimed cannot exceed:

- (1) Actual hours attended - If the trainee attended ~~less~~ fewer hours than the course is certified for, claim only those hours attended, and explain in Comments.

~~5-7-4-6~~. INSTRUCTIONS FOR LINES 1 THROUGH ~~13~~ 14 (continued)

- (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.
- (3) Maximum hours - ~~Commission Procedure~~ PAM, Section E4-5-E5-6 establishes maximum reimbursable hours for specific courses. If the certified length of the course exceeds the maximum number of 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 or otherwise compensated 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 an explanation of 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.~~

m. 1. Line ~~12~~13 - Total Expense Claimed: Enter the total expense claimed for the trainee in the amount column.

n. m. Line ~~13~~14 - Comments: Make necessary explanations in the space provided. For example/: show:

- (1) The reason, and the date of termination the last day of training if the trainee does not complete the Basic Course or Motorcycle Training Course/ or when a trainee is terminated before the end of the Basic Course, the date and related circumstances plus whether the provisions of Section 1002 (a) (1) through (6) were completed prior to the trainee's appointment date and the date the Basic Course began.
- (2) The reason hours claimed, Line ~~11~~ 12 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.

5-7-4-6. INSTRUCTIONS FOR LINES 1 THROUGH ~~13~~ 14 (continued)

- (4) The reason that the number of miles is different than from assigned agency headquarters to the course site.

5-8-4-7. Line ~~14~~ 15 - Signature of Trainee: Specific legal and other requirements ~~must be met by~~ require properly signing ~~the~~ and ~~completion~~ of the Training Expense Claim Form. By signing the training expense claim, the trainee ~~certifies~~ attests that the ~~amounts expenditures for training~~ recorded in Lines 1 through 13-14 are correct and were actually expended and allowable. The Training Expense Claim constitutes 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 ~~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 by the department. After writing the name of the trainee, the second party ~~shall~~ must sign his/her own name in full immediately below that of the trainee's.

Reimbursements

CLAIMS SUMMARY, POST 2-102

Purpose

~~6-1~~ ~~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

~~6-2~~ ~~5-2~~. Form Completion: The person assigned by the agency to prepare ~~to reimbursement claims shall submit in triplicate the Claims Summary in triplicate. which~~ This form summarizes the individual Training Claim(s).

- a. The Claims Summary (POST 2-102) is a ~~matching companion~~ form to be used in conjunction with the Training Expense Claim (POST 2-101). While the completed Training Expense Claim ~~reflects accounts for the expenditures for training of an individual member employee of the department attending a specific POST certified course, the Claims Summary summarizes from the Training Expense Claims, showing the total claim for reimbursement to submitted by the police agency department for a specific course presentation.~~
- b. ~~Any number of One or more~~ Training Expense Claims may be attached to a Claim Summary but all must be payable by the same Reimbursement Plan and 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. to POST with the Training Expense Claim.
- c. The Claims Summary is structured as follows:
 - (1) Spaces "A" through "H", to record the information for identification purposes.
 - (2) Lines 1 through ~~12~~ 13 for summarizing expenditures and claims, correspond to identically numbered lines on the Training Expense Claim, POST 2-101.
 - (3) Lines ~~13~~ 14 and 15, for signatures, and job titles of authorized persons who attesting to that the amounts stated in the claim are correctness and truth of the agency or jurisdiction claim. were expended by and for the trainee.

~~6-3-5-3~~ Identification Information, Spaces A through H: It is necessary that accurate information be provided to identify the ~~agency~~ department making the claim, and the specific training course expenditures for which reimbursement is claimed. The following instructions for providing this information apply to letter spaces A through H on the Claims Summary, POST 2-102.

- a. Space A - ~~Agency~~ Department Claiming Reimbursement: Enter the name of the ~~agency~~ department 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, while attending the course, 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. See PAM, Section E-5-3-C
- 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 employee to contact the person who ~~prepares~~ has prepared 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 a ready means of ~~informal~~ communications.
- f. Space F - Number of Trainees Claimed: Record the number of trainees for which the ~~jurisdiction~~ department is making a claim for reimbursement. 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.

~~6-4-5-4~~ Summary of Expenditures Information, Lines 1 through ~~12~~ 13: It is necessary that expenditure information of the Training Expense Claim be accurately summarized on the Claims Summary. The following instructions apply to number lines 1 through ~~12~~ 13 on the form.

~~6-4-5-4~~ SUMMARY OF EXPENDITURES INFORMATION, LINES 1 THROUGH ~~12~~ 13
(continued)

- a. Lines 1 through ~~11~~ 12 - Summary of Expenditures: For Subsistence, Travel, Tuition or Salary: ~~Summarize~~ Add the expenditures listed on Lines 1 and successively Lines 2 through ~~12~~ 13 of all Training Expense Claims and enter the total for each line on the corresponding line of the Claims Summary.
- b. Line ~~12~~ 13 - Total Amount of All Individual Claims from Line ~~12~~ 13 of Training Expense Claim: Add the right "amount" column and enter the total on Line ~~12~~ 13.

~~6-5-5-5~~ Signatures and Titles, Lines ~~13~~ 14 and ~~14~~ 15: Specific legal and other requirements ~~must be met by~~ require authorized persons to properly signing the completed Claims Summary. Separate signatures are to be shown on Lines ~~13~~ 14 and ~~14~~ 15.

- a. Line ~~13~~ 14 - Signature - Title: The authorized official of the ~~agency department or jurisdiction shall~~ must sign the form giving his or her full name and title. If a signature stamp is used or if someone is authorized to sign for the department head, the person affixing the stamp, or signing, must also sign his/her name in full on the Claims Summary form, initials are not applicable. ~~Signature stamps and/or initials are not acceptable.~~
- b. Line ~~14~~ 15 - Signature - Title: The authorized person responsible for the examination and settlement of accounts for the ~~agency department or jurisdiction shall~~ must sign the form giving his or her full name and title, thereby attesting to the correctness of the claim. If a signature stamp is used or if someone is authorized to sign for the department head, the person affixing the stamp, or signing, must also sign his/her name in full on the Claims Summary form, initials are not applicable. ~~Signature stamps and/or initials are not acceptable.~~

~~6-6-5-6~~ 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, California 95823
Attention: Claims-Audit Section

~~6-7-5-7~~ Attach to the claim a copy of any time waivers, non-sworn personnel approval letters or other correspondence necessary to process the claim.

Professional Certificates

~~PROFESSIONAL~~ REGULAR CERTIFICATION PROGRAM

Purpose

1-1. The ~~Professional-Regular~~ Certification Program: This Commission Procedure describes ~~implements~~ the Professional-Regular Certification Program established in Section 1011 (c) of the Regulations.

General Provisions

1-2. Eligibility: To be eligible for the award of a certificate, an applicant must currently be a full-time regularly employed and paid as such peace officer employed as such in California by a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, the California Highway Patrol, the University of California Police, or the California State University and Colleges Police.

~~a.---A full-time, paid peace officer member of a California city police department, a California county Sheriff's department, the California Highway Patrol, the University of California Police, or the California State University and Colleges Police, OR~~

~~b.---A former full-time, paid peace officer member of a California city police department, a California county sheriff's department, or the California Highway Patrol, who, at the time of application is serving as a full-time, paid peace officer as defined by California law.~~

1-3. Application Requirements:

- a. All applications for award of certificates covered in this procedure specification shall be completed on the prescribed Commission form entitled "Application for Award of POST Certificate." POST 2-116 (Rev. _____).
- b. Each applicant shall attest that he or she subscribes to the Law Enforcement Code of Ethics.

1-3. APPLICATION REQUIREMENTS (continued)

c. The application for a certificate shall provide for the following recommendation of the department head:

(1) ~~"It is I recommended~~ that the certificate be awarded. I ~~certify-attest~~ that the applicant ~~has-completed~~ a period of satisfactory service of no less than 12 months and ~~has been employed in compliance with the minimum standards set forth in Section 1002(a)-(1), -(2), and -(4) or S-102 of the Commission's Regulations.~~ The applicant ~~in my opinion~~ is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry, ~~and~~ ~~†~~ The personnel records of this jurisdiction/agency substantiate ~~this-my~~ recommendation."

(2) When a department head is the applicant, the above recommendation shall be made by the department head's appointing authority such as the city manager or mayor. Elected department heads are authorized to submit an application for approval by the Commission.

Education, Training, Experience

1-4. Basis for Qualification: To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.

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

~~b.---Training-Points:--Twenty-classroom-hours-of-police-training-approved-by-the-Commission-shall-equal-one-training-point.~~

a. Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.

b. Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall be awarded by an accredited college or university.

c. In the evaluation of transcripts, concerning courses begun on or following February 15, 1977, the following shall apply:

(1) No more than six units of credit based on experiential learning are allowable that have not contributed to the award of a degree.

(2) No more than six units of credit are allowable for other than the law enforcement occupational, supervisory or managerial experiential learning.

1-4. BASIS FOR QUALIFICATION (continued)

- (3) Units of credit based on experiential learning are limited to courses which are offered by the awarding education institution.
- (4) Transcripts which include units of credit based on experiential learning are accompanied by an explanation by the educational institution relative to the award of such units.
- (5) Experience or training related to law enforcement is allowable only once; either to satisfy the experience or training requisites for the issuance of a professional certificate, or as awarded units of credit for experiential learning. For example, a person applies for an Advanced Certificate who has six years of experience and a Baccalaureate Degree which involves 30 units of credit awarded as a result of experiential learning. On the basis of an allowance of one month of experience for 2.5 units of experiential credit accepted, the person would be required to have seven years of experience rather than six.
- d. c.- When college credit is awarded, ~~for police training~~, it may be counted for either training or education points, whichever is to the advantage of the applicant.
- e. Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course the applicant may select, without apportionment, the use of either the education points or the training points.
- f. -d.- Law enforcement experience in California as a full-time, paid peace officer employee of a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, or the California Highway Patrol, or the University of California and the California State University and Colleges Police, may be acceptable for the full period of such experience in these agencies.
- g. e.- In other law enforcement categories designated by the Commission, the acceptability of the required experience shall be determined by the Commission, not to exceed a maximum total of five years. The experience must be documented and indicate the name of the organization(s), years of service, duties performed, and types of responsibility.

Professional Certificates

1-5. The Basic Certificate: In addition to the requirements set forth in paragraphs 1-2, ~~and 1-3, and 1-4,~~ the following are required the applicant, for the award of the Basic Certificate/ must:

- a. ~~Shall h~~Have completed a period of satisfactory service of no less than one year, as attested to by the department head. For an applicant whose service with the current employer is satisfactory, but less than one year in length, the aggregate of one year of service with the current and a previous employer is also acceptable. When the aggregate of service is used, both department heads' signatures are required.
- b. ~~Shall h~~Have satisfactorily ~~completed the met~~ the training requirements of the POST Basic Course ~~or its equivalent as determined by the Commission.~~

1-6. The Intermediate Certificate: In addition to the requirements set forth in paragraphs 1-2, and 1-3, and 1-4, ~~all of the following are required the applicant,~~ for the award of the Intermediate Certificate/ must:

- a. ~~Shall p~~ Possess or be eligible to possess a the Basic Certificate.
- b. ~~Shall~~ Satisfy the basic training requirements and have acquired the following combinations of education and training and education points and/or the college degree designated, combined with the and the prescribed years of law enforcement experience, or the college degree designated with the prescribed years of law enforcement experience in one of the following combinations.

Minimum Training Points Including POST Basic Course Required	15	30	45	POST Basic Course	POST Basic Course
Minimum Education Points or Degree Required	15	30	45	Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience Required	0	6	4	4	2

1-7. The Advanced Certificate: In addition to the requirements set forth in paragraphs 1-2, and 1-3, and 1-4, ~~the following are required the applicant,~~ for the award of the Advanced Certificate/ must:

- a. ~~Shall p~~Possess or be eligible to possess the Intermediate Certificate.

1-7. THE ADVANCED CERTIFICATE (continued)

- b. Shall Satisfy the basic training requirements and have acquired the following combinations of education and training and education points and/or the college degree designated combined with the and the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience, in one of the following combinations.

Minimum Training Points Including POST Basic Course Required	30	45	POST Basic Course	POST Basic Course	POST Basic Course
Minimum Education Points or Degree Required	30	45	Associate Degree	Baccalaureate Degree	Master Degree
Years of Law Enforcement Experience Required	12	9	9	6	4

1-8. The Supervisory Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3, and 1-4, the applicant for the award of the Supervisory Certificate ~~shall comply with the following:~~ must:

- a. Possess or be eligible to possess the Intermediate Certificate.
- b. ~~Been awarded~~ Have no less than 60 college semester units ~~at awarded by an accredited college.~~
- c. Satisfactorily meet the training requirements of the Supervisory Course.
- d. Currently and for a period of two years have served satisfactorily as a supervisor as defined in Sections 1001(i) of the Regulations. The required experience shall have been acquired within five years prior to date of application.

~~e.~~ The Supervisory Certificate shall include the applicant's name, official title and name of his/her jurisdiction.

1-8.9 The Management Certificate: In addition to the requirements set forth in paragraphs, 1-2, ~~and 1-3, and 1-4, the following are required~~ the applicant for the award of the Management Certificate/ must:

- a. ~~Shall p~~ Possess or be eligible to possess the Advanced Certificate.
- b. ~~Shall have been awarded a baccalaureate degree or an associate degree or~~ Have no less than 60 college semester units ~~at awarded by an accredited college, as defined in Section 1001 (a) of the Regulations.~~

1-8.9 THE MANAGEMENT CERTIFICATE (continued)

- c. ~~Shall have completed~~ Satisfactorily meet the training requirements of the the Middle Management Course, or its equivalent as provided in Section 1008 of the Regulations.
- d. Currently and ~~F~~ for a period of two years shall have served satisfactorily as a department head, assistant department head, or as a middle manager as defined in Sections 1001 (c), (g), (h), ~~(e)~~ and (l) of the Regulations. The required experience shall have been acquired within five years prior to date of application.

The Management Certificate shall include the applicant's name, official title and name of his or her jurisdiction. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction, ~~and upon the completion of one year of satisfactory service in a new department,~~ upon request, a new certificate may be issued as provided for in Procedure F-5, displaying the name of the new jurisdiction.

9.10 The Executive Certificate: In addition to the requirements set forth in paragraphs 1-2, ~~and 1-3, and 1-4,~~ the following are required the applicant, for the award of the Executive Certificates, must:

- a. ~~Shall p~~ Possess or be eligible to possess the Advanced Certificate.
- b. ~~Shall have been awarded a baccalaureate or associate degree or higher, or~~ Have no less than 60 college semester units at awarded by an accredited college, as defined in Section 1001 (a) of the Regulations.
- c. ~~Shall have completed~~ Satisfactorily meet the training requirements of the the Executive Development Course, or its equivalent as provided in Section 1008 of the Regulations.
- d. Currently and ~~F~~ for a period of two years shall have served satisfactorily as a department head as defined in Sections 1001, (g) and (h) of the Regulations. The required experience shall have been acquired within five years prior to date of application.

The Executive Certificate shall include the applicant's name, official title and name of his or her jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction, ~~and upon the completion of one year of satisfactory service in a new department,~~ upon request, a new certificate may be issued as provided for in Procedure F-5, displaying the name of the new jurisdiction.

~~April 25, 1974~~
July 1, 1978

Professional Certificates

CANCELLATION AND RECALL OF PROFESSIONAL CERTIFICATES

Purpose

3-1. Cancellation of Professional Certificates: This Commission Procedure ~~implements that portion of the Certificates and Awards Program, established in Section 1011 (a) and (b) of the Regulations, which~~ provides for the cancellation of POST professional certificates, which are described in PAM, Section 1011(2).

~~Cancellation and Recall~~

3-2. Right to Cancel: The Commission reserves the right to cancel any certificate when:

- a. ~~The~~ certificate was issued by administrative error; or
- b. ~~The~~ certificate was obtained through misrepresentation or fraud.

3-3. Notification by Department Head: When in the opinion of a department head a certificate should be cancelled ~~due to~~ because of any of the conditions listed in paragraph 3-2 above, it shall be ~~his/her~~ the department head's responsibility to notify the Commission.

3-4. Responsibility for Cancellation: The Executive Director is responsible for the cancellation of POST professional certificates and the establishment of procedures to carry out this responsibility.

Investigation

3-5. Initiation of Investigation: When it is brought to the attention of the Commission that a professional certificate ~~holder~~ may have ~~violated any applicable provision~~ been issued involving

3-5. INITIATION OF INVESTIGATION (continued)

conditions listed under paragraph 3-2, the Executive Director shall initiate an investigation. The department head and the concerned individual shall be notified of the investigation.

3-6. Notification of Hearing: If the facts of the case appear to substantiate cause for cancellation, the individual concerned shall be notified by registered mail of the right to a hearing and the grounds for the proposed cancellation. The notice of hearing shall advise the individual of his/her right to appear and testify and question any witnesses that may be called to testify. The individual's department head shall also be notified of the hearing.

Hearing

3-7. Procedures for Hearing: If the holder of a certificate which is proposed for cancellation action desires a hearing regarding such action, he/she must notify the Commission of the desire for a hearing within 30 days of the individual's receipt of the notice of hearing.

- a. All hearings shall be conducted in conformance with the Administrative Procedures Act (Government Codes Section 11500 et. seq.). All hearings shall be conducted by a qualified hearing officer who shall prepare a proposed decision in such form that it may be adopted as the decision in the case. The Commission shall decide the case.
- b. A committee of the Commission for the purpose of hearings or reaching decisions regarding professional certificate cancellation shall be no less than three members.
- c. The Commission may decide the case on the basis of the transcript of the hearing conducted by the hearing officer.
- d. All meetings and hearings of the Commission to consider the cancellation of a professional certificate shall be open to the public except upon request of the involved person and when sufficient reason is presented that in the judgment of the Commission the hearing be closed.

July 1, 1978

Certificates

REQUEST FOR REISSUANCE OF POST CERTIFICATE, POST 2-250

Purpose

5-1. Request for Reissuance of POST Certificate:

This Commission Procedure outlines the requirements for requesting the reissuance of a POST certificate if the original is lost, stolen, destroyed, bears incorrect information at the time of issuance, or a Management or Executive Certificate holder changes jurisdiction of employment.

General Information

5-2. A person who has been awarded a POST Certificate which is described above and who applies to POST for a reissuance must:

- a. Complete a single copy of the Request for Reissuance of POST Certificate, POST 2-250, and submit it to the Commission on Peace Officer Standards and Training, 7100 Bowling Drive, Sacramento, California 95823.

A completed form, POST 2-250, shall be submitted for each certificate for which replacement is requested.

- b. Indicate on the POST 2-250 the certificate for which a replacement is being requested, and a narrative statement explaining the circumstances surrounding the status, condition or reason necessitating the replacement of the original POST certificate.
- c. Sign and date the POST form 2-250, and include the mailing address where the replacement certificate is to be sent.
- d. Return the original certificate with the POST form 2-250 if the circumstances for reissuance merely involve an exchange of certificates.

5-3. Upon the issuance of a replacement certificate, the original certificate is void. In the event the original certificate, if lost or stolen, is recovered, it shall be immediately forwarded to the Commission.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title PUBLIC HEARING - SPECIALIZED LAW ENFORCEMENT CERT. PROGRAM REGULATIONS		Meeting Date October 19-20, 1978
Division Executive Office	Division Director Approval	Researched By Harold Snow
Executive Director Approval <i>W. J. G. [Signature]</i>	Date of Approval August 17, 1978	Date of Report August 17, 1978
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes <input type="checkbox"/> (See Analysis per details) 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 _____).

The Commission's Specialized Law Enforcement Committee recommends adoption of the Program changes enumerated in Attachment 1 - Bulletin 78-14.

Attachment 2 includes the detailed regulation changes including technical modifications necessary for incorporating the Specialized Regulations into the Regular Regulations.

Attachment 3 includes a revised curriculum for the 200-hour Specialized Basic Investigators Course.

- Attachments:
1. NOTICE OF PUBLIC HEARING BULLETIN 78-14
 2. Detailed Regulation Changes
 3. Revised Procedure D-12 Specialized Basic Investigators Course

Utilize reverse side if needed

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

August 10, 1978



BULLETIN: 78-14

SUBJECT: NOTICE OF PUBLIC HEARING - SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM

In accordance with provisions of the Administrative Procedure Act and pursuant to the authority vested by Section 11422 of the Government Code, NOTICE IS HEREBY GIVEN that a hearing will be held by the Commission on Peace Officer Standards and Training:

10 a.m., October 19, 1978
Eureka Inn
7th & "F" Streets
Eureka, California

NOTE: This will be a continuation of the Public Hearing from April 20, 1978, and certain new recommendations will be considered which were not listed in the original Notice (Bulletin 78-6).

This hearing will address POST regulation changes which relate to standards for: (1) the POST Specialized Law Enforcement Certification Program and (2) Penal Code Section 13510.5 (Training Standards for Specified State Agencies). Regulations will become effective January 1, 1979.

Regulation Changes

1. Amend Regulation 1005 (a) - Basic Course

(4) Every specialized agency trainee shall satisfactorily meet the training requirements of the Basic Course, PAM, Procedure D-1, within 12 months from the date of appointment as a regularly employed specialized peace officer; or for those specialized agency trainees who have not completed the Basic Course, the chief law enforcement administrator may elect to substitute the Specialized Basic Investigators Course, PAM, Procedure D-12. (Proposed Basic Investigators Course available upon request)

2. Regulation 1005 (d) (Advanced Officer Course) will be required for all specialized peace officers.

(continued)

3. Amend Commission Procedure D-7 (Specifications for Approved Courses) by designating the Advanced Officer Course as the standard which satisfies Penal Code Section 13510.5, relating to specified State Agency peace officers.
4. Regulation 1002 (a) (7) (Standards for Employment), the required reading examination, shall apply to specialized peace officers.
5. Amend Commission Procedure F-1 (Certification Programs) to allow qualified specialized agency peace officers to be eligible for POST Supervisory and Management Certificates.
6. Add Regulation 1009, which merges the Specialized Regulations into the Regular Regulations and establishes revised Specialized Agency entry standards for new entrant agencies but does not apply to agencies presently in the program, to read:

1009. Specialized Law Enforcement Certification Program. (Program Effective January 1, 1970)

By authority of Penal Code Section 13506, the POST Specialized Law Enforcement Certification Program is established for the purpose of raising the level of competence of specialized law enforcement officers. Only eligible law enforcement agencies, as determined by the Commission or otherwise provided by law may participate in this voluntary program and receive benefits. The cost of the education and training to meet minimum standards of the Program is the responsibility of the individual officer and/or agency. Acceptance and adherence to POST standards of selection and training are required if a specialized law enforcement agency is to participate in the Program.

(a) Objective.

The objective of the Commission on Peace Officer Standards and Training in establishing the Specialized Law Enforcement Certification Program is to foster professionalization:

- (1) By establishing minimum standards related to the physical, mental, and moral fitness which govern the selection of specialized law enforcement officers;
- (2) By establishing minimum standards of education and training deemed necessary to perform adequately the duties and responsibilities of specialized public law enforcement services.

(continued)

1009. Specialized Law Enforcement Certification Program (continued).(b) Standards for Agency Entry into Program.

- (1) Must perform enforcement or investigative duties, as defined by the Commission.
- (2) At the time of application for entry into the Program, the Specialized Law Enforcement Agency must submit a schedule which ensures that all its presently employed peace officers will meet POST training standards within a reasonable period of time. For purposes of satisfying this requirement, the current training standards apply to agencies which have requested entry on or before August 1, 1978.
- (3) Present to the Commission a certified copy of an ordinance requesting entry into the program or in the case of agencies not empowered to pass ordinances or resolutions--a letter of intent as prescribed by the Commission.

(c) Program Provisions.

The provisions for the Specialized Law Enforcement Certification Program are the same as the Regular Program except as expressed in the Regulations and Procedures.

Necessary technical changes may be made as a result of these changes.

7. The moratorium on entry of new agencies into the Program will be removed.

Notice is also given that any person interested may present statements or arguments orally or in writing relevant to the action proposed at the hearing.

Written communications should be directed to:

William R. Garlington
Executive Director
Commission on POST
7100 Bowling Drive, Suite 250
Sacramento, CA 95823

The Commission has determined that the above regulations will create no new costs to local government, pursuant to Section 2231 of the Revenue and Taxation Code, since the Specialized Law Enforcement Certification Program is voluntary.


LOUIS L. SPORRER
Chairman

REGULATIONS

CALIFORNIA ADMINISTRATIVE CODE

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

The Regulations have been codified in Title 11, Chapter 2 of the Administrative Code of California, originally effective October 23, 1960, and revised effective July 1, 1978.

TITLE 11

PEACE OFFICER STANDARDS AND TRAINING

CHAPTER 2

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1000. Objectives

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

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

1001. Definitions

- (a) "Accredited College" is a community college, college or university accredited as such by:
 - (1) The Department of Education of the state in which the community college, college or university is located, OR
 - (2) The recognized national accrediting body, OR
 - (3) The state university in the state in which the community college, college or university is located.
- (b) "The Act" refers to Part 4, Title 4 of the Penal Code of California, commencing at Section 13500 and entitled, "Standards and Training of Local Law Enforcement Officers."

1001. Definitions (continued)

- (c) "Assistant Department Head" is a peace officer occupying the first position(s) subordinate to a department head, and for which commensurate pay is authorized.
- (d) "Certified Course" is a formal program of instruction approved for reimbursement by the Commission.
- (e) "Commission" is the Commission on Peace Officer Standards and Training.
- (f) "Commuter Trainee" is one who attends a training course and commutes each day to and from the course site from his/her agency or residence.
- (g) "Department", (1) in the Regular Program is a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department or the California Highway Patrol; or (2) in the Specialized Program is a specialized agency, specialized department, or district.
- (h) "Department Head" is the chief of police, sheriff, or chief executive of a law enforcement agency; or in a specialized agency, the administrative head or chief executive of a department.
- (i) "First-Level Supervisory Position" is a position above operational level for which commensurate pay is authorized, occupied by an officer who, in the upward chain of command, principally is responsible for the direct supervision of employees of a department or is subject to assignment of such responsibilities, and most commonly is the rank of sergeant.
- (j) "High School" is a school accredited as a high school by the Department of Education of the state in which the high school is located, or a school accredited as a high school by the recognized regional accrediting body, or a school accredited as a high school by the state university of the state in which the high school is located.
- (k) "Lateral Entry" refers to the appointment of an peace officer whose employment is based upon special qualifications and/or experience in the law enforcement field.
- (l) "Middle Management Positions" are those positions with supervisory and/or command responsibilities which are between first-level supervisory positions and department head positions as defined in this section, and for which commensurate pay is authorized.
- (m) "Non-Sworn Personnel Performing Police Tasks." Non-sworn personnel performing police tasks are those full-time, non-peace officer members of participating jurisdictions for whom reimbursement may be claimed, based upon actual job assignment, as determined and approved by the Commission.
- (n) "Regular Officer" is a peace officer member of a city police department, county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, or the California Highway Patrol.
- (o) "POST Administrative Manual (PAM)" is a document containing Commission Procedures and Guidelines which implement the Regulations.
- (p) "Reimbursement" is the money allocated from the Peace Officer Training Fund, as provided in Section 13523 of the Act.

1001. Definitions (continued)

- (q) "Reimbursement Plan" consists of a combination of expenditures showing the percentage of the amount for which reimbursement is made for each expenditure within the provisions established by the Commission.
- (r) "Resident Trainee" is one who attends a training course and obtains lodging and meals at or near the course site for one or more nights.
- (s) "Specialized Law Enforcement Agency" is:
 - (1) a segment of an agency which has policing or law enforcement authority imposed by law and whose employees are peace officers as defined by law;
 - (2) a government agency engaged in the enforcement of regulations or laws limited in scope or nature; OR
 - (3) a government agency that engages in investigative or other limited law enforcement activities in the enforcement of criminal law; AND
 - (4) which is authorized by the Commission to participate in the Specialized Law Enforcement Certification Program.
- (t) "Specialized Peace Officer" is a peace officer member of a specialized law enforcement agency authorized by the Commission to participate in the Specialized Law Enforcement Certification Program.
- (u) "Trainee" is an employee of a law enforcement agency who attends a POST-certified course.
- (v) "Approved Course" is a formal program of instruction approved by the Commission, but for which no reimbursement is provided.

1002. Standards for Employment

- (a) Every peace officer employed by a department shall:
 - (1) Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.
 - (2) Not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state.
 - (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.
 - (4) Be a high school graduate or have passed the General Education Development test with an overall score of not less than 45, and a standard score of not less than 35 on any section of the test, as established by the American Council on Education, or have attained a score on a written test of mental ability approved by the Commission and equivalent to that attained by the average high school graduate.
 - (5) Be examined by a licensed physician and must meet the requirements prescribed in PAM, Section C, "Physical Examination."

1002. Standards for Employment (continued)

- (6) Be interviewed personally prior to employment by the department head or his/her representative(s), to determine his/her suitability for law enforcement service including such things as the recruit's appearance, personality, maturity, temperament, background and ability to communicate. This regulation may be satisfied by a member of the law enforcement agency participating as a member of the oral interview panel.
- (7) Be able to read at the level necessary to perform the job of a peace officer as determined by passing a "professionally developed" examination designed to test this skill. A professionally developed examination shall be job related as required in Title VII of the Civil Rights Act of 1964 as amended and defined in Equal Employment Opportunity Commission guidelines. This requirement shall become effective on January 1, 1977. This requirement does not apply to specialized peace officers.
- (b) It is emphasized that these are minimum entrance requirements and do not preclude law enforcement agencies from hiring the best qualified individual for the job.
- (c) All requirements of Section 1002 of the Regulations shall apply in each and every case of lateral entry, as defined in Section 1001 (k), regardless of the rank to which the person is appointed, unless waived by the Commission. This section does not apply to any person who was a regular, full-time officer, as defined in Section 1001 (n), prior to July 1, 1974.

1003. Notice of Peace Officer Appointment

Whenever a peace officer is newly appointed, or enters a department laterally, the department shall notify the Commission within 30 days of the appointment on a form approved by the Commission.

1004. Conditions for Continuing Employment

- (a) Every peace officer employed by a department shall be required to serve in a probationary status for not less than 12 months.
- (b) Every 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.

1005. Standards for Training

- (a) Basic Course (Required)

Penal Code Section 832.3 requires that peace officers of cities, counties and districts complete a course of training approved by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer. The course of training approved by the Commission is the Basic Course.

Penal Code Section 832.3 further provides that peace officers who have not completed an approved course may exercise the powers of a peace officer while participating as trainees in a field training program approved by the Commission on Peace Officer Standards and Training.

1005. Standards for Training (continued)

- (1) Every regular officer, except those participating as trainees in a POST approved field training program, shall be required to satisfactorily meet the training requirements of the Basic Course before being assigned duties which include the prevention and detection of crime and the general enforcement of state laws.

Requirements for the Basic Course are set forth in PAM, Section D, "The Basic Course."

- (2) Regular Agencies may assign newly appointed sworn personnel as peace officers for a period not to exceed 90 days from date of hire, without such personnel being enrolled in the Basic Course, if the Commission has approved a field training plan submitted by the agency and the personnel are full-time participants therein.

Requirements for a POST Field Training Program are set forth in PAM Section D, "Field Training Program."

- (3) Reimbursement may be paid to jurisdictions which terminate a regular officer trainee or allow a regular officer trainee to resign prior to completion of the Basic Course provided the requirements of Section 1002(a)(1) through (6) have been completed prior to the date the course commences.

- (4) Every specialized agency trainee shall satisfactorily meet the training requirements of the Basic Course, PAM, Procedure D-1, within 12 months from the date of appointment as a regularly employed specialized peace officer; or for those specialized agency trainees who have not completed the Basic Course, the chief law enforcement administrator may elect to substitute the Specialized Basic Investigators Course, PAM, Procedure D-12. (Proposed Basic Investigators Course available upon request)

(b) Supervisory Course (Required)

- (1) Every peace officer promoted, appointed or transferred to a first-level supervisory position shall have satisfactorily completed the Certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.
- (2) Reimbursement may be granted only for regular officers who have been awarded or are eligible for the award of the Basic Certificate.
- (3) Requirements for the Supervisory Course are set forth in PAM, Section D, "The Supervisory Course."

(c) Management Course (Required)

- (1) Every peace officer promoted, appointed or transferred to a Middle Management position shall have satisfactorily completed the Certified Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.
- (2) Regular Officers occupying supervisory positions or above may attend the Management Course and their jurisdictions be reimbursed provided the officers have satisfactorily completed the certified Supervisory Course, unless waived by the Commission.

1005. Standards for Training (continued)

- (3) Requirements for the Management Course are set forth in PAM, Section D, "The Management Course."
- (d) Advanced Officer Course (Required)
 - (1) After July 1, 1971, each and every peace 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.
 - (2) The above requirement may be met by satisfactory completion of any reimbursable course of 20 or more hours.
 - (3) Reimbursement for the Advanced Officer Course is provided as set forth in PAM, Section E, "Reimbursement Schedule."
 - (4) Requirements for the Advanced Officer Course are set forth in PAM, Section D, "The Advanced Officer Course."
- (e) Executive Development Course (Optional)
 - (1) The Executive Development Course is designed for department heads. Regular officers occupying middle management positions or above may attend and their jurisdictions may be reimbursed provided the officers have satisfactorily completed the certified Management Course. The Executive Development Course is optional.
 - (2) Requirements for the Executive Development Course are set forth in PAM, Section D, "Executive Development Course."
- (f) Technical Courses (Optional)
 - (1) Technical Courses are designed to develop skills and knowledge in subjects requiring special expertise. The courses are optional.
 - (2) Requirements for Technical Courses are set forth in PAM, Section D, "Technical Courses."
- (g) Special Courses (Legislatively Mandated)
 - (1) Special Courses are mandated by the Legislature.
 - (2) Requirements for Special Courses are set forth in PAM, Section D, "Special Courses."
- (h) Seminars (Optional)
 - (1) Seminars are designed to study and solve current and future problems encountered by law enforcement agencies. Enrollment is open to any rank. Seminars are optional.
 - (2) Requirements for Seminars are set forth in PAM, Section D, "Seminars."
- (i) Field Management Training (Optional)
 - (1) Field Management Training is designed to assist in the solution of specific management problems within individual regular agencies. The training is optional.

1005. Standards for Training (continued)

- (2) Participation requirements and procedures for Field Management Training are set forth in PAM, Section D, "Field Management Training."

1006. Extension of Time Limit for Course Completion

- (a) The Commission may grant an extension of time limit for completion of any course required by Section 1005 of the Regulations upon presentation of evidence by a department that a peace officer is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction. Time extensions granted under this sub-section shall not exceed that which is reasonable, bearing in mind each individual circumstance.
- (b) The Commission may grant an extension of time for any course required by Section 1005 of the Regulations upon presentation of evidence by a department that a peace officer was unable to complete the required course within the time prescribed for reasons other than those specified in sub-section (a). In the event that a regular agency does not require an individual to complete the applicable training by the end of the extension period, such agency shall not be eligible for the reimbursement of any expenses which are incurred as a result of the training when it finally occurs; in the event that a department in the Specialized Program does not require an individual to complete the applicable training by the end of the extension period, such department shall not be eligible for participation in the Specialized Law Enforcement Certification Program.

1008. Waiver for Equivalent Training

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

1009. Specialized Law Enforcement Certification Program. (Program effective January 1, 1970)

By authority of Penal Code Section 13506, the POST Specialized Law Enforcement Certification Program is established for the purpose of raising the level of competence of specialized law enforcement officers. Only eligible law enforcement agencies, as determined by the Commission or otherwise provided by law, may participate in this voluntary program and receive benefits. The cost of the education and training to meet minimum standards of the Program is the responsibility of the individual and/or agency. Acceptance and adherence to POST standards of selection and training are required if a specialized law enforcement agency is to participate in the Program.

(a) Objective.

The objective of the Commission on Peace Officer Standards and Training in establishing the Specialized Law Enforcement Certification Program is to foster professionalization:

- (1) By establishing minimum standards related to the physical, mental, and moral fitness which govern the selection of specialized law enforcement officers;
- (2) By establishing minimum standards of education and training deemed necessary to perform adequately the duties and responsibilities of specialized public law enforcement services.

1009. Specialized Law Enforcement Certification Program. (Program effective January 1, 1970) (continued)

(b) Standards for Agency Entry into Program.

- (1) Must perform enforcement or investigative duties, as defined by the Commission.
- (2) At the time of application for entry into the Program, the Specialized Law Enforcement Agency must submit a schedule which ensures that all its presently employed peace officers will meet POST training standards within a reasonable period of time. For purposes of satisfying this requirement, the current training standards apply to agencies which have requested entry on or before August 1, 1978.
- (3) Present to the Commission a certified copy of an ordinance requesting entry into the program or in the case of agencies not empowered to pass ordinances or resolutions--a letter of intent as prescribed by the Commission.

(c) Program Provisions.

The provisions for the Specialized Law Enforcement Certification Program are the same as the Regular Program except as expressed in the Regulations and Procedures.

1010. Eligibility for Reimbursement Participation

- (a) To be eligible for reimbursement participation, a jurisdiction must adhere to the minimum standards as defined in these Regulations for each and every peace officer employed. A jurisdiction shall be ineligible to receive reimbursement for any training participate if it:
 - (1) Employs one or more peace officers who do not meet the minimum standards for employment, OR
 - (2) Does not require that each and every peace officer satisfactorily complete the required training as prescribed in these Regulations, OR
 - (3) Has in its employ any peace officer hired after January 1, 1971, who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service as attested to by the department head, OR
 - (4) Fails to permit the Commission to make such inquiries and inspection of records as may be necessary to determine whether the jurisdiction is, in fact, adhering to the Commission's Regulations.
- (b) If, in the judgment of the Commission, a jurisdiction has failed to adhere to the standards for selection and training, the Commission shall notify the jurisdiction of said judgment and of its probable ineligibility for reimbursement participation. The Commission shall also request compliance. In the event that the jurisdiction fails to comply, the Commission may afford the concerned jurisdiction's official representatives the opportunity to appear before it and present whatever arguments the jurisdiction may deem appropriate in support of the claim. If the Commission finds that the standards have not been adhered to, it must reject all claims for reimbursement/ or requests for services and benefits. A jurisdiction may be reinstated in the program and again become eligible for reimbursement or services and

1010. Eligibility for Reimbursement Participation (continued)

benefits when, in the opinion of the Commission, it has demonstrated that it intends to adhere to the prescribed standards. The period during which the jurisdiction shall remain ineligible for reimbursement or services and benefits shall be at the discretion of the Commission.

1011. Certificates and Awards

- (a) Certificates and awards may be presented by the Commission for the purpose of raising the level of competence of law enforcement and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (b) Professional certificates shall be considered to be awards for achievement and subject to denial or cancellation only if obtained through misrepresentation, fraud, or issuance due to administrative error.
- (c) Regular certificates, e.g., Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are established for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general law enforcement duties performed by peace officer members of city police departments, county sheriff departments, districts, California state university and college police departments, University of California police departments, or by the California Highway Patrol. Requirements for the Certificates are as prescribed in PAM, Section F, "Professional Regular and Specialized Law Enforcement Certification Programs."
- (d) Specialized Law Enforcement Certificates are established for the purpose of fostering professionalization, education and experience necessary to perform adequately the duties of specialized public law enforcement services such as those performed by special investigators, police officers of the California State Police Division, marshals, and such others as may be deemed appropriate by the Commission. Requirements for Specialized Law Enforcement Certificates are set forth in PAM, Section F, "Regular and Specialized Law Enforcement Certification Programs."
- (e) Prior to the issuance of a Basic Certificate by the Commission, the department head shall attest that the peace officer for whom the certificate is being sought has completed a period of satisfactory service of not less than 12 months. This requirement shall apply also to a peace officer who enters a department laterally.

1012. Certification of Courses

- (a) The Commission may certify courses. Criteria for certification include, but are not limited to: a demonstrated need and compliance with minimum standards for curriculum, facilities, instructors and instructional quality.
- (b) Certification of courses may be revoked by action of the Commission when:
 - (1) there is no longer a demonstrated need for the course;
 - (2) there is failure to comply with standards set forth in (a) above; OR
 - (3) there are other causes as determined by the Commission.

1013. Code of Ethics

The Law Enforcement Code of Ethics, as prescribed in PAM, Section C, "The Law Enforcement Code of Ethics," shall be administered as an oath to all trainees during the Basic Course.

1014. Training for Regular Program Non-Sworn Personnel

- (a) Reimbursement shall be provided in the Regular Program for the training of non-sworn personnel performing police tasks as determined by the Commission.
- (b) Non-sworn personnel performing police tasks are described in PAM, Section E.
- (c) Request for Approval
 - (1) In every case it is necessary for the employing jurisdiction to obtain prior approval of the Commission on an individual basis. A request for approval must include:
 - (a) The trainee's name and title.
 - (b) Job description.
 - (c) Course title, location and dates.
 - (2) Request for approval must reach the Commission 30 days prior to the starting date of the course.

(d) Reimbursement

Reimbursement for non-sworn personnel will be computed in the same manner as sworn personnel according to the reimbursement schedule for each course as set forth in PAM, Section E, "Reimbursement Schedule."

1015. Reimbursements

(a) Proportionate Reimbursement

In the Regular Program Reimbursements to cities, counties, and districts shall be granted by the Commission in accordance with Section 13523 Penal Code, which is quoted as follows:

"The Commission shall annually allocate and the State Treasurer shall periodically pay from the Peace Officers' Training Fund, at intervals specified by the Commission, to each city, county, and district which has applied and qualified for aid pursuant to the chapter, an amount determined by the Commission pursuant to standards set forth in its regulations. The Commission shall grant aid only on a basis that is equally proportionate among cities, counties, and districts.

"In no event shall any allocation be made to any city, county, or district which is not adhering to the standards established by the Commission as applicable to such city, county, or district."

(b) Claim for Reimbursement

Claims must be forwarded on forms provided by the Commission.

- (1) 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.

1015. Reimbursements (continued)

(2) Claims forwarded more than 180 days following the completion of a certified training course shall not be reimbursed.

(c) Trainees 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. Exceptions may be authorized by the Commission.

(d) Reimbursement Limited to Actual Expenses

Reimbursement is limited to actual expenses or any portion thereof actually incurred by a jurisdiction and approved by the Commission. Reimbursement may be provided only for training acquired in an on-duty status.

(e) A schedule setting forth reimbursements allowed for each course or program certified by the Commission is set forth in PAM, Section E, "Reimbursement Schedule."

1016. Services Provided by the Commission

(a) In accordance with Section 13513 Penal Code, upon the request of a local jurisdiction, the Commission shall provide a counseling service to such local jurisdictions for the purpose of improving the administration, management, or operations of a police agency, and may aid such jurisdiction in implementing improved practices and techniques in accordance with Commission policy and guidelines for the counseling service.

(b) In accordance with Section 13503(e) Penal Code, the Commission may develop and implement programs to increase the effectiveness of law enforcement, and when such programs involve training and education courses to cooperate with and secure the cooperation of state-level officers, agencies, and bodies having jurisdiction over systems of public higher education in continuing the development of college-level training and education programs.

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

Professional Certificates

PROFESSIONAL REGULAR AND SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAMS

Purpose

1-1. The Professional Certification Program: This Commission Procedure implements the Professional Certification Program established in Section 1011(c) and (d) of the Regulations.

General Provisions

1-2. Eligibility: To be eligible for the award of a certificate, an applicant must be:

- a. A full-time, paid peace officer member of a California city police department, a California county sheriff's department, the California Highway Patrol, the University of California Police, or the California State University and Colleges Police, OR
- b. A former full-time, paid peace officer member of a California city police department, a California county sheriff's department, or the California Highway Patrol, who, at the time of application is serving as a full-time, paid peace officer as defined by California law.
- c. To be eligible for the award of a Specialized Law Enforcement Certificate, an applicant must currently be a full-time, paid peace officer employee of a state, county, city and special district investigative or law enforcement agency that participates in the Specialized Law Enforcement Certification Program.

1-3. Application Requirements:

- a. All applications for award of certificates covered in this specification shall be completed on the prescribed Commission form entitled "Application for Award of Certificate."
- b. Each applicant shall attest that he subscribes to the Law Enforcement Code of Ethics.
- c. The application for a certificate shall provide for the following recommendation of the department head:
 - (1) "It is recommended that the certificate be awarded. I certify that the applicant has complied with the minimum standards set forth in Section 1002(a)(1), (2), and (4) of the Commission's Regulations, is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry, and the personnel records of this jurisdiction substantiate this recommendation."

- (2) When a department head is the applicant, the above recommendation shall be made by the department head's appointing authority such as the city manager, ~~or~~ mayor, or agency director. Elected department heads are authorized to submit an application for approval by the Commission.

Education, Training, Experience

1-4. Basis for Qualification: To qualify for award for certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.

- a. Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point.
- b. Training Points: Twenty classroom hours of police training approved by the Commission shall equal one training point.
- c. When college credit is awarded for police training, it may be counted for either training points or education points, whichever is to the advantage of the applicant.
- d. Specialized law enforcement experience, and law enforcement experience in California as a full-time, paid peace officer member of a city police department, a county sheriff's department, or the California Highway Patrol may be acceptable for the full period of experience in these agencies.
- e. In other law enforcement categories designated by the Commission, the acceptability of the required experience shall be determined by the Commission, not to exceed a maximum total of 5 years.

Professional Certificates

1-5. The Basic Certificate: In addition to the requirements set forth in paragraphs 1-2 and 1-3, the following are required for the award of the Basic Certificate:

- a. Shall have completed a period of satisfactory service of no less than one year, as attested to by the department head.
- b. Shall have satisfactorily completed the P.O.S.T. Basic Course or its equivalent as determined by the Commission.

1-6. The Intermediate Certificate: In addition to the requirements set forth in paragraphs 1-2 and 1-3, all of the following are required for the award of the Intermediate Certificate:

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

Minimum Training Points Including POST Basic Course	15	30	45	POST Basic Course	POST Basic Course
Minimum Education Points	15	30	45	Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience	8	6	4	4	2

1-7. The Advanced Certificate: In addition to the requirements set forth in paragraphs 1-2 and 1-3, the following are required for the award of the Advanced Certificate:

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

Minimum Training Points Including POST Basic Course	30	45	POST Basic Course	POST Basic Course	POST Basic Course
Minimum Education Points	30	45	Associate Degree	Baccalaureate Degree	Master Degree
Years of Law Enforcement Experience	12	9	9	6	4

1-8. The Supervisory Certificate: In addition to the requirements set forth in paragraphs 1-2 and 1-3, the following are required for the award of the Supervisory Certificate:

- a. Shall possess or be eligible to possess the Intermediate Certificate.
- b. Shall have been awarded an associate degree or no less than 60 college semester units at an accredited college as defined in Section 1001(a) of the Regulations.
- c. Shall have completed satisfactorily the Supervisory Course or its equivalent as provided in Section 1008 of the Regulations.
- d. Currently and for a period of two years shall have served satisfactorily as a supervisor as defined in Sections 1001(i) of the Regulations. The required experience shall have been acquired within five years prior to date of application.
- e. The Supervisory Certificate shall include the applicant's name, official title and name of his/her jurisdiction.

1-9. The Management Certificate: In addition to the requirements set forth in paragraphs 1-2 and 1-3, the following are required for the award of the Management Certificate:

- a. Shall possess or be eligible to possess the Advanced Certificate.
- b. Shall have been awarded a baccalaureate degree or an associate degree or no less than 60 college semester units at an accredited college as defined in Section 1001(a) of the Regulations.
- c. Shall have completed satisfactorily the Middle Management Course or its equivalent as provided in Section 1008 of the Regulations.
- d. For a period of two years shall have served satisfactorily as a department head, assistant department head, or as a middle manager as defined in Sections 1001(h),(c) and (l) of the Regulations. The required experience shall have been acquired within five years prior to date of application.
- e. The Management Certificate shall include the applicant's name, official title and name of his jurisdiction. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction and upon the completion of one year of satisfactory service in a new department, upon request, a new certificate may be issued displaying the name of the new jurisdiction.

1-10. The Executive Certificate: In addition to the requirements set forth in paragraphs 1-2 and 1-3, the following are required for the award of the Executive Certificate:

- a. Shall possess or be eligible to possess the Advanced Certificate.
- b. Shall have been awarded a baccalaureate or associate degree or higher, or no less than 60 college semester units at an accredited college as defined in Section 1001(a) of the Regulations.
- c. Shall have completed satisfactorily the Executive Development Course or its equivalent as provided in Section 1008 of the Regulations.
- d. For a period of two years shall have served satisfactorily as a department head as defined in Section 1001(h) of the Regulations. The required experience shall have been acquired within five years prior to date of application.
- e. The Executive Certificate shall include the applicant's name, official title and name of his jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction and upon the completion of one year of satisfactory service in a new department, upon request, a new certificate may be issued displaying the name of the new jurisdiction. Participants in the Specialized Law Enforcement Certification Program are not eligible for the issuance of the Executive Certificate.

Revised Commission Procedure D-12

Specialized Basic Investigators Course

- 12-1. Specification of Specialized Basic Investigators Course: This Commission Procedure implements that portion of the Minimum Standards for Training established in Section S-105 (a) of the Specialized Law Enforcement Regulations which relate to Basic Training for Specialized Investigators.
- 12-2. Training Methodology: The Commission encourages use of the performance objectives training approach as outlined in the Basic Course Revision Project. Performance objectives training contains at least the following elements:
1. In broad functional areas, establish appropriate learning goals.
 2. Establishment of appropriate performance objectives for each learning goal.
 3. Following instruction, each student demonstrates an acceptable level of knowledge and/or proficiency for each learning goal.
- NOTE: This training methodology is not mandatory. It is in a trial stage undergoing testing, evaluation and revision. At this time, use of performance objectives training elements, other than those described, is not precluded; nor is the use of other instructional methodologies prohibited.
- 12-3. Specialized Basic Investigators Course and Minimum Hours: The Specialized Basic Investigators Course is a minimum of 200 hours and consists of the following functional areas and learning goals, and minimum hours of instruction; within this framework of minimum hours and subject content, flexibility is provided to adjust hours and instructional topics with prior POST approval.

REVISED COMMISSION PROCEDURE D-12

Specialized Basic Investigators Course (Continued)

(Existing Content Deleted and the Following Added)

Major Functional areas and learning goals:

- 12-4. PROFESSIONAL ORIENTATION Proposed: 10 Hours
- A. History and Principles of Law Enforcement
 - B. Law Enforcement Profession
 - C. Ethics
 - D. Unethical Behavior
 - E. Department Orientation & Role of the Investigator
 - F. Administration of Justice Components
 - G. Related Law Enforcement Agencies
 - H. California Court System
 - I. California Corrections System
- 12-5. POLICE COMMUNITY RELATIONS Proposed: 15 Hours
- A. Community Service Concept
 - B. Community Attitudes and Influences
 - C. Citizen Evaluation
 - D. Crime Prevention
 - E. Factors Influencing Psychological Stress
- 12-6. LAW Proposed: 20 Hours
- A. Introduction to Law
 - B. Crime Elements
 - C. Intent
 - D. Parties to a Crime
 - E. Defenses
 - F. Probable Cause
 - G. Attempt/Conspiracy/Solicitation Law
 - H. Obstruction of Justice Law
 - I. Theft Law
 - J. Extortion Law
 - K. Embezzlement Law
 - L. Forgery/Fraud Law
 - M. Burglary Law
 - N. Receiving Stolen Property Law
 - O. Malicious Mischief Law
 - P. Arson Law
 - Q. Assault/Battery Law
 - R. Assault with Deadly Weapon Law

Specialized Basic Investigators Course (Continued)

- S. Mayhem Law
- T. Felonious Assaults Law
- U. Crimes Against Children Law
- V. Public Nuisance Law
- W. Crimes Against Public Peace Law
- X. Deadly Weapons Law
- Y. Robbery
- Z. Kidnapping Law
- AA. Homicide Law
- BB. Sex Crimes Law
- CC. Rape Law
- DD. Gaming Law
- EE. Controlled Substance Law
- FF. Hallucinogens Law
- GG. Narcotics Law
- HH. Marijuana Law
- II. Poisonous Substance Law
- JJ. Alcohol Beverage Control Law
- KK. Constitutional Rights Law
- LL. Laws of Arrest
- MM. Local Ordinances
- NN. Juvenile Alcohol Law
- OO. Juvenile Law and Procedures

12-7 LAWS OF EVIDENCE

Proposed: 15 Hours

- A. Concepts of Evidence
- B. Privileged Communications
- C. Witness Qualifications
- D. Subpoena
- E. Burden of Proof
- F. Rules of Evidence
- G. Search Concepts
- H. Seizure Concepts
- I. Showups

12-8 SPECIALIZED LAWS

Proposed: 10 Hours

- A. Laws Relevant to Agency Responsibility

12-9 COMMUNICATIONS

Proposed: 21 Hours

- A. Interpersonal
- B. Note Taking
- C. Introduction to Report Writing
- D. Report Writing Mechanics
- E. Report Writing & Diagnostic Testing
- F. Use of the Telephone

Specialized Basic Investigators Course (Continued)

- 12-10 VEHICLE OPERATIONS Proposed: 6 Hours
- A. Introduction to Vehicle Operations
 - B. Vehicle Operation Factors
 - C. Vehicle Operation Liability
 - D. Vehicle Inspection
 - E. Vehicle Control Techniques
- 12-11 FORCE AND WEAPONRY Proposed: 20 Hours
- A. Effects of Force
 - B. Reasonable Force
 - C. Deadly Force
 - D. Practical Problems in the Use of Force
 - E. Firearms Safety
 - F. Handgun
 - G. Care and Cleaning of Service Revolver
 - * H. Shotgun
 - I. Handgun Shooting Principles
 - * J. Shotgun Shooting Principles
 - * K. Identification of Agency Weapons & Ammunition
 - L. Handgun/Day/Range (Target)
 - M. Handgun/Night/Range (Target)
 - N. Handgun/Combat/Day/Range
 - O. Handgun/Combat/Night/Range
 - * P. Shotgun/Combat/Day/Range
 - * Q. Shotgun/Combat/Night/Range
 - * R. Use of Chemical Agents
 - * S. Chemical Agent Simulation
- *Time to be adjusted according to agency needs
- 12-12 FIELD PROCEDURES Proposed: 14 Hours
- A. Perception Techniques
 - B. Observation Techniques
 - C. Person Search Techniques
 - D. Vehicle Search Techniques
 - E. Building Search Techniques
 - F. Search/Handcuffing/Control Simulation
 - G. Handcuffing
 - H. Prisoner Transportation
 - I. Officer Survival
 - J. Mutual Aid
 - K. News Media Relations
 - L. Mental Illness Cases
 - M. Crowd Psychology and Tactics

Specialized Basic Investigators Course (Continued)

- 12-13 CRIMINAL INVESTIGATION Proposed: 24 Hours
- A. Preliminary Investigation
 - B. Crime Scene Search
 - C. Crime Scene Notes
 - D. Crime Scene Sketches
 - E. Latent Prints
 - F. Identification, Collection,
and Preservation of Evidence
 - G. Chain of Custody
 - H. Interviews & Interrogations
 - I. Information Gathering
 - J. Courtroom Demeanor and Testifying
 - K. Administrative Hearings
 - L. Vice and Organized Crime
 - M. Controlled Substance Abuse
- 12-14 SPECIALIZED INVESTIGATIVE TECHNIQUES Proposed: 14 Hours
- A. Sources of Information
 - B. Use and Control of Information
 - C. Criminal Intelligence
 - D. Identification and Location of Suspects and Witnesses
 - E. Scientific Aids: Use And Limitations
 - F. Applicant And Permit Review
 - G. Surveillance And Undercover
- 12-15 PHYSICAL FITNESS AND DEFENSE TECHNIQUES Proposed: 8 Hours
- A. Physical Disablers
 - B. Prevention of Disablers
 - C. Weight Control
 - D. Self-Evaluation
 - E. Lifetime Fitness
 - F. Principles Of Weaponless Defense
 - G. Armed Suspect/Weaponless Defense
- 12-16 FIRST AID AND CPR Proposed: 15 Hours
- A. Medic Alert
- 12-17 EXAMINATIONS Proposed: 8 Hours
- A. Written and Performance

TOTAL PROPOSED: 200 Hours

Memorandum

To : Commissioners

Date : September 26, 1978

From : William J. Anthony, Chairman
Commission on Peace Officer Standards and Training
Budget Review Committee

Subject: FISCAL YEAR 1979-80 BUDGET

The Commission's Budget Review Committee met August 23, 1978 in Sacramento and reviewed the proposed budget for Fiscal Year 1979-80. The actions taken by the Budget Committee are reflected in the attached minutes of that meeting.

It is recommended that the action taken by the Budget Review Committee be approved by the Commission.



WILLIAM J. ANTHONY
Chairman
Budget Review Committee

Memorandum

To : POST Commissioners

Date : August 31, 1978

William R. Garlington, Executive Director

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

Subject: POST BUDGET REVIEW COMMITTEE MEETING
POST Conference Room, Sacramento, August 23, 1978

In Attendance: William J. Anthony, Chairman
Kay Holloway, Commissioner Member
William R. Garlington, Executive Director
Bradley W. Koch, Assistant Director, Administration
Gerald E. Townsend, Assistant Director, Operations
James L. Phillips, Administrative Services Officer,
Staff Services Bureau

Chairman Anthony opened the meeting at 10:15 a. m. The Executive Director outlined the proposed budget.

The following motions received approval of the Committee for presentation to the Commission:

MOTION: Approve the 1979-80 Fiscal Year Administrative Budget as shown on page 5, attached.

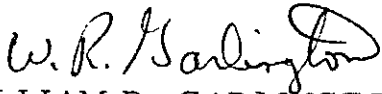
MOTION: Approve the Aid to Local Government Budget as presented on page 6, with the stipulation that the baseline for 1979-80 of \$11,152,392 be increased \$500,00 to \$11,652,392.

MOTION: Commission augment this year's budget (1978-79) in the Aid to Local Government category by \$500,000 up to \$11,652,392.

MOTION: Direct staff to continue evaluation of the Feasibility Study on Data Processing by Department of Justice, and recommend to Finance this report not be acted upon until such time as the Commission has an opportunity to review.

It was the recommendation of the committee that a letter should be directed to the Governor's Office, which in essence states that actions reducing the budget should be presented to the Commission for review prior to enactment by State government.

The meeting was adjourned at 11:40 a. m.



WILLIAM R. GARLINGTON
Executive Director

Attachment

POST Budget Review
1979-80 Fiscal Year

Budget Review Committee Meeting

POST Conference Room
7100 Bowling Drive
Sacramento, California

August 23, 1978

Memorandum

To : Commission Budget Committee

Date : August 18, 1978

From : W. R. Garlington, Executive Director *Bill*
Commission on Peace Officer Standards and Training

Subject: FISCAL YEAR 1979-80 POST BUDGET

This report covers my recommendations for the 1979-80 budget changes. Attached for comparison are reports and organizational charts concerning the POST budget for the present fiscal year, 1978-79.

Through planned attrition and gradual change in the assignment of personnel, POST staff has been reduced by nearly 20% in the past three years. In addition, recent action by the Governor's Office reduces the approved 1978-79 administrative budget by 3% (\$52,000) in the Personal Services category and 5% (\$34,000) in the Operating Expenses and Equipment category, a total of \$86,000 which has been frozen and is unexpendable. This action reduces our funding for personnel by two man years, and necessitates a reduction in the amount of money available for In-State Travel and Printing. The effect on fiscal year 1979-80 will be to automatically remove these positions from that budget unless appropriate steps are taken to retain them.

The baseline budget for fiscal year 1979-80 approved by Finance, presented to you in Attachment "A", indicates this reduction of 3% and 5%. It leaves in the administrative budget a total for planning estimates of \$2,414,270.

The Aid to Local Government budget category has not been changed and the baseline for 1979-80 is \$11,152,392. Because there appears to be no less demand for training this year, and the Commission may wish to upwardly adjust reimbursement later this year or next year, it is suggested:

1. Increase the Aid to Local Government category by \$500,000 up to \$11,652,392 for 1979-80.
2. Augment this year's budget (78-79) in the Aid to Local Government category by \$500,000 up to \$11,652,392.

These actions would reduce the accumulated reserve to approximately \$500,000 by July 1, 1980 and should be sufficient for at least 60% salary reimbursement into the 1980-81 fiscal year. It is anticipated, unless there is a marked decrease in training demand, that an adjustment in reimbursement will be required by July 1, 1981.

Planning estimates from CSTI and DOJ indicated that they will be requesting approximately the same amount of POST funding for their programs in the 1979-80 fiscal year. Also to be considered as a major expenditure is the data processing implementation, which will be reported on verbally at the meeting.

At the meeting I will have a report concerning the In-State travel budget. For planning purposes this data will be correlated to the time POST consultants spend in the field. Based on the results of this study, it may be recommended that In-State travel allocations be increased.

A final recommendation concerns the reclassification of one supervisory Senior Law Enforcement Consultant to a Law Enforcement Consultant II position. The reorganization from four to two divisions created an excess of one supervisor. We were allowed to keep the position, but agreed to downgrade it by attrition. A recent termination by a Senior Law Enforcement Consultant has accomplished this reclassification without a demotion.

Although the administrative budget reflects a minor reduction in personnel, with the exception of Management Services, I am satisfied the POST staff will be able to continue its services at the level expected in past years. In fact, consultant services in the training areas will be increased and the demand for Management Services is such there should be no real problem in responding to local agency needs.

Any detailed information you wish will be available at the meeting.

Commission on Peace Officer Standards and Training

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Supplementary Schedule	C
Organization Chart	D

COMMISSION ON PEACE OFFICERS
STANDARDS AND TRAINING
1979-80
BASELINE BUDGET

1978-79	Approved Budget		\$ 2,416,962
	Hiring Freeze -		
	Net Personal Serv. \$1,745,940 x -3%	-	52,000
	O.A.S.D.I.	+	1,521
	P.Y. \$63,484.50 X -3% x .013% \$ 801		
	5 (employees earning in excess of \$2,500 mo.) X \$144 720		
	U.I.		0
	Retirement		
	C.Y. \$1,409,837 - \$11,346 X 16.98 - \$224,583	+	12,881
	Health Benefits		
	33 employees with 2 or more ded x \$2 X 12	+	792
	OE&E Budget Reduction	-	34,000
	Postage \$9,712 X -5% x .01538	+	142
	Office Copier Savings	-	2,585
	Carryovers		
	CH 987/77 Reserve Bill Lic	+	16,791
1978-79	Sub-total adjusted 1978-79 Planning Estimate		\$ 2,360,504
	Retirement		
	C.Y. \$1,369,641 X 19.13% - \$237,515	+	24,497
	MSA \$1,409,837 - \$40,654 X 1%	+	13,692
	OE&E \$681,351 - \$34,000 X 5%	+	32,368
	Carryover		
	CH 987/77 Reserve Bill Lic	-	16,791
1979-80	Total, Proposed 1979-80 B.Y. Planning Estimate		\$ 2,414,270

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The objectives of the Commission on Peace Officer Standards and Training (POST) are to raise the level of competence of California peace officers and to provide such other services to local law enforcement as are authorized by law. To accomplish this, the Commission established minimum standards of physical, mental, and moral fitness for the recruitment, selection and training of peace officers. The Commission on Peace Officer Standards and Training apportions revenue received from assessments on criminal and traffic fines to local jurisdictions to reimburse them for a portion of the cost of training peace officers.

SUMMARY OF PROGRAM REQUIREMENTS	1977-78	1978-79	1979-80
I. Operations division.....	\$ 1,423,917	\$1,302,618	\$ 1,331,355
II. Administration.....	1,053,245	1,402,067	1,082,915
III. Assistance to cities and counties.....	<u>12,542,392</u>	<u>11,152,392</u>	<u>11,152,392</u>
TOTALS, PROGRAM.....	<u>\$15,019,554</u>	<u>\$13,857,077</u>	<u>\$13,566,662</u>
NET TOTALS, PROGRAM (Peace Officers' Training Fund).....	\$15,000,318	\$13,512,896	\$13,566,662
Reimbursement	\$ 19,236	\$ 344,181	\$ -
Personnel years.....	77.6	78	69

I. OPERATIONS DIVISION

Program Objectives and Description

The objectives of the Operations Division are to:

1. Coordinate efforts to increase the effectiveness of law enforcement personnel by developing education and training courses to meet needs identified through planning; to provide quality control and adequate scheduling of such courses, to assist police agencies to meet training and career development programs; and to render other related miscellaneous services to enforcement agencies and training institutions.
2. To solve specific administrative or operational problems related to management or operational techniques and procedures of local law enforcement agencies.

Standards and Training

Education and training courses are organized at local community colleges, four-year colleges, universities, police academies, and other institutions to meet the needs of peace officers. Courses offered are categorized as recruit officer, supervisory, middle management, advanced officer, executive development, and a wide variety of technical and special courses.

Consultants from this division establish the basic criteria that must be met for each of these courses before commission certification. Advice and assistance is given to local educators and police trainers in preparing these courses and training plans.

Periodic field inspections are made to insure that instructors, coordinator, and trainers are adhering to established course outlines and are meeting all instructional standards. Failure to meet the educational and training standards may be cause for revocation of course certification. Implementation assistance is provided to local agencies to obtain the best results from available training programs.

Authority

Section 13503, Penal Code.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING--Continued

Management Services

Management Services solves specific administrative or operational problems related to management of operational techniques and procedures of local law enforcement agencies. Three major counseling services are provided to local jurisdictions upon request:

1. Special surveys consisting of the review and analysis of specified topics.
2. Selected studies and special services which provide limited and specified counseling services.
3. Staff assistance to insure prompt and effective implementation of survey recommendations.

The conduct of these counseling services usually includes the preparation of a written analysis of problem solution. Surveys are normally handled by POST staff members. However, in some instances, analysis of unusual problems or implementation of survey recommendations may entail the temporary employment of special consultants. The results of crime prevention programs are being integrated into the counseling services provided.

Inspections are conducted to determine if law enforcement agencies of jurisdictions receiving state aid are adhering to adopted standards for selection and training, and implementation assistance is provided in raising the level of competency through the selection and training process.

The procedures used by a jurisdiction to select and train law enforcement personnel are audited and a counseling service to improve the methods employed in this administrative process is provided. If the result of the inspection reveals operational or structural defects, a program is provided to insure compliance. Those police personnel in departments selected to conduct background investigations of newly recruited officers are counseled and trained as necessary. A minority recruitment program has been functionally integrated as part of the field services provided by the Operations Division.

Authority

Section 13512, Penal Code.

Section 13513, Penal Code.

Center for Police Management

There is a continuing need for research into management problems confronting local law enforcement agencies. This research is necessary so that law enforcement can more effectively carry out its responsibility for maintenance of public order and protection of life and property. The quality and effectiveness of local law enforcement service is directly related to the effectiveness of management. Many agencies have turned to POST as a resource center for guidance and assistance in resolving specific police management problems.

In concert with other POST organizational elements, the Center for Police Management provides management research assistance and develops and implements workable solutions to selected research projects identified by local law enforcement and POST.

Written publications dealing with the "how to" aspects of problem solution involving the most pressing police management questions or problems often result from this cooperative effort.

Authority

Section 13513, Penal Code.

Program Requirements	77-78	78-79	79-80	77-78	78-79	79-80
Continuing program costs.....	40.4	33	33	\$1,423,917	\$1,302,618	\$1,331,355
Peace Officers' Training Fund.....				1,412,837	1,302,618	1,331,355
Reimbursements.....				11,080	-	-
Program Elements						
Standards and training.....	22.5	22	22	\$ 797,394	\$ 872,754	\$ 892,008
Management services.....	12.9	6	6	455,653	221,445	226,330
Center for police management.....	5	5	5	170,870	208,419	213,017

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING--Continued

	77-78	78-79	79-80	77-78	78-79	79-80
Output						
Officers Trained (reimbursable only):				24,839	22,000	22,000
On-site course inspection.....				225	250	250
Courses modified.....				35	40	40
Courses audited.....				20	25	25
Total certified courses.....				395	400	400
Course presentation:						
Reimbursable.....				1,390	1,400	1,400
Nonreimbursable.....				170	190	190
Compliance inspections and follow-ups.....				450	475	475
Management surveys.....				25	30	30

II. ADMINISTRATION

Program Objectives and Description

The objective of Administration is to execute the commission's policies and assure the organization's compliance with State regulations.

The administration staff, under direction of the executive director, provides staff services, formulates directives, and analyzes newly introduced legislation for fiscal impact and programmatic implications. It also provides research assistance to other organizational units, word processing center services, library services, graphic arts services and initiates special projects and provides direction and control over the local assistance programs so that the commission's overall objectives may be realized in the most efficient and economical manner possible.

As an employee performing police tasks completes a certified course, a claim is submitted to POST by the employing jurisdiction for reimbursement of the money expended in training the person. Upon receipt, the claim is checked to insure that the course is certified in the amount and for the number of hours claimed, and for arithmetical accuracy. Correct and valid claims are forwarded to the Controller for payment. Various statistical reports are also prepared for management use and for the Commission.

Applications by officers for professional law enforcement certificates, accompanied by college transcripts, certificates of course completion, and other supporting documents are reviewed to determine eligibility for a certificate and level of proficiency of each applicant. An appropriate certificate is completed and mailed to each qualified applicant.

Authority

Section 13500, Penal Code.

	77-78	78-79	79-80	77-78	78-79	79-80
Program Requirements						
Continuing program costs.....	37.1	49	40	\$1,053,245	\$1,402,067	\$1,082,915
Peace Officers' Training Fund.....				\$1,045,089	\$1,057,886	\$1,082,915
Reimbursements.....				8,156	344,181	-
Output						
Certificates issued.....				9,985	16,538 ¹	16,538
Claims for reimbursement processed.....				9,200	9,000	9,000
Number of police personnel for whom reimbursement was claimed.....				26,312	26,000	26,000

¹Includes six months of reserve certificate issuance

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING--Continued

III. ASSISTANCE TO CITIES AND COUNTIES

Program Objectives and Description

The enforcement of law and the protection of life and property without infringement on individual liberties is one of modern government's most pressing problems. Carefully selected, highly trained and properly motivated peace officers are important factors in the solution of this problem. To encourage and assist local law enforcement agencies to meet and maintain minimum standards in the selection and training of law enforcement officers, financial assistance is given to those cities and counties which qualify for state aid for peace officer training. Each jurisdiction participating in the program is reimbursed from the Peace Officers' Training Fund in proportion to the number of officers who qualify for reimbursed training.

Authority

Chapter 1305, Statutes of 1968, Sections 13500 to 13523, Penal Code.

Output/Input	77-78	78-79	79-80
Reimbursement to cities and counties (Peace Officers' Training Fund).....	\$12,542,392	\$11,152,392	\$11,152,392

SUMMARY BY OBJECT

	77-78	78-79	79-80	77-78	78-79	79-80
PERSONAL SERVICES						
Authorized Postions.....	77.6	73	73	\$1,520,923	\$1,432,568	\$1,437,001
Workload and administrative adjustments.....	-	9	-	-	181,688	-
Proposed new postions.....	-	-	-	-	-	-
Totals, Adjustments.....	-	9	-	-	\$ 181,688	-
Totals, Salaries and Wages.....	77.6	82	73	\$1,520,923	\$1,614,256	\$1,437,001
Estimated Salary Savings.....	-	- 4	- 4	-	-60,366	-67,360
Net Totals, Salaries and Wages.....	77.6	-78	69	\$1,520,923	\$1,553,890	\$1,369,641
Staff Benefits.....	-	-	-	348,509	391,142	367,353
Totals, Personal Services.....	77.6	78	69	\$1,869,432	\$1,945,032	\$1,736,994
OPERATING EXPENSES AND EQUIPMENT						
General expense.....				\$ 76,963	\$ 137,703	\$ 101,854
Printing.....				40,169	60,000	63,659
Communications.....				53,525	62,011	57,293
Travel--in-state.....				165,619	195,890	188,332
Travel--out-of-state.....				2,158	12,760	9,010
Facilities operations.....				88,421	99,523	95,488
Prorated expense.....				128,211	99,776	108,220
Contractual services.....				8,602	48,914	12,732
Equipment.....				44,062	43,076	40,688
Totals, Operating Expenses and Equipment.....				\$ 607,730	\$ 759,653	\$ 677,276
TOTALS, EXPENDITURES.....				\$2,477,162	\$2,704,685	\$2,414,270
Reimbursements.....				-19,236	-344,181	-
NET TOTALS, EXPENDITURES				\$2,457,926	\$2,360,504	\$2,414,270

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING--Continued

RECONCILIATION WITH APPROPRIATIONS

STATE OPERATIONS

Peace Officers' Training Fund

APPROPRIATIONS	77-78	78-79	79-80
Budget Act Appropriation.....	\$2,340,057	\$ 2,416,962	\$2,414,270
Allocation for employee compensation.....	130,318	15,194	-
Allocation for price increase.....	-	142	-
Chapter 987, Statutes of 1977.....	30,000	-	-
Prior Year Balance Available:			
Chapter 987, Statutes of 1977.....	-	16,791	-
Totals Available.....	\$2,500,375	\$ 2,449,089	\$2,414,270
Reduction for hiring freeze and operating expenses and equipment.....		- 86,000	
Office copier savings.....		- 2,585	
Balance available in subsequent years.....	-16,791	-	-
Unexpended balance, estimated savings.....	-25,658	-	-
TOTALS, EXPENDITURES (State Operations).....	\$2,457,926	\$ 2,360,504	\$2,414,270

SUMMARY BY OBJECT

RECONCILIATION WITH APPROPRIATIONS

LOCAL ASSISTANCE

Peace Officers' Training Fund

APPROPRIATIONS	77-78	78-79	79-80
Budget Act appropriation.....	\$11,152,392	\$11,152,392	\$11,152,392
Deficiency authorization.....	\$ 750,000	-	-
Deficiency authorization pending.....	640,000	-	-
TOTALS, EXPENDITURES (Local Assistance).....	\$12,542,392	\$11,152,392	\$11,152,392
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Local Assistance).....	\$15,000,318	\$13,512,896	\$13,566,662

FUND CONDITION

Peace Officers' Training Fund

	77-78	78-79	79-80
Accumulated surplus.....	\$ 4,239,550	\$ 1,560,030	\$ 1,382,871
Prior year adjustment.....	-1,047,542	-	-
Accumulated Surplus, Adjusted.....	\$ 3,192,008	\$ 1,560,030	\$ 1,382,871
Revenues:			
Penalties on criminal fines.....	\$ 3,983,816	\$ 3,983,816	\$ 3,983,816
Penalties on traffic fines.....	8,947,593	8,947,593	8,947,593
Income from surplus money investment fund.....	432,603	400,000	400,000
Miscellaneous.....	4,328	4,328	4,328
Totals, Revenues.....	\$13,368,340	\$13,335,737	\$13,335,737
Totals, Resources.....	\$16,560,348	\$14,895,767	\$14,718,607
Expenditures			
Commission on Peace Officer Standards and Training.....	2,457,926	2,360,504	2,414,270
Local assistance.....	12,542,392	11,152,392	11,152,392
Totals, Expenditures.....	\$15,000,318	\$13,512,896	\$13,566,662
Accumulated surplus, June 30.....	\$ 1,560,030	\$ 1,382,871	\$ 1,551,946
Surplus available for appropriation.....	\$ 1,560,030	\$ 1,382,871	\$ 1,151,946

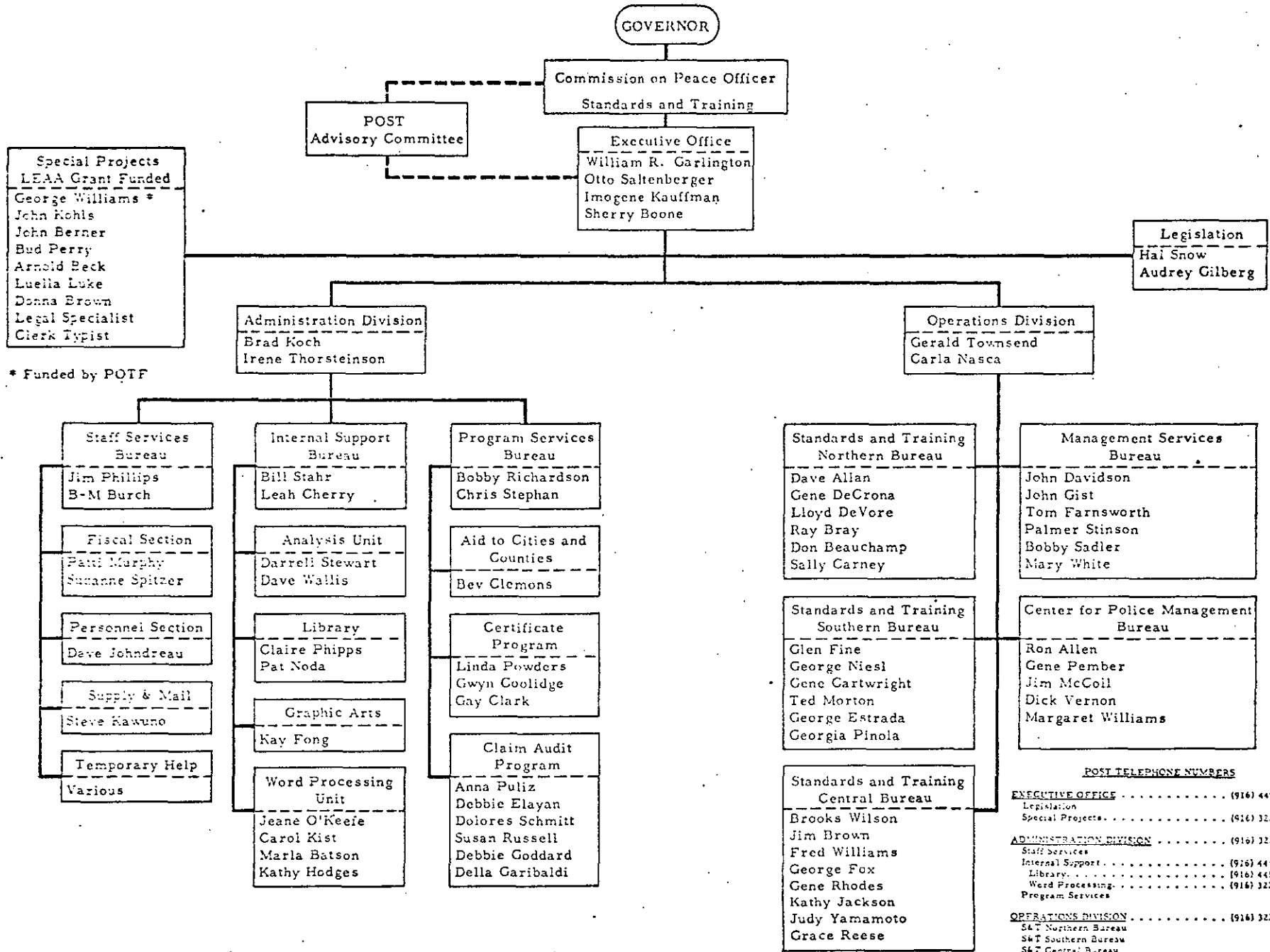
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING--Continued

CHANGES IN						
AUTHORIZED POSITIONS	77-78	78-79	79-80	77-78	78-79	79-80
Totals, Authorized Positions.....	77.6	73	73	\$1,520,923	\$1,432,568	\$1,437,001
Workload and Administrative Adjustments:						
Administratively Established Positions						
Grant Funds						
Job-Related Employee Selections Standards						
				Salary Range		
Research specialist III.....	-	1	-	2,265-2,737	31,178	-
Research specialist II.....	-	2	-	1,967-2,374	51,329	-
Law enforcement consultant.....	-	1	-	1,876-2,265	24,720	-
Criminal justice specialist II.....	-	1	-	1,708-2,060	24,162	-
Staff services analyst.....	-	2	-	987-1,556	28,927	-
Secretary.....	-	1	-	876-1,091	12,564	-
Office assistant II.....	-	1	-	718- 936	8,808	-
Total Administratively						
Established Positions.....	<u>-</u>	<u>9</u>	<u>-</u>	<u>-</u>	<u>\$181,688</u>	<u>-</u>
Totals, Workload and						
Administrative Adjustments.....	<u>-</u>	<u>9</u>	<u>-</u>	<u>-</u>	<u>\$181,688</u>	<u>-</u>
TOTALS, SALARIES AND WAGES	77.6	82	73	\$1,520,923	\$1,614,256	\$1,437,001

COMMISSION ON PEACE OFFICERS
STANDARDS AND TRAINING
OPERATING EXPENSE DETAIL
1979-80

FUNCTION & SUB-OBJECT	1977-78 Actual Expend. (Pr. Yr.)	1978-79 Budget Allotmt. (Current Yr.)	1979-80 Budget Allotmt. (Budget Yr.)
General Expense	\$ 76,963	\$ 100,000	\$ 101,854
Office	25,436	33,000	33,612
Legislative Bill Service	812	1,000	1,019
Stores	7,961	10,000	10,185
Specialized Training-in-Service	4,215	6,000	6,111
Specialized Training-out-Service	4,058	5,000	5,093
Legal Services	3,336	4,000	4,074
Dues and Memberships	1,512	2,000	2,037
Library	5,332	7,000	7,130
Equipment Rental	7,523	10,000	10,185
Equipment Maintenance & Repair	6,536	9,000	9,167
Freight	5,355	7,000	7,130
General Services, Other	1,524	2,000	2,037
General Services, Procurement Services	3,363	4,000	4,074
Printing	40,169	60,000	63,659
Communications	53,525	55,000	57,293
Postage	9,713	9,900	10,313
ATSS	10,854	11,000	11,459
Telephone Equipment Charges	19,761	20,350	21,198
Telephone Installation Charges	392	550	573
Telephone Message Units	12,805	13,200	13,750
Travel-in-State	165,619	180,770	188,332
Per Diem Mileage	86,278	94,000	97,934
Auto Rental	26,356	28,923	30,133
Air Travel	33,574	36,154	37,666
Pool Car Rental-General Services	7,064	7,231	7,533
Committee Expense	6,442	7,231	7,533
Commissions Expense	5,905	7,231	7,533
Travel-out-of-State	2,158	9,010	9,010
Facilities Operation	88,421	90,000	95,488
Rent	83,646	84,600	89,758
Security/Police/Space Management	3,236	3,600	3,820
Alterations	1,539	1,800	1,910
Prorated Expense	128,211	99,776	108,220
Contractual Expense	8,602	9,664	12,732
GRANT TOTAL	\$ 563,668	\$ 604,220	\$ 636,588

Commission on Peace Officer Standards and Training



* Funded by POTF

POST TELEPHONE NUMBERS

- EXECUTIVE OFFICE (916) 445-4515
- Legislation
- Special Projects (916) 322-3492
- ADMINISTRATION DIVISION (916) 322-2235
- Staff Services
- Internal Support (916) 445-0345
- Library (916) 445-4515
- Word Processing (916) 322-9235
- Program Services
- OPERATIONS DIVISION (916) 322-2180
- S&T Northern Bureau
- S&T Southern Bureau
- S&T Central Bureau
- Management Services Bureau (916) 445-0345
- Center for Police Management Bureau (916) 445-0345

As of July 1, 1978

11D11

Memorandum

William R. Carlington
Executive Director

Date : August 22, 1978

From : Bradley W. Koch, Director
Commission on Peace Officer Standards and Training
Administration Division

Subject: IN-STATE TRAVEL

The 1978-79 budget allotment for Travel In-State is \$180,770. Based on previous years' experience, this would be allocated to the Executive Office and Divisions as follows:

Executive Office	\$ 48,670
Administration Division	7,165
Operations Division	<u>124,935</u>
Total -	\$180,770

You have requested an analysis to determine how much In-State Travel money would be required for the Operations Division given the following number of field travel days.

<u>Number of Consultants</u>	<u>Functions</u>	<u>No. Days in Field per Month</u>	<u>Travel Allocation</u>
12	Standards and Training	10	\$ 82,104
3	S&T Bureau Chiefs	6	12,775
4	Management Services	6	16,420
4	Center for Police Mgm't.	5	13,684
1	Director's Office	-	<u>6,500*</u>
	Total -		\$131,483

In order to maintain this level of travel, it would be necessary to allocate an additional \$6,548 to the Operations Division.

*Costs for special non-bureau assignments included in director's category.

The following is a recapitulation of the work days and travel costs developed from the attached summary of costs for In-State Travel for 1977-78 from which the above estimated travel costs were derived.

Recapitulation - for Fiscal Year 1977-78

Total number of work days on travel status:	969
Number of consultants:	12
Average number of work days/year/consultant on travel status:	80.75
Average number of work days/month/consultant on travel status:	7.34

Average daily costs:

Support Staff (each)	\$61.80
Consultant	\$62.20
Bureau Chief	\$64.52

WORK DAYS AND TRAVEL COSTS (1)

F.Y. 1977-78

Northern Bureau Consultants

	<u>Work Days/Travel</u>	<u>Costs</u>
DeVore	105	\$5,327.71
Fox	60	4,159.33
Pember	87	4,877.33
Perry*	74	3,973.67
Rhodes**	80	3,320.06
Williams	<u>50</u>	<u>2,990.58</u>
Totals	456	\$24,648.58

Southern Bureau Consultants

Brown	85	\$ 5,940.69
Cartwright	100	7,562.87
DeCrona	89	6,025.86
Morton	79	5,820.47
Niesl	<u>89</u>	<u>7,305.85</u>
Totals	442	\$32,655.74

Headquarters Consultants

Bray***	58	\$ 3,760.09
Estrada	53	1,928.74
Stewart****	<u>18</u>	<u>896.05</u>
Totals	129	\$ 6,584.88

CONSULTANTS - TOTALS 1,027 \$63,889.20

Southern Bureau Chief	65	\$ 4,306.81
Northern Bureau Chief	28	1,859.16
Headquarters Bur. Ch.	5	157.45

BUREAU CHIEF TOTALS 98 \$ 6,323.42

Assistant Director	62	\$ 6,635.60
Support Staff	10	618.02

Total 72 \$ 7,253.62

WORK DAYS & COSTS TOTALS 1,197 \$77,466.24

- (1) Training costs charged to travel.
 * Travel charged 1-78 through 6-78.
 ** Travel charged 7-77 through 2-78.
 *** Travel charged 11-77 through 6-78.
 **** Travel charged 12-77 through 6-78.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title POST Electronic Data Processing Needs		Meeting Date October 19, 1978
Division Administration	Division Director Approval <i>Brad Koch</i>	Researched By Wallis, Stahr, Koch
Executive Director Approval <i>W. Stahr</i>	Date of Approval October 5, 1978	Date of Report October 5, 1978
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/> Financial Impact <input 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 _____).

A recent study conducted by the Department of Justice confirmed POST's need for electronic data processing (EDP). Since that study was completed, legislation has been enacted (AB2664 - Fenton) mandating the development of a trainee proficiency test program which will require the testing of 3,000 to 4,000 persons at the completion of their basic training. This law also requires POST to make comparisons between presenters of that training, and requires the development of a data base for the development of subsequent training programs. Additionally, there is a need to enhance the process for controlling reimbursement expenditures which can only be accomplished through EDP.

At the present time POST has training and personnel records on over 70,000 peace officers. Implementation of recent reserve officer legislation upgrading standards for selection and training of reserve officers will increase the size and complexity of the records system. It is obvious that staff will not be able to maintain the system at its current level of operation, with the additional responsibilities legislatively assigned to it, without additional manpower or automation.

The State Data Processing Management Office is presently evaluating the study prepared by the Department of Justice in order to provide guidance, direction and cost analysis for the data processing needs of POST. Therefore, the following material is presented in order to provide our analysis of cost factors that may be involved in developing a much needed EDP program for POST.

There are principally four alternatives available to us:

1. To initiate the recommendations made in the Department of Justice study, and provide a batch processing system to be operational in 29 months.
2. To contract with a service center, state or private, to provide in-house terminal service to meet POST's needs. This program could be operational in approximately nine months.
3. Alternative '2' above with the planned purchase of our own computer at the end of one year of lease operation.

Utilize reverse side if needed

4. Develop an in-house computer capability which could be operational in nine months.

Department of Justice Plan

The Department of Justice evaluation proposes to further study the programming needs for POST and provide data processing under contract in a batch system, using a microfilm system to meet in-house informational needs.

The development of this system would take approximately 29 months and require an augmentation of this year's budget and future budget expenditures of approximately \$195,000 for program development (29 months). System operation is estimated at \$37,000 per year.

Computer Service Center

Development of a computer service center contract between POST and a private electronic data processing supplier which would provide computer service for POST within nine months. This service would be under a lease agreement and require approximately \$50,500 in the augmentation of the POST budget for fiscal year 1978-79 in order to input records into the system between January 1, 1979 and June 30, 1979. The system would be a terminal system in-house with hardware owned and controlled by the lessee. Second year operational costs (1979-80) would be approximately \$13,000.

A comparison of estimates reveals that the private computer center could design and establish a system 20 months faster and for \$109,000 less than the Department of Justice estimate.

A subalternative in the service center concept is an initial lease agreement for one year with a plan to purchase our own "in-house" equipment at the beginning of the second year of operation.

In-House Computer

The faster, and possibly in the long run less expensive, alternative appears to be the purchase of an in-house computer system for POST. All studies indicate that in the long run the purchase of equipment is less expensive than lease of electronic data processing equipment. As with the lease/purchase option, POST would initially be required to input its file data into the system and develop the purchase and programming in conjunction with the language of the computer that we intend to purchase. This also would be an important aspect of any lease program in that computer language for the data base would, of necessity, have to be common to the type of equipment to be purchased.

Cost to input data would be the same as for a lease/purchase program (approximately \$44,000). Hardware costs would be approximately \$50,000 to \$60,000.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title POST Facility in DOJ Complex		Meeting Date October 19-20, 1978
Division Executive Office	Division Director Approval	Researched By Darrell L. Stewart
Executive Director Approval <i>W.P. Sullivan</i>	Date of Approval 9-27-78	Date of Report September 25, 1978
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 _____).

Issues

This report, and subsequent reports at future Commission meetings, is designed to keep members informed as to progress on the proposed POST facility in the Department of Justice complex.

Background

The Department of Justice is in the process of constructing a complex of about 400,000 square feet at the old State Fairground site, 49th and Broadway, Sacramento. Funds have been approved by the Legislature, Department of Finance and Public Works Board. The complex will be constructed in phases, and bids for the first phase, the DOJ Consolidated Data Center, are being accepted.

The Department of General Services has allocated approximately 13,400 net square feet in the complex to POST. The POST facility will be on the second floor over the DOJ Advanced Training Center. POST's cost per square foot will be the same as other state building rates (56¢ @ F.Y. 1980-81). Projected completion date for the phase that includes POST is July 1981.

POST staff will have an active roll in the space programming and pre-architectural planning of the new facility. Staff is working closely with the Office of State Architect and Marquis Associates (the contract architects) to ensure that the allocated space will meet POST's needs and enhance staff efficiency and effectiveness.

A modified open space plan will be used, which will permit flexibility as organizational improvements are made. Included in the "closed space" will be a large conference room, work rooms, library, word processing center, central records, and executive and management offices.

Recommendations

None--information only.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Discussion Regarding Change In Reimbursement Procedures		Meeting Date October 19, 1978
Division Administration	Division Director Approval <i>Brad W. Rock by End</i>	Researched By <i>B. W. Richardson</i> B. W. Richardson
Executive Director Approval <i>W. G. ...</i>	Date of Approval 9-29-78	Date of Report September 29, 1978
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 _____).

The Commission on Peace Officer Standards and Training has a history of either over expending or under expending the Aid to Local Government Budget. This problem is caused because staff is unable to accurately project the number of POST reimbursable trainees who will be trained during a given fiscal year.

On September 26, 1978, a meeting was held with the State Department of Finance for the purpose of discussing alternative proposals for reimbursing law enforcement agencies for training.

Staff explored numerous alternative reimbursement systems with staff members of the Department of Finance in an attempt to find a system that would eliminate the danger of cost over-runs or unintended build-up of the unappropriated reserve and yet be acceptable to Finance.

Based upon the above discussion, it was apparent that the Department of Finance would be receptive to modification of the existing reimbursement system, if they can be assured that no law enforcement agency would be reimbursed more than the actual expenses incurred for training during a given fiscal year and that the Commission would agree to establish a permanent reserve of one million dollars to offset unforeseen or unexpected expenditures and/or adjustments to the POTF. This reserve fund would have full sanction (and presumably protection) of the State Department of Finance.

The plan which seemed most acceptable to Finance and staff was the one that would enable POST staff to continue reimbursement on a quarterly basis for all claims received. Agencies would submit claims for 100% of allowable cost, but POST would reimburse at a reduced percentage (possibly 50%). In conjunction with the regular payment for the last quarter of the year, POST would also distribute, on a pro rata basis, the balance of the funds remaining in the POTF, less the \$1,000,000 reserve.

Another meeting will be held in October to discuss the details of the above plan further and to work out any problems that Finance may raise as a result of further study on their part.

Utilize reverse side if needed

Approval from the State Controller's Office will also be required, but this will be limited to the establishment of a clear audit trail so that they can verify the accuracy of pro rata sharing of the residual funds.

Memorandum

To : All Commissioners

Date : October 2, 1978

George P. Tielsch, Chairman
POST Advisory Committee

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

Subject: **REPORT OF SEPTEMBER ADVISORY COMMITTEE MEETING**

ADVANCED OFFICER TRAINING

At the joint Commission/Advisory Committee meeting in July, the Commission requested the Advisory Committee to reconsider the Advanced Officer Training requirements and submit a report at the October Commission meeting.

After lengthy discussion and review of the alternatives submitted by staff, and the committee's prior recommendations, the Committee took the following actions:

MOTION by Alex Pantaleoni, second by John Riordan, that the Advisory Committee recommend to the Commission to treat salary reimbursement for Advanced Officer and Job Specific courses for officers at a percentage specified by the Commission, not to exceed 20 hours of such training per year or 40 hours every two years. Further, that reimbursement for legislatively mandated courses as well as basic, supervisory, management and skills and knowledge technical courses not be affected.

Any unexpended funds in the total allocation for Aid to Local Government for a fiscal year should be divided on an equitable basis by re-evaluating the amount of reimbursement provided for advanced officer training. MOTION CARRIED UNANIMOUSLY

Course Objective

It was the CONSENSUS of the committee that the following motion regarding Course Objective from the June 22-23, 1978, Advisory Committee meeting remain as written:

MOTION by William Kinney, second by Wayne Caldwell, that the Advisory Committee recommend to the Commission POST Administrative Manual Procedure D-2, Section 2-2 read as follows:

2-2. Advanced Officer Course Objectives. The Advanced Officer Course is designed to provide updating and refresher training and an opportunity to address new problems confronting law enforcement officers. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs ~~and yet remain consistent with the updating-refresher concept.~~ MOTION CARRIED UNANIMOUSLY.

Course Content

The Advisory Committee's June 22-23 motion was amended to read as follows:

MOTION by Ed Meese, second by John Riordan, the Advisory Committee recommend to the Commission that POST Administrative Manual Procedure D-2, Section 2-3 read as follows:

~~Required-General-Updating-Refresher-Subject-Matter+~~
~~The-content-shall-devote-no-less-than-10-hours-to-any~~
~~combination-of-the-following-subjects+~~ The Commission recommends the following topics be considered but not required as a part of the Advanced Officer Course:

New Laws
Recent Court Decisions and/or Search and Seizure
Refresher
Officer Survival Techniques
New Concepts, Procedures, Technology
Discretionary Decision Making (Practical
Field Problems)

~~Elective-Subject-Matter+~~ The course may contain such other currently needed subject matter such as the topical areas of the Basic Course, Commission Procedure D-1. It is suggested elective subjects address current and local problems or needs of a general, rather than specific, nature.

MOTION CARRIED UNANIMOUSLY.

The CONSENSUS of the Committee was that Section 2-4 would remain as written.

The CONSENSUS of the Committee was that the following motion from the June 22-23, meeting remain as written:

MOTION by Ed Meese, second by John Riordan, that the Advisory Committee recommend to the Commission that POST Administrative Manual Procedure D-2, Section 2-5 read as follows:

2-5. Minimum Hours: The Advanced Officer Course shall consist of ~~a minimum of 20 hours~~ segments which will be presented in not less than 4 hours of instruction.

MOTION CARRIED UNANIMOUSLY.

Reimbursement

The CONSENSUS of the Committee was that the following two motions from the June 22-23, meeting remain as written:

MOTION by Ed Meese, second by Win Silva, that the Advisory Committee recommend to the Commission that a new Section 2-6 be added to POST Administrative Manual Procedure D-2 which shall read:

2-6. Reimbursement for the Advanced Officer Course shall be provided upon completion of the entire course.

MOTION CARRIED UNANIMOUSLY.

MOTION by John Riordan, second by Ed Meese, that the Advisory Committee recommend to the Commission the 12-week time frame for completion of the Advanced Officer Course remain the same. MOTION CARRIED UNANIMOUSLY.

Attendance

The June 22-23 motion was rescinded and amended to read as follows:

MOTION by Win Silva, second by John Riordan, that the Advisory Committee recommend to the Commission that all personnel be required to take the Advanced Officer Course at least once every four years; however, a department head may exempt those individuals holding Management or Executive Certificates. MOTION CARRIED UNANIMOUSLY.

MOTION by Bill Kinney, second by Dale Rickford, that the Committee recommend to the Commission that 20 hours of Advanced Officer Training be mandated every three years instead of every four. MOTION CARRIED UNANIMOUSLY.

OLD/NEW BUSINESS

After discussion, it was requested that two items be placed on the agenda for the December meeting, (1) the possibility of eliminating reimbursement for basic training and devoting more money to advanced officer training reimbursement and (2) raising the college unit requirement from the present six units.



POLICE DEPARTMENT
 CITY AND COUNTY OF SAN FRANCISCO
 HALL OF JUSTICE
 880 BRYANT STREET
 SAN FRANCISCO, CALIFORNIA 94103



ADDRESS ALL COMMUNICATIONS TO
 CHARLES R. GAIN
 CHIEF OF POLICE

September 25, 1978

OFFICE OF THE
 CHIEF OF POLICE

IN REPLY, PLEASE REFER TO
 OUR FILE: P-791/SC

Commission on Peace Officer
 Standards and Training
 7100 Bowling Drive
 Sacramento, California 95823

Subject: POST Advisory Committee Recommendations - Advanced
 Officer Training Program

Dear Commissioners:

I wish to express emphatic support for the recommendations of the POST Advisory Committee in relation to the Advanced Officer Training Program, to be submitted for your consideration at the forthcoming quarterly meeting in Eureka, California.

I consider Advanced Officer Training to be one of the most important programs in law enforcement as it represents the means by which experienced police personnel are regularly provided the information which enables them to perform their duties in a contemporary, professional and effective manner. The constant changes in both society and the law enforcement profession virtually dictate that the refresher concept of Advanced Officer Training be preserved and enhanced. Your adoption of the Advisory Committee recommendations will insure the continuation and effectiveness of this most essential training program.

I am convinced that your favorable consideration of the Advisory Committee recommendations will serve the best interests of law enforcement in California.

Sincerely,


 CHARLES R. GAIN
 Chief of Police

SEP 29 9 48 AM '78
 COMMISSION ON POST

Commission on Peace Officer Standards and Training

ADVISORY COMMITTEE MEETING

September 14-15, 1978
Burlingame

The meeting was called to order at 10:01 a.m. by Chairman George Tielsch. A quorum was present.

PRESENT

George Tielsch	CPCA	Chief of Police, Santa Monica Police Department
Wayne Caldwell	Spec. Law Enforcement	California State Employees' Association
Roberta Doran	WPOA	Lieutenant, University of California at Los Angeles
William Kinney	Public	Retired Chief of Police
Edwin Meese III	Public	Attorney at Law
Alex Pantaleoni	CAAJE	Rio Hondo College
Dale Rickford	CAPTO	Captain, Antioch Police Department
John Riordan	PORAC	Sergeant, San Rafael Police Department
Jay Rodriguez	Public	Manager, Community Relations, KNBC-4, Los Angeles
J. Winston Silva	Community Colleges	Supervisor, Criminal Justice Education and Training, California Community Colleges

ABSENT

James Grant	Sheriffs' Assoc.	Sheriff, Yuba County
Robert Wasserman	CPOA	Chief of Police, Fremont Police Department
Larry Watkins	CHP	Commander, Training Division, California Highway Patrol

STAFF PRESENT

William Garlington	Executive Director
Bradley Koch	Director, Administration Division
Otto Saltenberger	Assistant Director and Executive Secretary to the Advisory Committee
Gerald Townsend	Director, Operations Division
George Williams	Chief, Special Projects Bureau
Harold Snow	Special Assistant, Executive Office
Sherry Boone	Secretary to the POST Advisory Committee

VISITOR

Richard Klapp	Lieutenant, San Francisco Police Department
---------------	---

APPROVAL OF MINUTES OF JUNE 22-23, 1978 - Sacramento Meeting

MOTION by Wayne Caldwell, second by Win Silva, that the minutes be approved as written.
MOTION CARRIED UNANIMOUSLY.

INFORMATION REPORT

Mr. Garlington explained each of the items on the tentative agenda for the October Public Hearing and Commission meeting that will be held in Eureka on October 19-20, 1978.

ADVANCED OFFICER TRAINING

At the joint Commission/Advisory Committee meeting in July, the Commission requested the Advisory Committee to reconsider the Advanced Officer Training requirements and submit a report at the October Commission meeting.

Chairman Tielsch introduced Lieutenant Richard Klapp of the San Francisco Police Department. Lieutenant Klapp expressed the views of Chief Gain that 40 hours of reimbursable training every four years is not enough to keep peace officers abreast of new laws.

After lengthy discussion and review of the alternatives submitted by staff, and the committee's prior recommendations, the Committee took the following actions:

MOTION by Alex Pantaleoni, second by John Riordan, that the Advisory Committee recommend to the Commission to treat salary reimbursement for Advanced Officer and Job Specific courses for officers at a percentage specified by the Commission, not to exceed 20 hours of such training per year or 40 hours every two years. Further, that reimbursement for legislatively mandated courses as well as basic, supervisory, management and skills and knowledge technical courses not be affected.

Any unexpended funds in the total allocation for Aid to Local Government for a fiscal year should be divided on an equitable basis by re-evaluating the amount of reimbursement provided for advanced officer training. MOTION CARRIED UNANIMOUSLY

Course Objective

It was the CONSENSUS of the committee that the following motion regarding Course Objective from the June 22-23, 1978, Advisory Committee meeting remain as written:

MOTION by William Kinney, second by Wayne Caldwell, that the Advisory Committee recommend to the Commission POST Administrative Manual Procedure D-2, Section 2-2 read as follows:

2-2. Advanced Officer Course Objectives. The Advanced Officer Course is designed to provide updating and refresher training and an opportunity to address new problems confronting law enforcement officers. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs and yet remain consistent with the updating-refresher concept. MOTION CARRIED UNANIMOUSLY.

Course Content

The Advisory Committee's June 22-23 motion was amended to read as follows:

MOTION by Ed Meese, second by John Riordan, the Advisory Committee recommend to the Commission that POST Administrative Manual Procedure D-2, Section 2-3 read as follows:

~~Required-General-Updating-Refresher-Subject-Matter+~~
~~The-content-shall-devote-no-less-than-10-hours-to-any~~
~~combination-of-the-following-subjects+~~ The Commission
recommends the following topics be considered but not
required as a part of the Advanced Officer Course:

New Laws
 Recent Court Decisions and/or Search and Seizure
 Refresher
 Officer Survival Techniques
 New Concepts, Procedures, Technology
 Discretionary Decision Making (Practical
 Field Problems)

~~Elective-Subject-Matter+~~ The course may contain such
 other currently needed subject matter such as the
 topical areas of the Basic Course, Commission Proce-
 dure D-1. It is suggested elective subjects address
 current and local problems or needs of a general,
 rather than specific, nature.

MOTION CARRIED UNANIMOUSLY.

The CONSENSUS of the Committee was that Section 2-4 would remain
 as written.

The CONSENSUS of the Committee was that the following motion from
 the June 22-23, meeting remain as written:

MOTION by Ed Meese, second by John Riordan, that the
 Advisory Committee recommend to the Commission that
 POST Administrative Manual Procedure D-2, Section 2-5
 read as follows:

2-5. Minimum Hours: The Advanced Officer Course shall
 consist of ~~a minimum of 20 hours,~~ segments which will be
presented in not less than 4 hours of instruction.

MOTION CARRIED UNANIMOUSLY.

Reimbursement

The CONSENSUS of the Committee was that the following two motions
 from the June 22-23, meeting remain as written:

MOTION by Ed Meese, second by Win Silva, that the Advisory
 Committee recommend to the Commission that a new Section
 2-6 be added to POST Administrative Manual Procedure D-2
 which shall read:

2-6. Reimbursement for the Advanced Officer Course
shall be provided upon completion of the entire course.

MOTION CARRIED UNANIMOUSLY.

MOTION by John Riordan, second by Ed Meese, that the Advisory Committee recommend to the Commission the 12-week time frame for completion of the Advanced Officer Course remain the same. MOTION CARRIED UNANIMOUSLY.

Attendance

The June 22-23 motion was rescinded and amended to read as follows:

MOTION by Win Silva, second by John Riordan, that the Advisory Committee recommend to the Commission that all personnel be required to take the Advanced Officer Course at least once every four years; however, a department head may exempt those individuals holding Management or Executive Certificates. MOTION CARRIED UNANIMOUSLY.

MOTION by Bill Kinney, second by Dale Rickford, that the Committee recommend to the Commission that 20 hours of Advanced Officer Training be mandated every three years instead of every four. MOTION CARRIED UNANIMOUSLY.

LEGISLATIVE REPORT

Hal Snow reported on the current status of legislation of interest to POST. He stated a letter had been sent offering technical staff assistance to the Joint Committee on Peace Officer Classification regarding ACR 144. Senate Bill 1127 has been chaptered increasing the fine on drunk driving convictions. Penalty assessments will be increased somewhat by this action.

Mr. Snow also reviewed suggestions for possible legislation that the Commission may wish to consider sponsoring in 1979. Additional suggestions for legislation are requested by October 13, 1978.

Hal Snow will verbally carry to the Commission's Legislative Review Committee an Advisory Committee suggestion that staff formulate legislation that would provide that public safety courses be mandated as a proper subject area for community colleges.

MEDIA COMMITTEE FOR THE GOVERNOR'S CRIME REDUCTION FORCE

Jay Rodriguez, Chairman of the Media Committee for the Governor's Crime Reduction Force, gave a brief report on the progress of the committee. The campaign which will begin the middle of October has selected the theme, "Don't Become a Pigeon." A toll-free 800 number will take calls for information or service and notify the local law enforcement agency in which the call originated. Mr. Rodriguez reported that there will be announcements on radio and television, newspaper ads and even messages on grocery bags giving helpful hints on how not to become a "pigeon" or victim. Each local police agency will receive 100 complimentary copies of several booklets which advise the public on how not to be a victim of various crimes. At local expense additional copies of these booklets may be produced.

September 15, 1978

Chairman George Tielsch called the meeting to order at 9 a.m. The same committee members were present as listed previously for September 14, 1978.

RESERVE OFFICER STANDARDS IMPLEMENTATION

Otto Saltenberger gave a report on the status of the implementation of the provisions of Penal Code Section 832.6. He stated that everything was going along as scheduled with the application forms for testing and certificates, Reserve Officer Certificate, and Certificate of Recognition at the printers. He reviewed typical questions that are now being asked in the field. Several bulletins about reserve officer training, testing and certification were distributed.

Applications to take the Reserve Officer BCEE must be submitted to POST by November 1, 1978, in order that testing can be scheduled in appropriate areas throughout the State in January and February 1979. Only those reserve officers that have been nominated by their department head will be permitted to take the test. If a reserve officer's records document 200 hours of training, the reserve officer who meets all other requirements will not have to take the BCEE in order to be eligible for the Reserve Officer Certificate. Only reserve officers who are qualified as Level I Reserves and who have at least 200 hours of law enforcement experience will be eligible to receive the Reserve Officer Certificate.

The decision as to who is eligible for the Certificate of Recognition will be made by the reserve officer's department head.

George Williams stated that staff has been working with current course presenters so that all areas of the State will have the capability of receiving appropriate training.

SELECTION STANDARDS VALIDATION

George Williams reported that two of the grant's unfilled positions had been frozen as a result of Proposition 13. He said things had been worked out with control agencies and the clerical position had been filled and they have been interviewing for the research specialist and analyst positions. The Task Analysis is now in the finishing stages with 222 agencies cooperating by having provided personnel of operational and supervisory levels with regard to established tasks, to identify their frequency and importance as performed in their agencies. There will be meetings with a sampling of the participating agencies to review the results and provide additional input. The analysis has showed, (1) no major difference in tasks performed by length of service of an officer, (2) there are some differences in the job tasks performed in large and small agencies. Approximately 500 tasks have been identified as common throughout California, and no significant tasks have been identified that do not have performance objectives. The task analysis should be completed in November.

PRIVATE SECURITY

At the last Commission meeting, staff was directed to become better informed relative to Private Security. Otto Saltenberger reported that a staff task force has been formed and has begun to examine various related matters. Between \$12 and \$15 billion is spent nationally on private security. The Commission has some responsibility for establishing the curriculum for chemical agent and baton training. Consumer Affairs is responsible for arranging basic and a firearms courses for private security personnel. They have developed pre-prepared materials that can be studied at home or in a classroom setting. A test is administered at the conclusion of the course to determine passage of the course. A preliminary staff report regarding Private Security should be ready in a few months.

REPORTS FROM MEMBERS

WPOA - Roberta Doran, this being the final Advisory Committee meeting she will attend because of her retirement, expressed how much she enjoyed working with the committee members -- all of which she will miss. She informed the committee that the Executive Board of WPOA would be nominating a representative to take her place shortly.

PUBLIC - Ed Meese, The Criminal Justice Center is examining the impact of Proposition 13. He stated that the police do not seem to be affected by Proposition 13 as much as the district attorneys, public defenders and the courts. The Center is planning to gather, analyze and report on all the various questionnaires (regarding Proposition 13) and data being developed by numerous groups and associations.

CAAJE - Alex Pantaleoni, within the next few months, hopes to have a report finished regarding preservice training effects and an articulation of other types of training. He also expressed the concern of CAAJE that the present 6-unit requirement for peace officers does not present a challenge for the individual and CAAJE would like to see the requirement raised.

PORAC - John Riordan, reported that the PORAC conference would be November 27 through December 1 at the Sahara in South Lake Tahoe.

COMMUNITY COLLEGES - Win Silva, reported through vocational education funds they are able to revise the current Administration of Justice Program curriculum in the community colleges.

CAPTO - Dale Rickford, stated that the CAPTO Conference would be held in October and because of Proposition 13 attendance is anticipated to be reduced.

CHIEFS' ASSOCIATION - George Tielsch, reported that at the last Executive Board meeting several members had attended at their own expense because of budget cuts resulting from Proposition 13 and these members indicated they would have to resign from the Executive Board.

OLD/NEW BUSINESS

After discussion, it was requested that two items be placed on the agenda for the December meeting, (1) the possibility of eliminating reimbursement for basic training and devoting more money to advanced officer training reimbursement and (2) raising the college unit requirement from the present six units.

Otto Saltenberger stated that the Commission's next meeting's agenda will include appointments to vacated and expired Advisory Committee positions. Nominations have been or will be received from the CHP, the Sheriffs' Association and the WPOA. There are also two public-member positions that will be acted upon.

Being no further business to come before the Committee, the meeting adjourned at approximately 11 a.m.



SHERRY BOONE
Recording Secretary

Distribution: Advisory Committee
Commissioners
POST Staff

Memorandum

: All Commissioners

Date : October 5, 1978

Jake Jackson, Task Force Chairman

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

Subject: OCTOBER MEETING RESULTS OF THE TASK FORCE TO STUDY FUTURE BASIC TRAINING

A discussion was held regarding the reaction of the Commission at its July meeting to the Task Force's recommendation. The committee was in total agreement that they are in the first phase of studying future basic training and that it should be continued.

It was the UNANIMOUS CONSENSUS of the committee that the following points be brought out in the recommendation to the Commission.

1. Establishment of a cadet/trainee position for new personnel coming into the police field.
2. Establish 100% reimbursement by POST for these classifications up to \$750/\$800 per month.
3. Monies that are saved by the flat fee of \$750/\$800 per month be diverted to the certified field training programs to encourage the hiring of pre-trained personnel.

COMMITTEE RECOMMENDATION

Commission encourage the establishment of a trainee/cadet classification with 100% POST reimbursement up to \$750/\$800 per month. Any monies saved by the POTF from this financial incentive would be diverted to certified field training programs to encourage hiring of pre-trained personnel.

A comparison will be made at the October Commission meeting reflecting the impact the \$750/\$800 figures would have on the POTF.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title UPDATE ON IMPLEMENTATION OF RESERVE OFFICER STANDARDS		Meeting Date October 19-20, 1978
Division Executive Office	Division Director Approval <i>[Signature]</i>	Researched By Harold Snow
Executive Director Approval <i>[Signature]</i>	Date of Approval 9-21-78	Date of Report September 18, 1978
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:

This report is an update on implementation of reserve officer standards.

BACKGROUND:

Reserve Officer Standards were adopted by the Commission at the July 27, 1978 meeting.

ANALYSIS:

Implementation is on schedule with the following accomplishments attached as Bulletins:

1. Notification of Standards

Reserve Officers - Standards for Selection, Training, and Certification - BULLETIN 78-13

2. Certificate Procedures

POST Reserve Officer Professional Certification - BULLETIN 78-19

POST Reserve Officer Basic Course Equivalency Examination - BULLETIN 78-17

Reserve Officers - Certificates of Recognition - BULLETIN 78-16

3. Reserve Course Curriculum and Certification

Certification of Reserve Officer Courses - BULLETIN 78-18

The following activities are currently underway and are on schedule:

Certification of Reserve Courses, Printing and Issuance of Reserve Officer Certificates, Updated Reserve, Basic Equivalency Examination and POST Field Training Manual, Development of Reserve Field Training Guidelines and PAM Regulations/Procedures.

An oral report will be given to the Commission detailing reaction from the field and expected implementation problems.

Utilize reverse side if needed



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

August 9, 1978

BULLETIN 78-13

TO: Law Enforcement Administrators

SUBJECT: Reserve Officers - Standards for Selection, Training, and Certification

Following a public hearing on July 27, 1978, the POST Commission adopted the Reserve Officer requirements recommended by the POST Advisory Committee. The new standards are outlined in the enclosed document. This enclosure also lists approved definitions of certain phrases contained in the law.

The second enclosure outlines the training curriculum which will provide the basis for the "classroom" or "formal" training courses for the three levels of reserve officers.

Note should be taken of the fact that the Commission has not specified the "structured field training" subject matter to be covered in field training programs for reserve officers. It is suggested that departments make use of the POST Field Training Manual which was developed for regular officers. The manual is presently being updated and the new printing will be available later this year.

Decisions remain to be made regarding certification of courses for Level II and Level I reserve officer training. It is anticipated that current presenters of reserve officer courses will be eligible to present all certified reserve officer training courses.

It is also anticipated that courses will be made available in remote areas of the State. Critical to the feasibility of delivery of training to remote areas is sufficient numbers of reserve officer students. Departments will be contacted in the near future as part of POST's effort to evaluate reserve officer training needs in those areas.

POST Regulations and Procedures will be revised to include reserve officer requirements. Revisions will be forwarded to all holders of the POST Administrative Manual.

LOUIS L. SPORRER
Chairman

RESERVE OFFICER STANDARDS

The following requirements were adopted by the Commission on July 27, 1978. The requirements apply to all reserve officers appointed on or after January 1, 1979.

TRAINING STANDARDS

- Level III Reserve: PC 832 Course (40 hours).
- Level II Reserve: Two part requirement: (1) a certified PC 832 course (40 hours) and (2) a minimum of 40 hours or classroom instruction to include first aid, CPR, and the role of the backup officer. (80 hours total) (It should be noted, the law also requires this class of reserve to be engaged in a field training program.)
-
- Level I Reserve:
- a. Two part requirement: (1) 200-hour course prescribed by POST and (2) 200 hours of structured field training using the POST Field Training Manual as a suggested guide. Or,
 - b. Completion of regular basic course. The regular basic course is not required. Its completion is simply recognized as an acceptable alternative to the minimum requirement specified under Sub a.)

SELECTION STANDARDS

1. All Government Code requirements for peace officers as specified in Government Code Sections 1029-1031. The Government Code requires the following standards:

Section 1029. "Any person who has been convicted of a felony in this State or any other state, or who has been convicted of any offense in any other state which would have been a felony if committed in this State, is disqualified from holding office or being employed as a peace officer..."

Section 1030. "A classifiable set of the fingerprints of every person who...becomes employed, as a peace officer...whether with or without compensation, shall be furnished to the State Division of Criminal Identification and Investigation and the Federal Bureau of Investigation..."

Section 1031. "In any instance in which, after the effective date of this section, members of a class of public officers or employees are first declared by law to be peace officers or to have the powers of peace officers, each member of such class must meet at least the following minimum standards:

- (a) Be a citizen of the United States;
- (b) Be at least 18 years of age;
- (c) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record;
- (d) Be of good moral character, as determined by a thorough background investigation;
- (e) Be a high school graduate or pass the General Education Development test indicating high school graduation level;
- (f) Be found, after examination by a licensed physician and surgeon, to be free from any physical, emotional, or mental condition which might adversely affect his exercise of the powers of a peace officer."

- 2. Be interviewed personally by department head or his/her representative prior to appointment.

CERTIFICATES

Eligibility: Only reserve officers qualified for Level I assignment will be eligible for award of a professional reserve officer certificate.

Requirements: Completion of Level I training requirement (200-hour course prescribed by POST and 200 hours of structured field training), and

Completion of 200 hours of work experience while assigned to the prevention and detection of crime and the general enforcement of laws, and

Endorsement by agency head.

Requirements for Grandfathered Reserves: Such reserves must satisfy all certificate requirements. The training requirement may be satisfied by taking and receiving a passing grade on the Basic Course Equivalency test. The test may be taken only once.

Title: Distinctively labeled as "Reserve Officer Certificate."

Type: One type (contrasted with hierarchy of Basic, Intermediate and Advanced).

Renewal: Lifetime unless recalled for error/fraud.

Fees: No fee to be charged.

DEFINITIONS

The following are working definitions of terminology used in PC 832.6.

"working alone": This refers to a Level I reserve officer who works without immediate supervision and makes independent decisions. This definition does not preclude two Level I reserves or a Level I and a regular officer from working together.

"prevention and detection of crime and the general enforcement of laws: This refers to a Level I or Level II reserve officer assigned to:

- investigate crime, or
- patrol a geographic area and
- handle personally the full range of citizen requests for police services and
- take enforcement action on the full range of law violations for which the reserve's department has enforcement responsibility.

"immediate supervision: (refers to a Level II reserve only): A "supervisor" is routinely in the physical proximity of the reserve officer (i.e., the reserve officer acts under the direction of a qualified officer); however, this shall allow for temporary separations.

"field training program approved by POST" (refers to Level II reserve officers only): "An Approved Field Training Program (Level II Reserve) is a formalized on-the-job training program with instruction presented by experienced officers who are deemed qualified by the chief administrator. The program should be consistent with guidelines developed by POST for such programs."

"peace officer possessing a basic certificate":

This refers to a regular officer and precludes a Level II reserve officer from working under the supervision of another reserve officer, unless that reserve officer possesses a regular Basic Certificate awarded while he was a regular officer.

"limited function": (refers to Level III reserve officers only):

The language of law--"Deployed only in such limited functions as would not usually require general law enforcement powers...", must be interpreted by local administrators.

COURSE CONTENT FOR RESERVE OFFICER TRAINING REQUIREMENTS

LIMITED FUNCTION
RESERVE OFFICERS
Level III

RIDE ALONG
RESERVE OFFICERS
Level II

ALONE WORKING
RESERVE OFFICERS
Level I

(One Part Requirement - 40 Hours)

(Two Part Requirement - 80 Hours)

(Four Part Requirement - 400 Hours)

MODULE A - Arrest and Firearms (40)

MODULE A - Arrest and Firearms (40)

MODULE A - Arrest and Firearms (40)

Arrest

MODULE B - Level II Course (40)

MODULE B - Level II Course (40)

- A. Introduction
 - 1. Orientation 1
 - 2. Ethics 2
- B. Discretionary Decision Making 2
- C. Arrest, Search and Seizure 20
- D. Examination 1

- A. First Aide & CPR 15
- B. Role of Back-Up Officer 25
 - 1. Orientation
 - 2. Officer Survival
 - 3. Weaponless Defense & Baton
 - 4. Traffic Control
 - 5. Crime Scene Procedures
 - 6. Shotgun
 - 7. Crowd Control
 - 8. Booking Procedures
 - 9. Community Relations
 - 10. Radio & Telecommunication
 - 11. Examination

MODULE C - Level I Course (120)

- | | Hours* |
|--|--------|
| A. Professional Orientation | 3 |
| B. Police Community Relat. | 10 |
| C. Law | 25 |
| D. Communications | 7 |
| E. Vehicle Operations | 5 |
| F. Laws of Evidence | 8 |
| G. Patrol Procedures | 24 |
| H. Traffic | 10 |
| I. Criminal Investigation | 18 |
| J. Custody | 2 |
| K. Physical Fitness & Defensive Techniques | 4 |
| L. Examinations | 4 |

Firearms

- A. Moral Aspects, Legal Aspects and Policy 4
- B. Range 8
- C. Safety Aspects 2
- D. Examination (1)

*Hours and instructional topics may be adjusted with prior POST approval.

MODULE D - Structured Field Training (200)

Structured Field Training is an approved course presented by a police or sheriff's department with minimum content based upon the POST Field Training Guide. Departments are required to maintain documentation of course completion.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

September 8, 1978

BULLETIN 78-19

TO: Law Enforcement Administrators

SUBJECT: POST Reserve Officer Professional Certification

Following a public hearing on July 27, 1978, the POST Commission adopted the Reserve Officer requirements for the selection, training and professional certification of reserve officers. Effective immediately, the Commission will issue the Reserve Officer Certificate to all qualified persons who apply.

A reserve officer is eligible to receive the Reserve Officer Certificate, subject to the following qualifications:

1. Currently designated as a reserve peace officer as provided by Penal Code Section 832.6(a).
2. Satisfied the classroom training requirements for a Level I Reserve Officer established by the Commission. The minimum training is (a) completion of a 200-hour reserve basic course and must be substantiated by certificate of completion, transcript, etc.; and (b) 200 hours of structured field training, (the POST Field Training Manual is suggested as a guide). Note: A reserve officer may be able to satisfy the above minimum reserve training by successful completion of the POST Reserve Officer Basic Course Equivalency Examination (see POST Bulletin 78-17).
3. Completed no less than 200 hours of satisfactory service to a police or sheriff department while assigned to the prevention and detection of crime and the general enforcement of the criminal laws of this state.
4. The department has conducted an adequate background investigation including fingerprint check, a medical examination (which are in conformance with Government Code Sections 1029, 1030, and 1031), and the department head or his/her designee has interviewed the reserve officer.

Award of the Reserve Certificate is not automatic. An Application for the Award of Reserve Certificate (attached form) must be submitted to the Commission, signed by the applicant and the department head. Additional application forms and further information may be obtained from the Commission on Peace Officer Standards and Training, Administration Division, 7100 Bowling Drive, Suite 620, Sacramento, California 95823; telephone number (916) 322-2235.



LOUIS L. SPORRER
Chairman

Attachment

APPLICATION FOR AWARD OF POST RESERVE OFFICER CERTIFICATE	State of California Department of Justice Commission on Peace Officer Standards and Training 7100 Bowling Drive, Sacramento, California 95823	FOR POST USE ONLY Application Number
---	--	--

1. Name	Last	First	Middle	2. Birth Date	3. Sex	4. Race	5. Social Security Number
6. Name of Law Enforcement Agency Where Presently Serving as a Reserve Officer as Described in Penal Code Section 832.6(a)(1), (2) or (3)						7. Date Appointed as a Reserve Officer With Present Agency	
8. Present Rank or Title						9. Are you Sworn and Have Peace Officer Powers? Yes _____ No _____	
10. List of Names of Law Enforcement Agencies Where You Have Previously Served as a Reserve Officer				11. Rank/Title		12. Date	
						From	To
13. Basic Training School Attended				14. Course Length - Hours		15. Date Course Started	16. Date Course Ended

All Training Must Be Supported By
 Copies of Transcripts, Diplomas, Certificates and Other Verifying Documents Attached To This Application

DO NOT SEND ORIGINAL DOCUMENTS. SEND COPIES, AS THESE ITEMS WILL NOT BE RETURNED.

I attest that I have read and subscribe to the Law Enforcement Code of Ethics. I swear under penalty of perjury that all the information contained in this application is true and correct.

17. Signature of Applicant	Date
I recommend that the certificate be awarded. I attest that the applicant has been appointed as a reserve officer and the minimum standards set forth in Government Code Sections 1029, 1030 and 1031, and Penal Code Section 832 have been complied with. The applicant, in addition to field training, has completed no less than 200 hours of satisfactory peace officer service while assigned to the prevention and detection of crime and the general enforcement of the criminal laws of this state. In my opinion, the applicant is of good moral character and worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction substantiate the recommendation.	
18. Signature of Department Head	Date

FOR POST USE ONLY			
Name of Certificate	Training Institution	Certificate Number	Date Issued
Reserve			

Application Evaluated By	Evaluation Reviewed By	Evaluation Approved By



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

September 8, 1978

BULLETIN 78-17

TO: Law Enforcement Administrators

SUBJECT: POST Reserve Officer Basic Course Equivalency Examination

Following a public hearing on July 27, 1978, the POST Commission adopted Reserve Officer Requirements for training and professional certification. For reserve officers who are determined by their appointing authority to be exempt from the provisions of Penal Code Section 832.6(a)(1), the Commission directed that the training requirement may be satisfied by successfully taking the Reserve Officer Basic Course Equivalency Examination.

It is anticipated that POST will administer examinations during January and February 1979 to assist reserve peace officers who are otherwise eligible (as defined below). This examination is for persons who lack sufficient formal basic training or documentation of completion of such training. Persons who have completed training established by the Commission for reserves should not take the examination. A person designated as a reserve officer is not required by statute to have received the POST Reserve Officer Certificate.

An individual is eligible to participate in this Reserve Officer BCEE examination process if he/she is designated as a reserve peace officer and was so appointed prior to 1/1/79; has, by the time of taking the examination, completed no less than 200 hours of satisfactory peace officer service while assigned to the prevention and detection of crime and the general enforcement of the criminal laws of this state; and his/her department head requests the administration of the examination.

The examination will take approximately two hours to complete. An examination covering only selected portions will not be permitted. The examination will include the scope of subjects normally comprising the curriculum of a 200-hour Reserve Basic Course. Persons who are not thoroughly familiar with criminal justice procedures, the law, etc., as contained in a Reserve Basic Course may have difficulty passing the examination.

There is no single document which offers all the material to be studied. It is suggested that the notebooks and other related study materials of recent reserve or regular academy graduates may prove helpful to those who wish to prepare for the examination.

A reserve officer who fails to satisfactorily complete the examination cannot make up the deficiency and thereby be deemed to fulfill the training requirements of the Reserve Certificate. There is no make-up for those who fail the examination. The examination may not be taken a second time. Department heads are urged, when a reserve officer fails the Reserve Officer BCEE, to enroll the person in a Police Reserve Basic Course as a condition of further assignment as a reserve officer.

Award of the Reserve Certificate will not be automatic upon completion of the examination. Following successful completion of the examination, an Application for Award of Reserve Certificate, a POST form, must be submitted to the Commission. On that form, for the "Name of the Basic Training School"-- indicate "POST Reserve BCEE". An Application for Award of Reserve Certificate need not be accompanied by proof of successful completion of the examination. Each POST form, Application for Award of Reserve Certificate, related to an equivalency examination must be accompanied by documentation that the reserve officer has complied with the training requirements established by Penal Code Section 832. The POST Reserve Certificate will only be issued contingent upon the showing of satisfaction of this training requirement.

Departments that desire the Reserve Basic Equivalency Examination to be administered for eligible reserve officers must complete and forward the attached form, Reserve Officer Basic Course Equivalency Examination Application, to POST by November 1, 1978. Following receipt of the completed form, the Commission will make arrangements, on a regional basis, for the examination to be given and make all necessary notifications to the concerned departments. Only the reserve officers listed on the application will be permitted to take the examination. All necessary materials will be provided by POST. Examinations will be scored at POST Headquarters, and department heads will be advised of examination results by mail.

If further information is desired, please contact the Commission on Peace Officer Standards and Training, Operations Division, 7100 Bowling Drive, Room 100, Sacramento, California 95823; telephone number (916) 322-2180.

To list more reserve officers, make additional necessary copies of the Reserve Officer Basic Course Equivalency Examination Application.


LOUIS L. SPORRER
Chairman

Attachment



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

September 8, 1978

BULLETIN 78-16

TO: Law Enforcement Administrators

SUBJECT: Reserve Officers - Certificates of Recognition

Following a public hearing on July 27, 1978, the POST Commission adopted the Reserve Officer requirements for the selection, training and certification of reserve officers. POST Bulletin 78-19 explains the POST Reserve Officer Certificate that will be issued by the Commission to all reserve officers who meet the requirements for Level I Reserve Officers described in Penal Code Section 832.6(a).

The Commission will also provide Reserve Officer Certificates of Recognition for issuance by department heads. These certificates may be presented by department heads to persons upon designation as Level I, II, or III Reserve Officers and/or upon completion of related reserve officer courses of training.

A supply of Reserve Officer Certificates of Recognition will be sent upon request to all police and sheriff departments for issuance to their deserving reserve officers. (See reverse side for example.)

If further information or Certificates of Recognition are required, contact the Commission on Peace Officer Standards and Training, 7100 Bowling Drive, Sacramento, California 95823; telephone number (916) 322-2235.

LOUIS L. SPORRER
Chairman

Certificate of Recognition

Department

This is to attest that

Reserve Officer

*has met the statutory requirements of Penal Code
Section 832.6 and is designated a Level _____ Reserve Officer
as provided for by Penal Code Section 830.6(a).*

Department Head

Date

EXAMPLE

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250
SACRAMENTO, CALIFORNIA 95823

September 12, 1978



BULLETIN: 78-18

SUBJECT: CERTIFICATION OF RESERVE OFFICER COURSES

Pursuant to the POST Commission approval of training standards for reserve officers at the July 1978 Public Hearing, this bulletin provides direction concerning the certification of reserve courses.

Effective immediately, POST will accept requests for reserve course certifications using the application forms and procedures set forth in PAM, Procedure D-10, and subject to the following:

<u>Course Title</u>	<u>Certification Eligibility</u>	<u>Comments</u>
Arrest and Firearms (Module A - 40 hours)	Existing 832 P. C. Course Presenters	No need for additional courses is anticipated
Level II Reserve (Module B - 25/40 hours)*	Existing 832 P. C. and Regular Basic Course Presenters	Variable course length subject to completion of First Aid and CPR
Level I Reserve (Module C - 120 hours, or Module B & C - 160 hours, or Module A, B, & C - 200 hours)*	Existing Regular Basic Course Presenters	Variable course length subject to completion of Modules A & B

* Longer courses may be presented, but POST course certification is restricted to the hours indicated.

Institutions or agencies, other than those cited above, may be considered for the certification of their proposed courses upon demonstration of a regional need.

Requests for reserve course certification will be considered only if all course certification criteria are satisfied. It is recommended presenters coordinate course development activities, format, and scheduling with area law enforcement agencies and POST consultants prior to submission of requests.

Expanded course outlines for reserve courses are attached. Basic Course performance objectives noted in the course outlines only serve to provide detailed guidance to course presenters. Reserves shall be notified that Level I or II reserve training does not equate with any part of the regular Basic Course.

Questions and certification requests should be directed to the Commission on Peace Officer Standards and Training, Operations Division, 7100 Bowling Drive, Suite 100, Sacramento, CA 95823; telephone (916) 322-2180.

Louis D. Sporrer
LOUIS D. SPORRER, Chairman
Attachment

ARREST AND FIREARMS
(P.C. 832)

Module A - 40 Hours

Course Outline

	<u>Hours</u>
A. Introduction	
1. Orientation	1
a. Administrative procedures	
Registration and processing	
b. Overview of course	
Description of course content and examination procedures; notification of graduates to P.O.S.T. and attendance requirements	
c. Purpose of course (P.C. 832)	
History of and reasons for enactment of P.C. 832	
2. Ethics	2
a. Philosophy: Role of peace officer in society	
Explanation of the peace officer function within the criminal justice system and society; discussion of role perceptions and discrepancies among various segments of the public	
Illustrative Performance Objective: 1.2	
b. Professional obligations	
Law Enforcement Code of Ethics; discuss interagency coopera- tion within the criminal justice system; opportunities for individuals and professional improvement	
Illustrative Performance Objectives: 1.2, 8.38	
c. Personal and organization conduct and integrity	
Discusses ethical and unethical acts on and off duty; discusses how to maintain integrity within the organization	
Illustrative Performance Objectives: 1.3, 1.4	
B. Discretionary Decision Making	2
Discretion in criminal justice problems; identification of situation and alternative actions possible; alternatives to invoking the criminal justice process; the decision-making process	
Illustrative Performance Objective: 2.1	

C. Arrest, Search and Seizure

1. Laws on arrest

a. Definition of arrest

Explains those acts and circumstances which constitute a legal arrest; definition of a crime; explains when arrest may be deemed detention only

b. Explains statutes and case decisions which authorize arrests by peace officers

c. Probable cause

d. P.C. 150 and its limitations

Explains statutes which require and restrict citizen aid to peace officers

e. Rights of accused (Miranda)

Explains Miranda warning, admonition; rights to bail, telephone calls, counsel and arraignment, juvenile procedures

Illustrative Performance Objective: 3.38

2. Search and seizure

Defines search and seizure; explains exclusionary rule; defines circumstances under which searches and seizures are permissible; discusses Constitutional principles, federal and state case decisions affecting searches; stop and frisk

a. Incident to arrest

b. Search warrant

c. Consent

d. Exceptions to laws of search and seizure (e.g., court ordered search of probationer; agricultural inspections; parolee)*

Illustrative Performance Objectives: 4.7, 4.8

3. Methods of arrest

a. Physical arrest, search and transportation

How to make an arrest; safety precautions; when and how to handcuff; techniques of searching person and premises; how to safely transport prisoners

b. Citation

Explains legal and procedural provisions for releasing on written promise to appear in lieu of taking into physical custody; mechanics of citations

c. Arrest warrant

Defines warrants of arrest; differentiates between felony and misdemeanor warrants; explains endorsements; execution of warrants

Illustrative Performance Objectives: 8.14, 8.18, 8.19, 8.20

D. Firearms*

4

1. Moral aspects, legal aspects

Reviews those situations in which the use of deadly force is warranted; the legal restrictions imposed on the use of weapons by law, court decisions and agency firearms use policy. The moral aspects in the use of deadly force are stressed

2. Safety aspects of firearms

2

Explains basic nomenclature; care and cleaning; storage; transportation; range rules; emergency treatment of firearms injuries

3. Range

8

Firing of weapons used in employment. Emphasis is on function, capabilities, firing positions and accuracy; officer must demonstrate familiarity with weapon assigned

Illustrative Performance Objectives: 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.10, 7.13, 7.14, 7.15, 7.16, 7.17, 7.18

E. Examination

(1)

Written examination on all subject matter in the course including firearms when officer is required to carry firearm

*When applicable

LEVEL II RESERVE
MODULE B - 25-40 Hours

Course Outline

	<u>Hours</u>
A. First Aid and Cardiopulmonary Resuscitation content as specified by the State Department of Health ¹	15
B. Role of Back-Up Officer	25
1. Orientation ²	
a. Course	
Registration, Overview of Course, Content, Purpose, History and Reason for Enactment of P.C. 832.6	
b. The Back-Up Officer	
History and Role of Reserves, Duties and Responsibilities, Relationships with Regular Officers and Citizens, Personal Conduct and Attitude, Appearance, Equipment	
c. Laws Related to Reserves	
d. Department Rules and Regulations - Typical Content	
2. Officer Survival	
Patrol Techniques, Sniper-Ambush, Firebombs, Patrol Hazards, Pedestrian Approach	
Illustrative Performance Objectives: 8.37, 8.6, 8.7 ³	
3. Weaponless Defense and Baton	
Principles of Weaponless Defense, Armed Suspects, Baton Techniques, Demonstration and Practice	
Illustrative Performance Objectives: 12.6, 12.7, 12.8, 12.9	
4. Traffic Control	
Violator Contact, Traffic Stop Hazards, Citations, Traffic Direction, Vehicle Pullover, Miscellaneous Vehicle Stops, Felony High Risk Pullover	
Illustrative Performance Objectives: 9.7, 9.9, 9.10, 9.11, 9.12, 8.9, 8.10, 8.11	

5. Crime Scene Procedures

Crimes-in-Progress, Preliminary Investigation, Search

Illustrative Performance Objectives: 8.21, 8.22, 8.23, 8.24, 8.25, 10.1, 10.2

*6. Shotgun

Capabilities, Shooting Principles, Practice, Night

Illustrative Performance Objectives: 7.8, 7.11, 7.17, 7.18

7. Crowd Control

Principles, Field Problems, Unusual Occurences

Illustrative Performance Objectives: 8.43, 8.44, 8.39

8. Booking Procedures

Custody Orientation and Procedures, Illegal Force Against Prisoners, Adult and Juvenile Booking

Illustrative Performance Objectives: 11.1, 11.2, 11.3, 11.4, 11.5

9. Community Relations

Community Attitudes and Influences

Illustrative Performance Objective: 2.2

10. Radio and Telecommunications Use of Telephone and Radio

Illustrative Performance Objective: 5.6

11. Examination

Note: Other subjects may be included as local needs suggest. However, chemical agent training should not be considered as a part of the Level II Reserve Course. In adding subjects, consideration should be given to the content in Modules A & C.

* When applicable

Important Note:

Level II Reserve training does not equate with any part of the regular Basic Course

References

(Useful Supplementary Instructional Materials)

1. California Administrative Code, Title 17, Sections 6701-6722.
(Can be obtained from Local Red Cross Chapters)
2. Law and Order Training for Civil Defense Emergency, Instructor Guide-- Student Guide Part A-B, Defense Civil Preparedness Agency, Department of Defense, IG-10.1 A-B.
(Can be obtained from the Office of Emergency Services, Law Enforcement Division, P.O. Box 9577, Sacramento, CA 95823)
3. Performance Objectives for the POST Basic Course, Commission on POST, January 1977.
(Can be obtained from POST)

LEVEL I RESERVE

Module C - 120 Hours

Variable Course Length 120-200 Hours

Module C - 120 Hours

Module B & C - 160 Hours

Module A, B, & C - 200 Hours

Course Outline

	<u>Hours*</u>
A. Professional Orientation	3
1. History and Principles of Law Enforcement	
2. Unethical Behavior	
3. Administration of Justice Components	
4. Related Law Enforcement Agencies	
5. California Court System	
6. California Corrections System	
Illustrative Performance Objectives: 1.1, 1.4, 1.7, 1.8, 1.9, 1.10	
B. Police Community Relations	10
1. Citizen Evaluation	
2. Crime Prevention	
3. Stress Factors	
Illustrative Performance Objectives: 2.3, 2.4, 2.5	
C. Law	25
1. Introduction to Law	
2. Crime Elements	
3. Intent	
4. Parties to a Crime	
5. Defenses	
6. Probable Cause	
7. Attempt/Conspiracy/Solicitation Law	
8. Obstruction of Justice Law	
9. Theft Law	
10. Extortion Law	
11. Embezzlement Law	
12. Forgery/Fraud Law	
13. Burglary Law	
14. Receiving Stolen Property Law	
15. Malicious Mischief Law	
16. Arson Law	
17. Assault/Battery Law	
18. Assault With Deadly Weapon Law	
19. Mayhem Law	
20. Felonious Assaults Law	
21. Crimes Against Children Law	
22. Public Nuisance Law	

23. Crimes Against Public Peace Law
24. Deadly Weapons Law
25. Robbery Law
26. Kidnapping Law
27. Homicide Law
28. Sex Crimes Law
29. Rape Law
30. Gaming Law
31. Controlled Substances Law
32. Hallucinogens Law
33. Narcotics Law
34. Marijuana Law
35. Poisonous Substances Law
36. Alcoholic Beverage Control Law
37. Constitutional Rights Law
38. Local Ordinances
39. Juvenile Alcohol Law
40. Juvenile Law and Procedure

Illustrative Performance Objectives: 3.1-37, 3.39-41

D. Communications

7

1. Interpersonal
2. Note Taking
3. Introduction to Report Writing
4. Report Writing Mechanics
5. Report Writing

Illustrative Performance Objective: 5.1-5

E. Vehicle Operations

5

1. Introduction to Vehicle Operation
2. Vehicle Operation Factors
3. Code 3
4. Vehicle Operation Liability
5. Vehicle Inspection
6. Vehicle Control Techniques

Illustrative Performance Objectives: 6.1-6

F. Laws of Evidence

8

1. Concepts of Evidence
2. Privileged Communications
3. Witness Qualifications
4. Subpoena
5. Burden of Proof
6. Rules of Evidence
7. Legal Showup

Illustrative Performance Objectives: 4.1, 4.2, 4.3, 4.5, 4.6, 4.9

G. Patrol Procedures 24

1. Patrol Concepts
2. Perception Techniques
3. Observation Techniques
4. Beat Familiarization
5. Problem Area Patrol Techniques
6. Vehicle Checks
7. Wants and Warrants
8. Vehicle Search Techniques
9. Building Area Search
10. Missing Persons
11. Handling Disputes
12. Family Disputes
13. Repossessions
14. Landlord/Tenant Disputes
15. Labor Disputes
16. Defrauding an Innkeeper
17. Handling Sick and Injured Persons
18. Handling Dead Bodies
19. Handling Animals
20. Vehicle Impound and Storage
21. Mentally Ill
22. Mutual Aid
23. Unusual Occurrences
24. Fire Conditions
25. News Media Relations
26. Agency Referral

Illustrative Performance Objectives: 8.1, 8.2, 8.3, 8.4, 8.5, 8.8, 8.13, 8.15, 8.16, 8.17, 8.26, 8.27, 8.28, 8.29, 8.30, 8.31, 8.32, 8.33, 8.34, 8.36, 8.40, 8.41, 8.42

H. Traffic 10

1. Introduction to Traffic
2. Vehicle Code
3. Vehicle Registration
4. Vehicle Code Violations
5. Alcohol Violations
6. Psychology of Violator Contacts
7. License Identification
8. Traffic Accident Investigation
9. Traffic Accident Field Problem

Illustrative Performance Objectives: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.8, 9.13, 9.14, 9.15, 9.16

I. Criminal Investigation 18

1. Crime Scene Notes
2. Crime Scene Sketches
3. Latent Prints
4. Identification, Collection, and Preservation of Evidence
5. Chain of Custody
6. Interviewing

7. Local Detective Function
8. Information Gathering
9. Courtroom Demeanor
10. Auto Theft Investigation
11. Burglary Investigation
12. Grand Theft Investigation
13. Felonious Assault Investigation
14. Sex Crimes Investigation
15. Homicide Investigation
16. Suicide Investigation
17. Kidnapping Investigation
18. Robbery Investigation
19. Child Abuse Investigation
20. Vice and Organized Crime
21. Controlled Substances Abuse

Illustrative Performance Objectives: 10.3-21

J. Custody 2

1. Prisoner Rights and Responsibilities
2. Prisoner Release

Illustrative Performance Objectives: 11.6, 11.7

K. Physical Fitness & Defensive Techniques 4

1. Physical Disablers
2. Prevention of Disablers
3. Weight Control
4. Self-Evaluation
5. Lifetime Fitness

Illustrative Performance Objectives: 12.1-5

L. Examinations 4

* Hours and instructional topics may be adjusted with prior POST approval

Important Note:

Level I Reserve training does not equate with any part of the regular Basic Course in PAM; Procedure D-1

AGENDA ITEM SUMMARY SHEET

Agenda Item Title COURSE PRESENTATION FORMAT		Meeting Date October 19-20, 1978
Division Operations	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-4-78	Date of Report October 4, 1978
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:

Should certified Basic Courses be presented in extended format rather than only intensive format?

BACKGROUND:

The Commission has historically favored intensive formats, i.e., 8 hours per day, 5 days per week, for most non-legislatively mandated courses in the regular program.

Some deviations have been allowed such as Advanced Officer Courses for 8 hours per day, at least one day per month, for not to exceed 12 weeks. In the legislatively mandated area the 832 PC, Arrest and Firearms Course, has been presented in multiple formats for as little as 3 hours per day, one day per week, for 14 weeks or more.

ANALYSIS:

The prime issues have been quality control, student interaction and fatigue factors, and coordination of attendance and make-up of deficiencies occasioned by missing regular classes. The cases of an agency working officers 8 hours and then sending them to school for four more hours has been a problem.

RECOMMENDATION:

Allow extended format Basic Course presentations to be approved by staff for evaluation purposes for at least one year, providing an on-site course coordinator is present full-time, and only currently certified Basic Academies be authorized the use of this format. Additional guidelines will be developed for presentation at the January 1979 Meeting.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title PUBLIC SAFETY EDUCATORS, INC.		Meeting Date
Appeal Course Certification Denial		October 19, 1978
Division Executive Office	Division Director Approval	Researched By W. R. Garlingyon
Executive Director Approval <i>W. R. Garlingyon</i>	Date of Approval 10-4-78	Date of Report September 29, 1978
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 _____).

In June 1978, Public Safety Educators, Inc. submitted a request for certification of 12 presentations of its Officer Survival Course at various locations throughout the State. The proposed course would be 24 hours with a tuition of \$72 based upon maximum enrollment of 35 students. Total fiscal impact would be \$116,000.

In support of its request, Public Safety Educators cited the high priority identified for this type of training in the statewide Training Needs Assessment. They also stated that a questionnaire by their firm indicated that a large number of departments would utilize their course if it were certified and presented in their areas. They indicated they had experience presenting this course outside the State of California. Instructors for the course were proposed to be Los Angeles Police Department personnel.

In mid-July, the certification request was reviewed by Standards and Training Consultant George Estrada and Bureau Chief Glen Fine. A review of existing presenters revealed that CSTI was already approved for 24 presentations of Officer Survival Courses and San Bernardino Sheriff's Department for 4 presentations during this fiscal year. In Addition, the State Department of Justice is approved for approximately a dozen 8-hour presentations on this topic. In the opinion of these POST staff people, their evaluation indicated potential worth in delivering on-site presentations as proposed by Public Safety Educators.

A review of the proposal indicated several minor modifications and conditions which should be met if the course were to be certified. Glen Fine discussed these conditions and modifications with Bob Michael, representative of Public Safety Educators. Mr. Fine was assured that the modifications could and would be made and that desired conditions would be met if the course was certified.

The next review of this proposed course by the Operations Division Assistant Director Gerald Townsend resulted in a decision to delay the request for certification at that time. The principal reasons were:

1. Officer Survival training is expensive and a considerable amount of money is already being expended by POST with existing presenters. The additional \$116,000 expenditure is probably unnecessary.
2. Proposition 13 has created an unsettled condition with respect to

Utilize reverse side if needed

the training delivery system and the allocation of POT funds. Staff and the Commission need time to find out what this impact will be.

It was at this time I became aware of the matter via a phone call from Mrs. Michael who wanted me to change the staff decision. I told her I would meet with her husband since he would be in the area on other business, but that in all likelihood I would not change the decision. Due to a misunderstanding regarding the appointment date, I failed to meet with Bob Michael. However, by that time Mr. Fine had discussed the matter with me and I agreed that a review of the certification request should be delayed until after the Commission decided its reimbursement policy. This information was relayed by Mr. Fine to Bob Michael when he appeared for his aborted meeting with me on August 11.

Although I had not rejected the Public Safety Educators proposal, at Mrs. Michael's insistence for an appeal to the Commission, I have now reviewed the proposal sufficiently to deny the request. In addition to the previously stated objections, a check with C. S. T. I. (per Commission policy) indicates no need for the course. (C. S. T. I. has reduced the number of officer survival courses and will, if necessary, increase them to fill any need.)

Also, and most important, new contract courses are subject to the bid process. I have not had time to ascertain if other private or public agencies would bid, but I doubt if we can justify a sole source contract. We are experiencing great difficulty at this time with the award of private contracts, and I have had to develop a new policy statement for staff use in the development of contracts. (This appears as item "P" 2. under New Business.)

I regret that Public Safety Educators was to any degree encouraged in its attempt to obtain a contract. It should have been discouraged immediately, but our process, for which I am responsible, was faulty. The new contract policy should tighten control and help prevent inconsistencies in the future.

Recommendation:

Deny the appeal of Public Safety Educators, Inc.

Memorandum

To : Legislative Review Committee

Date : September 5, 1978

From : Commission on Peace Officer Standards and Training

Subject: LEGISLATIVE REVIEW COMMITTEE MEETING

There will be a Legislative Review Committee Meeting on Friday, October 13, 1978, 9:30 a.m. - 12 noon, at the New Otani Hotel, 120 South Los Angeles Street, Los Angeles.

AGENDA

Attachments

1. Summary of 1978 Legislation of Interest to POST
2. Impact of 1978 Chaptered Legislation of Interest to POST
3. 1978-79 Supplementary Budget Language - Proposed Response
4. Proposed Change in the Chemical Agent Training Standard for Private Security
5. Possible POST Legislation for 1979
6. Other

Herbert E. Ellingwood
HERBERT E. ELLINGWOOD, Chairman
Legislative Review Committee

Commission on Peace Officer Standards and Training

SUMMARY OF 1978 LEGISLATION OF INTEREST TO POST

<u>Bill Number</u>	<u>Subject</u>	<u>POST Position</u>	<u>Result</u>
ACR 124 (Mori)	Narcotic Training for Peace Officers: PCP	Approve	Passed (Resolution Chapter 90)
ACR 144 (Roos)	Peace Officer Definition: Legislative Study	Approve	Passed (Resolution Chapter 99)
ACR 160 (Bates)	Victims of Crime: Basic Trng. (Previously 2909)	Approve	Died
SB 236 (Zenovich)	Polygraph Examiners	Oppose	To Interim Study
SB 418 (Behr)	Medical Records: Waiver	Watch and oppose, if waiver deleted	Died
AB 517 (McVittie)	Federal Officers: Peace Officers Powers	Oppose	Died
AB 1068 (Fazio)	Administrative Adjudication of Vehicle Code Violations	Watch	Passed (Chapter 722)
SB 1126 (Presley)	Basic Course: Preferential Enrollment for Employed Officers	Approve	Passed (Chapter 1260)
SB 1127 (Presley)	Drunk Driving Fines: Crime Labs	--	Passed (Chapter 790)
SB 1189 (Nejedly)	Appointment of Reserve Deputy Marshalls Contra Costa County	--	Passed (Chapter 99) Chaptered out by Chapter 1401
SB 1244 (Zenovich)	Correctional Officers: County Jails	Seek Amendments	Vetoed
SB 1436 (D. Carpenter)	Records: Peace Officers	--	Passed (Chapter 630)
SB 1502 (Alquist)	Peace Officers: Airport Security, POST Reimbursement	Oppose, unless amended	Died
SB 1513 (Johnson)	Bill of Rights Extended to State Officers	--	Passed (Chapter 1175)
SB 1759 (Robbins)	Reserve Peace Officers: Authority	No position, if purpose limited to carrying firearms off duty	Died.
SB 1808 (Ayala)	Specialized Law Enforcement Certification Program: Required establishment by POST	Oppose	Died
SB 1893 (Dunlap)	Community College Attendance Accounting: Short Term Courses	Approve, suggest inclusion of non-credit courses	Passed (Chapter 1028)
AB 1902 (Knox)	D.A.'s Investigators: POST Reimbursement	Oppose	Died.

SB 1927 (P. Carpenter)	Peace Officer Certification (Same as AB 1603)	Oppose	Died
SB 1931 (Beverly)	Tear Gas Training for Citizens: Interim study Removes POST		Passed (Chapter 730)
AB 1979 (Vasconcellos)	Probation Officers: POST reimbursement 4 added to Commission	Oppose	Died
AB 1987 (Vasconcellos)	Out of District Cost: Community Colleges	--	Passed (Chapter 32)
SB 1995 (Zenovich)	Peace Officers: Felons Exempts persons holding Certificate of Rehabilitation	Oppose	Died
AB 2233 (Hughes)	Burglary Prevention: DOJ Pilot Project	--	Passed (Chapter 580)
AB 2254 (Boatwright)	D.A. & Public Defender's Training Appropriation from P.O.T.F.	Oppose, unless amended	Died
AB 2491 (Antonovich)	Required Child Abuse & Neglect Training: POST	Approve in principle, prefer legislative resolution	Passed (Chapter 1225)
AB 2664 (Fenton)	Requires POST Testing for Basic Course	Oppose	Passed (Chapter 1193)
AB 2802 (Chimbole)	Training standards: Local Detention Facilities: POST	Approve	Died
AB 2823 (Ellis)	Safety Equipment: Police Officers and Deputy Sheriffs	--	Passed (Chapter 939)
AB 2900 (Fenton)	POST Certification Program	Oppose	Died
AB 2913 (Kapiloff)	First Aid Training: Peace Officers, Basic Training, 3-year CPR refresher	Approve	Passed (Chapter 963)
AB 2915 (Kapiloff)	Arrest and Firearms Training: Deletes one year	Oppose	Passed (Chapter 1194)
AB 2916 (Kapiloff)	Public Safety Officers: Confidential Information	--	Passed (Chapter 775)
AB 2971 (Levine)	California Crime Resistance Task Force	Neutral	Passed (Chapter 578)

Commission on Peace Officer Standards and Training

IMPACT OF 1978 CHAPTERED LEGISLATION OF INTEREST TO POST

(Laws Effective January 1, 1979, Unless Otherwise Noted)

Bill Number and Author
Chapter Number
Subject

Code Section(s) Affected

Impact

*ACR 124 Mori
Resolution Chapter 90
Narcotic Training
For Peace Officers

- Legislative request of POST to develop a certified training program regarding PCP covering specified areas designed specifically to meet the needs of police patrol officers and available to law enforcement agencies on request.
- It is expected an optional training package for use in the Basic, Advanced Officer and other courses will be developed.

*ACR 144 Roos
Resolution Chapter 99
Peace officer Definition:
Legislative Study

- Creates an ad hoc legislative committee called Joint Committee on Peace Officer Classification to study peace officer classes, their powers, duties, training, etc., with a final report to be filed not later than December 30, 1979.
- This study has potential for identifying needed changes in Penal Code Section 830 which defines peace officers.
- Because of the relationship of peace officer powers and training standards, POST has offered staff research assistance to the Committee.

AB 1068 Fazio
Chapter 722
Administrative Adjudication
of Traffic Infractions
Gov. Code 74191.7
Vehicle Code 40600,
40650 et al.

- Establishes a five year pilot project for the Counties of Placer, Sacramento, Yolo and others as specified to adjudicate traffic infractions by means of DMV Hearing Officers instead of the courts.
- Legislative declaration that, although traffic safety violations would be handled administratively; peace officer authority to apprehend drivers for violations would not be diminished.
- All monetary sanctions and penalty assessments collected are required to be deposited in the Administrative Adjudication Fund, which is created by the bill to be apportioned according to existing law.
- No adverse impact on the Peace Officer Training Fund is anticipated.

*SB 1126 Presley
Chapter 1260
Basic Course: Preferential
Enrollment for Employed
Officers
Penal Code 832.3

- Authorizes community colleges to give preference in enrollment to employed law enforcement trainees for the Basic Course.
- At least 15 percent of each presentation shall consist of non-law enforcement trainees if they are available.
- Preference should only be given when the trainee could not complete the course within the time required by statute, and only when no other training program is reasonably available.
- Average daily attendance for such courses shall be reported for state aid.

*Impact Upon POST and/or Law Enforcement Training

Chapter Number

Subject

Code Section(s) AffectedImpact

- *SB 1127 Presley
Chapter 790 (Effective 9-18-78)
Drunk Driving Fines, Crime Labs
Penal Code 11050.5, 1463.14
Vehicle Code 23101-23106
- Increases fine \$25 for drunk driving convictions.
 - Extra fine will pay for laboratory tests administered by the Department of Justice and local agencies.
 - Penalty assessment applies also to the \$25.00.
 - Provisions of bill to be repealed 7-1-80.
- *SB 1436 D. Carpenter
Chapter 630
Records: Peace Officers
Evidence Code 1043, 1044, 1045
Penal Code 832.5, 832.7, 832.8
- Requires departments or agencies which employ peace officers to establish a citizen's complaint procedure.
 - Requires information derived from the investigation of citizens' complaints become part of a peace officer's personnel record.
 - Requires complaints and reports to be retained five years.
 - Defines and classifies peace officer "personnel records" as confidential, except for investigations or proceedings conducted by a grand jury or DA's office.
 - Delineates the circumstances under which such discovery can be asserted.
 - Court determines in chambers the relevance of records to pending litigation.
 - Excludes from discovery (1) information consisting of complaints concerning conduct more than 5 years before the event or transaction which is the subject of litigation, (2) in any criminal proceeding the conclusions of any officer investigating a complaint filed pursuant to Section 832.5 PC and, (3) remote facts.....
- SB 1513 Johnson
Chapter 1175
Bill of Rights Extended to State
Peace Officers
Gov. Code Section 3301
- Amends existing law on Public Safety Officers Procedural Bill of Rights by expanding the definition of "public safety officer" to include all 8,500 peace officers employed by the State.
 - Provides rights to officers under investigation with respect to the time of interrogation, nature of investigation, length of interrogation, transcription of interrogation, representation and other rights related to discrimination and discipline.
- *SB 1893 Dunlap
Chapter 1028
Community College Attendance
Accounting: Short-Term Courses
Education Code 84502, 84521
- Extends current law by authorizing community college average daily attendance (ADA) for credit courses which are scheduled for a period of time other than the full term of a quarter or semester (most POST certified courses at community colleges qualify for ADA under this provision.
 - Allows for flexible course scheduling.

Impact

*S8 1931 Beverly
Chapter 730
Tear Gas for Citizens:
Removes POST
Penal Code: 12403.7

- Deletes the prerequisite that citizen tear gas courses can be approved only at institutions approved by POST and substitutes the Department of Justice as the entity to approve such institutions.
- Provides DOJ flexibility to approve both public and private institutions.
- Requires DOJ to issue a certificate of completion and charge fees for such services.

*AB 1987 Vasconcellos
Chapter 32 (Effective 3-9-78)
Community College: Out of
District Tuition
Education Code: 84529

- Provides that where 50% or more of the enrollment in a police or fire training course consists of residents from other community college districts, all students enrolled may be, rather than shall be, deemed residents of the community college district offering the course.

AB 2233 Hughes
Chapter 580
Burglary Prevention:
Pilot Project-DOJ

- Appropriates \$20,000 from the State General Fund to the Department of Justice for expenditure in combination with federal funds for a pilot project including specified purposes relative to burglary prevention and education.
- Requires expenditures on burglary prevention and education activities in a low income, high crime urban residential community to reduce crime.....
- One year pilot project duration.

*AB 2491 Antonovich
Chapter 1225
Required Child Abuse and
Neglect Training: POST
Penal Code: 13517

- Requires POST to prepare optional guidelines establishing standard procedures which may be followed by police agencies in the detection, investigation, and response to cases in which a minor is a victim of an act of abuse or neglect prohibited by law.
- Requires inclusion of such instruction in the Basic Course on or after July 1, 1979.
- Requires POST to prepare and implement an optional course of training for specialists in the investigation of such cases.
- This subject is already extensively covered in the Basic Course and should result in only minor revisions with no increase in course length.

*AB 2664 Fenton
Chapter 1193
Requires POST Testing for
Basic Course
Penal Code Section 832.3

- For the purpose of standardizing Basic Course training, the Commission shall develop a trainee proficiency testing program including a standardized examination which enables:
 - (1) comparisons between presenters of such training, and
 - (2) development of a data base for subsequent training programs.
- Requires presenters to administer the exam.
- Nothing in this law shall make the completion of such examination a condition of successful completion of the required training.
- \$48,646 appropriated from POTF for the period January 1 - July 1, 1979.

Chapter Number

Subject

Code Section(s) AffectedImpact

- AB 2823 Ellis
Chapter 939
Safety Equipment: Police
Officers and Deputy Sheriffs
Government Code: 50081, 50081.1,
50081.2
- Recommends that local agencies furnish specified additional equipment to police officers and deputy sheriffs, but are not reimbursable pursuant to Section 50082.
 - Authorizes local agencies to furnish certain additional equipment to specified officers assigned to solo motorcycle or helicopter duty.
 - Legislative intent of this act is declared to not overrule the holding in Oakland Police Officers Association V. City of Oakland 30 Cal. App. 3d96, or to affect the requirements of Section 6401 of the Labor Code.
- *AB 2913 Kapiloff
Chapter 963
First Aid Training for
Peace Officers
Health and Safety Code: 217
Penal Code: 13517
- Requires first aid and cardiopulmonary resuscitation (CPR) training to be included in the Basic Course.
 - Reduces the frequency of refresher CPR from every year to every three years.
- *AB 2915 Kapiloff
Chapter 1194
Arrest and Firearms Training
Penal Code: 832
- Deletes the 12-month period from Penal Code Section 832 and requires completion prior to assignment with specified exceptions.
 - Peace officers described in Section 832.3 shall satisfactorily complete the training required by 832 as part of the training and under the limitations set forth in Section 832.3
- AB 2916 Kapiloff
Chapter 775
Public Safety Officers:
Confidential Information
Government Code 3303
- Provides that a representative of a defined public safety officer under investigation for a non-criminal matter has the right to a representative of his choice and the confidentiality of information received by such a representative.
 - Representative shall not be required to disclose, nor be subject to punitive action for refusing to disclose any information received.
- AB 2971 Levine
Chapter 578
California Crime
Resistance Task Force
Penal Code: 13840 - 13845
- Creates a Crime Resistance Task Force in the Office of Criminal Justice Planning to serve in an advisory capacity in the award of funding grants to local agencies for specified crime resistance (prevention) and citizen involvement programs.
 - Grants for the training of peace officers in community orientation and crime prevention to be coordinated with POST.

Hon. Dennis Carpenter, Chairman
Joint Legislative Budget Committee
California State Legislature
State Capitol, Room 2062
Sacramento, CA 95814

Dear Senator Carpenter:

The 1978/79 Budget contains the following Supplementary Budget language concerning the Commission on Peace Officer Standards and Training:

"Prior to December 31, 1978, the commission shall adopt regulations recognizing federal peace officer training as credit toward the Commission on Peace Officer Standards and Training certification. "

In response to the Budget Committee's direction, I am pleased to inform you the Commission has a long-standing policy of recognizing federal peace officer training as credit toward requirements for POST Professional Certificates. The following Specification F-1-4 has been interpreted to permit recognition of federal peace officer training toward education or training points:

"Basis for Qualification: To qualify for award for certificates, applicants shall have completed combinations of education, training, and experience as prescribed by the Commission.

- a. Education Points: One semester unit shall equal one education point, and one quarter unit shall equal two-thirds of a point.
- b. Training Points: Twenty classroom hours of police training approved by the Commission shall equal one training point. "

This policy allows former federal peace officers employed by an agency participating in the POST program to receive credit for POST certificates based on their federal training and experience. However, POST certificates have no impact upon peace officer status. Only the Legislature, under Penal Code Section 830, grants peace officer authority to specific classes of individuals. Currently, only certain federal officers have been granted California peace officer authority under Section 830.4 (a) (13).

Except as provided by Penal Code Section 832 (d), POST certificates, which are certificates of achievement, do not satisfy legislative training mandates such as Penal Code Section 832--Arrest and Firearms. The Commission can and does demand compliance with all laws from POST member agencies through its ability to withhold reimbursement or certificates. However, POST has no authority or ability to require compliance from those not in the reimbursement or certification programs, such as federal agencies.

I believe this response addresses the 1978/79 Supplementary Budget language. If you have questions or further direction regarding this matter, please call me at 445-4515.

Sincerely,

WILLIAM R. GARLINGTON
Executive Director

cc: Bill McVittie, Assemblyman
Wm. G. Hamm, Legislative Analyst
Senator James R. Mills, President pro Tempore
Assemblyman Leo T. McCarthy, Speaker of the Assembly
Roy M. Bell, Director, Department of Finance
Daniel Boatwright, Chairman, Ways & Means Committee

Memorandum

To : Legislative Review Committee

Date : September 19, 1978

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

Subject: PROPOSED CHANGE IN THE CHEMICAL AGENT TRAINING STANDARD FOR PRIVATE SECURITY

ISSUE:

This report recommends POST: (1) Change the chemical agent training standard for private security from the peace officer course to the private citizen course, (2) Introduce legislation to repeal Penal Code Section 12403.5, which requires private security officers, if they purchase, possess, or transport tear gas, to complete a course of instruction approved by POST.

BACKGROUND:

On January 1, 1971, Penal Code Section 12403.5 became law and requires the completion of a course in the use of tear gas approved by POST for private security officers. See attachment 1.

On December 9, 1971, the Commission designated the 8-hour peace officer chemical agent training course (Penal Code Section 12403) as the standard which satisfies the private security chemical agent course. The action was based upon the availability of peace officer courses, lack of an alternative course vehicle, and the desire not to devote staff time to certifying separate private security training courses.

ANALYSIS:

Several developments and problems have arisen which indicate a need for the above recommendations including:

1. An analysis of the attached curriculum comparison between the citizens and peace officer chemical agents courses suggests that the citizens course is a more appropriate curriculum to meet the needs of private security officers. Private security officers do not use the great range of gas and equipment peace officers use nor are they called upon for crowd control or removal of barricaded subjects.

2. In recent times, private security officers have been arrested and/or detained for failure to present evidence of having successfully completed the course. Neither the law nor POST require that presenters provide certificates of completion. In administering the citizen's course DOJ has standardized certificates of completion and tear gas permits.
3. POST has received an increasing number of course approval requests (approximately 100 formal and informal requests since July 1976) which have been denied based upon Commission policy to designate only public institutions with POST certified courses.
4. Penal Code Section 12403.7 became operable July 1977 and requires chemical agent training for private citizens who possess chemical agents for self-defense purposes. The Department of Justice was given the responsibility to administer the law including certification of citizen courses, which are 2-4 hours in length. DOJ has certified 41 public institutions to date and contemplate certifying private presenters as a result of the passage of SB 1931, which will increase the availability of this course.
5. A spokesman for the Bureau of Collection and Investigation, Consumer Affairs has indicated its agency is advising the private security industry upon inquiry that either course (citizens or peace officer) will satisfy the requirement.

If implemented, these recommendations would have the following advantages:

1. Make the chemical agent training standard for private security consistent with the actual needs which is self-defense in nature.
2. Resolve the persistent problem of private vendor course approval requests and thus reduce POST staff workload in answering inquiries.
3. Provide a remedy for the lack of standardized documentation for this training.
4. Reduce potential criticism in POST's handling of private security legislative training mandates.
5. Remove, in part, POST's responsibility for private security which is consistent with past Commission policy.

RECOMMENDATION:

1. Submit for public hearing a proposal which after an appropriate date designates the citizens chemical agent training course as the standard for private security chemical agent training course under Penal Code Section 12403.5.
2. In the 1979-80 Session, introduce legislation to repeal Penal Code Section 12403.5, because the statute no longer is necessary.

WILLIAM R. GARLINGTON
Executive Director

Attachments:

1. P.C. Sections 12403, 12403.5, 12403.7, and 13514
2. Curriculum Comparison Chart

COURSE COMPARISONS

POST's Chemical Agent Training Course
for Peace Officers & Private Security

DOJ's Chemical Agent Training Course
for Citizens

- Comments:
1. Both offensive and defensive in nature
 - removal of barricaded persons, crowd control
 - tactics
 2. Instruction in a variety of chemical agents & dispensers (mace, grenades, shotgun launchers, tear gas guns, pepper foggers)
 3. Private security officers have no need for much of this instruction

Course Outline:

- A. Legal and Ethical Aspects
 1. Penal Code Sections 12403, 12403.1, 12420, 12421, & 12450
- B. Chemical Agent Familiarization
- C. Medical and Safety Aspects
- D. Use of Equipment
- E. Simulations and Exercises

- Comments:
1. Only defensive in nature
 2. Only one chemical agent - mace (hand-held)
 3. Private security officers need only mace training

Course Outline:

- I. Introduction
 - A. Penal Code Section 12403.7
 1. Self-Defense Only
 - B. History of Chemical Agents
 - C. Aerosol Weapon
- II. Effectiveness as a Self-Defense Weapon
 - A. Limitations and Capabilities
 - B. Effects of Aerosol Weapon
- III. Mechanics of Tear Gas Use
- IV. Medical Aspects and First Aid
- V. Practical Use
- VI. Field Training & Demonstration

STATE LAWS OF INTEREST TO POST

Tear Gas; Chemical Agents--Peace Officers (Required Course)	P. C. 12403
<p>Nothing in this chapter shall prohibit any person who is a peace officer as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 from purchasing, possessing, or transporting any tear gas weapon for official use in the discharge of his duties, if such weapon has been certified as acceptable under Article 5 (commencing with Section 12450) of this chapter and if such person has satisfactorily completed a course of instruction approved by the Commission on Peace Officers Standards and Training in the use of tear gas.</p>	
Private Security--Chemical Agents	P. C. 12403.5
<p>Notwithstanding any other provision of law, a person holding a license as a private investigator or private patrol operator issued pursuant to Chapter 11 (commencing with Section 7500), Division 3 of the Business and Professions Code, or uniformed patrolmen employees of a private patrol operator, may purchase, possess, or transport any tear gas weapon, if it is used solely for defensive purposes in the course of the activity for which the license was issued and if such person has satisfactorily completed a course of instruction approved by the Commission on Peace Officer Standards and Training in the use of tear gas. (Added by Stats., 1971, c. 1651, p. 3557, S 2.)</p>	
Tear Gas; Mace--Private Citizens	P. C. 12403.7
Tear Gas--POST Development	P. C. 13514
<p>The commission shall prepare a course of instruction for the training of peace officers in the use of tear gas. Such course of instruction may be given, upon approval by the commission, by any agency or institution engaged in the training or instruction of peace officers.</p>	

Memorandum

To : Legislative Review Committee

Date : September 18, 1978

From : Executive Office
Commission on Peace Officer Standards and Training

Subject: POSSIBLE POST LEGISLATION FOR 1979

Consistent with the policy to provide leadership regarding selected legislation pertaining to POST's mission and goals in improving law enforcement, the following is a compendium of possible legislation the Commission may wish to consider sponsoring in 1979. These substantive and technical items are presented in descriptive-conceptual form as possibilities only and not as recommendations. Once the Legislative Committee's specific recommendations are acted upon by the Commission, draft legislation will be returned for Commission approval prior to introduction.

Substantive

1. Add Penal Code Section - Establishment of a Law Enforcement Agency Census. Because there is a need for information on the number and type of peace officers/law enforcement agencies, this proposal authorizes POST to establish a Law Enforcement Agency Census. This would require all agencies who employ peace officers to annually provide POST such information as its address, phone number, number and type of peace officers, etc. Census information would be published for use by the Legislature, law enforcement agencies, and POST.
2. Amend Government Code Section 1031 (a) - Citizenship Requirement for Peace Officers. Should the Federal District Court in Los Angeles rule the citizenship provision of the California statute to be invalid, POST should introduce legislation which would require citizenship for specified peace officers.
3. Amend Penal Code 12002 - Baton for Private Security. This statute requires private security officers, if they carry an approved baton, to complete related training prescribed by POST. This proposal transfers the responsibility to Consumer Affairs, authorizes the charging of fees, and requires course presenters to issue, and private security officers to possess, an appropriate card.

4. Amend Vehicle Code Section 42052 - Penalty Assessment Disposition. This statute establishes the 75-25% formula for distributing penalty assessment revenues. It is reported the Legislature will, in 1979, seek to abolish the Driver Training Penalty Assessment Fund, which now receives 75% of the assessments. This proposal is to establish a separate State Law Enforcement Training Fund by earmarking an undetermined percentage of the existing 75% Driver Training Fund to enable POST to reimburse Specialized Law Enforcement Agencies at the State level, Marshals, and DA's Investigators.
5. Amend the Education Code or 1979-80 State Budget - Add Public Safety Courses to List of Priority-Funded Courses. The 1978-79 State Budget (Item 316.1) requires certain adult courses (handicapped, short-term vocational classes with high employment potential, basic skills, and others) to receive a proportionate level of funding as the previous year. This proposal is to amend the Education Code or the 1979-80 Budget by including "Public Safety Courses" in keeping with the spirit of Proposition 13 bail-out legislation.

Technical

6. Repeal Penal Code Section 12403.5 - Chemical Agent Training for Private Security Officers. If POST designates the citizens chemical agent course as the training standard, Penal Code Section 12403.5 would be obsolete.
7. Repeal Penal Code Section 13515 - Police Citizens Guidebook. The statute is dormant because no funding has been made available from specified sources. It is suggested this section be repealed.
8. Amend Penal Code Section 13510.5 - State Agency Training Standards. This statute has become confused as to which state peace officers are included because of subsequent changes to Section 830 et seq., which define and designate peace officer groups. This proposal would delete reference to state agency peace officers by code section and substitute the names of peace officer groups originally intended to be affected.
9. Amend Vehicle Code Section 40600 - Traffic Accident Investigation Training. This statute requires peace officers to successfully complete at least 40 hours of instruction approved by POST in the investigation of traffic accidents when the officer desires to issue a written notice of violation This proposal would delete reference to "at least 40 hours" so as to provide greater flexibility in setting standards.

Memorandum

To : ALL COMMISSIONERS

Date : October 17, 1978

Robert F. Grogan

From : **Commission on Peace Officer Standards and Training**Subject: **VALIDATION COMMITTEE STATUS REPORT**

The Job Analysis Project of the California entry-level patrol officer position is nearing completion. Five one-day work seminars have been scheduled to develop the final information needed to complete the project. Approximately 60 law enforcement agencies have been requested to provide additional assistance in this last stage of the project.

POST's Job Analysis Project began in September 1977. Task analysis questionnaires were administered to a sample of participating departments' patrol officers and patrol supervisors. The completion of these questionnaires by the 222 participating California agencies generated data that has since been systematically analyzed by POST project staff. This analysis completed Phase I of the project.

Project staff is now ready to begin Phase II, the final phase. This will involve supervisory/command-level personnel providing information concerning the importance of certain skills, knowledge, abilities, and other characteristics needed for successful performance of the tasks identified in Phase I. This information is necessary to staff for the development of selection procedures and instruments for entry-level employment applicants.

The Law Enforcement Assistance Administration announced on September 30, 1978, the award to POST of \$134,753 to produce a manual for selection procedures for entry-level law enforcement officers. The manual is planned to include material on job analysis, background investigations, medical exams, reading and writing skills, physical ability or performance, job announcements, and job application forms.

This grant will provide for the adaptation of existing or yet to be produced POST materials for use in the other states.

Agenda Item M. VALIDATION COMMITTEE STATUS REPORT

No handout. This will be an oral report.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Control Data Corporation Proposal		Meeting Date October 19-20, 1978
Division Operations	Division Director Approval <i>[Signature]</i>	Researched By Gerald E. Townsend
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-4-78	Date of Report October 4, 1978
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:

Control Data Corporation wishes to explore the potential of placing POST-developed curricula and testing materials on their computer-extended instructional system for statewide and, ultimately, national accessibility. They wish to award \$150,000.00 to NASDLET and establish an Advisory Committee representing the California Commission, NASDLET and the Control Data Corporation.

BACKGROUND:

In June of 1978 the Control Data Corporation met with the Executive Director to outline potential applications of computer technology to training programs. As a result of several meetings, Control Data Corporation set up a computer terminal in the POST offices to allow staff hands-on opportunities to become familiar with the State of the Art. As a result of their becoming aware of our program requirements, they developed a proposal to their corporate headquarters which has been approved. The grant basically will place Modules A and B of the Reserve Officers Training Course and a module that may have national application; such as, first-aid for police, into their PLATO computer system.

ANALYSIS:

The grant is essentially "passed through" as the biggest portion of the monies will be returned to a Control Data Corporation subsidiary to defray costs of programming the curricula into computer format. It is anticipated that additional programmed instruction; such as, workbooks, film strips or other audio-visual aids will be part of the learning package. It would include a demonstration evaluation in selected law enforcement agencies. The potential for remote area coverage is quite high.

Control Data is requesting POST Commission approval and assistance in identifying agencies to demonstrate the program and some staff time to assist in identifying subject matter experts and advisory committee guidelines.

It is anticipated that the NASDLET, National Association of State Directors of Law Enforcement Training, will be the grantee and will provide representatives to serve on the Policy Guide Committee to assure potential for national application. Control Data will also pay out of the grant for locally identified subject matter experts and Advisory Committee members.

Utilize reverse side if needed

In light of the legislative requirements to provide Reserve Officer training in remote areas of the State on a convenient basis, it would appear that there is considerable potential through this vehicle as a delivery system. More importantly, with the legislative requirement to test each graduate of Basic Academies, this would be both a convenient and a secure method of complying.

Other potential applications present themselves. Particularly notable would be the possibility of an applicant for a law enforcement position taking a reading skills level placement test using this vehicle and then presenting documentation of skill level to the prospective employer at time of application.

It is understood and can be spelled out in writing that there are no commitments or obligation accruing either to Control Data or to the Commission from conceptual approval and limited staff support to this effort. It is, however, of considerable assistance to the Commission staff in exploring appropriate methods to meet our legislative mandates. There are no fiscal requirements presented that would require Peace Officer Training Fund use other than the limited staff time which would be expended in this area in any case.

RECOMMENDATION:

Approve presentations on a pilot, experimental basis to determine the basic practicality and cost effectiveness of placing certain curricula into this mode of delivery system.

Note: Representatives from Control Data Corporation will be present at the Commission meeting and will demonstrate the PLATO System technology after the Commission meeting on Thursday.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Exemplary Program: Peace Officer Family Stress		Meeting Date October 19-20, 1978
Division Operations	Division Director Approval <i>[Signature]</i>	Researched By Gene Pember
Executive Director Approval <i>[Signature]</i>	Date of Approval 9-29-78	Date of Report September 29, 1978
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 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:

This Exemplary Program (see attached booklet) You Know You're A Peace Officer's Wife When...., is directed toward local agencies to provide them with an important additional tool to personally combat the debilitating effects of job induced stress. More than any one other single factor, stress has been held responsible for increasing temporary and permanent loss of law enforcement personnel effectiveness and as such contributes excessively to the high cost of disability, premature job separation and great social loss.

BACKGROUND

A study of more than 2,300 officers in 29 departments around the country by the National Institute of Occupational Safety and Health (NIOSH), reported by Police Magazine in July 1978 (p. 45), reports that 37 percent of the officers have serious mental problems, 36 percent have serious health problems, 23 percent have serious alcohol problems, and 20 percent have serious problems with their children. Divorce rates are nearly twice as high as for other occupations and suicide rates are estimated between two and six times the national average. Most, if not all, is stress induced.

Some local agencies have developed their own stress reduction programs, including wives orientation programs. POST has been asked to make statewide seminars available; a costly program. A better approach is to provide local agencies with the ability to develop their own internal programs. This booklet provides that means.

ANALYSIS:

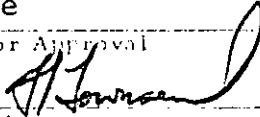
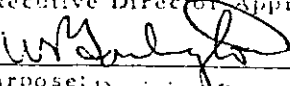
You Know You're A Peace Officer's Wife When...., prepared by the Peace Officers' Wives' Clubs Affiliated, of California (P.O.W.C.A.) and printed by the Davis Publishing Company of Santa Cruz is available at \$3.00 a single copy, \$1.75 each for 500 copies. POST staff has reviewed this book and commends its use to local agencies for development of their own stress reduction programs.

RECOMMENDATIONS:

POST staff recommends purchase of 500 copies of You Know You're A Peace Officer's Wife When...., for single distribution to each law enforcement agency participating in the POST program for their use in local job enrichment /stress reduction programs.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Basic Course Revision--Project Update		Meeting Date October 19-20
Division Operations	Division Director Approval 	Researched By Operations Division
Executive Director Approval 	Date of Approval 10-4-78	Date of Report October 4, 1978
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" 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

In March 1972, the Commission directed staff to begin work in revising the basic training standards. The first step (Phase I) involved an extensive literature search, completing a detailed job analysis, and writing performance objectives.

In January 1975, the Commission authorized staff to develop materials to support implementation of the identified Performance Objectives (Phase II). These materials included a Management Guide and 192 Instructional Unit Guides.

At the January 1977 Commission meeting, the Commission authorized staff to continue to work with those basic academies that were willing to convert to the revised performance objectives training to evaluate implementation progress, problems, costs and time requirements (Phase III):

ANALYSIS

During Phase III, the evaluation and test phase, all but three of the 27 currently certified Basic Academies have participated in varying degrees from partial implementation to full implementation.

To assist the academies' staff in implementing the revised training, POST has provided technical courses in writing performance objectives (indoctrinating instructors) and managing performance objectives (designed to assist academy management staff). Field trips were also arranged--to assist those academies that were just starting to implement the revised training, and to visit academies that were having a measure of success in implementation. Some academies have achieved excellent success in specific areas in the implementation process. As an example, the San Francisco Police Department Academy has been very successful in integrating the Performance Objectives in the Basic Academy and their Field Training Program. The Tulare-Kings County Peace Officer Training Academy has been very successful in implementing a tracking system. Both of these systems have provided excellent evaluative feedback.

A Basic Course Consortium, made up of the staff from the academies involved in the implementation and evaluation process, was formed and initially met each month with POST project staff to review progress and problems. Through this process, some objectives were eliminated, many were rewritten, and some were added to make the training more practical. Currently, there are 557 objectives, however, some are still in the process of being revised (i.e., Defensive Driving and Unarmed Defense).

Many problems were identified in this phase. Some of the major problems are as follows:

- o Testing objectives (Commission responded by authorizing POST to contract for development of testing instruments.
- o Tracking objectives
- o Remediation
- o Managing field problems

Subcommittees of the consortium were formed to address specific problems, with a report taken back to the full consortium for consensus of recommended solutions. The full consortium now meets quarterly to review progress and provide consensus.

At the present time, Phase III is nearing completion with a target date of January 1979. At that time, the Performance Objectives document will be reprinted; the Instructional Unit Guides and the Management Guide will be written to update changes made in Phase III.

An implementation plan will be developed to present to the Commission at the July 1979 meeting.

RECOMMENDATIONS

Continue with the revision process.

POST INTERNAL MANUAL

Internal Directive J-1

Index as: Contracts - POST

November 4, 1975*

POST CONTRACTS

Purpose

1. POST Contracts. The purpose of this directive is to ensure adherence to Commission policy and to centralize coordination of all POST contract requests.

Commission Policy

2. Restrictive Stipulation. As directed by the Commission at the January 23, 1975 meeting, contracts or interagency agreements in excess of \$5,000 require the approval of the Commission.

3. Executive Director. Contracts or interagency agreements of \$5,000 or less may be entered into and modified upon the authority of the Executive Director, without the approval of the Commission, but such contracts or interagency agreements will be reported to the Commission at its next regular meeting.

4. Contract Modification. Contracts or interagency agreements in excess of \$5,000, approved by the Commission which, subsequent to implementation, require one or more of the following:

- a. an extension of time
- b. an increase of cost
- c. a modification of contractual services or solutions to other technical problems,

shall be discussed with the Commission Chairman or his designee. When, in the opinion of the Chairman, the modification constitutes a material change in the contract, final action shall be subject to approval by the Commission prior to such change or modification.

5. Notification to the Commission. The Executive Director shall periodically report to the Commission on all contracts, and once each year shall submit a written report to the Commission which enumerates the contracts and interagency agreements entered into during the year. The written report shall reflect the status of each contract, the amount of money encumbered and expended to date.

6. Contract Content. Each contract shall identify: all contract parties, work products, equipment, due dates, maximum compensation and cost units, if any; and when required by paragraph #2, each contract shall contain a copy of the minutes of the meeting when action of approval of the contract was rendered. In addition, all state and federal guidelines involving equal employment shall be incorporated by reference into all contracts as appropriate and in conformance with the State Administrative Manual (SAM).

7. Concept Approval. Contract proposals for equipment, services and courses shall receive appropriate conceptual approval of the Executive Director or the Commission before any contract request is made.

Requests for proposed contracts or contract course certifications shall be submitted to the Executive Director in writing and shall include:

- a. The essential elements of the service or course desired;
- b. Justification of need for equipment, service or course;
- c. Estimated cost involved;
- d. A copy of a Request For Proposal (RFP), Invitation For Bid (IFB), or Bid Quotation which shall include a description of the essential elements of the service or course desired, or justification for a "Sole Source" contract.

At the Executive Director's discretion, proposed contracts may be forwarded to the Commission prior to any implementation activities.

8. Contract Approval Process. Prior to POST's approval, proposed contracts, solicited or unsolicited, must be considered as part of a multiple bid process. The only exception is when adequate sole source justification is included. Contracts in excess of \$5,000 shall be forwarded to the Executive Director at least 30 days prior to the Commission meeting at which the contract is to be considered. Contract procedures and all bids or sole source justification must comply with requirements in the State Administrative Manual (SAM), Sections 1200-1295 and Sections 8755-8763.

9. Implementation. Contracts must be signed by all concerned parties and approved by the State Department of General Services or other legal review authority prior to commencement of the period of performance.