

OCT 22 1982

POST  
LIBRARY

COMMISSION MEETING AGENDA

October 22, 1982, 10 a.m. to 5 p.m.  
Sacramento Inn, Sierra A & B  
1401 Arden Way, at Freeway 80  
Sacramento, CA

CALL TO ORDER

ROLL CALL OF COMMISSION MEMBERS

SPECIAL ACKNOWLEDGEMENT TO SHERIFF RICHARD PACILEO

INTRODUCTIONS

- New Commissioner Duane Lowe, Sheriff, Sacramento County
- Recognize participants

A. APPROVAL OF MINUTES

B. CONSENT CALENDAR

1. Receiving Course Certification/Decertification Report

Since the July meeting, there have been 59 new certifications and 40 decertifications. In addition, 70 courses were modified during the past quarter. 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:

Lake Shastina Community Services District  
Merced County Marshal  
Contra Costa County Marshal  
Solano County Marshal Vallejo-Benicia J.D.  
Sonoma County District Attorney  
Kern County District Attorney Investigators

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

3. Receiving Information on New Entry Into POST Specialized Program

The agency listed below meets the requirements to enter the POST Specialized Program and has been accepted:

California Board of Dental Examiners

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

4. Approving Resolution for Advisory Committee Member C. Alex Pantaleoni

In approving the Consent Calendar, your Honorable Commission approves a resolution recognizing the services of C. Alex Pantaleoni, a member of the POST Advisory Committee from 1976 to 1982.

5. Receiving the Quarterly Financial Report

This report includes financial information for the period from July 1, 1982, through September 30, 1982. Revenue which accrued to the Peace Officer Training Fund is shown, as are expenditures made from the Fund for administrative costs and for reimbursement to cities, counties, and districts in California.

In approving the Consent Calendar, your Honorable Commission receives the report.

C. PUBLIC HEARING - PAM REGULATIONS AND PROCEDURE CHANGES TO AUTOMATE POST REIMBURSEMENT SYSTEM

At its July 1982 meeting, the Commission set a public hearing for the October 1982 meeting to receive testimony on the proposed automated reimbursement system concept, and to approve revision of associated Regulations and Procedures. The approved revision will provide policy direction necessary for staff to implement the computer programming phase of the project.

The proposed system, as approved in principle by the Commission, will eliminate the burden of completing claim forms, automate the processing, and simplify the entire reimbursement process. The system changes will also allow the department head greater latitude to authorize reimbursable attendance at Supervisory, Management, and Executive Development Courses and eliminate policies regarding reduction of claims for late submission, since late claim penalties will no longer be necessary with our automated system.

Implementation of the system will take approximately one year and should be completed by July 1983, to coincide with the beginning of the 1983/84 Fiscal Year.

Another Regulation change, unrelated to the implementation of the Automated Reimbursement System but part of the public hearing, is the proposed amendment of Section 1016, which provides for management counseling services, in order to correctly identify who may receive the services as prescribed in P.C. 13513. If approved, the change would become effective upon filing with the Secretary of State.

Subject to further input at the Public Hearing on these matters, the appropriate action of the Commission would be a MOTION to adopt the proposed Regulation and Pam changes in the Automated Reimbursement System and a separate MOTION to adopt the change as proposed on Regulation 1016.

D. DEPUTY MARSHALS and DISTRICT ATTORNEY INVESTIGATORS - TRAINING STANDARDS AND CERTIFICATES

A job analysis report ordered by the Commission for these two positions has been completed (Tab D.1). The report shows the work of Marshals and District Attorney Investigators differs significantly from that of the patrol officer class as well as from each other. Since the patrol-officer-oriented Basic Course will not meet marshal and investigator training needs, it should not be mandated. Instead, a basic training standard for each category should be established.

For Investigators, a POST 220-hour Investigators Basic Course exists and could serve as a requirement. For Marshals, a Marshals Basic Course needs to be developed as a standard. Optimistically, this could possibly be ready for public hearing in April, but time should be allowed for ample marshal input in the course development process. Training standards are addressed under Tab D.2.

Both these categories are in the reimbursable program. The Commission will need to consider whether maximum reimbursement will be tied to minimum training hours required for each category or be established on some other basis.

Interest has been expressed in receiving the Basic Certificate. Certificates are now awarded based on:

1. Selection standards (which are at present common);
2. Training requirements (which are to be established);
3. Twelve months service (in, heretofore, general law enforcement).

The various alternatives on training and type of certificates, reported under Tab D.3., were reviewed and discussed by the Commission's Long-Range Planning Committee. The consensus of the Committee was as follows:

1. Establish a basic course standard for District Attorney Investigators and Marshals based on their training needs;
2. Establish the number of hours required to complete the training, and reimburse agencies to those levels;
3. Award the Specialized Basic Certificate to individuals completing the prescribed specialized basic courses;
4. Allow individuals to attend the regular Basic Course and a series of supplementary courses at their own expense as long as the required training is met;
5. Set a public hearing for January, 1983, to obtain field input on awarding a regular Basic Certificate to those who meet the selection standards and complete the regular Basic Course followed by 12-months successful service without regard to the type of law enforcement agency.

If the Commission concurs with the Long-Range Planning Committee's consensus, the appropriate action would be a MOTION to receive public input by setting a public hearing for January 27, 1983, meeting.

At the same time; the notion of a core basic course covering training needs common to all peace officers has been discussed at various times. This idea has merit, and unless otherwise directed by the Commission, staff will study the possibilities further and report back in the future on the feasibility of developing a core basic plan.

#### E. BASIC CERTIFICATE ENHANCEMENT STUDY

The study of this issue was directed by the Commission as a result of the hearings on the subject of peace officer licensing. Specific concerns addressed included the following issues:

1. Expanding revocation provisions;
2. Requiring passage of a test before certificates are awarded; and,
3. Establishing requirements for retention and renewal.

Issue 1: Expanding Revocation Provisions

Considerable interest exists in law enforcement in California to expand revocation provisions to include offenses other than only convictions for a felony. This interest was expressed again in the 1980 Symposium with the sentiment that since the certificate is linked by law with peace officer powers, the definitions of qualifications should be strengthened and unqualified peace officers decertified.

Currently the Commission revokes certificates based upon felony conviction only. Often, felony charges, including those against peace officers, result in conviction of misdemeanors. The Commission could establish a list of specific crimes, the conviction of which would result in revocation whether felony or misdemeanor. Such a list would likely include the following:

- P.C. 118, 118a, 127, 128, 129, perjury - F/M
- P.C. 147, inhumanity to a prisoner - M
- P.C. 272, contributing to the delinquency of a minor - F/M
- P.C. 290, registration as a sex offender (not subject of P.C. 290.5 rehabilitation provision) F/M
- P.C. 337, bribery for gambling purposes - F
- P.C. 459, burglary - F/M
- P.C. 484 to 514 inclusive, theft and embezzlement - F/M
- P.C. 518 to 527 inclusive, extortion - F/M
  
- H & S 11350 to 11355, relating to drugs - F/M
- H & S 11358, marijuana cultivation - F
- H & S 11359, possession for sale - F
- H & S 11361, sale to minors - F

Issue 2: Requiring Passage of a Test Before Certificates are Awarded

Some have suggested that passage of a competency test be required before the award of a Basic Certificate. Instead of structuring an expensive, single-event test, the present system leading up to a Basic Certificate may in itself be considered a test.

Issue 3: Establishing Requirements for Retention and Renewal

The concept of enhancing the certificate, with a retention requirement, has merit, but further study is needed. One possibility is that retention could be incorporated into the advanced officer training program.

Retention of the certificate would be a function of completion of prescribed continuing training. The type and amount of training for each rank and other practicalities would have to be considered carefully. The Long-Range Planning Committee felt the idea was worth surfacing to the Commission.

Renewal considerations result from numerous examples of re-entry where a break of more than three years occurs. Retraining or testing is now required of those without Basic Certificates, but is not required for certificated officers. The most reasonable approach to this problem seems to be a refresher type training course requirement covering key areas such as laws, vehicles and use of force, among others. The requirement should apply to previously trained officers with and without Basic Certificates. The course would serve as the vehicle for refreshing prior training and renewing validity of the certificate.

The Long-Range Planning Committee has discussed these certificate enhancement issues. Their consensus was:

1. Schedule a public hearing on expanding revocation requirements to include conviction of selected misdemeanor crimes;
2. Schedule a public hearing for a refresher/renewal training course for officers re-entering law enforcement (see Tab attachments for an outline). All incoming ranks below Chief administrator would be required to attend. An alternative requalification program would be required for chief executives through the Center for Executive Development.

The Committee concurred that no new test should be required at this time for award of a certificate, and that the matter of a certificate retention requirement for currently employed officers be subjected to further study.

Appropriate action, if the Commission concurs, would be a MOTION to schedule a public hearing for January, 1983, on the revocation of certificates and on establishing a re-entry refresher course.

F. SAN DIEGO HARBOR POLICE - NON-PARTICIPATING AGENCY  
QUALIFYING FOR BASIC CERTIFICATE

The San Diego Unified Port District Harbor Police have been deemed eligible to participate in the POST Reimbursement Program as a district authorized to maintain

a police department. There is no apparent desire by the district's governing body to participate in the program at this time. However, based upon interpretation of the application of Penal Code Sections 832.3 and 832.4, the Chief of the San Diego Harbor Police has made application for award of Basic Certificates to his officers.

The Attorney General advised POST in a written opinion several years ago that in such an eventuality, officers would be eligible for basic certificates regardless of their employing agency's nonparticipation in the POST Program. The basis for the legal opinion seemed to be that (1) officers affected by P.C. 832.4 are required to have the certificates in order to retain peace officer powers, and (2) a contrary ruling would have the effect of mandating the otherwise voluntary POST Program.

Staff's report under Tab F includes a recommendation to add a provision to PAM Procedure F which will authorize the issuance of basic certificates under these circumstances.

It is suggested that the type of basic certificate to be awarded be a matter for later determination.

If the Commission concurs, the appropriate action would be a MOTION to approve the proposed addition to PAM Procedure F-1 to authorize basic certificate awards as described and authorize staff to determine the type of basic certificate to be awarded after determinations by the Commission on the overall certificate study presently under consideration.

#### G. SALARY REIMBURSEMENT POLICY

With the passage of legislation that augments the current year budget with \$3,000,000, it appears that the salary reimbursement rate could now be increased from 30% to 45% retroactive to July 1, 1982.

If training continues at a somewhat reduced level due to budget constraints at the local level, further increases in the rate could become feasible in the months ahead. For this reason, and because the current 30% PLUS formula for reimbursement is being misinterpreted by state control agencies as an indicator that 30% of salary is an acceptable level, staff proposes that the Commission formally reaffirm its policy to reimburse all salary expenses for mandated training, and establish a policy to increase the apportionment of budgeted funds reimbursed to participating agencies during the year as training levels and available monies permit. In this way, agencies will receive more of their

authorized reimbursements during the year instead of waiting until withheld reimbursement is paid at the end of the year as at present.

An increasing variable rate component would guard against misinterpretation of the Commission's policy and would serve to return reimbursements to the agencies on the most prompt basis, consistent with budgeted funds. If the Commission finds merit in this approach, the Executive Director would make prudent and periodic upward adjustments in the salary reimbursement rate as conditions permit. An immediate result of such a policy would be to increase reimbursement to 45% of salary retroactive to July 1. Each month as training volumes and remaining budget figures are analyzed, additional retroactive increases could be approved.

If the Commission concurs, the appropriate action would be a MOTION that the salary reimbursement level be increased from 30% to 45% effective immediately and retroactive to July 1, 1982, for this fiscal year, and to approve the proposed policy with regard to salary reimbursement as set forth in the staff report.

H. INCREASING PER DIEM AND MILEAGE ALLOWANCE FOR CLAIMS RECEIVED ON OR AFTER NOVEMBER 1, 1982

At the July meeting, the Commission approved an increase in mileage and per diem rates for reimbursable trainees contingent upon approval of the \$3,000,000 budget augmentation. Included under this Tab is a report and recommendation to implement this change. Proposed higher rates would be in line with rates paid by the State for state employees.

Also included in the proposed action is Commission approval of the same higher rates for Advisory Committee members, Commissioners, and persons reimbursed by POST through Letters of Agreement. This action is made necessary for the first time by changes in State Board of Control rules.

If the Commission concurs, the appropriate action would be a MOTION to increase the rates as proposed.

I. REIMBURSING NON-PEACE OFFICER MANAGERS FOR THE MANAGEMENT COURSE - SETTING PUBLIC HEARING

Chiefs of Police have, for some time, suggested that POST change its Regulations to allow reimbursement for non-peace officer managers who attend the Management Course. Current rules allow for such attendance, but simply preclude reimbursement.



Staff is bringing the issue to the Commission for a determination because (1) the number of non-peace officer managers seems to be increasing, (2) no specific course exists for non-peace officer managers at this time, and (3) the curricula for the Management Course appears reasonably appropriate for civilian management level personnel.

A report on the issue is included under this Tab.

If the Commission concurs that the matter warrants consideration, the appropriate action would be the scheduling of a public hearing for January, 1983.

J. LEGISLATIVE REVIEW COMMITTEE REPORT

A report on the Committee's recommendations resulting from its October 22, 8 a.m. meeting, will be presented.

K. ADVISORY COMMITTEE REPORT

Larry Watkins, Chairman of the Advisory Committee, will report on the October 14, 1982, meeting of the Advisory Committee and on other Advisory Committee business.

L. OLD/NEW BUSINESS

1. Peace Officers' Legal Sourcebook - DOJ

Last year the Commission considered the request from the Department of Justice for assistance in publishing a Legal Sourcebook. The original proposal was for 50,000 copies which was later modified by the Budget Committee to \$35,000 or 5,000 copies, whichever came first. A study was to have been done to validate the use of the Sourcebook by the field. During the state budget discussion in the Legislature, there was a proposal from the Legislative Analyst that money simply be taken from POST and given to DOJ. Wanting to avoid a precedent, this caused the Commission's Budget Committee to put the Sourcebook proposal on hold pending resolution of the state budget.

With the budget issue resolved and none of the POST money having gone directly to DOJ, the issue is still pending. After discussing this matter with Commissioner Rod Blonien, he requested that the item be brought back to the Commission on this agenda.

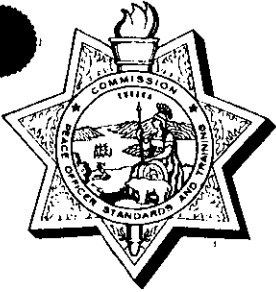
The Budget Committee considered the issue at its recent meeting and felt this should come to the full Commission for final disposition upon DOJ's request.

2. Other

M. PROPOSED DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

January 27, 1983, Hyatt Islandia, San Diego  
April 21, 1983, Sacramento  
July 21, 1983, Southern California  
October 20, 1982, Sacramento

N. ADJOURNMENT



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

July 15, 1982

Bahia Hotel  
San Diego, California

COMMISSION MEETING MINUTES

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

Commissioners Present:

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

Advisory Committee Members Present:

The following members of the POST Advisory Committee, meeting in joint session with the Commission, were present:

Larry Watkins, Chairman, representative of CHP  
Barbara Ayres, representative of WPOA  
Joe McKeown, representative of CADA  
C. Alex Pantaleoni, representative of CAAJE  
Jack Pearson, representative of PORAC  
Michael T. Sadleir, representative of California Specialized Law Enforcement  
Mimi Silbert, Public Member  
J. Winston Silva, representative of Community Colleges  
Robert Wasserman, representative of CPOA

Staff Present:

Norman Boehm	- Executive Director
Glen Fine	- Deputy Executive Director
Ron Allen	- Senior Project Coordinator
John Davidson	- Chief, Administrative Services
Gene DeCrona	- Chief, Training Delivery Services
Bradley Koch	- Chief, Information Services
John Kohls	- Chief, Standards and Evaluation Services

## Staff Present - cont.

Holly Mitchum  
 Ted Morton  
 Imogene Kauffman

- Consultant, Training Program Services
- Chief, Training Program Services
- Executive Secretary

## Visitors' Roster

Dave Allen	- Office of the Attorney General
Frank Barnes	- Secretary, Reserve Peace Officers' Assoc.
John Beene	- Lindsay Police Dept.
Jack Blackwell	- San Diego Sheriff's Dept.
Robert Borden	- Attorney, Los Angeles
Dan Cossarek	- President, Reserve Peace Officers' Assoc.
Norm Cleaver	- Golden West College
Fred Coburn	- Chief of Police, Bishop Police Dept.
Jim Collins	- San Diego Police Dept. Academy
Dan Cossarek	- Seal Beach Police Dept.
Robert Crumpacker	- Marshal's Office, San Bernardino County
Richard DeFrancisco	- Costa Mesa Police Dept.
Paul Dodson	- Coronado Police Dept.
Ed Doonan	- Sacramento County Sheriff's Dept.
Gary Edwards	- Bell Gardens Police Dept.
Don Forkus	- Chief of Police, Brea Police Dept.
Jim Guess	- Captain, Orange County Sheriff's Dept.
Roy Hall	- Coronado Police Dept.
Terry Hart	- National City Police Dept.
* Dwight Henninger	- Garden Grove Police Dept.
Brad Hooper	- Bell Gardens Police Dept.
William Hotchkiss	- Lieutenant, San Diego Police Dept.
Al Kennedy	- Riverside Police Dept.
Norm King	- San Bernardino Sheriff's Dept.
Richard Klapp	- Captain, San Francisco Police Dept.
Don Lewis	- Carlsbad Police Dept.
Roy G. Leyrer	- Dept. of Justice, Advanced Training Center
Ron Lowenberg	- Chief of Police, Cypress Police Dept.
Sam Lowery	- Riverside County Sheriff's Dept.
Jack McArthur	- Criminal Justice Training Center, Modesto
Martin Mayer	- Attorney, Torrance
Dave Merritt	- Kern County Sheriff's Dept.
Jim Middleton	- Lieutenant, Orange County Sheriff's Dept.
Mike Mills	- Signal Hill Police Dept.
Jerry O'Brien	- Academy of Defensive Driving
Gary O'Gorman	- City of El Cajon
Dan Padelford	- Riverside Police Dept.
R. C. Randolph	- Marshal, San Bernardino County
William Rhine	- Los Angeles Police Dept.
Wally Rice	- Riverside Police Dept.
John Scheck	- San Diego Sheriff's Dept.
R. C. Standring	- El Cajon Police Dept.
Craig Stults	- Northern Coast Chapter - C.R.P.O.A.
Randy Tucker	- Garden Grove Police Dept.
Roy Van Washlin	- Los Angeles Police Dept.
Dave Wagner	- Riverside County Marshal's Office
Ken Wolf	- Palm Springs Police Dept. Reserves
Shelby Worley	- Captain, Riverside County Sheriff's Dept.
* Art Henrikson	- Sacramento County Sheriff's Dept.

INTRODUCTIONSA. APPROVAL OF MINUTES

MOTION - Rodriguez, second - Pacileo, carried unanimously to approve the minutes of the regular Commission meeting April 15, 1982, at the Flamingo Hotel in Santa Rosa.

CONSENT CALENDAR

MOTION - Trives, second - Angele, carried unanimously for approval of the Consent Calendar covering the following:

1. Receiving Course Certification/Decertification Report

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

2. Receiving Information on New Entries Into POST Reimbursement Program

Merced Community College District

District Attorney Investigators:

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

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

A resolution recognizing the service of George Tielsch, Chief of Police, Anaheim Police Department, for five years of dedicated service on the POST Advisory Committee from 1977 to 1982.

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

Contracts # 81-001-01 through 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 22 were more directly related to the setting of standards or provision of training and charged to the Local Assistance appropriation:

## Consent Calendar - cont.

<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

5. Extending Motorcycle Training Project

POST received a two-year grant, F.Y. 80/81 and 81/82, from the Office of Traffic Safety to support the improvement and availability of motorcycle training. The project met all stated objectives, and a request for grant proposal for F.Y. 82/83 was received from O.T.S. A proposal for continuation was submitted. Staff was notified by OTS that the proposal was accepted, and \$100,000 will be available on October 1, 1982, for F.Y. 82/83.

The Commission approved acceptance of the \$100,000 and authorized the Executive Director to sign the necessary documents.

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

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 and recommendations will be presented to the Commission at its October meeting.

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, will 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, and
- Testing (passage of test prior to award of certificate).

A final report and recommendations will be presented at the October Commission meeting.

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

A Public Hearing was held on the proposed basic training for Level I Reserve Officers, in accordance with A.B. 2078, effective March 1, 1982. A.B. 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.

The Public Hearing was held in compliance with the requirements set forth in the Administrative Procedures Act to provide public input on the proposed additions, amendments, and deletions to the Regulations and Procedures.

The following written testimony had been received:

Robert T. Reber, Chief of Police, City of Buena Park, stated, in part . . . "I strongly support the return to a 200-hour training course for Level I Reserve Officers."

John R. McDonald, Jr., Sheriff, County of San Mateo, stated he is "in favor and supportive of the proposed changes to POST Regulations concerning reserve officers."

D. L. Forkus, Chief of Police, City of Brea, stated, "I would encourage the Commission to proceed with the amendments as proposed."

Owen McGuigan, Chief of Police, City of San Carlos, indicated strong support for the Commission's proposal to require a 200-hour, 3-module course as the training standard for non-designated Level I Reserve Officers.

Joseph Centeno, Chief of Police, Santa Maria Police Department, indicated his department supports the concept under consideration for training of Reserve Officers and recommended its incorporation into the Regulations.

L. K. Kalsbeek, Commander, Ventura County Sheriff's Department, fully supports the 200-hour training requirement for non-designated Level I Reserves.

Raymond C. Davis, Chief of Police, City of Santa Ana, supports the proposal to require a 200-hour, 3-module course as the training standard for non-designated Level I Reserve Officers.

Brad Gates, Sheriff-Coroner Department, County of Orange, endorsed the proposed 3-module, 200-hour standard for training non-designated Level I Reserve Officers.

## Public Hearing - cont.

Oral testimony was presented by Dan C ssar k, President of the California Reserve Peace Officers' Association, who spoke in support of the proposal to require that non-designated Level I Reserve Officers have 200 hours of classroom training, 200 hours of structured field training, plus 200 hours on-the-job training to receive the Reserve Officer Basic Certificate.

A staff report was made proposing minor language changes to clarify, eliminate redundancies, and make corrections.

There being no further testimony, the public hearing was closed and the following action was taken:

MOTION - Trives, second - Edmonds, carried unanimously for approval of the proposed additions, amendments and deletions to regulations and procedures, and to adopt revised Regulation 1007 incorporating by reference PAM Sections H-1, H-3, H-4, and H-5 in their entirety, effective July 15, 1982.

(The documents setting forth the exact proposed language of the amendments are on file in the Executive Office.)

D. REVIEW OF BASIC COURSE DRIVER TRAINING FEES

Staff reported that 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 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. The increase appears to be a reasonable amount that would remain below costs of public presenters providing similar training. It is also believed that reasonable quality cannot be maintained without the increase. It would be to the interest of POST and law enforcement agencies to allow the \$207 tuition to be increased to \$252 with concurrent increase in reimbursable tuition to \$195.

MOTION - Kolender, second - Trives, carried unanimously to allow an increase in tuition cost for Driver Training from \$207 to \$252 per trainee, and allow an increase in reimbursement for eligible agencies from \$150 to \$195 per trainee.

E. PHYSICAL FITNESS TRAINING PROGRAM FOR BASIC COURSE TRAINEES

Currently, there are no physical fitness standards for graduation from the Basic Course. Significant variation exists with regard to the content and conduct of physical fitness training in the basic academies. The needs of the academies, and law enforcement, can best be met by developing a 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 the program could be developed and made fully operational within



## Physical Fitness Training Program - cont.

one year, at a cost for contractual services of approximately \$17,500

MOTION - Van de Kamp, second - Vernon, motion carried (Blonien - No) that staff be authorized to begin work on the development of a fitness training program for basic academy trainees (including negotiations for contractual services from physicians and exercise physiologists).

F. PROPOSAL TO AUTOMATE THE POST REIMBURSEMENT SYSTEM

With the advent and implementation of the POST Automated Information System, there is the capability and expertise to develop a POST Automated Reimbursement System -- a system of automatically reimbursing participating agencies without submission of claim forms. Preliminary evaluation indicates potential savings to local agencies and in POST expenses. The system eliminates the burden of completing claim 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."

The system would continue to provide the four reimbursable elements of salary, travel, subsistence and tuition.

Implementation of the system would take approximately one year and should be completed by July, 1983, to coincide with the beginning of the 1983/84 F.Y. Cost to implement the system will be approximately \$30,000 for a programmer/analyst to develop the computer program for the system. The additional programmer analyst assistance would have to be acquired within existing budgetary resources.

MOTION - Trejo, second - Angele, carried unanimously:

- To approve in principle the development of the POST Automated Reimbursement System as outlined, and
- To confirm acceptability of the automated system to the field by authorizing a public hearing on specific PAM Regulations and Procedure changes at the October 1982 Commission meeting.

G. REPORT ON APPLICATION OF COMPUTER-BASED EDUCATION

In April 1981, The Commission approved a contract for \$48,348 with the Justice Training Institute to conduct a study on Computer-Based Education. The general purpose of the study was to ensure POST training remains 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.

## Computer-Based Education - cont.

The final project report has been received which traces the development of both computer and Computer-Based Education software, provides an assessment of the state-of-the-art, and projects future use and development. Successes and failures of several applications are analyzed and guidelines developed to avoid pitfalls in the application of this technology to the POST Program.

The final cost to POST will be \$38,564.60. This is \$9,783.40 less than the contract amount.

MOTION - Kolender, second - Blonien, carried unanimously that the Commission receive the report and authorize final payment to the Justice Training Institute.

The following recommendations from the Computer-Based Education Study by the Justice Training Institute were presented:

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 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.

## Computer-Based Education - cont.

5. 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 input, output, and reporting for current and future POST computer-assisted instruction users.

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

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 Commission meeting with specific recommendations.

The Commission viewed a demonstration of a computer-assisted video system presented by POST staff consultant Holly Mitchum and Robert Whitney of Whitney Education Services. The demonstration included examples of programs being conducted in community colleges and corporations. In addition, the Commission was able to view a series of vignettes on bomb investigations which were produced from an existing police training video tape.

H. CENTER FOR EXECUTIVE DEVELOPMENT (Including Command College)

At the January 1982 Commission meeting, the concept of the "Command College" was approved, and staff was directed to develop an accelerated action plan for the creation of such a training center for law enforcement managers and executives. Plans 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 completed 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 presentation of advanced executive-level law enforcement training through the Command College component.

Center for Executive Development - cont.

- 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 draft of the brochure for the Center for Executive Development was presented for review.

Discussion followed concerning estimated costs and what additional staff may be needed.

MOTION - Angele, second - Kolender, carried unanimously to accept the progress report on the Center for Executive Development and to instruct staff to continue to move forward with the project.

I. FINANCIAL REPORT - FISCAL YEAR 1981/82

The report presented financial information for the period from July 1, 1981, through June 30, 1982, and consisted of four separate reports:

1. Comparison of Revenue by Month
2. Reimbursement By Category of Expense
3. Number of Reimbursed Trainees By Category
4. Status Report - Aid to Local Government Budget.

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

MOTION - Kolender, second - Trives, carried unanimously to accept the report.

J. BUDGET REVIEW COMMITTEE REPORT

Jay Rodriguez, Chairman of the Budget Review Committee, reported that the Budget Committee met July 14, 1982, and reviewed the condition of the Peace Officer Training Fund and Budget Change Proposals for the 1983/84 F.Y.

The Budget Committee's recommendations were reviewed and the following action was taken:

MOTION - Rodriguez, second - Trives, carried unanimously to change from quarterly to monthly reimbursement.

MOTION - Rodriguez, second - Trives, carried unanimously to seek a \$3 million augmentation to this year's budget and, if successful, increase reimbursement to 50% for salary, and increase per diem from \$50 to \$60.

## Budget Review Committee Report - cont.

MOTION - Rodriguez, second - Trives, carried unanimously to authorize preparation of Budget Change Proposals for F.Y. 1983/84, as follows:

1. Subject to Budget Committee review of personnel justifications, develop a POST clearing house for audio-visual/computer-assisted instruction at a cost of approximately \$65,000.
2. Subject to Budget Committee review of personnel justifications, establish the Center for Executive Development at a cost of approximately \$110,000.
3. Increase the part-time help blanket by \$10,000 (to be funded out of existing salary savings).
4. Increase Aid to Law Enforcement up to the maximum permitted by the balance in the POTF by
  - a. Increasing the maximum reimbursable hours for the Basic Course,
  - b. Increasing salary reimbursement to the extent permitted by the balance in the Peace Officer Training Fund,
  - c. Improving quality and availability of training generally.

MOTION - Rodriguez, second - Angele, carried unanimously that a letter be written over the signature of the Commission Chairman apprising the field of the Commission's intent to increase reimbursements as outlined above, simplify the reimbursement process, and reimburse on a monthly basis.

K. LONG-RANGE PLANNING COMMITTEE REPORT

Nathaniel Trives, Chairman of the Long-Range Planning Committee, reported on the Committee's meeting of June 9, 1982. Five issues were covered, as follows:

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

The Committee requested that staff prepare a comprehensive report on the subject to include broad alternatives for Commission consideration.

2. Command College:

Committee members reaffirmed strong support for an assertive approach toward implementation of this concept.

## Long-Range Planning Committee Report - cont.

## 3. Competency-Based Executive Training:

It was suggested that staff explore and evaluate such training being conducted in the private sector.

## 4. POST Computer Program:

A progress report was received.

## 5. Task Force Report on New Organizational Concepts:

Committee members recommended that staff explore the views of the field on the various recommendations by use of a questionnaire.

MOTION - Trives, second - Williams, carried unanimously to accept the Committee's 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.

L. LEGISLATIVE REVIEW COMMITTEE

Richard Pacileo, Chairman of the Legislative Review Committee, reported on the following pending legislation of interest to POST:

SCR 69 (Rains) - Crime Prevention Training

S.B. 1423 (Petris) - Municipal Utility Police (POST Funding)

The Commission opposes this bill, but no support for the opposition is being received from law enforcement groups. The State Sheriffs and CPOA will be contacted for assistance in opposition.

S.B. 1870 (Doolittle) - Baton Training: Private Police

In Assembly Ways and Means Committee. The responsibility for baton training will be turned over to Consumer Affairs if this bill passes.

A.B. 2172 (Vasconcellos) - Private Police: Training. In Senate

Commission is neutral on this bill.

## Legislation - cont.

A.B. 3361 (Floyd) POST Funding: School Police.  
Commission in opposition. In Senate

A.B. 3414 (Roos) Peace Officer: Licensing  
(not active).

MOTION - Pacileo, second - Rodriguez, carried un-  
animously to accept the report.

M. ADVISORY COMMITTEE REPORT

Larry Watkins, Chairman of the POST Advisory Committee, reported on the meetings of May 27 and July 14, 1982.

The special meeting of the Advisory Committee on May 27 was called primarily for the purpose of studying the strengthening of the POST Certificate Program. Sheriff Clark submitted six ideas for strengthening the Program, as shown in the minutes of that meeting. It was the consensus of the Committee that the criteria in the Certificate Program include the completion of education and training programs and a display of competency in the profession.

At the Meeting on July 14, the Committee reviewed the status report on the Certificate Program, which was included in the Commission's Consent Calendar. The Committee will continue to work with staff on this project.

At the July 14th meeting the Committee also received the presentation on the computer-assisted video training and the Center for Executive Development. There was a concern expressed by Sheriff Clark that existing resource personnel not be taken for the project as it is important to maintain the auditing process on the existing POST programs. He was assured this would not happen. The Committee will continue to work with the Executive Director and staff on this project.

Advisory Committee member Jack Pearson provided a presentation on the Commission on Accreditation for Law Enforcement located in Washington, D.C. It was stated the work of this national-level Commission can eventually impact California agencies. It was being recommended that the POST Commission be provided with the information packet on the Accreditation Commission that is available through Mr. Pearson.

On July 14th, Sheriff Ben Clark provided an update on the CPOA Training Standards project to combine First Aid and CPR training modules in California law enforcement training. This appears to be an excellent effort to both upgrade the quality of law enforcement while reducing the cost to agencies. The final project will be presented to the Commission in the near future.

MOTION - Kolender, second - Trejo, carried unani-  
mously to approve the report of the Advisory  
Committee.

N. ADVISORY COMMITTEE APPOINTMENTS

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.

Requests were received from the law enforcement-related associations asking that the Commission reappoint the representatives to an additional three-year term on the POST Advisory Committee.

MOTION - Kolender, second - Edmonds, carried unanimously for approval of the appointment/reappointment of the following nominees:

- California Association of Police Training Officers  
Nominee: Michael Gonzales, Sgt., Montebello P.D.
- Women Peace Officers' Association  
Nominee: Barbara Ayers, Captain, Orange County Sheriff's Dept., Retired
- Peace Officers' Research Association of California  
Nominee: Jack Pearson, Lt., San Diego P.D.
- California Peace Officers' Association  
Nominee: Robert Wasserman, Chief, Fremont P.D.
- California Police Chiefs' Association  
Nominee: John Dineen, Chief, Millbrae P.D.  
(New appointment replacing Chief George Tielsch who resigned February 19, 1982.)
- California Association of Administration of Justice Educators  
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

O. OLD/NEW BUSINESS

1. Correspondence
2. Research Request

Mr. Blonien made inquiry of POST's ability to be of assistance to those law enforcement officers who may be layed off due to budget cuts. The Executive Director stated that staff was evaluating this matter and was aware that PORAC had already taken steps to identify job opportunities.

Mr. Blonien also suggested some research be done to provide statistics that would show what percentage of all



## Old/New Business - cont.

the people coming into law enforcement have received basic training on their own and what percentage go to basic training after being hired and receive reimbursement from POST. What impact does this have on the POTF? He would also like to know the frequency of recruits "living in" at the location of the training compared to commuting.

The Executive Director indicated that such information could be provided. No formal action was taken by the Commission.

P. PROPOSED DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

October 21-22, 1982, Sacramento Inn, Sacramento

The October 21 meeting will be at POST headquarters and an in-house tour of POST's programs and people will be planned. The general session will be conducted the second day, October 22, at the Sacramento Inn.


January 27, 1983, Hyatt Islandia, San Diego

April 21, 1983, Sacramento

July 21, 1983, Southern California

Q. ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 3 p.m.

  
Imogene Kauffman  
Executive Secretary

Comparison of Revenue by Month

Fiscal Years 1980-81 and 1981-82

(Includes Estimated Revenues For 81-82)

June 30, 1982

Attachment 1

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	1,845,311	5,772	1,851,083	15,871,398
May	1,611,136	14,365,658	16,000,000	1,917,902	423	1,918,325	17,789,723
Jun	2,835,073	17,200,731	19,200,000	4,204,055	3,428	4,207,483	21,997,206
	\$17,200,731	\$17,200,731	\$19,200,000	\$21,487,880	\$509,326	\$21,977,206	

Monthly %  
of Estimation  
131.484%

Cumulative  
% of  
Estimation  
114.559%

MONTH: June		FISCAL YEAR: 1981-82		REIMBURSEMENT BY CATEGORY OF EXPENSE								State of California		Department of Justice	
				COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING								7100 Bowring Drive Sacramento, CA 95823			
Code	COURSE CATEGORY	Resident Subst. Expense	%	Commuter Meal Allowance	%	Travel	%	Tuition	%	Salary	%	TOTAL	%		
A	BASIC COURSE	Total this Month		86,011.95		17,830.63		35,264.92		46,846.50		439,432.30			
		Previous Months		703,494.57		86,756.54		185,832.53		290,954.00		3,117,662.78			
		Total to Date		789,506.52	16	104,587.17	02	221,097.45	04	337,800.50	07	3,607,065.53	71	5,060,057.22	15
B	SPECIALIZED BASIC INVESTIGATORS COURSE	Total this Month													
		Previous Months													
		Total to Date													
C	ADVANCED OFFICER COURSE	Total this Month		4,809.24		4,621.40		4,470.04				115,546.19			
		Previous Months		40,013.66		19,478.28		22,394.14				572,613.03			
		Total to Date		44,822.90	06	24,099.68	03	26,864.18	03			688,159.22	88	783,745.98	07
D	SUPERVISORY COURSE (MANDATED)	Total this Month		12,171.64		2,006.78		5,503.73				37,463.92			
		Previous Months		92,965.88		10,783.07		32,685.17				177,152.48			
		Total to Date		105,037.52	28	12,789.85	04	38,188.90	10			214,616.40	58	370,632.57	03
G	SUPERVISORY SEMINARS AND COURSES	Total this Month		1,018.00		298.74		835.33		2,715.00					
		Previous Months		15,169.05		2,236.97		7,912.06		23,970.00					
		Total to Date		16,187.05	30	2,535.71	05	8,747.39	16	26,685.00	49			54,155.15	01
E	MANAGEMENT COURSE (MANDATED)	Total this Month		10,685.03		346.58		2,524.83				6,031.95			
		Previous Months		98,532.11		1,683.46		20,704.02				64,311.35			
		Total to Date		109,217.14	54	2,030.04	01	23,228.85	11			70,343.30	34	204,819.33	02
H	MANAGEMENT SEMINARS AND COURSES	Total this Month		30,731.18		193.30		11,957.62		20,338.00					
		Previous Months		172,620.24		2,323.65		64,343.42		102,057.00					
		Total to Date		203,351.42	50	2,516.95	1	76,301.04	19	122,395.00	30			404,564.41	04
F	EXECUTIVE DEVELOPMENT COURSE	Total this Month		4,959.20		0		866.68							
		Previous Months		36,320.89		55.00		7,675.81							
		Total to Date		41,280.09	83	55.00	0	8,542.49	17					49,877.53	0
I	EXECUTIVE SEMINARS AND COURSES	Total this Month		2,307.38		351.04		2,134.29		6,847.00					
		Previous Months		4,456.23		6,831.00		12,862.65		63,428.25					
		Total to Date		6,763.61	07	7,182.04	07	14,996.94	15	70,275.25	71			99,217.84	01
J	JOB SPECIFIC COURSES	Total this Month		104,048.84		4,531.08		29,644.00		29,531.00		126,387.89			
		Previous Months		644,633.52		26,116.50		199,602.95		185,753.50		708,619.42			
		Total to Date		748,682.36	36	30,647.58	2	229,246.95	11	215,284.50	10	835,007.31	41	2,058,868.70	18
K	TECHNICAL SKILLS AND KNOWLEDGE COURSES	Total this Month		147,609.72		6,750.84		52,069.21		70,155.00					
		Previous Months		881,930.02		35,949.87		334,596.29		395,206.27					
		Total to Date		1,029,539.74	54	42,700.71	02	386,665.50	20	465,361.27	24			1,924,267.22	17
L	FIELD MANAGEMENT TRAINING	Total this Month		729.37		22.00		1,726.07							
		Previous Months		7,733.00		62.00		7,491.91							
		Total to Date		8,462.37	48	84.00	0	9,217.98	52					17,764.35	0
M	TEAM BUILDING WORKSHOPS	Total this Month		4,440.00		429.00		532.62		10,350.00					
		Previous Months		45,365.83		798.00		3,712.46		67,387.50					
		Total to Date		49,805.83	38	1,227.00	01	4,245.08	03	77,737.50	58			133,015.41	01
N	POST SPECIAL SEMINARS	Total this Month		2,581.95		126.30		2,136.78							
		Previous Months		24,706.16		1,419.19		24,669.36							
		Total to Date		27,288.11	49	1,545.49	03	26,806.14	48					55,639.74	01
O	APPROVED COURSES	Total this Month		0		16.50		28.50							
		Previous Months		923.27		318.39		943.99							
		Total to Date		923.27	41	334.89	15	972.49	44					2,236.65	0
TOTAL FOR MONTH				411,903.50		37,524.19		149,594.62		186,782.50		774,832.75			
TOTAL FOR PREVIOUS MONTHS				2,768,764.43		194,811.92		925,426.76		1,128,756.52		4,640,359.06			
GRAND TOTAL TO DATE				3,180,667.93	29	232,336.11	02	1,075,121.38	10	1,315,539.02	12	5,415,191.81	47	11,218,396.25	

## COMMISSION ON POST

## Number of Reimbursed Trainees by Category

July 1981 - June 1982

Course Category	1980-81			1981-82		
	Actual Total <sup>1</sup>	Actual July-June	% of Total	Projected Total	Actual July-June	% of Projection
Basic Course	3,428	3,428	100	3,195	3,580	112.1
Specialized Basic Investigators Course						
Advanced Officer Course	11,279	11,279	100	15,430	6,755	43.7
Supervisory Course (Mandated)	743	743	100	688	716	104.1
Supervisory Seminars and Courses	275	275	--	442	316	71
Management Course (Mandated)	349	349	100	308	281	91.2
Management Seminars and Courses	1,460	1,460	100	1,245	1,232	98.9
Executive Development Course	95	95	100	95	80	84.2
Executive Seminars and Courses	1,428 <sup>2</sup>	1,428 <sup>2</sup>	100	1,238 <sup>2</sup>	1,872	151.2
Job Specific Course	4,773	4,773	100	6,630	5,625	84.8
Technical Skills and Knowledge Courses	6,496	6,496	100	8,484	7,286	85.8
Field Management Training	65	65	100	192	86	44.8
Team Building Workshops	861	861	100	950	464	48.8
POST Special Seminars	668	668	100	2,263	504	22.2
Approved Courses	50	50	100	198	33	16.6
<b>Totals</b>	<b>31,970</b>	<b>31,970</b>	<b>100</b>	<b>41,358</b>	<b>28,830</b>	<b>69.71</b>

<sup>1</sup>Excludes 79-80 June Claims Paid First Quarter 80-81.<sup>2</sup>Includes 861 For Administrative Institutes.1099B/06  
7/4/82

## 1981-82 LOCAL ASSISTANCE BUDGET

As of June 30, 1982

	<u>Allocated</u>	<u>Expended*</u>	<u>Balance</u>
<b>AID TO LOCAL GOVERNMENT:</b>			
Course Reimbursement @ 30% Salary Reimb. Percentage	\$12,849,365 100%	\$11,199,711 75%	\$1,649,654 13%
<b>CONTRACT SERVICES:</b>			
Instructional Contracts	\$ 841,616	\$ 831,786	\$ 9,830
Non-Instructional Contracts	128,209	127,331	878
Developmental Contracts	421,144	181,144	240,000
Sub-Total, Contracts	<u>\$ 1,390,969</u>	<u>\$ 1,140,261</u>	<u>\$ 250,708</u>
<b>OTHER:</b>			
Letters of Agreement	\$ 100,000	\$ 64,100	\$ 35,900
Room Rental	10,000	9,000	1,000
Sub-Total, Other	<u>\$ 110,000</u>	<u>\$ 73,100</u>	<u>\$ 36,900</u>
Total All Categories	<u>\$14,350,334</u>	<u>\$12,413,072</u>	<u>\$1,937,262</u>
Total Appropriation	<u>\$15,420,197</u>		
Balance Available	<u>\$ 1,069,863</u>		<u>\$3,007,125</u>

cludes accruals

COMMISSION AGENDA ITEM REPORT

Item Title Course Certification/Decertification Report		Meeting Date October 22, 1982
Bureau Training Delivery Services	Reviewed By <i>Gene De Luna</i>	Researched By Rachel S. Fuentes
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 10-5-82	Date of Report September 23, 1982
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

The following courses have been certified or decertified since the July 15, 1982 Commission Meeting:

CERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1. Security Guard Baton Training (Straight Baton)	Public Safety Trng. Association, Inc.	Approved	N/A	0
2. Advanced Field Evidence Technician Course	CSU, Long Beach	Technical	III	\$42,800
3. Sergeant/Team Developer and Manager	Justice Training Institute	Supervisory Seminar	III	25,200
4. Sergeant/Work Productivity & Quality Controller	Justice Training Institute	Supervisory Seminar	III	25,200
5. Sergeant/Trainer and Subordinate Developer	Justice Training Institute	Supervisory Seminar	III	25,200
6. Patrol Sgt./Managing Work in Field and Station	Justice Training Institute	Supervisory Seminar	III	25,200
7. National Homicide Symposium	Calif. District Attorney's Assoc.	Technical	III	21,000
8. Security Guard Baton Training (Side Handle)	Powers Security Training School	Approved	N/A	0
9. Traffic Accident Inv.	Ventura Co. Police & Sheriff's Academy	Technical	II	3,780
10. Crime Scene Investigation	Rio Hondo College	Technical	IV	4,060.80
11. Security Guard Baton Training (Side Handle)	Glendale Community College	Approved	N/A	0

CERTIFIED - (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impa</u>
12.	Private Security Baton Training (Side Handle)	California Security Training Schools	Approved	N/A	0
13.	Security Guard Baton Training (Side Handle)	Alan Cotton & Associates	Approved	N/A	0
14.	Private Security Baton Training (Side Handle)	Evans Security Training Academy	Approved	N/A	0
15.	Private Security Baton Training (Straight & Side)	Ventura College	Approved	N/A	0
16.	Reserve Training Module C	Southwestern College	Approved	N/A	0
17.	Reserve Training Module C	Orange County Sheriff's Department	Approved	N/A	0
18.	Reserve Training Module C	Golden West College	Approved	N/A	0
19.	Reserve Training Module C	Merced College	Approved	N/A	0
20.	Reserve Training Module C	San Diego Co. RLETC	Approved	N/A	0
21.	Security Guard Baton Training (Straight & Side)	Gendarme Ltd.	Approved	N/A	0
22.	Baton Instructors Course - Side Handle	San Joaquin Delta College	Technical	IV	2,475
23.	Security Guard Baton Training (Straight & Side)	California Security Training Academy	Approved	N/A	0
24.	Security Guard Baton Trng. (Straight baton)	California Academy Inv. Sciences	Approved	N/A	0
25.	Security Guard Baton Trng. (Straight & Side handle)	College of the Sequoias	Special	N/A	0
26.	Employee Assistance Trng. for Supervisors	National Council on Alcoholism	Technical	III	19,950
27.	Team Building Workshop	George Tielsch & Associates	Technical	III	14,792
28.	C-CAP Management Seminar	DOJ Training Center	Technical	IV	7,500
29.	Reserve Training Module C	Modesto CJTC	Approved	N/A	0
30.	Officer Safety Field Tactics Course	Golden West College	Technical	III	46,924

CERTIFIED - (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
31.	Security Guard Baton Training (Straight Baton)	Kings River Comm. College	Approved	N/A	0
32.	Computer Crime Inv.	NCCJTES, Butte Center	Technical	IV	7,146
33.	Baton Instructors Course PR-24	Martinez Adult School	Technical	IV	4,284
34.	Officer Safety & Field Tactics	Butte Regional Training Center	Technical	IV	8,304
35.	Security Guard Baton Trng. (Straight and/or Side Handle)	Modesto CJTC	Special	N/A	0
36.	Security Guard Baton Trng. (Straight Baton)	Palomar College	Approved	N/A	0
37.	Security Guard Baton Trng. (Straight & Side Handle)	Security Training Academy	Approved	N/A	0
38.	Security Guard Baton Trng. (Straight & Side Handle)	National Careers Institute	Approved	N/A	0
39.	Security Guard Baton Trng. (Straight & Side Handle)	United States School of Law Enforcement	Approved	N/A	0
40.	Security Guard Baton Trng. (Straight & Side Handle)	West Coast School	Approved	N/A	0
41.	Traffic Accident Inv., Intermediate	Los Angeles Police Department	Technical	IV	9,000
42.	Traffic Accident Inv., Advanced	Los Angeles Police Department	Technical	IV	6,300
43.	Security Guard Baton Trng. (Side-handle)	International Assoc. of Sec. Prof., Inc.	Approved	N/A	0
44.	Stress Awareness Trng. for Instructors	Commission on POST	Technical	IV	8,125
45.	Police Service Rep.	Los Angeles Police Department	Technical	IV	14,850
46.	Security Guard Baton Trng. (Straight & Side)	San Diego Miramar College	Approved	N/A	0
47.	Security Guard Baton Trng. (Straight & Side)	Golden West College	Approved	N/A	0
48.	Security Guard Baton Trng. (Straight & Side)	Martial Arts Sec. Trng. Academy	Approved	N/A	0



CERTIFIED - (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
49.	Security Guard Baton Trng. (Straight & Side)	Private Patrol Off. Specialized Trng.	Approved	N/A	0
50.	Security Guard Baton Trng. (Straight)	Pacific Training Institute	Approved	N/A	0
51.	Security Guard Baton Trng. (Straight & Side)	Security Designs, Inc.	Approved	N/A	0
52.	Security Guard Baton Trng. (Straight & Side)	Security Six Trng. Institute	Approved	N/A	0
53.	Driver Training - In Service	Ventura Co. Sheriff's Technical Department		IV	0
54.	Records	San Diego Regional Training Center	Technical	III	28,820
55.	Security Guard Baton Trng. (Straight & Side)	John Taylor Guard Training Academy	Approved	N/A	0
56.	Defensive Tactics for Instructors	FBI - Los Angeles	Technical	IV	21,150
57.	Security Guard Baton Trng. (Straight)	College of San Mateo	Approved	N/A	0
58.	Officer Safety & Field Tactics	San Joaquin Delta College	Technical	IV	3,200
59.	Security Guard Baton Trng. (Straight & Side)	Security Training Institute	Approved	N/A	0

DECERTIFIED

1.	Supervisory Course	Grossmont College	Sup. Course	II/IV	15,874
2.	Crime Prevention	Fresno Police Dept.	Technical	IV	2,002
3.	Officer Safety/Field Tactics	Law Enforcement Research Assoc.	Technical	III	0
4.	Report Writing	Maric College	Technical	III	0
5.	PCP Control for Trainers	UC, Los Angeles	Technical	IV	0
6.	Staff Officer Mgmt Seminar	Los Angeles P.D.	Mgmt Seminar Course	IV	5,004
7.	Driving Under Influence- Allied Agency	Calif. Highway Patrol	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>
8.	Traffic Acc Inv-Skidmark Analysis	California Highway Patrol	Technical	IV	7,225
9.	Narcotics Investigation Mgmt.	DOJ Training Center	Mgmt Seminar Course	IV	0
10.	Security & Tactical Planning	Los Angeles Co. Sheriff's Department	Technical	IV	3,313
11.	Police Armorers Institute	Los Angeles Police Department	Technical	IV	2,838
12.	Forensic Alcohol	DOJ Training Center	Technical	IV	3,980
13.	Organized Crime Analysis Program	DOJ Training Center	Technical	IV	0
14.	Search and Rescue Mgmt	Office of Emergency Services	Mgmt Seminar Course	IV	0
15.	Advanced Officer Course	DOJ Training Center	A0	N/A	0
16.	Criminal Intelligence, Chief Exec.	DOJ Training Center	Exec. Seminar/ Course	IV	0
	Patterns of Violence	Calif. Youth Authority	Technical	IV	1,445
18.	Motorcycle Training	Glendale P.D.	Technical	III	15,006
19.	Defensive Tactics Inst.	San Joaquin Delta College	Technical	IV	0
20.	Reserve Training Module B	Palo Verde College	Reserve Trng.	N/A	0
21.	Arrest and Firearms	Palo Verde College	P.C. 832	IV	0
22.	Driver Training, Advanced	Kern Co. Sheriff's Department	Technical	IV	7,432
23.	Report Writing	Feather River Col.	Technical	IV	1,742
24.	Photo/Basic Law Enforc.	Tri-Community Adult Education	Technical	IV	0
25.	Psychotherapy & Law Enforc.	San Francisco P.D.	Mgmt Seminar Course	III	5,400
26.	Crime Prevention, Burglary	CSU-Long Beach Justice Res. & Trng.	Technical	III	11,340

DECERTIFIED - (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Imp.</u>
27.	Budgeting	Academy of Justice/ Riverside	Mgmt Seminar Course	III	0
28.	Report Writing	Academy of Justice/ Riverside City Col.	Technical	IV	0
29.	Communications, Oral & Written	Glendale Community College	Technical	IV	0
30.	Community Relations	San Bernardino Co. Sheriff's Dept.	Technical	IV	0
31.	Vehicle Theft Inv.	Modesto CJTC	Technical	II	7,503
32.	Jail Operations	Modesto CJTC	Technical	II	4,186
33.	Jail Operations	College of the Sequoias	Technical	II	21,594
34.	Jail Operations	College of the Sequoias	Technical	II	45,208
35.	Program Eval & Review Tech	CSU-Long Beach/ Justice Res. & Trng	Technical	III	2,387
36.	Police Training Managers	Golden Gate Univ/ School of Publ Affairs	Technical	I	61,716
37.	Crime Scene Investigations	FBI - Sacramento	Technical	IV	0
38.	Narc Enforc for Peace Ofrs.	Sierra Community College	Technical	IV	0
39.	Heroin Influence	Sierra Community College	Technical	IV	0
40.	Child Abuse	NCCJTES-Redwoods Center	Technical	IV	0
			TOTAL CERTIFIED		<u>59</u>
			TOTAL DECERTIFIED		<u>40</u>
			TOTAL MODIFICATIONS		<u>70</u>

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title <b>Lake Shastina Community Services District</b>		Meeting Date <b>October 21, 1982</b>
Bureau <b>Field Services</b>	Reviewed By	Researched By <b>George Fox</b>
Executive Director Approval <i>Norman C. Roehun</i>	Date of Approval <b>9/7/82</b>	Date of Report <b>August 31, 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 checked="" type="checkbox"/> No <input type="checkbox"/>		

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

ISSUE

The Lake Shastina Community Services District has requested that the agency be included in the POST Regular Program.

BACKGROUND

The district employs three sworn officers and has submitted documents supporting POST objectives and regulations.

ANALYSIS

All sworn personnel possess or are eligible to possess POST Certificates.

RECOMMENDATIONS

The Commission be advised that the Lake Shastina Community Services District has been admitted into the POST Regular Program consistent with Commission policy.

FISCAL IMPACT

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

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Merced County Marshal		Meeting Date October 21, 1982
Bureau Field Services	Reviewed By <i>Brook W. Wade</i>	Researched By George Fox <i>Lox</i>
Executive Director Approval <i>Marwan C. Aslam</i>	Date of Approval	Date of Report
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 checked="" type="checkbox"/> No <input type="checkbox"/>		

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

ISSUE

The Merced County Marshal has requested entry into the POST Reimbursement Program.

BACKGROUND

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

ANALYSIS

All sworn personnel have, or will be eligible to possess POST Basic Certificates. Adequate selection standards are used.

RECOMMENDATION

The Commission be advised that the Merced County Marshal's Office has been admitted into the POST Reimbursement Program, consistent with Commission policy.

FISCAL IMPACT

The estimated fiscal impact should be less than \$4,000 annually.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Contra Costa County Marshal		Meeting Date October 21, 1982
Bureau Field Services	Reviewed By <i>Bernard W. ...</i>	Researched By George Fox <i>Fox</i>
Executive Director Approval <i>Murray C. Boehm</i>	Date of Approval 9/7/82	Date of Report July 15, 1982
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>		

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

ISSUE

The Contra Costa County Marshal has requested that the agency be included in the POST Reimbursement Program.

BACKGROUND

The agency has participated in the Specialized Program since October 13, 1970. Necessary documents supporting POST objectives and regulations have been submitted.

ANALYSIS

All sworn members of the department possess Basic Certificates or higher and adequate selection standards are used.

RECOMMENDATION

The Commission be advised that the Contra Costa County Marshal's Office has been admitted into the POST Reimbursement Program, consistent with Commission policy.

FISCAL IMPACT

The fiscal impact is estimated to be less than \$4,000 annually.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Solano County Marshal Vallejo-Benicia J.D.</b>		Meeting Date <b>October 21, 1982</b>
Bureau <b>Field Services</b>	Reviewed By	Researched By <b>George Fox</b> <i>GF</i>
Executive Director Approval <i>Thomas C. Boelton</i>	Date of Approval <b>7-9-82</b>	Date of Report <b>July 8, 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 Solano County Marshal, Vallejo-Benicia Judicial District has requested that his agency be included in the POST Reimbursement Program.

BACKGROUND

The agency has participated in the Specialized Program since December 28, 1971. The agency has submitted the necessary documents supporting POST objectives and regulations.

ANALYSIS

All sworn personnel possess a Basic or higher certificate and adequate selection standards are used.

RECOMMENDATION

The Commission be advised that the Solano County Marshal has been admitted into the POST Reimbursement Program consistent with Commission policy.

FISCAL IMPACT

The estimated fiscal impact should be less than \$2,000 annually.

Utilize reverse side if needed

AGENDA ITEM SUMMARY SHEET		
Agenda Item Title <b>Sonoma County District Attorney</b>		Meeting Date <b>October 21, 1982</b>
Bureau <b>Field Services</b>	Reviewed By	Researched By <b>George Fox</b>
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval <b>7/9/82</b>	Date of Report <b>July 8, 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 Sonoma County District Attorney has requested that the agency's Investigative Unit be included in the POST Reimbursement Program.

BACKGROUND

The agency has participated in the Specialized Program since June 23, 1970. The agency has submitted the necessary documents supporting POST objectives and regulations.

ANALYSIS

All investigators possess a Basic or higher certificate and adequate selection standards are used.

RECOMMENDATION

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

FISCAL IMPACT

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

Utilize reverse side if needed



Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Kern County District Attorney Investigators</b>		Meeting Date <b>October 21, 1982</b>
Bureau <b>Field Services</b>	Reviewed By <i>[Signature]</i>	Researched By <i>[Signature]</i> <b>George Fox</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>Aug 3, 1982</b>	Date of Report <b>July 29, 1982</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

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

ISSUE

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

BACKGROUND

The agency has participated in the Specialized Program since January 1, 1972. An ordinance and necessary documents supporting POST objectives and standards have been submitted.

ANALYSIS

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

RECOMMENDATION

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

FISCAL IMPACT

The estimated fiscal impact should be less than \$3,000 annually.

Utilize reverse side if needed

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>California Board of Dental Examiners</b>		Meeting Date <b>October 21, 1982</b>
Bureau <b>Field Services</b>	Reviewed By	Researched By <b>George Fox</b>
Executive Director Approval <i>Monahan C. Boehm</i>	Date of Approval <i>9/7/82</i>	Date of Report <b>August 31, 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 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 California Board of Dental Examiners has requested that the agency's Investigations Unit be included in the POST Specialized Program.

BACKGROUND

The Dental Examiners' Investigations Unit has recently become a separate agency from the California Department of Consumer Affairs.

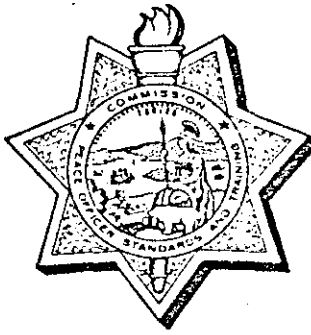
ANALYSIS

All the investigators possess or will be eligible to possess a Basic Certificate and adequate selection standards are used.

RECOMMENDATION

The Commission be advised that the California Board of Dental Examiners' Investigations Unit has been admitted into the POST Specialized Program consistent with Commission policy.

Utilize reverse side if needed



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

WHEREAS, C. Alex Pantaleoni has served as a member of the Advisory Committee of the Commission on Peace Officer Standards and Training since 1976, and

WHEREAS, C. Alex Pantaleoni has effectively represented the California Association of Administration of Justice Educators, 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 C. Alex Pantaleoni for his outstanding service and dedication to California law enforcement; And

FURTHER BE IT RESOLVED, that the members of the Commission extend to C. Alex Pantaleoni best wishes for continuing success in law enforcement training.

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Chairman

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Executive Director

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October 22, 1982

Date

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Item Title FINANCIAL REPORT - FIRST QUARTER 1982-83		Meeting Date OCTOBER 22, 1982
Bureau ADMINISTRATIVE SERVICES	Reviewed By <i>[Signature]</i>	Researched By STAFF
Executive Director Approval <i>[Signature]</i>	Date of Approval 10/6/82	Date of Report
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report           Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input checked="" type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

This report presents financial information on the local assistance budget through September 30, 1982. Attached are three reports summarized in order as follows:

Attachment #1: Comparison of Revenue by Month

This report indicates revenues which have accrued to the Peace Officer Training Fund by month. Through September 30, 1982 we have received \$3,196,020. This is \$803,980 less than would be anticipated on a straight line projection, but is consistent with the rate at which revenues normally accrue at the beginning of the fiscal year and is an increase of \$610,688 over the same period last year. (See graph on Attachment 1a.)

Attachment #2: Reimbursement by Category of Expense

This report lists reimbursement in each course category by category of expense. Totals are listed in the column on the far right. The Grand Total Block located in the right-hand corner shows an expenditure to date of \$1,777,710.53. This is within our projected course reimbursement expenses. (See graph on Attachment 2a.)

Attachment #3: Number of Reimbursed Trainees by Category

This report shows the total number of trainees reimbursed this fiscal year and compares it with the number reimbursed last year, thus far this year the number of persons trained is down by 26%. (The report is graphically depicted in Attachment #3a.)

ANALYSIS:

Based on annual projections and the number of persons who have been reimbursed for training so far this year, it is anticipated that there will be sufficient revenue available to reimburse salary over the entire year at between 50 and 60%.

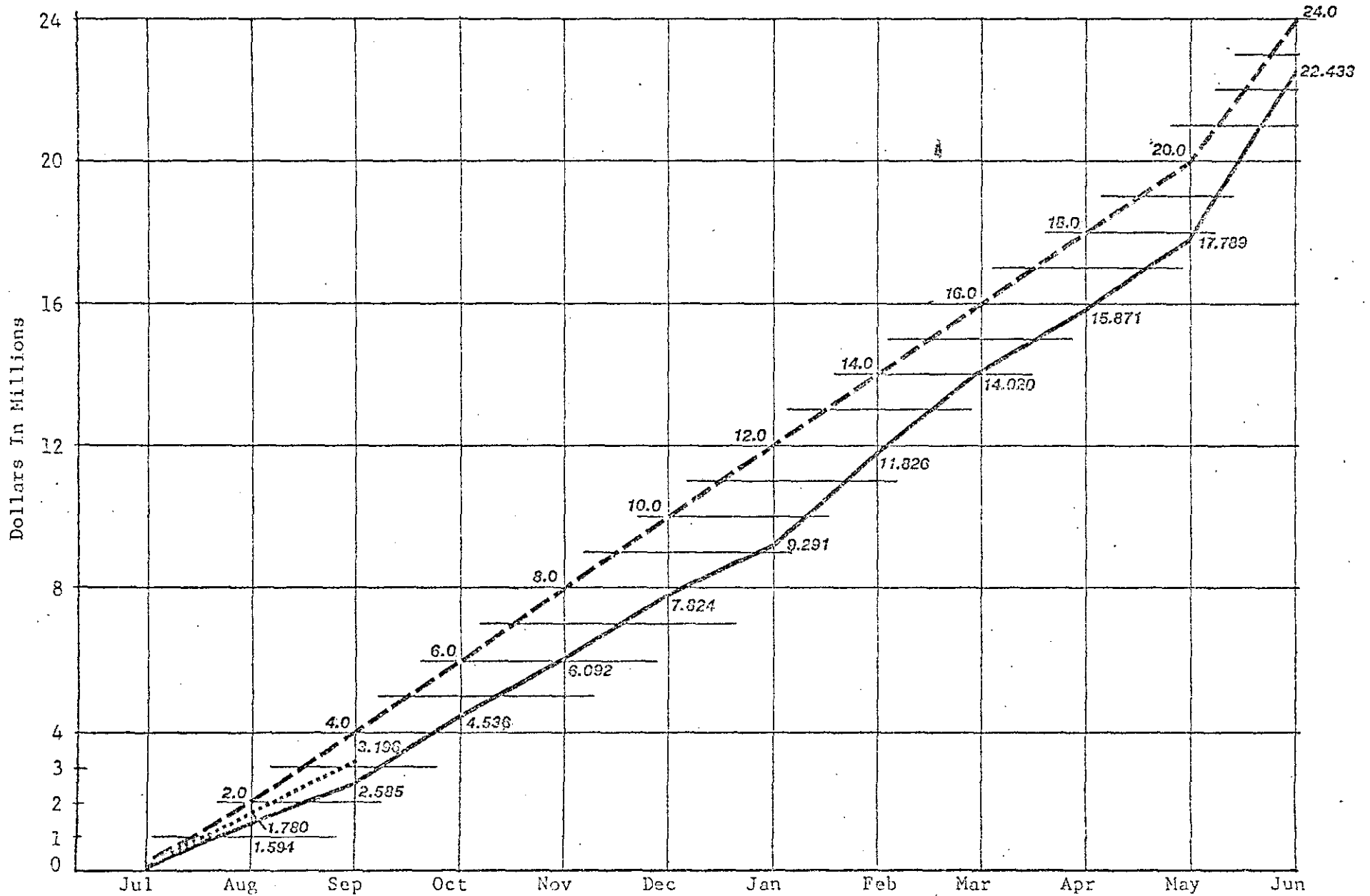
Comparison of Revenue by Month  
 Fiscal Years 1981-82 and 1982-83  
 September 30, 1982

Month	<u>1981-82</u>		<u>1982-83</u>			Total	Cumulative Total
	Monthly Total	Cummulative Total	Cummulative Monthly Estimated	Penalty Assessment Fund	Other		
July	\$ 88,731	\$	\$	\$ -0-	\$ 1,891	\$ 1,891	\$ 1,891
Aug	1,505,802	1,594,533	2,000,000	1,780,464	0	1,780,464	1,782,355
Sep	990,799	2,585,332	4,000,000	1,413,290	375	1,413,665	3,196,020
Oct	1,951,656	4,536,988	6,000,000				
Nov	1,555,125	6,092,113	8,000,000				
Dec	1,732,083	7,824,196	10,000,000				
Jan	1,467,623	9,291,819	12,000,000				
Feb	2,534,885	11,826,704	14,000,000				
Mar	2,193,611	14,020,315	16,000,000				
Apr	1,851,083	15,871,398	18,000,000				
May	1,918,325	17,789,723	20,000,000				
Jun	4,644,015	22,433,738	24,000,000				
	\$22,433,738	\$22,433,738	\$24,000,000	\$ 3,193,754	\$ 2,266	\$3,196,020	\$3,196,020

Monthly %  
of Estimation

Cummulative  
% of  
Estimation

COMPARISON OF REVENUE BY MONTH  
 Fiscal Years 1981-82 and 1982-83  
 Also Shows Projected Revenues For 1982-83



1981-82 —————  
 1982-83 .....  
 Anticipated 82-83 - - - - -

July 1, 1982 Through Sept. 30, 1982

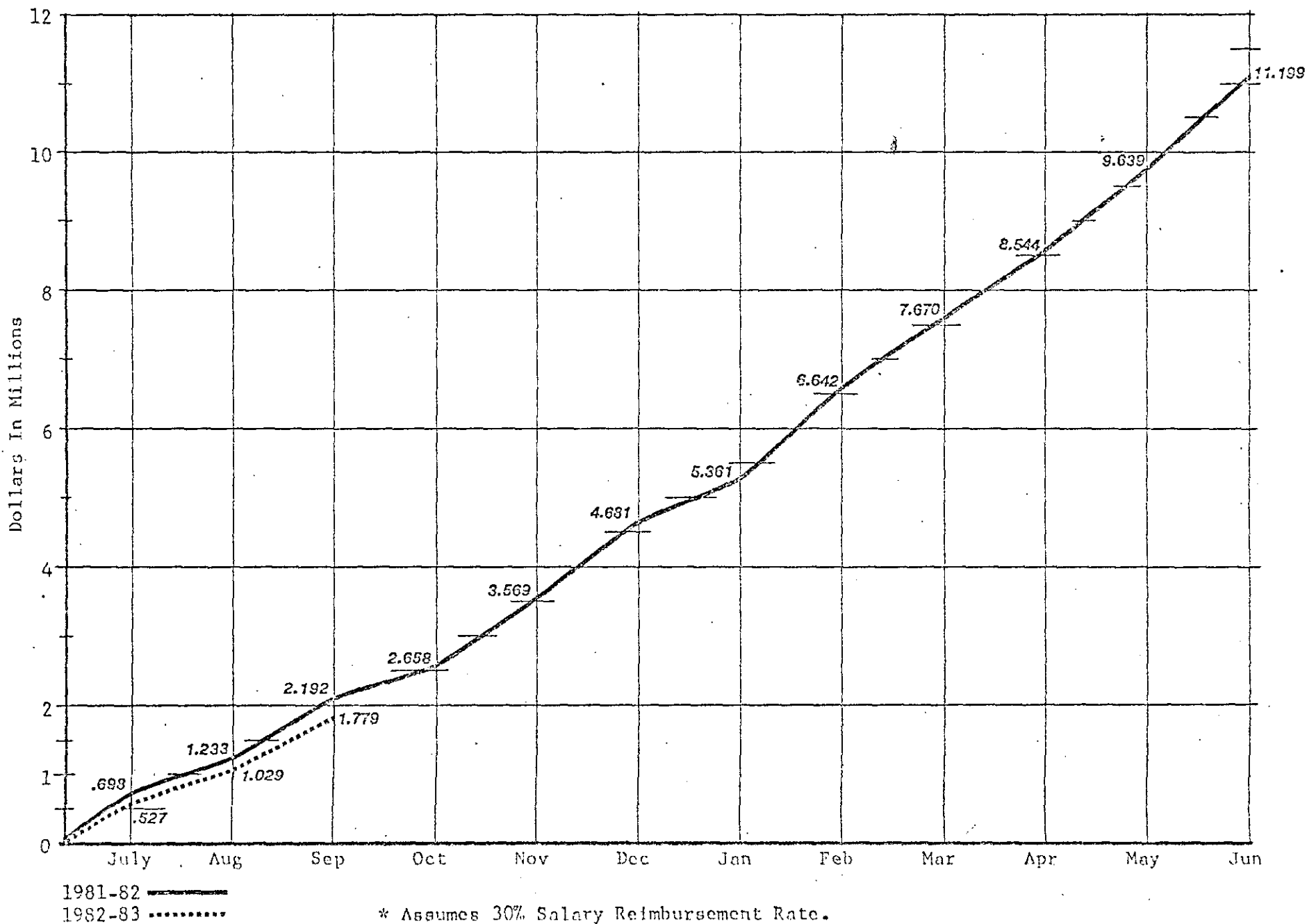
FISCAL YEAR 1982/83

REIMBURSEMENT BY CATEGORY OF EXPENSE

State of California Department of Justice  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 Bowling Drive, Sacramento, CA 95833

Code Cat.	COURSE CATEGORY	Resident Subsistence	%	Computer Meal Allowance	%	Travel	%	Tuition	%	Salary	%	TOTAL	%	
A	BASIC COURSE	Total this Month	26,912.11		11,354.75	15,592.50		42,740.00		383,686.64		480,280.00		
		Previous Months	96,382.89		7,325.01	19,887.71	19,941.50		206,811.06				350,348.17	
		Total to Date	123,295.00	15	18,679.76	02	35,480.21	04	62,681.50	03	590,497.70	71	830,634.17	47
B	SPECIALIZED BASIC INVESTIGATORS COURSE	Total this Month												
		Previous Months												
		Total to Date												
C	ADVANCED OFFICER COURSE	Total this Month	0		413.46	541.99		0		22,453.50		23,408.95		
		Previous Months	3,346.68		792.32	2,953.98	7,578.78		46,066.72				60,738.48	
		Total to Date	3,346.68	04	1,205.78	01	3,495.97	04	7,578.78	09	68,520.22	82	84,147.43	05
D	SUPERVISORY COURSE (MANDATED)	Total this Month	7,136.83		370.42	2,526.47		0		7,426.46		17,459.18		
		Previous Months	9,683.83		876.64	2,440.13	0		15,992.99				28,993.59	
		Total to Date	16,820.66	36	1,247.06	03	4,966.60	11	0		23,418.45	50	46,452.77	03
G	SUPERVISORY SEMINARS AND COURSES	Total this Month	244.77		554.86	822.45		3,720.00		0		5,342.08		
		Previous Months	2,437.56		683.19	1,102.82	8,955.00		0			13,178.57		
		Total to Date	2,682.33	15	1,238.05	07	1,925.27	10	12,675.00	69	0		18,520.65	01
E	MANAGEMENT COURSE (MANDATED)	Total this Month	2,878.13		50.12	535.38		0		3,265.62		6,729.25		
		Previous Months	8,609.10		356.86	2,816.42	0		8,535.88				20,318.26	
		Total to Date	11,487.23	42	406.98	02	3,351.80	12	0		11,801.50	44	27,047.51	02
H	MANAGEMENT SEMINARS AND COURSES	Total this Month	2,572.14		70.00	860.50		1,469.75		0		4,972.39		
		Previous Months	18,147.16		186.93	8,537.39	15,977.00		0				42,848.48	
		Total to Date	20,719.30	43	256.93	01	9,397.89	20	17,446.75	36	0		47,820.87	03
F	EXECUTIVE DEVELOPMENT COURSE	Total this Month	0		0	0		0		0		0		
		Previous Months	3,637.07		0	895.23	0		0			4,532.30		
		Total to Date	3,637.07	30	0	895.23	20	0		0		4,532.30	0	
I	EXECUTIVE SEMINARS AND COURSES	Total this Month	0		0	0		0		0		0		
		Previous Months	425.19		88.75	688.47	2,125.75		0			3,328.16		
		Total to Date	425.19	13	88.75	03	688.47	21	2,125.75	63	0		3,328.16	0
J	JOB SPECIFIC COURSES	Total this Month	44,405.45		611.30	12,168.63		10,536.00		27,677.98		95,399.36		
		Previous Months	87,199.88		3,411.86	28,259.55	26,602.50		76,335.37				221,809.16	
		Total to Date	131,605.33	41	4,023.16	01	40,428.18	13	37,138.50	12	104,013.35	33	317,208.52	17
K	TECHNICAL SKILLS AND KNOWLEDGE COURSES	Total this Month	58,109.45		2,513.70	24,892.33		14,561.75		0		100,077.23		
		Previous Months	133,261.96		5,414.56	54,365.49	63,436.00		168.75			256,646.76		
		Total to Date	191,371.41	54	7,928.26	02	79,257.82	22	77,997.75	22	168.75	0	356,723.99	20
L	FIELD MANAGEMENT TRAINING	Total this Month	122.83		0	50.40		0		0		173.23		
		Previous Months	1,658.27		0	650.64	0		0			2,308.91		
		Total to Date	1,781.10	72	0	701.04	28	0		0		2,482.14	0	
M	TEAM BUILDING WORKSHOPS	Total this Month	5,636.04		0	634.50		9,000.00		0		15,270.54		
		Previous Months	4,826.46		691.10	159.90	11,250.00		0			16,927.46		
		Total to Date	10,462.50	33	691.10	02	794.40	02	20,250.00	63	0		32,198.00	02
N	POST SPECIAL SEMINARS	Total this Month	220.61		54.16	370.53		0		0		645.30		
		Previous Months	2,692.49		172.67	3,001.63	0					5,866.79		
		Total to Date	2,913.10	45	226.83	03	3,372.16	52	0		0		6,512.09	0
O	APPROVED COURSES	Total this Month	0		0	65.10		0		0		65.10		
		Previous Months	0		12.83	24.00	0		0			36.83		
		Total to Date	0		12.83	13	89.10	87	0		0		101.93	0
TOTAL FOR MONTH		148,238.36		15,992.77		59,060.78		82,927.50		444,509.20		749,828.61		
TOTAL FOR PREVIOUS MONTHS		372,308.54		20,012.72		125,783.36		155,866.53		353,910.77		1,027,881.92		
GRAND TOTAL TO DATE		520,546.90	29	36,005.49	02	184,844.14	11	238,794.03	13	798,419.97	45	1,777,710.53	18	

TOTAL TRAINING REIMBURSEMENT  
 Fiscal Years 1981-82\*, 1982-83\*





COMMISSION ON POST

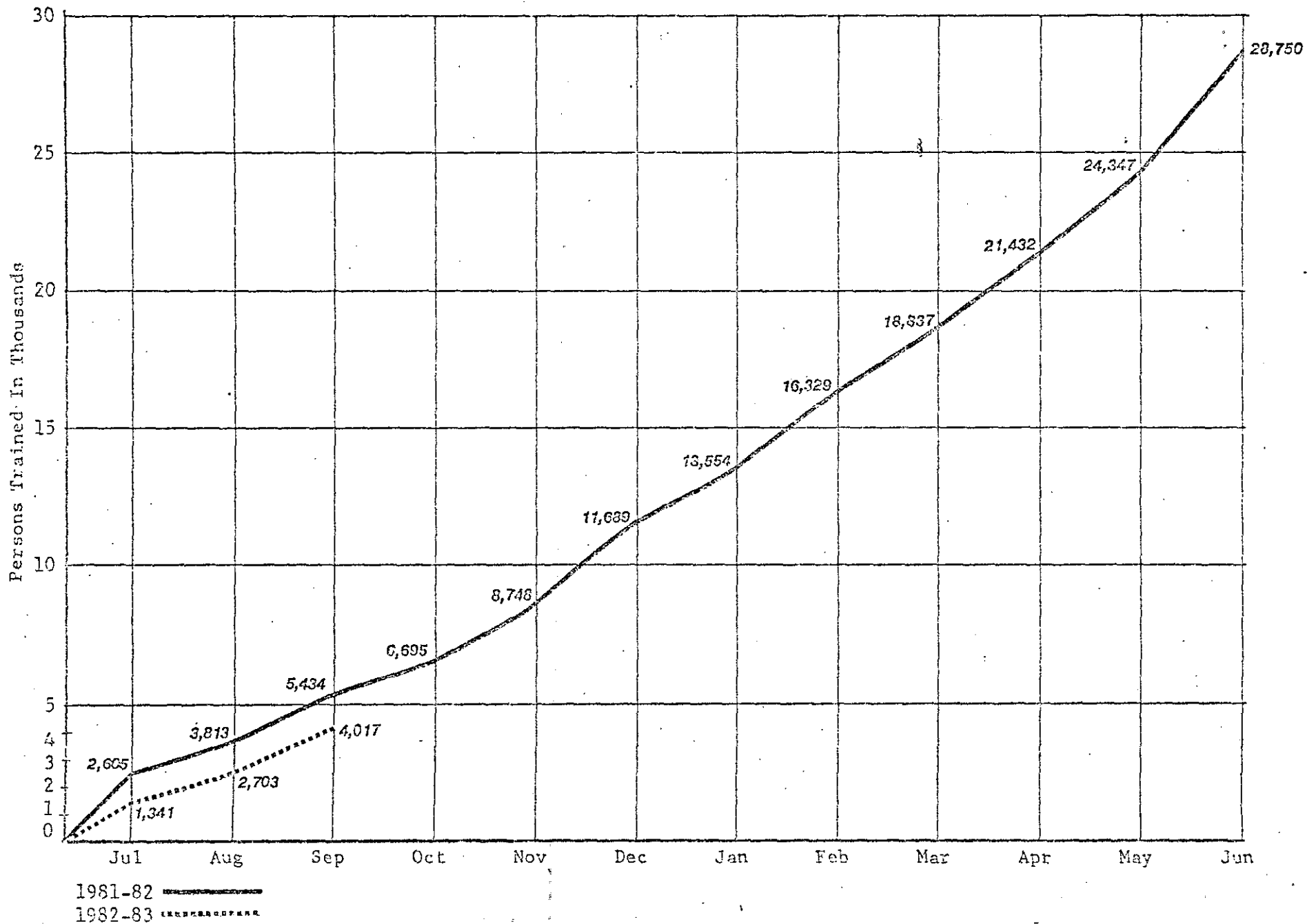
Number of Reimbursed Trainees by Category

July 1, 1982 Through September 30, 1982

1982-83 Fiscal Year

Course Category	Actual Total <sup>1</sup>	1981-82		Projected Total For Year	1982-83	
		Actual July-September	% of Total		Actual July-September	% of Projection
Basic Course	3,580	881	.25	3,360	574	.17
Specialized Basic Investigators Course				100		
Advanced Officer Course	6,755	1,821	.27	9,122	710	.08
Supervisory Course (Mandated)	716	79	.11	804	79	.10
Supervisory Seminars and Courses	316	47	.15	296	120	.41
Management Course (Mandated)	281	26	.09	329	44	.13
Management Seminars and Courses	1,232	189	.15	1,346	117	.09
Executive Development Course	80	3	.04	75	7	.09
Executive Seminars and Courses	1,792	109	.06	1,610	30	.02
Job Specific Course	5,625	860	.15	5,164	740	.14
Technical Skills and Knowledge Courses	7,286	1215	.17	7,817	1405	.18
Field Management Training	86	19	.22	76	14	.18
Team Building Workshops	464	95	.20	663	115	.17
POST Special Seminars	504	85	.17	586	60	.10
Approved Courses	33	5	.15	42	2	.05
<b>Totals</b>	<b>28,750</b>	<b>5,434</b>	<b>.19</b>	<b>31,330</b>	<b>4,017</b>	<b>.13</b>

TOTAL TRAINEE REIMBURSED  
Comparison Between 1981-82 and 1982-83



AGENDA ITEM SUMMARY SHEET		
Agenda Item Title <b>PUBLIC HEARING-- POST AUTOMATED REIMBURSEMENT SYSTEM</b>		Meeting Date <b>October 22, 1982</b>
Bureau <b>Information Services</b>	Reviewed By	Researched By <b>B. W. Koch</b> <i>BW Koch</i>
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval <b>10-5-82</b>	Date of Report <b>September 27, 1982</b>
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 _____).		
<p><u>ISSUE</u></p> <p>A public hearing on the proposal to automate the POST Reimbursement System has been scheduled to receive input from the field concerning the concept, and to review the proposed policy guidelines and regulation changes in Sections 1005 and 1015 and the appropriate Sections in PAM, Section E, relating to reimbursement, so that work can proceed on the data processing program development necessary to implement the program.</p> <p><u>BACKGROUND</u></p> <p>As reported to the Commission at the July 15 meeting, POST is now in a position to provide substantial savings to local agencies and in POST expenses by automating the reimbursement system at POST. The Commission unanimously voted to approve in principle the development of the POST Automated Reimbursement System, and in order to confirm acceptability of the automated system to the field, authorized a public hearing at the October meeting to review Regulation and Procedure changes necessary to implement the system.</p> <p><u>ANALYSIS</u></p> <p>The changes proposed for this hearing (attached) are for the purpose of adopting, amending, or repealing regulations affecting the current reimbursement process of POST and the development of an Automated Reimbursement System. These changes will simplify the present reimbursement process, which is a manual system requiring substantive personnel costs and related expenses, both on the part of POST and the participating agencies. The present reimbursement process also requires the completion of multiple claim forms and the comprehension of somewhat complex procedural requirements.</p> <p>With the advent and implementation of data processing, POST now has the capability and expertise to develop an Automated Reimbursement System, a system of automatically reimbursing participating agencies without submission of POST-training claims forms. The proposed Automated Reimbursement System maintains the basic essentials of the old system but eliminates the burden of completing claim forms, automates the processing, reduces the complexity of procedure and policy, simplifies the entire process, and eliminates the need for POST to impose penalties for late claims.</p>		
Utilize reverse side if needed		

The following are specific regulation amendments proposed to implement an Automated Reimbursement System:

Amend Section 1005(b), which provides minimum standards for supervisory training, to allow a department head to authorize a quasi-supervisor to attend a Supervisory Course and to allow reimbursement at the same level as all other reimbursable trainees.

Amend Section 1005(c), which provides minimum standards for management training, to allow a department head to authorize an officer functioning in a first-level supervisory position to attend a certified Management Course and to allow reimbursement at the same level as all other reimbursable trainees.

Amend Section 1005(e), which provides minimum standards for executive training, to allow a department head to authorize an officer who has completed the requirements of the Management Course to attend an Executive Development Course and to allow reimbursement at the same level as all other reimbursable trainees.

Amend Section 1015, which provides for reimbursement, to delete from the section those policies regarding reduction of reimbursement for the filing of late claims, to change the policy to provide for a travel allowance which would compensate for all associated travel costs, and to add policy previously stated in Commission Procedures.

It is also proposed to revise Commission Procedures E-1, E-2, and E-3 to reflect the procedures necessary to implement an automated system and to eliminate Commission Procedures E-4, E-5, and E-6, dealing with the submission of claims and instructions on the completion of claims forms, because they are no longer required. Procedures for the automated system will be added when the system is fully developed.

It is proposed that the changes in the regulations and procedures will be effective July 1, 1983.

Another amendment required for technical clean-up only, unrelated to implementation of the Automated Reimbursement System, is proposed as follows:

Amend Section 1016, which provides for management counseling services, to correctly identify who may receive the services as authorized by P.C. 13513.

The amendment to Regulation 1016 will be effective upon filing with the Secretary of State.

#### RECOMMENDATIONS

The requested action of the Commission is to approve the proposed additions, amendments, and deletions of the regulations and procedures, as indicated, as it relates to the Automated Reimbursement System, with a targeted effective date of July 1, 1983.

It is also recommended that the Commission approve the changes in Section 1016 to correctly identify who may receive management counseling services and that this regulation will become effective upon filing with the Secretary of State.

*Proposed Language for Implementation  
of the POST Automated Reimbursement System:*

*Commission Regulations*                      *Pages 1 - 7*

*Commission Procedure D-9*                      *Page 8*

*Commission Procedures E-1  
through E-3*                      *Pages 9 - 19*

-1005. Minimum Standards for Training (continued)

(a) Basic Course (Required) (continued)

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

Requirements for POST-approved Field Training Programs are set forth in PAM, Section D-13.

- (4) Every specialized officer, except marshals, deputy marshals, and regularly employed and paid inspectors and investigators of a district attorney's office, shall satisfactorily meet the training requirements of the Basic Course, PAM, Section D-1, within 12 months from the date of appointment as a regularly employed specialized peace officer; or for those specialized agency peace officers whose primary duties are investigative and have not completed the Basic Course, the chief law enforcement administrator may elect to substitute the Specialized Basic Investigators Course, PAM, Section D-12.

(b) Supervisory Course (Required)

- (1) Every peace officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete a certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.
- (2) Every regular officer who is appointed to a first-level supervisory position shall attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the regular officer has been awarded or is eligible for the award of the Basic Certificate.
- (3) Every regular officer who will be appointed within 12 months to a first-level supervisory position may attend a certified Supervisory Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has been awarded or is eligible for award of the Basic Certificate.
- (4) Every regular officer who is assigned to a quasi-supervisory position may attend a certified Supervisory Course if authorized by the department head and the officer's jurisdiction may be reimbursed for allowable travel and subsistence expenses only following satisfactory completion of such training, provided that the officer has been awarded or is eligible for award of the Basic Certificate.

1005. Minimum Standards for Training (continued)

(b) Supervisory Course (Required) (continued)

- (5) Requirements for the Supervisory Course are set forth in the POST Administrative Manual, Section D-3, (adopted effective April 15, 1982), herein incorporated by reference.

(c) Management Course (Required)

- (1) Every peace officer promoted, appointed or transferred to a middle management position shall satisfactorily complete a certified Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.
- (2) Every regular officer who is appointed to a middle management or higher position shall attend a certified Management Course and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Supervisory Course.
- (3) Every regular officer who will be appointed within 12 months to a middle management or higher position may attend a certified Management Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.
- (4) Every regular officer who is assigned to a first-level supervisory position may attend a certified Management Course if authorized by the department head, and the officer's jurisdiction may be reimbursed for allowable travel and subsistence expenses only following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.
- (5) Requirements for the Management Course are set forth in the POST Administrative Manual, Section D-4, (adopted effective April 15, 1982), herein incorporated by reference.

(d) Advanced Officer Course (Required)

- (1) Every peace officer below the rank of first-level supervisory position as defined in Section 1001 (k) shall satisfactorily complete the Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course.
- (2) The above requirement may be met by satisfactory completion of any certified Technical Course of 20, or more hours, or satisfactory completion of the alternative method of compliance as determined by the Commission.

1005. Minimum Standards for Training (continued)

(d) Advanced Officer Course (Required) (continued)

- (3) Every regular officer, regardless of rank, may attend a certified Advanced Officer Course and the jurisdiction may be reimbursed.
- (4) Requirements for the Advanced Officer Course are set forth in the POST Administrative Manual, Section D-2, (adopted effective April 15, 1982), herein incorporated by reference.

(e) Executive Development Course (Optional)

- (1) The Executive Development Course is designed for department heads and their executive staff positions. Every regular officer who is appointed to an executive position may attend a certified Executive Development Course and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course.
- (2) Every regular officer who will be appointed within 12 months to a department head or executive position may attend a certified Executive Development Course if authorized by the department head and the officer's jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course.
- (3) Requirements for the Executive Development Course are set forth in PAM, Section D-5.

(f) Technical Courses (Optional)

- (1) Technical Courses are designed to develop skills and knowledge in subjects requiring special expertise.
- (2) Requirements for Technical Courses are set forth in PAM, Section D-6.

(g) Approved Courses

- (1) Approved courses pertain only to training mandated by the Legislature for various kinds of peace officers and other groups. The Commission may designate training institutions or agencies to present approved courses.
- (2) Requirements for Approved Courses are set forth in PAM, Section D-7.

(h) Seminars (Optional)

- (1) Seminars are designed to study and solve current and future problems encountered by departments. Enrollment is open to any rank.



REGULATIONS

Revised: July 1, 1982/3

1005. Minimum Standards for Training (continued)

(h) Seminars (Optional) (continued)

(2) Requirements for Seminars are set forth in PAM, Section D-8.

(i) Field Management Training (Optional)

(1) Field Management Training is designed to assist in the solution of specific management problems within individual Regular Program departments.

(2) Requirements for Field Management Training are set forth in PAM, Section D-9, ~~and PAM, Section E-1-3-g.~~

1006. Extension of Time Limit for Course Completion

(a) The Commission may grant an extension of time limit for completion of any course required by Section 1005 of the Regulations upon presentation of evidence by a department that a peace officer is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction; or upon presentation of evidence by a department that a peace officer is unable to complete the required course within the time prescribed. Time extensions granted under this sub-section shall not exceed that which is reasonable, bearing in mind each individual circumstance.

(b) In the event that a department in the Regular Program does not require an individual to complete the applicable training by the end of the extension period, such department shall not be eligible for the reimbursement of any expenses which are incurred as a result of the training when it finally occurs.

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, (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.

1008. Waiver of Attendance of a POST-Certified Basic Course

The Commission may waive attendance of a POST-certified Basic Course required by Section 1005(a)(1), (2), or (4) of the Regulations for an already trained individual who is currently employed or under consideration for hire as a full-time California peace officer by an agency participating in the POST program. This waiver shall be determined by an evaluation and examination process as specified in PAM, Section D-11, Waiver of Attendance of a POST-Certified Basic Course, (adopted effective January 28, 1982), herein incorporated by reference.

REGULATIONS

Revised: July 1, 1982<sup>3</sup>

1013. Code of Ethics

The Law Enforcement Code of Ethics, as stated in PAM, Section C-3, shall be administered to all peace officer trainees during the Basic Course or at the time of appointment.

1014. Training for Non-Sworn and Paraprofessional Personnel

(a) Reimbursement shall be provided to Regular Program agencies for the training of non-sworn personnel performing police tasks and paraprofessional personnel, provided for by Regulation 1015 and the POST Administrative Manual Section E-1-4a.3-f, (adopted effective April 15, 1982), herein incorporated by reference.

(b) Request for Approval

(1) Non-Sworn or Paraprofessional Personnel. Whenever it is necessary for the employing jurisdiction to obtain prior written approval from the Commission for non-sworn or paraprofessional personnel to attend reimbursable training, the agency shall include in the approval request the following information regarding each individual. (See PAM, Section E-1-4a.3-f):

(A) The trainee's name and job title.

(B) Job description.

(C) Course title, location and dates of presentation.

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

(c) Reimbursement

Reimbursement for non-sworn and paraprofessional personnel is computed in the same manner (except as noted below) as for sworn personnel according to the reimbursement plan for each course appropriate for the employee's classification as set forth in the POST Administrative Manual, Section E-1-4a.3-f, (adopted effective April 15, 1982), herein incorporated by reference.

Note: No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005(a)(b)(c)(d)(e), except as provided in PAM, Section E-1-4a.3-f (3),

1015. Reimbursements

(a) Proportionate Reimbursement

In the Regular Program, reimbursements to cities, counties, and districts shall be granted by the Commission in accordance with Section 13523 Penal Code.

Proposed Language: Commission Regulations

1015. Reimbursements

(1) Marshals' and district attorneys' departments are included in the Regular Program for reimbursement even though individual officers employed by the agencies have retained specialized peace officer classification.

(b) Requests ~~Claims~~ for Reimbursement

Each request for reimbursement ~~claims~~ must be submitted on a forms provided by the Commission and received no later than ninety days after the completion of a certified course. submitted to the training institution at the beginning of a POST-certified training course. No further action is required by the participating jurisdiction to receive reimbursement except for those courses requiring a report to POST as a condition of successful completion, such as Field Management Training and Team Building Workshops. Upon completion of the training, reimbursement will be automatically computed and paid to the jurisdiction.

~~All claims for training expenditures eligible for reimbursement from the Peace Officer Training Fund are subject to the following provisions:~~

~~(1) Claims received more than 90 days, but less than 180 days, following the completion of a certified training course shall be reduced by 25% of the approved reimbursable amount.~~

~~(2) Claims received more than 180 days following the completion of a certified training course shall not be reimbursed.~~

~~(c) Notwithstanding the provisions of sub-paragraph (b) of this Section, upon a regular officer's appointment and within one year from satisfactory completion of training enumerated in sub-paragraph (b)(3), (c)(3) or (e)(2) of Regulation 1005, the officer's jurisdiction may be reimbursed.~~

(c) (d) Training Expenses May Be Claimed Only Once

When a Regular Program trainee has attended a course certified by the Commission for which reimbursement has been legally requested ~~claimed~~ and paid, an employing jurisdiction may not receive reimbursement for subsequent attendance by the same trainee of the same course ~~unless~~ except where attendance of the course is authorized to be repeated periodically, such as for Seminars, Advanced Officer Courses, and selected Technical Courses which deal with laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change. Exceptions or special circumstances must be approved by the Executive Director prior to beginning the training course.

(d) (e) Reimbursement is provided only for expenses related to attendance of POST certified courses.

REGULATIONS

Revised: July 1, 1982/3

1015. Reimbursements (continued)

- (e) ~~(f)~~ Reimbursement may be provided only for satisfactorily completed training acquired by full-time employees in an on-duty status. See the POST Administrative Manual, Section E-1-4c and ~~e.3-i & k~~, (adopted effective April 15, 1982), herein incorporated by reference.
- (f) ~~(g)~~ Reimbursement may be made to a jurisdiction which terminates a Regular Program Basic Course trainee, ~~or~~ allows a trainee to resign prior to completion of a certified Basic Course, or if the trainee is unable to complete a certified Basic Course due to illness, injury, or other physical or academic deficiency, provided the requirements of Section 1002(a) (1) through (7) have been completed prior to the trainee's appointment date and the date the course began. The remaining reimbursement entitlement (up to 400 hours maximum) for those trainees eligible to be re-enrolled, may be applied to any certified basic course which is subsequently attended.
- (g) ~~(h)~~ Reimbursement may be paid to a jurisdiction when a Regular Program trainee fails a certified Basic Course only because of not passing a locally required training subject(s), but the trainee otherwise satisfactorily completes the course.
- (h) Reimbursement for partial completion of a certified Motorcycle Training Course or instructor training courses may be provided if the trainee fails to complete the course due to an inability to perform the skills required for successful completion.

Note: Refer to PAM, Section E, Reimbursements, for detailed information on reimbursement procedures.

1016. Service Provided by the Commission

Counseling services are provided only to a local jurisdiction, and only ~~sheriff and city police departments~~ upon request for the purpose of improving its administration, management, and operations. Aid may also be given to such agencies in implementing recommended procedures or practices. See PAM, Section G.

Proposed Language: Commission Regulations

COMMISSION PROCEDURE D-9

Revised: ~~April 15, 1982~~

July 1, 1983

### Training Schedule

9-6. Schedule of Field Management Training: Arrangements for visits to the agencies concerned may be scheduled by POST, the requesting agency, or by mutual arrangement. The itinerary for the training exercise must be approved by the Chief, Management Counseling Services Bureau.

9-7. Training Limits: Field Management Training is limited to a maximum of five days for any one training experience. Exceptions may be granted for longer periods of time if deemed appropriate by POST.

### Reports

9-8. Report of Training Required: Before reimbursement claims will be processed, the requesting agency must submit a report to POST preferably using POST Form 2-257 (See Page 9-4). The content of the report must be pertinent and describe the degree of accomplishment of the objectives of the trip. In addition, the report must specifically evaluate the effectiveness of the Field Management Training in contributing to the solution of the problem or addressing the matter being studied. The report must be submitted to POST with or prior to the submission of the claim for reimbursement. ~~(See PAM, Section 9-1-3-3.)~~

### Reimbursement

9-9. Reimbursement Claims: Eligible claims for reimbursement of training expenses for Field Management Training are paid under Plan IV. Claims for reimbursement must be received by POST within 90 days after completion of the training. ~~if they are to be paid without reduction. (See PAM, Section 1015(b).)~~

Proposed Language: Commission Procedures

Sections E-1-4a.3f, E-1-4c.3f and E-1-4e.3k of Procedure E-1 were incorporated by reference into Commission Regulations 1014, 1015 and 1015, respectively, on April 15, 1982. A public hearing is required prior to revision of those sections of this directive.

## REQUIREMENTS FOR REIMBURSEMENT

### Purpose

1-1. Reimbursement Requirements: The purpose of this Commission procedure is to provide departments participating in the POST Regular Program with general information about procedures to be followed in requesting ~~claiming~~ reimbursement from the Peace Officers' Training Fund for expenditures in training police personnel.

### Eligibility for Reimbursement

1-2. Eligibility: As provided in Section 13507, 13510 and 13522 Penal Code, cities, counties, and districts which, by formal agreement with the Commission, adhere to the standards for recruitment and training as established by the Commission, may be reimbursed from the Peace Officers' Training Fund for allowable expenditures for the training of their personnel in POST certified courses.

### Requirements Relating to Reimbursement

1-3. Specific Requirements: The following specific requirements relating to reimbursement are indicated in the Commission Regulations:

- a. Basic Course: As specified in Commission Regulation ~~Every regular officer must satisfactorily complete the Basic Course as specified in Section 1005 (a)(1).~~
- b. Supervisory Course: ~~As specified in Commission Regulation 1005(b). Every peace officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete a certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.~~

~~Section 1005 (b) of the Regulations permits Reimbursement, when requested by the department head, will be paid under Plan II for expenses related to attendance of a certified Supervisory Course provided (1) the trainee is appointed to a supervisory position and has been awarded or is eligible for the award of the Basic~~

1-3. Specific Requirements (continued)

Certificate; or (2) the trainee will be appointed within 12 months to a first-level supervisory position or (3) the trainee is in a "Quasi-Supervisory Position" and has been awarded or is eligible for the award of the Basic Certificate; ~~reimbursement under Plan II will be provided only when such appointment is within one year from satisfactory completion of such training, the provisions of Section 1015 (b) notwithstanding.~~

~~Reimbursement for attendance at a certified Supervisory Course by personnel in "Quasi-Supervisory Positions" may be granted under Plan IV when requested by the chief administrator of the agency, provided that the trainee has been awarded or is eligible for the award of the Basic Certificate. If the agency elects to train quasi-supervisory personnel in the Supervisory Course and receive reimbursement under Plan IV, the agency may not subsequently claim salary reimbursement if the personnel are later appointed to full-supervisory positions.~~

~~For reimbursement of supervisory courses under Plan II, claims for salary will be allowed only for those first-level supervisory trainees possessing the rank of Sergeant or equivalent, as determined by POST. Plan IV reimbursement will be allowed for all other eligible trainees.~~

~~Eligibility for Plan II or Plan IV reimbursement will be determined at the time the claim is submitted. For example, if the trainee is a quasi-supervisor at the time of attendance of the Supervisory Course (Plan IV reimbursement) but the agency plans to promote the individual to Sergeant within 12 months, the claim may be submitted under Plan II upon promotion, without a reduction for late submission. If the agency subsequently does not promote the individual and the claim is submitted late under Plan IV, the claim will be reduced per Commission Regulation 1015(b).~~

- c. Management Course: As specified in Commission Regulation 1005(c), Every peace officer promoted, appointed or transferred to a middle management position shall satisfactorily complete a certified Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

Section 1005 (c) of the Regulations permits R reimbursement, when requested by the department head, will be paid under Plan I for expenses related to attendance of a certified Management Course provided (1) the trainee is appointed to a middle management position and has satisfactorily completed the training requirements of the Supervisory Course; or (2) the trainee will be appointed within 12

1-3. Specific Requirements (continued)

~~months to a middle management position or above; and has satisfactorily completed the requirements of the Supervisory Course. reimbursement will be provided under Plan I only when such appointment is within one year from satisfactory completion of such training, the provisions of Section 1015 (b) notwithstanding.~~

~~Reimbursement for attendance at a certified Management Course by personnel in "First Level Supervisory Positions" may be granted under Plan IV when requested by the chief administrator of the agency provided the trainee has satisfactorily completed the training requirements of the Supervisory Course. If the agency elects to train supervisory personnel in the Management Course and receive reimbursement under Plan IV, the agency may not subsequently claim salary reimbursement if the personnel are later appointed to middle management positions.~~

~~For Management Courses, salary will be reimbursed only for those middle management trainees possessing the rank of Lieutenant or equivalent, as determined by POST. Plan IV reimbursement will be allowed for all other eligible trainees.~~

~~Eligibility for Plan I or Plan IV reimbursement will be determined at the time the claim is submitted. For example, if the trainee is a first level supervisor at the time of attendance of the Management Course (Plan IV reimbursement) but the agency plans to promote the individual to Lieutenant within 12 months, the claim may be submitted under Plan I upon promotion, without a reduction for late submission. If the agency subsequently does not promote the individual and the claim is submitted late under Plan IV, the claim will be reduced per Commission Regulation 1015(b).~~

- d. Advanced Officer Course: As specified in Commission Regulation 1005(d), ~~Every officer below the rank of first level supervisory position as defined in Section 1001 (k) shall satisfactorily complete the Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course. Section 1005 (d) of the Regulations allows the requirements of the Advanced Officer Course to be met by satisfactory completion of any certified Technical Course of 20 or more hours.~~

- e. Executive Development Course: As specified in Commission Regulation 1005(e), ~~The Executive Development Course is designed for department heads and their executive staff.~~

~~Every regular officer who is appointed a department head or to an executive staff position, as defined in Section 1001 (j), may attend a certified Executive Development Course. The Executive Development Course is optional.~~



1-3. Specific Requirements (continued)

~~Section 1005 (e) of the Regulations permits reimbursement, when requested by the department head, will be paid under Plan I for expenses related to attendance of a certified Executive Development Course provided (1) the trainee is appointed department head or to an executive staff position and has satisfactorily completed the training requirements of the Management Course; or (2) the trainee will be appointed within 12 months to a department head or to an executive staff position and has satisfactorily completed the training requirements of the Management Course.; reimbursement will be provided only when such appointment is within one year from satisfactory completion of such training, the provisions of Section 1015 (b) notwithstanding.~~

f.g. ~~Field Management Training: As specified in Commission Regulation 1005(i), Field Management Training is designed to assist individual departments in the Regular Program in the solution of specific management problems, as specified in Section 1005 (i) of the Regulations.~~

~~Field Management Training must be approved for reimbursement in accordance with PAM, Section D-9-4.~~

~~Eligible claims for reimbursement of training expenses are paid under Plan IV. A request claims for reimbursement must be received by POST within 90 days of the completion of Field Management Training on the authorization form (POST X-XXX) at the time the POST required report (see PAM Section D 9-8) is submitted. received within 90 days after completion of the training if they are to be paid without reduction. (See Regulation, Section 1015(b))~~

~~Before reimbursement claims for Field Management Training expenses will be honored, the trainee must file a report with POST. (See PAM, Section D-9-8.)~~

g.h. ~~Team Building Workshops: A part condition of certification of Team Building Workshops is the development by participants of an Action Plan for implementing results of the course. A copy of the Action Plan must be received submitted by to POST within 90 days of completion of the Team Building Workshop together with the authorization form (POST X-XXX) before reimbursement for training expenses can be authorized.~~

Proposed Language: Commission Procedures

1-4. General Requirements: General requirements relating to reimbursement are as follows:

a.f. Training for Non-Sworn and Paraprofessional Personnel: Reimbursement is provided for the training of non-sworn personnel performing police tasks and for paraprofessionals attending a certified Basic Course.

1. The training shall be specific to the task currently being performed by an employee or may be training specific to a future assignment which is actually being planned.
2. Non-sworn personnel may attend the courses identified in Section 1005 (a)(b)(c)(d)(e), but reimbursement shall not be provided except as indicated in sub-paragraph 3 below.
3. Paraprofessional personnel in, but not limited to, the classes listed below may attend a certified Basic Course and reimbursement shall be provided to the employing jurisdiction in accordance with the regular reimbursement procedures. Prior to training paraprofessional personnel in a certified Basic Course, the employing jurisdiction shall complete a background investigation and all other provisions specified in Section 1002(a) (1) through (7) of the Regulations.

Eligible job classes include the following:

Police Trainee  
Police Cadet  
Community Service Officer  
Deputy I (nonpeace officer)

4. For attendance of a course with reimbursement for training which is not specific to one of the job classes enumerated in the next paragraph, the employing jurisdiction must obtain prior approval from the Commission on an individual basis, providing such information as specified in Section 1014 of the Regulations.
5. Non-sworn persons performing police tasks who are to be assigned or are assigned to the following job classes are eligible, without prior approval from POST, to attend training courses, as provided by Regulation Section 1014, that are specific to their assignments. Job descriptions shall be used to determine those positions eligible:

Proposed Language: Commission Procedures

1-4. General Requirements (continued)

af. Training for Non-Sworn and Paraprofessional Personnel (continued)

Administrative Positions  
Communications Technician  
Complaint/Dispatcher  
Criminalist  
Community Service Officer  
Evidence Technician  
Fingerprint Technician  
Jailer and Matron  
Parking Control Officer  
Polygraph Examiner  
Records Clerk  
Records Supervisor  
School Resource Officer  
Traffic Director and Control Officer

bh. Trainee May be Claimed Only Once: When a trainee has attended a course certified by the Commission, for which reimbursement has been legally requested ~~claimed~~ and paid, the employing jurisdiction may not receive reimbursement for repetition of the same course unless the course is authorized to be repeated periodically. For example, Seminars or Advanced Officer Courses and selected Technical Courses which deal with laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change. Exceptions or special circumstances must be approved by the Executive Director prior to beginning the training course.

ci. On-Duty Status: Section 1015(e) of the Regulations provides that reimbursement will be made only for full-time employees attending certified courses in an "on-duty" status or when appropriate overtime or compensatory time off is authorized. This does not preclude attendance of a POST certified course, for which reimbursement is not claimed, on the employee's own time.

dj. Federal or Other Funded Programs: A jurisdiction which employs a trainee full-time, whose salary is paid by a source other than the employing jurisdiction, such as a federal grant or other funded program, is not eligible to receive POST reimbursement for the trainee's salary or other expenditures covered by the grant. ~~However, the employing jurisdiction may be reimbursed for allowable, actually incurred expenses by and for the trainee for subsistence, travel, tuition and a percentage of any salary paid exclusive of the employing jurisdiction's match, and that which is not covered by the grant.~~

Proposed Language: Commission Procedures

1-~~34~~. Specific General Requirements (continued)

ek. Trainee Must Complete the Course: Within the provisions established by the Commission, a jurisdiction is eligible to receive reimbursement for training expenditures, provided the trainee satisfactorily completes the POST-certified training course. Exceptions are the Basic Course, Motorcycle Training and courses designed to train the trainer, ~~as explained in PAM, Section E-5-3(f) (1) through (5).~~

The Executive Director is authorized administrative discretion to resolve situations of equity for partial completion of POST-Certified courses, (for example, allowing reimbursement when a trainee successfully completes a major portion of a course but for some reason, such as injury, is prevented from completing the entire course).

f7. Reimbursement provided by POST to a jurisdiction for tuition, meals, lodging and other travel-related expenses shall not exceed the amounts actually paid for or to the trainee, and shall not exceed the rates or allowances otherwise generally authorized by the jurisdiction for non-POST reimbursable travel.

gm. The department requesting ~~submitting a claim for~~ reimbursement of training expenditures shall retain, for audit purposes, for three fiscal years (July 1 through June 30), all records and receipts (as required by the jurisdiction) for such expenditures made, by or for the trainee as hereinafter specified. ~~PAM, Section E-5-7a, 7b, 7c, 7d, 7e, 7f, 7g, 7h, 7i, 7j, 7k and 7l.~~

## REIMBURSEMENT PLANS AND RATES

### Purpose

2-1. Reimbursement Plans and Rates: This Commission Procedure explains the various levels of reimbursement based upon "reimbursement plans." This Commission procedure states reimbursement rates and the amounts approved.

### Reimbursement Plans

2-2. Reimbursement Plans: POST reimbursement for training expenditures of departments is based on reimbursement schedules known as "plans". Each plan may vary in the amount and/or category of reimbursement provided. The categories of expenditures for reimbursement from the Peace Officer Training Fund are:

Subsistence  
Travel  
Tuition  
Salary

There are four reimbursement plans which are designated as I, II, III, and IV. Training courses certified by POST are reimbursed under one of the following plans:

<u>Plan I</u>	<u>Plan II</u>	<u>Plan III</u>	<u>Plan IV</u>
Subsistence	Subsistence	Subsistence	Subsistence
Travel	Travel	Travel	Travel
Tuition	Salary	Tuition	
Salary			

Each plan is subject to the provisions established by the Commission, ~~as outlined in PAM, Section E-5.~~

Proposed Language: Commission Procedures

2-3. Where to Obtain Training Course Information: Information regarding training courses and the plan under which each is presented, is disseminated to the local agencies in several ways, e.g.,:

- a. The POST Administrative Manual, Section D-14, Catalog of Certified Courses.
- b. Obtained by contacting the school or course coordinator
- c. Obtained by contacting POST Headquarters. ~~at 7100 Bowling Drive, Sacramento, CA 95823, or telephoning (916) 322-2100.~~

2-4. Reimbursement Rates Established Annually by Commission: The Commission annually establishes the rates of reimbursement for categories of training expenditures. Reimbursement rates are in effect for one fiscal year, July 1 to June 30, unless modified by Commission action.

2-5. Notification of Reimbursement Rate: Local jurisdictions and districts participating in the Regular Program will be notified by the Commission at least 60 days prior to July 1 as to the rate of reimbursement for expenditures for meals and lodging, travel, tuition or salary.

2-6. Reimbursement Rates:

SUBSISTENCE.

Resident Trainee: ~~100% of daily actual expenses of the trainee for~~ Subsistence will be provided within the provisions established by the Commission, not to exceed \$50, from the time/date the course begins until the time/date the course ends. Except that up to \$56 per day will be allowed in specified high-cost lodging areas. (For exception in specified locations see PAM, Section E-5-7d.)

Reimbursement for subsistence expenditures for a resident trainee is allowable while enroute to and from the course site and the trainee's headquarters or station of assignment ~~home~~ (See PAM, Section ~~E-5-7g-3 and E-5-7d.~~), not to exceed an aggregate time period of 24 hours. ~~Exceptions in hardship cases may be granted by contacting the Administration Division.~~  
NOTE: ~~See PAM, Section E-5-6.~~

For courses over five days in length, reimbursement will be authorized for weekend subsistence or travel from the course site to the agency/station of assignment and return whichever is less.

Proposed Language: Commission Procedures

2-6. Reimbursement Rates

SUBSISTENCE (continued)

Commuter Trainee: Daily meal allowance is reimbursable for the trainee within the provisions established by the Commission; expenses shall not exceed \$5.50 per instructional day for lunch from the date the course begins until the date the course ends. ~~In exceptional cases reimbursement for other meals may be allowed when approved in advance.~~

TRAVEL ALLOWANCE

POST will pay a travel allowance based on miles traveled between agency/station assignment and the training site.

Travel distance will be automatically computed by POST using a straight line distance between location of assignment and the training site.

The travel allowance will be computed at \$        per mile.

~~Common carrier transportation: 100% of allowable actual expenditures.  
Auto Travel: 100% of allowable actual expenditures not to exceed 21¢ per mile. (Note: See PAM, Section E-5-7g.)~~

TUITION

100% of tuition expenditures as approved by the Commission.

SALARY

The rate of reimbursement for the trainee's salary ~~for the 1980-81 and 1981-82 Fiscal Years~~ shall be 30% plus.

Any unexpended budgeted training funds will be used to increase the initial salary reimbursement on a pro rata basis at the end of the fiscal year.

Proposed Language: Commission Procedures

## JOB SPECIFIC TRAINING

### Purpose

3-1. Certain technical courses are designated as "Job Specific" and reimbursement of salary is authorized as well as the other allowable training related expenses. An individual may attend only one Job Specific course for which salary reimbursement will be made during a fiscal year (July 1 through June 30).

When additional courses designated as Job Specific are attended by an individual during the same fiscal year, salary reimbursement is not authorized, but (allowable) subsistence and tuition and travel expenses will be reimbursed, may be claimed. ~~For instance, for the second course, even though listed as Plan I or II in the Course Catalog, must be submitted without salary reimbursement.~~

Technical courses which are designated as Job Specific are listed in the Certified Course Catalog as Plan I or II. (PAM Section D-14.)

Proposed Language: Commission Procedures



Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Report on the D.A. Inspector/Investigator & Marshal/Deputy Marshal Job Analyses		Meeting Date October 22, 1982
Bureau Standards & Evaluation	Reviewed By <i>John W. Kohls</i>	Researched By John W. Kohls
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 10-6-82	Date of Report October 5, 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 \_\_\_\_\_).

ISSUE

The purpose of this agenda item summary sheet is to provide information regarding the results of the job analyses for the District Attorney Inspector/Investigator and Marshal/Deputy Marshal positions.

BACKGROUND

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

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 Attorney Inspectors/Investigators and Marshals/Deputy Marshals. One of the decisions made, following the close of the public hearing, was to conduct a job analysis of both positions.

The results of those job analyses, in the form of an Executive Summary, are attached.

## D.A. INVESTIGATOR AND PATROL OFFICER JOB ANALYSES

### EXECUTIVE SUMMARY

- At the January, 1982 meeting the Commission directed staff to conduct analyses of the D.A. Investigator and Marshal/Deputy Marshal positions. The purpose of the job analyses was to determine what job incumbents in those two positions do, in order to determine the kind of basic training which they should receive.
- POST staff has had extensive job analysis experience and chose to use the same methodology which was used in the 1979 analysis of the entry-level patrol officer position (Berner, Kohls, and Luke, California Entry-Level Law Enforcement Officer Job Analysis: Technical Report No. 1, 1979).
- In February, 1982 every district attorney office and marshal office in the State was contacted and surveyed concerning: (1) the number of entry-level incumbents, (2) the minimum qualifications for entry-level positions, (3) the job descriptions of the entry-level positions, and (4) the possibility of participation in the job analysis projects.
- 40 of the 58 D.A. offices agreed to participate (including all the larger agencies), and 19 of 21 Marshal offices agreed to participate (also including all the larger agencies).
- Task surveys for each position were developed using the following steps:
  - 1) Job tasks were written based upon the job descriptions.
  - 2) Representatives from seven agencies were asked to describe, in detail, the tasks performed by job incumbents. All tasks mentioned in these interviews were considered for inclusion in the job analysis surveys.
  - 3) Draft surveys were constructed.
  - 4) POST Problem Solving Seminars, attended by job experts, were held to review and revise the draft surveys.
  - 5) Final surveys were constructed. The surveys contained: (a) all of the tasks which comprised the 1979 Patrol Officer survey, and (b) all additional tasks obtained from the job descriptions, interviews, and reviews by job experts.

- 6) Two surveys for each position were constructed - one to be filled out by job incumbents and the other to be filled out by supervisors of job incumbents. Incumbent and supervisory surveys contained the same tasks.
- o The D.A. Investigator surveys contained 560 tasks. The Marshal/Deputy Marshal surveys contained 575 tasks.
  - o The D.A. Investigator surveys were completed by 329 D.A. Investigators and 104 supervisors of D.A. Investigators. Approximately 60% of the incumbents and 85% of the supervisors in the participating agencies were surveyed.
  - o The Marshal/Deputy Marshal surveys were completed by 309 Marshals/Deputy Marshals and 77 supervisors of Marshals/Deputy Marshals. Approximately 34% of the incumbents and 80% of the supervisors in the participating agencies were surveyed.
  - o The D.A. offices and Marshal offices were each divided into "small, medium, and large" size categories for the purposes of data analyses. This was done to distinguish those tasks performed in all size categories from those tasks which are specific to a size category.
  - o "Core" tasks were identified using a statistical decision rule. A task was determined to be a core task for either the D.A. Investigator or Marshal/Deputy Marshal position if:
    - 1) At least 50% of the job incumbents in each agency size category performed the task and supervisors in each agency-size category gave the task an average importance rating of at least 2.0 ("of some importance")

or

    - 2) The supervisors in each agency-size category gave the task an average importance rating of at least 3.75 (between "very important and critically important")
  - o 259 core tasks were identified for the D.A. Investigator position. This includes 167 Patrol Officer core tasks from the 1979 Patrol Officer survey (i.e. 167 or about 52% of the 322 Patrol Officer core tasks are also core tasks for D.A. Investigators). The remaining 92 D.A. Investigator core tasks are not a part of the Patrol Officer core tasks.

- o 260 core tasks were identified for the Marshal/Deputy Marshal position. These tasks include 159 Patrol Officer core tasks from the 1979 survey (i.e. 159 or about 50% of the 322 Patrol Officer core tasks are also core tasks for Marshals/Deputy Marshals). The remaining 101 Marshal/Deputy Marshal core tasks are not a part of the Patrol Officer core tasks.
- o Although, approximately half of the Patrol Officer core tasks are also core tasks for D.A. Investigators and Marshals/Deputy Marshals, the Patrol Officer, D.A. Investigator and Marshal/Deputy Marshal positions have a total of only 82 core tasks in common. In addition, the D.A. Investigator and Marshal/Deputy Marshal positions consist of a large number of core tasks which are not Patrol Officer core tasks. This finding raises the issue of the extent to which Patrol Officer training is relevant for the entry-level D.A. Investigator and Marshal/Deputy Marshal positions. The core tasks for each of the positions are identified in the attached document.
- o The job-relatedness of the 479 Basic Course Performance Objectives is based on the fact that each is designed to produce mastery of one or more of the 322 Patrol Officer core tasks.

The job analyses have shown that a significant portion of the Patrol Officer core tasks are not core tasks for the D.A. Investigator and Marshal/Deputy Marshal positions. Also, the D.A. Investigator and Marshal/Deputy Marshal positions involve a significant number of core tasks which are not Patrol Officer core tasks.

The implications of this finding are: (a) that a significant number of the Patrol Officer Basic Course Performance Objectives are not relevant for the positions of D.A. Investigator and Marshal/Deputy Marshal and (b) that Performance Objectives which are not part of the current Patrol Officer Basic Course are necessary to fully prepare entry-level D.A. Investigators and Marshals/Deputy Marshals.

ATTACHMENT

This attachment contains the Patrol Officer, D.A. Investigator and Marshal/Deputy Marshal core tasks. For task numbers 1 through 439, an "x" designates the position or positions for which the task is a core task. Tasks 440 through 560 are additional Marshal/Deputy Marshal core tasks. Tasks 551 through 694 are additional D.A. Investigator core tasks.

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
<b>ARREST AND DETAIN</b>			
1. Serve arrest warrants.	X	X	X
2. Arrest persons without warrant.	X	X	X
3. Take into custody person arrested by citizen.	X		
4. Arrest and book traffic law violators.	X		
5. Guard prisoners/inmates detained at facility other than jail (e.g., hospital).	X		X
<b>CHEMICAL, DRUG, ALCOHOL TEST</b>			
6. Administer physical roadside sobriety test (drug and/or alcohol).	X		
7. Administer "breathalyzer" test.			
8. Arrange for obtaining blood or urine samples for sobriety tests.	X		
9. Use chemical test kit (e.g., Valtox, Narco-Ban) to test for controlled substances.			
<b>DECISION MAKING</b>			
10. Survey accident scenes to determine priority of required actions.	X		
11. Analyze available information to determine what enforcement action should be taken at accident scenes.			
12. Inquire into incidents to determine whether they are criminal or civil matters.	X	X	
13. Evaluate crime scenes to determine investigative procedures to follow and assistance necessary.	X	X	
14. Analyze and compare cases for similarity of modus operandi.	X	X	
<b>FINGERPRINTING/IDENTIFICATION</b>			
15. Fingerprint prisoners and other persons.	X		
16. Dust and lift latent fingerprints.			

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
FINGERPRINTING/IDENTIFICATION (continued)			
17. Make fingerprint comparisons.			
18. Fingerprint persons for non-criminal reasons (e.g., professional licensing).			
FIRST AID			
19. Administer cardio-pulmonary resuscitation.	X		X
20. Administer mouth-to-mouth resuscitation.			X
21. Operate resuscitator.			
22. Control bleeding (e.g., apply direct pressure).	X		X
23. Administer other first aid techniques.	X		X
REVIEW AND RECALL OF INFORMATION			
24. Review information to maintain a current knowledge of known criminals and criminal activity in area.	X	X	X
25. Identify from memory wanted vehicles or persons.	X	X	X
26. Personally review records and pictures to identify suspects.	X	X	X
27. Study rap sheets and M.O.'s of suspects.	X	X	
28. Review reports and notes to prepare for testimony at hearings or trials.	X	X	X
29. Review statistics and other compiled information (e.g., to determine areas in need of selective enforcement).	X		
30. Review wanted vehicles bulletins.	X		
31. Review accident statistics for selective enforcement purposes.			
INSPECTING PROPERTY AND PERSONS			
32. Examine injured/wounded persons.	X		X

APPENDIX I  
TASKS PERFORMED

Marshal/Deputy  
 D.A. Investigator  
 Patrol Officer

INSPECTING PROPERTY AND PERSONS (continued)			
33. Physically examine and test doors and windows of dwellings and businesses.	X		X
34. Examine suspicious or potentially dangerous objects (e.g., suspicious package, downed high tension wires).	X		X
35. Physically examine abandoned vehicles.	X		
36. Search unlocked businesses and dwellings for signs of illegal entry.	X		
37. Make bar checks.	X		
38. Check individuals/businesses for compliance with licensing requirements and/or Business and Professions Code (e.g., liquor stores, taverns, solicitors, retail businesses).			
39. Inspect operator's license.	X		X
40. Inspect vehicle registration.	X		X
41. Inspect VIN.	X		X
42. Inspect vehicles for conformance with Vehicle Code.			X
43. Sign off equipment violations.			X
44. Inspect and/or operate equipment (lights, brakes, steering, tires, etc.) of accident vehicles to determine operating condition.			
45. Inspect and measure skid marks and other marks on roadway as part of accident investigation.			
46. Inspect damage to vehicles or property.	X		
47. Examine dead bodies for wounds and injuries to determine nature and cause of death.	X		
48. Examine bodies of deceased (for personal property, signs of post-mortem lividity, etc.).	X		
49. At request of owners, inspect businesses and dwellings for adequate security devices.	X		
INVESTIGATING			
50. Do preliminary (initial, at the scene) investigations.	X	X	
51. Do follow-up investigations to completion.	X	X	



APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
INVESTIGATING (continued)			
52. Personally conduct background investigations on applicants for positions.			
53. Investigate formal citizens' complaints against officers.		X	X
LINE-UP			
54. Organize and conduct photo line-ups.		X	
55. Organize and conduct line-ups.			
SEARCHING			
56. Participate in large scale area search parties for persons or evidence.	X	X	
57. Pat search suspects.	X	X	X
58. Search prisoner clothing.	X	X	X
59. Physically search vehicles for contraband or evidence.	X	X	
60. Search for missing, lost, or wanted persons.	X	X	
61. Personally search buildings, properties, and vehicles to locate bombs and/or explosives.	X		X
62. Search home, business, or other structure for contraband, criminal activity, or wanted subject (with or without warrant).	X	X	
63. Search fire debris or burned buildings to uncover bodies and evidence relating to the cause of the fire/and or explosion.			
64. Attempt to locate witnesses to crimes or accidents (e.g., talk to bystanders, knock on doors).	X	X	X
65. Search property of deceased for personal papers or valuables.	X		
66. Make preliminary identification of deceased persons.	X		
67. Search accident or crime scenes for physical evidence.	X	X	
68. Collect and examine evidence and personal property from crime or accident scenes.	X	X	
69. Conduct periodic searches of prisoners/inmates and their quarters.			X
70. Serve or assist in serving search warrants.	X	X	X

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
<b>SECURING/PROTECTING</b>			
71. Protect accident or crime scene.	X		
72. Preserve evidence and personal property.	X	X	X
73. Secure vehicles <sup>2</sup> by removing keys, locking doors, etc.	X		X
74. Secure house or property.	X		X
<b>SURVEILLANCE</b>			
75. Operate assigned observation post to apprehend criminal suspect (e.g., stakeout).	X	X	
76. Follow suspicious vehicles (e.g., suspect, suspicious person, operator under the influence).	X	X	X
77. Patrol locations on beat which are potentially physically hazardous to citizens (e.g., construction site, attractive nuisance).	X		
78. Monitor driver observance of traffic control devices from stationary position.			
79. Monitor pedestrian observance of traffic control devices from stationary position.			
80. Clock speed of vehicles using speedometer.	X		
81. Visually estimate speed of vehicles.	X		
82. Estimate driver's capability to operate vehicle due to old age, emotional state, physical stature, handicap or substance abuse (preparatory to chemical or roadside sobriety test).	X		
83. Organize or participate in formal or informal surveillance of individuals or locations.	X	X	
84. Serve as bodyguard to threatened persons (e.g., material witnesses).		X	
<b>TRAFFIC CONTROL</b>			
85. Direct traffic using hand or flashlight signals or illuminated baton.	X		X
86. Direct traffic using flare or traffic cone patterns.	X		

APPENDIX I  
TASKS PERFORMED

Marshal/Deputy  
 D.A. Investigator  
 Patrol Officer

TRAFFIC CONTROL (continued)

87. Direct traffic using barriers (including positioning of patrol cars).

88. Control traffic signals manually.

EMERGENCY DRIVING

89. Deliver emergency supplies and equipment.

90. Engage in high speed pursuit driving on open road.

91. Engage in high speed pursuit driving in congested area.

92. Engage in high speed response to call on open road.

93. Engage in high speed response to call in congested area.

94. Respond as back-up unit on crimes in progress (either own or other department).

95. Transport injured persons.

96. Provide emergency assistance to the public by driving persons from one location to another.

97. Escort emergency vehicles:

TRANSPORTING PEOPLE/OBJECTS

98. Transport prisoners/inmates.

99. Transport persons taken into custody to afford an opportunity to post bond in lieu of incarceration.

100. Deliver agency and inter-agency papers.

101. Transport property and/or evidence.

102. Pick up children to place in custody (with or without court order).

103. Escort money or valuables.

104. Transport mental patients.

X		
X		
X		
X		
X		X
X		
X	X	X
X		X
	X	X
X	X	X
X		
X	X	X
X		X

APPENDIX I  
TASKS PERFORMED

Marshal/Deputy  
 D.A. Investigator  
 Patrol Officer

VEHICLE STOP			
105. Respond as back-up on traffic stops (either own or other department).	X		X
106. Make vehicle stops to effect felony arrests.	X		
107. Effect suspected or suspicious person vehicle stops.	X		
108. Make traffic stops for Vehicle Code violations.	X		

CONFERRING			
109. Attend in-service and outside conferences and seminars.	X	X	X
110. Request investigative assistance (e.g., detectives, crime lab, other officers, tracking dogs, scuba divers, etc.).	X	X	
111. Present suspects to victims or witnesses for purposes of identification.	X	X	
112. Personally present facts of cases to juvenile probation officers.	X		
113. Talk to other officers, supervisors, prosecutors, judges, witnesses, or victims to review facts of cases to insure proper pre-trial preparation.	X	X	
114. Discuss cases with prosecutors following legal proceedings.	X	X	X
115. Participate in meetings with other officers (e.g., briefings, departmental staff meetings).	X	X	X
116. Communicate with supervisor(s) during shift (e.g., to receive direction, seek advice, etc.).	X	X	X
117. Communicate information on an informal basis to other law enforcement officials.	X	X	X
118. Confer with physicians regarding medical condition of prisoners/inmates.	X	X	
119. Review accidents with accident investigators.			

EXPLAINING/ADVISING			
120. Counsel juveniles and children both formally and informally.	X		X
121. Conduct parent-juvenile conferences.	X		

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
EXPLAINING/ADVISING (continued)			
122. Advise persons of rights (per Miranda or 13353 CVC).	X	X	
123. Explain to onlookers the reason for taking arrest action.	X		
124. Reprimand offenders in lieu of arrest or citation.	X		X
125. Explain alternative courses of action to suspects, complainants, victims, etc.	X	X	X
126. Explain nature of complaints to offenders.	X	X	X
127. Advise victims of the criminal process.	X	X	X
128. Advise appropriate agency of traffic engineering needs.	X		
129. Explain state vehicle laws and procedures to citizens.	X		X
130. Explain legal obligations to operators stopped for traffic law violations.	X		
131. Advise persons involved in an accident of information to get from one another.	X		
132. Talk with families of juvenile suspects or defendants (advise, inform, notify, counsel).	X	X	
133. Talk with families of adult suspects or defendants (advise, inform, notify, counsel).	X	X	
134. Brief prisoners/inmates as to detention facility rules of conduct.			X
135. Discipline prisoners/inmates.			X
136. Explain recruitment policies to interested individuals and community groups.	X		X
GIVING DIRECTIONS			
137. Give directions to assisting officer(s) (e.g., at crime or accident scene or during parade).	X	X	X
138. Give directions to other public service personnel (e.g., at crime or accident scene or during parade).	X		X
139. Coordinate tactical operation (e.g., set up a perimeter, set up a command post, develop a search plan).			
140. Participate in pre-planned raids.	X	X	

APPENDIX I  
TASKS PERFORMED

Marshal/Deputy  
 D.A. Investigator  
 Patrol Officer

GIVING DIRECTIONS (continued)			
141. Call on bystanders to assist in apprehension.			
142. Direct citizens to assist in traffic control in an emergency.	X		
143. Coordinate activities at scenes of accident investigations.	X		
144. Coordinate investigations with other law enforcement agencies.	X	X	
145. Evacuate buildings and/or areas to remove persons from danger.	X		
INTERVIEWING			
146. Approach and interview pedestrians.	X	X	
147. Interview suspicious persons.	X	X	X
148. Interview tow truck operators, mechanics, etc., to obtain specific information concerning vehicle damages.			
149. Interview complainants, witnesses, etc.	X	X	
150. Request witnesses to submit written statements.	X	X	
151. Interrogate suspects.	X	X	
152. Talk to informants to obtain information.	X	X	
153. Interview doctors, ambulance personnel, etc., to obtain specific information concerning injuries and illnesses.	X	X	
154. Interview prisoners/inmates to obtain personal information for booking purposes.	X	X	X
155. Question and examine prisoners/inmates concerning injuries.	X		X
156. Take citizens' formal complaints against officers and/or department (either in person or by telephone).		X	
MEDIATING			
157. Talk with leaders of demonstrations.			
158. Confront hostile groups (e.g., demonstrators, rioters, or bar patrons).	X		X
159. Mediate family disputes.	X		

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
MEDIATING (continued)			
160. Mediate civil disputes.	X		X
161. Keep peace in organized labor disputes.			
162. Control non-violent crowds, groups of spectators, etc.	X		X
PUBLIC RELATIONS			
163. Initiate contact with appropriate public agencies (e.g., telephone company, etc.) to report damage to equipment.	X		X
164. Notify private citizens of damage to their property as a result of accident, natural disaster, etc.	X		
165. Personally deliver death messages.	X		
166. Personally deliver miscellaneous emergency messages to citizens.	X		
167. Refer persons to other service agencies.	X	X	X
168. Provide street directions.	X	X	X
169. Advise property owners or agents of potentially hazardous conditions (e.g., damaged fences, broken water pipes).	X		
170. Notify owners of towed vehicles of location and procedure to follow to reclaim vehicles.			X
171. Inform vehicle owners of legal obligations regarding removal of abandoned vehicles (within specific period of time).			
172. Inform motorists of procedures for reporting accident to proper authorities.	X		X
173. Talk with people on the beat to obtain general information.	X	X	X
174. Talk with people on the beat to establish rapport.	X	X	X
175. Talk with people on the beat to provide information about the law enforcement agency.	X	X	
176. Meet with and make presentations to community groups.	X		
177. Provide information to news media for dissemination.			
178. Request help from news media in crime prevention or solving.			
179. Help citizens form neighborhood watch groups.			
180. Arrange for professional assistance for offenders not in custody			

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
PUBLIC RELATIONS (continued)			
181. Instruct members of the community on self-defense.			
182. Instruct persons of proper methods to eliminate fire hazards or explosives.	X		
183. Instruct members of the community on crime prevention.	X		
USING RADIO/TELEPHONE			
184. Transmit messages over police radio (e.g., patrol car radio, handpack, or base station radio).	X	X	X
185. Arrange for removal of abandoned, disabled, or impounded vehicles.	X		X
186. Request verification of out-of-county and out-of-state warrants before service.	X	X	X
187. Request back-up assistance in potentially hazardous or emergency situations.	X	X	X
188. Request records checks.	X	X	X
189. Contact various sources (e.g., employers, utility companies, schools), over the telephone or by mail, to locate persons.	X	X	X
190. Receive in-coming calls from the public.	X	X	X
191. Dispatch officers to calls.	X		
192. Operate telephone console or switchboard.	X		
193. Dictate in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).		X	
TESTIFYING			
194. Appear to testify in legal proceedings.	X	X	X
195. Testify in legal proceedings.	X	X	X
TRAINING			
196. Provide on-the-job training to other officers.			X



APPENDIX I  
TASKS PERFORMED

Marshal/Deputy  
 D.A. Investigator  
 Patrol Officer

TRAINING (continued)	X	X	X
197. Provide on-the-job training to recruits or reserves.	X		
198. Provide on-the-job training to cadets and/or civilians.			
199. Provide classroom instruction to other officers, recruits, reserves, cadets and/or civilians.			
200. Evaluate other officers (e.g., probationary officers, trainees or new officers).	X		
CUSTODY PAPERWORK	X	X	X
201. Collect and inventory prisoners'/inmates' personal property.	X		X
202. Log prisoners'/inmates' phone calls on formal custody log.			
203. Log prisoners'/inmates' injuries on formal custody log.			
204. Prepare or obtain meals for prisoners/inmates.			
205. Distribute cleaning implements and personal hygiene supplies to prisoners/inmates.			
206. Process prisoners/inmates for release from custody.			
207. Maintain roster of current prisoners/inmates.			
208. Coordinate prisoners'/inmates' contact with legal counsel, bondsmen and other visitors.			X
209. Distribute prescribed medication to prisoners/inmates.			
210. Review documents of arrest before accepting subjects into detention center.			
GENERAL PAPERWORK	X	X	X
211. Book evidence and personal property.	X		X
212. Prepare information for federal, state, and local law enforcement officials and agencies.	X		X
213. Develop work schedules for other officers (including special assignments).			
214. Issue equipment.			
215. Control access to accident or other records.			

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
GENERAL PAPERWORK (continued)			
216. Order supplies and equipment.			
217. Personally file documents in records systems (e.g., fingerprint cards, correspondence, criminal reports, vehicle reports).			
218. Personally retrieve documents from records systems.	X	X	
219. Prepare documents for filing (i.e., label, alphabetize, place in chronological order, etc.).		X	X
220. Maintain inventory lists (e.g., departmental equipment and property).			
221. Maintain inventory logs (e.g., evidence, recovered property).			
222. Purge reports from records systems.			
223. Maintain department records of warrants served.			
224. Prepare accident statistical data for DMV, CHP, internal records.			
225. Prepare list of known criminals and/or wanted persons for own or departmental use.	X		
226. Restock emergency supplies in patrol vehicle (e.g., flares, first aid supplies, etc.).	X		
227. Review writs and bail bonds.			X
228. Review warrants for completeness and accuracy.	X	X	X
229. Review return of civil process papers for completeness and accuracy.			X
230. Review extensive lists (e.g., to locate names, serial numbers, phone numbers).	X	X	X
231. Arrange for appearance of witnesses (excluding subpoena service).		X	
232. Accept warrant bail on the street.			X
233. Collect fines.			
234. Collect bail.			
235. Serve subpoenas.	X	X	X
READING			
236. Review crime lab reports.	X	X	

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
READING (continued)			
237. Read in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	X	X	
238. Read reports consisting of several short descriptive phrases, sentence fragments, or very short sentences (e.g., incident reports).	X	X	X
239. Read reports consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports).	X	X	X
240. Read street maps.	X	X	X
241. Read incoming correspondence.	X	X	X
242. Read interoffice memos.	X	X	X
243. Read departmental manuals.	X	X	X
244. Read weather forecasts and bulletins.		X	X
245. Read case law.	X	X	X
246. Read legal interpretations (e.g., California Attorney General's Opinions, city attorney opinions).	X	X	X
247. Read legal transcripts.	X	X	X
248. Read teletype messages.	X	X	X
249. Read training bulletins.	X	X	X
250. Read and interpret coded material (e.g., NCIC printout, DMV drivers' records).	X	X	X
251. Read state, federal and local statutes.	X	X	X
Read sections from the following (except in preparation for academy or promotional examinations):			
252. Alcoholic Beverage Control Act	X	X	
253. Professional law enforcement publications (e.g., <u>Police Chief</u> , <u>FBI Law Enforcement Bulletin</u> )	X	X	X
254. Business and Professions Code	X	X	X
255. Administrative Code		X	X
256. Evidence Code	X	X	X
257. Vehicle Code	X	X	X

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
READING (continued)			
Read sections from the following (except in preparation for academy or promotional examinations): (continued)			
258. Civil Code	X	X	X
259. Government Code	X	X	X
260. Health and Safety Code	X	X	X
261. Penal Code	X	X	X
262. U. S. Code (e.g., regarding illegal aliens)			
263. U. S. Constitution	X	X	
264. Welfare and Institutions Code	X	X	X
265. Municipal Code		X	X
266. County Ordinances	X	X	X
267. Fish and Game Code			X
DIAGRAMING/SKETCHING			
268. Sketch accident scenes.			
269. Diagram accident scenes to scale.			
270. Sketch crime scenes.	X	X	
271. Diagram layouts of interior designs of buildings.	X	X	
272. Take coordinate measurements of accident scenes.			
273. Estimate vehicle speed using physical evidence and mathematical formulas or graphs.			
274. Perform simple mathematical calculations (add, subtract, multiply, divide).	X	X	X
WRITING			
275. Issue citations for non-traffic offenses.	X		
276. Request that DMV re-administer driver's test to persons currently licensed.			

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
WRITING (continued)			
277. Issue Vehicle Code citations.	X		
278. Issue warning tickets (for equipment, moving, or parking violations).			
279. Issue parking citations.			
280. Summarize in writing statements of witnesses, complainants, etc.	X	X	
281. Record formal confessions in writing.	X	X	
282. Fill out surveys.		X	X
283. Write evaluations of training received.	X	X	
284. Prepare lesson plans.			
285. Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	X	X	X
286. Write reports consisting of several short descriptive phrases, sentence fragments or very short sentences (e.g., incident reports).	X	X	X
287. Complete reports consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports).	X	X	X
288. Take notes.	X	X	X
289. Write news releases.			
290. Write interoffice memos.	X	X	
291. Write letters or other correspondence as part of the job.	X	X	
292. Prepare misdemeanor court complaint forms.			
293. Prepare felony court complaint forms.			
294. Prepare paperwork for process service.		X	X
295. Make entries in activity log, patrol log, daily report or departmental records.	X	X	X
296. Record and communicate descriptions of persons (e.g., suspects, missing persons).	X	X	X
297. Obtain search warrants.		X	

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
<b>RESTRAINING/SUBDUING</b>			
298. Handcuff suspects or prisoners.	X	X	X
299. Use restraining devices other than handcuffs (e.g., leg irons, straps).	X		X
300. Using baton, subdue resisting persons.	X		X
301. Using baton, subdue attacking persons.	X		X
302. Subdue resisting persons using locks, grips, or holds (do not include mechanical devices).	X		X
303. Subdue attacking persons using locks, grips, or holds (do not include mechanical devices).	X		X
304. Resort to use of hands or feet in self-defense.	X		X
<b>PHYSICAL PERFORMANCE</b>			
305. Pursue on foot fleeing suspects.	X		X
306. Lift heavy objects (e.g., disabled person or equipment).	X	X	X
307. Carry heavy objects (e.g., disabled person or equipment).	X	X	X
308. Drag heavy objects (e.g., disabled person or equipment).	X	X	X
309. Push hard-to-move objects by hand (e.g., disabled or abandoned vehicle).		X	X
310. Swim or tread water to retrieve bodies, evidence, save one's life, etc.			
311. Climb through openings (e.g., windows).	X		X
312. Climb over obstacles (e.g., walls).	X		X
313. Jump over obstacles.	X		X
314. Crawl in confined areas (e.g., attics).	X		
315. Balance oneself on uneven or narrow surfaces.	X		
316. Jump down from elevated surfaces.	X		X
317. Pull oneself up over obstacles.	X		
318. Use body force to gain entrance through barriers (e.g., locked doors).	X		
319. Jump across ditches, streams, etc.	X		X

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
<b>WEAPONS HANDLING</b>			
321. Draw firearm.	X	X	X
322. Fire warning shots with handgun or rifle.			X
323. Fire handgun at person.	X		X
324. Fire rifle at person.	X	X	X
325. Fire shotgun at person.	X		X
326. Discharge firearm at badly injured, dangerous or rabid animals.			X
327. Qualify and/or engage in required practice of operation of firearms and other weapons.	X	X	X
328. Clean and service weapons.	X	X	X
329. Fire automatic weapon such as machine gun or machine pistol (excluding training).			
<b>INCIDENTS</b>			
Handle these types of incidents:			
330. Bicycle theft	X		
331. Burglary	X	X	
332. Grand theft (excluding auto)	X	X	
333. Motor vehicle theft	X	X	
334. Petty theft	X		
335. Receiving stolen property	X	X	
336. Joy riding	X		
337. Bad check	X	X	
338. Conspiracy	X	X	
339. Credit card theft or misuse	X	X	
340. Defrauding an innkeeper	X		
341. Embezzlement	X	X	
342. Extortion		X	
343. Forgery	X	X	

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
INCIDENTS (continued)			
Handle these types of incidents: (continued)			
344. Impersonating an officer or other official			
345. Pass or attempt to pass counterfeit money			
346. Assault (felonious)	X	X	
347. Assault and battery	X	X	
348. Assault with intent to commit rape or other felony	X	X	
349. Attempted murder	X	X	
350. Homicide	X	X	
351. Rape	X	X	
352. Sex crime (other than rape, prostitution, or indecent exposure)	X	X	
353. Neglected or abused children	X	X	
354. Robbery - armed	X	X	
355. Robbery - strong arm	X	X	
356. Child stealing	X	X	
357. Kidnapping	X	X	
358. Lost child	X		
359. Missing person	X		
360. Hit and run	X		
361. Reckless driving	X		
362. Traffic accident	X		
363. Racing/speeding motor vehicle	X		
364. Drunk driver	X		
365. Liquor law violations (ABC violations)	X		
366. Narcotic or drug offense	X	X	
367. Abandoned vehicle			
368. Abandoned house or building			
369. Suspicious person/vehicle	X		
370. Suspicious object	X		
371. Dead body (excluding homicide)	X		



APPENDIX I  
TASKS PERFORMED

INCIDENTS (continued)	Patrol Officer	D.A. Investigator	Marshal/Deputy
Handle these types of incidents: (continued)			
372. Desertion or AWOL from military	X		
373. Illegal alien			
374. Parole or probation violation	X	X	
375. Dangerous animal	X		
376. Downed wires	X		
377. Ruptured water or gas line	X		
378. Traffic hazard	X		
379. Malfunctioning traffic control device	X		
380. Other public safety and/or health hazard	X		
381. Situation requiring traffic control	X		X
382. Fire	X		
383. Capture dangerous/injured animals			
384. Brandishing weapon	X	X	
385. Concealed or loaded weapon	X	X	
386. Discharge of a firearm	X		
387. Illegal weapons (e.g., brass knuckles, switchblade knives)	X	X	X
388. Bomb threat	X		X
389. Fugitive reported to be at a location	X		X
390. Jail/prison break	X		
391. Riot	X		
392. Unlawful possession or use of explosives			
393. Officer request for assistance	X	X	X
394. Activated alarm	X		X
395. Begging			
396. Contributing to delinquency of a minor	X		
397. Cruelty to animals	X		

APPENDIX I  
TASKS PERFORMED

	Patrol Officer	D.A. Investigator	Marshal/Deputy
INCIDENTS (continued)			
Handle these types of incidents: (continued)			
398. Indecent exposure	X		
399. Littering			
400. Loitering	X		
401. Malicious mischief	X		
402. Obscene or threatening phone calls	X		
403. Public nuisance	X		
404. Throwing or launching objects at moving vehicles	X		
405. Trespassing	X		
406. Prostitution			
407. Prowling	X		
408. Disturbing the peace - customer	X		
409. Disturbing the peace - family	X		
410. Disturbing the peace - fight	X		
411. Disturbing the peace - juveniles	X		
412. Disturbing the peace - landlord/tenant	X		X
413. Disturbing the peace - neighbor	X		
414. Disturbing the peace - noise (e.g., music, barking dog)	X		
415. Disturbing the peace - party	X		
416. Disturbing the peace - other (e.g., harassment, challenging to fight)	X		
417. Repossession dispute	X		
418. Labor/management dispute			
419. Keep the peace	X		
420. Drunk in public	X		
421. Incurable juvenile	X		
422. Mental illness	X		X
423. Attempted suicide	X		



UNIQUE  
TASKS

Marshal/Deputy

440.	Serve civil bench warrants.
443.	Organize route for serving criminal/civil process.
444.	Plan method of serving criminal/civil process.
445.	Remember names and faces (witnesses, attorneys, jurors, etc.).
446.	Inventory personal property.
448.	Locate and identify property in civil actions.
449.	Seize contraband.
450.	Seize personal property.
451.	Install keepers in attachments and executions.
452.	Contact private companies for pick-up and storage of property.
453.	Search people entering courtroom.
454.	Request assistance from other law enforcement agencies.
455.	Contact plaintiff to schedule execution of writs.
456.	Advise plaintiffs that writs have been executed.
457.	Brief prisoners/inmates on courtroom rules of conduct.
458.	Inform plaintiffs of additional information needed to serve civil process.
459.	Inform landlords of eviction proceedings methods.
460.	Inform defendants how to recover their property.
461.	Conduct sales of real or personal property.
462.	Post notices of sale of property in newspapers and public places.
464.	Request/perform warrant checks.
465.	Request assistance of emergency personnel.
466.	Perform investigations over telephone.
467.	Complete booking forms.
468.	Review/complete return of warrants.
470.	Verify documents presented by defendant (bail slips, receipts, etc.).
473.	Review instructions to levy for completeness and accuracy.
474.	Review court orders for completeness and accuracy.

UNIQUE  
TASKS

Marshal/Deputy

475.	Execute writs of possession (in person or by posting).
476.	Execute writs of attachment.
477.	Execute writs of execution.
478.	Execute levies on personal property.
479.	Execute levies on real property.
480.	Execute a claim and delivery.
481.	Serve summons and complaint.
482.	Serve notices (in person or by posting).
483.	Serve unlawful detainer orders.
484.	Serve citations.
485.	Serve orders to show cause.
486.	Serve claim of plaintiff and order.
487.	Serve earnings withholding order.
488.	Serve temporary restraining order.
489.	Serve summons and petition.
490.	Serve claim of defendant.
492.	Serve child custody turnover orders.
493.	Serve orders of examination for appearance of judgment debtor.
494.	Serve orders of examination for appearance of debtor of a judgment debtor.
495.	Levy on real property.
496.	Serve military affidavit.
498.	Operate courtroom equipment (e.g., public address system, security alarm system, heating and ventilating equipment, etc.).
499.	Silence verbal outbreaks in courtroom.
500.	Physically restrain disruptors in courtroom.
501.	Call court to order and introduce presiding judge.
502.	Seat participants and spectators in courtroom.
503.	Keep list of emergency phone numbers.

UNIQUE  
TASKS  
Marshal/Deputy

504.	Review court calendar.
505.	Page defendants.
506.	Request court order for removal of a prisoner.
507.	Receive prisoners at the courtroom.
508.	Record results of calendar call.
509.	Convey messages (verbal, written) to judge, jurors, attorneys.
510.	Direct people to locations in the courts building.
511.	Inform attorneys of witness availability.
512.	Summon witness (in person, by phone).
513.	Obtain paperwork relevant to trial/hearing and deliver to court (e.g., commitment order, health records, warrants).
514.	Review and prepare paperwork for jailer.
515.	Retrieve law books as needed.
516.	Provide writing materials to jurors and "proper" defendants.
517.	Assist with proper sequencing of courtroom events.
518.	Maintain proper courtroom demeanor.
519.	Control access to restricted areas of courtroom.
520.	Publicize and enforce judge's orders (e.g., "witness excluded until called," "public excluded," etc.).
521.	"Tag" exhibits.
522.	Handle toxic or hazardous materials (e.g., PCP, firearms, etc.).
523.	Ensure weapons in evidence are unloaded (use trigger-guard).
524.	Arrange transportation for jurors.
525.	Keep seating chart of jurors.
526.	Provide jury security.
528.	Direct peace officers or others to obtain prisoners or witnesses.
529.	Open holding facility (unlock doors, etc.).
530.	Guard and count prisoners while loading and unloading from transport vehicle.
531.	Coordinate the location of prisoners with other agencies.



UNIQUE  
TASKS.

D.A. Investigator

561.	Evaluate complaints and determine most appropriate course-of-action (refer complainant to other law enforcement agency, investigate complaint, etc.).
562.	Plan investigations using formalized procedures (link analysis, PERT charts, etc.).
563.	Analyze and reconstruct financial records.
565.	Provide security for the courtroom, District Attorney's office, etc.
566.	Participate in undercover activities (work undercover).
567.	Cultivate informants.
568.	Operate video or audio recording equipment as part of surveillance (cameras, tape recorders, etc.).
569.	"Mark" property for identification purposes.
570.	Transport witnesses to and from legal proceedings.
571.	Consult with criminologists and other experts as part of investigation.
572.	Request information from other law enforcement agencies (by phone, teletype, etc.).
573.	Inform parents of civil procedures in child custody cases.
574.	Advise victims of violent crimes of procedures to file claim for remuneration.
576.	Provide information to federal, state and local law enforcement agencies (inform agencies of progress of cases, respond to inquiries about subjects under investigation, etc.).
577.	Provide technical investigative assistance to other law enforcement agencies.
578.	Provide judge/probation department with background information on guilty party prior to sentencing.
582.	Record statements of victims, witnesses, etc. (using tape recorder, videotape recorder, etc.).
585.	Serve civil process.
586.	Serve summons.
587.	Read Code of Civil Procedures.
590.	Photograph crime scenes.
591.	Prepare/obtain arrest warrants.
596.	Review case file and determine what actions need to be taken to prepare case for trial.



UNIQUE  
TASKS

D.A. Investigator

597.	Receive and carry out specific instructions from prosecuting attorney regarding investigative activities to be carried out.
598.	Discuss investigative findings and make recommendations to prosecuting attorney (who should testify, whether case should be dropped, etc.).
599.	Request legal advice from prosecuting attorney.
600.	Investigate backgrounds of witnesses/victims.
601.	Locate reluctant/hostile/missing witnesses.
602.	Encourage reluctant witnesses/victims to testify.
603.	Schedule appearances of witnesses/victims.
604.	Arrange for travel and lodging of witnesses.
605.	Make arrangements for presentation of evidence at trial (under subpoena).
606.	Prepare charts, diagrams and other exhibits for presentation at trial.
607.	Issue subpoenas.
610.	Officer involved shootings.
611.	Officer involved crimes.
612.	Consumer fraud (real property transactions, securities/investments, unfair business practices, computer fraud, etc.).
614.	Welfare fraud.
615.	Failure to provide child support.
619.	Theft of public funds.
620.	Misconduct of public officials/employees.
621.	Perjury.
627.	Assessor Records.
628.	Autopsy Protocols.
629.	Bank/Credit Union Records.
631.	Bureau of Vital Statistics.
632.	City/County License Files.
633.	City Directories.

UNIQUE  
TASKS

D.A. Investigator

634. Coroner's Reports.
635. County Auditor Records.
636. County Clerk's Records (Fictitious Business Names, Civil and Criminal Filings, Incorporation Records, Probate/Superior Court Records, Conservatorship Records, etc.).
638. County Jail Records
639. County Department of Public Works Records.
640. County Probation Department Records.
641. County Recorder's Office Files.
642. Credit Bureau Records.
643. State Department of Motor Vehicles Records.
644. Doctors' Records.
645. Employment Records.
646. FBI Records.
650. Health Department Records.
651. Hospital Records.
652. Informants.
653. Insurance Company Records.
654. Justice Court Records.
655. Military Records (including Veterans Administration, Service Branches).
656. Municipal Court Records.
657. Newspapers.
658. Newspaper Morgue.
660. Police/Sheriff Reports.
661. Post Office Records.
662. Public Libraries.
663. Public Utility Company Records.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Item Title Basic Training Requirements for Deputy Marshals and District Attorneys' Investigators		Meeting Date October 22, 1982
Bureau Training Program Services	Reviewed By	Researched By Hal Snow <i>HS</i>
Executive Director Approval <i>Norman C. Bellan</i>	Date of Approval 10-6-82	Date of Report October 6, 1982
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report                    Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		
<p><u>ISSUE</u></p> <p>What should be the basic training requirement for Deputy Marshals and District Attorneys' Investigators?</p> <p><u>BACKGROUND</u></p> <p>As a result of legislation making these groups eligible for POST reimbursement, the Commission directed at its January 1982 meeting that staff conduct a job analysis in order to determine the appropriate basic training requirement and certificate. The results of the job analysis are reported under Deputy Marshals and District Attorneys' Investigators Job Analysis.</p> <p><u>ANALYSIS</u></p> <p>To determine what should be the basic training requirements, preliminary basic courses were developed for each group based upon information developed in the job analysis. The preliminary District Attorneys' Investigators Basic Course and Marshals Basic Course were compared to the existing Regular Basic Course and the Basic Specialized Investigators Course. This comparison revealed differences and similarities in training. Further developmental work is required.</p> <p><u>District Attorneys' Investigators</u></p> <p>Preliminary comparisons clearly indicate substantial parallel between Investigator training needs and the existing Investigators Course. Staff is therefore recommending the basic training requirement for District Attorneys' Investigators remain as it is currently: the 220-hour Basic Specialized Investigators Course and alternatively the Regular Basic Course.</p> <p>Since the alternative Basic Course does not provide all investigative training shown to be needed by this group, the Commission is requested to approve a public hearing for January 1983 that would modify POST Regulations by adding a requirement to complete a POST-certified 40-80 hours course on Criminal Investigation for District Attorneys' Investigators who satisfy the basic training requirement through the Regular Basic Course. Staff will develop this course for the January public hearing.</p> <p>The information developed from the job analysis and preliminary District Attorneys' Investigators Basic Course will be used by staff to review the content of the Basic Specialized Investigators Course, with a view toward future revisions.</p>		

The matter of maximum 400-hour allowable reimbursement for District Attorneys' Investigators satisfying the basic training requirement by the alternative of the regular Basic Course plus the Criminal Investigation Course is a policy issue. The Commission should direct staff on this matter so that it may be included in the January public hearing.

#### Deputy Marshals

For the deputy marshals basic training requirement, staff is recommending that the current requirement (the Regular Basic Course) remain the same until a Marshals Basic Course can be developed. At the January Commission meeting, it is the intent of staff to recommend an April public hearing that would modify POST Regulations to specify the Marshals Basic Course as the basic training requirement and alternatively, the Regular Basic Course plus a shorter 80-120 hours POST-certified Marshals Module Course.

This suggested time schedule will permit staff to review the preliminary Marshals Basic Course, obtain input from Marshals, develop the shorter POST-certified Marshals Module Course, and review any possible course delivery problems.

In view of these and other peace officer groups entering the POST Program, staff plans to explore the feasibility of establishing a universal core basic training requirement for all peace officers participating in the POST Program with required module courses, depending on the type of peace officer duties performed. If such an approach proves to be feasible, delivery of different types of basic courses may be greatly facilitated.

#### RECOMMENDATION

##### For District Attorneys' Investigators

1. Continue the existing training requirements of Basic Specialized Investigators Course or alternatively, the Regular Basic Course.
2. Approve a public hearing for the January Commission Meeting for the purpose of modifying POST Regulations to add a requirement, for District Attorneys' Investigators who satisfy the alternative basic training requirement of the Regular Basic Course, to complete a POST-certified 40-80 hours course on criminal investigation to be developed.
3. Determine whether reimbursement for the Basic Course should be limited to 220 hours. If so, maximum reimbursement will be an included item for the public hearing.

##### For Deputy Marshals

4. Continue the Regular Basic Course as the basic training requirement with the understanding that staff will recommend, at the January 1983 Commission meeting, that a public hearing be approved for the April 1983 meeting that would specify the Marshals Basic Course as the basic training requirement and alternatively, the Regular Basic Course plus a POST-certified 80-120 hours course unique for deputy marshals.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title POST Certificate Program Modification		Meeting Date October 21, 1982
Bureau Field Services	Reviewed By Brooks W. Wilson	Researched By Farnsworth/Wilson
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 10-6-82	Date of Report

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

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

Issue

1. Should district attorneys' investigators and deputy marshals receive regular certificates?
2. Should the current two certificate programs - specialized and regular - be modified to better meet the needs of law enforcement?

Background

Marshals' offices and district attorneys' investigators have been eligible for participation in the specialized program since early 1970. Many agencies have been participating without benefit of reimbursement and qualified officers have been issued POST specialized basic certificates. In 1982, legislation was enacted making marshals' offices and district attorneys' investigators eligible for reimbursement from the Peace Officers Training Fund. Based on the eligibility for reimbursement, they anticipated and have requested to participate in the regular certificate program.

In the past, all reimbursable agencies have been issued regular certificates. Other agency types have been made reimbursable through legislation and were subsequently placed in the regular certificate program. These agency types, however, were considered to be "general law enforcement" agencies. Marshals' offices and district attorneys' investigators have a more limited function and the Commission delayed a decision pending further study including job analysis of the marshals' and district attorneys' investigator function.

Analysis

In studying this issue and other certificate issues, it was suggested by the POST Advisory Committee that we should define the nature and purpose of the POST Certificate Program before making any changes or deciding any of the issues.

A review of the history and purpose of the program was conducted. (A copy of the report is included as Attachment A.) An analysis was also made of several suggested modifications which were intended to accommodate deputy marshals and district attorneys' investigators as well as the other specialized classes. (A copy of alternatives is included as Attachment B.)

After review of the program, staff concludes that professional certificates were intended to and do represent levels of job competence, although competency recognition has never been clearly and formally articulated as a purpose of the certificates. It is also observed that the certificate program as presently constituted is working well for the vast majority of officers (approximately 50,000) who are currently in the regular program. A certain level of dissatisfaction exists with participants in the Specialized Certificate Program. A listing of agency categories with identification of current certificate program is included for information as Attachment C.

The alternatives represented on Attachment B are summarized as follows:

Status Quo: Retain the existing program and continue to issue specialized certificates to district attorneys' investigators and deputy marshals. This would be the least disruptive of any of the alternatives. The utility of the certificate as an indicator of job competence would be retained and no change in the Regulations or administration would be required.

Alternative 1: Retain the existing program but transfer marshals and district attorneys' investigators into the regular program. Because the award of the Basic Certificate currently is based on common selection and training standards, accompanied by experience in a general law enforcement agency, this would lessen the function of the certificate as a job-competency indicator and lessen the standards recognition value of the Basic Certificate by embracing more than one basic training course.

Alternative 2: Establish four (two additional) certificate types - regular or general, Marshals, Investigators and Specialized. This would increase the specificity of the certificate as a job indicator. Administratively, it would be more difficult and would require substantial change in the Regulations.

Alternative 3: Single form certificate with type of agency and training entered on the certificate. This has some rational appeal and would be easily administered. It could, however, lessen the value and utility of the Basic Certificate since it would no longer, by name alone, represent a specific job or training course.

Alternative 4: De-emphasize the experiential requirement and issue certificates emphasizing training received. For example, if district attorneys train their investigators in the Investigators Course, issue Specialized Basic certificates. If they train them in the Basic Course, issue regular certificates. This would be a change in the program; the emphasis would be transferred from the experiential requirement to the training requirements, and the certificate as an indicator of job competence would be changed. Presumably, Intermediate and Advanced Certificates would continue to be based on existing experiential requirements.

In reviewing the alternatives, the advantages and disadvantages of each were considered as well as the impact each would have on the purpose and administration of the current program. (Refer to Attachment B.) These appear to be representative alternatives - other alternatives could be derived from combinations of the elements of these alternatives.

The Long-Range Planning Committee has discussed certificate alternatives and has expressed a desire to submit Alternative 4 to a public hearing process before a final decision is made on the issue.

If the Commission concurs, appropriate action would appear to be the scheduling of a public hearing in January 1983.



Nature and Scope of  
POST Certificate Program

POST has recently received suggestions from a variety of sources for changes in various aspects of its certificate programs. These have come from such sources as the recent Symposium on Professional Issues, Training Needs Assessments, staff, and constituency. Some of the suggested changes are minor but many are significant and would alter the intent and meaning of the existing certificates.

The most significant of the suggested changes is the modification or merger of the two existing programs - specialized and regular. The Advisory Committee has strongly recommended that, before we consider making fundamental changes, we first articulate the purpose of the current program. Staff concurs and also feels that we must address current confusion concerning the distinction between the specialized and regular programs and the assignment of agency participation therein.

The purpose of this report is to outline the development and growth in the program and to relate the impact that certain events have had in order to better understand what the program was intended to be and has become. Additionally, we will consider some suggested changes in the relationship of the two programs and their impact on the nature of the program.

Program Development

The first professional certificate was the Basic, which was proposed in 1962 and was issued commencing January 1, 1964. It was established as an award to peace officers employed by departments participating in the POST Program to provide personal recognition of their qualifications. These included satisfying minimum selection requirements, completion of the POST Basic Course, completion of a minimum one-year probationary period, and an endorsement by the department head. The purpose of the Basic Certificate was obviously to recognize the personal suitability and competence of the recipient officer.

All participants in the original POST program were police and sheriff departments. Therefore, the certificate recognized competence in the general law enforcement job.

The Intermediate and Advanced Certificates were established in 1966 and were awarded to officers in participating departments who were already qualified for, or in possession of, the Basic Certificate. Also, additional years of experience and higher levels of education and training were required. The higher the education and training attainments, the less additional work experience was required for the award of these certificates.

While additional education and training were required for higher certificates, these achievements alone were not sufficient. Additional years of experience were required. This combination of requirements was indicative of the intent that certificates would represent levels of job competence.

Supervision, Management, and Executive Certificates also require a combination of experience, education, and training. Consistent with the general theme of the program, competence is also implied by these certificates.

By the late 1960's, the certificates were being recognized as desirable by both officers and employers.

The Basic Certificate holder enjoyed enhanced lateral mobility. Employers began recruiting certificate holders knowing that retraining was not required and that the holder had demonstrated job competence to the satisfaction of a prior employer.

Intermediate and Advanced Certificates became the basis for bonus pay in many cities and counties. The certificates were viewed as desirable for this purpose because they signified more than mere longevity--and more than educational incentive. It may be presumed that the combination of greater experience and educational training attainments were viewed by employers as representing higher levels of job competence.

The fundamental requirements for the Intermediate, Advanced, Supervisory, Management, and Executive Certificates have remained unchanged since their establishment.

The requirements for, and the import of, the Basic Certificate have changed as a result of the passage of Penal Code Section 832.4 in 1974. This law applied to police officers, deputy sheriffs, and certain other specified peace officers identified in P.C. 830.1 who are employed for the "prevention and detection of crime and the general enforcement of the criminal laws of this state." This law established the Basic Certificate as a de facto license, since the above named "general law enforcement" officers were required to have the Basic Certificate within 18 months of their employment in order to continue to exercise the powers of a peace officer after the expiration of such 18-month period.

The 18-month deadline for acquiring the certificate caused POST to drop the requirement for successful completion of a probationary period, since some jurisdictions had probationary periods longer than 18 months. POST substituted a "one-year satisfactory service requirement" for this probationary requirement.

Penal Code Section 13510.1 required POST to establish a certification program through a legislative mandate in 1980. Sub-section f of this statute required cancellation of certificates of those convicted of a felony. This added to the status of the Basic Certificate as a "de facto license." This statute also requires POST to provide a certificate program that includes the Basic, Intermediate, Advanced, Supervisory, Management, and Executive Certificates to recognize training, education, and experience in the general law enforcement duties of police officers, deputy sheriffs, college campus police and CHP officers.

### Specialized Program

In the late 1960's many requests for certificate eligibility were received from agencies not participating in the POST program. The Specialized Law Enforcement Program was established in 1970 for agencies not eligible to participate in the regular/reimbursable program. Agencies were allowed to participate and officers meeting POST standards were eligible for the award of "specialized" certificates. The specialized certificates paralleled the "regular" certificate program existing at that time for officers in "general law enforcement." Significant differences in "specialized" certificates were the training (different basic courses were required for marshals, investigators, and patrol officers) and the type of experience. Because jobs varied, the type of employer was and is today recorded on the specialized certificates.

Pressure for re-alignment in the POST Certificate Program has grown out of new entries in the POST regular/reimbursable program. Originally only police departments, sheriff departments, and police districts participated in the regular/reimbursable program because of their "general law enforcement" duties. The only non-reimbursable agency that received "regular" certificates was the California Highway Patrol. This agency entered the regular program in 1966.

In the 1970's state college and university police entered the reimbursement program and their officers were awarded regular certificates. In 1981, community college campus police were placed in the reimbursement program and were awarded regular certificates. Reimbursement and regular were considered synonymous as it related to the certificate program.

In 1982, marshals and district attorney investigators became eligible for reimbursement in the POST Program. Consistent with precedent, their officers expected to receive regular certificates. Due to the more narrow nature of their duties, the Commission withheld admitting them into the Regular Certificate Program pending the results of a job analysis which is now underway.

Officers in the marshals' and district attorneys' offices greatly desire regular certificates. The regular Basic Certificate now connotes "general law enforcement" experience as required in P.C. 832.4, carries greater prestige in the law enforcement field, and currently provides a vehicle for lateral mobility that is not associated with the Specialized Basic Certificate.

### ANALYSIS

It appears from review of the growth and development of the certificate program that, although not explicitly articulated, the professional certificates were intended to, and do, represent standard levels of competency. The Basic Certificate is widely accepted as indicating that the holder is "competent" as a general peace officer. This fact is manifested by the increasing appearance of the requirement in law enforcement job advertisements that the applicant possess a Basic Certificate.

The wide-spread practice of awarding additional pay for the Intermediate and Advanced Certificates or requiring them for promotion attests to their acceptance as signifying a higher - albeit less definable - level of competence.

With some frequency, Intermediate or Advanced Certificates are required for lateral entry promotional exams. Supervisory, Management, and Executive Certificates have not as yet received the status of recognition that the other certificates have. Nevertheless, the requirement of successful performance as endorsed by the department head, along with the training and education requirements, indicates a level of competence.

The following analysis mentions only the Basic Certificate specifically. The generalizations and conclusions would extend to other certificates in the program.

Possession of the BASIC CERTIFICATE currently signifies the following:

- o Satisfaction of selection standards.
- o Completion of the Basic Course, including a performance-based test, required for "general law enforcement" officers.
- o Completion of at least one year of satisfactory work experience in an agency with "general law enforcement" duties.
- o Compliance with legal requirements allowing exercise of peace officer powers by specified "general law enforcement" officers.
- o Endorsement by the employing department head.

Possession of the SPECIALIZED BASIC CERTIFICATE currently signifies the following:

- o Satisfaction of selection standards.
- o Completion of either the Basic Course or the Specialized Investigator's Course.
- o Completion of at least one year's satisfactory service in a variety of peace officer occupations (name of employing agency is recorded on the certificate).
- o Endorsement by the employing department head.

It is clear that there are fundamental differences between the Basic Certificate and the Specialized Basic Certificate relating to experiential requirements and, with some agencies, in the training requirements. The two certificates, therefore, signify substantially different - without regard for superior or subordinate - standards of competence for different jobs. The Basic Certificate is required by law (P.C. 832.4) for general law enforcement officers - there are no certificate requirements in law for current holders of the Specialized Certificate.

As long as the experience (function) and corresponding training requirements are different, certificates will represent different standards of competence for different jobs. Only a radical change in the nature of the certificate program could allow for a heterogeneous group to participate in the Regular Certificate Program.

As the POST Reimbursement Program becomes more heterogeneous, the dichotomy of "Regular Program - Regular Certificate, Specialized Program - Specialized Certificate" will be altered. And, as "Specialized Program" agencies enter the "Regular - Reimbursement Program," the future of the Specialized Certificate Program must be assessed.

If the meaning of the Basic Certificate was changed in some fundamental way, employers could discontinue relying on the certificate as representative of specific training, attainment and job competence in general law enforcement work. Given the current widespread recognition of the Basic Certificate on a statewide and nationwide basis, the value of the Basic Certificate for lateral mobility could be decreased.

Some have suggested the regular and specialized programs be combined into one regular program. They advance the following premises:

1. "General law Enforcement" is a difficult term to define and more could/should be embraced by it.

#### Analysis

Penal Code 832.4 requires the Basic Certificate for certain officers employed for the purpose of "the prevention and detection of crime and enforcement of the general laws of this state." A similar term is used in Penal Code 830.6 (stipulates training requirements for designated reserves). A definition of general law enforcement could be extrapolated from functions common to those specified officers. These include crime prevention, riot control, traffic enforcement, enforcement of and investigation of violation of California laws, responding to disturbances, preparing and prosecuting cases in court, juvenile delinquency control, and many others.

2. Some "specialized" officers already complete the same regular basic training. If the Basic Course requirement is retained, only the type of law enforcement experience recognized by the Basic Certificate would be different.

#### Analysis

If the training is the same and the experience is different, then some may be receiving the wrong kind of training. This is probably occurring but indicates a need to develop appropriate training programs and/or re-alignment of program assignment and is not a valid reason for changing the program. The type of experience has always been an important aspect of the Basic Certificate - an aspect that would be lost if this premise was accepted. Loss of the type of

experience recognized would diminish the value of the certificate - it would no longer signify competence in a particular peace officer job.

3. The "general law enforcement" experience required for and represented by the Basic Certificate is already compromised in the following ways:

- o Deputy sheriffs, in many instances, receive their certificates based on one year's experience performing only jail custody duties.
- o CHP officers, who are viewed as principally oriented to traffic duties, receive regular certificates.

#### Analysis

In the case of deputy sheriffs, they are at least employed in general law enforcement agencies and will eventually obtain the appropriate experience. The Commission could correct this situation by directing staff not to accept such experience toward certificates. Doing so, however, may require a formal and distinct personnel class in order for our certificate evaluators to recognize it.

The CHP was admitted into the regular program in 1966 because POST commissioners at that time believed their work was substantially similar to general law enforcement. Their participation is now provided for by P.C. Section 13510.1.

4. The specialized program includes law enforcement officers whose duties include "general law enforcement." The regular program includes officers whose duties are "specialized."

#### Analysis

This may be true. This is an argument for re-alignment of agency participation, in the certificate programs without regard for reimbursement, rather than for changing the existing Basic Certificate. Objective determination of duties should follow job analysis.

5. Everyone whose peace officer powers are based on Penal Code 830.1 have general law enforcement powers and should receive the regular Basic Certificate.

#### Analysis

The rationale for the peace officer groupings of Penal Code 830 are nebulous. It is clear that they are not based on homogeneity of function - which is what the certificate programs should be based on. Constables are not now eligible for either the regular or specialized certificate even though their powers are based on P.C. 830.1.

The existing program and four alternatives are displayed on the attached charts.

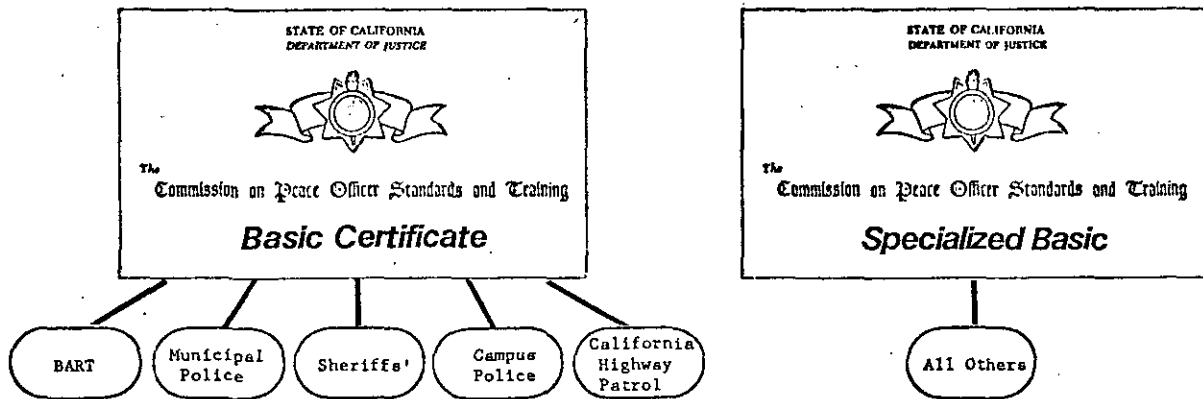
### Conclusions

POST certificates serve the purpose of recognizing levels of job competence. The Regular Certificate Program serves this purpose more effectively than does the Specialized Certificate Program. This purpose needs formal acknowledgement as a basis for future program administration.

The existing Regular Certificate Program is working well for general law enforcement. The large majority of peace officers in California function in two types of agencies - police and sheriff departments - with a high degree of homogeneity of function. Specialized agencies, though they employ much fewer number, represent a more heterogenous function.

If the meaning of the Basic Certificate was changed in some fundamental way, employers could discontinue relying on the certificate as representative of specific training attainment and job competence in general law enforcement work. Given the current widespread recognition of the Basic Certificate on a statewide and nationwide basis, the value of the Basic Certificate for lateral mobility by general law enforcement officers could be decreased.

# CURRENT CERTIFICATE PROGRAM

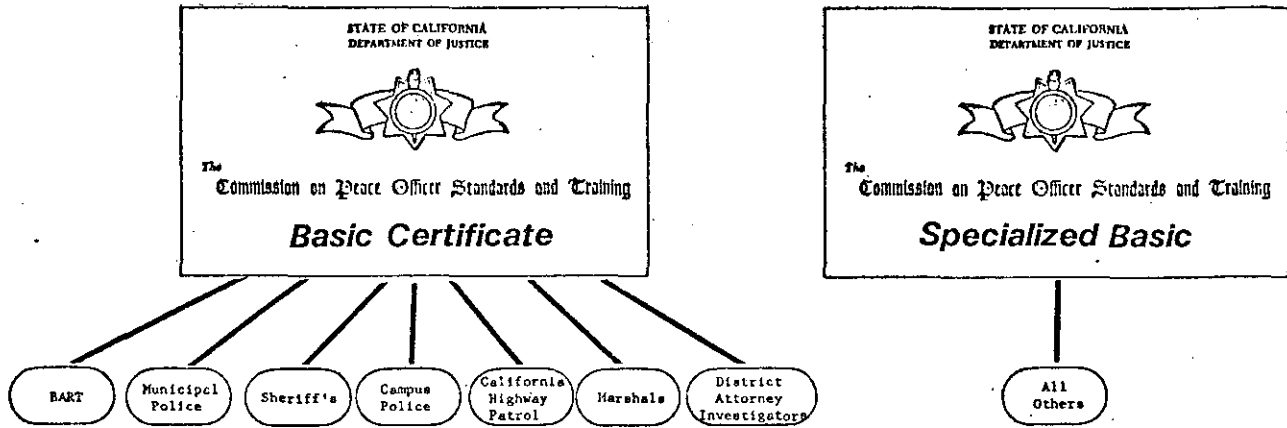


	General Law Enforcement Certificate	Specialized Law Enforcement Certificate
Requirements	Selection Standards Basic Course  One year experience in an agency responsible for general law enforcement  Endorsement	Selection Standards Basic or Investigator Basic Course  One year in a variety of law enforcement agencies  Endorsement
Emphasis	Importance on type of eligible agency experience (general, front line)	Importance is on experience in a specialized, not general, law enforcement agency
Impact	This means an officer is appropriately selected, trained and has performed successfully in applicable (or general) duties	This means that an officer has been appropriately selected, trained, and has performed successfully in a specialized agency not recognized as performing general law enforcement functions
	<u>Arguments for Maintaining Current Program</u> <ul style="list-style-type: none"> <li>● Currently highly regarded by police and sheriffs who are 90% of the POST Program.</li> <li>● Regular basic certificate signifies <u>competence</u> in general law enforcement.</li> <li>● Now has great statewide and nationwide recognition.</li> <li>● Ease of administration.</li> <li>● Significant change could change meaning and utility of basic certificate.</li> </ul>	<u>Arguments against Maintaining Current Program</u> <ul style="list-style-type: none"> <li>● Many specialized peace officers desire the regular Basic Certificate.</li> <li>● Exceptions exist already in the Regular Program, i.e., CHP and deputy sheriff's jailer.</li> <li>● General law enforcement is difficult to define.</li> <li>● Specialized officers often now attend the full Basic Course.</li> <li>● Some specialized officers may perform duties which upon review might be classified as general law enforcement.</li> </ul>



# ALTERNATIVE 1

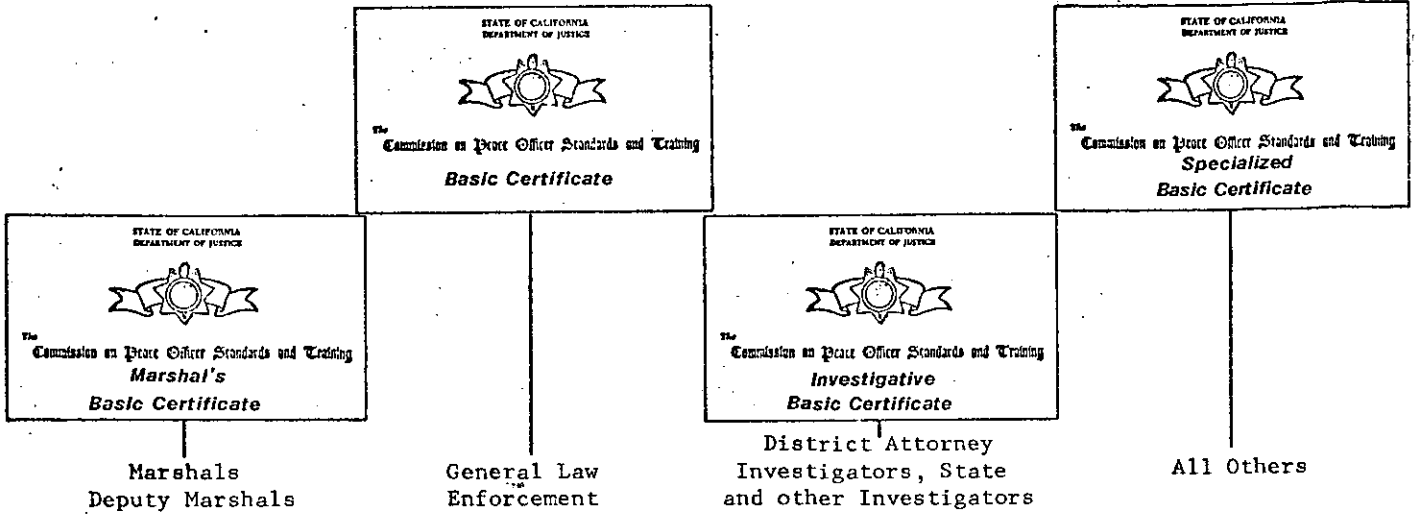
Allows Marshals and District Attorney Investigators in Regular Program to receive the Basic Certificate.



	General Law Enforcement Certificate	Specialized Law Enforcement Certificate
<b>Requirements</b>	Selection Standards Basic Course or Specialized Basic Course  One year in an agency responsible for general law enforcement  Endorsement	NO CHANGE
<b>Emphasis</b>	Importance on experience received, General	Importance on type of agency in which experience is received
<b>Impact</b>	Adds exceptions to the requirements of general law enforcement experience. Allows some to receive certificate without Basic Course	NO CHANGE
	<p style="text-align: center;"><u>Arguments for Modification</u></p> <ul style="list-style-type: none"> <li>● Marshals and most District Attorney Investigators, already have attended the Basic Course.</li> <li>● Exceptions already exist in program relative to experience requirements.</li> </ul>	<p style="text-align: center;"><u>Arguments against Modification</u></p> <ul style="list-style-type: none"> <li>● Change would make more exceptions to general experience requirement.</li> <li>● Would obscure the meaning of the Basic Certificate by adding job classes and training courses.</li> <li>● Usefulness of certificate as a training standards indicator would be lessened.</li> </ul>

## ALTERNATIVE 2

Establishes four generic certificates



	Marshal's Certificate	General Law Enforcement Certificate	Investigators' Certificate	Specialized Law Enforcement Certificate
<b>Requirements</b>	Selection Standards Basic Training and/or Marshal Training  One year of Marshal's experience  Endorsement	Selection Standards Basic Course  One year of general law enforcement  Endorsement	Selection Standards Basic or Investigator's Course  One year investigative experience  Endorsement	Selection Standards Basic or Investigators Basic Course  One year of experience  Endorsement
<b>Emphasis</b>	Importance is Marshal experience	Importance is general law enforcement experience	Importance is investigative experience	Experience in a variety of agencies
<b>Impact</b>	This means that one has been selected, trained, and has one year's experience as a marshal or deputy marshal.	This means an officer has been selected, trained, and has one year's general law enforcement experience.	This means an investigator has been selected, trained, and has one year's experience.	Provides for training and experience in a variety of specialized agencies.

Arguments for this Alternative

- Certificates would have more clarity and specific to job function.
- Competence in specific job category could be established.

Arguments against this Alternative

- This would require four certificate categories and program rather than two or one, increasing costs.
- Specialized officers would still not have the Basic Certificate that they desire.

### ALTERNATIVE 3

Uses single form certificate - type of training and category of agency is indicated

Training - Basic Course  
Agency Type - Municipal  
                           Police  
                           or  
                           Marshal's Office



Requirements	<p style="text-align: center;">Selection Standards Appropriate Basic Training Course</p> <p style="text-align: center;">One year law experience</p> <p style="text-align: center;">Endorsement</p>		
Emphasis	<p style="text-align: center;">Emphasizes experience by category and basic training course</p>		
Impact	<p style="text-align: center;">Shows that an officer has been selected, trained in a designated Basic Course and has one year's experience in a specified law enforcement function</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p><u>Arguments for this Alternative</u></p> <ul style="list-style-type: none"> <li>● Easier to administer and maintain certificate stock-one certificate form.</li> <li>● Makes absolutely clear training and experience received.</li> <li>● All POST-participating agencies get same form.</li> </ul> </td> <td style="width: 50%; padding: 5px;"> <p><u>Arguments against this Alternative</u></p> <ul style="list-style-type: none"> <li>● An individual officer might want to change certificates when he changes agency category.</li> <li>● Could be perceived as weakening the certificate by giving the same certificate to all member agencies.</li> <li>● Would lessen utility because single certificate embraces multiple jobs and standards.</li> </ul> </td> </tr> </table>		<p><u>Arguments for this Alternative</u></p> <ul style="list-style-type: none"> <li>● Easier to administer and maintain certificate stock-one certificate form.</li> <li>● Makes absolutely clear training and experience received.</li> <li>● All POST-participating agencies get same form.</li> </ul>	<p><u>Arguments against this Alternative</u></p> <ul style="list-style-type: none"> <li>● An individual officer might want to change certificates when he changes agency category.</li> <li>● Could be perceived as weakening the certificate by giving the same certificate to all member agencies.</li> <li>● Would lessen utility because single certificate embraces multiple jobs and standards.</li> </ul>
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## ALTERNATIVE 4

Certificates are based on training. Emphasizes training rather than experience; unlike other alternatives, these could not be carried through to higher certificates. Intermediate and Advanced Certificates could not be awarded based on Basic Certificate.



All who attend  
Regular basic course



All who attend  
Specialized basic course

	Basic Certificate	Specialized Certificate
Requirements	Selection Standards Basic Course  One year of any experience  Endorsement	Selection Standards Specialized Basic Course  One year of any experience  Endorsement
Emphasis	Emphasis is on the training	
Impact	On training, since certificate only means one is selected and <u>trained</u> to perform, not that he has necessarily <u>performed</u> successfully, in a particular type of agency.  Basic Certificate is no longer a standard of minimum competence.	
	<p style="text-align: center;"><u>Arguments for this Alternative</u></p> <ul style="list-style-type: none"> <li>● All participating officers would receive the same certificate if they received the same training.</li> <li>● Would build a pool of Basic Course graduates.</li> <li>● Many specialized officers already complete same Basic Course.</li> <li>● Would enhance lateral mobility for specialized personnel.</li> </ul>	<p style="text-align: center;"><u>Arguments against this Alternative</u></p> <ul style="list-style-type: none"> <li>● Police and sheriff departments (90% of POST members) may feel that the value of certificates are lessened if all specialized officers get them.</li> <li>● It is a radical change in that the emphasis is now placed on training, and experience then loses specificity.</li> <li>● Could encourage non-job related training.</li> <li>● Lessens usefulness of the certificate as a job competency indicator.</li> </ul>

Intermediate Certificate      Increased emphasis on training  
 Advanced Certificate

CATEGORY	NUMBER OF AGENCIES	NUMBER SWORN	TRAINING	CERTIFICATES	REIMBURSEMENT
Sheriff's Office	58	16,392	Reg. Basic	Regular	Yes
Municipal P.D.	350	28,450	Reg. Basic	Regular	Yes
District P.D.	5	173	Reg. Basic	Regular	Yes
U.C., CSU & CSC	28	584	Reg. Basic	Regular	Yes
Comm. College	8	69	Reg. Basic	Regular	Yes
CHP	1	5,090	Reg. Basic	Regular	Yes
Airport Police	2	162	Reg. Basic	Specialized	No
Arson Invest.	1	6	Investigator	Specialized	No
Comm. College	3	78	Reg. Basic	Specialized	No
Coroner	3	21	Investigator	Specialized	No
D.A. Invest.	40	662	Investigator	Specialized	Yes
Harbor Police	3	86	Reg. Basic	Specialized	No
Housing Authority	2	55	Reg. Basic	Specialized	No
Marshals	14	1,061	Reg. Basic	Specialized	Yes
Muni. Utility Dist.	1	26	Reg. Basic	Specialized	No
Muni. Water Dist.	1	2	Reg. Basic	Specialized	No
R.R. Police	3	289	Reg. Basic	Specialized	No
Rapid Transit Dist.	1	60	Reg. Basic	Specialized	No
Calif. Investigative	13	1,704	Investigator	Specialized	No
Calif. - Full Function	4	1,925	Reg. Basic	Specialized	No
School District	0	0	Reg. Basic	Specialized	Yes
Welfare Fraud	2	26	Investigator	Specialized	No

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Basic Certificate Enhancement		Meeting Date October 21, 1982
Bureau Field Services Bureau	Reviewed By Brooks W. Wilson	Researched By Wilson/Farnsworth
Executive Director Approval <i>Merran C. Boehm</i>	Date of Approval 10-6-82	Date of Report October 5, 1982
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

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

ISSUE

Should action be taken to enhance the POST Basic Certificate by:

- o expanding revocation provisions
- o requiring passage of a test before certificates are awarded
- o establishing requirements for retention and renewal?

BACKGROUND

A study of this issue was directed by the Commission as an outgrowth of hearings conducted on the subject of peace officer licensing. A complete report on the issue is included as Attachment A.

Certificate Revocation Provisions

Based upon study that included widespread input, need appears to exist for expansion of revocation provisions beyond the legally required provision for felony conviction. There is a sense that incidents resulting in prosecution and conviction of peace officers for criminal offenses is increasing. To the extent that this is so, public confidence and law enforcement effectiveness may be lessening.

Clearly, many felony charges against officers are reduced by the courts to misdemeanor convictions. The time seems very appropriate for the Commission to tighten control of the certificate, and provide administrators with greater ability to exclude from employment those convicted of serious misdemeanor offenses.

The Commission could move expeditiously in this regard through its regulations by specifying certain misdemeanor convictions as added grounds for certificate revocation. A public hearing would be required. If the Commission concurs and conducts such hearings, consideration could also be given to legislation which would establish expanded revocation provisions in law.

Utilize reverse side if needed

## Testing

It has been suggested that passage of a competency test be required for award of certificates. Staff believes that testing, beyond that which occurs in the academy, should not be required at this time. Costs of test development and administration are prime deterrents to new requirements in this area. The present system, leading to the award of the Basic Certificate may in itself be considered a testing process.

## Renewal/Retention Requirements

### Retention

The Commission already requires Advanced Officer training for those below the rank of sergeant. The Commission could simply require that completion of existing Advanced Officer training be tied to retention of the Basic Certificate. Consideration could be given to greater specificity in the training required in the Advanced Officer course, as well as the existing four year frequency of Advanced Officer training.

It is believed the concept of enhancing the certificate with a retention requirement has merit, and that further study should be completed.

### Renewal

An immediate need exists to provide a better process for retraining/testing of officers re-entering law enforcement after a break in service. Current requirements are either passage of the Basic Course Waiver Exam or repeat of the entire Basic Course where the break in service exceeds three years and the officer never acquired the Basic Certificate. This requirement was recently imposed, and staff now sees numerous such examples of re-entry. A refresher course seems a more practical way to renew training for most of those individuals.

Individuals who acquired Basic Certificates are not subject to any testing or re-training requirements regardless of the number of years passed since their last employment. Staff believes that a refresher course covering critical proficiency areas (i.e., firearms and law) should be developed and required of all officers (certificated and non-certificated) who:

1. Are re-entering the occupation after a service break of more than three years.
2. Have been out of law enforcement for more than three years and wish to renew the currency of their certificates.

A brief description of such a refresher course is found in Attachment B.

If the Commission concurs, a public hearing will be required for implementation.

Officers re-enter California law enforcement at ranks from entry level to chief administrator, in departments of varying sizes. It is proposed that the "renewal" refresher course be required at this time for all ranks except chief/sheriff. The Commission's Long Range Planning Committee has discussed this issue and suggests that an alternative approach for chief administrators be developed within the programs of the Center for Executive Development.

#### Recommendations

1. Approve a public hearing as part of the January 1983 Commission meeting to adopt expanded provisions for certificate revocation.
2. Approve a public hearing as part of the January 1983 meeting to adopt requirements for a certificate renewal/refresher course.
3. Approve the concept of a certificate retention requirement for currently employed officers and direct staff to complete further study.



## BASIC CERTIFICATE ENHANCEMENT

In October 1980, the Symposium on Professional Issues in Law Enforcement recommended that "law enforcement organizations should collectively develop police licensing legislation." A licensing task force was appointed and developed proposed legislation which was introduced by PORAC. In February and March, 1982, a Commission Licensing Panel held five public meetings to determine if the Commission should support the legislation. The meetings indicated 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.

At its April 15, 1982 meeting, the Commission passed the following motion:

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.

From an analysis of the proposed licensing legislation, three principal elements were identified which might strengthen the existing Basic Certificate. They are:

1. Additional revocation provisions
2. Competency testing
3. Certificate renewal

### ANALYSIS

#### Certificate Revocation

There has been considerable interest in law enforcement in California in maintaining high standards of professional integrity. Police executives, PORAC, the POST Advisory Committee, and POST Staff have concurred that the current revocation provisions should be reviewed to ensure that proper standards are utilized and maintained for the decertification of unqualified peace officers.

Substantial support is found in various studies and reports on selection standards for expansion of disqualification into crimes other than felonies. These studies were all made by experts in the field of Criminal Justice who stated that high standards of ethics and behavior are needed for those in law enforcement.

Examples are:

Project STAR

One of the 13 principal peace officer roles identified in Project STAR was building respect for law and the criminal justice system.

The President's Commission on Law Enforcement and Administration of Justice in 1967, Task Force on Police, commented on the need for a high level of integrity, as follows:

Higher standards... must be established. Whatever may be achieved in remedying police defects must be done through enlisting the services of intelligent men of excellent character, who are sufficiently educated to perform the duties of a policeman.... The police organization suffers in reputation and society pays the bill when policemen are dishonest, brutal, stupid, or physically or temperamentally unsuited.

J. Edgar Hoover, former FBI director, commented on peace officer integrity, as follows:

If every officer and law enforcement agency must suffer in some degree from charges made against other officers, we cannot afford to take a passive view, shrugging the matter off as none of our business.

I believe it is the duty of every officer in every law enforcement agency to take a personal interest in maintaining a high standard of conduct with his organization. To do otherwise invites public disgrace. The traitor to ethical standards of law enforcement will be discovered, but often not until he has brought a great deal of harm to both the public interest and the reputation of his organization and fellow officers. We should separate such elements from the profession at the earliest opportunity.

The Selection Consulting Center, in a contract validation study for POST, concluded that "good character" as determined in a background investigation is a job-related standard; and that morality, if measured by specific conduct and its relationship to peace officer requirements, was a valid consideration. In another study of selection tests, they identified integrity as a required peace officer "performance dimension."

The Commission requires that ethics be taught in the Basic Course and the Law Enforcement Code of Ethics be administered as an oath to all police officer trainees during the Basic Course or at the time of appointment. Also, when applying for the certificate, the applicant is required to attest to the fact that he has read and subscribes to the Code of Ethics.

The Law Enforcement Code of Ethics states in part:

...I will be exemplary in obeying the laws of the land and the regulations of my department." "...I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service.

It is interesting to note that although POST requires every police officer to take this oath, no sanction is provided for those who violate the oath. Substantial violation of the code should be cause for revocation of certificates.

In addition, the department head's signature, required on the certificate application, attests that the applicant, in his opinion, is of good moral character. Demonstration of lack of good moral character could be made grounds for revocation of the certificates.

Penal Code Section 13510.1(f) requires the Commission to cancel certificates when the holder is convicted of, or pleads guilty to, a felony. In addition, The POST Regulations (1011(b) permits cancellation for conviction of a felony, administrative error, or misrepresentation or fraud. Currently, these situations are the only bases under which a certificate is canceled or revoked.

The problem relative to revocations today is that neither the law nor The POST Administrative Manual adequately addresses those cases where an individual's final conviction is not a felony, but the facts of the situation should disqualify the person for peace officer status. There are many misdemeanors that seriously impinge on the integrity and moral requirements necessary for peace officers. In addition, a fairly common result even of felony convictions is that cases are "plea bargained," making them misdemeanors because of the court-imposed judgment (P.C. 17b).

Since P.C. 13510.1(f) became effective, only ten certificates have been revoked. There are currently 52 cases at various stages of investigation, pending final determination. Undoubtedly, only a small percentage of these will be revoked (estimated at 25%).

A survey made in August, 1982, revealed that peace officer certifications are often revoked in other states more frequently than in California. A total of five states were surveyed, and each of these seemed to be more active in the revocation process, considering their respective sizes, than is California POST. Of the states surveyed, Florida has revoked 79 certifications in the last two years. Included in their cause for revocation is either a felony conviction or any criminal conviction involving "moral turpitude." Moral turpitude in Florida has been defined to include petty theft, conspiracy to violate one's civil rights, perjury, income tax evasion, and indecent exposure. Of the indicated 79 revocations, only one ultimately went to court; that revocation was upheld.

Alternatives. Two basic alternatives have been proposed to strengthen revocation provisions. One proposal is to develop changes in P.C. Section 13510.1(f) to be very specific relative to those crimes that would be sufficient cause for either denial or revocation of a certificate. The second would be to amend Regulation 1011(b) to expand revocation provisions with general language.

Specific Offenses. It appears that there are criminal offenses, in addition to felonies, that should be considered for certificate revocation. These cases would include certain felonies reduced to misdemeanor. Specific offenses that have been suggested as sufficiently serious are:

- a. P.C. 95, corrupt influencing of jurors, arbitrators, umpires, or referees - M
- b. P.C. 118, 118a, 127, 128, 129, 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 (not subject to P.C. 290.5 rehabilitation provision) - F/M
- f. P.C. 337, bribery for gambling purposes - F

- g. P.C. 459, burglary - F/M
- h. P.C. 484 to 514 inclusive, theft and embezzlement - F/M
- i. P.C. 518 to 527 inclusive, extortion - F/M
- 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

A specific listing of offenses to be used as cause for revocation has the advantage of being clear and unequivocal. In addition, challenges would have to be made against the law and through the court system rather than through the Commission's administrative process. Disadvantages are that there always will be situations that do not meet the specific listing; also, laws will change requiring that the specific listing be periodically updated.

General Terminology Through Regulations. The second alternative would be to modify Commission Regulation 1011(b) with general terminology. The following wording has been suggested:

#### 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 which is substantially related to the qualifications functions or duties of a peace officer (i.e., any dishonest, corrupt, or fraudulent act) as determined by the Commission; if the certificate was obtained through misrepresentation, fraud, or was issued due to administrative error.

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 above 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.

Conclusion. Additional provisions for revoking certificates held by unqualified peace officers should be implemented. This could be done by:

1. Amending P.C. 13510.1(f) to include additional crimes, which might include those indicated above;
2. Amending the Regulations to include specific misdemeanors.
3. Amending the Regulations with general language to provide for revocation for any dishonest, corrupt, or fraudulent act as determined by the Commission.

## Competency Testing

The recently proposed peace officer licensing legislation had 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 for peace officers named in P.C. 832.4. 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.

Such an 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.

A competency test would have to include psychomotor or manipulative skills objectives as well as cognizant or job knowledge objectives. Testing for skills is much more expensive. We require such testing as a condition of certification of basic courses. It would seem unnecessary to duplicate this expense. A more economical approach would be to exercise tighter control over the testing process at the academy. Since all academies are training to POST performance objectives, well-administered exams should be testing competency in the same areas.

Several academy directors have expressed their willingness to cooperate in any new testing requirement. Actually, it appears that many would welcome more standardization of this requirement.

Academies do significantly differ in their approach and testing priorities. While some differences may be necessary, uniformity relative to performance objective teaching is necessary. There is the expressed feeling that some academies graduate persons who should not be peace officers. Many believe that a uniform, statewide test would provide better assurance of competency in all academy graduates. This uniformity could result from closer control over academy testing.

It has been stated that the ultimate competency test is job performance. A requirement of certification is endorsement by the department head. Steps have already been taken to tighten this requirement by requiring the department head's signature in all certificate requests, or the signature of someone who has been given formal authority to do so.

Conclusion. POST should not, at this time, require a competency test other than at the academy. The intended result of this requirement could be accomplished through a closer review and more control over the test administered at the academy, and further structuring of the process of review and endorsement by the department head of the job competency of applicants for the certificate.

## Certificate Renewal/Retention

The Commission has determined that retesting or retraining is now required if there has been a three-year, or longer, break in service and no certificate has been issued. It would seem logical, even if a person is already certificated, that there also should be requalification required for anyone who has been out of law enforcement for some extended period of time. The Commission has directed staff to study this issue. It has also been suggested that even those currently in law enforcement should routinely be evaluated as to their respective competency, possibly by testing or training. Testing was recommended by the POST Advisory Committee.

Currently, there is no review course to update those persons returning to law enforcement with previous California training and experience. For non-certificated California returnees, the only alternative is taking the Basic Course Waiver Examination or repeating the full Basic Course. An alternative review and update course could provide a third logical alternative.

POST Commissions in other states were recently surveyed regarding their recertification requirements. Minnesota peace officers must have 48 hours of continuing education every 3 years to keep their licenses active. Oregon requires persons out of law enforcement for more than 5 years to repeat the Basic Course; those from out of state and those in Oregon out of law enforcement more than 2 1/2 years, but less than 5 years, must take a one-week crash course on Oregon law (course reportedly contains the equivalent of 2 1/2 weeks of training material). Florida requires those out of service for 3 years to take a 40 to 80 hour refresher course; the course hours depend on the length of a person's original basic training.

There is a conflict in our current policy on this issue. The POST Basic Certificate is now "good for life," while the same training and experience without the certificate is only good for three years. There is general support for providing an optional refresher training course for certificated officers, or non-certified officers with previous California training and experience, with a 3-year break in service. Update training in the areas of laws, search and seizure, and new procedures and methods would be a minimal requirement for most re-entering officers. An examination covering these subjects could be developed in the future as a challenge examination.

For currently employed officers, periodic certificate renewal through testing has been strongly advocated by the POST Advisory Committee. That committee felt that recertification testing should be required for all ranks, including chiefs and sheriffs. Their suggestion to have testing is to ensure competence in law enforcement; "if law enforcement officers are not competent, they should be removed from the service."

Arguments against such testing are:

- o Tests of competence for each rank and position are not currently available and certainly could be questioned as to their validity.
- o Some officers who are excellent employees may not be able to pass a test. Would they be terminated?
- o Such a test could conflict with local civil service rules.

- o Cost of testing, retesting, and remediation for all officers in the state could be excessive.

A better plan would seem to be to maintain currency and competency through training: for example, refresher training every three years in specific subject areas. Subject areas could be established periodically by the Commission based on training needs assessment. Alternatively, existing advanced officer training could be used as a vehicle for a retention requirement.

Conclusion. There is a need for requalification of certificated officers with an extended break in service. The current waiver process is now the only way to accommodate this. A better way may be to create a refresher course with specified subjects.

While there is an obvious need to ensure that currently employed, certificated officers maintain currency and competence, testing, per se, may not be the most practical way. This could be accomplished through requiring refresher training in appropriate subjects on a regular basis.

#### SUMMARY OF CONCLUSIONS

Certificate Revocations: Additional provisions for revoking certificates held by unqualified peace officers should be implemented. This could be done by amending Penal Code 13510.1(f) to include additional crimes, which might include those indicated in the text of the report; or by amending the Regulations with general language. Specific offenses seems to be the preferred technique.

Competence Testing: POST should not require a competence test to be administered after the academy. The intended result of this requirement could be accomplished through a closer review and more control over the test administered at the academy.

Certificate Renewal/Retention: Requalification after a 3-year break in service, with or without certification, should be done through a refresher training program instead of the current waiver process.

The Commission should direct further study of a potential requirement for currently employed officers to complete refresher training as a condition for retention of certificates.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

DRAFT

Basic Training Refresher

Course Title: Basic Training Refresher

Course Hours: 40 Hours

Purpose: This is a new course designed to provide instruction and verify current competency in critical subjects contained in the Basic Course for previously trained individuals returning to law enforcement with more than a three-year break in service. Critical subjects are defined as those that are life-threatening, pose potential civil liability, and affect individual liberties. The course may include extensive and required pre-reading, and testing/demonstration of proficiencies. The course is applicable for currently employed peace officers who would significantly benefit, and at the same time, satisfy the POST Advanced Officer training requirement. This is a pass/fail course and the success criteria are the same for the Basic Course.

Topical Outline:

## 1.0 Law

- a. Brief Review of Major Laws
- b. Recent Law Changes
- c. Examination

## 2.0 Laws of Evidence

- a. Brief Review of Laws of Evidence
- b. Recent Court Decisions
- c. Examination

## 3.0 Vehicle Operations

- a. Brief Review of Driving Skills, Liability
- b. Examination

## 4.0 Force and Weaponry

- a. Review of Safety Aspects/Shooting Principles
- b. Range Practice
- c. Practical Range Testing

## 5.0 Patrol Procedures

- a. Officer Survival Techniques
- b. Vehicle Search, Person Search, Handcuffing, Control Techniques
- c. Practical Exercises and Testing

## 6.0 Defensive Techniques

- a. Unarmed Defense
- b. Baton
- c. Practical Exercises and Testing



AGENDA ITEM SUMMARY SHEET		
Agenda Item Title Issuance of Basic Certificate to Non-Participating Agency Personnel	Meeting Date October 21, 1982	
Bureau Compliance and Certificate Services	Reviewed By Brooks Wilson	Researched By Staff
Executive Director Approval <i>Monica C. Boehm</i>	Date of Approval 10-6-82	Date of Report October 6, 1982
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 _____).		
<p><u>ISSUE</u></p> <p>Basic Certificate requests have been received for officers of the San Diego Port District Harbor Police -- a non-participating agency.</p> <p><u>BACKGROUND</u></p> <p>Effective January 1, 1982, the San Diego Unified Port District Harbor Police was defined by P.C. 830.1 as a district authorized by statute to maintain a police department. The Attorney General's Office has advised POST staff that this change in law has the effects of:</p> <ol style="list-style-type: none"> <li>1. Creating eligibility for the San Diego Harbor Police to participate in the Reimbursement Program.</li> <li>2. Imposing on the San Diego Harbor Police the training requirements of P.C. 832.3 and the certificate requirement of P.C. 832.4.</li> </ol> <p>The San Diego Port District has been notified that POST deems them eligible for participation in our Reimbursement Program. To date, no request for participation has been received and a request is not expected at this time.</p> <p>In August 1982, the Chief Administrator of the San Diego Harbor Police made application for award of POST Basic Certificates to officers of the district. All ordinary conditions for certificate award, except employment by a participating agency, appear to have been met.</p> <p>In a legal opinion rendered at the request of POST after enactment of Penal Code Section 832.4, the Attorney General advised POST that officers required by the statute to attain basic certificates were eligible, without regard to their jurisdiction's participation in the POST Program. The basis for the opinion seemed to be that a finding to the contrary could have the effect of mandating participation by local jurisdictions in the otherwise voluntary POST Program.</p> <p>Assuming that the Commission desires to continue to accept these opinions of the Attorney General, officers of the San Diego Harbor Police should be awarded basic certificates. Personnel of that agency would not be eligible for any other POST certificates.</p>		
Utilize reverse side if needed		

Attached is a proposed addition to PAM Procedure F-1 which, if approved, would provide staff with Commission authorization to issue certificates. This would be a procedure change only and no public hearing is required.

Complicating this issue is the expressed desire of the San Diego Harbor Police to be awarded "regular" Basic Certificates. The matter of the basis for award of "regular" or "specialized" certificates is currently under consideration by the Commission.

RECOMMENDATION

1. Approve the attached proposed addition to PAM Procedure F-1 to authorize basic certificate awards as described.
2. Authorize staff to determine the type of basic certificate to be awarded after determinations by the Commission on the overall certificate study presently under consideration.

Attachment

Commission Procedure F-1

1-2. Eligibility

- c. (New) Full-time, paid peace officer employees of cities, counties and districts authorized to maintain police departments are eligible for award of a basic certificate if they are required by Penal Code Section 832.4 to attain such a certificate, and their employing agency does not participate in the POST Program. This eligibility shall pertain only to award of a basic certificate, which shall be issued only after compliance with all other conditions for basic certificate award expressed elsewhere in law and the POST Administrative Manual.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>PROPOSED CHANGE IN SALARY REIMBURSEMENT FORMULA</b>		Meeting Date <b>OCTOBER 22, 1982</b>
Bureau <b>ADMINISTRATIVE SERVICES</b>	Reviewed By <i>John D. Dunde</i>	Researched By <b>STAFF</b>
Executive Director Approval <i>Maurice C. Boehm</i>	Date of Approval <i>10/6/82</i>	Date of Report
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report           Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE:

Permit the Executive Director to adjust the salary reimbursement rate upwards periodically consistent with available reserves and anticipated training expenditures.

BACKGROUND:

Beginning in Fiscal Year 1980-81, the Commission adopted the 30% plus formula for the reimbursement of salary expenditures incurred by eligible agencies for specified training courses (Basic, A/O, Supervisory, Management and Job Specific). As this concept has been applied, it has been misinterpreted by State control agencies and the Legislature in that they have perceived the 30% Level as all that is necessary or desirable to keep the program operating effectively.

ANALYSIS:

The Commission, recognizing the fiscal problems of local agencies, has taken steps to expedite the return of reimbursable funds to local agencies by paying monthly instead of quarterly. In order to further expedite the return of budgeted funds to local agencies and to eliminate erroneous interpretations of the 30% plus formula, staff proposes that the Commission adopt a new, variable, salary reimbursement policy.

Specifically, with authority from the Commission, the Executive Director could increase the salary reimbursement level whenever the local assistance budget balance indicates that this can be accomplished without affecting our ability to pay at the selected level throughout the fiscal year. This would reflect the Commission's policy of reimbursing at the highest rate possible consistent with available funds.

Based on the current local assistance balance and anticipated training experiences between now and June 30, 1983, the salary reimbursement level could be increased to 45% effective immediately and retroactive to July 1, 1982.

FISCAL IMPACT:

After reimbursement at the 30% level for the number of trainees presently projected, and after adding \$645,109 for increased travel and subsistence allowance, it is projected that \$4,383,871 would still remain in the POTF. A balance of \$4,383,871 would permit an increase in the salary reimbursement rate from 30% to 53%. Following are calculations which anticipate changing the salary reimbursement base to 40% and 45% respectively. Changing the base to 40% would leave a projected year-end balance of \$2,478,881. Changing the base to 45% would leave a projected year-end balance of \$1,526,521. It is anticipated that the 45% figure could be used and there would still be sufficient cash available to provide a satisfactory reserve to assure against overspending the Budget.

<u>Salary</u> <u>Reimbursement</u>	<u>Increase</u>	<u>%</u>	<u>Total</u>	<u>%</u>	<u>Projected</u> <u>Reserve</u> <u>Balance</u>
\$5,714,690		-	5,714,690	30	4,383,871
\$5,714,690	\$1,904,900	10	7,619,590	40	2,478,881
\$5,714,690	\$2,857,350	15	8,572,040	45	1,526,521

RECOMMENDATION:

1. That the salary reimbursement level be increased from 30 to 45% effective immediately and retroactive to July 1, 1982 for this fiscal year.
2. Approve the following policy:

The Commission reaffirms its standing policy to reimburse participating agencies for all of their salary costs for mandated courses and directs the Executive Director to make periodic increases in the percentages reimbursed for salary expenses during the year consistent with budget allocations for the entire year. Periodic increases in the salary reimbursement rate shall be made in order to approach, as closely as the budget allows, the desired level of reimbursement, and to effect prompt return of reimbursement funds to participating agencies. The Executive Director will report to the Commission all periodic increases that are made.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>PROPOSED CHANGES TO TRAVEL AND SUBSISTENCE REIMBURSEMENT</b>		Meeting Date <b>OCTOBER 22, 1982</b>
Bureau <b>ADMINISTRATIVE SERVICES</b>	Reviewed By <i>[Signature]</i>	Researched By <b>STAFF</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>10-5-82</b>	Date of Report
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report                   Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE:

With the enactment into law of AB 3361, three million dollars have been added to the 1982-83 Fiscal Year Budget, bringing the total Aid to Cities and Counties Budget to \$18,412,000. In accord with the wishes of the Commission at its July 1982 Meeting, this agenda item requests the following changes in the current travel and subsistence allowances.

1. An increase in travel mileage reimbursement from a maximum of 21¢ to a maximum of 25¢ per mile to be effective on all claims received by POST on or after November 1, 1982.
2. An increase in subsistence reimbursement from a maximum of \$50.00 per day, (\$56.00 for designated high cost areas); to a maximum of \$62.00 per day (\$70.00 for designated high costs areas) to be effective on all claims received by POST on or after November 1, 1982.

For the first time it has become necessary for us to include a request to increase the travel and subsistence allowance paid to Commission members, members of the Advisory Committee, and other persons who are presently reimbursed under Board of Control Rules. Previously, travel and per diem allowances for these persons automatically changed whenever the Board of Control changed its rules. This is not the case since travel and subsistence allowances have been subject to negotiation under collective bargaining agreements. The Commission must now establish limits for itself and those other designated persons. Based on this fact, staff recommends the increase in travel and subsistence allowances indicated in 1 and 2 above for all travel claims received and processed by POST under the provisions of State Administrative Manual Section 0762 for travel which occurred on or subsequent to November 1, 1982.

FISCAL IMPACT:

a. Rate Change Summary

Category	Old Rate	New Rate	Difference	%
Travel	21¢/Mi	25¢/Mi	4¢	19%
Subsistence	\$50/Day	\$62/Day	\$12	24%

b. Cost Increase

Category	F.Y. 81-82 Actual	% of Total	Increase Per Rate Change
Subsistence	\$3,180,668	24 %	\$763,360
Travel	1,075,121	19 %	204,273
TOTAL	\$4,225,789	22.9%	\$967,633

Fiscal Impact for 8 Months (November - June ) \$645,109

RECOMMENDATION:

Staff recommends that the travel and subsistence rates be increased as indicated.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Reimbursing Non-Peace Officer - Management Course		Meeting Date October 21, 1982
Bureau Center for Executive Develop.	Reviewed By	Researched By <i>Ted Morton</i> Ted Morton
Executive Director Approval <i>William C. Behm</i>	Date of Approval 10-6-82	Date of Report October 6, 1982
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report                   Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Since the impact of Proposition 13 in 1978, staff has received requests from law enforcement agencies to reimburse full-time non-peace officer management employees for attendance at the mandatory Management Course. The issue before the Commission now is whether to schedule a public hearing at the January 1983 meeting to consider the value of this proposed change.

BACKGROUND

Due to fiscal restraints and organizational reviews, law enforcement agencies are evaluating traditional peace officer management roles. Where studies indicate the appropriateness, full-time non-peace officers are replacing peace officer managers. Although the present number of affected non-peace officer managers appears to be small, the practice is gaining popularity. At this time POST does not certify training that would meet the needs of the non-peace officer manager. It is believed that the Management Course provides appropriate instruction.

ANALYSIS

Commission policy reflected in PAM Regulations and Procedures now precludes reimbursement of non-peace officers attending the Management Course. Since no other POST certified course is available; and since the curricula for the Management Course seems reasonably appropriate, staff believes that the policy should be reconsidered.

There is a lack of available data to accurately estimate the fiscal impact. However, general awareness of the fairly low number of civilian managers in participating agencies indicates that the impact on the POTF would be nominal. Cost per trainee is approximately \$1,500.00, including costs of contracts with presenters. Ten to 20 trainees per year would cost \$15,000 to \$30,000 per year.

If the policy is changed to allow future reimbursement for civilian managers, staff could monitor volume, costs and other factors; and report back to the Commission after a one-year trial period.

RECOMMENDATION

Schedule a public hearing for January 1983 to consider regulation changes allowing reimbursement for non-peace officer managers attending the Management Course.

# 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		Signed by Gov. Chapter 107
SB 1423 (Petris)	POST Funding: Municipal Utility Police	Oppose	Signed by Gov. Chapter 894
SB 1870 (Doolittle)	Baton Training: Private police	Support	Signed by Gov. Chapter 1243
AB 2172 (Vasconcellos)	Private Police: Training	None	Died in Committee
AB 3361 (Floyd)	POST Funding: School Police	Support	Signed by Gov. Chapter 973
AB 3414 (Roos)	Peace Officer: Licensing	None	Referred to Committee - NFA

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

Rev. 09/30/82

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		Signed by Gov. Chapter 1300
AB 651 (Young)	Driver Training: Continuation		Died in Senate
SB 673 (Sieroty)	Alarm Co. Operators: Standards		Signed by Gov. Chapter 1210
SB 832 (Watson)	Assessment Fund: Amendment		Died in Assembly
SB 1414 (Mello)	Rewards: State Funding		Died in Senate
SB 1461 (Speraw)	Tear Gas: Training Requirements		Died in Senate
SB 1463 (Presley)	Assessment Fund: Sunset dates		Signed by Gov. Chap. 1437
SB 1742 (Sieroty)	Private Police: Training		Died in Assembly
AB 2405 (Greene)	State Fair Police: Standards		Signed by Gov. Chapter 548
AB 2540 (Torres)	Peace Officer: Citizenship		Signed by Gov. Chap. 943
AB 3042 (Leonard)	Peace Officer Powers: Hospital Police		Died in Senate
AB 3090 (Moore)	Private Police: Standards		Died in Assembly
AB 3234 (Moore)	Private Investigators: Standards		Died in Assembly
AB 3484 (Agnos)	Private Police: Standards		Signed by Gov. Chap. 1262

\*Informational means the Commission will take no official position.

Senate Bill No. 1423

CHAPTER 894

An act to amend Section 13507 of the Penal Code, and to amend Section 12820 of the Public Utilities Code, relating to training, and making an appropriation therefor.

[Approved by Governor September 10, 1982. Filed with Secretary of State September 13, 1982.]

LEGISLATIVE COUNSEL'S DIGEST:

SB 1423, Petris. Peace officer training.

Under existing law, the Commission on Peace Officer Standards and Training may establish and enforce minimum standards relating to peace officer members of, among other entities, districts. For such purposes, the definition of "district" does not expressly include municipal utility districts.

This bill would add certain municipal utility districts to that definition for those purposes, as specified.

This bill would expand the provisions regarding the eligibility of cities, counties, or districts to receive state aid for training expenses which would be paid out of the Peace Officers Training Fund, a continuously appropriated fund.

Appropriation: yes.

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

SECTION 1. Section 13507 of the Penal Code is amended to read: 13507. As used in this chapter, "district" means any of the following:

- (a) A regional park district.
- (b) A district authorized by statute to maintain a police department.
- (c) The University of California.
- (d) The California State University and Colleges.
- (e) A community college district.
- (f) A municipal utility district formed prior to January 1, 1974, and containing a population of one million or more on such date.

SEC. 2. Section 12820 of the Public Utilities Code is amended to read:

12820. (a) A district may employ a suitable security force. The employees of the district that are designated by the general manager as security officers shall have the authority and powers conferred by subdivision (i) of Section 830.31 of the Penal Code upon peace officers. The district shall adhere to the standards for recruitment and training of peace officers established by the Commission on Peace Officer Standards and Training pursuant to Title 4

(commencing with Section 13500) of Part 4 of the Penal Code.

(b) Every security officer employed by a district shall conform to the standards for peace officers of the Commission on Peace Officer Standards and Training. Any officer who fails to conform to these standards shall not continue to have the powers of a security officer.

Senate Bill No. 1870

CHAPTER 1243

An act to amend Section 12002 of the Penal Code, relating to deadly weapons.

[Approved by Governor September 21, 1982. Filed with Secretary of State September 22, 1982.]

LEGISLATIVE COUNSEL'S DIGEST

SB 1870, Doolittle. Deadly weapons.

Existing law permits a uniformed security guard, regularly employed and compensated as such by a person engaged in any lawful business, while actually employed and engaged in protecting and preserving property or life within the scope of his or her employment, to carry any approved wooden club or baton, if the uniformed security guard has satisfactorily completed a course of training in the carrying and use of the club or baton which has been approved by the Commission on Peace Officer Standards and Training.

This bill would instead provide that the uniformed security guard satisfactorily complete a course of instruction certified by the Department of Consumer Affairs in the carrying and use of the club or baton and would delete the requirement that the wooden club or baton be approved. It would permit the training institution certified by the department to present the course and charge a fee covering the costs of the training. It would require the department, in cooperation with the Commission on Peace Officer Standards and Training, to develop standards for a course in the carrying and use of the club or baton.

The bill would also provide that any uniformed security guard who successfully completes a course of instruction is entitled to receive a permit to carry and use a club or baton issued by the department. The department would be required to charge a fee to offset the costs incurred in course certification, quality control activities associated with the course, and issuance of the permit.

This bill would further provide any person who has received a permit or certificate which indicates satisfactory completion of a club or baton training course approved by the Commission on Peace Officer Standards and Training prior to January 1, 1983, would not be required to receive a baton or club permit or complete a course certified by the Department of Consumer Affairs.

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

SECTION 1. Section 12002 of the Penal Code is amended to read:  
12002. (a) Nothing in this chapter prohibits police officers,

special police officers, peace officers, or law enforcement officers from carrying any wooden club, baton, or any equipment authorized for the enforcement of law or ordinance in any city or county.

(b) Nothing in this chapter prohibits a uniformed security guard, regularly employed and compensated as such by a person engaged in any lawful business, while actually employed and engaged in protecting and preserving property or life within the scope of his or her employment, from carrying any wooden club or baton if the uniformed security guard has satisfactorily completed a course of instruction certified by the Department of Consumer Affairs in the carrying and use of the club or baton. The training institution certified by the Department of Consumer Affairs to present this course, whether public or private, is authorized to charge a fee covering the cost of the training.

(c) The Department of Consumer Affairs, in cooperation with the Commission on Peace Officer Standards and Training, shall develop standards for a course in the carrying and use of the club or baton.

(d) Any uniformed security guard who successfully completes a course of instruction under this section is entitled to receive a permit to carry and use a club or baton within the scope of his or her employment, issued by the Department of Consumer Affairs. The department may authorize certified training institutions to issue permits to carry and use a club or baton. A fee in the amount provided by law shall be charged by the Department of Consumer Affairs to offset the costs incurred by the department in course certification, quality control activities associated with the course and issuance of the permit.

(e) Any person who has received a permit or certificate which indicates satisfactory completion of a club or baton training course approved by the Commission on Peace Officer Standards and Training prior to January 1, 1983, shall not be required to obtain a baton or club permit or complete a course certified by the Department of Consumer Affairs.

Assembly Bill No. 3361

CHAPTER 973

An act to amend Section 13507 of the Penal Code, relating to the Commission on Peace Officer Standards and Training, and making an appropriation therefor.

[Approved by Governor September 10, 1982. Filed with Secretary of State September 13, 1982.]

LEGISLATIVE COUNSEL'S DIGEST

AB 3361, Floyd. Commission on Peace Officer Standards and Training.

Existing law authorizes the Commission on Peace Officer Standards and Training to establish and maintain minimum standards relating to peace officer members of districts, as defined.

This bill would broaden the definition of "districts" to include school districts.

The bill would also appropriate \$3,000,000 from the Peace Officers' Training Fund to the Commission on Peace Officer Standards and Training, Program 40, for allocation to cities, counties, and districts, as specified.

Appropriation: yes.

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

SECTION 1. Section 13507 of the Penal Code is amended to read: 13507. As used in this chapter, "district" means any of the following:

- (a) A regional park district.
- (b) A district authorized by statute to maintain a police department.
- (c) The University of California.
- (d) The California State University and Colleges.
- (e) A community college district.
- (f) A school district.

SEC. 2. In order to accommodate (1) law enforcement's effort to suppress crime and ensure public safety through properly trained peace officers, (2) the financial impact of this bill and Chapters 710 and 966 of the Statutes of 1981, as well as other similar pending bills, (3) rising costs related to trainee per diem and travel, and (4) necessary levels of peace officer standards and training reimbursement for state-mandated costs, the sum of three million dollars (\$3,000,000) is hereby appropriated from the Peace Officers' Training Fund to the Commission on Peace Officer Standards and Training, Program 40, for allocation to cities, counties, and districts, pursuant to Section 13523 of the Penal Code, as a supplemental

Senate Concurrent Resolution No. 69

RESOLUTION CHAPTER 107

Senate Concurrent Resolution No. 69—Relative to crime.

[Filed with Secretary of State August 23, 1982.]

LEGISLATIVE COUNSEL'S DIGEST

SCR 69, Rains. Crime prevention training.

This measure would request the Commission on Peace Officer Standards and Training to prepare guidelines which may be followed by law enforcement agencies for community crime prevention and would request that on and after July 1, 1983, the course of training leading to the basic certificate issued by the commission shall include adequate instruction in the procedures for community crime prevention.

WHEREAS, The problems of crime in California necessitate the establishment of crime prevention units in law enforcement agencies throughout the state and the expansion of community crime prevention efforts; now, therefore, be it

*Resolved by the Senate of the State of California, the Assembly thereof concurring,* That the Commission on Peace Officer Standards and Training is hereby requested to prepare guidelines which may be followed by law enforcement agencies for community crime prevention. The guidelines shall include, but not be limited to:

(1) Promoting and increasing the adoption of crime prevention units and activities within law enforcement agencies.

(2) Promoting and increasing public participation in crime prevention.

(3) Expanding the use of analysis of crime information for community crime prevention; and be it further

*Resolved,* That the Commission on Peace Officer Standards and Training require that the course of training leading to the basic certificate issued by the commission shall, on and after July 1, 1983, include adequate instruction in procedures for community crime prevention and that the commission maintain and update the existing course for the training of specialists in crime prevention; and be it further

*Resolved,* That the Secretary of the Senate transmit a copy of this resolution to the Commission on Peace Officer Standards and Training.

DEPARTMENT OF JUSTICE

GEORGE DEUKMEJIAN, Attorney General

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

100 BOWLING DRIVE, SUITE 250  
SACRAMENTO 95823

September 2, 1982

## EXECUTIVE OFFICE

General Administration

(916) 445-4515

Administrative Services

(916) 322-2235

Reimbursements

(916) 322-2238

Information Services

Resource Library

(916) 445-4515

Certified Course Records

(916) 322-2180

Standards and Evaluation

Management Counseling

(916) 322-3492

Training Program Services

Training Delivery Services

Special Services

Field Services

(916) 445-0345

Professional Certificates

(916) 322-2237

Rod Franz, Manager  
Legislative Affairs  
East Bay Municipal Utility District  
1127 - 11th Street  
Sacramento, CA 95814

Dear Mr. Franz:

We were surprised and disappointed to hear that AB 3361, in being signed by the Governor, chaptered out the provisions of SB 1423 due to both bills attempting to amend the same section of law.

Because the Legislature and Governor has in effect spoken on the issue of POST reimbursement for peace officers of the East Bay Municipal District and that Senator Petris supported AB 3361, we are recommending to the POST Commission that POST support the re-introduction of this measure in January as an urgency statute and making the provisions retroactive to January 1, 1983. Since there is precedence for this action, we believe the Commission will act favorable on this at its October 21st meeting.

We appreciate working with you for the passage of AB 3361 and look forward to the early passage of your bill. We will be in contact with you after the Commission meets in October.

Sincerely,

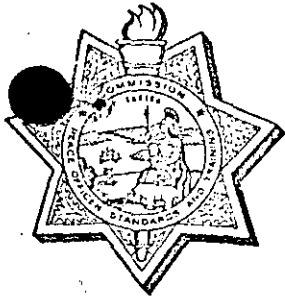


NORMAN C. BOEHM  
Executive Director

cc: Senator Nicholas Petris







COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

POST ADVISORY COMMITTEE MEETING

October 14, 1982  
10 a.m. to 4 p.m.

California Highway Patrol Academy  
3500 Reed Avenue  
Bryte, California  
(916) 372-5620

AGENDA

- |   |              |
|---|--------------|
| - Call to Order                                   | - Chair      |
| - Roll Call of Committee Members                  | - Secretary  |
| - Introduction of New Members                     | - Chair      |
| - Approval of Previous Minutes                    | - Chair      |
| - Review of July Commission Meeting               | - Chair      |
| - Review of Ad Hoc Committee Meeting              | - Chair      |
| - Professional Certificates Review Project        | - Wilson     |
| - Basic Course Correlation Project                | - Kohls/Snow |
| - Course Quality Control (including Project STAR) | - Snow       |
| - 832 Study                                       | - Beauchamp  |
| - New Proficiency Test/Waiver Examination         | - Kohls      |
| - Reading & Writing Validation Report             | - Kohls      |
| - AB 1310 - Project Status                        | - Kohls      |
| - Legislation                                     | - Beauchamp  |
| - Review of October Commission Meeting            | - Boehm      |
| - Tour of New Facility (time permitting)          |              |
| - Old/New Business                                |              |
| - Reports from Committee Members                  |              |
| - Election of Officers (1983)                     |              |
| - Proposed Future Meetings (Dates/Locations)      |              |
| - Adjournment                                     |              |

## Department of Justice

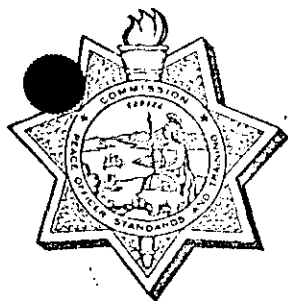
## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

## POST ADVISORY COMMITTEE MEETING

Bahia Hotel, San Diego

July 14, 1982

M I N U T E SCALL TO ORDER

The meeting of the POST Advisory Committee was called to order by Chairman Larry Watkins at 10:15 a.m.

ROLL CALL OF THE ADVISORY COMMITTEE MEMBERS

Chairman Watkins introduced Judy Yamamoto, Secretary, Executive Office, who has been newly assigned to the Advisory Committee.

Roll was called.

Present were: Larry Watkins, Chairman  
Barbara Ayres  
Ben Clark  
Joseph McKeown  
Alex Pantaleoni  
Jack Pearson  
Michael Sadleir  
Mimi Silbert  
J. Winston Silva  
Robert Wasserman

Absent were: Michael Gonzales (Excused)  
Alice Lytle (Excused)  
Arnold Schmeling (Excused)

POST Staff Present: Ron Allen, Chief, Special Projects  
Norman Boehm, Executive Director  
Glen Fine, Deputy Executive Director  
John Kohls, Chief, Standards and Evaluations  
Holly Mitchum, Consultant, Training Program Services  
Ted Morton, Chief, Training Program Services  
Brooks Wilson, Chief, Field Services  
Judy Yamamoto, Secretary, Executive Office

Others: Dave Allan, Attorney General's Office  
Edward Doonan, Sacramento Co. Sheriff's Dept.  
Bob Whitney, Whitney Educational Services  
Shelby Worley, Riverside Co. Sheriff's Dept.

#### APPROVAL OF PREVIOUS MINUTES

The minutes of the April 12, 1982 Advisory Committee meeting were approved.

#### REVIEW OF APRIL COMMISSION MEETING

Chairman Watkins reported on the April Commission meeting held in Santa Rosa.

#### REVIEW OF JULY COMMISSION AGENDA

Norman Boehm briefed the Committee members on the July Commission Agenda.

#### CENTER FOR EXECUTIVE DEVELOPMENT

Norman Boehm handed out a draft brochure on the Center for Executive Development which contained the overview of the concept. A question/answer session was held relative to the Center. Concern was expressed that this project may diminish the quality of existing POST courses. Mr. Boehm stated that POST is presently doing more to enhance quality control than we have done in previous years.

#### COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES

Jack Pearson gave an overview of the Commission on Accreditation for Law Enforcement Agencies of which he is a member. The Commission was formed in 1979 to establish standards and develop an accreditation program to improve law enforcement services in each of the states.

#### CERTIFICATE ENHANCEMENT STUDY

Brooks Wilson reported on the Certificate Enhancement Study. He stated that the recommendations from the May 27th Special Advisory Committee meeting had been recorded and reviewed. One of the recommendations was to first determine what the purpose of the POST certificate program was before deciding the other issues. Accordingly, all the issues were deferred with the exception of licensing elements/basic certificate strengthening issue. Staff felt that this issue was concomitant with deciding the purpose of the overall program. The Advisory Committee was asked to provide input as to which, if any, of the licensing elements should be integrated into the Basic Certificate.

Some members expressed dissatisfaction with the segmenting the study and with the sequencing. No consensus was obtained. It was recommended that an ad hoc committee be formed to input on this subject.

#### COMPUTER ASSISTED VIDEO TRAINING

Ted Morton introduced Holly Mitchum who is working on Computer Assisted Instruction which combines the computer with the video player (with random access memory). Holly Mitchum and Bob Whitney (Whitney Educational Services) gave a demonstration of this innovative form of instruction. This system does not require a computer expert to write the program because it uses very basic

Computer Assisted Video Training (con't.)

language. By inserting very simple instructions, the computer will write the program which saves considerable time. Ms. Mitchum will be visiting all the academies to see what computer capabilities they have and to find out their needs.

CPR/FIRST AID

Ben Clark gave a video presentation on the CPOA CPR/First Aid Project. Clark stated all the work has been completed and they are waiting to get approval from Red Cross and public health agencies after which the project will be taken to the Commission, or if necessary, to the Legislature.

ADVISORY COMMITTEE AGENDA

Because of time constraints, the Basic Course Correlation Project and the Instructor Development items were put off until the next Advisory Committee meeting.

OLD/NEW BUSINESS

Appreciation was given to Alex Panteleoni whose term expires for his years of service to the POST Advisory Committee.

Chairman Watkins asked for volunteers to serve on the ad hoc committees for the Certificate Enhancement Study and for the Center for Executive Development. Volunteers were Larry Watkins, Joe McKeown, Michael Sadleir, Ben Clark, Jack Pearson, and Mimi Silbert.

REPORTS FROM ADVISORY COMMITTEE MEMBERS

Committee Member Ayres (WPOA) - Ayres reported WPOA will be having a training session this weekend in Carmel on child abuse and psychological effects of child abuse.

Committee Member Sadleir (California Specialized Law Enforcement) - Sadleir reported that the upgrading of peace officer classification through legislation is progressing.

Committee Member McKeown (CADA) - McKeown reported CADA met in conjunction with the POST Basic Course Consortium last month. Elections were held with the results being: Bob Blanchard, Santa Rosa Center, President; Bob Kristic, Redwoods Center, Vice-President; and Jim McArthur, Oakland Police Department, Secretary/Treasurer.

Reports from Advisory Committee Members (con't.)

Committee Member Silva (Community Colleges) - Silva reported community colleges will have to cut \$30 million from ADA, possibly in physical education and fine arts and there is some possibility of cutting police and fire science courses.

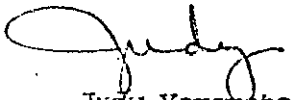
Committee Member Watkins (CHP) -- Watkins stated that the list for motorcycle training has been exhausted. Any department wishing training should contact the California Highway Patrol.

PROPOSED DATES AND LOCATIONS OF FUTURE MEETINGS

October 14, 1982	California Highway Patrol Academy Sacramento
January 20, 1983	San Diego (To be determined.)
April 1983	Bay Area (To be determined.)

ADJOURNMENT

There being no further business to come before the Advisory Committee, Chairman Watkins adjourned the meeting at 3:50 p.m.

  
Judy Yamamoto  
Secretary