

COMMISSION MEETING AGENDA

July 15, 1982, 10 a.m. to 5 p.m.  
Bahia Hotel, Mission Ballroom  
998 West Mission Bay Drive  
San Diego, California

CALL TO ORDER.

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

- Recognize Participants
- POST Advisory Committee Members meeting in joint session with POST Commission.

The first row of audience seating will be reserved for the Advisory Committee. Arrangements have been made for a joint luncheon for Commissioners and Committee Members at Noon.

A. APPROVAL OF MINUTES

Regular Commission meeting April 15, 1982, in Santa Rosa.

B. CONSENT CALENDAR

1. Receiving Course Certification/Decertification Report

Since the April meeting, there have been 17 new certifications and 21 decertifications.

A large number of decertifications have occurred. As the Commission is aware, certification and decertification of courses is dynamic, depending on such factors as need, demand, and geographical location. POST's intention is to maintain a catalog of certified courses as current as possible.

In approving the Consent Calendar, your Honorable Commission takes official note of the report.

2. Receiving Information on New Entries Into POST Reimbursement Program

Procedures provide for agencies to enter the Reimbursement Program if certain qualifications are met. The following agencies have met these requirements and have been accepted:

Merced Community College District

District Attorney Investigators

Mono County D.A.  
Monterey County D.A.  
Solano County D.A..  
Tulare County D.A.

This item is on the Consent Calendar for information. In approving the Consent Calendar, your Honorable Commission takes note of receiving this information.

3. Approving Resolution for Retired Advisory Committee Member - Chief George Tielsch.

In approving the Consent Calendar, your Honorable Commission approves a resolution recognizing the service of George Tielsch, a member of the POST Advisory Committee from February 1975 to April 1982.

4. Receiving Report of Contracts Included in F.Y. 1981/82.

As an information item and a Commission policy, a summary of all contract activity in which POST has been engaged during the past fiscal year is included under the appropriate tab. In approving the Consent Calendar, your Honorable Commission receives the report.

5. Extending Motorcycle Training Project

POST received a two-year grant, FY 80/81 and 81/82, in the total amount of \$130,000, to support the improvement and expansion of motorcycle training. The project has met all of the stated objectives and is well received in the field. A request for grant proposal for FY 82/83 was received from the Office of Traffic Safety. A proposal for continuation of the motorcycle training project was submitted to OTS, with Commission approval. The \$100,000 request describes the primary use of the funds to supplement POTF reimbursement of training costs to local agencies.

Staff has been notified by OTS that the proposal has been accepted and \$100,000 will be available to continue the project for the third year, federal FY 82/83. A revised project budget has been submitted to OTS.

Grant funds will be available on October 1, 1982.

In approving the Consent Calendar, your Honorable Commission approves acceptance of the \$100,000 and authorizes the Executive Director to sign necessary documents.

6. Receiving Status Report - Marshals and D.A. Investigators' Job Analysis

This agenda item summarizes the work to date on the job analyses and outlines future steps. The final reports and staff recommendations regarding appropriate training and certificates will be submitted to the Commission at its October meeting. Because of the Office of Administrative Law requirements, no public hearing concerning the project results and recommendations could occur before the January Commission meeting. Therefore, if it is indicated that a public hearing is required, this would be submitted to the Commission in October to set the hearing for the January 1983 meeting.

In approving the Consent Calendar, your Honorable Commission takes note of the Status Report.

7. Receiving Progress Report - Certificate Enhancement Study

At the April Commission meeting staff was directed to study enhancement of the POST Basic Certificate Program to certain elements discussed in the licensing hearings. The study, when completed, would give the Commission a basis for evaluating and reviewing the Basic Certificate Program. Three primary concerns are being included in the study:

- Expanded revocation provisions
- Renewal requirements
- Testing (passage of test prior to award of certificate).

Progress on these issues is discussed in the report under this tab. A final report and recommendations will be presented at the October meeting.

In approving the Consent Calendar, your Honorable Commission takes note of receiving the Progress Report.

C. PUBLIC HEARING - ESTABLISHMENT OF TRAINING REQUIREMENTS FOR LEVEL I, NON-DESIGNATED RESERVE OFFICERS

Effective March 1, 1982, AB 2078 required POST to prescribe the basic training standard for Level I Reserve Officers described in P.C. Section 832.6(a)(1). At its April 1982 meeting, the Commission set a public hearing for the July 1982 meeting to establish basic training for such Level I Reserve Officers.

Currently, all Level I Reserve Officers must complete the POST-certified Basic Course prescribed for deputy sheriffs and police officers. The law provides that designated (full powers) Level I Reserve Officers must continue to complete the Basic Course.

The proposed basic training for non-designated Level I Reserve Officers is a minimum 200-hour, three-module course, supplemented by 200 hours of structured field training. The proposed amendments to Regulation 1007, and PAM Procedure H, would incorporate this training standard into the POST Regulations as well as effect necessary related changes.

Subject to further input at the Public Hearing on the matter, the appropriate action, if the Commission concurs, would be a MOTION to adopt the proposed amendments to PAM, Procedure H and Regulation 1007.

D. REVIEW OF BASIC COURSE DRIVER TRAINING FEES

Since January 1980, POST has allowed a \$207 tuition for "behind the wheel" driver training in the Basic Course. Based upon negotiated agreement with basic academies, POST reimburses agencies for a maximum of \$150. The balance (\$57) is covered by presenters of the Basic Course.

The Academy of Defensive Driving, a major provider of this training, has requested an increase in tuition from \$207 to \$252. After extensive review, staff believes the increase to be a reasonable amount that would remain below costs of public presenters providing similar training. Staff further believes that reasonable quality cannot be maintained without the increase.

This training is expensive, but is generally believed to be on the same importance level as firearms training.

Appropriate action would appear to be a MOTION to:

- Allow increase in tuition from \$207 to \$252, and
- Allow maximum POST reimbursement increase from \$150 to \$195.

Estimated added fiscal impact to the POTF is \$167,725 per year.

E. PHYSICAL FITNESS TRAINING PROGRAM FOR BASIC COURSE TRAINEES

The Commission currently has no requirement for physical fitness training in the Basic Course. A wide range of physical fitness training programs are used in the academies as "elective" training which is outside the scope of required POST performance objectives.

Physical training instructors and academy directors have strongly indicated to POST staff that the need exists for a standardized physical fitness training program in the Basic Course. Staff believes that a physical conditioning program for Basic Course students is highly desirable. Research conducted to date on physical abilities testing is believed adequate to support development of an effective conditioning program. However, further research is needed to develop specifications for the content and conduct of such training.

In view of the fact that much work on physical fitness testing has recently been completed and anticipating temporary additional professional positions under AB 1310, this project could be fitted in. Some additional medical and physiological consulting services, amounting to approximately \$17,500, would be required.

If the Commission concurs that such a program would be of benefit to the field, the appropriate action would be a MOTION to approve the project.

If approved, the program will be developed in such a manner as to allow the Commission the option of mandating participation or presenting it as a guideline to academies. This decision could be made at the time the project is completed in approximately one year.

F. PROPOSAL TO AUTOMATE THE POST REIMBURSEMENT SYSTEM

Annually POST staff processes over 100,000 pieces of paper associated with claims for over 30,000 trainees. 20 to 30% of those claims require either resubmittal or telephone contact with the agency because of errors on the forms.

Finding ways to simplify POST processes has been a continuing priority. The 1980/81 Needs Assessment identified simplifying of reimbursement procedures as a high-priority concern by the field. As the Commission is aware, staff has been reviewing this possibility in recent months. With this agenda item, we bring for the Commission's consideration a plan which would result in a significant and sweeping change in the manner in which agencies are reimbursed.

We estimate that the changes will significantly reduce the amount of clerical time required by the departments because existing claim forms will be eliminated. Fundamentally, departments will be reimbursed when presenters submit their course rosters accompanied by a very brief authorization form from their department head for the attendees.

Upon receipt of the course roster and the attached forms, POST would authorize the reimbursement by the State Controller. This change will simplify POST's processes as well as save hundreds of manhours and thousands of dollars on the part of the departments. It is made possible because POST now has the data processing capability to do it.

The system is based on some flat rate estimates and the use of preprogrammed information in the computer. Salary reimbursement would be picked up as part of the information on the authorization form. Both subsistence and travel would be based on preprogrammed information, simulations of which show the averages would be within tolerable limits of actual expenses. That would mean on the average departments would receive the same amount they are getting now, but not be required to file for it. It would also eliminate past problems where departments forget or neglect to submit their claims and claims are either reduced or forfeited. Many departments that do not now file claims would automatically be receiving reimbursement.

This is a sweeping change. A staff report has been prepared and is included in the agenda packet. A presentation, including some graphic material, will be presented at the meeting. It will take approximately one year to accomplish the necessary computer programming. This can be accomplished by redirecting existing resources.

If the Commission concurs with the concept, the appropriate action would be to instruct staff to proceed with the analysis and to set a public hearing for the October meeting to get the field's response to the concept and necessary regulation changes.

#### G. REPORT ON APPLICATION OF COMPUTER-BASED EDUCATION

This report comes to the Commission in two parts. The first is receiving the report of the consultant on the status and future of Computer-Based Education. A summary of the study's review findings and recommendations are attached to the staff report and under its tab. The second part is to suggest that further staff evaluation be done before the Commission considers the substantial investments suggested by the contractor.

##### 1. Approval of Contract Report

After a review of RFP's, the Commission approved in April 1981, a contract with Justice Training Institute to assess the State of the Art of Computer-Based Education and prepare recommendations regarding applicability to POST-certified training courses. The contractor's report has been received and reviewed by staff. Much useful information has been provided in it. A summary of findings are presented under this tab. The cost of the project was \$38,564.60, \$9,783.40 under the project budget of \$48,348.

Appropriate action would be a MOTION to accept the report and authorize final payment to Justice Training Institute.

##### 2. Implementation of Findings

Staff has monitored progress of the Justice Training Institute study on an ongoing basis. Keen interest in the area of computer-based education has been stimulated by long standing concern for training delivery needs in geographically remote areas, and has a perception

that POST should continually look at approaches that hold promise for improving effectiveness of certified training.

Generally, staff believes that the Justice Training Institute recommendations are consistent with available technology. Some, however, are for POST to fund pilot projects which would, in the aggregate, be quite expensive. It is believed that further assessment should be made by staff before such demonstration projects are considered. Further staff study will take into account still rapidly evolving technology and software development.

Ongoing research by staff confirms need for further work by POST in some particularly promising area of computer-based education. Research has consistently pointed to the computer-assisted video training field as holding great potential for improvements in presentation and delivery of POST-certified training.

The matter is before the Commission at this time for information and discussion. Specific staff recommendations are withheld pending additional work as described in the analysis under this tab.

#### H. CENTER FOR EXECUTIVE DEVELOPMENT (Including Command College)

The Commission, at the January 1982 meeting, approved the concept of the "Command College", and directed staff to develop an accelerated action plan for the creation of such a training center for law enforcement managers and executives. Since that time, additional work has been done by staff toward refinement of the concept. Interest in the field remains at a high level, and at the June 9th meeting of the Commission's Long-Range Planning Committee, members reaffirmed their desire for more immediate steps toward implementation of the command college concept.

Plans at present for implementation are as follows:

1. Announce the establishment by POST of the Center for Executive Development.
2. Establish the Command College as a component of the Center for Executive Development.
3. Centralize within the Center for Executive Development coordination of all existing POST-certified management and executive training seminars and courses.
4. Provide the Center for Executive Development with full-time staff and POST organizational identity.

It is anticipated that these implementation steps will be complete in September, 1982. Their accomplishment would be expected to produce the following results:

- Provide name recognition and institutionalization to one of the Commission's most innovative program changes since POST was created.

- Provide the framework for accomplishment of first-time-ever advanced executive-level law enforcement training through the Command College component.
- Through better coordination, bring about improvements in the presentation of existing certified management training.
- Through full-time staffing, provide time and attention needed to continue expansion of the Law Enforcement Executive Seminar series which is already a proven success.

A more detailed description of the Center for Executive Development is included in the staff report under this tab. Additional information will also be presented at the meeting.

The issue is being presented to the Commission for general review and input before announcements are made to the field.

I. FINANCIAL REPORT FOR F.Y. 1981/82

Due to the fact that the financial records must be kept open until the close of business on the last day of the fiscal year, there was not sufficient time to reconcile the accounts and prepare the annual financial report by the mailout deadline. As a result, the Fiscal Year 1981-82 Financial Report will be distributed at the Commission meeting.

J. BUDGET COMMITTEE REPORT:

Commissioner Jay Rodriguez, Chairman of the Budget Review Committee, will report on the following items discussed at its meeting of July 14, 1982:

1. F.Y. 1982-83 Budget Update.
2. Preliminary Staff Proposals for the 1983-84 Budget.

As the Commission is aware, the state's budget process requires POST to submit budget change proposals after the July meeting, but before the October meeting. In the past, the Budget Committee has served as a policy adviser to staff, with the Commission receiving a report at the October meeting. This year, preliminary budget proposals are being brought to the Commission in July for an initial review opportunity.

K. LONG-RANGE PLANNING COMMITTEE REPORT

1. Task Force Report on New Organizational Concepts - Phase II

The Commission referred the Task Force report with 15 recommendations to the Long-Range Planning Committee for review. The recommendations, concerning law enforcement agency employees, primarily address more efficient use of non-sworn personnel, regional selection procedures, and new career ladders. The Committee reviewed the report on June 9, 1982 and is recommending the Commission direct staff to prepare and distribute to the field a questionnaire that deals with the report of the Task Force. The questionnaire will solicit the views and interests of executive, management, and rank and file levels of law enforcement on these subjects.

If the Commission concurs, the appropriate action would be a MOTION to approve the Committee's report.

2. The Long-Range Planning Committee met on June 9, 1982. Committee Chairman Trives' report is under this tab.

L. LEGISLATIVE REVIEW COMMITTEE

Commissioner Richard Pacileo, Chairman of the Legislative Review Committee, will report on the Committee's 8 a.m. meeting of July 15, 1982.

M. ADVISORY COMMITTEE REPORT

Larry Watkins, Chairman of the Advisory Committee, will report on the meetings of May 24, and July 14, 1982, of the Advisory Committee and other Advisory Committee business.

N. MEMBER VACANCIES TO THE ADVISORY COMMITTEE

The Commission's Advisory Committee consists of 15 positions representing a number of constituencies. Members of the Committee are selected to three-year overlapping terms. Six terms will expire in September and one member of the Committee has resigned due to health reasons. As members of the Commission are aware, the practice has been to receive nominees from respective organizations and, for public members, receive nominations from the Commission. Nominations received are included under this tab.

O. OLD/NEW BUSINESS

1. Correspondence

P. PROPOSED DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

October 21-22, 1982, Sacramento Inn, Sacramento  
January 27, 1983, Hyatt Islandia, San Diego  
April 21, 1983, Sacramento  
July 21, 1983, Southern California

Q. ADJOURNMENT

Adjournment should be to October 21, 1982, in Sacramento. The Chairman of the Commission and others have suggested that would be a good time to have an open house at POST. The likelihood is that staff will have moved to new quarters by that time. Some exciting projects have been underway at POST for sometime. The Chairman would like to hold the first day of a two-day meeting as an in-house tour of POST, its programs and its people. Staff is already beginning to prepare the presentations so the Commission can be informed on a first-hand basis of some of the exciting and progressive things that are going on at POST. The October 22, 1982, meeting would then be the business meeting of the Commission at the Sacramento Inn.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

April 15, 1982  
Flamingo Hotel  
Santa Rosa, California



COMMISSION MEETING MINUTES

The meeting was called to order at 10 a.m. by Chairman Trives. A calling of the roll indicated a quorum was present.

Commissioners Present:

- |                  |                                   |
|------------------|-----------------------------------|
| Nathaniel Trives | - Chairman                        |
| Jay Rodriguez    | - Vice-Chairman                   |
| Al Angele        | - Commissioner                    |
| Robert Edmonds   | - Commissioner                    |
| Jacob Jackson    | - Commissioner                    |
| Richard Pacileo  | - Commissioner                    |
| Joseph Trejo     | - Commissioner                    |
| John Van de Kamp | - Commissioner                    |
| Robert Vernon    | - Commissioner                    |
| Joe Williams     | - Commissioner                    |
| Rod Blonien      | - Attorney General Representative |

Commissioner Absent:

William Kolender - Excused

Also Present:

Larry Watkins, Chairman, POST Advisory Committee, representing the California Highway Patrol

Staff Present:

- |                  |   |
|------------------|---|
| Norman Boehm     | - Executive Director                    |
| Glen Fine        | - Deputy Executive Director             |
| Don Beauchamp    | - Assistant to the Executive Director   |
| Ron Allen        | - Senior Project Coordinator            |
| John Davidson    | - Chief, Administrative Services        |
| Gene DeCrona     | - Chief, Training Delivery Services     |
| Bradley Koch     | - Chief, Information Services           |
| Ted Morton       | - Chief, Training Program Services      |
| Bud Perry        | - Senior Law Enforcement Consultant     |
| George Williams  | - Chief, Management Counseling Services |
| Brooks Wilson    | - Chief, Field Services                 |
| Imogene Kauffman | - Executive Secretary                   |

Visitors Roster:

- |                 |                                  |
|-----------------|----------------------------------|
| Dave Allan      | - Office of the Attorney General |
| Robert Anderson | - Santa Rosa Police Department   |

Lonnie Beard	- Sacramento County Sheriff's Dept.
Richard Cook	- Chief of Police, Rio Vista Police Dept.
Gene Depuy	- South Pacific Transportation Co., Police Dept.
Hugh Duckworth	- Richmond Police Dept.
Ed Doonan	- Sacramento County Sheriff's Dept.
Richard Finn	- Mendocino County District Attorney's Office
Norman Hardin	- Sonoma County Sheriff's Dept.
Dennis Hendrickson	- U. C., San Francisco
Ron Jackson	- San Francisco Police Dept.
Robert Kristic	- College of the Redwoods
Roy G. Leyrer	- Dept. of Justice
Ronald Lonning	- South Pacific Transportation Co., P.D.
Sam Lowery	- Riverside County Sheriff's Dept.
Richard Lucero	- President, P.O.R.A.C.
John McLarty	- CHP, Santa Rosa
Roger Neuman	- Chief of Police, San Luis Obispo
Rod Persons	- Chief of Police, Cloverdale Police Dept.
Ray Ramer	- Richmond Police Department
B. D. Rettle	- Chief of Police, Sonoma Police Dept.
Alvie G. Rochester	- Sheriff, Lake County Sheriff's Dept.
Shelby Worley	- Riverside County Sheriff's Dept.

### INTRODUCTIONS

#### A. APPROVAL OF MINUTES

MOTION - Jackson, second - Trejo, carried  
unanimously to approve the minutes of the  
regular Commission meeting January 28, 1982,  
at the Kona Kai Club in San Diego.

#### B. CONSENT CALENDAR

MOTION - Rodriguez, second - Angele, carried  
unanimously for approval of the Consent Calendar  
items 1 through 9, as follows:

1. Receiving Course Certification/Decertification  
Report

Since the January meeting, there were 11 new  
certifications and 5 decertifications.

2. Receiving Information on New Entries Into POST  
Reimbursement Program

Procedures provide for agencies to enter the  
Reimbursement Program if certain qualifications  
are met. With the passage of S.B. 201 and S.B. 210,  
20 District Attorneys' Offices (criminal investiga-  
tors) and eight Marshals' Offices have entered the  
Reimbursement Program, as follows:

Clearlake Police Department  
Fremont-Newark Community College District  
Marin Community College District

## New Entries Into POST Reimbursement Program - cont.

District Attorney Investigators:

Calaveras County D.A.  
 Contra Costa County D.A.  
 Kings County D.A.  
 Lake County D.A.  
 Los Angeles County D.A.  
 Mendocino County D.A.  
 Orange County D.A.  
 Placer County D.A.  
 Riverside County D.A.  
 Sacramento County D.A.  
 San Bernardino D.A.  
 San Luis Obispo County D.A.  
 San Mateo County D.A.  
 Santa Barbara County D.A.  
 Santa Clara County D.A.  
 Santa Cruz County D.A.  
 Shasta County D.A.  
 Stanislaus County D.A.  
 Tuolumne County D.A.  
 Ventura County D.A.

Marshals:

Desert Judicial District Marshal  
 Los Angeles County Marshal  
 Orange County Marshal  
 Riverside Judicial District Marshal  
 San Bernardino County Marshal  
 San Diego County Marshal  
 Santa Barbara-Goleta Judicial District Marshal  
 Santa Maria Judicial District Marshal

3. Receiving Information on New Entries Into Specialized Program

The California Department of Social Services (Sworn Investigators) has met the requirements to enter the POST Specialized Program and has been accepted.

4. Affirming Policy On Waiver of Reading Ability Test

The following policy statement was submitted for approval as adopted by the Commission at its January 28, 1982, meeting:

Waiver of Reading Ability Test

"POST staff is granted the authority to waive the reading ability test requirement (POST Regulation 1002(a)(7)) for those law enforcement applicants who have previously successfully completed a POST-certified Basic Course or who have successfully completed the Basic Course Waiver Examination process."

## Consent Calendar - cont.

5. Submitting Grant Fund Requests to Office of Traffic Safety

The California Office of Traffic Safety requested the Executive Director to develop proposals for funds to address traffic safety problems in California for the 1982/83 Fiscal Year.

The Commission authorized the Executive Director to submit grant proposals to the O.T.S. by May 1, 1982, in program areas emphasizing alcohol and driving, police traffic services (including accident scene reconstruction), motorcycle training courses, traffic reporting systems and related subjects. These grant funds will assist POST staff in the expansion of ongoing review and revision of traffic courses, possible elimination of program deficiencies and continuing development of new programs relating to traffic issues.

6. Simplifying PAM Section D-9, Field Management Training

It was proposed that when approval is desired for Field Management Training that proposed form, POST 2-268, be completed and submitted to POST. The design of the form ensures that all information needed to process the application is provided and thus permits more speedy processing of the application.

It was also proposed that POST Form 2-257, Field Management Training Report, be modified to simplify its completion and at the same time provide POST with information needed to administer the Field Management Training Program.

As a result of the approval of the above proposals, the narrative of PAM, Procedure D-9, will be amended accordingly, to become effective July 1, 1982.

7. Receiving Task Force Report On New Organizational Concepts - Phase II - Referring to Long-Range Planning Committee

The Commission received and referred the report of the Symposium Task Force on New Organizational Concepts, Phase II, to the Commission's Long-Range Planning Committee for review. The findings are to be reported at the July 15, 1982, Commission meeting. This report set forth 14 recommendations as reviewed and revised by the Professionalization Coordinating Committee at its meeting of April 13, 1982, as follows:

1. Identify specific tasks or roles for paraprofessionals in police service.
2. Develop job descriptions and position specifications for paraprofessional and professional police employees.

## Consent Calendar - cont.

3. Design selection standards for paraprofessionals to attract qualified persons who would desire this level of service as their career objective as well as persons who upon attainment of additional qualifications aspire to become professional peace officers.
4. Implement recruit/employment programs to attract minority and other qualified persons for employment as paraprofessionals.
5. Develop and implement the police or public service officer concept.
6. Assign noncritical calls for service and other appropriate activities to paraprofessional police employees.
7. Reascertain the roles and responsibilities of professional peace officers.
8. In the design of police career ladders, take into account the use of police specialists.
9. Adopt and promulgate standards regarding the education, training, experience requisites and leadership attributes for supervisory, management and command personnel.
10. Implement police management trainee programs.
11. Develop a model for qualified personnel inside and outside the police services for management positions.
12. Thoroughly study the role of volunteerism in police service.
13. Expand the use of volunteer occupational specialists to obtain needed technical services.
14. Carefully study the appropriate use of paraprofessional personnel and volunteers as well as the use and control of private police.
15. Implement the recommendations of the Retention Strategies Task Force regarding regional selection procedures for police.

8. Reimbursement Policy Revision - Taxi Expenses

Agencies have experienced difficulties complying with current policy which states, "Normally, reimbursement is not authorized to exceed 21¢ per mile if a taxi is utilized," and trainees were requested to obtain the mileage incurred on the taxi receipt.

The Commission approved a reimbursement policy change to allow a maximum reimbursement of \$25 per trainee per claim for taxi expenses and to adopt revised PAM Section E5-7j to be effective July 1, 1982.

## Consent Calendar - cont.

9. Reimbursement Policy Revisions - Injured on Duty and Recycled Trainees

The Commission will authorize agencies to be reimbursed for expenses for trainees attending only part of a Basic Course if the trainee was injured or recycled. Total reimbursement for completion of the course is not authorized to exceed the maximum reimbursable hours as stated in the PAM Section E 5-6. In accordance with the above, the Commission adopted the proposed language for PAM Section E 5-3f(2) to read:

"If a trainee is unable to complete a Basic Course due to illness, injury or other physical or academic deficiency, reimbursement may be provided for that portion of the course which has been completed provided that the provisions of Section 1002(a)(1) through (7) have been met. The remaining reimbursement entitlement (up to 400 hours, maximum) may be applied to any basic course which is subsequently attended."

Section E 5-3f(2) through E 5-3f(4) are to be renumbered accordingly. This action will be effective July 1, 1982.

10. Setting Public Hearing On Reducing Time Allowed To Complete Supervisory and Management Training

Following discussion of the Professionalization Symposium Task Force on Education and Training recommendation, and the Long-Range Planning Committee's subsequent recommendation that a public hearing be held on reducing the time allowed to complete supervisory and management training from 12 to six months, this action was taken:

MOTION - Vernon, second - Van de Kamp, carried unanimously that this requirement remain at 12 months; therefore, no public hearing will be needed.

C. REIMBURSEMENT FOR PARAPROFESSIONALS ATTENDING THE BASIC COURSE

At its July 1979 meeting, the Commission voted to provide reimbursement for paraprofessional personnel who attend the Basic Course. The Commission directed that these trainees be tracked for a two-year period relative to fiscal impact and retention in the police service. In the course of the two-year period, two separate classes of non-peace officer personnel were tracked: (1) Community Services Officers, who perform some peace officer tasks but without peace officer power; and, (2) law enforcement recruits who are hired to be law enforcement officers but are not given peace officer powers and are paid at a lower rate until they have graduated from the Basic Course. Over the course of the tracking period, the Community Services Officer Group retained 76.3% and the Law Enforcement Trainee Group retained 77.4% of the total who received training.

Staff reported that the program constitutes an efficient use of the Peace Officer Training Fund.

## Reimbursement for Paraprofessionals - cont.

MOTION - Jackson, second - Trejo, carried (Pacileo - No) for continuation of the Basic Course reimbursement program for paraprofessional personnel, including non peace officer law enforcement trainees, and to adopt revised language for PAM Section E-1, 1-3 f(3) that eliminates the requirement for prior POST approval.

D. PUBLIC HEARING - COMMISSION REGULATIONS\*

\* This item was shown as Agenda Item C. on the agenda, but C. and D. were exchanged during the general session.

A Public Hearing was held on the proposed changes of the POST Regulations, principally technical in nature with the exception of the modification of PAM Procedure C-1 and C-2 which will require participating departments to utilize the POST Background Investigation Manual, and the POST Screening Manual or equivalent procedures.

Written testimony had been received from Forrest Brown, Chief of Police, Reedley Police Department; and Rich Snapper, Personnel Director, City of San Diego, which was read into the record. No oral testimony was received.

MOTION - Pacileo, second - Edmonds, carried unanimously for adoption of the proposed revision of Regulations 1000, 1002 (a) (3), (4), (5), and (7), 1005, 1007, 1009(b)(1), 1010, 1012, 1014, and 1015. Also to be incorporated by reference are sections or subsections of Commission Procedures C-1, C-2, D-1, D-2, D-3, D-4, E-1-3-f, i and k, H-2, H-3-2, and H-3-3. Suggested staff changes and changes pursuant to written testimony received were included in the motion.

E. QUARTERLY FINANCIAL REPORT

The Financial Report was presented which set forth information on the update of the Aid to Local Government Budget through March 31, 1982. Included in the report were four attachments which included The Comparison of Revenue by Month, Reimbursement by Category of Expense, Number of Reimbursed Trainees by Category, and a Status Report - Aid to Local Government Budget.

These Reports are made Attachment "A" of these minutes.

MOTION - Pacileo, second - Angele, carried unanimously to receive the Financial Report.

Staff was complimented by Commissioners for improvements made in the reporting format.

F. CONTRACTS FOR FISCAL YEAR 1982/831. Audits Through State Controller's Office

MOTION - Rodriguez, second - Van de Kamp, carried unanimously to authorize the Executive Director to enter into Interagency Agreements with the State Controller's Office in the following amounts:

- a. For the purpose of continuing local agency reimbursement program audits: \$40,000
- b. In conjunction with other Penalty Assessment Fund users, for the purpose of auditing assessments submitted to the Fund by local courts: \$30,000

2. Renewing Computer Services Contract

MOTION - Edmonds, second - Angele, carried unanimously to authorize the Executive Director to sign a contract with Four Phase Systems, Inc., for F.Y. 1982/83 in the amount not to exceed \$47,576. Further, at the end of F.Y. 1982/83, a report be presented to the Commission regarding the cost effectiveness of computerization at POST.

3. Continuing Agreement with Cooperative Personnel Services (CPS) for Administration of the POST Proficiency Test

MOTION - Vernon, second - Rodriguez, carried unanimously to authorize the Executive Director to sign an agreement with CPS in the amount not to exceed \$25,780 (\$23,110 - cost of CPS's administration of the Proficiency Test; \$2,670 to cover the cost of new test development).

4. Department of Justice/POST Interagency Agreement for Training

MOTION - Angele, second - Edmonds, carried unanimously to authorize the Executive Director to prepare and sign an Interagency Agreement with the Department of Justice in an amount not to exceed \$588,907 for F.Y. 1982/83.

Commissioner Vernon requested that staff consider the competitive bidding process for these services in the future.

5. Management Course Contracts

MOTION - Van de Kamp, second - Edmonds, motion carried (Vernon abstaining) to authorize the Executive Director to prepare and sign individual contracts for the presentation of 22 Management



## Management Course Contract - cont.

Courses for an amount not to exceed \$200,080  
as follows:

CSU, Humboldt, 5 presentations	\$ 41,620
CSU, Long Beach, 5 presentations	43,155
CSU, Northridge, 3 presentations	27,096
CSU, San Jose, 4 presentations	35,824
San Diego Regional Training Center, 5 presentations	52,385
	<u>\$200,080</u>

6. Executive Development Course

MOTION - Edmonds, second - Rodriguez, motion carried (Vernon abstaining) to authorize the Executive Director to prepare and sign a contract with California State Polytechnic University, Pomona, for an amount not to exceed \$51,465 for five Executive Development Course offerings.

G. EXECUTIVE DEVELOPMENT COURSE CURRICULUM REVISION

Evaluations of individual presentations of the Executive Development Course have indicated the need to modify or add subjects to the curriculum as the course has been presented without major revision since 1974. In addition, both the 1980 Symposium on Professional Issues in Law Enforcement and the 1980-81 Training Needs Assessment provided recommendations for expanded executive training. Finally, contemporary issues and concerns for the future of law enforcement operations and management identify new subjects for executive training. The presenter will incorporate these subjects immediately in the Course certified for F.Y. 1981/82 and thereafter.

MOTION - Pacileo, second - Trejo, carried unanimously to approve the new subjects as required for the Executive Development Course and, accordingly, the necessary revisions to Commission Procedure D-5.

H. APPEAL - DENIAL OF ADVANCED CERTIFICATE AWARD

George Lubben, retired, Garden Grove Police Department, appealed to the Commission the POST staff's denial of his request for award of the Advanced Certificate, in accordance with Commission Procedure F-1-2a which precludes award of certificates to those not currently employed as a peace officer in a POST-participating law enforcement agency.

MOTION - Pacileo, second - Edmonds, motion carried (Angele - No) for denial of the appeal of George Lubben retired, Garden Grove Police Department.

I. APPEAL REGARDING AWARD OF POST BASIC CERTIFICATE

The Fresno County Sheriff's Department requested consideration be given by the Commission regarding the issuance of the Basic Certificate, retroactively, to Deputy Sheriff Eddie L. Barnes. Barnes is currently employed as a peace officer by the department. This request was to rectify an administrative error by the Department; issuance of the certificate would have been within Commission guidelines if applied for at the time of previous employment.

MOTION - Pacileo, second - Trejo, carried unanimously to authorize the Executive Director to issue a POST Basic Certificate to Fresno County Deputy Barnes, after receipt of proper application from the Fresno County Sheriff. Further, this action is taken without establishing precedent regarding the acceptance of prior training when a break in service has occurred.

Richard Cook, Chief of Police, Rio Vista Police Department, addressed the Commission to request the same consideration be given for a currently employed officer in his department who had a break in service for whom the ex-chief of police had not made application for the Basic Certificate.

MOTION - Jackson, second - Pacileo, carried unanimously to authorize the Executive Director to issue the Basic Certificate to David Alan Mello, Rio Vista Police Department, if the investigation warrants such issuance.

J. SPECIALIZED CERTIFICATES FOR SAN FRANCISCO AIRPORT POLICE

In December 1980, the San Francisco Airport Commission requested entry into the POST Specialized Program. They were admitted in May 1981. Before entry into the Specialized Program, the Airport Commission had operated its own 600-hour Basic Course which was evaluated to meet or exceed POST Basic Course requirement. When, in April 1981, POST staff evaluated the 181 sworn airport officers, 107 were found to have completed the agency's basic academy and were, therefore, given credit for having attended an equivalent course. Overlooked was a POST Commission decision that affirmed that "all matters relating to the issuance of POST Certificates, as they affect basic training requirements, are to come before the Commission as a matter of course, consistent with existing policy."

MOTION - Van de Kamp, second - Angele, carried unanimously to exempt the San Francisco Airport Commission police officers hired before May 7, 1981, from the Basic Course Waiver Examination and approve the department's 600-hour training course as having satisfied the Basic Course requirement for those officers.

K. DETERMINATION OF TRAINING REQUIREMENTS FOR LEVEL I, NON-DESIGNATED, RESERVE OFFICERS - SETTING PUBLIC HEARING

The signing into law of A.B. 2078, which amended P.C. Section 832.6 that requires that POST prescribe the basic training standard for Level I Reserve Officers placed on the Commission the responsibility of establishing suitable separate training standards for non-designated Level I Reserve Officers.

MOTION - Van de Kamp, second - Angele, carried unanimously to set a Public Hearing for the July meeting to determine the training requirements for Level I, non-designated, Reserve Officers as described in P.C. Section 830.6(a)(1). In the meantime, the 400-hour requirement will remain in effect.

L. BUDGET COMMITTEE REPORT

Commissioner Robert Vernon, Chairman of the Budget Committee, gave the following report:

March 4, 1982: Senate Finance Committee #2, voted to delete \$2.9 million earmarked for the Aid-to-Local Government budget which had been included in the Governor's proposed 1982/83 budget. Both the Department of Finance and the Legislative Analyst had recommended the \$2.9 million increase be granted. This new money was generated as a result of last year's legislation which increased POST's share of the Assessment Fund monies.

The 1982/83 budget will next be heard by the Assembly Ways and Means Subcommittee #1. This meeting will occur in the near future.

March 12, 1982: A.B. 1253, the State 1981/82 F.Y. "bailout" bill was signed into law this date and, because of an urgency clause, took effect immediately. This comprehensive bill made many fiscal changes in the current state budget to ensure the State finished the year with a balanced budget.

Among the Changes, A.B. 1253 removed \$1 million from the unallocated reserve of the Peace Officer Training Fund and placed the money in the General Fund. This is a permanent transfer and not a temporary loan. None of this \$1 million was from currently budgeted monies.

March 30, 1982: POST Bulletin 82-5 was sent to the field advising them of these actions.

During discussion, Commissioner Edmonds requested that the Commission be urged to resist any effort on the part of the

## Budget Review Committee - cont.

Department of Finance to hold any money in the POTF reserve for budgetary purposes.

Mr. Blonien responded to one of the legal issues that had been raised at the Budget Committee meeting March 17, 1982, i.e., could the Governor and Legislature appropriate money as had been done? The answer is yes, as long as it is done as a bill rather than as a line item in the Budget Act. He also questioned the status on the publication of the Attorney General's Peace Officer Source Book which was also discussed at the March 17 Budget Committee meeting. The Executive Director responded that the understanding was that until the budget situation is resolved, and since the Attorney General's Office is going to print 2,000 copies at its own expense, anyway, the Committee's decision was to take no action on the publication at this time.

MOTION - Jackson, second - Williams, carried unanimously to accept the report of the POST Budget Review Committee.

M. LICENSING

Nathaniel Trives, Chairman of the Commission's Licensing Panel, presented the Panel's Final Report on the licensing meetings held throughout California on February 19 in San Jose, February 24 in Redding, March 10 in Modesto, March 17 in Los Angeles, and March 18 in Orange County.

MOTION - Blonien, second - Vernon, carried unanimously that the Report be accepted, including the following three recommendations:

1. POST Commission not support licensing legislation at this time.
2. POST staff be assigned to study ways to strengthen the POST certificate program. (The motion was amended and accepted by Blonien and Vernon that the Advisory Committee be included in the study.)
3. POST staff report the findings of this study to the Commission at its October 1982 meeting.

N. LEGISLATIVE REVIEW COMMITTEE

Committee Chairman, Robert Edmonds, gave the following report on their meeting at 8 a.m., April 15, 1982:

The Committee discussed the following newly introduced bills and recommended the accompanying action.

## Legislative Review Committee - cont.

	<u>Commission Position:</u>
<u>S.B. 1423</u> - Allows Municipal District police to participate in the POST reimbursement program.	Oppose
<u>S.B. 1445</u> - Increases from 18 to 24 months the time allowed for officers to obtain the POST Basic Certificate.	Support
<u>S.B. 1870</u> - Transfers responsibility for private security baton training to the Department of Consumer Affairs.	Support
<u>A.B. 3361</u> - Allows school district police to participate in the POST reimbursement program.	Oppose
<u>A.B. 3414</u> - Peace officer licensing act.	No Position

MOTION - Edmonds, second - Vernon, carried unanimously that the Legislative Review Committee Report be accepted, including the position on legislation relative to POST.

O. ADVISORY COMMITTEE REPORT

Larry Watkins, Chairman of the Advisory Committee, reported on the April 12, 1982, meeting of the Advisory Committee.

- A report was received from Bureau Chief Ted Morton regarding POST's project on innovative training, including computer-based and video-assisted training. A concern was expressed by Sheriff Ben Clark asking whether or not POST staff had taken full consideration of the 14 training recommendations from Project STAR (Systems and Training Analysis of Requirements for Criminal Justice System Participants). The Executive Director stated that POST staff would consider them as they move ahead with this project.
- A report was received from John Kohls on the new physical performance standards project and the published manual "Patrol Officer Physical Performance Testing Manual." The Advisory Committee voiced the desire that POST move ahead as planned to establish a statewide reading test minimum standard.
- A discussion was held on the command college concept, and, consistent with the direction of the Commission, the Advisory Committee will be working with POST staff as they move ahead with that concept.

MOTION - Jackson, second - Edmonds, carried unanimously that the Advisory Committee Report be accepted.

P. OLD/NEW BUSINESS

MOTION - Edmonds, second - Vernon, carried unanimously for Commission approval of a resolution to retiring Sheriff of Los Angeles County Sheriff's Department, Peter J. Pitchess, in recognition of a distinguished 40-year career in law enforcement.

Q. ELECTION OF OFFICERS - REPORT OF THE NOMINATING COMMITTEE

Commissioner Vernon, Chairman of the Nominating Committee, presented the majority report of the Committee for the nomination of Jacob Jackson for Chairman and Robert Edmonds for Vice-Chairman.

Commissioner Vernon then presented the minority report of the Committee for the nomination of Jay Rodriguez for the office of Chairman.

MOTION - Van de Kamp, second - Angele, motion failed to recess for lunch prior to voting.

Roll call was taken, and the vote showed Jackson - 6 votes, Rodriguez - 5 votes.

MOTION - Rodriguez, second - Williams, motion carried for a unanimous vote for Jackson to serve as Chairman for the coming year.

MOTION - Trives, second - Williams, carried unanimously that Commissioner Edmonds serve as Vice-Chairman for the coming year.

R. DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

July 15, 1982, Bahia Hotel, San Diego (A joint meeting with the POST Advisory Committee)  
 October 21, 1982, Sacramento Inn, Sacramento  
 January 27, 1983, Hyatt Islandia, San Diego  
 April 21, 1983, Sacramento

S. ADJOURNMENT

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

*Imogene Kauffman*  
 Imogene Kauffman  
 Executive Secretary

Comparison of Revenue by Month

Fiscal Years 1980-81 and 1981-82

(Includes Estimated Revenues For 81-82)

March 31, 1982

Month	<u>1980-81</u>		<u>1981-82</u>		Interest and Other	Total	Cumulative Total
	Monthly Total	Cummulative Column	Cummulative Monthly Estimated	Penalty Assessment Fund			
July	\$ 1,475,994	\$ 1,475,994	\$ 0	\$ 88,731	\$	\$ 88,731	\$
Aug	859,958	2,335,952	1,600,000	1,505,586	216	1,505,802	1,594,533
Sep	1,301,674	3,637,626	3,200,000	986,110	4,689	990,799	2,585,332
Oct	1,345,000	4,982,626	4,800,000	1,942,733	8,923	1,951,656	4,536,988
Nov	852,322	5,834,948	6,400,000	1,554,617	508	1,555,125	6,092,113
Dec	1,567,724	7,402,672	8,000,000	1,732,092	- 9	1,732,083	7,824,196
Jan	2,334,979	9,737,651	9,600,000	982,713	484,910	1,467,623	9,291,819
Feb	915,524	10,653,175	11,200,000	2,534,494	391	2,534,885	11,826,704
Mar	558,652	11,211,827	12,800,000	2,193,536	75	2,193,611	14,020,315
Apr	1,542,695	12,754,522	14,400,000				
May	1,611,136	14,365,658	16,000,000				
Jun	2,835,073	17,200,731	19,200,000				
	\$17,200,731	\$17,200,731	\$19,200,000	\$13,520,612	\$499,703	\$14,020,315	

Monthly %  
of Estimation  
137.101%

Cummulative  
% of  
Estimation  
109.534%

Attachment "A"

FISCAL YEAR 1981-82		REIMBURSEMENT BY CATEGORY OF EXPENSE										COMMISSION ON PUBLIC SAFETY STANDARDS AND TRAINING 1100 Broadway, Suite 200, Berkeley, CA 94702			
COURSE CATEGORY	Total this Month	Resident Enforcement	%	Resident Non-Enforcement	%	Travel	%	Tuition	%	Salary	%	TOTAL	%		
														Previous Months	Previous Months
A BASIC COURSE	30,579.04	575,681.18	16	12,060.80	63,856.95	19,151.63	04	35,018.00	07	387,123.35	71	483,922.87	48		
	Total to Date	686,260.22	16	75,937.78	62	151,264.60	04	247,178.50	07	2,626,289.96	71	3,706,931.06	48		
B SPECIALIZED BASIC INVESTIGATORS COURSE															
C ADVANCED OFFICER COURSE	2,570.41	29,934.53	07	2,039.18	8,901.31	1,659.15	02			40,607.43		46,926.17			
	Total to Date	32,504.94	07	10,990.49	02	16,623.72	04			410,502.91	87	470,622.00	06		
D SUPERVISORY COURSE (MANDATED)	5,026.56	64,772.47	30	265.50	7,389.01	1,059.38	02			14,061.40		20,412.84			
	Total to Date	69,799.03	30	7,654.51	03	24,003.30	11			130,412.68	56	231,949.52	03		
G SUPERVISORY SEMINARS AND COURSES	1,192.76	7,003.92	26	164.34	1,348.86	796.88	05	5,497.50	54			7,651.48			
	Total to Date	8,196.68	26	1,513.20	05	4,697.17	15	17,370.00	54			31,777.05	01		
E MANAGEMENT COURSE (MANDATED)	13,416.42	65,667.57	55	110.00	1,049.79	2,829.05	01			12,180.05		28,535.52			
	Total to Date	79,083.99	55	1,159.79	01	16,991.12	12			46,446.35	32	143,681.25	02		
H MANAGEMENT SEMINARS AND COURSES	20,813.90	108,310.02	51	322.39	1,505.24	10,365.72	01	14,532.75	29			46,034.76			
	Total to Date	129,123.92	51	1,827.63	01	48,871.93	19	75,672.00	29			255,495.48	03		
F EXECUTIVE DEVELOPMENT COURSE	3,276.42	21,305.06	81	0	55.00	530.84	0					3,807.26			
	Total to Date	24,581.48	81	55.00	0	5,776.01	19					26,605.23			
I EXECUTIVE SEMINARS AND COURSES	0	2,037.73	03	583.58	4,830.31	847.06	03	7,551.25	74			8,981.89			
	Total to Date	2,037.73	03	5,413.89	03	9,688.27	15	48,789.25	74			65,929.14	01		
J JOB SPECIFIC COURSES	72,322.94	417,452.50	36	2,501.84	18,905.29	20,793.27	02	21,396.00	10	71,112.35	41	188,126.40			
	Total to Date	489,775.44	36	21,407.13	02	151,070.68	11	137,653.00	10	555,971.60	41	1,355,877.85	18		
K TECHNICAL SKILLS AND KNOWLEDGE COURSES	88,562.68	581,649.05	54	4,140.35	21,926.21	33,199.54	02	39,005.65	24			164,908.22			
	Total to Date	670,211.73	54	26,066.56	02	252,893.69	20	300,689.81	24			1,249,861.79	16		
L FIELD MANAGEMENT TRAINING	732.40	6,472.14	51	18.00	44.00	600.04	01					1,350.44			
	Total to Date	7,204.54	51	62.00	01	6,783.65	48					14,050.19	0		
M TEAM BUILDING WORKSHOPS	7,756.07	26,407.89	39	270.00	346.50	640.02	01	11,250.00	57			19,916.02			
	Total to Date	34,163.96	39	616.50	01	2,905.38	03	49,387.50	57			87,073.34	01		
N POST SPECIAL SEMINARS	3,271.07	14,910.57	50	473.04	343.44	3,135.41	02					6,872.52			
	Total to Date	18,181.64	50	816.48	02	17,211.01	48					29,329.61			
O APPROVED COURSES	167.50	612.02	47	0	136.83	457.05	08					624.54			
	Total to Date	779.52	47	136.83	08	744.37	45					1,036.23			
TOTAL FOR BUREAU	249,684.17	1,922,216.04	29	27,929.65	130,665.83	96,865.07	02	134,251.15	12	575,084.56	51	1,532,043.01			
TOTAL FOR FIELD OFFICES						61,459.81	09	742,488.91	12	3,244,589.01	49	6,653,451.12			
TOTAL FOR STATE		2,171,994.82	29	153,657.85	62	158,324.88	09	376,740.06	12	3,770,673.57	49	7,681,531.11	100		



COMMISSION ON POST

Number of Reimbursed Trainees by Category

July 1981 - March 1982

Course Category	1980-81			1981-82		
	Actual Total <sup>1</sup>	Actual July-March	% of Total	Projected Total	Actual July-March	% of Projection
Basic Course	3,428	2,143	62.5	3,195	2,605	81.5
Specialized Basic Investigators Course						
Advanced Officer Course	11,279	7,448	66.0	15,430	4,126	26.7
Supervisory Course (Mandated)	743	547	73.6	688	431	62.6
Supervisory Seminars and Courses	275	N/A	--	442	192	43.4
Management Course (Mandated)	349	237	67.9	308	196	63.6
Management Seminars and Courses	1,460	N/A	--	1,245	786	63.1
Executive Development Course	95	56	58.9	95	48	50.5
Executive Seminars and Courses	1,428 <sup>2</sup>	N/A	--	1,238 <sup>2</sup>	1,409	113.8
Job Specific Course	4,773	3,261	68.3	6,630	3,760	56.7
Technical Skills and Knowledge Courses	6,496	7,528	66.6 <sup>3</sup>	8,484	4,586	54.1
Field Management Training	65	N/A	--	192	69	35.9
Team Building Workshops	861	N/A	--	950	307	32.3
POST Special Seminars	668	N/A	--	2,263	304	13.4
Approved Courses	50	N/A	--	198	18	9.1
Totals	31,970	21,220	66.4	41,358	18,837	45.5

<sup>1</sup>Excludes 79-80 June Claims Paid First Quarter 80-81.

<sup>2</sup>Includes 361 For Administrative Institutes.

<sup>3</sup>Based on Total of 11,303.

STATUS REPORT

1981-82 LOCAL ASSISTANCE BUDGET

As Of March 31, 1982

	<u>Allocated</u>	<u>Expended</u>	<u>Balance</u>
AID TO LOCAL GOVERNMENT:			
Course Reimbursement @ 30% Salary Reimb. Percentage	\$12,849,365 100%	\$7,663,053 59.6%	\$5,186,312 40.4%
CONTRACT SERVICES:			
Instructional Contracts	\$ 833,406	\$ 378,925	\$ 454,481
Non-Instructional Contracts	143,050	81,325	61,725
Developmental Contracts	<u>430,144</u>	<u>52,498</u>	<u>377,646</u>
Sub-Total, Contracts	1,406,600	512,748	893,852
OTHER:			
Letters of Agreement	\$ 100,000	\$ 41,243	\$ 58,757
Room Rental	<u>10,000</u>	<u>4,329</u>	<u>5,671</u>
Sub-Total, Other	\$ 110,000	\$ 45,572	\$ 64,428
Total All Categories	<u>\$14,365,965</u>	<u>\$8,221,373</u>	<u>\$6,144,592</u>
Balance Available	<u>\$ 1,054,232</u>		\$7,198,824
Total Appropriation	<u><u>\$15,420,197</u></u>		

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Course Certification/Decertification Report		Meeting Date July 15, 1982
Bureau Training Delivery Services	Reviewed By <i>[Signature]</i>	Researched By Marla D. Batson
Executive Director Approval Norman C. Boehm	Date of Approval <i>[Signature]</i> 6/20/82	Date of Report June 8, 1982
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 or decertified since the April 15, 1982 Commission Meeting:

Course Title	Presenter	CERTIFIED		
		Course Category	Reimbursement Plan	Annual Fiscal Impact
1. Advanced Officer	College of Desert	AO	II	\$19,663
2. Arrest & Firearms PC 832	LA Harbor College	Approved	IV	0
3. Disabled in Emerg. Special Consider.	CSTI	Technical	IV	13,200
4. Crowd Mgmt. and Control for Instr.	San Francisco PD	Technical	IV	0
5. Crowd Mgmt. and Control for Command Officers	San Francisco PD	Technical	IV	0
6. Field Trng. Officer	EI Camino	Technical	II	6,822
7. Special Weapons Trng. & Tactical Neutraliz.	Academy of Justice, Riverside	Technical	III	8,256
8. Supervisory Seminar	San Diego Reg. LE Trng. Cntr.	Technical	IV	3,096
9. Jail Operations	Ventura Co. Police & Shf. Academy	Technical	II	1,643
10. Advanced Driver Trng.	Kern Co. Sheriff's Dept.	Technical	IV	4,248
11. Crime Prevention	Fresno PD	Technical	III	2,811
12. Field Trng. Officer	Long Beach PD	Technical	II	11,370

Utilize reverse side if needed

CERTIFIED - (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Imp</u>
13.	Psychotherapy & Law Enforcement	San Francisco PD	Mgmt. Sem.	III	\$ 5,400
14.	Crime Prevention Officers' Trng.	San Bernardino Sheriff's Dept.	Technical	III	4,128
15.	Reserve Trng. Level II	Palomar College	Approved	N/A	0
16.	Report Writing	Feather River College	Technical	IV	1,742
17.	Complaint/Dispatcher	Golden West College	Technical	IV	8,256

DECERTIFIED

1.	PR-24 Baton Instruction	Baton Instruction Associates	Technical	IV	0
2.	Traffic Accident	Moorpark College	Technical	II	0
3.	Chemical Agent Instructor	Stockton PD	Technical	IV	0
4.	Community & Conflict	San Diego Reg. Trng. Center	Technical	III	0
5.	Crime Prevention	Moorpark College	Technical	IV	0
6.	Supervisory Seminar	Moorpark College	Super. Sem.	IV	0
7.	Advanced Officer	Moorpark College	A0	II	0
8.	Jail Operations	Allan Hancock	Technical	IV	0
9.	Field Training Ofcr.	Allan Hancock	Technical	IV	0
10.	Supervisory	Allan Hancock	Super. Course	II/IV	0
11.	Report Writing	El Camino College	Technical	IV	0
12.	Advanced Officer	El Camino College	A0	II	0
13.	Crimes Against the Elderly	Fresno City Coll.	Technical	IV	0

DECERTIFIED - (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
14.	Narcotic Invest.	Fresno SD	Technical	IV	\$ 0
15.	Advanced Officer	El Camino College	A0	II	0
16.	Crimes Against the Elderly	Fresno City College	Technical	IV	0
17.	Advanced Officer	Criminal Justice Educ. & Trng. Res. Sys.	A0	II	0
18.	Criminal Justice Info. Systems	Criminal Justice Educ.	Technical	IV	0
19.	Juvenile Justice Training Seminar	Calif. Dist. Atty. Association	Technical	IV	0
20.	Motorcycle Trng.	Glendale PD	Technical	III	0
21.	Jail Operations	Ventura College	Technical	II	0

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Solano County District Attorney Investigators</b>		Meeting Date <b>July 15, 1982</b>
Bureau <b>Field Services</b>	Reviewed By <i>[Signature]</i>	Researched By <b>Tom Farnsworth</b> <i>TF</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>4/26/82</b>	Date of Report <b>July 15, 1982</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

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

ISSUES

The Solano County District Attorney has requested that the agency's investigators be included in the POST Reimbursement Program.

BACKGROUND

The passage of Senate Bill 201 allows the agency reimbursement under the provisions of Section 13522 Penal Code. The agency has submitted the necessary documents supporting POST objectives and regulations.

ANALYSIS

All investigators possess Basic Certificates, or higher, and adequate selection standards are used.

RECOMMENDATION

The Commission should be advised that the Solano County District Attorney Investigators have been admitted into the POST Reimbursement Program consistent with Commission policy.

FISCAL IMPACT

The estimated fiscal impact should be less than \$1,000 annually.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Merced Community College District Police		Meeting Date July 15, 1982
Bureau Field Services	Reviewed By <i>G. Fox</i>	Researched By George Fox <i>et</i>
Executive Director Approval <i>Mouman C. Beekun</i>	Date of Approval 3-26-82	Date of Report March 12, 1982
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" 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 \_\_\_\_\_).

ISSUE

The Merced Community College District has requested entry of the police department into the POST Regular Program.

BACKGROUND

The provisions of Section 830.31(c) Penal Code, permits a community college district to create a police department. Section 13507(e) Penal Code places such a department into the POST Regular Program. The college district has submitted its necessary resolution supporting POST objectives and regulations.

ANALYSIS

The department presently employs one sworn officer. Adequate selection standards have been adopted.

RECOMMENDATION

The Commission be advised that the Merced Community College District Police Department has been admitted into the Regular POST Program consistent with Commission policy.

FISCAL IMPACT

The fiscal impact should be less than \$500 annually.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Merced County District Attorney Investigators		Meeting Date July 15, 1982
Bureau Field Services	Reviewed By <i>G. Fox</i>	Researched By George Fox <i>z</i>
Executive Director Approval <i>M. W. C. Adams</i>	Date of Approval 3-20-82	Date of Report March 19, 1982
Purpose: Decision Requested <input type="checkbox"/> Information-Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> <small>Yes (See Analysis per details)</small> <input type="checkbox"/> <small>No</small> <input type="checkbox"/>		

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

ISSUE

The Merced County District Attorney has requested that the agency's Investigative Unit be included in the POST Reimbursement Program.

BACKGROUND

The agency employs three sworn officers and desires to participate under provisions of Section 13522 Penal Code. The agency has submitted necessary documents supporting POST objectives and regulations.

ANALYSIS

All officers possess or will be eligible to possess POST Basic Certificates. Adequate selection standards are employed.

RECOMMENDATION

The Commission be advised that the Merced County District Attorney Investigative Unit has been admitted into the POST Reimbursement Program consistent with Commission policy.

FISCAL IMPACT

The fiscal impact should be less than \$800 annually.

Utilize reverse side if needed



AGENDA ITEM SUMMARY SHEET

Agenda Item Title Monterey County District Attorney Investigators		Meeting Date July 15, 1982
Bureau Field Services	Reviewed By <i>BW</i>	Researched By Tom Farnsworth
Executive Director Approval <i>William C. Beckler</i>	Date of Approval <i>6-20-82</i>	Date of Report May 25, 1982
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" 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 _____).		

ISSUE

The Monterey County District Attorney has requested that the agency's investigators be included in the POST Reimbursement Program.

BACKGROUND

The agency has participated in the POST Specialized Program since May 2, 1972. The passage of Senate Bill 201 allows the agency to be reimbursed under the provisions of Section 13522 of the Penal Code. The agency has submitted the necessary documents supporting POST objectives and regulations.

ANALYSIS

All investigators possess required Basic Certificates and adequate selection standards are employed.

RECOMMENDATION

The Commission should be advised that the Monterey County District Attorney Investigative Unit has been admitted into the POST Reimbursement Program consistent with Commission policy.

FISCAL IMPACT

It is estimated that the fiscal impact will be less than \$4,000 annually.

Utilize reverse side if needed

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Tulare County District Attorney</b>		Meeting Date <b>July 15, 1982</b>
Bureau <b>Field Services</b>	Reviewed By <i>aw</i>	Researched By <b>George Fox</b>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <i>6-20-82</i>	Date of Report <b>May 24, 1982</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> <small>Yes (See Analysis per details)</small> <input type="checkbox"/> <small>No</small> <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

ISSUE

The Tulare County District Attorney has requested that the agency's investigators be included in the POST Reimbursement Program.

BACKGROUND

The agency has participated in the POST Specialized Program since June 3, 1970. The passage of Senate Bill 201 allows the agency to be reimbursed under the provisions of Section 13522 Penal Code. The agency has submitted necessary documents supporting POST objectives and regulations.

ANALYSIS

All investigators possess a Basic Certificate and adequate selection standards are employed.

RECOMMENDATION

The Commission be advised that the Tulare County District Attorney Investigation Unit be admitted into the POST Reimbursement Program consistent with Commission policy.

FISCAL IMPACT

The fiscal impact should be about \$2,000 annually.

Utilize reverse side if needed.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Mono County District Attorney		Meeting Date July 15, 1982
Bureau Field Services	Reviewed By <i>BW</i>	Researched By George Fox
Executive Director Approval <i>Thomas C. Beckman</i>	Date of Approval <i>6-20-82</i>	Date of Report May 24, 1982

Purpose: Decision Requested  Information Only  Status Report  Financial Impact  Yes (See Analysis per details)  No

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

ISSUE

The Mono County District Attorney has requested that the agency's Investigative Unit be included in the POST Reimbursement Program.

BACKGROUND

The agency has submitted necessary documents supporting POST objectives and regulations.

ANALYSIS

The one investigator possesses a Basic Certificate and adequate selection standards are employed by the agency.

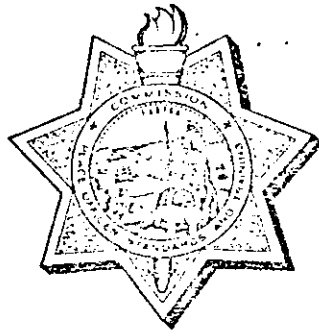
RECOMMENDATION

The Commission be advised that the Mono County District Attorney Investigations Unit be admitted into the POST Reimbursement Program consistent with Commission policy.

FISCAL IMPACT

The fiscal impact should be about \$300 annually.

Utilize reverse side if needed



*Resolution* OF THE  
*Commission on Peace Officer Standards and Training*  
STATE OF CALIFORNIA

WHEREAS, Chief George P. Tielsch has served as a member of the Advisory Committee of the Commission on Peace Officer Standards and Training since February 18, 1975, and

WHEREAS, He served as Chairman of the Advisory Committee during 1977 and 1978, and

WHEREAS, Chief Tielsch has effectively represented the California Police Chiefs' Association on the Committee, and

WHEREAS, He has demonstrated leadership and diligence in his service as a member of the POST Advisory Committee, and

WHEREAS, California law enforcement has benefited greatly from his advice and counsel; Now,

THEREFORE, BE IT RESOLVED, That the members of the Commission on Peace Officer Standards and Training do hereby commend Chief George P. Tielsch for his outstanding service and dedication to California law enforcement; And,

FURTHER BE IT RESOLVED, That the members of the Commission extend to Chief George P. Tielsch best wishes for continuing success in his law enforcement career.

*Jacob J. Jackson*  
Chairman

*Marvin C. Beebe*  
Executive Director

April 19, 1982

Date

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title CONTRACT REPORT, F. Y. 81-82		Meeting Date JULY 15, 1982
Bureau ADMINISTRATIVE SERVICES	Reviewed By JOHN DAVIDSON	Researched By THOMAS S. LIDDICOAT
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 6-29-82	Date of Report June 29, 1982
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 \_\_\_\_\_).

Attached is a Summary of Contracts for Fiscal Year 1981-82. Contracts # 81-001-01 through 81-001-18 were for general administration purposes and were charged to the Support appropriation. All were within the \$10,000 contract authority of the Executive Director.

Contracts # 81-101-01 through 81-101-22 were more directly related to the setting of standards or the provision of training. As such, they were charged to the Local Assistance appropriation.

<u>Purpose</u>	<u>Contract Amount</u>
Administration and Support	\$ 37,472.36
Local Assistance Activities	<u>1,392,754.46</u>
Total Contracts	\$1,430,226.82

Utilize reverse side if needed

Commission on Peace Office Standards and Training  
Summary of Administration Contracts

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
81-001-01 Amend. #1	<u>Wang Laboratories, Inc.</u> Provide maintenance on word processing machines. Information Services	\$ 4,776.00
81-001-02	<u>Monroe Systems for Business</u> Provide maintenance on calculators. Administration	607.00
81-001-03	<u>San Sierra Business Systems, Inc.</u> Provide maintenance on Savin Equipment. Administration	495.00
81-001-04	<u>Xerox Corporation - 4000</u> Provide maintenance on Xerox 4000. Administration	3,600.00
81-001-05	<u>Xerox Corporation - 7000.</u> Provide maintenance on Xerox 7000. Administration	4,400.00
81-001-06	<u>State Personnel Board, Data Processing Unit</u> Provide personnel to write tapes, generate tapes and provide these tapes on a rental basis. Standards and Evaluation	4,000.00
81-001-07	<u>Arcus, Inc.</u> Provide transportation, storage and security service of computer disk packs, word processing diskettes and microfilm.	1,926.00
81-001-08	<u>Maxine McIntyre</u> Improve communication skills within POST and with clientele.	400.00
81-001-09	<u>Maxine McIntyre</u> Improve public speaking skills of staff.	2,400.00

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
81-001-10	<u>Department of Water Resources</u> Provide microfilming services.	\$ 5,660.36
81-001-11	<u>Department of Justice</u> Provide Accounting Report Services	4,447.00
81-001-12	<u>Allens Press Clipping Bureau</u> Provide clippings of newspaper articles on law enforcement from daily and weekly newspapers relating to personnel training, employee relations, internal problems, new programs, and major policy changes.	760.00
81-001-13	<u>Dialog Information Services, Inc.</u> Provide Library retrieval services. Was named Lockheed Missiles and Space Company, Inc.	1,200.00
81-001-14 Amend. #1	<u>S. &amp; L. Copiers &amp; Supplies</u> Provide maintenance services on Olivetti 1600 Copier 212360 Administration	495.00
81-001-15	<u>Pitney Bowes</u> Maintenance of Postage Meter 888623, Model #5318.	314.00
81-001-16	<u>Pitney Bowes</u> Maintenance of UPS Parcel Register 93739, Model #5301	342.00
81-001-17	<u>Department of Personnel Administration (DPA)</u> Provide a course in Labor Relations	600.00
81-001-18	<u>Mitchell D. McCorcle</u> Provide consulting assistance at a POST Team Building Workshop.	1,050.00
	TOTAL	<u>\$37,472.36</u>

Commission on Peace Office Standards and Training  
 Summary of Aid to Local Government Contracts

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
81-101-01	<u>California State University, Long Beach Foundation</u> Conduct five Management Course presentations.	\$ 40,760.00
81-101-02 Amend. #1	<u>California State University, Northridge Foundation</u> Conduct three Management Course presentations.	26,877.00
81-101-03	<u>Cal-Poly Kellogg Foundation</u> Conduct five Executive Development Course presentations.	47,350.00
81-101-04	<u>San Diego Regional Training Center</u> Conduct five Management Course presentations	48,635.00
81-101-05	<u>Humboldt State University</u> Conduct five Management Course presentations.	41,620.00
81-101-06	<u>San Jose University Foundation</u> Conduct three Management Course presentations.	27,174.00
81-101-07	<u>Department of Justice, Training Center</u> Make training presentations through its Patrol Institute and Investigation Institute.	594,072.00
81-101-08	<u>NCCJTES, Butte Center</u> Provide outreach training in the Law Enforcement Skills and Knowledge Modular Course.	3,000.00
81-101-09 Amend. #1	<u>Bruce T. Olson, Ph.D.</u> Make a study on P.C. 832	48,955.06
81-101-10	<del><u>Academy of Justice, Riverside City College</u></del> CANCELLED	<del>---2,500.00-</del>
81-101-11	<u>Benetech, Inc.</u> Process 4,000 CEI's.	2,200.00



Contract  
Number

Name of Contractor and Services Provided

Amount  
of Contract

81-101-12

California Highway Patrol  
Entry of approximately 30,000 CEI's

\$ 9,950.00

81-101-13

Dr. Robert Superko  
Conduct basic physical examinations.

1,644.00

81-101-14

Four-Phase Systems, Inc.  
Renumber contract - 80-456-37.

572.40

81-101-15

Four-Phase Systems, Inc.  
Renumber contract - 80-457-27.

36,442.80

81-101-16

Roland C. Dart, D.P.A.  
Lecture at the Special Seminar for Law  
Enforcement Executives in Millbrae.

575.00

81-101-17  
Amend. #1

Department of General Services  
Data Processing Services

88,091.00

81-101-18

State Personnel Board, Cooperative  
Personnel Services (CPS)  
Provide proctors, clean and inventory  
test booklets, shop and retrieve  
tests, prepare answer sheets, store  
all tests and answer sheets, for POST  
Basic Course Exams.

20,545.00

81-101-19

Glen F. Kaminski  
Present a four day Field Training Officer  
Instructors Course.

2,813.00

81-101-20

Four Phase Systems  
Additional equipment for Field Services.

903.20

Contract  
Number

Name of Contractor and Services Provided

Amount  
of Contract

81-101-21

Calif. State University & Colleges  
Renumber Contract 80-456-40

\$ 350,000.00

81-101-22

Roland C. Dart, D.P.A.  
Lecture at the Special Seminar for  
Law Enforcement in Sacramento on  
January 27, 1982.

575.00

TOTAL

\$1,392,754.46

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Motorcycle Training Project - Continuation</b>		Meeting Date <b>July 15, 1982</b>
Bureau <b>Training Program Services</b>	Reviewed By <i>[Signature]</i>	Researched By <b>Mike DiMiceli</b> <i>Di-</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>6-23-82</b>	Date of Report
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 \_\_\_\_\_).

ISSUE

POST has submitted to the Office of Traffic Safety (OTS) a request for \$100,000 to continue the motorcycle training project that is funded, in part, by a grant from OTS. The funds for the project would be available for the federal fiscal year, 1982/83.

BACKGROUND

POST received a two-year grant, FY 80/81 and FY 81/82, in the total amount of \$130,000, to support the improvement and expansion of motorcycle training. The project has met all of the stated objectives and is well received in the field. A request for grant proposal for FY 82/83 was received from the Office of Traffic Safety. A proposal for continuation of the motorcycle training project was submitted to OTS, with Commission approval. The \$100,000 request describes the primary use of the funds to supplement POTF reimbursement of training costs to local agencies.

Staff has been notified by OTS that the proposal has been accepted and \$100,000 will be available to continue the project for the third year, FY 82/83. A revised project budget has been submitted to OTS.

RECOMMENDATION

The Commission authorize the Executive Director to execute the documents required to receive the grant funds from OTS.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Status Report-Marshals & D.A. Investigators' Job Analyses		Meeting Date July 15, 1982
Bureau Standards & Evaluation Services	Reviewed By <i>John W. Kohls</i>	Researched By John W. Kohls
Executive Director Approval <i>Morman C. Boehm by the way</i>	Date of Approval <i>6-28-82</i>	Date of Report June 24, 1982
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" 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 \_\_\_\_\_).

ISSUE

Senate Bill 201 and Senate Bill 210 authorized District Attorneys' Inspectors/ Investigators and Marshals and Deputy Marshals to participate in the POST Reimbursement program. Such participation raises issues concerning appropriate training requirements and appropriate certificates for these peace officers.

BACKGROUND

On January 28, 1982, the Commission held a public hearing to receive testimony on the regulation changes necessary to establish reimbursement eligibility and to establish proposed requirements for basic training and certificates for District Attorneys' Inspectors/Investigators and Marshals and Deputy Marshals. One of the decisions made, following the close of the public hearing, was to conduct a job analysis of both the District Attorney's Inspector/Investigator and the Marshal and Deputy Marshal jobs.

The purpose of this agenda item is to report to the Commission the status of these job analyses.

ANALYSIS

All the data for these two job analyses have been collected, using surveys filled out by job incumbents and supervisors. The data has been key-entered, and the analyses phase has begun, and is scheduled to be completed August 23.

A full report of the findings will be presented to the Commission at its October meeting. The report will include recommendations concerning job-related training for the two positions and recommendations for appropriate certificates. If there are recommended changes which require a public hearing, the hearing will be scheduled in conjunction with the January Commission meeting. It is necessary to hold any hearing, which might be required, in January rather than October to satisfy the Office of Administrative Law requirements.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Certificate Enhancement Study - Progress Report</b>		Meeting Date <b>July 15, 1982</b>
Bureau <b>Field Services Bureau</b>	Reviewed By <i>[Signature]</i>	Researched By <b>Thomas Farnsworth</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>6-25-82</b>	Date of Report <b>June 24, 1982</b>
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 \_\_\_\_\_).

ISSUE

Study to determine methods to strengthen the POST Certificate Program.

BACKGROUND

In October 1980, the Symposium on Professional Issues in Law Enforcement discussed peace officer licensing issues and methods to strengthen POST Certificates. In February and March, 1982, the Commission's Licensing Panel held five public meetings concerning peace officer licensing. The meetings revealed that there is no general agreement by law enforcement personnel concerning licensing. It was suggested by many, however, that the Commission should consider methods that would strengthen the POST Certificate Program.

Subsequently, at its April 15, 1982 meeting, the Commission concluded that:

1. POST Commission not support licensing legislation at this time.
2. POST staff be assigned to study ways to strengthen the POST Certificate Program. (The motion was amended to include the Advisory Committee in the study.)
3. POST staff report the findings of this study to the Commission at its October 1982 meeting.

Staff met with the Advisory Committee and a full range of certificate related issues were discussed. From these and other meetings, as well as preliminary staff effort, three basic issues have been identified for the certificate enhancement study.

- a. Certificate Revocation
- b. Testing
- c. Certificate Renewal

(cont'd on next page)

Utilize reverse side if needed

ANALYSIS

Certificate Revocation

Presently POST is required to cancel certificates issued to persons who have been convicted of, or enter pleas of nolo contendere, to a felony (P.C. 13510.1). In addition, POST PAM Procedure F-2 requires cancellation for administrative error, misrepresentation or fraud. Currently, these situations are the only basis on which a certificate is cancelled or revoked.

It appears that there are criminal offenses, in addition to felonies, that should be a basis for certificate revocation. Also, there are felony convictions that are reduced to misdemeanors by the judgement imposed in the county.

Staff discussion suggests that several offenses could be added to Section 13510.1 P.C. These offenses appear to be sufficiently serious to cancel certificates even if reduced to misdemeanors. They are:

- a. P.C. 95 - corrupt influence of jurors, etc. - M
- b. P.C. 118, 118a, 127, - perjury - F/M
- c. P.C. 147, inhumanity to a prisoner - M
- d. P.C. 272, contributing to the delinquency of a minor - F/M
- e. P.C. 290, registration as a sex offender - F/M cases - not subject to P.C. 290.5 rehabilitation provisions.
- f. P.C. 337, bribery for gambling purposes - F
- g. P.C. 459, burglary - F/M
- h. P.C. 484 to 503. Inclusive, theft - F/M
- i. P.C. 518, extortion - F
- j. H & S 11350 to 11355, relating to drugs - F/M
- k. H & S 11358, marijuana cultivation - F
- l. H & S 11359, possession for sale - F
- m. H & S 11361, sale to minors - F

While listing specific laws avoids vagueness, such as "moral turpitude," another alternative would be to modify Commission Regulation 1011(b) with general terminology. The following is an example of how the modified regulation might read:

Regulation 1011(b)

Professional certificates shall remain the property of the Commission and subject to denial or cancellation only: if a peace officer is adjudged guilty of a felony, regardless of how sentenced; adjudged guilty of a crime as determined by the Commission, i.e., any dishonest, corrupt, or fraudulent act which is substantially related to the qualifications, functions or duties of a peace officer; if the certificate was obtained through misrepresentation, fraud, or was issued due to administrative error; or as provided in 1010(a)(3)(A).

Requirements for the denial or cancellation of professional certificates are as prescribed in PAM, Section F-2, "Denial or Cancellation of Professional Certificates."

The underlined portion has been extracted from case law concerning a review of a psychologist's license revocation case. (Section 2960 Business and Professions Code.) The attraction of modifying the Regulation results from having supportive case law. In addition, without having such a "catch all" clause, POST would be restricted to only the specific sections listed.

### Testing

The recently proposed peace officer licensing legislation has as a requirement a subject matter examination. The successful completion of this examination could be a requirement for the Basic Certificate, which is presently a de facto license. The PORAC legislation defined the examination as follows:

A subject matter examination means an objective examination approved by the Commission to be used as an instrument to verify possession of minimum knowledge and skills by the Commission as outlined in the Basic Course, the successful completion of which shall be mandatory for any applicant for a certificate.

The proposed examination could be of several forms. It could be (a) an examination prepared and administered by POST, (b) one prepared and administered by each academy and approved by POST, or (c) one prepared and administered by a third party under contract to POST.

POST's proficiency examination formats are being upgraded. In addition, the Basic Course Waiver Examinations now being used have been researched and found suitable to test knowledge of performance objectives.

The question of examination costs must be addressed. Questions are, (a) should the individual pay for the examination, or (b) should costs be paid from the Peace Officer Training Fund? Substantive support appears to favor responsibility to the individual.

A manipulative skills test may also be desired. Such a test could cost as much as \$300 for a four-part test as follows:

- a. driver training
- b. first aid/CPR
- c. firearms
- d. officer safety

Even though manipulative skills tests are costly, it appears such tests are desirable. Successful completion and documentation

of these requirements during a certified academy could satisfy the requirements.

The POST Advisory Committee has emphasized a need to test the competence of law enforcement personnel at all levels, not just for Basic Training.

The Commission has already directed that retraining or testing is required if an individual attends a Basic Course, but fails to obtain initial employment within three years.

#### Certificate Renewal

The issue of renewing certificates resulted from the licensing hearings. Some persons believed that a license should be reissued periodically. Some training or testing procedure would be required before a certificate or license would be renewed.

Advanced Officer Training is now required for officers below the first level supervisory position. This requirement must be met at least once every four years. A question arises as to whether supervisory, management, and executive personnel should also be required to obtain recent training.

The Advisory Committee consensus was that periodic testing for competence is needed. This could, however, create local problems concerning the status of an otherwise competent officer who fails a POST test.

Another issue concerns certified persons who leave law enforcement for more than three years. Should they be subject to testing or retraining before being re-certified?

The current concept of "once trained, always trained" is obviously questionable. This concept stems from POST policy that a Basic Certificate is good for the life of the individual.

There may be a need to have a training course for returnees, and out-of-state trained officers. Possibly a four- or five-week course, perhaps even at the expense of the individual.

POST staff, in conjunction with the Advisory Committee, shall continue its efforts to obtain input and expand upon the above issues. In addition, other issues that are recognized to have an impact upon the Certificate Program shall also be explored.



AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Reserve Officer Training Standards: Non-Designated Level I</b>		Meeting Date <b>July 15, 1982</b>
Bureau <b>Training Delivery Services</b>	Reviewed By <b>Frederick Williams</b>	Researched By <b>George Niesl</b>
Executive Director Approval <i>Mouman C. Boehm</i>	Date of Approval <i>6/25/82</i>	Date of Report <b>June 7, 1982</b>
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 checked="" type="checkbox"/> No <input checked="" type="checkbox"/>

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

ISSUE

The Governor signed into law AB 2078 on March 1, 1982. This bill became effective immediately and requires that POST prescribe the basic training standard for Level I. Reserve Officers described in P.C. Section 832.6(a)(1).

BACKGROUND

Effective January 1, 1979, P.C. 832.6 was enacted requiring specific training for Reserve Peace Officers. At that time, the Commission approved a minimum 200-hour course of training for Level I Reserve Officers. Effective January 1, 1981, P.C. Section 832.6 was again amended to require that Level I Reserve Officers, designated by proper authority, could have peace officer powers under P.C. 830.1. The section further required all Reserve Officers working under authority of P.C. Section 830.6(a)(1) or (2) be trained in the same course required of deputy sheriffs and police officers prescribed by the Commission on Peace Officer Standards and Training.

The requirement that all Level I Reserve Officers be trained in the regular Basic Course served to reduce availability of Level I Reserve Officers. Generally, potential reserve officers were reluctant to undergo 400 hours of training, and in rural areas the 400-hour basic was not conveniently available to reserves. Notwithstanding the certification by POST of numerous extended format basic courses, problems of training availability in rural areas continued to exist.

AB 2078 provides that only those Level I Reserve Officers (P.C. 830.6(a)(2)) that will be designated to have the full power of a peace officer as provided by P.C. Section 830.1 are required to complete the POST Basic Course. Other non-designated Level I Reserve Officers (P.C. 830.6(a)(1)) are required to complete a course of training prescribed by the Commission. At its April 1982 meeting, the Commission set a public hearing for July 1982 to prescribe the course of training for non-designated Level I Reserve Officers.

ANALYSIS

The signing into law of AB 2078 has placed on the Commission the responsibility of establishing suitable training standards for non-designated Level I Reserve Officers. The general presumption since the proposal of this legislation was that the Commission, if given the responsibility, would, at least initially, reestablish the 200-hour Reserve Course as the training standard for these reserve officers.

Utilize reverse side if needed

Based on information received by the POST staff, there appears to be widespread support for reinstatement of the training arrangement and curriculum requirements that existed immediately prior to January, 1981, i.e., 200 hours of classroom training supplemented by 200 hours of structured field training. The previously approved curriculum for the 200 hours of classroom training included three modules with the following subject areas and hours breakdown:

Module A (40 Hours)

Arrest, Search and Seizure. . . . .	26 hours
Firearms. . . . .	14 hours

Module B (40 Hours)

First Aid and Cardiopulmonary Resuscitation . . . . .	15 hours
Role of the Back-up Officer . . . . .	25 hours

Module C (120 hours)

Professional Orientation. . . . .	3 hours
Police-Community Relations. . . . .	10 hours
Law . . . . .	25 hours
Communications. . . . .	7 hours
Vehicle Operations. . . . .	5 hours
Laws of Evidence. . . . .	8 hours
Patrol Procedures . . . . .	24 hours
Traffic . . . . .	10 hours
Criminal Investigation. . . . .	18 hours
Custody . . . . .	2 hours
Physical Fitness and Defensive Techniques . . . . .	4 hours
Examinations. . . . .	4 hours

The 200 hours of structured field training, provided by the reserves' respective departments, was designed on the concepts and appropriate subject matter included in the POST "Field Training Guide." Specific approval of the field training program was not required by POST.

The 200 classroom hours plus 200 field training hours standard could be reestablished and implemented quickly in response to the urgency nature of AB 2078. A committee consisting of representatives of law enforcement agencies, training institutions, and POST staff members concur on the advisability of reinstating the former standard.

However, staff and committee believe that further review of training requirements for reserve officers (Level I (non-designated only), II and III) should be undertaken. There has been no systematic review of reserve training requirements since statewide standards for reserve training were first established, effective January 1, 1979. Such a review could determine how many, how and where reserve officers, at various levels, are used in California. Based on this, rational decisions could be made on the subject matter and hours of training required for each reserve level. Staff plans to conduct such reviews during the next year and report to the Commission the findings of the study.

SUMMARY OF PROPOSED CHANGES

The following is a summary of the major amendments to the POST Administrative Manual (PAM). The exact proposed language of these amendments and other minor changes for clarity are included in Attachments A and B.

Commission Regulation 1007 is amended to adopt Procedures H-1, H-3, H-4, and H-5 by reference.

Commission Procedure H-1 is amended to include adoption and definition of the terms "designated" Level I Reserve Officer and "non-designated" Level I Reserve Officer.

Commission Procedure H-3 is amended to include adoption of the 200 classroom hours plus 200 field hours of training for non-designated Level I Reserves.

Commission Procedure H-3 is amended to include provision for acceptance of training in progress during transition to the proposed new training standard.

Commission Procedure H-3 is amended to specify a 200-hour field training requirement for non-designated Level I Reserves.

Commission Procedure H-4 is amended to include certificate eligibility requirements (200 hours of classroom training plus 200 hours of field training plus 200 hours of experience) for non-designated Level I Reserves.

Commission Procedure H-5, which sets forth the specified subject matter and hourly requirements for Modules A and B of the Reserve Training, is amended to include the specific subject matter and hourly requirements of Module C as the 120-hour, third component of a training course for non-designated Level I Reserve Officers.

RECOMMENDATIONS

1. Subject to input at public hearing, approve the proposed additions, amendments and deletions to regulations and procedures, as indicated in Attachment B, and approve an effective date of September 1, 1982.
2. Adopt revised Regulation 1007 incorporating PAM Section H-1, H-3, H-4, and H-5 in their entirety (Attachment A).

Attachments

JULY 15, 1982 PUBLIC HEARING

Proposed Language for Commission Regulation 1007:

1007. Reserve Officer Program

Every reserve peace officer serving in a department participating in the POST Program shall satisfy the selection and training standards adopted by the Commission. See the POST Administrative Manual, Section ~~H-2, H-3-2, and H-3-3~~, adopted effective April 15, 1982, and Sections H-1, H-3, H-4, and H-5, adopted effective July 15, 1982, herein incorporated by reference.

Authority: 13503, 13506 P.C.; Reference: 13510 P.C. 832.6 P.C.

Attachment B

JULY 15, 1982 PUBLIC HEARING

Sections H-1, H-2, H-3, H-4, and H-5 with revised language.

COMMISSION PROCEDURE H-1

Reserve Officer Program

DEFINITIONS

Purpose.

1-1. This Commission Procedure sets forth definitions pertaining to the Reserve Officer Program which are not included in Commission Regulation 1001.

1-2. Definitions. For purposes of clarifying Penal Code Section 832.6, and establishing uniformity in implementing and conducting POST the Reserve Officer Program, the following definitions apply:

- a. "A Level I reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(1), and who is assigned specific police functions whether or not working alone (830.6(a)(1)) OR to the prevention and detection of crime and the general enforcement of the laws of this state (830.6(a)(2)) whether or not working alone.

(1) The authority of a "non-designated" Level I reserve shall extend only for the duration of assignment to specific police functions.

(2) The authority of a "designated" Level I reserve, assigned to the prevention and detection of crime and the general enforcement of the laws of this state, shall include the full powers and duties of a peace officer as provided by Section 830.1.

b. "A Level II reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(2), who works under the immediate supervision of a peace officer possessing a basic certificate, and is assigned to the prevention and detection of crime and the general enforcement of the laws of this State.

c. "A Level III reserve" refers to a trained reserve officer as described in Penal Code Section 832.6 (a)(3), who is deployed in such limited functions as would not usually require general law enforcement powers.

d. "Exempted reserve" means a reserve peace officer appointed prior to January 1, 1979 for whom training requirements of Penal Code Section 832.6 have been waived by the appointing authority by reason of the reserve officer's prior training and experience.

e. "Field training program approved by POST" means a formalized on-the-job training program with instruction presented by experienced officers who are deemed qualified to instruct by the department head. The program should be consistent with guidelines developed by POST for such programs. (Applies only to Level II reserve officers.)

- f. "Immediate supervision" means the reserve officer acts under the direction of a peace officer, possessing a basic certificate, who is routinely in the physical proximity of and available to the reserve officer; however, allowance is permitted for necessary temporary separations. (Applies only to Level II reserve officers.)
- g. "Peace officer possessing a basic certificate" refers to a regular officer or a reserve officer who ~~possesses~~ has been issued a regular POST Basic Certificate.
- h. "Prevention and detection of crime and the general enforcement of laws" refers to the peace officer authority of a Level I or Level II reserve officer assigned to investigate crime, or patrol a geographic area and personally handle 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.
- i. "Working alone" refers to a qualified Level I reserve officer who works without immediate supervision and makes independent decisions. Two qualified Level I reserves, or a qualified Level I reserve and a regular officer, are not precluded from working together.



## Reserve Officer Program

## RESERVE OFFICER SELECTION

## Purpose

2-1. This Commission Procedure sets forth the selection standards established by statute and the Commission for reserve officers and establishes policy and procedures for applying such standards.

## Selection Standards

2-2. Exemption to Selection Standards: Adoption of minimum selection standards, by the Commission, does not imply that reserve officers appointed prior to January 1, 1979, are exempt from these standards. ~~The~~ Selection standards were previously mandated by legislative action.

2-3. Minimum Selection Standards: The following minimum standards for selection shall apply to all reserve officers:

- a. Government Code Section 1029, enacted in 1949, which prohibits a person with a prior felony conviction from becoming a peace officer.
- b. Government Code Section 1030, enacted in 1959, which requires fingerprinting of each peace officer and submission of classifiable fingerprint sets to the State Department of Justice and Federal Bureau of Investigation.
- c. Government Code Section 1031, enacted in 1961, which requires the following of each peace officer:

~~†~~(1) Be a citizen of the United States;

(2) Be at least 18 years of age;

(3) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal records;

(4) Be of good moral character, as determined by a thorough background investigation;

NOTE: See PAM Law Section (A) for complete text of the above laws specified in 2-3 a, b and c.

~~† Citizenship presently under review by the courts to determine validity.~~

- (5) Be a high school graduate or pass the General Education Development test indicating high school graduation level (refer Commission Regulation 1002(a)(4) for test scores). (This requirement does not apply to a reserve officer appointed prior to March 4, 1972);
  - (6) 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.
- d. Commission requirement that each peace officer be interviewed personally by the department head or his/her representative prior to appointment.

#### Selection Documentation

2-4. Selection Files and Records: Departments shall document reserve officer background investigations ~~files~~ and maintain records security procedures which are similar to those used for regular officer selection.

#### Notice of Appointment/Termination

2-5. Notice of Appointment/Termination, POST Form 2-114, is required to be submitted in accordance with Commission Regulation 1003 and PAM, Section C-4.

Reserve Officer Program

RESERVE OFFICER TRAINING

Purpose

3-1. This Commission Procedure sets forth the minimum training standards for reserve officers, explains exemptions and the application of previous training as a method of meeting standards, and addresses the required field training for Level I and Level II reserve officers.

Training Standard

3-2. Minimum Training Standard: Minimum training relates to the training requirements for the level of assignment and duties being performed by reserve officers. The level of assignments are defined in Penal Code Section 832.6.

- a. Each person seeking to be a Level III reserve officer shall satisfactorily complete a POST-certified Penal Code Section 832 (Arrest and Firearms) course.
- b. Each person prior to exercise of duties as a Level II reserve officer shall satisfactorily complete training consisting of a POST-certified Module A Course (Penal Code Section Section 832) Course, and a POST-certified Module B Level II Reserve Course for a minimum of 80 hours. In addition, Level II reserve officers must be continuously engaged in a field training program approved by POST, unless they were appointed prior to January 1, 1979 and exempted by their department head from the provisions of Penal Code Section 832.6 ~~by their department head~~ (refer PAM, Section H-3-3).
- c. Each person ~~appointed as a reserve officer prior to January 1, 1981~~ and prior to exercise of duties as a "non-designated" Level I reserve officer (refer PAM, Section H-1-2a) shall satisfactorily complete a POST-certified Reserve Officer Course(s) of at least 200 hours (which includes Modules A, B and C), ~~which training is started prior to January 1, 1981~~ and shall satisfactorily complete 200 hours of structured field training; OR satisfactorily meet the training requirements of the POST-certified Basic Course for regular officers PAM, Section D-1. ~~The minimum 200 hours of Level I reserve training may be fulfilled by satisfactory completion of a POST-certified Penal Code Section 832 course, together with a certified Level II Reserve Course and a certified Level I Reserve Course. No Level I Reserve Courses will commence after January 1, 1981.~~

Between January 1, 1981 and January 1, 1984, the minimum 200 hours of non-designated Level I reserve training may also be fulfilled by satisfactory completion of any POST-certified reserve training course(s) of 200 or more hours and 200 hours of structured field training, provided the department head attests that all requirements of Modules A, B, and C have been met. (During this period, completion of less than 200 hours of POST-certified reserve training, that includes Modules A and B, shall in addition require completion of a POST-certified Module C Course to meet the minimum training standard for non-designated Level I reserves.)

- d. ~~Every~~ Each person ~~appointed as a reserve officer on or after January 1, 1981 and prior to assignment to Level I reserve officer duties,~~ exercise of duties as a "designated" Level I reserve officer (refer to PAM, Section H-1-2a), shall satisfactorily meet the training requirements of the Basic Course for regular officers (PAM, Section D-1).
- e. To be eligible to exercise full powers and duties of a peace officer as provided by Penal Code Section 830.1 (Reference Penal Code Section 832.6(b)), those reserve officers appointed prior to January 1, 1981, who have not satisfactorily met the Commission's training requirements of the regular Basic Course (PAM, Section D-1), and have been determined by the appointing authority to be qualified to perform general law enforcement duties by reason of the person's training and experience, must have been issued the Reserve Officer Certificate prior to January 1, 1981.

f. Equivalent training may be established through the Basic Course Waiver Equivalency Evaluation and Examination Process described in PAM Section D-11. Department heads may request an ~~equivalency~~ evaluation if the ~~already appointed reserve officer individual~~ is under consideration for appointment as a to-be-assigned-to Level I duties reserve officer.

3-3. Reserve Officer Training Requirements: Training shall be completed prior to assignment of peace officer duties. The following minimum training requirements apply to reserve officers:

<u>Level III</u>	<u>Level II*</u>	<u>Level I*</u> (non-designated)	<u>Level I</u> (designated)
Module A - (40 hours) Certified P.C. 832 Arrest & Fire- arms Course	Module A (40 hours) PLUS Certified Module B (40 hours) <del>Level II Reserve Officer Course</del>	<del>Appointed reserve officer prior to January 1, 1991.</del> Module A (40 hours) PLUS Module B (40 hours) PLUS Module C (120 Hours) <del>Level I Reserve Officer Course</del>	<del>Appointed reserve officer on or after January 1, 1991.</del> Shall satisfactorily meet the training requirements of the Basic Course (PAM, Section D-1) or <del>equivalent (PAM, Section D-11)</del>
<u>Minimum</u>	<u>Minimum</u>	<u>Minimum</u>	<u>Minimum</u>
40 hours	80 hours	200 hours	400 hours

\* Refer to PAM, Section H-3-8 (Field Training) for additional training requirements.

CP H-3  
3-4. Exemption to Minimum Training: Only reserve officers appointed prior to January 1, 1979, may be exempted by the appointing authority from Level I or Level II training requirements. (See Stats. 1977 C. 987)

3-5. Transfer of Exemption: Any reserve officer appointed prior to January 1, 1979, and exempted by the appointing authority from the minimum training standards for Level I or Level II reserve officers, cannot be appointed to either of these levels by another law enforcement department, unless the reserve officer has been awarded the POST Reserve Officer Certificate or has met the training requirements for the appropriate level of reserve officer assignment on or before the date of the officer's appointment as a reserve officer by ~~any other~~ the subsequent appointing law enforcement agency.

3-6. Changing Exemption Designation: Each reserve officer appointed prior to January 1, 1979, and exempted from training requirements should be designated to a specific reserve officer level by the appointing authority. This level designation may be changed by the appointing authority irrespective of the January 1, 1979<sub>X</sub> operative date of Penal Code Section 832.6. Level I reserve officers exempted from training requirements (whom the appointing authority H-3 may wish to be designated to have full powers of a peace officer as provided by Penal Code Section 830.1, effective January 1, 1981) must have been issued the POST Reserve Officer Certificate prior to that date.



3-7. Compliance with Training Standards: Reserve officers appointed prior to January 1, 1979, who were not exempted from training requirements, and reserve officers appointed on or after January 1, 1979, must satisfy minimum training requirements appropriate to their level of assignment. The training requirements may be deemed to be satisfied by one or more of the following means:

- a. Completion of POST-certified reserve officer course(s) Module A, B, C, as appropriate to level of assignment, (PAM, Section H-3-3); OR
- b. Possession of a POST Reserve Officer Certificate; OR
- c. Completion of a certified POST Basic Course (within provisions of Commission Procedure D-11-11) or possession of a regular POST Basic Certificate; OR
- d. ~~Successful~~ Satisfactory completion of the Basic Course Waiver ~~Equivalency~~ Evaluation and Examination Process as described in PAM, Section D-11.

3-8. Field Training: Field training is required for non-designated Level I reserve officers ~~who are completing Level I training commenced prior to January 1, 1981~~ and Level II reserve officers, except when the reserve has been determined to be: (1) an exempt reserve as provided for in Penal Code Section 832.6(b), Stats. C. 987, effective January 1, 1979; (2) or has satisfactorily completed the training requirements of the regular Basic Course; (3) or possesses a regular POST Basic Certificate.

- a. Non-designated Level I reserve officers ~~appointed prior to January 1, 1991~~, who have not satisfactorily completed the training requirements of the Basic Course (PAM, Section D-1), shall complete 200 hours of structured field training, in addition to the required classroom training, prior to their assignment as Level I reserves. The field training shall be provided by the reserves' respective departments and designed on the concepts and appropriate subject matter included in the "POST Field Training Guide." Specific approval of the program is not required by POST.
- b. Level II reserve officers shall be engaged in a continuous field training program approved by POST, (see paragraph 3-10 of this section).
- (1) Level II reserve officers shall be regularly provided training in the field, as appropriate, to improve their knowledge and skills.
  - (2) A Field Training Program for Level II reserve officers shall be consistent with the guidelines set forth in paragraph 3-9 of this section.
  - (3) If Level II reserve officers are to be, or subsequently may be, assigned as Level I reserves, the Field Training Program should be designed to avoid unnecessary duplication of training.

3-9. Level II Field Training Guidelines: General guidelines for development of Level II field training programs are:

- a. Field training shall be provided on a continuous basis and appropriately structured to the needs of the department.
- b. Field instruction shall be presented by peace officers ~~possessing~~ issued POST Basic Certificates who are deemed qualified to instruct by the department head.
- c. Field training shall be based on the concepts and appropriate subject matter included in the "POST Field Training Guide."
- d. Refresher first aid and cardiopulmonary instruction should be included in the training.

3-10. Level II Field Training Program Approval: Departments establishing field training programs for Level II reserve officers shall design the programs using the guidelines set forth in paragraph 3-9 of this section. Such programs are considered POST approved programs if they are documented in department files. Documentation shall include a narrative description and attestation by the department head that the guidelines have been followed in the program design. Submission of the program to POST for specific approval is not necessary. Review of the program and documents will be conducted during conformance inspections.

## Training Documentation

3-11. Training Files and Records: Departments shall document reserve officer training and experience by establishing files and procedures which are similar to those used for regular officer training.

Reserve Officer Program

RESERVE OFFICER CERTIFICATES

Purpose

4-1. This Commission Procedure describes reserve officer certificates and certificates of recognition, sets forth certificate eligibility requirements, and describes certificate processing procedures.

Types of Certificates

4-2. Types of Certificates: The Commission has established two types of certificates for reserve officers:

- a. Certificate of Recognition: This certificate may be issued by department heads to Level I, II or III reserve officers upon a person's designation to a specific reserve officer level.

- b. Reserve Officer Certificate: This certificate is issued by POST to reserve officers who meet the requirements for Level I assignment and in addition have completed 200 hours of general law enforcement experience. The certificate is not required by statute nor necessary to exercise peace officer powers as a Level I reserve officer.

#### Certificate of Recognition

4-3. Certificate of Recognition Criteria: POST has not established specific eligibility criteria for issuing Certificates of Recognition. This certificate is designed primarily to be used by departments to give recognition or to document progression to various levels of reserve officer assignment. Each department head may develop criteria and procedures for issuance of the Certificate of Recognition.

4-4. Supplies of Certificates: Certificate of Recognition forms may be obtained by department heads from POST, Administration Division.

#### Reserve Officer Certificate

4-5. Eligibility: To be eligible for the award of a Reserve Officer Certificate, a reserve officer must:

- a. Have been selected according to minimum selection standards described in PAM, Section H-2, Paragraph 2-3, AND
- b. Currently be appointed or deputized as a reserve officer as described in Penal Code Section 830.6 (a), AND
- c. Have completed the training and general law enforcement experience prescribed by the Commission as set forth in paragraph 4-6 of this section.

4-6. Required Experience and Training: The Commission has established the required training and experience for award of the Reserve Officer Certificate as follows:

- a. General Law Enforcement Experience

- (1) In addition to the required classroom training, and 200 hours of field training, when required, a reserve officer must have completed no less than 200 hours of satisfactory service while assigned to the prevention and detection of crime and the general enforcement of the laws of this State.

- b. Training

- (1) Reserve officers appointed prior to January 1, 1979:

<u>Classroom Training</u>	<u>200 Hours Field Training</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
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200 hours non-certified Reserve Officer Course(s) completed before 1-1-79 (*)	No	** Yes	Yes
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Satisfactory completion of the training requirements of the regular Basic Course (PAM, Section D-1)	No	No	Yes
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(2) Reserve officers appointed between January 1, 1979 and January 1, 1981:

<u>Classroom Training</u>	<u>200 Hours Field Training</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
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200 hours non-certified Reserve Officer Course(s) started prior to 1-1-79 and completed before 1-1-80(*)	Yes	**Yes	Yes
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200 hours certified Reserve Officer Course(s)	Yes	No	Yes
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Satisfactory completion of the training requirements of the regular Basic Course (PAM, Section D-1)	No	No	Yes
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(3) Reserve Officers appointed ~~on or after~~ between January 1, 1981 and before March 1, 1982:

<u>Classroom Training</u>	<u>200 Hours Field Training</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
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Satisfactory completion of the training requirements of the regular Basic Course (PAM, Section D-1)	No	No	Yes
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(\*) Must be equivalent to 200-hour regular officer Basic Course as it existed prior to July 1, 1978.

(\*\*) Application form (POST 2-256) signed by department head may serve as verification.



(4) Reserve officers appointed on or after March 1, 1982:

<u>Classroom Training</u>	<u>200 Hours Field Training</u>	<u>Verification PC 832</u>	<u>200 Hours General Law Enforcement Experience</u>
<u>200 hours certified Reserve Officer Course(s)*</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>
<u>Satisfactory completion of training requirements of the regular Basic Course (PAM, Section D-1)</u>	<u>No</u>	<u>No</u>	<u>Yes</u>

4-7. Application Process: Application for award of the Reserve Officer Certificate shall be made on POST Form 2-256, "Application for Award of POST Reserve Officer Certificate." Completion of the form requires:

- a. Copies (not originals) of transcripts, certificates of completion and other documents to verify all training indicated.
- b. Signature of the applicant attesting to the truth of the information provided and subscription to the Law Enforcement Code of Ethics.
- c. Signature of the reserve officer's department head attesting that minimum selection, training and experience requirements have been met, the applicant is of good moral character, and is worthy of the award.

(\* Refer to PAM Section H-3-2c for equivalent training provisions for non-designated Level I reserve officers.

4-8. Application Submission: Mail one completed application form and supporting documents to POST, Administration Division, 7100 Bowling Drive, Sacramento, CA 95823. Copies of the application and supporting documents should be retained in the personnel files of the submitting department.

4-9. Cancellation: The Commission reserves the right to deny or cancel any Reserve Officer Certificate as provided in Commission Regulations Section ~~Section~~ 1011(b) and as described in PAM, Section F-2, Denial or Cancellation of Professional Certificates.

Reserve Officer Program

RESERVE OFFICER COURSES - MODULES A, B & C

Purpose

5-1. Specifications of Reserve Officer Courses: This Commission Procedure sets forth the specific requirements for Level I, Level II and Level III reserve officer courses established in PAM, Section H-3.

Training Methodology

5-2. Recommended Methodology: The Commission encourages use of the performance-objective training methodology described for the Basic Course in PAM, Section D-1. That methodology is not mandated for reserve officer course presentations.

Content and Minimum Hours

5-3. Reserve Course Content and Minimum Hours: Subject matter and hourly requirements are outlined in the following pages, which describe Modules A, B and C. References in these outlines to "Illustrative Performance Objectives" are to be considered advisory only.

Reserve Officer Program

~~LEVEL III RESERVE~~ MODULE A - 40 HOURS - ARREST AND FIREARMS (P.C. 832)  
(For full satisfaction of Level III reserve training requirements)

Course Outline

A. Introduction	<u>Hours</u>
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 20

1. Laws of 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

6

1. Moral aspects, legal aspects

4

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

## Reserve Officer Program

### ~~LEVEL II RESERVE~~ - MODULE B - 40 HOURS

(For partial satisfaction of Level II reserve training requirements; refer to PAM, Section H-3-3& for additional training requirements.)

### Course Outline

	<u>Hours</u>
A. First Aid and Cardiopulmonary Resuscitation content as specified by the State Department of Health	15
B. Role of Back-Up Officer	25
1. Orientation	
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. 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 Occurrences

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 Module A.



Reserve Officer Program

MODULE C - 120 HOURS

(For partial satisfaction of "non-designated" Level I reserve training requirements; refer to PAM, Section II-3-3 for additional requirements.)

	<u>Hours</u>
<u>A. Professional Orientation</u>	<u>3</u>
1. <u>History and Principles of Law Enforcement</u>	
2. <u>Unethical Behavior</u>	
3. <u>Administration of Justice Components</u>	
4. <u>Related Law Enforcement Agencies</u>	
5. <u>California Court System</u>	
6. <u>California Corrections System</u>	
<u>Illustrative Performance Objectives: 1.1, 1.4, 1.7, 1.8, 1.9, 1.10</u>	
<u>B. Police Community Relations</u>	<u>10</u>
1. <u>Citizen Evaluation</u>	
2. <u>Crime Prevention</u>	
3. <u>Stress Factors</u>	
<u>Illustrative Performance Objectives: 2.3, 2.4, 2.5</u>	
<u>C. Law</u>	<u>25</u>
1. <u>Introduction to Law</u>	
2. <u>Crime Elements</u>	
3. <u>Intent</u>	
4. <u>Parties to a Crime</u>	
5. <u>Defenses</u>	
6. <u>Probable Cause</u>	
7. <u>Attempt/Conspiracy/Solicitation Law</u>	
8. <u>Obstruction of Justice Law</u>	
9. <u>Theft Law</u>	
10. <u>Extortion Law</u>	
11. <u>Embezzlement Law</u>	
12. <u>Forgery/Fraud Law</u>	
13. <u>Burglary Law</u>	
14. <u>Receiving Stolen Property Law</u>	
15. <u>Malicious Mischief Law</u>	
16. <u>Arson Law</u>	
17. <u>Assault/Battery Law</u>	
18. <u>Assault With Deadly Weapon Law</u>	
19. <u>Mayhem Law</u>	
20. <u>Felonious Assaults Law</u>	
21. <u>Crimes Against Children Law</u>	
22. <u>Public Nuisance Law</u>	

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 Substance 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 Objectives: 5.1-5

E. Vehicle Operations5

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 Evidence8

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 Procedures24

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 Search Techniques
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: 8.1-5, 8.8, 8.13, 8.15-17, 8.26-34, 8.36, 8.40-42

H. Traffic10

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: 9.1-6, 9.8, 9.13-16

I. Criminal Investigation18

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 Substance Abuse

Illustrative Performance Objectives: 10.3-21

J. Custody2

1. Prisoner Rights and Responsibilities
2. Prisoner Release

Illustrative Performance Objectives: 11.6, 11.7

K. Physical Fitness & Defensive Techniques4

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

Note: Hours and instructional topics may be adjusted with prior POST approval.

1605B/206

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Review of Basic Course Driver Training Fees		Meeting Date July 15, 1982
Bureau Training Program Services	Reviewed by <i>J. M. Moxton</i>	Researched By Don Moura <i>Don Moura</i>
Executive Director Approval <i>Norman C. Bachman by 6/11/82</i>	Date of Approval 6-29-82	Date of Report June 7, 1982
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> (See Analysis per details) <input type="checkbox"/>		

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

ISSUE

Should POST increase the present reimbursement of \$150.00 per trainee to eligible agencies for driver training tuition?

BACKGROUND

In July, 1979, the Commission mandated "behind the wheel" driver training performance objectives for the Basic Course. Because of the high cost of such training, the Commission shortly thereafter, approved a driver training fee (tuition). POST has assisted agencies to soften the impact of the \$207.00 tuition for driver training by reimbursing eligible agencies \$150.00 per each trainee. The driver training fee of \$207.00 was established by the Academy of Defensive Driving (AODD) for each student and this fee was adopted by all of the academies presenting basic training. The POST Commission approved the \$207.00 fee and approved the reimbursement of \$150.00 with the remainder of the fee to be made up by the student trainees and/or the training institution. This Commission action has been in effect since January, 1980.

ANALYSIS

Due to rising costs, a request was made by the Academy of Defensive Driving (AODD) and subsequently by academy directors, for POST to complete a review of current driver training costs. The concerns were based on the fact that they could not continue to meet the mandated training requirements for the amount of tuition (\$207.00) previously approved by the POST Commission two years ago. They were requesting that the tuition be increased to \$252.00 with additional POST reimbursement for eligible agencies increased to \$195.00. For the last six months, POST staff have been involved in a comprehensive review of driver training costs. The following variables are vital in considering the subsequent recommendations:

1. At the time that the \$207.00 tuition fee was approved, the average cost per trainee based upon budgets submitted by presenters was \$225.00.
2. Since the original setting of the tuition, a number of agencies have been forced to close down their operations and contract with AODD because they cannot continue to present the course at a much higher rate than AODD. AODD services 25% of our academies and it appears that there is a high probability of a substantial increase in contract activity with other basic academy presenters.

Utilize reverse side if needed

3. Meetings were held with many academy directors and driver training coordinators to assess the financial impact of inflation on driver training. These contacts were conducted with a cross section of academies including agency/community college academies and large/small academies. As many driver training programs that exist, there exists as many different methods of presenting the course as far as resources are concerned (i.e. where they get their vehicles from-- some buy vehicles, some borrow from agencies, some obtain their vehicles from agency fleet motor pools). Some academies have separate budgets for driver training and some academies have their driver training costs buried in a number of separate accounts; this is especially true for the salary of instructors. The overwhelming evidence clearly shows that the cost per trainee far exceeds the current allowed tuition. A general assessment of major agency costs, for example, appear to be estimated well over \$350.00 to \$400.00 per trainee.
4. POST staff and the law enforcement field continue to view driver training for police officers (especially recruits) as being on an importance level similar to firearms training.

Staff believes it is the interest of POST and law enforcement agencies to allow the \$207.00 tuition to be increased to \$252.00 with concurrent increase in reimbursable tuition to \$195.00. This increase would amount to a fiscal impact of \$167,725.

#### RECOMMENDATIONS

1. Allow increase in tuition cost from \$207.00 to \$252.00 per trainee.
2. Allow increase in reimbursement for eligible agencies from \$150.00 to \$195.00 per trainee.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Physical Fitness Training in the Basic Academy</b>		Meeting Date <b>July 15, 1982</b>
Bureau <b>Standards and Evaluation Services</b>	Reviewed By <i>John W. Koble</i>	Researched By <b>John Berner</b>
Executive Director Approval <i>Norman L. Boehm by G. J. ...</i>	Date of Approval <i>6-28-82</i>	Date of Report <b>May 24, 1982</b>
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 \_\_\_\_\_).

Issue:

Currently, there are no physical fitness standards for graduation from the Basic Course. Furthermore, significant variation exists with regard to the content and conduct of physical fitness training in the basic academies.

Background:

Since early March, POST staff have been meeting with Basic Academy Physical Fitness Instructors to review the learning goals and performance objectives that constitute the current physical fitness component of the Basic Course. A major concern of the instructors is that none of the current performance objectives require that trainees demonstrate a given level of fitness. As a consequence, the instructors have suggested the introduction of several new performance objectives.

Analysis:

For the following reasons, staff believes it would be unwise to adopt any additional performance objectives at this time:

- (1) Current scientific knowledge does not appear to substantiate the validity of some of the objectives - either from a job-relatedness standpoint (ability to perform job tasks) or a medical standpoint (probability of subsequent medical disability). Thus, POST would be placed in a tenuous position, at best, if challenged by a trainee who failed to meet one of the objectives.
- (2) Objectives which call for the trainees to pass job-related physical abilities tests (such as the POST entry-level tests) fail to take into account:
  - (a) differences in the job demands of the various peace officer classification represented in basic training. (A physical abilities test that has been shown to be job-related for all such classifications does not exist).

Utilize reverse side if needed



- (b) differences in academy/employer policies with regard to physical performance testing as a prerequisite for attendance at Basic Training.
- (c) differences in academy requirements that would result from allowing academies to use different job-related tests and/or cut-off scores.

In view of these circumstances, staff believes the needs of the academies (and law enforcement) can best be met by developing a standardized physical fitness training program. The program would be developed by physicians and exercise physiologists, working in conjunction with academy instructors and POST staff. It is estimated that the program could be developed and made fully operational within one year, at a cost for contractual services of approximately \$17,500.

Recommendation:

Authorize staff to begin work on the development of a standardized fitness training program for basic academy trainees (including negotiations for contractual services from physicians and exercise physiologists).

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title POST Automated Reimbursement System		Meeting Date July 15, 1982
Bureau Information Services	Reviewed By	Researched By B. W. Koch <i>BWK</i>
Executive Director Approval <i>Murray C. Becker</i>	Date of Approval 6-29-82	Date of Report June 28, 1982
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 checked="" type="checkbox"/> No <input type="checkbox"/>		

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

### Issues

The present POST manual reimbursement system is complex. It requires substantive personnel costs and related expenses, both on the part of POST and the participating agencies, to provide and receive reimbursement for training. The process requires the completion of multiple claim forms and an understanding of the complicated and sometimes confusing requirements related to policy and process necessary to collect monies due. Because of the POST budgetary need to expedite the return of claims, penalties are assessed against participating agencies which neglect to file timely claims. Some agencies entitled to reimbursement for commuter trainees do not claim the monies due to them because their costs of preparing the claims exceed the amount that might be received.

### Background

In the beginning the process was one of partial reimbursement paid on an annual basis. In an effort to be more responsive to local law enforcement needs, the reimbursement process was continually expanded over the years to pay as much as possible for salary reimbursable courses and the majority of the associated expenses related to training and to provide that reimbursement on a quarterly basis. However in seeking to attain a more equitable system, the process became much more complex requiring a great deal more input by agencies requesting reimbursement, and expanded written and unwritten guidelines and policy concerning how and on what basis reimbursement was to be paid. In April 1981, frustrations of participating local agencies with the Reimbursement Process evidenced itself through the Needs Assessment study. Responding very favorably to the initial questionnaire as to whether "POST should begin studying the feasibility of automatically reimbursing training without requiring agencies to submit claim forms", and unanimously supporting this concept in the seminars that followed.

Utilize reverse side if needed

## Analysis

With the advent and implementation of the POST Automated Information System, we now have the capability and expertise to develop a "POST Automated Reimbursement System". A system of automatically reimbursing participating agencies without submission of claim forms. The implementation of this system would have a significant impact on the POST Program and its participating agencies. Preliminary evaluation indicates potential savings to local agencies of approximately one-half million dollars per year through reduction in personnel time in completion of POST claim forms, time that could be more productively used in their principal responsibilities in these times of budgetary pressure. Savings are also anticipated in POST expenses and personnel costs relating to the reimbursement program.

Though the system proposed maintains the basic essentials of the old system; it eliminates the burden of completing the claims forms, automates the processing, reduces the complexity of procedure and policy, and simplifies the entire process. All lawful claims would be paid with elimination of need to reduce payment of "late claims."

Two significant changes (aside from elimination of claim forms) are being proposed; the first relates to a need as required by the State Controller for "authority" to attend a course for reimbursement, and the second relates to a "travel allowance" philosophy and policy, rather than the payment of all the myriad of specific expenses related to, and associated with travel.

The proposed process begins with an "Authorization form", completed by the agency and presented by the trainee when he attends the course. In essence, this is the trainee's "Ticket" to attend the course for reimbursement. The form contains the information necessary for POST to process reimbursement and satisfy the State Controller requirements. The second element in the process is the completion of the Roster by the Course Presenter, essentially the same form and process as presently required with only minor changes to the format.

The "Authorization" and Roster are submitted to POST, entered, processed, evaluated, and the necessary reports to the agency and the Controller are automatically generated in order to process reimbursement checks to the agencies.

The system would continue to provide the four reimbursable elements, as appropriate, of Salary, Travel, Subsistence and Tuition.

There would be no change in the present commission policy concerning salary. Attendees at specified courses would continue receiving a proportionate share of their salary as authorized by the Commission.

Reimbursement for travel would be calculated on distance between course site and agency headquarters or area of assignment. These distances would be automatically computed through the use of "xy" coordinates programmed into the computer and be based on straight-line distances. The mileage allowance, which would compensate for all associated travel costs, would be based on analysis of past travel costs. Analysis indicates that an amount can be set which will be fair and equitable.

Subsistence reimbursement will essentially be provided at the same level as presently provided with minor changes in the method of computation to fit our computer technology. The rate established would be based on averages established from previous POST experience. The proposed system has the flexibility to provide different levels of reimbursement based on course type and/or location of presentation predicated on Commission policy.

Tuition would continue to be reimbursed at the amount established through course certification.

Implementation of this system would take approximately one year and if approved, should be timed to be completed by the 1st of July, 1983, to coincide with the beginning of the 1983-84 fiscal year. Cost to implement the system will be approximately \$30,000 for a programmer/analyst to develop the computer program for the system. The cost benefit ratio in terms of cost to implement vs. overall cost savings should show a pay-back in approximately 3 1/2 weeks of operation (based upon savings to POST and savings to participating agencies). The additional programmer analyst assistance would have to be acquired within existing budgetary resources.

#### Recommendations:

Because this proposal can have a significant and positive impact on reducing the paper processing burden of participating agencies, and of the POST Reimbursement program costs, it is recommended that the Commission:

- o Approve in principal the development of the POST Automated Reimbursement System as outlined above.
- o Confirm acceptability of the automated system to the field, by authorizing a public hearing on specific PAM Regulations and Procedure changes at the October Commission Meeting.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Computer Based Education Study (CBE)		Meeting Date July 15, 1982
Bureau Field Services Bureau	Reviewed By <i>JF</i>	Researched By Brooks Wilson
Executive Director Approval <i>Norman C. Beckum</i>	Date of Approval June 18, 1982	Date of Report June 24, 1982
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/>		Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

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

ISSUE

Receiving feasibility study of application of Computer Based Education to POST training program.

BACKGROUND

In April 1981, the Commission approved a contract in the amount of \$48,348 with the Justice Training Institute (Tom Anderson) to conduct the above study. The general purpose of the study was to stay current with the latest developments in training technology and was supported by a recommendation from the "Training Needs Assessment" to pursue innovative forms of training delivery.

ANALYSIS

Staff has reviewed the final project report and notes that it is a document reflecting significant work and includes much useful data. The project traces the development of both computer and Computer Based Education software, provides an assessment of the state-of-the-arts, and projects future use and development. In addition, successes and failures of several applications are analyzed and guidelines developed to avoid pitfalls in the application of this technology to the POST Program. Summaries of the project's major findings and recommendations have been prepared and attached. A separate report under this Agenda Item, prepared by the Training Program Services Bureau, concerns the implementation of the recommendations.

The final cost to POST will be \$38,564.60. This is \$9,783,40 less than the contract amount.

RECOMMENDATION

Accept the report and authorize final payment to the Justice Training Institute.

Utilize reverse side if needed

## Justice Training Institute

### Study Review

This study was undertaken to determine the feasibility of using computers in the training and professional development of police and law enforcement personnel. The study began July 1, 1981.

The study was broken into six(6) working tasks. Each is explained as follows:

Task 1 consisted of finalizing the study objectives with POST staff.

Task 11 consisted of selecting an advisory group to assist in the development of the study.

Task 111 involved a comprehensive survey to establish and clarify the current state-of-the-art related to computer assisted instruction (CAI).

Task 1V involved an analysis of POST-certified training and its applicability to CAI.

Task V consisted of developing a set of recommendations to be followed by POST, should it decide to implement a number of pilot programs related to CAI.

Task VI consists of the final report.

Justice Training Institute  
Computer Based Education Study

Major Findings

1. Computer Based Education (CBE) or Computer Assisted Instruction (CAI) is beginning to boom as a consequence of advances in microcomputers;
2. At present there are no standards; corporations are rushing in as fast as possible;
3. The result has been a lowered cost of hardware (equipment) but a significant rise in the cost of software; (the learning programs);
4. There are problems with compatibility or transferability (use of software between computers);
5. There are problems with good technology being imposed upon poor teaching material;
6. There are problems surrounding "human" issues and fear of the computer;
7. None-the-less studies indicate that students do well with CAI and the small group sampling (College of the Redwoods) supports this conclusion;
8. There are issues surrounding what can and cannot be taught by computer;
9. There are "advertising" issues, that is companies are claiming all sorts of value for their products, yet little is seen substantiating these claims;
10. In spite of present headaches it is apparent that CAI looks like the wave of the future. The issue for POST is how to ride this wave, that is, what values can it get out of CAI and what can it reject as valueless. (It should be thought of in the sense that the claims associated with CAI are extravagant, but there isn't much to back it up - yet. In addition, it should be noted that only parts of POST's sets of performance objectives are compatible with computer learning - as of this writing).
11. Our basic recommendation is for POST to undertake a select number of pilot projects/programs in or associated with CAI. The fact is that it will cost money now, but POST action at this time will make POST the leader in CAI for the future.

Justice Training Institute  
Computer Based Education Study

Recommendations

1. Develop, test, and evaluate a Computer Assisted Instructional course authoring system that is tailored specifically for the use of police training officers in presenting the POST Basic Police Training Course.

Development time, approximately 18 months at a cost not to exceed \$165,000.

2. Develop, test, and evaluate a computer assisted instructional system, focusing on "remedial" training in a regional or large city police training academy and with specific attention to the police basic course.

Development time, approximately 18 months at a cost not to exceed \$140,000, plus an independent evaluation of approximately \$15,000.

3. Develop, test, and evaluate the feasibility, both educational and in terms of cost, of a computer assisted instruction course 'authoring' system that is specifically designed for use of police training officers in presenting POST Supervisory Courses.

Development time, approximately 18 months at a cost not to exceed \$125,000, plus independent evaluation of approximately \$12,500.

4. Develop a POST Computer Managed Instruction Project. The purpose of this project is to standardize, at the level of specifications, the methods and design of computer managed instruction in-put, out-put and reporting for current and future POST computer assisted instruction users.

Development time, 3-4 months at a cost of approximately \$26,000.

5. Develop a POST Computer Literacy Course. The purpose of this project is to design, for implementation, a course on computers and computer use to be included in all major POST certified offerings; in specific the Basic, Supervisory, Management, and Executive Courses.

Development time, 3-4 months at a cost of approximately \$60,000.



## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>COMPUTER BASED EDUCATION STUDY IMPLEMENTATION</b>		Meeting Date <b>July 15, 1982</b>
Bureau <b>Training Program Services</b>	Reviewed By <i>[Signature]</i>	Researched By <i>[Signature]</i> <b>Holly Mitchum</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>6-29-82</b>	Date of Report <b>July 25, 1982</b>
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

The use of computer assisted video training in POST programs.

BACKGROUND

During the past year POST staff have been studying and researching the use of various types of training aids in POST programs. Along with a study by the Justice Training Institute, Training Program Services personnel have been studying the state-of-the-art of video programs, slide-sound programs, films, workbooks and training bulletins. The research in these areas consistently led consultants into the computer assisted video training field. Preliminary studies nationwide indicate that law enforcement training is one of the few subjects not presently involved in computer assisted video training.

ANALYSIS

Staff has reviewed educational offering software systems from such companies as Control Data Services, Bell and Howell, and Whitney Educational Services. This has allowed staff to start developing indepth information and solid opinions about the future use of computer assisted video training in POST programs. POST staff has reviewed the recommendations of the computer based education study completed by the Justice Training Institute.

JTI Recommendation #1

Develop, test and evaluate a computer assisted instruction course authoring system which integrates video tape material for use in the Basic Course. Projected cost estimate is \$165,000.

JTI Recommendation #2

Develop, test and evaluate a CAI system, focusing on remedial training for use in the Basic Course, at an academy which already operates a Computer Managed Instruction System. Project cost estimates, including independent evaluation, is \$155,000.

Utilize reverse side if needed

### JTI Recommendation #3

Develop, test and evaluate a CAI course authoring system, which may be integrated with video tape or video disc material, for use in presenting the Supervisory Course. Project cost estimate, including independent evaluation, is \$137,500.

### Discussion

Staff review of various computer assisted instruction programs indicates that CAI course authoring systems, with video tape player interface capabilities, have already been developed and are being marketed by a number of firms. As suggested in the JTI study, it appears appropriate to analyze and evaluate these systems before going to the expense of developing new software. Most of these programs are "generic" in nature. Their inherent flexibility allows them to be utilized by instructors, without programming experience, to develop modules for many varying courses. Use of such a program could result in substantial cost savings in that separate authoring systems would not need to be developed for the Basic and Supervisory courses (or other courses for which CAI modules may be developed).

To ensure that all pilot CAI materials are useable in the various POST certified training institutions, it is imperative that the course authoring software selected for the pilots is compatible with other hardware already in use within academies. Unfortunately a lack of standardization already exists in that some institutions are using microcomputer based "stand alone" systems whereas others are utilizing a main frame approach consisting of several terminals linked to one centralized, larger computer. These systems are primarily being used to track the progress of recruits enrolled in Basic training courses.

Before selection can be made of course authoring software, it will be necessary for staff to conduct a comprehensive assessment of all hardware and software available in community colleges and law enforcement agencies that is in use, or is planned for use, to conduct and/or to manage POST certified instruction. The assessment should involve both on-site visits and interviews with academy directors to: solicit input on course authoring software preferences, examine availability of video tape materials which could be utilized for development of pilots and to encourage cooperative working relationships among the various academies and POST staff.

Once the assessment is complete, staff will be in a much better position to recommend selection, modification or new development of course authoring software, for use in pilot projects, which will best meet the needs of law enforcement trainees while simultaneously ensuring development of superior quality CAI training modules.

Due to the complexities involved in development, testing and evaluation of the pilots, it is staff's recommendation that initial implementation and studies of CAI in POST programs be confined to the Basic Course. POST staff must be able to oversee the development of performance objective training

and testing for whatever instructional method is used. As such, it will be necessary for POST staff to have the capability, in-house, to review CAI programs developed for statewide use.

As outlined in JTI recommendations 1 and 2, it is suggested that the course authoring software and remediation modules be tested and comprehensively evaluated. Experiences gained from these projects will provide a solid foundation for development, testing and evaluation of more complex applications, such as simulation, in the Supervisory Course.

#### JTI Recommendation #4

Design and implement a course on computers and computer use to be included in all POST mandated courses. Purpose of the course would be to promote peace officer computer literacy. Project cost estimate is \$60,000.

#### Discussion

During the past six months, staff have been working closely with subject matter experts to design a series of courses for law enforcement personnel in the use and acquisition of law enforcement automated information systems. Once implemented, staff will be carefully monitoring these courses. As the interest level in this course increases, staff will evaluate the potential use of certain segments of this program for use in POST mandated courses.

#### JTI Recommendation #5

Standardize, at the level of specifications, the methods and design of computer managed instruction for current and future POST CAI users. Project cost estimate is \$26,000.

#### Discussion

As per JTI recommendations, there is a need to examine all existing CMI systems in order to determine areas of uniformity and lack thereof. Staffs plan would be to conduct POST special seminars with academy directors and computer specialists to define input, output and reporting standards. Special seminars will result in development of a POST document which would serve as a set of guidelines to assist academy directors in the purchase of hardware and software computers with existing CMI systems. These efforts will help to ensure that academies have the ability to exchange software enhancements as they are developed by vendors. Use of staff, rather than an outside consultant, to implement this JTI recommendation will result in an estimated cost savings of approximately \$15,000.

#### SUMMARY

1. Staff plans to conduct further study on computer hardware and software in use by training institutions presenting POST certified programs. Purpose of the study would be to determine the feasibility of utilizing an existing CAI course authoring system for development of pilot computer assisted instruction projects commencing with the Basic Course.

2. Staff plans to conduct further study with Basic Academy Directors and computer specialists in order to define input, output and reporting standards for Computer Managed Instruction systems.

Further study by staff is required before implementation of any of the Justice Training Institute's recommendations. Staff will report back to the Commission at either the October or January meeting with specific recommendations.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Center for Executive Development		Meeting Date July 15, 1982
Bureau Training Program Services	Reviewed By <i>J. Martin</i>	Researched By <i>Alc</i> Mike DiMiceli
Executive Director Approval <i>Nicholas C. Becker</i>	Date of Approval 6-29-82	Date of Report June 25, 1982
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

ISSUE

The Commission, at the January, 1982 meeting, approved in concept the development of an expanded executive training program entitled the Command College. A developmental plan and program for the POST Center for Executive Development is presented for approval.

BACKGROUND

Executive training was formally initiated by POST in 1971 with the certification of the Executive Development Course and creation of the Executive Certificate. Executive training continued without significant addition or expansion until 1980. During 1980, the POST Training Needs Assessment (TNA) and the Symposium on Professional Issues in Law Enforcement focused attention on the need for greater emphasis on executive training. Accordingly, POST staff conducted a limited executive TNA and began preparations for additional executive training offerings.

An expanded executive training program began in 1981 with the creation of the Law Enforcement Executive Seminar Series. Individual seminars, involving 2-3 day presentations, have considered management improvements, physical fitness programs, on-duty injury and illness, leadership and organizational productivity. Attendance at the seminars has generally been limited to the agency chief executive. Each presentation has been well received; executives have encouraged further development of the program.

An additional effort to improve executive training was completed during 1982 when the Commission approved curriculum revisions for the Executive Development Course.

In recognition of the interest in and need for a greatly expanded program, POST staff initiated development of a comprehensive training concept called, initially, the Command College. The concept, of coordinated management and executive training, was described briefly to the Commission and adopted for further development in January, 1982.

ANALYSIS

The concept and program proposed for development and implementation is entitled The Center for Executive Development. The Center will coordinate and administer all POST-certified management and executive training, including programs yet to be developed. In addition to the training programs, the Center will sponsor and assist management research projects and the development of innovative management programs.

Utilize reverse side if needed

Briefly described, programs for the Center for Executive Development include:

- o Management Development Course -- to be re-named, the Center will administer this currently mandated training for newly promoted middle managers.
- o Management Courses -- consolidated within the Center are present and future courses appropriate for division level managers, i.e. Patrol Operations, Criminal Investigation, Administrative Services, etc.
- o Management Seminar Series -- to be developed, these 1-2 day seminars will introduce managers to contemporary issues and concerns. Many topics will be presented to both managers and executives, in a format appropriate to each audience.
- o Executive Development Course -- this course, as currently offered, provides the basis for executive training at the Center.
- o Law Enforcement Executive Seminar Series -- this popular series of 2-3 day workshops for the chief executive will be expanded and presented at regular intervals throughout the year.
- o Command College -- this program represents the major innovation within the Center. The college will include:
  - Intensive courses, approximately 40 hours in length, to introduce students to contemporary issues, techniques and programs.
  - Small group workshops to provide a structured although informal exchange of concerns and information.
  - Original research, required of each student culminating in the submission of a professional level thesis.
  - Executive assessment process whereby interested individuals may gain recognition and assistance in the development of leadership potential.

Staff is proceeding with the planning necessary to develop six Executive Seminars, one workshop and one intensive executive course for FY 82/83. In addition, further definition of policies and procedures for the Center is proceeding.

By September, 1982, staff plans to accomplish the following:

1. Announce the establishment by POST of the Center for Executive Development.
2. Establish the Command College as a component of the Center for Executive Development.

3. Centralize within the Center for Executive Development, coordination of all existing POST certified management and executive training seminars and courses.
4. Provide the Center for Executive Development with full time staff and POST organization identity.
5. Expanded curriculum development for executive and management courses and seminars.

Further information will be provided at the Commission meeting.

The issue is being presented to the Commission for general review and input before announcements are made to the field.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title FINANCIAL REPORT - FISCAL YEAR 1981-82		Meeting Date JULY 15, 1982
Bureau ADMINISTRATIVE SERVICES	Reviewed By <i>John D. Davis</i>	Researched By STAFF
Executive Director Approval <i>Norman C. Barkus</i>	Date of Approval	Date of Report
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input checked="" type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

Due to the fact that we must keep our financial records open until the close of business on the last day of the fiscal year, we did not have sufficient time to reconcile our accounts and prepare the annual financial report by the mailout deadline. The Fiscal Year 81-82 Financial Report will, therefore, be distributed at the Commission Meeting.

Utilize reverse side if needed



J. BUDGET COMMITTEE REPORT

F.Y. 1982-83 Budget Update is to be prepared and sent out separately.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Task Force on New Organizational Concepts--Phase II</b>		Meeting Date <b>July 15, 1982</b>
Bureau <b>Executive Office</b>	Reviewed By <i>[Signature]</i>	Researched By <b>Ronald T. Allen</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>6-20-82</b>	Date of Report <b>June 10, 1982</b>
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

Commission action on the Long-Range Planning Committee's review of the report and recommendations of the Task Force on New Organizational Concepts - Phase II, addressing:

- (1) More efficient use of non-sworn personnel;
- (2) Regional selection procedures;
- (3) New career ladders.

BACKGROUND

This task force is one of six appointed as the result of the "Symposium on Professional Issues in Law Enforcement." The task force has prepared a report which makes 15 recommendations (attachment). The Commission referred the report to the Long-Range Planning Committee for review.

ANALYSIS

The Long-Range Planning Committee reviewed the report on June 9, 1982. The Committee analyzed the various approaches law enforcement agencies have proposed or implemented in California and in the nation regarding: more efficient use of non-sworn personnel, the various regional selection procedures, and models of effective police career ladders that include positions from initial employment of professionals, paraprofessionals, and specialists through supervision and management positions.

The Committee felt the recommendations concerning law enforcement agency employees should be broadly addressed in California by soliciting the views and interest of executives, managers and rank and file employees of the law enforcement community. The Committee feels the best way to obtain additional information from law enforcement is to prepare and distribute to the field a questionnaire that deals with the report of the Task Force on New Organizational Concepts, Phase II.

Utilize reverse side if needed

## RECOMMENDATION

The Commission accept the Long-Range Planning Committee recommendation to direct staff to prepare and distribute to the field a questionnaire that deals with the report of the Task Force on New Organizational Concepts, Phase II. The questionnaire will solicit the views and interests of executive, management, and rank and file levels of law enforcement on these subjects.

Attachment

Phase II  
FINAL REPORT  
TASK FORCE ON NEW REGIONAL CONCEPTS  
DECEMBER 17, 1981

I. DEFINITION

The description of work for the Task Force on Organizational Concepts is:

"This task force will develop position papers and strategies for implementing, consolidation, regionalization, more efficient use of non-sworn personnel, regional selection procedures, new career ladders."

The work of this Task Force was divided into two phases: Phase I addressed consolidation/regionalization; and Phase II examined the topics of non-sworn, regional selection, and career ladders. The establishment of this task force came as a result of the Symposium on Professional Issues in Law Enforcement held in Sacramento on October 1-3, 1980. The chairman of this group is J. M. Dineen, Chief of Police, City of Millbrae, Police Department, and members of the task force are:

David H. Swim, President  
Stockton Police Officers Association

Bob Foster, President  
Oakland Police Officers Association

C. M. (Mike) Schliskey  
Westminster Police Officers Association

Allan L. Wallis, Deputy Chief  
Simi Valley Police Department

Gene B. Hansen, Commander  
City of Santa Ana Police Department

Arch Scheffel  
Commander of Operations  
San Joaquin Sheriff's Department

O. R. (Roy) Shipley, Chief of Police  
City of Eureka Police Department

George W. Williams, Commission on POST,  
Sacramento

## II. ISSUES

In Phase II our Task Force addressed the issues of more efficient use of non-sworn personnel, regional selection procedures and new career ladders. The achievement of the recommendations made by the group in Phase II, this Task Force believes, would be facilitated by the adoption of the systems approach this Task Force recommended in Phase I.

The Task Force, in this second phase, reviewed the literature, and the personal awareness of its members regarding various approaches, that have been either proposed or implemented in California or the nation, that have been designed to more efficiently utilize non-sworn personnel. The group also analyzed various regional selection procedures and career ladder models. The design of an effective police career ladder must encompass the gamut of positions from initial employment of professionals, paraprofessionals, specialists, managers, as well as volunteers.

## III. FINDINGS

The Task Force found the police or public services officer (PSO) concept has great merit, and except in a few jurisdictions this concept has not developed beyond the discussion or planning stages; if more widely used this concept would offer a unique means of streamlining and professionalizing police services. The PSO concept is based on the premise that a paraprofessional police employee can adequately perform most, if not all, police service functions and thus permit peace officer personnel to more effectively address the more demanding and serious police problems. In traditional policing, a peace officer is expected to handle all calls for service and perhaps all subsequent investigations as well. Under this traditional design, it follows that a peace officer must be trained and equipped to handle every type of incident from the very minor types of services (many of these not necessarily related to law enforcement) to investigating the most complex crimes. This approach is cumbersome, expensive and contrary to the modern concepts of professionalism.

In applying the public services officer concept peace officers would no longer routinely perform minor tasks, and they could be permitted to concentrate on a higher level of public service and crime control. Public service officers could be substituted for peace officers in assignments to handle "cold" calls, crime scene investigation calls and routine follow-up investigations. They could also substitute for peace officers in a variety of other activities such as most traffic accident investigations, community liaison work and reserve officer administration.

This concept would have a number of beneficial side effects, for example:

### 1. High Job Interest

A high level of service to the public. A public service officer generally could handle minor calls in a more thorough manner.

A peace officer must weigh the importance of this type of call against heavy workloads and crime problems in his/her area.

## 2. Career Ladders

A peace officer gains experience in assignments to patrol, crime and traffic investigation or while working in a variety of special functions or units. The public service officer would use his/her experience, as well, as a basis for career development. The recruitment/employment of minority and other qualified persons for employment in paraprofessional roles and development of appropriately expanded career ladders, for this part of the career ladder is essential. Recruitment and selection standards for paraprofessionals should be designed to attract and admit to employment persons, who are qualified for such job classifications and who would desire this level of service as their career objectives, as well as those persons who upon attainment of additional qualifications would aspire to become professional peace officers.

## 3. Financial

Total cost of the compensation package for peace officers makes it administratively unsound to assign peace officers to relatively minor tasks. Public service officers' total compensation can be made to be appropriate to the tasks they perform. A jurisdiction can realistically manage personnel costs and could maintain a high standard of work productivity through a program of more effective use of peace officers.

The public service officer concept, if properly administered, allows for more cost effectiveness for the provision of a complete range of police services. It seeks and provides a higher degree of employee satisfaction and it promotes high public satisfaction.

In discussion of the topic of career ladders, it was determined by the Task Force that specific tasks or roles for paraprofessionals should be identified. A need exists to develop job descriptions and position specifications for paraprofessional police employees. Opportunities must be developed for paraprofessionals for handling non critical calls for services and other activities; and at the same time professional peace officer roles and responsibilities should be reascertained. Implementation, revision, and development of professional peace officer specialist roles and responsibilities must also be addressed. The identification of the various activities now accomplished by departments utilizing the "police specialist" concept should be further explored. Departments should utilize field training officer and lead officer programs for peace officer career development and job enhancement. In designing its career ladder, the police community should apply the modalities presently exhibited by the medical, legal, and teaching professions.

In analyzing the police career ladder the Task Force concluded that attention must be directed to the "promotional" rungs of the career ladder, i.e., for supervisors, managers, commanders and top executives. Within the police community agreement should be obtained regarding education, training, experience, requisites, and leadership attributes that these persons must possess. Highly qualified candidates should be recruited in the private sector and on college campuses. Suitable candidates should be examined for leadership aptitudes, to begin upon graduation their careers in public service as police management trainees. Upon completing a designated variety of police training assignments as peace officers within a specified period of time (approximately 3 to 5 years) these persons would then move on into police supervisory positions as the first phase of their management careers. Mid-career employees, such as rank and file peace officers and police specialists who qualify should also be given the opportunity for promotion to these police supervisory positions.

The police community should thoroughly study the role of volunteerism in government service. Emphasis with regard to volunteerism should be directed to bettering police community relations, and obtaining needed services of occupational specialists in view of current fiscal short falls. Gaining public involvement in coping with crime and support in programs which provide volunteer occupational and technical assistance is vital. Occupational volunteers should be utilized in designated circumstances to augment the regular police force to perform tasks that are necessary but that should not or cannot be budgeted.

Providing policing in our society that is performed by paraprofessional personnel and volunteers, should be carefully examined and analyzed as should the use and control of private police. The use of deadly force by and the arming of private police should also be carefully examined.

The Task Force after discussion of regional selection procedures decided it would defer to the Task Force on Retention Strategies and its recommendation on this specific topic.

#### Recommendations

1. Identify specific tasks or roles for paraprofessionals in police service.
2. Develop job descriptions and position specifications for paraprofessional and professional police employees.
3. Design selection standards for paraprofessionals to attract qualified persons who would desire this level of service as their career objective as well as persons who upon attainment of additional qualifications aspire to become professional peace officers.

4. Implement recruitment/employment programs to attract minority and other qualified persons for employment as paraprofessionals.
5. Develop and implement the police or public service officer concept.
6. Assign non critical calls for service and other appropriate activities to paraprofessional police employees.
7. Reascertain the rules and responsibilities of professional peace officers.
8. In the design of police career ladders take into account the use of police specialists.
9. Adopt and promulgate standards regarding the education, training, experience requisites and leadership attributes for supervisory, management and command personnel.
10. Implement police management trainee programs.
- \* 11. Recruit outside of police service for qualified police management trainees.
12. Thoroughly study the role of volunteerism in police service.
13. Expand the use of volunteer occupational specialists to obtain needed technical services.
14. Carefully study the appropriate use of paraprofessional personnel and volunteers as well as the use and control of private police.
15. Implement the recommendation of the Retention Strategies Task Force regarding regional selection procedures for police.

In summary, the Task Force recommends the adoption of the described programs and recommendations. Success in the implementation of the career ladder and regional selection processes would be facilitated by adoption of the systems approach identified by this Task Force in Phase I of its activities.

This report is hereby forwarded to the Symposium Coordinating Committee for consideration to determine if there is a desire that the recommendation for career ladders and the use of non-sworn personnel as identified in this report be forwarded to professional associations, the Legislature, local government and other appropriate bodies and groups to determine the feasibility of the recommendations made herewith.

\* This recommendation was changed by the Professionalization Coordinating Committee at its April 13, 1982 meeting to read:

11. Develop a model for qualified personnel inside and outside of police services for management positions.



**Memorandum**

: POST Commissioners

Date : June 24, 1982

*Nat*

From : Nathaniel Trives, Chairman, Long-Range Planning Committee  
**Commission on Peace Officer Standards and Training**

Subject: Meeting of June 9, 1982

The Committee with myself, Commission Chairman Jackson, and Committee Members Bob Edmonds, Joe Trejo, and John Van de Kamp, along with Executive Director Norman Boehm and Deputy Executive Director Glen Fine, met in Los Angeles on the above date and discussed the following issues:

1. Commission Policy Regarding New Agencies Seeking Entry to the Reimbursable Program

A report was received from staff indicating that the present policy (oppose legislation unless additional funds are provided) is meeting with little success at legislative hearings. After considerable discussion, the Committee requested that staff prepare a comprehensive report on the subject to include broad alternatives for Commission consideration.

2. Command College

After reviewing a progress report, Committee Members reaffirmed strong support for an assertive approach toward implementation of this concept. The matter will be on the regular agenda at the July Commission meeting.

3. Competency-Based Executive Training

There was general discussion of this subject and a suggestion that staff explore and evaluate such training being conducted in the private sector.

4. POST Computer Program

A progress report was received from staff. It was indicated that further planning for computer program changes would be reported at the Commission's Budget Committee meeting in July.

Long-Range Planning Meeting - cont.

5. Task Force Report on New Organizational Concepts

After discussion, Committee Members recommended that staff explore the views of the field on the various recommendations by use of a questionnaire. It was understood that the questionnaire would be used to solicit views of both management and rank and file. This issue will also be before the Commission at the July meeting.

# STATUS OF PENDING LEGISLATION OF INTEREST TO POST

## ACTIVE \*

<u>Bill/Author</u>	<u>Subject</u>	<u>Commission Position</u>	<u>Status</u>
SCR 69 (Rains)	Crime Prevention Training		In Assembly
SB 1423 (Petris)	POST Funding: Municipal Utility Police	Oppose	In Assembly
SB 1870 (Doolittle)	Baton Training: Private police	Support	In Assembly
AB 2172 (Vasconcellos)	Private Police: Training	Neutral	In Senate
AB 3361 (Floyd)	POST Funding: School Police	Oppose	In Senate
AB 3414 (Roos)	Peace Officer: Licensing	No position	In Assembly

\*Active means the Commission has or may take an official position.

Rev. 06/30/82

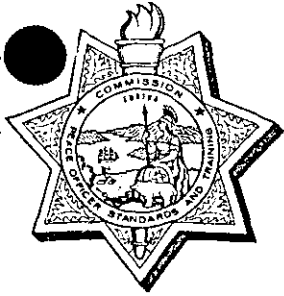
0007A/02

# STATUS OF PENDING LEGISLATION OF INTEREST TO POST

## INFORMATIONAL \*

<u>Bill/Author</u>	<u>Subject</u>	<u>Comments</u>	<u>Status</u>
AB 253 (Alatorre)	Peace Officers Powers: Off duty		In Senate
AB 651 (Young)	Driver Training: Continuation		In Senate
SB 673 (Sieroty)	Alarm Co. Operators: Standards		In Assembly
SB 832 (Watson)	Assessment Fund: Amendment		In Assembly
SB 1414 (Mello)	Rewards: State Funding		In Senate
SB 1445 (Presley)	Basic Certificate: Obtain within 24 Months		In Assembly
SB 1461 (Speraw)	Tear Gas: Training Requirements		In Senate
SB 1463 (Presley)	Assessment Fund: Sunset dates		In Assembly
SB 1742 (Sieroty)	Private Police: Training		In Assembly
AB 2405 (Greene)	State Fair Police: Standards		In Senate
AB 2540 (Torres)	Peace Officer: Citizenship		In Senate
AB 3042 (Leonard)	Peace Officer Powers: Hospital Police		In Senate
AB 3090 (Moore)	Private Police: Standards		In Assembly
AB 3234 (Moore)	Private Investigators: Standards		In Assembly
AB 3484 (Agnos)	Private Police: Standards		In Senate

\*Informational means the Commission will take no official position.  
 Rev. 06/30/82  
 (0007A/02)



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

June 25, 1982

POST Advisory Committee Meeting  
July 14-15, 1982  
10 a.m. to 5 p.m.  
Bahia Hotel (Mission Room)  
988 West Mission Bay Drive  
San Diego, California  
(714) 488-0551

AGENDA

1. Call to Order Chair
2. Roll Call of Committee Members Yamamoto
3. Approval/Correction of Previous Meeting(s) Minutes Chair
4. Introduction of Secretary (Judy Yamamoto) Chair
5. Review of April Commission Meeting Chair
6. Review of July 15, 1982 Commission Agenda
7. Center for Executive Development (Including Command College)
8. Professional Certificates Project
9. Legislative Update
10. Basic Course Correlation Project
11. Computer Assisted Video Training
12. Instructor Development (Project STAR)
13. CPR/First Aid (Revision Project) Clark
14. Commission on Accreditation for Law Enforcement Agencies Pearson
15. Old/New Business
16. Reports from Committee Members
17. Proposed Future Meetings (Dates/Locations)
18. Adjournment



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

SPECIAL MEETING  
POST ADVISORY COMMITTEE  
THURSDAY, MAY 27, 1982  
SACRAMENTO, CALIFORNIA

M I N U T E S

CALL TO ORDER

The Special Meeting of the POST Advisory Committee was called to order by Chairman Watkins at 10:15 a.m. As an item of information, Chairman Watkins stated that effective April 19, 1982, Chief George P. Tielsch, representing California Police Chiefs' Association, has retired as a member of the Advisory Committee. A letter from that Association designating a new representative is expected soon.

ROLL CALL OF THE ADVISORY COMMITTEE MEMBERS

Roll was called.

Present were: Larry Watkins, Chairman  
Michael Gonzales, Vice Chairman  
Barbara Ayres  
Ben Clark  
Alex Pantaleoni  
Jack Pearson  
Michael Sadleir  
Arnold Schmeling  
J. Winston Silva  
Robert Wasserman

Absent were: Alice Lytle (Excused)  
Joe McKeown (Excused)  
Mimi Silbert (Excused)

POST Staff Present: Jacob Jackson, Commission Chairman  
Norman Boehm, Executive Director  
Glen Fine, Deputy Executive Director  
Ron Allen, Chief, Special Projects  
Gene DeCrona, Chief, Training Delivery Services  
Tom Farnsworth, Consultant, Field Services  
John Kohls, Chief, Standards & Evaluation Services  
Brooks Wilson, Chief, Field Services  
Nancy Applegate, Secretary, Special Projects

POST CERTIFICATE PROGRAM REVIEW PROJECT

Ron Allen introduced Brooks Wilson, Bureau Chief, and Tom Farnsworth, Senior Consultant, of the Field Services Bureau, to whom this project has been assigned. The Advisory Committee had received the material relative to the Certificate Program Review Project prior to the meeting to allow for advance review. Tom stated that he had planned to discuss the major issues and indicated that he would like as much input from the Committee as possible.

The Committee held a very lengthy discussion that dealt with the goals and objectives of the professional certificate. Several areas of discussion were covered including education requirements and training points. The following points were made during the discussion:

- The intent of the certificate study is to strengthen the POST professional certificate requirements and to upgrade law enforcement through education and training.
- Training points should not be given for training that is required.
- A certificate should be more than a showing of completion; it should be an acknowledgement of competence and capability.
- If training is job related, it must be assumed that the training does enhance the ability of the officer to perform his/her job.
- A method should be developed to tie an evaluation system into the certification program to test for competency. (First for Basic, then for all certificates.)
- The goals and objectives of the professional certificate should be defined -- is the certificate awarded for completion of experience, education and training; or is the certificate awarded for competency; or a combination of both of the above?

Following the discussion of the goals and objectives of the certificates, Tom Farnsworth began his review of the summary of pertinent issues relative to the Certificate Program Review Study. Tom indicated the recommendations listed in the document were for initial discussion purposes only. Advisory Committee reactions/comments to the issues discussed are as follows:

Issue #1: Should the education and experience requirements for POST Professional Certificates be increased?

- To be consistent with the Education Code, it was suggested that the number of education units be changed from 40 to 35, and specified as "general" education units.
- Basic academy training points be used toward the Basic Certificate only; all other training points be used toward other certificates. Training points should not be eliminated.

- Even though an individual enters the law enforcement field with satisfactory education requirements, POST should develop a training requirement that would require additional training for each higher certificate obtained.
- The Committee advised that, in their opinion, certificates should only be issued after the experience, education and training requirements are met and should be contingent upon the successful completion of a competency test.
- It is suggested that if the new training and education standards for certificates become a reality, the standards would only be applicable to peace officers employed from that date on.
- A proficiency testing process should be considered for Intermediate and Advanced Certificates.

The general consensus of the Advisory Committee relative to this issue was that the items should be discussed again by the Committee before final decisions are made.

Issue #2: Is there a need to change PAM CP F-1-5 (12-month satisfactory service requirement) to correspond to proposed changes of P.C. 832.4 to require either the Regular or Specialized Basic Certificates in 24 months rather than 18 months for designated peace officers?

- Agencies are having difficulty establishing competency of new officers in a limited time.
- The 24-month satisfactory service requirement is more reasonable.

The Committee generally agreed with the recommendation to modify PAM F-1-5 to require that the Basic Certificate be obtained within 24 months if P.C. 832.4 is modified.

Issue #3: Should POST revise its certificate requirements to permit obtaining supervisory, management and executive certificates without holding the rank?

- The certificate would have to be revised.
- The certificate does not prove competency.
- The certificates show achievement and performing the job is an important factor.

The Committee was in total agreement with the proposed recommendation that certificates not be issued unless individuals hold the rank.

Issue #4: Should POST professional certificates be issued to qualified individuals even though they are not currently employed in a POST participating agency?

The Committee agreed with the recommendation that current eligibility requirements should be maintained. Exceptions may be made by the Commission.



Issue #5: Should POST issue special function certificates?

The Committee was in total agreement that special function certificates (i.e., Advanced Investigation, Advanced Traffic) should not be issued.

Issue #6: Should POST develop an Advanced Management Certificate?

It was agreed that POST should not develop such a certificate.

Issue #7: Should the regular program certificate and specialized law enforcement certificate programs be consolidated?

During the discussion on Issue #7, Sheriff Ben Clark outlined his idea of a plan for a redesign of the entire Certificate Program, as follows:

1. Determine the meaning (goal/objective) of the certificate. Sheriff Clark felt it should function as both a certificate of completion of a training and education program and a certificate proving competency. The goal of the POST Program is to upgrade law enforcement.
2. Having determined the goals and objectives of the certificate, proceed with the issues Tom Farnsworth raised; should the training and education requirements be increased? Yes, they should be increased, and a test for competency should be developed and administered before the certificate is issued. This should apply to all POST certificates issued.
3. When competency is exhibited, the certificate should then be issued (makes no difference as to the length of the probation -- the point is that until competency is shown, no certificate should be issued). If competency is not demonstrated, that candidate should be rejected.
4. Relative to the different types of certificates, there should be a Basic, an Advanced, a Management and, because it would be the desire of most law enforcement executives, an Executive Certificate. Before issuance of any of the above certificates, a candidate must have completed some specified course work (training/education) and successfully demonstrated competency.

Relative to the first two certificates (Basic/Advanced) a major would be developed. EXAMPLE: Basic Certificate in General Law Enforcement; minor in another subject area.

5. The next step in this process should deal with retention or retraining and proof of competency. Somewhere between four and six years, individuals should demonstrate they have maintained their competency at a given level (basic, management, or other).
6. The last area would be the revocation of the certificate. If the competency is not proven, the certificate should be revoked.

After the discussion on Issue #7, the following motion was made:

MOTION - Clark, second - Pearson, recommending the certificate program of POST be a combination of showing completion of an education and training program and a display of competency as a peace officer. MOTION CARRIED.

VOTING NO: Wasserman

#### JOB TASK ANALYSIS (MARSHALS/DISTRICT ATTORNEYS)

John Kohls, Chief of Standards and Evaluation Services, presented an informational report on the newly developed job task analyses for the District Attorney Investigators and the Marshals. A printed survey was sent to 219 agencies with the intent of finding out what the D.A. Investigators and Marshals do in the way of job performance, and what information is needed for them to perform their tasks. The analyzed data will determine the appropriate training, and the course curricula will be developed by Training Program Services Bureau.

#### RESERVE TRAINING STANDARD - AB 2078

Gene DeCrona, Chief of Training Delivery Services Bureau, briefed the Advisory Committee on the Reserve Training Standard. AB 2078 was signed into law March 1, 1982, designating different training for the two classes of Level I Reserve Officers - the designated officers and the non-designated officers. The Committee received a rough draft of the proposed new training standards prior to the meeting. Since that time, the report has gone to the Office of Administrative Law where minor changes in wording were made. Gene stated that the primary change in the training standard was to return to the 200-hour training course with three modules. Changes were made in Section H of the POST Administrative Manual to coincide with these changes. This item is scheduled for public hearing at the July Commission Meeting in San Diego.

#### OLD/NEW BUSINESS

As a reminder, Ron Allen mentioned that a luncheon is scheduled with the Commissioners and the Advisory Committee Members on July 15th in San Diego. All those interested in attending the luncheon should contact POST. A list of motels in the San Diego area will be sent to all members.

Among the agenda items for the July Advisory Committee meeting will be the Command College, a review of Project STAR and the Certificate Program Review Study.

Chairman Watkins stated he has received a letter from Commission Chairman Jake Jackson indicating that the Advisory Committee will be receiving full Commission notebooks for all future Commission meetings. This was requested by the Committee at the April meeting.

REPORTS FROM ADVISORY COMMITTEE MEMBERS

Jack Pearson: Jack mentioned that Norman Boehm addressed the Accreditation Commission at a luncheon meeting in San Diego.



ADJOURNMENT

There being no further business to come before the Advisory Committee, Chairman Watkins adjourned the meeting at 2:45 p.m.

*Nancy*

Nancy Applegate  
Secretary

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title ADVISORY COMMITTEE APPOINTMENTS		Meeting Date July 15, 1982
Bureau Executive Office	Reviewed By 	Researched By Ronald T. Allen
Executive Director Approval 	Date of Approval 6-20-82	Date of Report June 7, 1982
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/>		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

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

ISSUE

Reappointment of five members to the POST Advisory Committee.

Appointment of two members to the POST Advisory Committee.

BACKGROUND

There are seven vacancies on the POST Advisory Committee. Six are due to terms expiring in September 1982, and one is due to the resignation of a member of the Committee.

ANALYSIS

We have received requests from the law enforcement-related associations asking that the Commission reappoint the representatives to an additional 3-year term on the POST Advisory Committee. The nominees for reappointment are as follows:

- California Association of Police Training Officers (CAPTO)  
Nominee: Michael Gonzales, Sergeant, Montebello Police Department.
- Women Peace Officers' Association (WPOA)  
Nominee: Barbara Ayers, Captain, Orange County Sheriff's Department, Retired.
- Peace Officers' Research Association of California (PORAC)  
Nominee: Jack Pearson, Lieutenant, San Diego Police Department.
- California Peace Officers' Association (CPOA)  
Nominee: Robert Wasserman, Chief of Police, Fremont Police Department.

Utilize reverse side if needed

We have received requests from the California Police Chiefs' Association, the California Association of Administration of Justice Educators, and from Commission Chairman Jackson, asking that the Commission appoint or reappoint representatives to three-year terms on the POST Advisory Committee. The nominees are as follows:

- California Police Chiefs' Association (CPOA)

Nominee: John Dineen, Chief of Police, Millbrae Police Department.  
(New appointment to replace Chief George Tielch, who resigned February 19, 1982).

- California Association of Administration of Justice Educators (CAAJE)

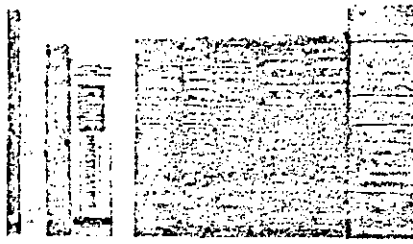
Nominee: Michael D'Amico, Chairman, Administration of Justice, El Camino College. (New appointment to replace Alex Pantaleoni).

- Public Member Representative (PUBLIC)

Nominee: Edwin Meese, III, Attorney at Law (Reappointment).

# CAPTO

"Professionalization through Training"



## CALIFORNIA ASSOCIATION OF POLICE TRAINING OFFICERS

May 27, 1982

Jacob J. Jackson, Chairman  
Commission on Peace Officer  
Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

Dear Mr. Jackson:

The California Association of Police Training Officers (CAPTO) has been pleased with the performance of Sergeant Michael Gonzales as a member of the Post Advisory Committee.

He has attended CAPTO meetings to report the activities of the Advisory Committee and to solicit in-put from us. He has provided us with copies of the minutes for distribution.

After discussing the nomination with members of the Board of Directors, I do not hesitate to re-nominate Sergeant Gonzales as our representative to the Advisory Committee.

The CAPTO Board of Directors feels our participation in Advisory Committee matters is one of the most important things we do. Therefore, we decided to also nominate an alternate to the committee to cover those meetings that Mike may be unable to attend. As the upcoming "immediate past president" of CAPTO, I would be honoured to serve in that capacity.

Sincerely,

*Michael L. Sorg*

MICHAEL L. SORG

Lieutenant, San Clemente Police Department  
President, California Association Police Training Officers

cc:Sergeant Michael Gonzales



# WOMEN PEACE OFFICERS' ASSOCIATION

*of California, Inc.*

March 24, 1982

EXECUTIVE SECRETARY  
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1800-B National City Blvd.  
National City, CA 92050

PRESIDENT  
BARBARA GARDNER  
Chula Vista  
Police Department

1ST VICE PRESIDENT  
CLARA HARRIS  
University of  
California Police  
Dept., Los Angeles

2ND VICE PRESIDENT  
YVONNE PHILLIPS  
San Mateo County  
Sheriff's Dept.

3RD VICE PRESIDENT  
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Santa Clara  
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Visalia Police Dept.

SECRETARY  
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Albany Police Dept.

SEPERANT AT ARMS  
LEO ROSS  
San Joaquin County  
Sheriff's Dept.

HISTORIAN  
DOLORES KAN  
Bart Police Dept.

CHAPLAIN  
LINDA FELLERS  
San Joaquin County  
Sheriff's Dept.

Jacob J. Jackson, Chairman  
Commission on Peace Officer Standards  
and Training  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

Dear Chairman Jackson:

It is my understanding that the appointment of Barbara AYRES, Women Peace Officers' Association representative to the POST Advisory Committee, expires in September 1982.

Barbara recently retired from her position as Captain in the Orange County Sheriff's Department, however, she is an active member in the Women Peace Officers' Association of California, Inc., and will continue on our Executive Board. Further, she has been re-appointed to the California Peace Officers Association Executive Board for another term.

Captain AYRES is an extremely conscientious and competent member of the Women Peace Officers' Association, and it is requested the Commission consider her re-appointment for another term on the Advisory Committee as our representative.

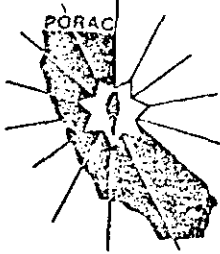
Your consideration will be greatly appreciated.

Sincerely,

*Barbara J. Gardner*  
BARBARA J. GARDNER  
President, WPOA  
276 4th Avenue  
Chula Vista, CA 92010

cc: Norman BOEHM  
Executive Director, POST  
Barbara AYRES

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# Peace Officers Research Association of California

THE OBJECTIVE OF THIS ASSOCIATION IS TO UNITE ALL PERSONS WITHIN ITS JURISDICTION FOR THEIR ECONOMIC, PROFESSIONAL AND SOCIAL ADVANCEMENT. IT SHALL BE THE AIM OF THIS ASSOCIATION TO COLLECT, STUDY, STANDARDIZE, SUMMARIZE AND DISTRIBUTE FACTUAL DATA IN ORDER TO PROMOTE THE PROFESSIONAL QUALIFICATIONS AND STANDING OF POLICE OFFICERS, TO STIMULATE MUTUAL COOPERATION BETWEEN LAW ENFORCEMENT AGENCIES, TO SECURE FOR ALL PEACE OFFICERS ADEQUATE COMPENSATION FOR THEIR PROFESSIONAL DUTIES AND TO IMPROVE CONDITIONS OF EMPLOYMENT.

STATE OFFICE  
SENATOR HOTEL  
1111 "L" STREET  
SACRAMENTO, CALIFORNIA 95814  
(916) 441-0660

May 28, 1982

Commission on Peace Officers  
Standards and Training  
Attn: Jake Jackson, Chairperson  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Dear Jake:

I believe Jack Pearson has been strongly and aggressively representing California law enforcement in his capacity as the PORAC Representative to the Advisory Committee of POST. His dedication and commitment to professional issues is beyond reproach. I again nominate him as my representative to the Committee. He is fully supported by his peers and offers a satisfactory understanding of the various needs and concerns faced by lawmen and lawwomen today.

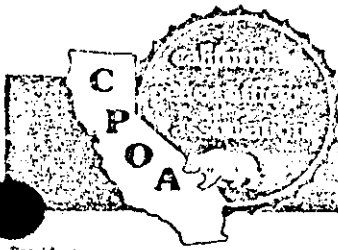
Sincerley,

RICHARD H. LUCERO  
President

RHL/di

cc: Jack Pearson





CALIFORNIA PEACE OFFICERS' ASSOCIATION  
1024 STREET SUITE 107 SACRAMENTO, CA 95822 PHONE (916) 421-1177

P. O. Box 5295, San Mateo, CA 94402 415/573-2031

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Executive Director  
O. J. HAWKINS

May 28, 1982

Jacob J. Jackson, Chairman  
Commission on P.O.S.T.  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

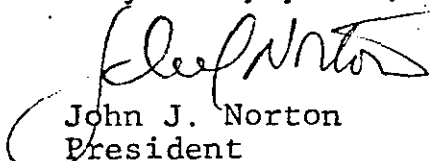
Dear Mr. Jackson:

It gives me great pleasure to reappoint Chief Wasserman to represent CPOA as a member of the P.O.S.T. Advisory Committee.

If I have discussed this with Chief Wasserman and he has indicated he would like to continue to serve on the committee.

Be assured of our continued support.

Very truly yours,

  
John J. Norton  
President

/dk

cc: N. Boehm

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COMMUNICATIONS SECTION



# California POLICE CHIEFS Association Inc.

2012 H STREET, SUITE 102  
SACRAMENTO, CALIFORNIA 95814  
TELEPHONE 916 446-7847

P. O. Box 5295  
San Mateo, CA 94402  
415/573-2031

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San Francisco

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San Luis Obispo  
STANDARDS AND ETHICS  
Craig L. Meacham  
West Covina  
LAW AND LEGISLATION  
Charles Huchel  
Fairfield  
WAYS AND MEANS  
Roger Moulton  
Montclair  
NOMINATING  
Robert H. McGowan  
Pasadena

May 28, 1982

Jacob J. Jackson, Chairman  
Commission on P.O.S.T.  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Dear Mr. Jackson:

I note the retirement of our representative Chief George Tielsch after many years of service to his fellow Chiefs of Police on the P.O.S.T. Advisory Committee.

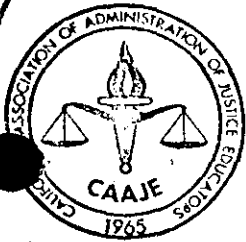
We have two outstanding persons to fill the Advisory position. I had been in contact with John Dineen of Millbrae concerning the position before I knew Chief Roger Neuman of San Luis Obispo was also interested. For that reason, I am submitting to you as my recommendation Chief Dineen. If you have any open seats on the Advisory Committee I would be pleased to submit Chief Neuman as well, or hope that you might find a place yourself for him on the Advisory Committee.

Thank you for consulting with us on this matter.

Very truly yours,

John J. Norton  
President

cc: N. Boehm



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CALIFORNIA ASSOCIATION OF ADMINISTRATION OF JUSTICE EDUCATORS

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May 9, 1982

Mr. Norman Boehm, Director  
Commission on Peace Officer Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Dear Mr. Boehm:

In my last letter to you dated April 25, 1982, I indicated to you that the term of Mr. Alex Pantaleoni as the CAAJE P.O.S.T. Advisory Committee member would expire in September 1982. I have since been advised by your office that it is necessary for you to have the name of the new CAAJE member to the Committee for your July 15 commission meeting.

After careful thought and examination, I wish to inform you that the new member to represent CAAJE on the P.O.S.T. Advisory Committee will be myself, Michael P. D'Amico.

The reason that I am placing myself in the position is for three reasons. First, I have made it known for the last three years that I would like to accept this position for CAAJE. Second, I have been a member of the Board of Directors of CAAJE for the past five years and am familiar with the goals and objectives of our organization. Third, Mr. Pantaleoni is President of CADA and a member of the Task Force Symposium. I do not feel that it is fair to ask him to continue to work as hard as he has when there are others who are willing to take on these responsibilities.

Alex Pantaleoni, in my opinion, has done more for CAAJE during the past years than any other individual and I am sure that he will be disappointed in leaving this Committee. My term of office as President of CAAJE expires in April 1983, and as such will not interfere with the responsibilities of the Advisory Committee.

The next Board of Directors meeting will be June 4, 1982, where I will ask them to confirm my appointment to this position. At present, it is the official recommendation of the California Association of Administration of Justice Educators that Michael P. D'Amico be the next P.O.S.T. Advisory Committee representative and I hope that you will concur with my decision.

Sincerely,

*Michael P. D'Amico*

Michael P. D'Amico  
CAAJE President

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COMMISSION ON POST

# Memorandum

Members of the POST Commission

Date : June 24, 1982

*Jacob J. Jackson*  
Jacob J. Jackson, Chairman

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

Subject: NOMINATION OF EDWIN MEESE III FOR REAPPOINTMENT TO THE POST  
ADVISORY COMMITTEE

I propose that the Commission reappoint Edwin Meese III, Counselor to the President of the United States, as a POST Advisory Committee public member representative.

Mr. Meese has been a member of the Advisory Committee since 1976, and has indicated his desire and willingness to continue as a POST Advisory Committee member.

I am sending this memorandum renominating Mr. Meese to maintain consistency with our policy on public member appointments.