

JUL 0 8 1997

STATE OF CALIFORNIA

PETE WILSON, *Governor*

DEPARTMENT OF JUSTICE

DANIEL E. LUNGREN, *Attorney General*



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

COMMISSION MEETING AGENDA

July 17, 1997 - 10:00 A.M.

Hyatt Regency Irvine

17900 Jamboree Boulevard

Irvine, CA

(714) 975-1234

AGENDA

CALL TO ORDER

FLAG SALUTE

MOMENT OF SILENCE HONORING PEACE OFFICERS KILLED IN THE LINE OF DUTY

Since the last Commission meeting, the following officers have lost their lives while serving the public:

- o Officer Saul Martinez, California Highway Patrol, Indio
- o Deputy Randall E. Jennings, Butte County Sheriff's Department
- o Investigator Charles A. Lazzaretto, Glendale Police Department
- o Officer Dan Muehlhausen, California Highway Patrol, Indio

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

RECOGNITION OF ADVISORY COMMITTEE MEMBERS PRESENT

APPROVAL OF MINUTES

- A.1 Approval of the minutes of the April 24, 1997 regular Commission meeting held at the Holiday Inn in Sacramento.
- A.2 Approval of the minutes of the June 16, 1997 special Commission meeting held at the Hyatt Hotel in Irvine.

CONSENT CALENDAR

B.1 Receiving Course Certification Report

Since the April meeting, there have been 82 new certifications, 26 decertifications, and 83 modifications.

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

B.2 Receiving Financial Report - Fourth Quarter FY 1996/97

The fourth quarter financial report will be provided at the meeting for information purposes. In approving the Consent Calendar, your Honorable Commission receives the report.

B.3 Receiving Information on New Entry Into the POST Regular (Reimbursable) Program

The San Bernardino County Coroner's Department has met the Commission's requirements and has been accepted into the POST Regular (Reimbursable) Program. In approving the Consent Calendar, your Honorable Commission receives the report.

B.4 Receiving Information on Withdrawal from POST Specialized (Non-Reimbursable) Program

The California State Fire Marshal's Office has merged with the California Department of Forestry and has withdrawn from the program. In approving the Consent Calendar, the Commission takes note that they are no longer part of the POST Specialized Program.

B.5 Receiving Information on New Entry Into the Public Safety Dispatcher Program

Procedures provide that agencies that have expressed willingness to abide by POST Regulations and have passed ordinances as required by Penal Code Section 13522 may enter into the POST Reimbursable Public Safety Dispatcher Program pursuant to Penal Code Sections 13510(c) and 13525.

In approving the Consent Calendar, your Honorable Commission notes that the Red Bluff Police Department has met the requirements and has been accepted into the POST Reimbursable Public Safety Dispatcher Program.

B.6 Approving Resolution Commending Robert Norman, Chief of Foster City Police Department

In approving the Consent Calendar, your Honorable Commission adopts a resolution commending Robert Norman who served as Chairman of the Strategic Planning

Committee for the time, energy, and personal efforts he expended in development of *Beyond 2000: Making a Bold Adjustment*, and for his continuing efforts in supporting the implementation of the POST Strategic Plan.

B.7 Approving Resolution Commending Retiring Bureau Chief Darrell L. Stewart

In approving the Consent Calendar, your Honorable Commission adopts a resolution commending Bureau Chief Darrell L. Stewart, for contributions made to law enforcement while serving at POST for 25 years, including 13 years as Bureau Chief, who will retire from state service on August 1, 1997.

B.8 Approving Resolution Commending Retiring Bureau Chief Robert Fuller

In approving the Consent Calendar, your Honorable Commission adopts a resolution commending Bureau Chief Robert Fuller for contributions made to law enforcement while serving at POST for 14 years, including 5 years as Bureau Chief, who will retire from state service on September 2, 1997.

B.9 Approving Resolution Commending Sue Muncy, Retired Executive Director, California State Sheriffs' Association

In approving the Consent Calendar, your Honorable Commission adopts a resolution commending Sue Muncy, upon her retirement on July 1, 1997, for contributions made to law enforcement while serving as Executive Director of the California State Sheriffs' Association for the past 13 years.

STRATEGIC PLAN

C. Report on Strategic Implementation Plan Progress

Commissioner TerBorch, Chairman of the Committee on Strategic Plan Implementation, will report on the progress of implementing POST's Strategic Plan and developing an implementation plan.

PUBLIC HEARING

D. Receiving Testimony on Proposed Changes to Procedure D-1 Relating to Definitions of Basic Course Delivery Formats

Procedure D-1 defines the Basic Course Reserve Format as encompassing Modules A, B, C, and D. The Transition Pilot Basic Course Format is defined as Part 1 and Part 2. The construction of these definitions is such that student enrollment in Part 1 (Community College AJ courses with Basic Course subjects embedded) and enrollment in Module A (P.C. 832 course) constitutes enrollment in the Regular Basic Course.

At its April 1997 meeting, the Commission approved changes to D-1 relating to definitions of Basic Course delivery formats subject to results of a Notice of Regulatory Action.

In response to that Notice, Dave Wright, Coordinator, ADJU/POST Programs, Shasta College, has requested a public hearing on this proposal. Mr. Wright expressed concerns regarding proposed regulatory action wherein Part I of the Transition Program would no longer be part of a Basic Course but rather preparatory training to same.

Subject to the results of the Public Hearing, and if the Commission concurs, the appropriate action would be to approve the proposed changes to Procedure D-1 relating to definitions of Basic Course delivery formats. The change would go into effect October 1, 1997, subject to approval by the Office of Administrative Law.

STANDARDS AND COMPETENCY

E. Report and Recommendation to Adopt Changes to Regular Basic Course Training Specifications Using the Notice of Proposed Action Process

As part of an ongoing review of Regular Basic Course content, POST staff and curriculum consultants (academy instructors and other subject matter experts) thoroughly review learning domain content to determine if revisions are necessary. This process occurs in regularly scheduled workshops during which curriculum and supporting material for specific domains are updated to reflect emerging training needs, to comply with legislatively mandated subject matter, changes in the law, or to improve student learning and evaluation.

Proposed changes to the training specifications for Learning Domains #35 Firearms and Chemical Agents are contained in the report under this tab. The recommended changes would significantly restructure firearms testing.

All proposed changes have been reviewed and endorsed by the Consortium of Academy Directors.

If the Commission concurs, the appropriate action would be a MOTION to approve the curriculum changes as described in the staff report, subject to results of a Notice of Proposed Regulatory Action. If approved, changes would be effective October 1, 1997.

F. Report and Recommendation to Adopt Proposed Changes to the Regular Basic Course Performance Objectives

Changes to the performance objectives are proposed in two learning domains: Firearms/Tear Gas and Weapons Violations. All changes in the Firearms/Tear Gas Domain comport with changes to the exercise tests and learning activities for the domain

as described in the previous agenda item. Changes in the Weapons Violations Domain pertain to objectives that call for written test questions and consist of adding one objective on the crime of use of tear gas or a tear gas weapon (Penal Code Section 012403.7(7)), modifying two objectives, and deleting one objective and incorporating its requirements into another (existing) objective.

All proposed changes have been approved by the Consortium of Academy Directors and are described in detail in the report under this tab.

If the Commission concurs, the appropriate action would be a MOTION to adopt the recommended changes to the Regular Basic Course performance objectives effective for academy classes that begin on or after October 1, 1997.

G. Request for Public Hearing to Consider Proposed Changes to Commission Regulations to establish a Voluntary Records Supervisor Certificate Program

Penal Code Section 13510.3 requires that the Commission establish, by December 31, 1997 and in consultation with representatives of law enforcement organizations, a voluntary professional certificate program for law enforcement records supervisors who have primary responsibility for providing records supervising services for local law enforcement agencies. The certificate is to be based upon standards related to the education, training and experience of law enforcement records supervisors and shall serve to foster professionalism and recognition of achievement and competency.

Creation of the Records Supervisor Certificate Program requires the following proposals to add language or sections to existing Regulations and Procedures:

- o Add subsection (y), Regulation 1001, which is a definition of the term "records supervisor;"
- o Addition to Regulation 1003 to require that appointments/terminations of records supervisors be reported to POST;
- o Add Section (k) to Commission Regulation 1005 to establish criteria for eligibility for the certificate;
- o Addition of Section F-6 to Commission Procedures to establish eligibility requirements for award of a Records Supervisor Certificate; and
- o Other non-substantive changes to assure conformity among existing regulations.

If the Commission concurs, the appropriate action would be a MOTION to schedule a public hearing in conjunction with the November 6, 1997 Commission meeting to receive

comments on the proposed changes to regulations to establish a Voluntary Records Supervisor Certificate Program.

H. Scheduling a Public Hearing on the Proposal to Establish a Mandatory Field Training Program

In July 1996, the Commission authorized employment of a Special Consultant to conduct a study of field training programs and make recommendations regarding the feasibility of a POST-mandated, standardized program. Sergeant Kate Singer, Marin County Sheriff's Department, was employed for this purpose. Sergeant Singer's findings and recommendations are included in the report under this tab.

As described in the report, it is proposed that the Commission schedule a public hearing for November 1997 to consider adoption of regulations mandating that regular officers complete a minimum ten-week field training program before being allowed to perform peace officer duties without immediate supervision. Agencies employing regular officers would be required to obtain POST approval of their field training programs. Their programs would have to meet certain described criteria including minimum qualifications for Field Training Officers (FTOs). FTOs would be required to complete the 40-hour Field Training Officer Course before providing field training for new officers.

Proposed regulations would exempt officers while assigned to custodial work. Deputy Sheriffs assigned to jail duty following Basic Course completion would, therefore, not be required to enter a field training program until they were assigned to patrol.

A waiver provision is also proposed to accommodate any agency that may be unable to comply with the program provisions due to either financial hardship or lack of availability of personnel who could qualify to serve as FTOs. It is anticipated that a small number of agencies may need availability of such a waiver provision.

Based upon responses to a statewide survey, it is believed that the great majority of law enforcement agencies already operate field training programs that meet, or with minor adjustments can meet, the proposed requirements. It is not anticipated that proposed requirements, if enacted, would impose significant new program costs on these agencies.

The Long Range Planning Committee received a report at its June 16, 1997 meeting on this subject. Members of the Committee expressed concern for: (1) the potential impact of a mandatory program on Deputy Sheriffs initially assigned to jail duty, and (2) potential fiscal impact on participating agencies. The exemption and waiver provisions described above are responsive to those concerns. Deputy Sheriffs would be able to obtain Basic Certificates prior to completing field training. Financial hardship would be a basis for agency exemption.

It is recommended the matter be set for a public hearing. The proposal, if adopted, would be a significant step in the elevation of professional standards for California law enforcement.

If the Commission concurs, the appropriate action would be a MOTION to schedule a public hearing, in conjunction with the November 6, 1997 Commission meeting, to receive comments on the proposed changes of regulations relating to the field training program.

PARTNERSHIPS

I. Advisory Committee

Norman Cleaver, Chairman of the POST Advisory Committee, will report on the Committee meeting held July 16, 1997 in Irvine.

RESOURCES

J. Report on Reimbursement of Training for Civilian Employees

At the April 24, 1997 Commission meeting, a representative of the Association of Los Angeles County Deputy Sheriffs (ALADS) raised concerns about Commission reimbursement for training of civilian employees when funds are of limited availability for training of peace officer employees. Following discussion, the Commission directed staff to provide a report at the July meeting addressing the scope, volume, and costs associated with civilian trainee reimbursement. The report is enclosed under this tab.

The Commission began reimbursing for paraprofessional employees in the 1970's in recognition of the then movement towards civilianizing certain law enforcement tasks and jobs. Reimbursement for civilian employees rapidly evolved to generally include those employees performing work erstwhile historically performed by peace officers.

As described in the report under this tab, the Commission now routinely reimburses for course attendance by 13 job classes and certain others may be reimbursed with prior approval. In FY 95/96, 3,888 civilians were reimbursed at a cost of \$1,138,722.76. These numbers are exclusive of public safety dispatchers who are eligible for reimbursement by statute.

The matter is before the Commission, as directed, for information and discussion.

K. Report on Federal Grant Funds for Training Programs Addressing Violent Crimes Against Women

With passage of Senate Bill 350, it is necessary for the Commission to approve a spending plan to implement the bill's provisions. Of the \$11,453,000 authorized from the Federal Trust Fund, \$2,196,834 is earmarked for POST to develop and conduct law enforcement training on domestic violence and related training.

Working with staff of the Office of Criminal Justice Planning, a proposed spending plan has been developed that includes:

1. \$300,000 for the development of three telecourses;
2. \$308,960 for the development and presentation of a new Institute of Criminal Investigation Speciality Course on Domestic Violence Investigation;
3. \$1,042,722 for first responder related domestic violence training;
4. \$120,000 for a Special Consultant (POST Management Fellowship Program); and
5. \$425,152 to reimburse eligible law enforcement agencies for trainee replacement (back-fill) costs.

If the Commission concurs, the appropriate actions would be to (ROLL CALL VOTE):

1. Authorize the Executive Director to enter into an agreement with the Office of Criminal Justice Planning to receive this funding.
2. Authorize a contract, in an amount not to exceed \$120,000, with a to-be-named local agency for one year's service of a POST Management Fellow to provide program coordination.
3. Authorize requests for proposal to produce components of a videodisc courseware program on domestic violence.
4. Approve a 1997/98 contract augmentation with KPBS, San Diego State University, in the amount of \$385,000.
5. Approve a 1997/98 contract augmentation with San Diego Regional Training Center in the amount of \$159,000.
6. Subject to results of a public notice process, authorize regulation changes to institute trainee replacement (back-fill) reimbursement for the above programs.

L. Request for Contract Approval - Presentation of the Robert Presley Institute of Criminal Investigation (ICI) Homicide Investigation Course

The Robert Presley Institute of Criminal Investigation includes a number of foundation speciality courses. The courses employ POST-prescribed instructional methods and standardized curriculum. The ICI Homicide Investigation Course (76 hours) is presented by DOJ on an outreach basis and by LAPD and LASD (jointly for their investigators). There is need for an additional course to relieve a backlog of enrollment requests.

The Sacramento Public Safety Center has agreed to present the course and requests presentation costs be paid through contract rather than recovered through tuition charging. Approval of a contract for this purpose would be consistent with Commission policy to contract for high cost/critical need courses in order to assist agencies that may not be budgeted for tuition costs.

A report providing further information is enclosed under this tab.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to sign a contract with the Sacramento Public Safety Center in an amount not to exceed \$60,000 for presentation of the ICI Homicide Investigation Course. (ROLL CALL VOTE)

M. Renewal of Authorization to Contract for Special Consultant to Conduct a Study Regarding Reserve Officer Training Standards

In July 1997, the Commission authorized the Executive Director to contract for services of a Special Consultant (POST Management Fellowship Program) to conduct a study and make recommendations regarding scope and length of training for Levels III, II, and "Limited" Level I reserve officers. Planned work would have also included re-sequencing and modularizing the training courses to facilitate ultimate completion of the Regular Basic Course with minimum duplication of training.

This work was delayed due to the introduction of legislation that, if passed, would eliminate the "Limited" Level I category and modify the allowable assignments for Level II and Level III reserves. The Long Range Planning Committee received a report on this subject at its July 16, 1997 meeting and recommends the Commission renew authorization to employ a Special Consultant to perform the described work.

A report is enclosed under this tab.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to sign a contract, in an amount not to exceed \$120,000, for a Special Consultant to conduct a study and make recommendations regarding the reserve officer training standards. (ROLL CALL VOTE)

N. Request for Authorization to Contract for Biennial Internal Control Audit

Commission policy requires a biennial audit of POST's fiscal controls and accounting procedures. The last audit was conducted by the State Department of Finance, Office of State Audits and Evaluations, in 1995. This last audit was a limited scope audit that met state administrative requirements and cost \$20,000.

As described in the report under this tab, staff has obtained current audit cost estimates from the Department of Finance, Office of State Audits and Evaluations. \$20,000 remains a proposed cost for limited scope audit of fiscal controls and accounting procedures.

The limited audit stops short of reviewing actual financial transactions. A full audit, which would include financial transactions, would cost \$40,000. Since it has been many years since a full-scope audit has been conducted, it is proposed the Commission approve funding for such an audit this year.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to sign a contract with the Department of Finance, Office of State Audits and Evaluations, for an amount not to exceed \$40,000, to conduct a full scope audit as described.

O. Report of the Finance Committee

Commissioner TerBorch, Chairman of the Finance Committee, will report on the Committee meeting held on July 16, 1997 in Irvine.

LEGISLATION

P. Report of the Legislative Review Committee

Commissioner Kolender, member of the Commission's Legislative Review Committee, will report on the Committee meeting held July 17, 1997 in Irvine.

LONG RANGE PLANNING

Q. Report of the Long Range Planning Committee

Chair Hall-Esser, who also chairs the Long Range Planning Committee, will report on the meeting held on June 16, 1997 in Irvine.

OLD/NEW BUSINESS

R. Appointment of Advisory Committee Members

The terms of the following Advisory Committee members are due to expire in September. They have been recommended for reappointment by their respective constituent organizations for a three-year term of office beginning in September 1997:

- o Derald D. Hunt, representing California Justice Educators' Association (CAAJE)
- o Woody Williams, representing California Peace Officers' Association (CPOA)

Also, the Women Peace Officers' Association has recommended that Leisa Lekawa replace Alexia Vital-Moore as its representative for a three-year term of office beginning in September 1997.

In addition, the term of Earle Robitaille, who serves as a public member, will expire in September. By Commission practice, the Chairman may request that Commission members submit additional names for consideration or may act to reappoint the current member.

CORRESPONDENCE

- S.1 Letter from Attorney General Daniel E. Lungren commending POST on the *Victims of Violence* video and recommending development of a guidebook to accompany the video.
- S.2 Letter from Glen Craig, Sheriff of Sacramento County, commending the Commission for the timely and successful completion of the victims' video.
- S.3 Letter from Douglas Krathwohl, Chief, San Pablo Police Department, on behalf of the Contra Costa County Police Chiefs' Association, thanking the Commission for its support of their Driver Simulator Program.
- S.4 Letter from Peter J. Sysak, President, California College and University Police Chiefs' Association, requesting representation on the POST Advisory Committee.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

November 6, 1997 - Mission Inn - Riverside
January 22, 1998 - Sheraton Newport - Newport Beach
April 16, 1998 - Piccadilly Inn - Fresno
July 16, 1998 - San Diego (Tentative)

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083**COMMISSION MEETING MINUTES**

April 24, 1997.

Holiday Inn Capitol Plaza
Sacramento, CA

The meeting was called to order at 10:10 a.m. by Vice Chair Jody Hall-Esser.

Vice Chair Hall-Esser led the flag salute.

MOMENT OF SILENCE HONORING PEACE OFFICERS KILLED IN THE LINE OF DUTY

The Commission held a moment of silence in honor of the following officers who have lost their lives while serving the public:

- o Officer Van D. Johnson, Los Angeles Police Department
- o Deputy Patrick S. Coyle, San Diego County Sheriff's Department
- o Deputy Brian Meilback, Yuba County Sheriff's Department

ROLL CALL OF COMMISSION MEMBERS**Commissioners Present:**

David C. Anderson
Sherman Block
Collene Campbell
Michael T. Carre
Philip del Campo, Ph.D.
Jody Hall-Esser
Bud Hawkins, Attorney General Representative
Ted Hunt
William B. Kolender
Ronald E. Lowenberg
Jan Scully
Rick TerBorch

POST Advisory Committee Members Present:

Norman Cleaver, Chairman
Jay Clark
Derald D. Hunt
Alexia Vital-Moore
Woody Williams

Staff Present:

Glen Fine, Deputy Executive Director
Hal Snow, Assistant Executive Director
John Berner, Bureau Chief, Standards and Evaluation
Michael DiMiceli, Bureau Chief, Management Counseling
Paula Burnett, Personnel Selection Consultant
Otto Saltenberger, Bureau Chief, Training Program Services
Kate Singer, POST Management Fellow, Marin County Sheriff's Department
John Weiner, Personnel Selection Consultant
Ken Whitman, Bureau Chief, Basic Training Bureau
Frederick Williams, Bureau Chief, Administrative Services
Karen Yowell, Staff Information Systems Analyst
Vera Roff, Administrative Assistant

Visitors Present:

Michelle Barnes, DMV Investigations
Stephen Brooks, Contra Costa Municipal Risk Management
Steve Craig, Peace Officers' Research Association of California
Gretchen Fretter, Public Safety Training Center, Los Medanos
Ed Hendry, Orange County Sheriff's Department
Douglas Krathwohl, San Pablo Police Department
Greg Kyritsis, San Bernardino County Sheriff's Department
James Lombardi, Los Angeles Police Department/CRPOA
Willie Pannell, Los Angeles Police Department
Marvin Ruff, Walnut Creek Police Department
Darla Singerton, Captain, Riverside County Sheriff's Department
Michael Stovall, Long Beach Police Department
Darrell Stump, Sacramento Welfare Fraud
Karel Swanson, Walnut Creek Police Department
Cheryl Talton, Vallejo Police Department
Tim Yaryan, ALADS

HONORING FORMER COMMISSIONERS

Vice Chair Hall-Esser displayed plaques prepared in appreciation for outstanding public service and dedication to law enforcement as a Commissioner to:

- o Manuel E. Ortega, who served from December 1991 to April 1997 and who served as Chairman from April 1996 to April 1997.

- o Devallis Rutledge, who served from January 1992 to February 1997 and who served as Chairman from April 1995 to April 1996.

APPROVAL OF MINUTES

- A.1. MOTION - Anderson, second - Kolender, carried unanimously to approve the minutes of the January 23, 1997 regular Commission meeting held at the Wyndham Hotel in Los Angeles.
- A.2. MOTION - Lowenberg, second - Carre, carried unanimously to approve the minutes of the March 5, 1997 special Commission meeting held at the Sheraton Newport in Newport Beach.

CONSENT CALENDAR

- B. MOTION - Lowenberg, second - TerBorch, carried unanimously to approve the following Consent Calendar:

- B.1 Receiving Course Certification Report
- B.2 Receiving Financial Report - Third Quarter FY 1996/97
- B.3 Receiving Information on New Entry Into the POST Regular (Reimbursable) Program
- B.4 Receiving Information on New Entry Into the POST Specialized (Non-Reimbursable) Program
- B.5 Receiving Information on Withdrawals from the POST Program
- B.6 Confirming Policy Statement for Inclusion in Commission Policy Manual

Policy regarding the driver training simulator program includes:

- a. Do not fund the purchase, maintenance, or upgrading of driving simulator equipment except in special circumstances.
- b. Encourage agencies interested in purchasing driving simulators to seek funding through grants or other means.
- c. Continue to work closely with agencies to ensure that their driving simulator courses can be certified.

- d. Grant reasonable reimbursement of tuition for POST-certified driving simulator courses to cover some of the presentation costs (not possible for POST to assume all costs associated with these programs).
- e. Continue support of Driver Simulator Committee to promote cooperation, information sharing, and development of standards for driving simulator instructors and programs.
- f. Continue working in partnership with companies in the private sector that are interested in developing driving simulators by providing information on requirements for law enforcement driver and technical specifications that will assist these companies in using their technology most appropriately.

B.7 Resolution Commending Retired Deputy Chief Norwood E. "Woody" Williams

A Resolution was approved commending Woody Williams, who retired on March 1, 1997 as Deputy Chief of the San Bernardino County Sheriff's Department, for his outstanding service to California law enforcement for 36 years. Woody Williams also serves as Vice-Chairman of the POST Advisory Committee.

Mr. Williams expressed his appreciation of the Resolution and informed the Commission that he plans to continue as an active member on the POST Advisory Committee.

C. Report on Strategic Plan Progress

At a special Commission meeting held March 5, 1997 in Newport Beach, it was recommended that the following Vision Statement be presented for adoption by the Commission at the April 24, 1997 meeting:

To be the leading organization in establishing professional standards, assuring top-quality training, and providing effective services to develop and support the world's finest peace officers and law enforcement organizations.

MOTION - Campbell, second - Hunt, carried unanimously to approve the Vision Statement.

Commissioner TerBorch, Chairman of the Committee for Strategic Plan Implementation, reported the Committee met on April 15, 1997 in Newport Beach to review the draft of the strategic plan and provide input on changes to be made.

The Committee received a progress report on the development of a POST clearinghouse function. A two-day symposium was held to receive recommendations on what is needed and what is possible, both practically and technologically. The Web Page and the bulletin board are already on line. The Committee indicated its interest in having the clearinghouse up and running as soon as possible. The Committee directed staff to keep the field informed on a regular basis of the ongoing activities and efforts being made to keep faith with the implementation of the goals included in the *Beyond 2000* document.

The Committee reviewed the draft of the strategic plan and provided input on changes to be made. There was consensus that agency accreditation should be included and that supplemental funding be sought for that purpose. The final review of the plan will be made at a special Commission meeting on June 16, 1997 in Irvine prior to its submittal to the Governor's Office on July 1, 1997.

The Committee was very pleased with the progress made and expressed satisfaction that the staff work was consistent with what the original Strategic Planning Steering Committee envisioned. On behalf of the Committee, the Chairman expressed appreciation for the support and continuing efforts of POST staff in the development of the plan.

PUBLIC HEARINGS

The purpose of the public hearing was to receive testimony in regard to proposed amendments to Commission Regulations and Procedures. The hearing was divided into three parts:

- o Part I pertained to the proposal to amend Regulation 1018 and Procedure F-5 relating to the elimination of an equivalency examination process from the public safety dispatcher certificate program.
- o Part II pertained to the proposal to amend Regulation 1007 and Procedure D-12 relating to the establishment of an equivalency process for Reserve Training Modules B and/or C.
- o Part III pertained to the proposal to amend Regulation 1081 relating to the development of a course in the carrying and use of a baton/impact weapon for persons employed as public officers in the capacity of a county sheriff's security officer.

PART I OF THE PUBLIC HEARING

D. Receiving Testimony on Proposed Changes to POST Public Safety Dispatcher Certificate Program

The certificate program for public safety dispatchers was established in Commission Regulation 1018(f) in 1990. The certificate program is voluntary in that dispatchers from

agencies in the POST Public Safety Dispatcher Program are not required to obtain the certificate for purposes of initial or continued employment. Pursuant to Commission Procedure F-5-3, dispatchers employed by agencies in the POST Dispatcher Program prior to the effective date of the certificate program (i.e., July 1, 1990) may qualify for the certificate by passing the POST Basic Dispatcher Training Equivalency Examination in lieu of completing the Public Safety Dispatchers' Basic Course.

The number of dispatchers who have taken the exam has steadily declined in recent years, with fewer than 60 individuals taking the exam in the past 12 months. If the testing program is to be maintained, there is a need to develop a new exam at a cost of approximately \$30,000. For these reasons, it is recommended that the testing option be removed from Commission Procedure F-5 effective January 1, 1998, thereby giving those who remain eligible to take the exam approximately nine more months to exercise this option.

Staff presented a summarization of written commentary received from the following:

Terrye L. Flowers, Communication Manager, representing S.E. Brummer, Chief of Police, Bakersfield Police Department, requested the implementation date be extended for at least another year. She indicated it would be a hardship if their agency were to join the dispatcher program in July 1997 and have only six months to test the proficiency of dispatchers employed prior to July 1, 1990.

After a summary of the written commentary, the Chairman invited oral testimony from those present. No one indicated a desire to be heard.

There being no further testimony, Part I of the public hearing was closed.

In accordance with the California Code of Regulations, staff summarized the response to concern expressed by the Bakersfield Police Department. Chief Brummer was informed that the equivalency exam could be administered at a nearby location at any time after July 1. In addition, he was informed that while the nine eligible dispatchers must either pass the equivalency exam or complete the 120-hour Public Safety Dispatchers' Course in order to receive the voluntary certificate, they are not required to do either to maintain their employment status subsequent to the agency's entry into the program. Upon receiving this information, Ms. Flowers indicated that the proposed January 1, 1998 date would pose no hardship on the agency.

MOTION - to amend Commission Procedure F-5 as described with changes to become effective January 1, 1998, subject to regulatory approval by the Office of Administrative Law.

PART II OF THE PUBLIC HEARING

E. Receiving Testimony on Proposed Amendments to Regulation 1007 and Addition of Commission Procedure D-12 to Establish a Waiver Process for Reserve Training Modules B and/or C

The proposal before the Commission was to modify Regulation 1007 and enact new Procedure D-12 to provide the authority and establish the process for evaluation of prior law enforcement training for reserve officers and a waiver of POST-certified training for Modules B and/or C.

The proposed modification to Regulation 1007 would add section (d) to provide that the Commission may waive attendance at POST-certified reserve training for an individual who has completed training that is equivalent to the current requirements of Modules B and/or C. New Procedure D-12 would establish procedures and guidelines for evaluation of prior law enforcement training, eligibility for the process, POST evaluation of training, a written and skills examination, and issuance of the waiver upon completion of the process.

Staff presented a summarization of written commentary received from the following:

William C. Lentini, Chief of Police, Brea Police Department, wrote in support stating that the proposal allows Brea an alternative method to attract quality reserve officers and reserve officer training without compromising standards. He indicated there appears to be a cost savings for departments that utilize the process.

After a summary of written commentary, the Chairman invited oral testimony from those present. No one indicated a desire to be heard.

There being no further testimony, Part II of the public hearing was closed.

MOTION - Campbell - second, Carre, carried unanimously to approve amendments to Commission Regulation 1007 and the enacting of Procedure Commission D-12 as proposed. The changes would go into effect July 1, 1997, subject to approval by the Office of Administrative Law.

PART III OF THE PUBLIC HEARING

F. Receiving Testimony on Proposed Baton/Impact Weapons Training for Sheriff Security Officers and Addition of Commission Regulation 1081(a)(24)

Recent enactment of P.C. Section 831.4 has given sheriffs' departments the authority to employ non-peace officer personnel as public officers in the capacity of sheriff security officers for the purpose of providing security for specified facilities and activities. Of importance to POST was the related amendment of P.C. 12002. Sub-section (f), was added and requires the Commission to identify a course of instruction for these persons in the carrying and use of impact weapons. Presently, only the Los Angeles, Sacramento, and Orange County Sheriffs' Departments are known to employ personnel in this classification.

After a review of the impact weapon training needs of sheriff security officers, a review of existing POST-certified curriculum, and consultation with subject matter experts - including trainers from the Los Angeles, Sacramento, and Orange County Sheriffs' Departments, an eight-hour minimum training curriculum was developed. At its January 1997 meeting, the Commission approved the eight-hour Baton/Impact Weapons Training course subject to results of a Notice of Regulatory Action.

In response to that Notice, the Association for Los Angeles Deputy Sheriffs requested a public hearing on this proposal.

Staff presented a summarization of written commentary received from the following:

Pete Brodie, President of the Association for Los Angeles Deputy Sheriffs (ALADS), wrote in opposition to the development of this course unless additional funding is first appropriated by the Legislature for that specific purpose. Mr. Brodie stated that expending scarce POST funds for developing a baton course for non-peace officer security guards at the expense of sworn peace officers is inappropriate and the proposal should be rejected by the Commission.

After a summary of written commentary, the Chairman invited oral testimony from those present.

Tim Yaryan, representing the Association for Los Angeles Deputy Sheriffs, expressed support for the proposed training course; however, he opposed using POST funds for reimbursement of non-peace officers. He stated that POST funds should be used only for training sworn peace officers, not for training security guards.

There being no further testimony, Part III of the public hearing was closed.

In accordance with the California Code of Regulations, staff summarized responses to concerns expressed.

In response to Pete Brodie, a letter was sent advising him that the matter would be set for public hearing at the April 24, 1997 Commission meeting.

In response to Tim Yaryan's concerns, he was advised that the matter of reimbursement was outside the scope of this public hearing.

After discussion, the following actions were taken:

MOTION - Kolender, second - TerBorch, carried unanimously to approve the proposed baton/impact weapons training for sheriff security officers and add Regulation 1081(a)(24) to show the additions of this new legislatively mandated course. The changes would go into effect July 1, 1997, subject to regulatory approval by the Office of Administrative Law.

It was suggested that staff prepare a comprehensive report for the July meeting that describes the whole area of reimbursement for non-peace officers as well as addressing this new class specifically

MOTION - Anderson, second - Kolender, carried unanimously to direct staff to bring back a report in July that addresses the issue of reimbursements.

STANDARDS AND COMPETENCY

G. Approval to Modify Regulations for Clarity: Procedure D-1 Relating to Definitions of Basic Course Delivery Formats and Regulation 1018 Relating to Applicability of Public Safety Dispatcher Standards

Procedure D-1 defines the Basic Course Reserve Format as encompassing Modules A, B, C, and D. The Transition Pilot Basic Course Format is defined as Part 1 and Part 2. The construction of these definitions is such that student enrollment in Part 1 (Community College AJ courses with Basic Course subjects embedded) and enrollment in Module A (P.C. 832 course) constitutes enrollment in the Regular Basic Course.

Enrollment in the Basic Course invokes the fingerprint/criminal history requirement of P.C. Section 13511.5. In the case of the Reserve Format, this places the Commission's regulation in conflict with P.C. Section 832 which does not require fingerprinting. In the Transition Format Pilot, presenters have complained that requiring fingerprinting before

enrollment in Part 1 is unnecessary, is creating student hardship, and is causing a reduced level of enrollment.

The Advisory Committee discussed this proposal at its April 23, 1997 meeting and recommended Commission approval of the proposal.

MOTION - TerBorch, second - del Campo, carried to approve, subject to the results of the Notice of Proposed Regulatory Action process, the changes to Procedure D-1 relating to definitions of Basic Course delivery formats, effective July 1, 1997, subject to approval of the Office of Administrative Law. (OPPOSE: Hunt)

Regulation 1018 describes the selection and training standards for Public Safety Dispatchers. Regulation 1001(w) defines a Public Safety Dispatcher in a manner that exempts peace officer employees from the standards and applies the standards to all non-peace officers employed (whether full time or part time) to either receive emergency calls or dispatch law enforcement personnel. There is evidence of confusion as to whether standards apply to peace officers who may be temporarily assigned to dispatch functions and as to the applicability of the standards for part-time employees. It was proposed that Regulation 1018 be modified to more clearly express these standards applicability issues.

MOTION - TerBorch, second - Block, carried to approve, subject to the results of the Notice of Proposed Regulatory Action process, the changes to Regulation 1018, effective July 1, 1997, subject to approval of the Office of Administrative Law. (ABSTAIN: Hunt)

H. Report and Recommendation to Adopt Changes to Regular Basic Course Training Specifications Using the Notice of Proposed Action Process

As part of an ongoing review of the Regular Basic Course content, POST staff and curriculum consultants (academy instructors and other subject matter experts) thoroughly review learning domain content to determine if revisions are necessary. This process occurs in regularly scheduled workshops during which curriculum and supporting material for specific domains are updated to reflect emerging training needs, compliance with legislatively mandated subject matter, changes in the law, or to improve student learning and evaluation.

Proposed changes to the training specifications for Learning Domains #3 Community Relations, #39 Crimes Against the Justice System and #40 Weapons Violations include:

o Learning Domain #3 (Community Relations)

The proposed modifications add language to existing instructional goals that require the student to understand the responsibility of law enforcement within the community. Further changes would add clarity to existing goals and a new

goal is proposed regarding benefits of maintaining effective news media relations which relate to an already existing topic on news media relations. It was proposed that existing topics be expanded to add more detail to the required instruction in communication skills and techniques to obtain voluntary compliance. Two scenario tests that require the student to use tactical communication skills to encourage voluntary compliance were proposed for deletion. Two exercise tests were proposed to replace these scenario tests to reduce testing costs.

It was also proposed that existing learning activities be expanded with detailed instructional requirements.

o Learning Domain #39 (Crimes Against the Justice System)

Minor modifications were proposed to topics to more closely align the training specification with the language in the Penal Code. Two additional topics related to the false reporting of emergencies and destructive devices were proposed.

o Learning Domain #40 (Weapons Violations)

Changes to Instructional Topics - The proposed modifications provide more explicit instructional goals aligned with language in the Penal Code. Three additional topics related to possession of firearms and negligently discharging a firearm were proposed changes to the specification.

MOTION - Lowenberg, second - Block, carried unanimously to approve, subject to the results of the Notice of Proposed Regulatory Action process, the changes as set forth in the report, effective July 1, 1997, subject to approval of the Office of Administrative Law.

I. Approval to Adopt Proposed Changes to the Regular Basic Course Performance Objectives

Changes to the performance objectives were proposed in four learning domains: Community Relations, Domestic Violence, Crimes Against the Justice System, and Weapons Violations. All changes in the Community Relations Domain comport with the modifications to the scenario testing, exercise testing, and learning activity requirements for the domain as described in the previous agenda item. Changes in the remaining domains pertain to objectives that call for written test questions and consist largely of modifications to existing objectives or the splitting of existing objectives into separate objectives to improve clarity and the ability to assess student achievement. Additionally, it was recommended that one objective be added in the Weapons Violations Domain, and two objectives be added and one deleted in the Crimes Against the Justice System Domain.

MOTION - Anderson, second - Hunt, carried unanimously to adopt the recommended changes to the Regular Basic Course performance objectives effective for academy classes that begin on or after July 1, 1997.

PARTNERSHIPS

J. Advisory Committee

Norman Cleaver, Chairman of the POST Advisory Committee, reported the Committee met on April 23, 1997 in Sacramento.

The Committee congratulated members Charles Byrd, who was recently elected as Chairman of the California State Sheriffs' Association, and Alexia Vital-Moore who recently was promoted to Lieutenant at the Los Angeles County Sheriff's Department. Dr. Leo Ruelas, representing the California Community Colleges, was welcomed as a new Advisory Committee member.

At its meeting the Committee received a report from the California Law Enforcement Image Coalition Committee regarding a proposal to develop a video for the purpose of enhancing the image of California law enforcement.

MOTION - Lowenberg, second - Anderson, carried by ROLL CALL VOTE to authorize the Executive Director to enter into an agreement not to exceed \$20,000 with a public entity for production of the video. (ABSTAIN: del Campo)

RESOURCES

K. Report on Proposed POST/CHP Royalty Agreement for Shooting Judgment Training Scenarios

At its meeting on July 18, 1996, the Commission authorized POST staff to look at alternative methods for producing shooting judgment scenarios, including working with other state agencies and community college systems. These scenarios would also be marketed to all enforcement agencies outside the state of California. Subsequent to that authorization, POST has joined with the California Highway Patrol to design and produce a set of force option scenarios.

POST staff and the CHP have designed an agreement for sharing royalties that may accrue from the sale of shooting judgment training scenarios. Through joint discussions, POST staff and CHP representatives have determined that future royalty accrual and distribution can best be managed by an agreement between POST and the CHP. The agreement would specify the following:

1. POST and the CHP will share equally in any royalties accrued from out-of-state sales;
2. Separate accounts for POST and the CHP will be created with each vendor;
3. The contracts with the hardware vendors will be negotiated by POST staff for both POST and the CHP; and
4. POST will have advance approval of all sales to out-of-state agencies.

MOTION - del Campo, second - Hunt, carried unanimously to authorize the Executive Director to enter into an agreement with the California Highway Patrol regarding the management and distribution of any royalties that accrue from the sale of video scenarios to out-of-state law enforcement agencies.

L. Approval of Request for Contract Services in conjunction with *POST Entry-Level Dispatcher Selection Test Battery*

At its January 1997 meeting the Commission acted to make the *POST Entry-Level Dispatcher Selection Test Battery* available at no cost to agencies in the POST Public Safety Dispatcher Program as of July 1, 1997. The July 1, 1997 date coincides with the effective date of Commission Regulation 1018(c)(4), which requires that verbal, reasoning, memory, and perceptual abilities measured by the test battery be assessed as part of the selection process for entry-level dispatchers.

The test battery has been available to agencies in the POST Dispatcher Program on a pay-for-use basis since January 1996. Cooperative Personnel Services (CPS) has performed the same services under this arrangement that would be performed under the proposed contract between POST and CPS for Fiscal Year 1997/98 (i.e., printing and distribution of all test materials).

The proposed contract is for an amount not to exceed \$116,354.30. The amount assumes that the test battery will be used by approximately two-thirds of the 344 agencies in the POST Dispatcher Program during the 1997/98 Fiscal Year and that the test battery will be taken by a total of 11,500 job candidates.

MOTION - Lowenberg, second - Hunt, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with CPS for printing and distribution of the *POST Entry-Level Dispatcher Selection Test Battery* during Fiscal Year 1997/98 for an amount not to exceed \$116,354.30.

M. Report of the Finance Committee

Commissioner TerBorch, Chairman of the Finance Committee, reported that the Committee met April 23, 1997, at the Holiday Inn in Sacramento. In addition to items already addressed on the agenda, the Committee discussed the following:

1. POST's FY 97/98 budget has been approved by sub-committees of both the Assembly and the Senate. The budget remains as proposed and as reported in January. Control language relating to the Museum of Tolerance training was revised to give law enforcement agencies flexibility as to when recruit officers may be sent to the Tools for Tolerance training and to allow selected civilian employees to be trained.
2. The Committee received a briefing on reimbursable training volume and expenditures through the third quarter of this fiscal year. Reimbursement as well as revenue remain within projections.
3. A report was received that projects a possible \$12 million reserve at the end of the current fiscal year. That reserve takes into account a one-time expenditure of two months revenue in order to accommodate a "one-time 14-month revenue year." This will entail the meeting of two months expenditure obligation with cash flow money and will necessitate, as a safeguard, the maintenance of an annual \$2 million reserve.

The projections report also shows that normal ongoing expenditures currently and in the next few years exceeds revenue by \$2 million per year. The Committee is in a position where several million dollars are available for expenditures on program enhancements next year but could be in a deficit situation by FY 1999-2000.

The Committee recommended the following actions:

- a. Continue spending authority to next year to:
 - (1) Reimburse local agencies for purchase of satellite IVD systems
 - (2) Replace certain IVD systems
 - (3) Procure driver training simulator system for LAPD
 - (4) Encrypt POST satellite broadcast system
- b. Direct staff to further analyze the concept of reimbursing participating agencies for back-fill costs associated with freeing officers to attend training courses, and report back to the Committee at its next meeting.

MOTION - Lowenberg, second - Anderson, carried unanimously to accept the recommendations of the Finance Committee.

4. The Alameda County Chiefs' and Sheriff's Association requested the Commission consider changing the current policy that restricts lodging reimbursement to training courses presented more than 25 miles from the work site. It was pointed out that traffic congestion in urban areas sometimes causes a less than 25-mile commute to consume two to three hours. The Committee recommended that the Commission rescind this limitation effective July 1, 1997.

There was discussion concerning the problem which exists in all major population areas throughout the State. It was suggested that a possible solution might be to hold training closer to their agencies and/or consider flexible training hours.

MOTION - Lowenberg, second - Carre, to support the recommendation of the Finance Committee. ROLL CALL VOTE - (AYE: Carre/del Campo/Lowenberg/TerBorch/Scully/Hall-Esser; NO: Anderson/Block/Campbell/Hunt/Kolender/Hawkins) MOTION FAILED

5. At its January 1997 meeting, the Commission requested a report on cost effectiveness of sole source agreements for services provided by other state agencies. Staff provided the requested information and reported that the state contracting system has changed. As a result of that change, staff signed a new contract for microfilm services with a private firm at a lower cost.
6. The Committee reviewed and recommended approval of the following proposed FY 97/98 contracts which were negotiated as authorized by the Commission in January:

Training Contracts

1. Contracts for the Management Course are proposed for the following presenters: \$325,449
 - California State University - Humboldt
 - California State University - Long Beach
 - California State University - Northridge
 - California State University - San Jose
 - San Diego Regional Training Center
2. San Diego Regional Training Center \$444,972
for support of Executive Training
(e.g., Command College, Executive Training,
and Executive Seminars)

3.	CSU Long Beach for support of the Supervisory Leadership Institute	\$540,840
4.	Department of Justice Training Center	\$1,193,380
5.	San Diego State University for 12 Satellite Video Broadcasts	\$ 68,000
6.	Alameda County District Attorney's Office and Golden West College for Case Law Update Video Production	\$ 58,000
7.	Telecourse Programs	\$550,000
8.	Master Instructor Program	\$226,947
9.	Robert Presley Institute of Criminal Investigation	\$530,000
10.	Robert Presley Institute of Criminal Investigation Instructors' Workshops	\$ 58,000
11.	Basic Narcotic, Basic Motorcycle, and Basic Academy Driver Training	\$1,576,991
12.	Labor/Management Partnerships Course	\$ 43,440
13.	Building High Performance, Inclusive Organizations Diversity Course	\$100,942
14.	Simon Wiesenthal Museum of Tolerance Diversity Training	\$1,556,000

Standards Contracts

15.	Cooperative Personnel Services for Basic Course Proficiency Exam	\$ 65,900
16.	Interagency Agreement with Cooperative Personnel Services for Entry-Level Reading and Writing Test Battery	\$113,800

17. Interagency Agreement with Cooperative Personnel Services for P.C. 832 Written Examination \$ 41,500

Administrative Contracts

18. State Controller's Office Interagency Agreement for Auditing Services \$ 85,000
19. Interagency Agreement with Teale Data Center for Computer Services \$ 65,000
20. CALSTARS Contract \$ 25,000
21. Eastman Kodak Copier Maintenance Contract \$ 16,000

MOTION - TerBorch, second - Anderson, carried by ROLL CALL VOTE to authorize the Executive Director to sign the contracts on behalf of the Commission. (ABSTAIN: #2 - Lowenberg/del Campo)

7. The Contra Costa County Police Chiefs' Association has initiated a working partnership with the following agencies for a project to design and develop a regional driver training facility and program in Contra Costa County:
- o Contra Costa County Police Chiefs' Association
 - o Contra Costa Criminal Justice Training Center - Los Medanos College
 - o Contra Costa County Risk Management Division
 - o Contra Costa County Municipal Risk Management Insurance Authority
 - o Contra Costa Community College District - Administration of Justice Advisory Board

The goal of this effort is to develop a full-service program which combines hands-on vehicle operation, simulator, interactive video, and classroom instruction to enhance skills and competency in vehicle operations.

Representatives of the Contra Costa County Police Chiefs' Association were at the Finance Committee meeting and presented a proposal for a partnership agreement and POST funding in the amount of \$500,000 to fund the purchase of two driver training simulator systems. The Association proposed that, if the Commission approved, they will assume all costs of installation, maintenance, and upgrades as well as costs of operation of the equipment as part of the training program. The Association cited the following special circumstances for requesting approval:

- o Accessibility to Northern California Police Agencies
- o Accredited POST Driving Instructors/Curriculum Since 1994
- o Designated Simulator Site and Accommodations
- o Incorporates ACR 58 Study Committee Recommendations
- o Multi-Jurisdictional Funding Partnership
- o No Request for Operation/Maintenance or Upgrade Funding
- o Consistent with POST Strategic Plan

The Finance Committee recommended approval of the proposal and congratulated the Association on the quality and scope of its presentation.

MOTION - TerBorch, second - del Campo, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to enter into a contract with public entities in Contra Costa County for the purchase of the requested equipment not to exceed \$500,000, subject to verification that all other partners are on line with the physical modification, operation, and maintenance funding.

The Committee recommended that staff review the feasibility of a mobile driver simulator program for use in outlying areas of the state and report back at the July meeting.

LONG RANGE PLANNING

N. Commissioner Block report that the Committee met on March 17, 1997 in Monterey Park. In addition to items already addressed on the agenda, the Committee discussed the following:

1. Driver Training Simulator Procurement

In January 1997, the I*SIM Corporation of Murray, Utah, wrote a letter to Governor Wilson raising a variety of concerns about the proposed LAPD procurement of a simulation system from Doron Precision Products. Members of the POST Commission received copies of the I*SIM letter.

A report describing the background and addressing concerns raised by I*SIM Corporation was reviewed by the Committee. This report was for information only and no action was required.

2. Criteria for Commission Approval of Agency Policies on Limited Level I Reserve Officers

State law and POST regulations allow for departments to submit policies to POST describing assignment restrictions for limited duty Level I reserve

officers. If the Commission approves such policies, the limited Level I reserves may exercise peace officer powers in the course of their work and be exempted from the Regular Basic Course training standard.

The Legislative Review Committee reviewed the criteria at its meeting on April 24, 1997 in Sacramento and requested that staff provide additional information and prepare a report for review at its next meeting.

3. POST Law Enforcement Consultant Classification/Compensation Study

The Committee received a report and overview regarding need perceived to enhance the minimum qualifications for this position and to seek a more competitive compensation package. There was consensus that staff should continue to work with the State Department of Personnel Administration on this matter.

4. Reserve Module D Testing Requirements

At its January 1997 meeting, the Commission directed staff to evaluate and report back regarding the appropriateness of subjecting Module D students to the same testing requirements that apply to the Regular Basic Course. Attention was drawn to the fact that the current requirement results in students being tested for training undertaken previously in Modules A, B, and C. Previous training may have been many years in the past.

Following review and discussion of a staff report, there was consensus that the testing requirements are currently found appropriate and acceptable by Module D presenters and should not be revised at this time.

LEGISLATION

O. Report of the Legislative Review Committee

Commissioner Block, Chairman of the Commission's Legislative Review Committee, reported the Committee meeting met just prior to the Commission meeting.

The Committee recommended the following positions on new legislation of interest to POST.

1. SB 350 - Training Appropriation for Violent Crimes Against Women. This bill proposes to appropriate \$2.19 million to POST for specified law enforcement training.
Position: Support in concept if amended

2. SB 366 - School Peace Officer Study. This bill would require POST to review minimum training and selection standards for school peace officers and security officers.
Position: Support if amended to provide appropriate funding
3. AB 533 - Weapons Scanning Devices. This would authorize law enforcement agencies to acquire new weapons scanning devices, preclude the public's access, and require peace officers who use these devices to complete training certified by POST.
Position: Neutral
4. SB 588 - Elder Abuse Training. This bill would require POST to develop elder abuse guidelines and incorporate curriculum related to these guidelines into the Basic Course.
Position: Neutral
5. SB 786 - Reserve Peace Officer Definitions. This bill proposes to (1) combine designated and non-designated reserve peace officer classifications; (2) eliminate limited Level I reserve classification; (3) authorize Levels II and III reserves to perform certain limited duties while working alone; and (4) eliminate the required continuous field training program for Level II reserves.
Position: (I) Oppose unless amended: reimbursement provision should be removed as well as provision for POST to promulgate guidelines.
6. AB 870 - Elder Abuse: Law Enforcement Training. This bill proposes mandated training for law enforcement.
Position: Neutral
7. SB 923 - Traumatic Brain Injury Fund. This bill proposes to eliminate the present \$500,000 cap on revenue to the Traumatic Brain Injury Fund and redistribution of excess revenue to the other state penalty funds, including the POTF.
Position: Oppose
8. SB 951 - Peace Officers: Franchise Tax Board. This bill provides that designated employees are peace officers provided that the primary duty is the enforcement of specified provisions of the Revenue and Taxation Code.
Position: Neutral
9. SB 1213 - Peace Officers: Santa Clara County Correctional Officers. This bill would create a new category of peace officer specifically for Santa Clara County.

9. SB 1213 - Peace Officers: Santa Clara County Correctional Officers. This bill would create a new category of peace officer specifically for Santa Clara County.
Position: Oppose
10. AB 1398 - Washoe Tribal Law Enforcement. This bill would extend peace officer powers (not status) to members of the Washoe Tribal Police.
Position: Neutral
11. AB 1468 - Reserve Peace Officers: Firearms - POST Reimbursement. This bill authorizes a police chief or sheriff to issue concealed weapons permits to certain reserve peace officers and authorize POST reimbursement for the training of reserve peace officers.
Position: Oppose
12. AB 1496 - Public Safety Training Act of 1997. This bill would establish the Public Safety Training Facilities Fund and the Public Safety Regional Training Facilities Board of Directors to implement the regional public safety skills centers concept.
Position: Support

The Committee reviewed the "approval criteria" for law enforcement agency policies for use of limited Level I reserve peace officers and requested that staff provide additional information and report back at the July meeting.

MOTION - del Campo, second - Kolender, carried unanimously to approve the recommendations of the Legislative Review Committee.

OLD/NEW BUSINESS

P. Report of Nominating Committee for Election of Officers

Commissioner Block, Chairman of the Nominating Committee, reported the Committee recommended the following nominations for the upcoming year:

- o Chair, Jody Hall-Esser
- o Vice-Chair, Collene Campbell

MOTION - TerBorch, second - del Campo, carried unanimously to approve the recommendations of the Nominating Committee.

ANNOUNCEMENTS

Commissioner Hunt reported that POST recently held a Training Needs Assessment workshop at Lake Arrowhead for southern California law enforcement agencies. He expressed appreciation to staff for an extremely well done and beneficial meeting.

ADJOURNMENT

Chairman Hall-Esser closed the meeting in a moment of silence in honor of those officers who have been killed in the line of duty since the last Commission meeting.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

July 17, 1997 - Hyatt Regency - Irvine

November 6, 1997 - Mission Inn - Riverside

January 22, 1998 - Sheraton Newport - Newport Beach

April 16, 1998 - Piccadilly Inn - Fresno

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083**COMMISSION MEETING MINUTES**

June 16, 1997

Hyatt Regency Hotel

Irvine, CA

The Commission meeting was called to order at 10:10 a.m. by Chair Jody Hall-Esser.

Chair Hall-Esser led the flag salute.

WELCOME NEW COMMISSIONER

Thomas J. Knutson, Ph.D., Professor of Communication Studies, CSU Sacramento, was welcomed as a new Commissioner.

ROLL CALL OF COMMISSION MEMBERS**Commissioners Present:**

David C. Anderson
Collene Campbell
Michael T. Carre
Philip del Campo, Ph.D.
Jody Hall-Esser
Ted Hunt
Thomas J. Knutson, Ph.D.
William B. Kolender
Ronald E. Lowenberg
Rick TerBorch

Commissioners Absent:

Sherman Block
Daniel E. Lungren
Jan Scully

Staff Present:

Kenneth J. O'Brien, Executive Director
Glen Fine, Deputy Executive Director
Hal Snow, Assistant Executive Director
Lou Maderia, Law Enforcement Consultant, Training Program Services Bureau
Vera Roff, Administrative Assistant

Visitors Present:

Mark Billings, Orange County Sheriff's Department
Jay Clark, Committee on Strategic Plan Implementation
Skip Murphy, Committee on Strategic Plan Implementation
Bob Norman, Committee on Strategic Plan Implementation
Darrell Poncy, Orange County Sheriff's Department

HONORING FORMER COMMISSIONERS

Chair Hall-Esser presented gavels and plaques prepared in appreciation for outstanding public service and dedication to law enforcement as a Commissioner to:

- o Manuel E. Ortega, who served from December 1991 to April 1997 and who served as Chairman from April 1996 to April 1997.
- o Devallis Rutledge, who served from January 1992 to February 1997 and who served as Chairman from April 1995 to April 1996.

REPORT ON STRATEGIC PLAN

This special Commission meeting was held for the sole purpose of reviewing the POST Strategic Plan prior to its submittal to the Governor's Office by July 1, 1997.

A. Presentation of Proposed POST Strategic Plan

POST Executive Director Kenneth J. O'Brien presented highlights of the Strategic Plan which has been in the making for more than two years. The Plan, which outlines seven strategic goals and 60 objectives, parallels that which was recommended in the document *Beyond 2000: Making a Bold Adjustment*. The seven strategic goals that will guide POST for the next five years include:

1. Increase Standards and Competencies
2. Maximize Training Delivery
3. Establish Partnerships
4. Ensure Adequate Resources
5. Establish a Clearinghouse Information Service
6. Ensure Quality Services to our Clients
7. Value Our Employees

The Strategic Plan will provide direction for POST in its continuing efforts to ensure that California has qualified and competent peace officers as a result of effective selection, training, and leadership.

Implementation of the goals and objectives in the plan will require changes in POST's current organizational structure, practices, and processes in order to meet both current and new responsibilities and will require Commission approval. Hal Snow, Assistant Executive Director, who has had the lead responsibility for development of the Strategic Plan, has also been assigned the lead role in the development of the Implementation Plan. The Implementation Plan will be presented for approval at the November Commission meeting.

Following discussion, several wording changes were suggested which will be incorporated in the draft before submittal to the Governor's Office. Commissioner Knutson suggested adding clarification in the Mission Statement to indicate that POST generates as well as disseminates information in its advocacy role.

The Executive Director expressed appreciation to Hal Snow for his leadership in the development of the plan, for staff's enthusiasm and dedication in the development of the Strategic Plan, and also for Lou Maderia, Law Enforcement Consultant, who prepared the computer-based presentation.

B. Public Comments

Robert Norman, who served as Chairman of the Strategic Planning Steering Committee, expressed his appreciation for the excellent job done by staff in incorporating the *Beyond 2000: Making a Bold Adjustment* into the Strategic Plan and thanked the Commission for the continuing opportunity to assist in the development of the implementation plan.

The Commission expressed deep gratitude for the time and energy Chief Norman and other members of the Strategic Planning Steering Committee expended in the development of *Beyond 2000: Making a Bold Adjustment*.

MOTION - del Campo - second - Hunt, carried unanimously to send a letter to members of the Strategic Planning Steering Committee thanking them for their participation and advising them of the adoption of the Strategic Plan.

MOTION - Kolender - second - Lowenberg, carried unanimously to prepare a resolution for Robert Norman commending him for his service to law enforcement as Chairman of the Strategic Planning Steering Committee.

C. Commission Action/Approval of Strategic Plan

MOTION - Kolender - second - TerBorch, carried unanimously to adopt the POST Strategic Plan and forward it to the Governor's Office by July 1, 1997.

D. Old/New Business

- o Commissioner Hunt suggested that the Commission invite Gordon Graham, a Lieutenant with the California Highway Patrol, to address the Commission at a special session on issues of police liability. Lt. Graham is a well-known instructor on legal and other topics for law enforcement. Following discussion, there was consensus to invite Lt. Graham to address the Committee on Strategic Plan Implementation prior to requesting his appearance at a special Commission meeting.

- o Chair Hall-Esser suggested the Commission have an informal meeting prior to the next Commission meeting to discuss issues concerning victims and to consider addressing those issues in the Strategic Plan.

MOTION - Campbell, second - Carre, carried unanimously to adjourn the meeting at 11:05 a.m.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Course Certification/Decertification Report		Meeting Date July 17, 1997
Bureau Training Delivery & Compliance Bureau	Reviewed By Ronald T. Allen, Chief	Researched By Rachel S. Fuentes
Executive Director Approval <i>Kenneth J. Brown</i>	Date of Approval 6-26-97	Date of Report June 23, 1997
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 for details) <input checked="" 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 April 24, 1997 Commission meeting:

CERTIFIED

Course Title	Presenter	Course Category	Reimbursement Plan	Annual Fiscal Impact
1. Bicycle Patrol	Napa Valley College	Technical	IV	\$ 2,000
2. Firearms Tactical Rifle	Santa Clara P.D.	Technical	IV	10,000
3. COPPS-Personnel Strategies	Sacramento P.D.	Technical	IV	6,300
4. Training Conference	WeTip, Inc.	Technical	N/A	-0-
5. Arrest & Firearms - IVD	Sacramento PSC	P.C. 832	N/A	-0-
6. Arrest & Firearms - IVD	Allan Hancock Col.	P.C. 832	N/A	-0-
7. Child Abduction Inv., Adv.	CA D.A. Assn.	Technical	IV	300
8. Haz Materials - Operations	Culver City P.D.	Technical	IV	1,320
9. Armorer School - Auto Upd.	San Joaquin Co. S.D.	Technical	IV	4,000
10. Firearms/Sub-Machine Gun Instructor	San Joaquin Co. S.D.	Technical	IV	6,000
11. Rifle Marksmanship & Sniper	Los Angeles Co. P.D.	Technical	IV	4,207
12. Crime Analysis - Expanded Application	Oxnard P.D.	Technical	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>
13.	Team Building Workshop	Chiat Gladfelter	TBW	III	\$ 7,935
14.	Firearms/Semi-Auto Rifle	San Diego S.D.	Technical	IV	7,128
15.	Skills & Knowledge Modular Training	Tracy P.D.	Technical	IV	7,200
16.	Reserve Training Modules A & B	Long Beach P.D.	Reserve Trng.	N/A	-0-
17.	Canine/SWAT Deployment	West Covina P.D.	Technical	IV	10,746
18.	Drug Influence - 11550 H&S	Porterville LETC	Technical	IV	2,100
19.	Bicycle Patrol	San Francisco P.D.	Technical	IV	3,600
20.	Personnel Skills - Supervisor	Hayward P.D.	Supv. Trng.	IV	980
21.	Supervisory Update	Hayward P.D.	Supv. Trng.	IV	480
22.	Skills & Knowledge Modular Training	Union City P.D.	Technical	IV	4,800
23.	Defensive Tactics Update	Shasta College	Technical	IV	1,320
24.	Supervisory Update	Santa Rosa T.C.	Supv. Trng.	IV	960
25.	Baton/Impact Weapon Instr.	San Diego Co. S.D.	Technical	IV	9,600
26.	Defensive Tactics Instr. Upd.	Chula Vista P.D.	Technical	IV	2,200
27.	Civil Procedures, Advanced	Riverside S.D.	Technical	IV	4,262
28.	Supervisory Update	Fullerton College	Supv. Trng.	IV	1,880
29.	Incident Command System	Imperial Valley Col.	Mgmt. Trng.	IV	4,800
30.	Drug Alcohol Recognition (DAR) Train theTrainer	Orange Co. S.D.	Technical	IV	1,440
31.	Community Oriented Policing	Petaluma P.D.	Technical	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>
32.	Rifle Marksmanship & Sniper, Adv.	Huntington P.D.	Technical	IV	\$ 1,440
33.	Sexual Assault Inv.	Fresno P.D.	Technical	IV	42,000
34.	Instructor Development	San Bernardino S.D.	Technical	IV	6,912
35.	Firearms/Tactical Handgun	Mammoth Lakes P.D.	Technical	IV	384
36.	CCI-Forensic Statistics	CCI	Technical	IV	1,920
37.	Drug Asset Forfeiture-Support Staff	Calif D.A. Assn.	Technical	IV	200
38.	Advanced Officer	DMV, Div. of Inv.	Technical	IV	-0-
39.	Violence Suppression Inv.	DOJ Training Center	Technical	IV	1,280
40.	Dev. Disabled Contact-Instr.	Critical Focus	Technical	III	36,586
41.	Managing the Dispatch	Justice Training Inst.	Mgmt. Trng.	III	84,000
42.	Drug Influence- 11550 H&S	Lompoc P.D.	Technical	IV	2,460
43.	Rifle Marksmanship & Sniper	Bakersfield P.D.	Technical	IV	2,730
44.	Arrest & Control Tech. - Instr.	Los Angeles P.D.	Technical	III	22,800
45.	West Point Leadership Progm.	Los Angeles P.D.	Mgmt. Trng.	III	136,166
46.	CP8 - Special Issues	Sacramento City Col.	BC - Transition	N/A	-0-
47.	Dispatcher, Med. Emerg., PS	Arcata P.D.	Technical	IV	200
48.	Managing the E.M.D. Unit	Arcata P.D.	Mgmt. Trng.	IV	100
49.	School Peace officer - P.C. 832.2	Victor Valley College	Technical	IV	-0-
50.	Training Conference	Imperial Co. Office of Education	Technical	N/A	-0-
51.	Canine Handler Update	State Center RTF	Technical	IV	2,925

CERTIFIED (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
52.	Defensive Tactics Instructor	State Center RTF	Technical	IV	\$ 10,500
51.	Reserve Training, Module D	San Diego RPSTI	Basic-Reserve Format	N/A	-0-
52.	Instructor Development	Los Medanos College	Technical	IV	9,620
53.	Traffic Collision/Vehicle Dynamics	Los Angeles P.D.	Technical	IV	3,600
54.	Bloodstain Pattern Analysis, Adv.	San Jose P.D.	Technical	IV	720
55.	Bloodstain Pattern Analysis, Basic	San Jose P.D.	Technical	IV	1,200
56.	Interview and Interrogation	San Jose P.D.	Technical	IV	7,000
57.	Rifle Marksmanship & Sniper Adv.	Alameda Co. S.D.	Technical	IV	7,500
58.	Defensive Tactics Update	South Bay RTC	Technical	IV	2,700
59.	Skills & Knowledge Modular Training	Monterey P.D.	Technical	IV	-0-
60.	Skills & Knowledge Modular Training	Butte Co. S.D.	Technical	IV	1,248
61.	Skills & Knowledge Modular Training	Yreka P.D.	Technical	IV	9,975
62.	Traffic Collision - R.R. Crossing	Burlington Northern Santa Fe R.R.	Technical	N/A	-0-
63.	Special Weapons & Tactics	Sonoma Co. S.D.	Technical	IV	800
64.	Narcotic Unit Supervision	Calif. Narcotic Ofcr. Association	Supv. Trng.	III	36,000

CERTIFIED (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
65.	Pedestrian/Bike Accident	Anaheim P.D.	Technical	IV	\$ 2,400
66.	Team Building Workshop	Parker Resources	TBW	III	6,200
67.	Dispatcher, PS	Sacramento P.D.	Dispatcher, PS	IV	-0-
68.	Radar Operator	Bakersfield P.D.	Technical	IV	2,009
69.	Spanish for L.E., Part II	Ventura P.D.	Technical	N/A	-0-
70.	Spanish for L.E., Part III	Ventura P.D.	Technical	N/A	-0-
71.	Armorer School - Double Action Auto	Placentia P.D.	Technical	IV	8,000
72.	Civil Process	Los Angeles S.D.	Technical	IV	2,400
73.	Domestic Violence Prosecution	Calif. D.A. Assn.	Technical	IV	1,113
74.	Juvenile Law Enforcement	South Bay RTC	Technical	III	51,840
75.	School Resource Officer	Sacramento PSC	Technical	IV	4,608
76.	Court/Custody Handling	Los Angeles S.D.	Technical	IV	10,560
77.	Bicycle Patrol	Port Hueneme P.D.	Technical	IV	480
78.	Fire Investigation 1-A	Rancho Santiago Col.	Technical	IV	-0-
79.	Critical Incident Stress Debriefing	Quinn-Benner	Technical	III	22,720
80.	Community Oriented Policing	CSU, Los Angeles	Technical	N/A	-0-
81.	Firearms/Tactical Rifle	Arcadia P.D.	Technical	IV	480
82.	Tactics Deliberate Entry/ Clearing	Alameda Co. S.D.	Technical	IV	24,930

83. - 114. 31 additional IVD courses certified as of 6-23-97. To date, 151 IVD certified presenters have been certified and 456 IVD courses certified.
- 115-116. There were two additional Proposition 115 Hearsay Evidence Testimony Course Presenters certified as of 6-23-97. Presentation of this course is generally done using a copy of POST Proposition 115 Video Tape. To date, 294 presenters of Proposition 115 have been certified.
- 117-118. There were two additional Telecourses certified as of 6-23-97. To date, 387 Telecourse presenters have been certified.

DECERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
1.	Haz. Materials-First Responder	Chowchilla P.D.	Technical	IV
2.	Advanced Officer	Mendocino College	AO	IV
3.	Supervisors As Communicator	Justice Training Institute	Supv. Trng.	III
4.	Property Management	Napa Valley College	Technical	IV
5.	Firearms/Tactical Handgun	Mammoth Lakes P.D.	Technical	IV
6.	Requalification - BC	Sacramento PSC	Technical	IV
7.	Victim Contact Skills	Sacramento PSC	Technical	IV
8.	Haz. Materials - Operations	Sacramento PSC	Technical	IV
9.	Death Investigation	Sacramento PSC	Technical	IV
10.	Criminal Inv. - Medical Board	Sacramento PSC	Technical	IV
11.	Detective Orientation	Sacramento PSC	Technical	IV
13.	Photography, Adv.	Sacramento PSC	Technical	IV
14.	Traffic Collision Inv., Adv.	Sacramento PSC	Technical	IV
15.	Traffic Collision - Skidmark Analysis	Sacramento PSC	Technical	IV
16.	Traffic Collision - Reconstruction	Sacramento PSC	Technical	III
17.	Dev. Disabled Contacts., Instr.	San Francisco P.D.	Technical	IV

DECERTIFIED (Cont.)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
18.	Sexual Harassment	Fullerton College	Technical	IV
19.	Advanced Officer	College of the Redwoods	AO	IV
20.	Legal Update	Sacramento P.D.	Technical	IV
21.	Reserve Training, Module D	Sacramento P.D.	Basic-Reserve Format	N/A
22.	Drug Influence -11550 H&S	Sacramento P.D.	Technical	IV
23.	Skills & Knowledge Modular Training	Davis P.D.	Technical	IV
24.	Problem Solving Policing	Irvine P.D.	Technical	IV
25.	Instructor Development	Golden West College	Technical	N/A
26.	Dispatchers, Telecommun.	Golden West College	Technical	IV

TOTAL CERTIFIED	<u>82</u>
TOTAL PROPOSITION 115 CERTIFIED	<u>2</u>
TOTAL TELECOURSES CERTIFIED	<u>1</u>
TOTAL IVD COURSES CERTIFIED	<u>17</u>
TOTAL DECERTIFIED	<u>26</u>
TOTAL MODIFICATIONS	<u>83</u>

2,364 Skills & Knowledge Modules certified as of 6-23-97
 456 IVD Courses as of 6-23-97
 387 Telecourses as of 6-23-97
 2,126 Other Courses certified as of 6-23-97

728 Certified Presenters

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Financial Report - Fourth Quarter 1996/97		Meeting Date July 17, 1997
Bureau Administrative Services Bureau	Reviewed By Frederick Williams	Researched By Staff
Executive Director Approval <i>Kenneth P. Quinn</i>	Date of Approval <i>July 9, 1997</i>	Date of Report July 9, 1997
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 for details) <input type="checkbox"/> No

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

This report provides financial information relative to the local assistance budget through June 30, 1997. Revenue which has accrued to the Peace Officers' Training Fund is shown as are expenditures made from the 1996-97 budget to California cities, counties and districts.

COMPARISON OF REVENUE BY MONTH - This report identifies monthly revenues which have been transferred to the Peace Officers' Training Fund. Through June 30, 1997, we received \$37,879,011. The total is \$775,011 more than originally anticipated and is \$6,718,799 (22%) more than received for the same period last fiscal year. (See Attachment 1)

NUMBER OF REIMBURSED TRAINEES BY CATEGORY - This report compares the number of trainees reimbursed this fiscal year with the number reimbursed last year. The 48,195 trainees reimbursed through the fourth quarter represents an increase of 1,619 (3%) compared to the 46,576 trainees reimbursed during the similar period last fiscal year. (See Attachment 2)

REIMBURSEMENT BY COURSE CATEGORY - These reports compare the reimbursement paid by course category this year with the amount reimbursed last fiscal year. Reimbursements for courses through the fourth quarter of \$15,164,411 represent a \$736,689 (5%) increase compared to last fiscal year. (see Attachments 3A and 3B)

SUMMARY - Fiscal year 1996/97 ended with a \$13.1 million reserve. This sum is largely attributable to: (1) bringing POST in line with State of California accrual budgeting which requires spending off the last two months of a one time 14-month revenue year (approximately \$5 million); and, (2) the infusion of \$6.1 million in budget augmentation from the Governor and the legislature.

As was reported to the Commission at its April meeting, although there are currently significant reserves in POST funds, expenditures currently exceed our baseline revenue. Therefore, these reserves will be exhausted in the next two years.

The Commission's Finance Committee will review expenditure projections and options at its meeting on July 16, 1997.

COMPARISON OF REVENUE BY MONTH

FISCAL YEARS 1995-96 AND 1996-97

MONTH	1995-96			1996-97							
	PENALTY ASSESSMENT FUND	OTHER	CUMULATIVE TOTAL	CUMULATIVE MONTHLY ESTIMATE	PENALTY ASSESSMENT FUND	TRANSFER FROM DT PAF ***	OTHER *	TOTAL	% OF EST	CUMULATIVE TOTAL	% OF EST
JUL	\$2,468,334	\$3,371	\$2,471,705	\$3,055,333	\$2,949,499	\$418,485	\$17,371	\$3,385,355	110.80%	\$3,385,355	110.80%
AUG	2,862,613	15,199	5,349,517	6,110,666	2,383,405	492,252	-9,197 **	2,866,460	93.82%	6,251,815	102.31%
SEP	2,409,839	8,653	7,768,009	9,165,999	2,623,487	541,853	10,492	3,175,832	103.94%	9,427,647	102.85%
OCT	2,539,486	11,431	10,318,926	12,221,332	2,572,472	531,326	10,230	3,114,028	101.92%	12,541,675	102.62%
NOV	2,246,004	19,665	12,584,595	15,276,665	2,499,089	516,168	14,367	3,029,624	99.16%	15,571,299	101.93%
DEC	2,640,773	32,010	15,257,378	18,331,998	2,699,270	557,515	10,172	3,266,957	106.93%	18,838,256	102.76%
JAN	2,472,777	240,337	17,970,492	21,607,331	2,489,548	514,198	257,848	3,261,594	99.58%	22,099,850	102.28%
FEB	2,514,104	30,716	20,515,312	24,662,664	2,370,382	489,586	23,684	2,883,652	94.38%	24,983,502	101.30%
MAR	2,388,904	19,923	22,924,139	27,717,997	2,384,370	492,475	32,813	2,909,658	95.23%	27,893,160	100.63%
APR	2,693,237	26,681	25,644,057	30,773,330	2,603,141	537,630	31,790	3,172,561	103.84%	31,065,721	100.95%
MAY	2,487,614	16,241	28,147,912	33,828,663	2,648,209	541,634	20,631	3,210,474	105.08%	34,276,195	101.32%
JUN	2,786,099	226,201	31,160,212	37,104,000	2,778,534	573,857	250,425 ****	3,602,816	110.00%	37,879,011	102.09%
TOTAL	\$30,509,784	\$650,428	\$31,160,212	\$37,104,000	\$31,001,406	\$6,206,979	\$670,626	\$37,879,011	102.09%	\$37,879,011	102.09%

* - Includes \$173,478 from coroner permit fees (per Ch 990/90)

** - Net difference of incorrectly reported PY revenue and CY July and August revenue

*** - Per Section 24.10, Budget Act of 1996

**** - Includes estimate for interest income

COMMISSION ON POST

NUMBER OF REIMBURSED TRAINEES BY CATEGORY

JUNE

COURSE	1995-96			1996-97		
	Actual Total For Year	Actual July-June	% of Total	Projected Total For Year	Actual July-June	% of Projection
Basic Course	2,082	2,082	100%	2,200	1,963	89%
Dispatchers - Basic	347	347	100%	350	370	106%
Advanced Officer Course	3,966	3,966	100%	4,000	2,498	62%
Supervisory Course (Mandated)	497	497	100%	500	651	130%
Management Course (Mandated)	269	269	100%	300	295	98%
Executive Development Course	324	324	100%	400	318	80%
Supervisory Seminars & Courses	3,331	3,331	100%	3,400	3,246	95%
Management Seminars & Courses	1,898	1,898	100%	2,000	1,874	94%
Executive Seminars & Courses	500	500	100%	500	493	99%
Other Reimbursement	0	0	0%	0	0	0%
Tech Skills & Knowledge Course	32,308	32,308	100%	33,000	35,456	107%
Field Management Training	8	8	100%	10	32	320%
Team Building Workshops	583	583	100%	650	590	91%
POST Special Seminars	419	419	100%	450	318	71%
Approved Courses	44	44	100%	50	91	182%
TOTALS	46,576	46,576	100%	47,810	48,195	101%

COMMISSION ON POST

REIMBURSEMENT BY COURSE CATEGORY

COURSE	1995-96		1996-97	
	Total For Year	Actual July-June	Actual June	Actual July-June
Basic Course	\$1,958,399	\$1,958,399	\$183,706	\$1,884,057
Dispatchers - Basic	279,521	279,521	35,905	262,556
Advanced Officer Course	229,914	229,914	13,236	146,502
Supervisory Course (Mandated)	291,535	291,535	46,133	428,675
Management Course (Mandated)	249,210	249,210	25,567	294,217
Executive Development Course	226,686	226,686	15,101	248,407
Supervisory Seminars & Courses	1,321,727	1,321,727	106,527	1,249,857
Management Seminars & Courses	562,512	562,512	80,281	651,878
Executive Seminars & Courses	153,657	153,657	14,096	184,843
Other Reimbursement	1,391	1,391	0	0
Tech Skills & Knowledge Course	8,771,615	8,771,615	1,200,338	9,143,888
Field Management Training	2,955	2,955	819	17,675
Team Building Workshops	262,538	262,538	54,306	295,257
POST Special Seminars	105,505	105,505	16,868	89,927
Approved Courses	10,557	10,557	936	12,341
Training Aids Technology	0	0	73,407	254,331
TOTALS	\$14,427,722	\$14,427,722	\$1,867,226	\$15,164,411

COMMISSION ON POST

SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	FY 1995-96 Total	1995-96 July-June	1997 June	1996-97 July-June
Resident Subsistence	\$7,439,571	\$7,439,571	\$1,004,439	\$8,156,648
Commuter Meal Allowance	\$964,544	964,544	\$89,016	\$941,878
Travel	\$2,569,904	2,569,904	\$307,713	\$2,477,106
Tuition	\$3,453,703	3,453,703	\$392,651	\$3,334,448
Salary	\$0	0	\$0	\$0
Training Technology Assistance	\$0	0	\$73,407	\$254,331
TOTALS	\$14,427,722	\$14,427,722	\$1,867,226	\$15,164,411

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title NEW AGENCY - San Bernardino County Coroner's Department		Meeting Date July 17, 1997
Bureau Training Delivery & Compliance Bureau	Reviewed By Ronald T. Allen, Chief <i>RA</i> <i>MKB - OAC</i>	Researched By Bob Spurlock <i>B</i>
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>6-18-97</i>	Date of Report June 16, 1997
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

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

ISSUE

The San Bernardino County Coroner's Department is seeking entry into the POST Regular (Reimbursable) Program on behalf of its investigators.

BACKGROUND

The provisions of 830.35 Penal code permit the Coroner's Department to employ sworn investigators and participate in the POST Regular (Reimbursable) Program. The agency has submitted the proper documentation supporting POST objectives and regulations.

ANALYSIS

The San Bernardino County Coroner's Department has 21 full-time investigators. The agency is complying with POST Regulations. Fiscal impact for reimbursement of training costs is approximately \$10,500 per year.

RECOMMENDATION

The Commission be advised that the San Bernardino County Coroner's Department be admitted into the POST Regular (Reimbursable) Program consistent with Commission Policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title California State Fire Marshal's Office - Withdrawal from POST Specialized (non-reimbursable) Program		Meeting Date July 17, 1997
Bureau Training Delivery and Compliance Bureau	Reviewed By Ronald T. Allen, Chief <i>R.T.A.</i>	Researched By Gary Sorg <i>G.S.</i>
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval	Date of Report June 11, 1997
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 for details) <input checked="" type="checkbox"/> No

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

ISSUE

The California State Fire Marshal's Office has been merged with the California Department of Forestry as a result of a reorganization of State government. The effective date was July 1, 1996.

BACKGROUND

The Department is no longer eligible for POST membership. Documentation from State Fire Marshal Ronny Coleman has been received advising POST of that fact.

ANALYSIS

The department had four sworn officers.

This change will have no impact on the POST budget.

RECOMMENDATION

The Commission be advised that the California State Fire Marshal's Office has been removed from the POST Specialized (non-reimbursable) Program.



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

WHEREAS, Robert Norman, Chief of the Foster City Police Department, representing the California Police Chiefs' Association, served with distinction as a member of the Strategic Planning Steering Committee from August 1995 through April 1996; and

WHEREAS, Robert Norman also served as Chairman of the Strategic Planning Steering Committee; and

WHEREAS, Robert Norman was instrumental in the development of "Beyond 2000: MAKING A BOLD ADJUSTMENT", a strategic plan for the California Commission on Peace Officer Standards and Training; and

WHEREAS, Robert Norman committed himself to ensuring that the Commission's strategic plan reflects the emerging needs of California law enforcement as the profession moves into the coming century; and

WHEREAS, Robert Norman unselfishly shared his professional expertise, experience and counsel in development of POST's strategic plan, devoting countless hours to the project; and

WHEREAS, Robert Norman currently serves as a member of the Commission's Committee on Strategic Plan Implementation; and

THEREFORE BE IT RESOLVED, that the Commission on Peace Officer Standards and Training recognizes Robert Norman's contributions to the law enforcement profession and the people of the state of California; and

BE IT FURTHER RESOLVED, that the Commission on Peace Officer Standards and Training expresses its deep gratitude and sincere appreciation to Robert Norman for the time, energy and personal efforts he expended in development of "Beyond 2000: MAKING A BOLD ADJUSTMENT," a strategic plan for the California Commission on POST, and for his continuing efforts in supporting the implementation of the strategic plan.



Chairman

Executive Director

July 17, 1997



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

WHEREAS, Darrell L. Stewart served the Commission on Peace Officer Standards and Training with distinction for 25 years; and

WHEREAS, Darrell L. Stewart served as a Law Enforcement Consultant and attained the rank of Bureau Chief in 1984; and

WHEREAS, Darrell L. Stewart made many contributions to POST during his years of service; and

WHEREAS Darrell L. Stewart also served law enforcement as a member of the California Highway Patrol Academy for nine years; now

THEREFORE BE IT RESOLVED, The Commission on Peace Officer Standards and Training recognizes Darrell L. Stewart's contributions to law enforcement and the people of California; and

BE IT FURTHER RESOLVED, That the Commission does hereby commend Darrell L. Stewart for his dedicated and effective service and extends best wishes for continued success and happiness in retirement.



Chairman

Executive Director

August 1, 1997



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

WHEREAS, Robert S. Fuller served the Commission on Peace Officer Standards and Training with distinction for 14 years; and

WHEREAS, Robert S. Fuller served as a Law Enforcement Consultant and attained the rank of Bureau Chief in 1992; and

WHEREAS, Robert S. Fuller made significant contributions to POST during his years of service; and

WHEREAS, Robert S. Fuller, served as Chief of the Galt Police Department for four years; and

WHEREAS, Robert S. Fuller also served law enforcement as a member of the Pacific Grove Police Department for ten years; now

THEREFORE BE IT RESOLVED, The Commission on Peace Officer Standards and Training recognizes Robert S. Fuller's contributions to law enforcement and the people of California; and

BE IT FURTHER RESOLVED, That the Commission does hereby commend Robert S. Fuller for his dedicated and effective service and extends best wishes for continued success and happiness in retirement.



Chairman

Executive Director

September 2, 1997



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

WHEREAS, Sue Muncy has been the Executive Director of the California State Sheriffs' Association (CSSA) from July 1984 through June 1997; and

WHEREAS, Sue Muncy has developed the Association from a volunteer organization to a highly professional staff that direct a variety of self supporting programs; and

WHEREAS, Sue Muncy has continuously demonstrated outstanding leadership in representing CSSA within the law enforcement community in California; and

WHEREAS, Sue Muncy was instrumental in the development of the association's quarterly magazine, *California Sheriff*, and the implementation of STARS II, a unique communications system linking sheriffs statewide; and

WHEREAS, Sue Muncy has diligently advocated the interests of Sheriffs to POST resulting in a variety of training seminars and courses, including the innovative Office of the Sheriff program; and

NOW, THEREFORE, BE IT RESOLVED, the Commission on Peace Officer Standards and Training expresses its thanks and appreciation to Sue Muncy for all that she has done on behalf of Sheriffs and the Association during her tenure as Executive Director of the California State Sheriffs' Association; and

BE IT FURTHER RESOLVED, the Commission on Peace Officer Standards and Training extends its heartfelt best wishes to Sue Muncy on her well earned retirement.



Chairman

Executive Director

July 1, 1997



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

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WHEREAS Darrell L. Stewart also served law enforcement as a member of the California Highway Patrol Academy for nine years; now

THEREFORE BE IT RESOLVED, The Commission on Peace Officer Standards and Training recognizes Darrell L. Stewart's contributions to law enforcement and the people of California; and

BE IT FURTHER RESOLVED, That the Commission does hereby commend Darrell L. Stewart for his dedicated and effective service and extends best wishes for continued success and happiness in retirement.



Chairman

Executive Director

August 1, 1997



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STATE OF CALIFORNIA

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Chairman

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September 2, 1997



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WHEREAS, Sue Muncy has developed the Association from a volunteer organization to a highly professional staff that direct a variety of self supporting programs; and

WHEREAS, Sue Muncy has continuously demonstrated outstanding leadership in representing CSSA within the law enforcement community in California; and

WHEREAS, Sue Muncy was instrumental in the development of the association's quarterly magazine, *California Sheriff*, and the implementation of STARS II, a unique communications system linking sheriffs statewide; and

WHEREAS, Sue Muncy has diligently advocated the interests of Sheriffs to POST resulting in a variety of training seminars and courses, including the innovative Office of the Sheriff program; and

NOW, THEREFORE, BE IT RESOLVED, the Commission on Peace Officer Standards and Training expresses its thanks and appreciation to Sue Muncy for all that she has done on behalf of Sheriffs and the Association during her tenure as Executive Director of the California State Sheriffs' Association; and

BE IT FURTHER RESOLVED, the Commission on Peace Officer Standards and Training extends its heartfelt best wishes to Sue Muncy on her well earned retirement.



Chairman

Executive Director

July 1, 1997

M e m o r a n d u m**DATE:** July 2, 1997

TO: POST Commissioners
POST Advisory Committee
Law Enforcement Associations

FROM: RICK TER BORCH, Chairman
Committee on Strategic Plan Implementation
Commission on Peace Officer Standards and Training

SUBJ: UPDATE ON STATUS OF POST'S STRATEGIC PLAN AND IMPLEMENTATION

POST's Strategic Plan was approved by the full Commission at its special meeting June 16 in Irvine. This culminates two years of effort by POST's Strategic Planning Steering Committee chaired by Chief Robert Norman. The plan has been submitted to the Governor's Office and approval is expected soon. An attractive power point presentation on the plan has been developed that depicts its highlights and is available from POST's area consultants.

With the first hurdle past, POST has turned its full attention to implementation and developing a Strategic Implementation Plan. The Commission has set an initial review for its November 1997 meeting. The plan will contain proposed action steps for achieving each of the 60 objectives, time schedule for beginning and completion, recommendations for priorities in implementation, and bureau assignments for each objective. Plans are underway to secure law enforcement and constituent feedback prior to Commission consideration.

Some objectives by their nature have already begun to be studied and implemented. For example, an on-going POST staff employee performance appraisal system has been implemented and all employees will have been evaluated by July 15, 1997. POST has instituted the use of a computer software project program (Microsoft Project) that will establish routine updating of the Strategic Plan projects' status in relation to specific action steps of each objective. Since all POST staff have access to POST's interconnected computer system, internal communication about the status of each objective will be enhanced.

Organizational issues that were identified in the *Beyond 2000: Making a Bold Adjustment* document are now being addressed to facilitate implementation of the Strategic Plan. A revised organization structure for the POST Executive Office, involving three divisions, has been implemented. The bureau structure is in the process of being studied with a view toward assessing organizational capabilities and implementation of the Strategic Plan. Improved staff training and continued staff involvement in the plan's implementation have been put into effect. A team building workshop for POST managers has been scheduled for early October that should facilitate improved relationships and communications. In addition, plans are underway to conduct staff training on the use of self-directed work teams which will assist in implementing some of the objectives.

The Commission and staff are energized by the plan and its potential. While challenging, it represents a fresh, new direction into the next century. As always, we continue to solicit the advice and input from our partners and constituents.

Regulation 1018 establishes the Public Safety Dispatchers Program and sets forth selection and training standards for dispatchers. Regulation 1001(w) defines Public Safety Dispatchers. Evidence exists of misunderstanding or confusion as to whether the standards apply when peace officer employees may be assigned to the dispatch function and the applicability of standards to certain part-time employees.

The Commission discussed these modifications and clarification language at the April 24, 1997 meeting and approved, subject to the public notice process, the requested clarifications to Commission Regulation 1018 and Commission Procedure D-1. The public was subsequently notified in Bulletin 97-10 about the proposed changes that had been discussed and approved on April 24, 1997.

On June 17, 1997 the Commission received notice, pursuant to Government Code 11346.8, that Shasta College was requesting that the matter be heard in a public hearing. On June 23, 1997, Hartness College also wrote and requested a public hearing. That hearing has been scheduled for July 17, 1997.

ANALYSIS:

The Commission has established Regular Basic Course definitions and specific requirements that describe several delivery formats and testing and training requirements for the *Transition Program-Pilot Project* and the Reserve Format. They are contained in Procedure D-1-3.

During a series of recent reviews and discussions with our pilot presenters and CADA it was concluded that Basic Course format definitions should be revised. POST legal counsel has concluded that current language construction defines enrollment in Part 1 and Module A as Basic Course enrollment invoking Penal Code 13511.5. Current language construction for Module A conflicts with Penal Code 832. In Part 1 current language specification conflicts with the original intent of prerequisite training for the basic course. The fingerprint issue is creating hardship on the presenters and the students in terms of financial and program management, and is unnecessary prior to enrollment in Part 2. There is the potential for several years to pass between enrollment in Part 1 and enrolling in Part 2. Additionally, there is no mechanism for DOJ to report any criminal history information to anyone after submission of initial clearance.

For these reasons the following regulatory language changes are proposed for Commission Procedure D-1:

- o Clarification language outlining that Reserve Modules A, B, and C are required prerequisite training for admission to Module D, and that completion of Module constitutes satisfaction of the regular basic course training requirement.
- o Clarification language defining that Part 1 of the *Transition Program-Pilot Format* is series of POST-certified courses delivered by community colleges and

that Part 1 is required prerequisite training for admission to a POST comprehensive examination and Part 2. Completion of Part 2 constitutes satisfaction of the basic course training requirement. Part 2 is delivered by an academy.

- o Clarification language for testing and training requirements to apply to courses that POST has certified for presentation in the *Transition Program-Pilot Format* and reiterating the language clarification about Part 1 and Part 2 requirements.
- o Clarification language regarding eligibility to take the POST Comprehensive Examination and a required official copy of the trainee's college transcripts indicating successful completion of all AJ/CJ courses in Part 1 as defined in regulation.

Included in Attachment A under this agenda tab are the specific regulatory language changes proposed to D-1. All current conditions and certifications for the *Transition Program-Pilot Format* and Reserve format remain unchanged. The proposed language changes will provide a resolution to the issues while maintaining Commission control over the certified courses in Part 1 and the Reserve format. The proposed changes to Procedure D-1 were jointly developed by the presenters, CADA, and POST staff.

Regulation 1018 describes selection and training requirements for Public Safety Dispatchers. It appears that in many instances, agency personnel are either unaware that the Public Safety Dispatcher position subject to the requirements is defined in Regulation 1001(w), or are confused by the definition. This generates questions related to whether employed peace officers must complete the Public Safety Dispatcher Course before being assigned dispatcher duties, and whether standards apply to part-time telephone call takers.

It is proposed that Commission Regulation 1018 be modified to provide express language clarifying the applicability of standards to all part time dispatch or call taker employees and exemption from these standards for employed regular peace officers assigned to dispatcher duties. Proposed language is consistent with the definition in Regulation 1001(w) and is enclosed as Attachment B.

As previously noted, the Commission approved the above changes at its April 1997 meeting, subject to the results of a public notice. Shasta and Hartness Colleges, both Transition Program-Pilot Format presenters have asked for a public hearing. Letters from both colleges are included as Attachment C.

Dave Wright from Shasta College and Leslie Buckalew from Harness College have written and are concerned with that portion of the proposed changes that redefine Part 1 of the Transition Program-Pilot Project. They believe that Part 1 should remain defined as the Basic Course in order to avoid adverse impact on Part 1 students who have been told that they are enrolled in the

Basic Course. Staff believes, and has communicated to both Mr. Wright and Dr. Buckalew, that students would remain in a prerequisite program that will satisfy a portion of the Basic Course and that they will suffer no loss of status or opportunity as a result of the proposed redefinition language changes proposed for Commission action.

Mr. Wright has written a subsequent letter including detailed basis for his objection to the proposed regulation change. A copy of that letter and staff's response is found in Attachment D.

RECOMMENDATION:

Subject to the results of the public hearing, it is recommended that the changes set forth in the report be adopted. If approved, changes would go into effect December 1, 1997, subject to approval of the Office of Administrative Law.

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-1

BASIC TRAINING

Purpose

1-1. Basic Training Specifications: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(a) and that portion of the Reserve Officer Minimum Standards established in Section 1007(b) of the Regulations which relate to Basic Training. Basic Training includes the Regular Basic Course, District Attorney Investigators' Basic Course, Specialized Investigators' Basic Course, Public Safety Dispatchers' Basic Course, and Coroners' Death Investigation Course.

Training Requirements

1-2. Requirements for Basic Training: The minimum standards for basic training are described in sections 1-3 to 1-7. The Law Enforcement Code of Ethics shall be administered to students taking the Regular Basic Course, District Attorney Investigators' Basic Course, and Specialized Investigators' Basic Course. Requirements for certification and presentation of these courses are specified in Regulations 1052 through 1056. Instructional methodology is at the discretion of individual course presenters unless specified otherwise in an incorporated training specification document developed for the course.

1-3. Regular Basic Course Definitions and Requirements: The terms used to describe testing and training requirements are defined in Section 1-3(a). Testing and training requirements vary by delivery format and are described in Section 1-3(b), *standard format*; Section 1-3(c), *reserve format*; and Section 1-3(d), *transition program-pilot format*. Requirements for reporting successful course completion are contained in Commission Regulation 1055(i).

(a) Regular Basic Course Terminology

- (1) **Learning Domain.** An instructional unit that covers related subject matter. Training specifications for each learning domain include instructional goals, topics, and hourly requirements. Training specifications for a domain also may include learning activities and testing requirements.
- (2) **Instructional Goal.** A general statement of the results that instruction is supposed to produce.
- (3) **Topic.** A word or phrase that succinctly describes subject matter associated with an instructional goal.
- (4) **Learning Activity.** An activity designed to achieve or facilitate one or more instructional goals. Students participating in a learning activity may be coached and/or provided feedback, but unlike tests, learning activities are not graded on a pass-fail basis.

- (5) **Academy.** A state or local government agency that is capable of presenting all components of the *Training Specifications for the Regular Basic Course* and meeting the requirements for POST course certification as specified in Regulations 1051-1054. Only academies may present a POST-certified Regular Basic Course in the *standard format*, or Module D in the *reserve format*, or part 2 in the *transition program-pilot format*.
- (6) **Delivery Formats.** The formats for delivering the Regular Basic Course include the *standard format*, the *reserve format*, and the *transition program-pilot format*.
- (A) **Standard Format.** The Regular Basic Course is delivered in a one-part instructional sequence. Testing and training requirements are prescribed in Section 1-3(b). Except as provided for in Section 1-3(b)(9), the course shall be delivered by a single academy.
- (B) **Reserve Format.** ~~The Regular Basic Course is delivered in a four-part instructional sequence consisting of reserve training modules A, B, C, and D. Modules A, B, and C, as set forth in Regulation 1007 are required prerequisite training for admission to Module D. Completion of Module D constitutes satisfaction of the Regular Basic Course training requirement. Except as provided for in Section 1-3(b)(9) the Module D course shall be delivered by a single academy.~~ Testing and training requirements are prescribed in Section 1-3(c). ~~Module D is instruction delivered by an academy.~~
- (C) **Transition Program-Pilot Format.** ~~Part 1 is a series of POST-certified Administration of Justice (AJ) or Criminal Justice (CJ) courses. The Regular Basic Course is delivered in a two-part instructional sequence. Part 1 is a series of administration of justice (AJ) or criminal justice (CJ) courses delivered by a California community college. Part 1 is required prerequisite training for admission to a POST comprehensive examination and part 2. Completion of part 2 constitutes satisfaction of the Regular Basic Course training requirement.~~ Part 2 is instruction delivered by an academy. Testing and training requirements are prescribed in Section 1-3(d).

(a)(7) through (c)(I) continued

(d) **Testing and Training Requirements for the Transition Program-Pilot Format**

The testing and training requirements in this section apply to ~~the courses~~ Regular Basic Courses that POST has certified for presentation in the ~~two-part~~ *transition program-pilot format* [defined in Section 1-3(a)(6)(C)]. Successful completion of part 1 ~~is a required prerequisite for admission to a comprehensive examination~~ and part 2, ~~fulfills the requirements for the Regular Basic Course.~~ Completion of part 2 constitutes satisfaction of the Regular Basic Course training requirement.

(d)(1) through (d)(10) continued

- (11) **Administration, Scoring, and Processing of the POST-Constructed Comprehensive Test and the POST-Developed Report Writing Test.** The procedures for taking the POST-constructed comprehensive test and the POST-developed report writing test are described below:
- (A) **Requirements for Taking the Tests.** To be eligible to take the POST-constructed comprehensive test and the POST-developed report writing test, students must successfully complete part 1 of the instructional sequence. In addition, the student must provide an official copy of his/her Successful completion of part 1 is defined as a community college transcript(s), indicating that the student received credit for successful completion of all

AJ/CJ courses that incorporate POST-certified part 1 testing and training requirements specified in Sections 1-3(d)(1) to 1-3(d)(5), inclusive, and an signed attestation signed by the community college AJ/CJ department head that the student met or exceeded these part 1 testing and training requirements.

(d)(11)(B) through (d)(11)(I) continued

Commission on Peace Officer Standards and Training

1018. Public Safety Dispatcher Program

- (a) The Commission shall establish a Public Safety Dispatcher Program for the purpose of raising the level of competence of public safety dispatchers having primary responsibility for providing dispatching services for local law enforcement agencies listed in subsection (a) of Penal Code section 13510.

Public Safety Dispatcher is defined in regulation 1001(w). Consistent with that definition, selection and training requirements set forth below apply to all persons employed, full-time or part-time, by the participating agency to duties including receiving emergency calls for law enforcement service and/or the dispatching of law enforcement personnel. The selection and training requirements do not apply to persons employed as regular peace officers assigned to the above described duties.

1001. Definitions

- (w). "Public Safety Dispatcher" is a non-peace officer who is employed full-time or part-time to perform duties which include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel.

Shasta College

Shasta-
Tehama-Trinity
Joint Community College
District



6-17-97

11555 Old Oregon Trail
P.O. Box 496006
Redding, CA 96049-6006
Fax: 916-225-4990
Phone: 916-225-4600

Mr. Kenneth J. O'Brien, Executive Director
Commission on POST
1601 Alhambra Blvd.,
Sacramento, CA 95816-7083

Superintendent/
President
Douglas M. Treadway

As a concerned participant in the POST Transition Basic Course Program, I wrote you recently expressing my concerns regarding proposed regulatory action wherein Part 1 of the Transition Program would no longer be part of a basic course but rather preparatory training to same. (POST Bulletin 97-10 et al)

Board of Trustees

President
Charles D. Miller, M.D.
Redding

I believe there are significant concerns regarding this issue held by presenters as well as agencies hoping to benefit from this program that the Commission has not heard.

Vice President
Harold J. Lucas
Red Bluff

With this in mind, pursuant to Government Code 11346.8, I am requesting a public hearing on this matter.

I will forward written comment regarding this issue prior to the July 7th deadline.

Thank you for your time and consideration in this matter.

Clerk
D. Scott Thompson
Redding

Judi D. Beck
McArthur/Burney

Thomas J. Ludden
Weaverville

Marilyn J. Morris
Los Molinos

Edward Petersen
Cottonwood

Sincerely,

Dave Wright, Coordinator
ADJU/POST Programs
Shasta College

cc: Anna Del Porto

HARTNELL COLLEGE



DR. LESLIE G. BUCKALEW
DEAN OF OCCUPATIONAL EDUCATION

June 23, 1997

Mr. Kenneth J. O'Brien
Executive Director
Commission on P.O.S.T.
Sacramento, CA. 95816-7083

Dear Mr. O'Brien:

Pursuant to Government Code 11346.8, we are requesting a public hearing on proposed regulatory action wherein Part 1 of the Transition Program would no longer be part of a basic course but rather preparatory training to same. (POST Bulletin 97-10 et al).

I am concerned that Hartnell College students will stand to loose significantly from changes proposed to the Transition Program.

Please notify me of dates and locations of the public hearing. I plan to forward written comments regarding this issue prior to the July 7th deadline.

Sincerely,

Dr. Leslie Buckalew, Dean
ADJ/POST Programs

Shasta College

Shasta-
Tehama-Trinity
Joint Community College
District



*Rec'd by POST
97 Jun 27 AM 8:52*

6-26-97

11555 Old Oregon Trail
P.O. Box 496006
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Phone: 916-225-4600

Kenneth J. O'Brien, Executive Director
Commission on POST
1601 Alhambra Blvd.,
Sacramento, CA 95816-7083

**Superintendent/
President**
Douglas M. Treadway

Dear Mr. O'Brien,

I have received your acknowledgement of my request for a public hearing regarding the POST proposal to change the status of the Transition Program, Part 1. I would respectfully submit that the date and location planned for said hearing (July 17-Irvine) are both unsatisfactory for my attendance. July 17 represents the last day of our summer session which I am actively involved with and the Irvine location seems somewhat unreasonable considering I would have to travel there at my own expense. I would therefore request your consideration of a date for hearing after July 17th as well as a location in Sacramento or the Bay area. Your time and reconsideration of this matter is greatly appreciated.

Per POST bulletin 97-10 regarding the Transition Program issue I am enclosing written comments regarding my position.

Sincerely

Dave Wright, Coordinator
ADJU/POST Programs
Shasta College

Board of Trustees

President

James D. Miller, M.D.
Redding

Vice President

Harold J. Lucas
Red Bluff

Clerk

D. Scott Thompson
Redding

Judi D. Beck
McArthur/Burney

Thomas J. Ludden
Weaverville

Marilyn J. Morris
Los Molinos

Edward Petersen
Cottonwood

WRITTEN COMMENT REGARDING POST PROPOSAL TO
CHANGE THE TRANSITION PROGRAM PART 1 STATUS
FROM BEING A PORTION OF THE BASIC COURSE TO
"PREPARATORY TRAINING" FOR SAME.

COMMENT 1 The key argument in support of this proposal is that Part 1 of the Transition Program as a Basic Course initiates the requirements of Penal Code section 13511.5 (criminal history clearance) and that in so doing creates a hardship for students and because of time configurations of the program may not provide a current check of an applicants history. In that there is no firearms training in Part 1 a more appropriate location for the check would be prior to Part 2.

I AGREE ! However, changing the status of Part 1 of the Transition Program is in my opinion the wrong solution!

The proposed change does not solve the criminal history problem! PC 13511.5 requires checks for all "basic courses of training". As a result POST should consider and respond to the following questions before enacting new policy.

1. What is the definition of a "basic course of training" as referenced by PC 13511.5 ? I understand there is a relatively current AG's definition. Can POST provide it? What does POST's counsel confirm in writing as to definition of a basic course?
2. What criteria does POST use to determine if a course is a "basic course" ? I have been informed that POST defines what a "basic course " is in reg. D-1. However, in reading this I see no definition. The section lists courses that are considered basic courses but gives no criteria or definition of same.
3. Therefore, are all courses that are considered basic courses and as such would trigger PC 13511.5 ie; MODULES A,B,C,D, PC 832, DA, CORONERS, SPECIALIZED INVESTIGATORS, MARSHAL'S, DISPATCHERS BASIC COURSE, ETC subject to the same scrutiny as Part 1 of the Transition program?

COMMENT 2 I do not believe that the negative aspects of this proposal on participating colleges and their students have been appropriately identified for the Commission.

1. Participating colleges will lose credibility in the eyes of students and agencies. POST presented this program to colleges, both Part 1 and 2 as the basic course. Participation by colleges, their administrators and instructors was based on this fact! There is no question that those students currently enrolled in Part 1 have done so with the belief that they were entering a POST certified basic course of training. They have entered

with the intent of participating in a basic course to enhance their employment options. They could have received "preparatory training" at most any college. They came here because this was to be a greater benefit. TELLING STUDENTS THAT THIS PROPOSAL DOES NOT IMPACT THEM IS LUDICROUS!

Agencies believing that those candidates being trained at participating colleges were receiving basic course training will withdraw support for the Transition program when it is labeled "preparatory" rather than a basic course.

COMMENT 3 It is very confusing to propose that the Transition Program Part 1 is not the regular Basic Course, and yet continue to keep all of the requirements for teaching the Basic Course in place, ie; "Training Specifications for the Regular Basic Course" remain the curriculum.

1. Instructors within the Transition Program have been required to adjust all of their instruction to meet POST Regular Basic Course criterion. This in some cases was no easy accomplishment considering freedom of instruction concepts that exist on college campuses. This proposal would require these instructors to meet all of the guidelines of presentation of the POST Regular Basic Course without in fact being a Basic Course!

COMMENT 4 There is a secondary argument in support of this proposal that states that the Transition Program Part 1 was NEVER intended to be a portion of the Basic Course but rather preparatory to same.

1. This is very hard to understand when one considers that the original D-1 regulations developed by POST staff, reviewed by POST staff, presented to the academy consortium, presented to and approved by the Commission, used by ten POST Basic Course Certification Teams to certify the ten pilot colleges, and advertised by POST in their videos and pamphlets as the Regular Basic Course, listed in the POST statewide catalog as same, implemented and endorsed for two years was ever intended to be anything other than the Basic Course!

2. I understand that in early program conceptualization the concept of colleges presenting preparatory curriculum was discussed, but the final outcome was intended clearly to be the Regular Basic Course allowing some colleges to obtain higher budgetary priority on campus over other vocational programs by participating in the higher status and more viable Regular Basic Course as well as enhancing student marketability.

RECOMMENDATION FOR SOLUTION

1. That POST provide a definition of "basic training" for clarification as it relates to PC 13511.5 and is consistent for application to POST PAM regulations 1005, 1007. 1018.

2. That POST provide a current and complete list of all courses that PC 13511.5 applies to.

3. That POST consider for solution to these issues directing POST staff to draft amendments to PC 13511.5 to permanently resolve this matter RATHER THAN changing the status of Part 1 of the Regular Basic Course, Transition Program.

Suggested change:

"Each applicant for admission to a basic course of peace officer training (that utilizes firearms and is certified by the Commission on POST) who is not sponsored by a local law enforcement agency, or is not a peace officer shall be required to submit certification of no criminal history background that would disqualify.....from owning, possessing, or having under his or her control a firearm."

4. That POST leave the Transition Program Part 1 status unchanged until the pilot is complete and make no substantive changes in same until that time.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING1601 ALHAMBRA BOULEVARD
SACRAMENTO, CA 95816-7083(916) 227-3909
FAX (916) 227-3895
www.post.ca.gov

July 1, 1997

Dave Wright, Coordinator
ADJU/POST Programs
Shasta College
11555 Old Oregon Trail
Redding, CA 96049-6006

Dear Mr. Wright:

Thank you for your letter of June 26, 1997. You have requested that we change the date and location of the public hearing regarding the proposal to change the status of the Transition Program - Part I. We regret to inform you that this will not be possible. Commission meetings are scheduled a year in advance. Public Hearings are always scheduled in conjunction with a Commission meeting, and it is the Commission members who act on proposed Commission regulation changes. If we were to postpone this proposal until the November 6 Commission meeting, there may still be a problem with location as that meeting is scheduled to be held in Riverside, California.

Your letter includes several objections, questions, and recommendations relating to the proposed regulation changes which you submit under the headings of comments. In response to your comments:

Comment 1 -

This concern and related questions, in their entirety, address a much broader issue than that addressed by the Commission's proposed change to Procedure D-1. The Commission's staff is aware of the language you cite in Penal Code 13511.5 regarding "a basic course of training." The instant issue, however, is whether Procedure D-1 should be modified to redefine Part I of the Transition Pilot. We do not find your questions regarding the impact of PC 13511.5 on other courses as within the scope of the proposed regulatory action.

Comment 2 -

It is our belief that the proposed change will have no negative impact on students because the conditions under which Part I is presented remain unchanged. Student eligibility to advance to Part II is unchanged. Your comments suggest a negative impact based upon loss of prestige if the Basic Course label is withdrawn. We do not believe, nor do other presenters who have requested the proposed change, that this is a substantive cause for concern.

Comment 3 -

You observe that Part I curriculum would remain based upon Regular Basic Course Training specifications. While this is so, there are aspects of Basic Course presentation and testing that differ between academy presentation and Part I presentation. And Part I graduates will be subjected to a comprehensive, state-administered examination.

The nature of this program is a pilot for evaluation. It was expected that experience would identify need for changes.

Comment 4 -

You address here concern with a comment in the staff report regarding original intention behind the development of the pilot program. We believe that original intention is not now a central issue in considering adoption of the proposed change.

Recommendation for Solution 1 -

You propose a definition for "basic training" as the term is used in PC 13511.5. We have and will continue to assess the need for a definition as you suggest as well as the advisability of legislation. However, we believe this recommendation is outside the scope of this proposed regulatory action.

Recommendation for Solution 2 -

You propose that POST develop a complete list of all courses that PC 13511.5 applies to. Again, we find the recommendation outside the scope of the proposed regulatory action.

Recommendation for Solution 3 -

You suggest modifications to Penal Code Section 13511.5. We find this recommendation to, again, be outside the scope of the proposed regulation.

Recommendation for Solution 4 -

You suggest the Transition Program - Part I remain unchanged. This is a matter to be resolved at public hearing.


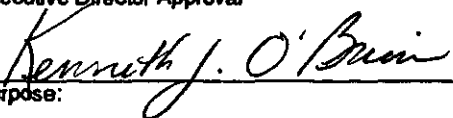
July 1, 1997
Page 3

This is our response to your concerns and recommendations. If we have not responded clearly or sufficiently, please let us know. It is unfortunate that we are not able to reschedule the public hearing, but we hope either you or your representative will be able to attend.

Sincerely,


KENNETH J. O'BRIEN
Executive Director

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposed Changes to the Basic Course Training Specifications		Meeting Date July 17, 1997
Bureau Basic Training Bureau	Reviewed By Ken Whitman 	Researched By Jody Buna/Shirley Paulson
Executive Director Approval 	Date of Approval 6-30-97	Date of Report June 20, 1997
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

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

ISSUE

Should the Commission approve, subject to a public review process, changes to the basic course training specifications as enumerated in this report?

BACKGROUND

As part of an ongoing review of Regular Basic Course content, POST staff and curriculum consultants (academy instructors and other subject matter experts) thoroughly review learning domain content to determine if revisions are necessary. This process occurs in regularly scheduled workshops during which curriculum and supporting material for specific domains are updated to reflect emerging training needs, compliance with legislatively mandated subject matter, changes in the law, or to improve student learning and evaluation.

Proposed changes to the training specifications for Learning Domains # 35 Firearms and Chemical Agents are the result of these regularly scheduled reviews and impact the following elements of the domains:

- Required tests
- Required learning activities

ANALYSIS

Following are summaries of changes recommended to the domain. Learning domain training specifications containing the complete proposed changes are shown in Attachment A.

- **Learning Domain #35 (Firearms/Chemical Agents)**

Changes to Required Tests

The recommended change to this domain is to consolidate several existing exercise tests into a series of qualifications tests which more accurately reflect current training and testing methodologies practiced by the academies. It is proposed that thirteen firearm tests be consolidated into a series of six simulations that are more specific and detailed; marksmanship techniques; evaluating choices of cover and concealment, changing cover, left and right handed grips and position and threat assessment. The following are some concerns expressed by the academies that have motivated the recommended changes:

- The shooting positions currently required by the specification (crouch, point shoulder and hip) are not consistent with armed confrontation tactical shooting techniques currently advocated by many trainers. For example, according to trainers, the crouch is an awkward position that wastes movement and time, exposes the officer's head as a target and often leads to the loss of shot placement. Many range masters do not recommend the position. Additionally, the point shoulder shooting position is a technique that is being replaced by flash sighting (a technique in which the student quickly acquires a sight picture and fires). Close-in combat shooting techniques that incorporate weapons retention, distraction and shooting skill at close quarters is gaining popularity over the traditional hip shooting position. Elimination of reference to the positions will give the academies flexibility to continue their efforts to improve techniques and be responsive to the needs of the field officer.
- The 60-round course required by the specification has lost favor among the academies. According to the trainers, the 60-round requirement is more of an endurance test than a realistic marksmanship skills test. There is a concern about the job-relatedness of the requirement since most agencies do not require in-service officers to routinely qualify by shooting 60-round courses. Further, officers do not routinely carry 60 rounds; therefore during the test and training they are being taught to retrieve rounds from unrealistic locations (range storage cans). The concern is that retrieving rounds from cans will become a learned behavior which would be distracting in actual combat situations.

The proposed changes reflect an attempt to update and standardize the testing requirement while accommodating a variety of combat shooting techniques. Firearms training has evolved to include integration of tactical training due to the increasing number of armed suspect confrontations. To accurately reflect the current status of training in the state it is proposed that:

- The existing test to assess the student's ability to load, reload, holster and clear handgun malfunctions be integrated into the two existing combat shooting tests. These skills are more effectively tested under simulated combat conditions.

- The test requiring demonstration of stance, grip; breath control; sight alignment, trigger control and follow-through be integrated into the two existing marksmanship tests. A more comprehensive skill test is proposed to evaluate marksmanship skills.
- The exercise test requiring demonstration of shooting positions be integrated into the two existing combat shooting exams by requiring the demonstration of multiple shooting grips and position during the existing examination.
- The two daylight and lowlight marksmanship tests be expanded and enhanced with added detail requiring the demonstration of marksmanship skills. If approved, the student will be required to wear body armor and duty equipment to more closely simulate field conditions. It is further proposed that during the test the student must clear any malfunctions, load and unload and fire the course under time restrictions.

The totality of the proposed changes, including more specificity, are designed to create a stricter testing requirement. The student would be required to fire a total of thirty rounds from one to seven yards and the remaining rounds from a distance of seven to fifteen yards or greater. The presenter would be allowed to break the 60-round course into smaller courses of fire if desired. Time restrictions and safety requirements are also proposed as additions to the specification.

- As proposed in the marksmanship test, testing requirements for daylight and lowlight handgun combat are expanded and enhanced to require the wearing of body armor and duty equipment. It is recommended that elements of threat assessment, multiple targets, left and right hand positions, multiple shooting positions and the use of cover and concealment be added. This would create a more realistic combat testing simulation. The proposed changes are designed to create a more job-related examination under simulated combat conditions and allow flexibility in scoring and administration. This would accommodate the variety of agency-specific standards throughout the state.
- The current anaerobic physical activity exercise test be deleted. According to presenters, the anaerobic physical activity is limiting and merely requires the elevation of the heart rate and does not test the decision-making process related to cover and concealment, the ability to reload under simulated combat conditions and the physical skills needed to change positions.
- The separate exercise test requiring the student to demonstrate the loading, unloading and clearing of a shotgun malfunction be reduced to a learning activity. Modifications are proposed to the shotgun combat courses to include the increase of required rounds from six to twelve to ensure enough ammunition to test the required combat elements. The wearing of body armor and duty equipment are also proposed as additions. Elements to simulate combat conditions are also proposed as additions to this area.

- An exercise test requiring the student to use a gas mask is reduced to a learning activity. The student will still be required to properly use a gas mask but using the mask will not be a pass/fail test.

Changes to Learning Activities

It is proposed that two learning activities related to the wearing of a gas mask and exposure to an aerosol chemical agent be expanded and enhanced.

A learning activity is proposed for addition to ensure that the student is required to be trained to safely manipulate service weapons. A learning activity is also proposed which requires the student to inspect, clean and properly maintain their service handgun. The new requirements add structure and clarity to the training requirement.

A learning activity to reenforce the ability to safely manipulate shotguns is also proposed.

The proposed revisions are recommended by staff and curriculum consultants to update and further refine the existing language of the training specifications. All proposed changes have been reviewed and endorsed by the Consortium of Academy Directors. Proposed changes to the training specifications are included as Attachment A and Regulation 1005 is included as Attachment B.

RECOMMENDATION

If the Commission concurs, it is proposed that Commission Regulation 1005 and the document, *Training Specifications for the Regular Basic Course*, be amended to include the recommended revisions. Proposed changes must be adopted pursuant to the Administrative Procedures Act and it is proposed that the Notice of Proposed Action Process be used. These changes would be effective October 1, 1997 if approved.

PROPOSED REVISIONS

TRAINING SPECIFICATIONS FOR THE REGULAR BASIC COURSE

REGULAR BASIC COURSE

SPECIFICATIONS FOR LEARNING DOMAIN #35 FIREARMS/CHEMICAL AGENTS

~~July 15, 1995~~ October 1, 1997

I. INSTRUCTIONAL GOALS

The goals of instruction on **Firearms** are to provide students with:

- A. an understanding of the operation and nomenclature of semi-automatic and revolver type handguns;
- B. an understanding of the operation and nomenclature of law enforcement shotguns;
- C. knowledge of the effective range and spread of different barrel and load combinations commonly used in law enforcement shotguns;
- D. the ability to use a handgun effectively in combat situations; and
- E. the ability to use a shotgun effectively in combat situations.

The goals of instruction on **Chemical Agents** are to provide students with:

- F. an understanding of the legal aspects of using nonlethal chemical agents;
- G. the ability to use hand-held aerosol chemical agents safely and effectively;
- H. the ability to use a gas mask safely and effectively; and
- I. an understanding of the effects of nonlethal chemical agents.

II. REQUIRED TOPICS

The following topics shall be covered:

- A. Nomenclature and operating characteristics of revolvers and semi-automatic handguns
- B. Nomenclature and operating characteristics of law enforcement shotguns

- C. Care and cleaning of handguns and shotguns
- D. Handgun and shotgun marksmanship
- E. Shooting positions: handguns and shotguns
- F. Evolution of chemical agents
- G. Legal aspects of chemical agents
- H. Types of chemical agents
- I. Orientation to chemical agents delivery methods
- J. Aerosol chemical agent deployment tactics
- K. Care and Maintenance of aerosol chemical agents devices
- L. Disposal of aerosol chemical agent devices
- M. Physiological and psychological effects of nonlethal chemical agents
- N. Decontamination ~~procedures~~ techniques
- O. Care and use of gas masks

III. REQUIRED TESTS

The following tests shall be administered:

- ~~A. An exercise test that requires the student to demonstrate loading, unloading, drawing, holstering and clearing malfunctions in a handgun~~
- ~~B. An exercise test that requires the student to demonstrate loading, unloading, and clearing malfunction in a shotgun~~
- ~~C. An exercise test that requires the student to demonstrate care and cleaning of handguns~~
- ~~D. An exercise test that requires the student to demonstrate good handgun shooting technique including stance, grip, breath control, sight alignment, trigger control and follow through~~

~~E. An exercise test that requires the student to demonstrate the following handgun shooting positions: crouch, point shoulder, barricade, prone, kneeling, and hip~~

~~F. An exercise test that requires the student to demonstrate good shotgun shooting technique including stance, breath control, point aiming, trigger control and follow through~~

GA. An daytime exercise test that requires the student, while wearing body armor and duty equipment, to shootfire a minimum of 60 rounds and obtain an acceptable accuracy score (determined by the academy), ~~under daylight conditions~~, on a handgun course(s) consisting of single and/or multiple silhouette targets. Thirty rounds shall be fired from a distance of one to seven yards. The remaining rounds must be fired from a distance of seven to fifteen yards or greater using the service handgun and weapon sights. During the course(s) of fire the student is required to clear any malfunction that occurs, load and reload the handgun using the loading device authorized by the academy. The course(s) of fire shall be under time restrictions and the student will safely demonstrate the following principles of handgun shooting:

1. Stance
2. Grip
3. Holster to stance/presentation
4. Breath control
5. Sight alignment
6. Trigger control
7. Follow-through

HB. An low light/nighttime exercise test that requires the student, while wearing body armor and duty equipment, to shootfire a minimum of 60 rounds and obtain an acceptable accuracy score (determined by the academy), ~~under nighttime conditions~~, on a handgun course(s) consisting of single and/or multiple silhouette targets. Thirty rounds shall be fired from a distance of one to seven yards. The remaining rounds must be fired from a distance of seven to fifteen yards or greater using the service handgun and weapon sights. During the course(s) of fire the student is

required to clear any malfunction that occurs, load and reload the handgun using the loading device authorized by the academy. The course(s) of fire shall be under time restrictions and the student will safely demonstrate the following principles of handgun shooting:

1. Stance
2. Grip
3. Holster to stance/presentation
4. Breath control
5. Sight alignment
6. Trigger control
7. Follow-through

tC. An exercise test that requires the student, while wearing body armor and duty equipment, to shootfire a minimum of 30 rounds and obtain an acceptable accuracy score (determined by the academy), under daylight conditions, on a handgun combat range. In order that the combat course simulates physical and mental stress that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:

1. Time restrictions
2. Requirements that the student clear any malfunctions that occur
3. Requirements that the student load and reload the handgun using the loading device authorized by the academy
4. Threat assessment
5. Multiple targets
6. Left and right hand positions
7. Multiple shooting positions
8. Use of cover and concealment

~~J.~~ ~~An exercise test that requires the student to shoot a handgun combat range after being stressed by an anaerobic physical activity and obtain an acceptable score (determined by the academy)~~

KD. An exercise test that requires the student, while wearing body armor and duty equipment, to shootfire a minimum of 30 rounds and obtain an acceptable accuracy score (determined by the academy), under low light/nighttime conditions, on a handgun combat range. In order that the combat course simulates physical and mental stress that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:

1. Time restrictions
2. Requirements that the student clear any malfunctions that occur
3. Requirements that the student load and reload the handgun using the loading device authorized by the academy
4. Threat assessment
5. Multiple targets
6. Left and right hand positions
7. Multiple shooting positions
8. Use of cover and concealment

~~LE.~~ An exercise test that requires the student, while wearing body armor and duty equipment, to shootfire a minimum of ~~six~~twelve rounds and obtain an acceptable accuracy score (determined by the academy), under daylight conditions, on a shotgun combat range, course with single and multiple silhouette targets In order that the combat course simulates physical and mental stress that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:

1. Time restrictions
2. Requirements that the student clear any malfunctions that occur
3. Requirements that the student load and reload the shotgun

4. Threat assessment
5. Multiple targets
6. Left and right hand positions
7. Multiple shooting positions
8. Use of cover and concealment

ME. An exercise test that requires the student, while wearing body armor and duty equipment, to shootfire a minimum of sixtwelve rounds and obtain an acceptable accuracy score (determined by the academy), under low light/nighttime conditions, on a shotgun combat range, course with single and multiple silhouette targets. In order that the combat course simulates physical and mental stress that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:

1. Time restrictions
2. Requirements that the student clear any malfunctions that occur
3. Requirements that the student load and reload the shotgun
4. Threat assessment
5. Multiple targets
6. Left and right hand positions
7. Multiple shooting positions
8. Use of cover and concealment

~~N. An exercise test that requires the student to safely and effectively use a gas mask~~

IV. REQUIRED LEARNING ACTIVITIES

A. Given a simulation, the student shall be exposed to a nonlethal, riot-control chemical agent. The simulation should involve the following:

1. Exposure to a nonlethal, riot control chemical agent
 2. Proper use of a gas mask including the preinspection, fitting and clearing of the mask
 3. Decontamination techniques
- B. Given a simulation, the student shall be exposed to a nonlethal, aerosol chemical agent. The simulation should involve the following:
1. Exposure to a nonlethal, aerosol chemical agent
 2. Proper care, maintenance and deployment of a nonlethal, aerosol chemical agent
 3. Decontamination techniques
- C. The student shall participate in a learning activity designed to reinforce the ability to manipulate their assigned service handgun.

If the weapon is a pistol, the learning activity shall minimally include the following techniques to manipulate the pistol in both the left and right hand:

1. Render the weapon safe
2. Release slide
3. Lock slide open
4. Rack slide
5. Holster weapon
6. Unholster weapon
7. Load weapon
8. Unload weapon from the holster
9. Clear any malfunctions

If the weapon is a revolver, the learning activity shall minimally include the following techniques to manipulate the revolver in both the left and right hand:

1. Render the weapon safe
2. Open cylinder
3. Close cylinder
4. Holster weapon
5. Unholster weapon
6. Load weapon with authorized loading device
7. Clear any malfunctions

D. The student shall participate in a learning activity to reenforce the ability to inspect, clean and properly maintain their service handgun. The activity shall minimally include techniques to:

1. Visually inspect the weapon
2. Properly clean the weapon
3. Ensure the weapon is maintained according to the manufacturer's specifications.

E. The student shall participate in a learning activity to reenforce the ability to manipulate a shotgun. The activity shall minimally include techniques to:

1. Inspect an open shotgun for rounds
2. Inspect the functioning of the firing mechanism
3. Load the shotgun properly
4. Load and unload the shotgun when no round is chambered and the weapon is cocked and uncocked

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **72 hours** of instruction on firearms and chemical agents.

VI. ORIGINATION DATE

July 1, 1993

VII. REVISION DATES

June 1, 1994

July 15, 1995

October 1, 1997

COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING
PROPOSED REGULATION

1005. Minimum Standards for Training.

(a)(1) through (j)(2) continued.

Continued - all incorporation by reference statements in between (j)(2) and the following:

The document *Training Specifications for the Regular Basic Course - July 1993* adopted effective January 14, 1994 and amended July 16, 1994, December 16, 1994, and August 12, 1995 is herein incorporated by reference. This document was republished in 1995 as *Training Specifications for the Regular Basic Course* effective August 16, 1995, and amended effective August 23, 1995, August 24, 1995, September 20, 1995, November 10, 1995, February 17, 1996, March 29, 1996, May 17, 1996, December 13, 1996, _____ * _____ and _____ * _____ is herein incorporated by reference.

**** continued.

NOTE: Authority cited: Sections 832.6, 13503, 13506, and 13510, 13510.5 and 13519.8 Penal Code. Reference: Sections 832, 832.3, 832.6, 13506, 13510, 13510.5, 13511, 13513, 13514, 13516, 13517, 13519.8, 13520, and 13523 Penal Code.

*Date to be filled in by OAL.

ANALYSIS

This report describes proposed changes to the performance objectives and learning activities in two learning domains: Domain #35, Firearms/Tear Gas; and Domain #40, Weapons Violations.

Domain #35. The proposed changes to Domain #35, Firearms/Tear Gas, would delete ten exercise objectives (7.5.1, 7.5.2, 7.6.1, 7.7.1, 7.8.1, 7.10.1, 7.10.2, 7.11.1, 7.11.2, and 7.15.2); revise six exercise objectives (7.13.1, 7.14.1, 7.15.1, 7.16.1, 7.17.1, and 7.18.1); revise one learning activity (13.35.2); and add three learning activities (13.35.3, 13.35.4, and 13.35.5).

If these changes are approved, exercise objective 7.5.1 -- which covers handgun safety -- will be deleted and incorporated into learning activities 13.35.3 and 13.35.4 and other exercise objectives; exercise objective 7.5.2 -- which covers shotgun safety -- will be deleted and incorporated into learning activity 13.35.5 and other exercise objectives; exercise objective 7.6.1 -- which covers handgun nomenclature -- will be deleted and incorporated into learning activity 13.35.3 and other exercise objectives; exercise objective 7.7.1 -- which covers care and cleaning of handguns -- will be deleted and replaced with learning activity 13.35.4; exercise objective 7.8.1 -- which covers shotgun nomenclature -- will be deleted and incorporated into learning activity 13.35.5; exercise objective 7.10.1 -- which covers handgun shooting principles -- will be deleted and incorporated into objectives 7.13.1 and 7.14.1; exercise objective 7.10.2 -- which covers shooting positions -- will be deleted and incorporated into objectives 7.15.1 and 7.16.1; exercise objective 7.11.1 -- which covers shotgun shooting principles -- will be deleted and incorporated into objectives 7.17.1 and 7.18.1; exercise objective 7.11.2 -- which covers shotgun shooting positions -- will be deleted and incorporated into objectives 7.17.1 and 7.18.1; and exercise objective 7.15.2 -- which requires shooting a combat handgun course -- will be deleted and incorporated into objectives 7.15.1 and 7.16.1.

The proposed changes to Domain #35 would also revise learning activity 13.35.2 -- which involves exposure to a nonlethal chemical agent and use of a gas mask -- to clarify that proper gas mask use includes pre-inspection, fitting, and clearing of the mask. Finally, the proposed changes would replace three exercise objectives (7.5.1, 7.5.2, and 7.7.1) with three analogous learning activities. Learning activity 13.35.3 -- which involves handling pistols and revolvers -- would replace objective 7.5.1; learning activity 13.35.4 -- which involves cleaning a handgun -- would replace objective 7.7.1; and learning activity 13.35.5 -- which involves handling shotguns -- would replace objective 7.5.2.

All proposed changes to the Domain #35 objectives and learning activities are shown in underline-strikeout format in Attachment 1. These changes were initiated by the Basic Training Bureau, and the rationale for the changes is provided in the previous agenda item: "Proposed Changes to the Basic Course Training Specifications."

Domain #40. The proposed changes to Domain #40, Weapons Violations, would delete one objective (3.24.11); revise two objectives (3.24.6 and 3.24.9); and add one objective (3.24.20). If these changes are approved, objective 3.24.6 -- which requires the student to identify the

crime of unlawfully carrying a concealed firearm -- will be revised to include the five exceptions in the Penal Code that make carrying a firearm lawful (Penal Code Sections 12026, 12026.1, 12026.2, 12027, and 12050); and objective 3.24.9 -- which requires the student to identify the crime of unlawful possession of tear gas or a tear gas weapon -- will be revised to include the exceptions set forth in Penal Code Section 12403.7.

The proposed changes to Domain #40 also would add objective 3.24.20. If approved, objective 3.24.20 will require students to identify when the "use of tear gas or a tear gas weapon" has violated Penal Code Section 12403.7(7). All proposed changes to the Domain #40 objectives are shown in underline-strikeout format in Attachment #2.

RECOMMENDATION

Approve the proposed changes to the Regular Basic Course performance objectives and learning activities effective for all academy classes that start on or after October 1, 1997.

Attachment #1
LEARNING DOMAIN #35
FIREARMS/TEAR GAS

EXERCISE OBJECTIVES:

7.5.1 ~~Given a standard service handgun authorized by the academy, the student will demonstrate safe handling of the handgun while:~~

- ~~A. Loading and unloading~~
- ~~B. Cleaning~~
- ~~C. Clearing malfunctions~~
- ~~D. Drawing and replacing the weapon in the holster~~

RECOMMENDATION Delete this exercise objective. The skills required by this objective are more effectively tested under simulated combat conditions. Therefore, they should be integrated into the two existing combat shooting tests (Objective 7.15.1 and 7.16.1). Also see learning activity 13.35.3, which requires handgun manipulation; and learning activity 13.35.4, which requires inspecting and cleaning the standard service weapon.

7.5.2 ~~Given a standard shotgun, the student will demonstrate the safe handling of a shotgun while:~~

- ~~A. Conducting initial inspection~~
- ~~B. Loading and unloading (including combat loading)~~
- ~~C. Clearing malfunctions~~

RECOMMENDATION Delete this exercise objective. Modifications are proposed to the shotgun combat courses to include the increase in required rounds from six to twelve to ensure enough ammunition to test the required combat elements (objectives 7.17.1 and 7.18.1). The wearing of body armor and duty equipment are also proposed as additions. Elements to simulate combat conditions are also proposed as additions to this area. Also see learning activity 13.35.5 which involves proper shotgun handling.

7.6.1 ~~Given a drawing, overhead, visual, model, or an actual firearm, the student will either verbally or in writing, identify the principle parts and characteristics of both a revolver and a semi-automatic handgun.~~

~~Parts and characteristics of a revolver will minimally include:~~

- ~~A. Hammer/firing pin~~
- ~~B. Trigger~~
- ~~C. Barrel~~
- ~~D. Cylinder/cylinder release/direction of cylinder rotation~~
- ~~E. Ejector/extractor~~
- ~~F. Front and rear sights~~
- ~~G. Trigger guard~~
- ~~H. Grip/stock~~

- I. — Frame
- ~~Parts and characteristics of a semi-automatic will minimally include:~~
- A. — Hammer/firing pin
- B. — Trigger
- C. — Barrel
- D. — Slide
- E. — Ejector
- F. — Extractor
- G. — Trigger guard
- H. — Grip/stock
- I. — Frame
- J. — Magazine and component parts
 - 1. — Body
 - 2. — Follower
 - 3. — Butt plate
 - 4. — Spring
- K. — Magazine port/magazine release
- L. — Safety mechanism
- M. — Slide lock

RECOMMENDATION Delete this exercise objective. Handgun nomenclature has been incorporated into learning activity 13.35.3. Knowledge of handguns and handgun parts also will be evaluated during exercise tests.

- 7.7.1 ~~The student will demonstrate the proper care, cleaning and storage of the service handgun.~~

RECOMMENDATION Delete this exercise objective. Replace it with learning activity 13.35.4.

- 7.8.1 ~~Given a drawing, overhead, visual, model, or an actual shotgun, the student will either verbally or in writing identify the principle parts and characteristics of the weapon.~~

- ~~Parts and characteristics will minimally include:~~
- A. — Trigger
- B. — Trigger guard
- C. — Barrel
- D. — Loading port
- E. — Magazine tube
- F. — Ejection port
- G. — Receiver
- H. — Grip/stock
- I. — Safety
- J. — Action release
- K. — Front and rear sights
- L. — Muzzle

M. — Fore end

RECOMMENDATION Delete this exercise objective. Shotgun nomenclature has been incorporated into learning activity 13.35.5. Knowledge of shotguns and shotgun parts also will be evaluated during exercise tests.

7.10.1 ~~The student will demonstrate the following principles of good marksmanship using the service handgun:~~

~~The demonstration will minimally include:~~

- ~~A. — Stance~~
- ~~B. — Grip~~
- ~~C. — Breath control~~
- ~~D. — Sight alignment~~
- ~~E. — Trigger control~~
- ~~F. — Follow through~~

RECOMMENDATION Delete this exercise objective and incorporate requirements into the existing marksmanship tests (objectives 7.13.1 and 7.14.1).

7.10.2 ~~The student will minimally demonstrate the following shooting positions as instructed with and without cover:~~

- ~~A. — Standing~~
- ~~B. — Prone~~
- ~~C. — Kneeling~~

RECOMMENDATION Delete this exercise objective and incorporate requirements into existing combat shooting tests (objectives 7.15.1 and 7.16.1).

7.11.1 ~~The student will demonstrate the principles of good marksmanship using a standard law enforcement shotgun as instructed.~~

~~The demonstration will minimally include:~~

- ~~A. — Stance~~
- ~~B. — Breath control~~
- ~~C. — Aiming~~
- ~~D. — Trigger control~~
- ~~E. — Follow through~~
- ~~F. — Proper position on shoulder~~

RECOMMENDATION Delete this exercise test and incorporate requirements into existing shotgun combat shooting tests (exercise objectives 7.17.1 and 7.18.1).

7.11.2 ~~The student will demonstrate commonly recognized shooting positions using a standard law enforcement shotgun with and without cover as instructed.~~

These positions will minimally include:

- A. ~~Standing~~
- B. ~~Kneeling~~

RECOMMENDATION Delete this exercise objective and incorporate requirements into existing shotgun combat shooting tests (exercise objectives 7.17.1 and 7.18.1).

7.13.1 ~~Given a daylight range exercise with a time limitation and an acceptable score established by the academy,~~ A daytime exercise test that requires the student, while wearing body armor and duty equipment, using factory service ammunition or its equivalent will to fire a minimum of sixty (60) rounds and obtain an acceptable accuracy score (determined by the academy) on a handgun course(s) consisting of single and/or multiple silhouette targets. Thirty rounds shall be fired at ranges from a distance of one to seven yards using the service handgun. The remaining rounds must be fired from a distance of five seven to fifteen yards (or to twenty five yards if that distance can be accommodated on the range) or greater using the service handgun and weapon sights shooting. During the course(s) of fire the student will is required to clear any malfunction that occurs, load and reload the handgun using the loading device authorized by the academy. The course(s) of fire shall be under time restrictions and the student will safely demonstrate the following principles of handgun shooting:

1. Stance
2. Grip
3. Holster to stance/presentation
4. Breath control
5. Sight alignment
6. Trigger control
7. Follow-through

RECOMMENDATION Revise this exercise objective as shown above to provide added detail regarding the demonstration of marksmanship skills. If approved, the student will be required to wear body armor and duty equipment to more closely simulate field conditions; and to clear any malfunctions, load and reload, and fire the course under time restrictions.

7.14.1 ~~Given a~~ A low-light/nighttime/low light range exercise test, with a time limitation and an acceptable score established by the academy, that requires the student, while wearing body armor and duty equipment, to will fire a minimum of sixty (60) rounds and obtain an acceptable accuracy score (determined by the academy), of factory service ammunition or its equivalent on a handgun course(s) consisting of single and/or multiple silhouette targets. Thirty rounds shall be fired from a distance at ranges of one to seven yards using the service handgun. The remaining rounds must ~~Thirty rounds shall be fired from a distance of seven five to fifteen yards or greater using the service handgun and weapon sights shooting. During the courses of fire the student will is required to clear any malfunction that occurs, load, unload and reload the handgun using the loading device authorized by the academy.~~

The course(s) of fire shall be under time restrictions and the student will safely demonstrate the following principles of handgun shooting:

1. Stance
2. Grip
3. Holster to stance/presentation
4. Breath control
5. Sight alignment
6. Trigger control
7. Follow-through

RECOMMENDATION Revise this exercise objective as shown above to provide added detail regarding the demonstration of marksmanship skills. If approved, the student will be required to wear body armor and duty equipment to more closely simulate field conditions; and to clear any malfunctions, load and reload, and fire the course under time restrictions.

7.15.1 ~~Given a daylight combat range~~ An exercise test that requires the student, while wearing body armor and duty equipment, with a time limitation and an acceptable score established by the academy, the student will, using the service handgun, load, fire and reload the service handgun using factory service ammunition or its equivalent and the loading device authorized by the academy and to fire a minimum of thirty (30) rounds and obtain an acceptable accuracy score (determined by the academy), under daylight conditions, on a handgun course consisting of: combat range. In order that the combat course simulates physical and mental stress that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:

1. Time restrictions
2. Requirements that the student clear any malfunctions that occur
3. Requirements that the student load and reload the handgun using the loading device authorized by the academy
4. Threat assessment
5. Multiple targets
6. Left and right hand positions
7. Multiple shooting positions
8. Use of cover and concealment

- A. ~~Multiple and/or single combat targets~~
- B. ~~"Strong" and "weak" hand from position of cover~~

RECOMMENDATION Revise this exercise objective as shown above to require the wearing of body armor and duty equipment; and to add the elements of threat assessment, multiple targets, left and right hand positions, multiple shooting positions, and the use of cover and concealment.

7.15.2 ~~Given a daylight combat range exercise established by the academy, the student will load, fire, and reload the service handgun using factory service ammunition or its~~

~~equivalent and the loading device authorized by the academy while experiencing physical activity often associated with an officer involved shooting prior to and/or during the course of fire.~~

RECOMMENDATION Delete this exercise objective. According to presenters, the anaerobic physical activity is limiting and merely requires the elevation of the heart rate and does not test the decision-making process related to cover and concealment, the ability to reload under simulated combat conditions, and the physical skills needed to change positions. These concerns have been incorporated into exercise objectives 7.15.1 and 7.16.1.

7.16.1 ~~Given a nighttime/low light combat range~~ An exercise test that requires with a time limitation and acceptable score established by the academy; the student, while wearing body armor and duty equipment, to will load, fire and reload the service handgun using factory service ammunition or its equivalent and the loading device authorized by the academy and fire a minimum of thirty (30) rounds and obtain an acceptable accuracy score (determined by the academy), under low-light/nighttime conditions, on a handgun combat range. course consisting of: In order that the combat course simulates physical and mental stress that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:

1. Time restrictions
2. Requirements that the student clear any malfunctions that occur
3. Requirements that the student load and reload the handgun using the loading device authorized by the academy
4. Threat assessment
5. Multiple targets
6. Left and right hand positions
7. Multiple shooting positions
8. Use of cover and concealment

- ~~A. Multiple and/or single combat targets~~
~~B. Position of cover~~

RECOMMENDATION Revise this exercise objective as shown above to require the wearing of body armor and duty equipment; and to add the elements of threat assessment, multiple targets, left and right hand positions, multiple shooting positions, and the use of cover and concealment.

7.17.1 ~~Given a daylight shotgun combat range~~ An exercise test with distances with a time limitation and an acceptable score established by the academy; that requires the student, while wearing body armor and duty equipment, will to fire at least six (6) minimum of twelve (12) rounds and obtain an acceptable accuracy score (determined by the academy), under daylight conditions, on a shotgun combat range. at single and/or multiple combat targets using combat positions and combat loading techniques. In order that the combat course simulates physical and mental stress

that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:

1. Time restrictions
2. Requirements that the student clear any malfunctions that occur
3. Requirements that the student load and reload the shotgun
4. Threat assessment
5. Multiple targets
6. Left and right hand positions
7. Multiple shooting positions
8. Use of cover and concealment

RECOMMENDATION Revise this exercise objective as shown above to require the wearing of body armor and duty equipment; and to add the elements of threat assessment, multiple targets, left and right hand positions, multiple shooting positions, and the use of cover and concealment.

- 7.18.1 ~~Given a nighttime/low light shotgun combat range exercise with distances with a time limitation, and an acceptable score established by the academy, the student will fire at least six (6) rounds at single and/or multiple combat targets using combat positions.~~

An exercise test that requires the student, while wearing body armor and duty equipment, to fire a minimum of twelve rounds and obtain an acceptable accuracy score (determined by the academy), under low-light/nighttime conditions, on a shotgun combat range. In order that the combat course simulates physical and mental stress that would reasonably be imposed by field combat incidents, the course shall minimally include the following elements:

1. Time restrictions
2. Requirements that the student clear any malfunctions that occur
3. Requirements that the student load and reload the shotgun
4. Threat assessment
5. Multiple targets
6. Left and right hand positions
7. Multiple shooting positions
8. Use of cover and concealment

RECOMMENDATION Revise this exercise objective as shown above to require the wearing of body armor and duty equipment; and to add the elements of threat assessment, multiple targets, left and right hand positions, multiple shooting positions, and the use of cover and concealment.

LEARNING ACTIVITIES:

- 13.35.1 Given a simulation, the student shall be exposed to a nonlethal, aerosol chemical agent. The simulation should involve the following:

1. Exposure to a nonlethal aerosol chemical agent
2. Proper care, maintenance and deployment of a nonlethal, aerosol chemical agent
3. Decontamination techniques

13.35.2 Given a simulation, the student shall be exposed to a nonlethal, riot control chemical agent. The simulation should involve the following:

1. Exposure to a nonlethal, riot control chemical agent
2. Proper use of a gas mask including the pre-inspection, fitting and clearing of the mask
3. Decontamination techniques

RECOMMENDATION Revise this learning activity as shown above to increase clarity.

13.35.3 The student shall participate in a learning activity designed to reenforce the ability to manipulate their assigned service handgun.

If the weapon is a pistol, the learning activity shall minimally include the following techniques to manipulate the pistol in both the left and right hand:

1. Render the weapon safe
2. Release slide
3. Lock slide open
4. Rack slide
5. Holster weapon
6. Unholster weapon
7. Load weapon
8. Unload weapon from the holster
9. Clear any malfunctions

If the weapon is a revolver, the learning activity shall minimally include the following techniques to manipulate the revolver in both the left and right hand:

1. Render the weapon safe
2. Open cylinder
3. Close cylinder
4. Holster weapon
5. Unholster weapon
6. Load weapon with authorized loading device
7. Clear any malfunctions

RECOMMENDATION Add this learning activity as shown above to ensure that the student is required to be trained to safely manipulate service handguns.

13.35.4 The student shall participate in a learning activity to reenforce the ability to inspect, clean and properly maintain their service handgun. The activity shall minimally include techniques to:

1. Visually inspect the weapon
2. Properly clean the weapon
3. Ensure the weapon is maintained according to the manufacturer's specifications.

RECOMMENDATION Add this learning activity as shown above to ensure that the student is required to inspect, clean, and properly maintain their service handgun.

13.35.5 The student shall participate in a learning activity to reenforce the ability to manipulate a shotgun. The activity shall minimally include techniques to:

1. Inspect an open shotgun for rounds
2. Inspect the functioning of the firing mechanism
3. Load the shotgun properly
4. Load and unload the shotgun when no round is chambered and the weapon is cocked and uncocked

RECOMMENDATION Add this learning activity as shown above to reinforce the ability to safely manipulate shotguns.

**ATTACHMENT #2:
LEARNING DOMAIN #40: WEAPONS VIOLATIONS**

KNOWLEDGE OBJECTIVES:

- 3.24.1 Given a word picture depicting the drawing or exhibiting of a firearm, imitation firearm or deadly weapon, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Sections 417, 417.1, 417.3, 417.4 and 417.8)
- 3.24.2 Given a word picture depicting discharging a firearm at an inhabited dwelling house, occupied building, motor vehicle, aircraft, inhabited housecar, or camper, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Sections 246)
- 3.24.3 Given a word picture depicting possession of a switchblade knife, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 653k)
- 3.24.4 Given a word picture depicting the carrying or possession of the following prohibited items or weapons, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 12020)

Prohibited items or weapons include:

- A. Any firearm which is not immediately recognizable as a firearm e.g., pen gun, belt buckle gun
 - B. Ballistic knife
 - C. Multiburst trigger activator
 - D. Nunchaku
 - E. Short-barreled shotgun/rifle
 - F. Metal knuckles
 - G. Belt buckle knife
 - H. Zip gun
 - I. Shuriken (throwing stars)
 - J. Billyclubs and saps
 - K. Dirk or dagger
- 3.24.5 Given a word picture depicting the unlawful possession of a firearm by a felon, a narcotic addict, or a person who has been convicted within the past ten years of certain specified misdemeanors, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 12021)

The specified misdemeanors to which Penal Code Section 12021 apply include:

- A. Assault (Penal Code Section 240)
- B. Battery (Penal Code Section 242)
- C. Misdemeanor assault with a deadly weapon (Penal Code Section 245)
- D. Drawing or exhibiting a weapon (Penal Code Section 417)
- E. Stalking (Penal Code Section 646.9)
- F. Domestic Violence (Penal Code Section 273.5)

3.24.6 Given a word picture depicting the carrying of a concealed firearm, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. Carrying a concealable firearm (i.e., a firearm with a barrel less than 16") concealed on one's person or concealed within a vehicle is a crime unless one of the following exceptions apply. (Penal Code Section 12025):

- A. Possession at residence, place of business, or private property owned or possessed by a legal resident over the age of 18 (Penal Code Section 12026)
- B. Transportation in locked container or trunk of a motor vehicle (Penal Code Section 12026.1)
- C. Transportation between specified destinations (Penal Code Section 12026.2)
- D. Peace officer exemptions (Penal Code Section 12027)
- E. Persons possessing a valid concealed weapon license (Penal Code Section 12050)

Recommendation. Revise objective as shown. In the criminal law domains, most of the objectives and the corresponding test items follow a standard three-part format. The objective -- as revised -- is consistent with that format.

3.24.7 Given a word picture depicting the carrying of a loaded firearm, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 12031)

3.24.8 Given a word picture depicting the alteration or removal of identifying marks from a firearm, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 12090)

Note: Penal Code Section 12091 makes possession of any pistol or revolver upon which the make, model, or number has been removed or altered presumptive evidence that the possessor has made the alteration and has therefore violated Penal Code Section 12090.

3.24.9 Given a word picture depicting the possession of tear gas or a tear gas weapon, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification (Penal Code Section 12420). ~~P~~possession of tear gas or a tear gas weapon is a crime unless the person is: ~~a lawful exception to Penal Code Section 12420. The major exceptions to the prohibition against possession are as follows:~~

- A. A a peace officer who has completed an approved course of instruction on the use of tear gas (Penal Code Section 12403)
- B. A a member of the military or naval forces of California or of the United States or any federal law enforcement officer (Penal Code Section 12403.1)
- C. A a licensed private investigator or private patrol officer (Penal Code Section 12403.5)
- D. at least 18 years old, not addicted to a narcotic drug, and has not been convicted of a felony, assault, or of misusing tear gas, and possesses a tear gas weapon solely for self defense purposes ~~A person in possession of a card showing that he has completed a DOJ certified course on the use of tear gas and tear gas weapons~~ (Penal Code Section 12403.7)

Recommendation. Revise objective as shown. A problem similar to the one noted in objective 3.24.6 exists in this objective. This revision remedies the problem.

3.24.10 Given a word picture depicting the possession of a firearm in a school zone, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 626.9)

~~3.24.11 Given a word picture depicting possession of a concealed firearm, the student will identify if the possession is a lawful exception to Penal Code Section 12025. The major exceptions are:~~

- ~~A. Possession at residence, place of business, or private property owned or possessed by a legal resident over the age of 18 (Penal Code Section 12026)~~
- ~~B. Transportation in locked container or trunk of a motor vehicle (Penal Code Section 12026.1)~~
- ~~C. Transportation between specified destinations (Penal Code Section 12026.2)~~
- ~~D. Peace officer exemptions (Penal Code Section 12027)~~
- ~~E. Persons possessing a valid concealed weapon license (Penal Code Section 12050)~~

Recommendation. Delete objective and incorporate into objective 3.24.6 as shown.

3.24.12 Given a word picture depicting possession of a deadly weapon with intent to assault, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 12024)

3.24.13 Given a word picture depicting the criminal storage of a firearm which is accessible to children, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 12035)

3.24.14 Given a word picture depicting discharging a firearm in a grossly negligent manner, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 246.3)

- 3.24.15 Given a word picture depicting discharging a firearm at an unoccupied aircraft, motor vehicle, or uninhabited building or dwelling, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 247)
- 3.24.16 Given a word picture depicting a person armed with a loaded, operable firearm while in possession of certain controlled substances, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Health and Safety Code Section 11370.1)
- 3.24.17 Given a word picture depicting the possession of a firearm on a playground, or public or private youth center, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 626.95)
- 3.24.18 Given a word picture depicting the possession of a weapon on school grounds, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 626.10)
- 3.24.19 Given a word picture depicting the possession of a loaded firearm with the intent to commit a felony, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. (Penal Code Section 12023)
- 3.24.20 Given a word picture depicting the use of tear gas or a tear gas weapon, the student will identify if the crime is complete, and if it is complete, will identify it by its common name and crime classification. It is a crime for any person to use tear gas or a tear gas weapon except in self-defense. (Penal Code Section 12403.7(7))

Recommendation. Add objective 3.24.20. There is currently no objective covering the unlawful use of tear gas (i.e., the use of tear gas for a reason other than self-defense). Penal Code Section 12403.7(7) makes it a crime to use tear gas or a tear gas weapon except in self-defense.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Records Supervisor Certificate		Meeting Date July 17, 1997
Bureau Management Counseling Services	Reviewed By <i>Di-</i> Michael C. DiMiceli	Researched By Paul M. Harman, Senior Consultant
Executive Director Approval <i>Thomas J. Bruin</i>	Date of Approval <i>June 30, 1997</i>	Date of Report June 26, 1997
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 for details) <input type="checkbox"/> No

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

ISSUE

Should the Commission schedule a public hearing to create a Records Supervisor Certificate and establish education, training and experience standards for award of the certificate?

BACKGROUND

Assembly Bill 3064 adds Section 13510.3 to the Penal Code effective 1/1/97.

Penal Code Section 13510.3 (Attachment A) requires that the Commission establish, by December 31, 1997, and in consultation with representatives of law enforcement organizations, a voluntary professional certificate program for law enforcement records supervisors who have primary responsibility for providing records supervising services for local law enforcement agencies. "Primary responsibility" is defined as the performance of law enforcement records supervising duties for a minimum of 50 percent of the time worked within a pay period. The certificate is to be based upon standards related to the education, training and experience of law enforcement records supervisors and shall serve to foster professionalism and recognition of achievement and competency.

PROPOSAL

POST staff met with members and representatives of the California Law Enforcement Association of Records Supervisors and law enforcement professionals throughout the State. An ad hoc committee of subject matter experts in records training and management was also formed and consulted. With their input, proposed education, training and experience standards were developed upon which the certificate should be based.

A definition of the term "records supervisor" was also developed and is proposed as Commission Regulation 1001, subsection (y) (Attachment B). Additional nonsubstantive changes are proposed to Regulation 1001, renumbering subsequent existing subsections to reflect inclusion of the new subsection (y), and to Regulation 1009 (Attachment C) to reflect these numbering changes.

Proposed Eligibility Requirements

It is proposed that subsection (f) be added to Commission Regulation 1011 (Certificates and Awards) (Attachment D), and that Commission Procedure F-6 (Attachment E) be

established specifying the following eligibility requirements for award of a Records Supervisor Certificate:

- Currently be a records supervisor as defined in PAM, Section 1001(y) and have been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination (Attachment F); and
- Have satisfactorily completed a probationary period established by the employing agency as a records supervisor; and
- Have a minimum of two years' satisfactory service with the employing agency as a records supervisor; and
- Have graduated high school or passed the General Education Development Test (GED).

Proposed Training Standards

It is proposed that section (k) be added to Commission Regulation 1005 (Attachment G) to establish, as criteria for eligibility for the certificate, successful completion of the following POST-certified courses:

- Public Records Act (minimum 16 hours); and
- Records Supervisor Course (minimum 40 hours).

Existing Commission regulation allows local agencies to receive reimbursement for job-specific training received by records supervisors.

A proposed certificate application form (Attachment H) was created, which includes an attestation by the department head that the candidate meets certificate eligibility requirements. In addition, the Notice of Appointment/Termination form (Attachment I) was modified to include information on records supervisors.

RECOMMENDATION

Schedule a public hearing on November 6, 1997 for consideration of the proposed regulation and procedure changes to become effective December 31, 1997.

CHAPTER 591

An act to amend Section 13551 of, and to add Section 13510.3 to, the Penal Code, relating to peace officers.

Approved by Governor September 18, 1998. Filed
with Secretary of State September 17, 1998.]

LEGISLATIVE COUNSEL'S DIGEST

AB 3064, Hawkins. Commission on Peace Officer Standards and Training.

(1) Existing law requires the Commission on Peace Officer Standards and Training, for the purpose of raising the level of competence of local public safety dispatchers, to adopt rules establishing minimum standards relating to the recruitment and training of local public safety dispatchers having a primary responsibility for providing dispatching services for local law enforcement agencies.

This bill would require the commission to establish, by December 31, 1997, and in consultation with representatives of law enforcement organizations, a voluntary professional certification program for law enforcement records supervisors having a primary responsibility for providing records supervising services for local law enforcement agencies.

(2) Existing law requires the Commission on Peace Officer Standards and Training to develop regulations and professional standards on or before July 1, 1996, for the law enforcement accreditation program.

This bill instead would require the commission to develop these regulations and standards when funding for this purpose from nongeneral funds is approved by the Legislature.

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

SECTION 1. Section 13510.3 is added to the Penal Code, to read:

13510.3. (a) The commission shall establish, by December 31, 1997, and in consultation with representatives of law enforcement organizations, a voluntary professional certification program for law enforcement records supervisors who have primary responsibility for providing records supervising services for local law enforcement agencies. The certificates or certificates shall be based upon standards related to the education, training, and experience of law enforcement records supervisors and shall serve to foster professionalism and recognition of achievement and competency.

(b) As used in this section, "primary responsibility" refers to the performance of law enforcement records supervising duties for a minimum of 50 percent of the time worked within a pay period.

SEC. 2. Section 13551 of the Penal Code is amended to read:
13551. (a) The Commission on Peace Officer Standards and Training shall develop regulations and professional standards for the law enforcement accreditation program when funding for this purpose from nongeneral funds is approved by the Legislature. The program shall provide standards for the operation of law enforcement agencies and shall be available as soon as practical after funding becomes available. The standards shall serve as a basis for the uniform operation of law enforcement agencies throughout the state to best serve the interests of the people of this state.

(b) The commission may, from time to time, amend the regulations and standards or adopt new standards relating to the accreditation program.

REGULATIONS

1001. Definitions.

(a) - (x) ****

(y) "Records Supervisor" is a full-time, non peace officer employee of a local California law enforcement agency who performs law enforcement records supervising duties which include records maintenance, control, release, destruction and security 50% or more of the time within a pay period.

Former subsections (y) through (ee) renumbered (z) through (ff), respectively.

Authority: PC 13506

Reference PC 13510.3

REGULATIONS

1009. Specialized Law Enforcement Certificate Program.

The POST Specialized Law Enforcement Certification Program is established for the purpose of raising the level of competence of specialized law enforcement officers. Only eligible law enforcement agencies, as defined in Regulation 1001(z dd) or otherwise provided by law, may participate in this voluntary program and receive benefits. The cost of the education and training to meet minimum standards of the Program is the responsibility of the individual and/or agency. Acceptance and adherence to POST standards of selection and training are required if a specialized law enforcement agency is to participate in the Program.

(a) Standards for Specialized Agencies Entry into Program.

- (1) Must perform law enforcement or investigative duties, as defined in Regulation 1001(z dd); and

Authority: PC 13506

Reference PC 13510.3

REGULATIONS

1011. Certificates and Awards.

(a) - (e) ****

(f) The Commission shall award Records Supervisor Certificates to records supervisors who qualify as provided in PAM, Section F-6, for the purpose of fostering professionalism and recognition of achievement and competency.

PAM Section F-6 effective _____ * _____ is herein incorporated by reference.

* The date is to be filled in by OAL.

Authority: PC 13506

Reference PC 13510.3

COMMISSION PROCEDURE F-6

RECORDS SUPERVISOR CERTIFICATE

Purpose

6-1. Records Supervisor Certificate: This Commission procedure sets forth certificate requirements for award of the Records Supervisor Certificate.

General Provisions

6-2. Eligibility Requirements: To be eligible for the award of a Records Supervisor Certificate, an applicant must:

- (a) Currently be a records supervisor as defined in PAM, Section 1001(y) and have been reported to POST in accordance with Regulation 1003, Notice of Appointment/Termination; and
- (b) Have satisfactorily completed a probationary period established by the employing agency as a records supervisor; and
- (c) Have a minimum of two years' satisfactory service with the employing agency as a records supervisor; and

- (d) Have graduated high school or passed the General Education Development Test (GED); and
- (e) Have been trained in accordance with the minimum training standards described in PAM Section 1005(k); and

6-3. Application Requirements:

- (a) All applications for the award of the Records Supervisor Certificate shall be completed on the prescribed Commission form entitled "Application for Award of POST Records Supervisor Certificate," POST 2-117 (12/97).
- (b) The certificate application is not complete unless the following attestation which appears on the application is signed by the department head:
 - (1) "I recommend that the certificate be awarded. I attest that the applicant is a full-time records supervisor and has: 1) graduated high school or passed the General Education Development Test (GED), 2) completed a probationary period established by this agency, 3) successfully completed a minimum of two years' service with this agency as a records supervisor, and 4) successfully completed the training requirement set forth

in Commission Regulation 1005(k). This applicant, in my opinion, is worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this agency substantiate my recommendation."

6-5. Certificate Denial or Cancellation: The Commission shall deny or cancel a Records Supervisor Certificate if the application that was submitted, or the certificate that was issued, is based on misrepresentation, fraud, or administrative error on the part of the Commission and/or the employing agency.

Historical Note:

Procedure F-6 was adopted and incorporated into Commission Regulation 1011 effective

*

*The date is to be filled in by OAL.

REGULATIONS

1003. Notice of ~~Peace Officer~~ Appointment/Termination.

Whenever a regular, specialized, limited function, or reserve peace officer is newly appointed, enters a department laterally, or changes peace officer status within the same agency, the department shall notify the Commission within 30 days of such action on the Notice of Appointment/Termination Form 2-114 (Rev. ~~10/88~~ 12/97), ~~prescribed in PAM Section C-4,~~ "Notice of Appointment/Termination."

For departments in the Public Safety Dispatcher Programs, the form shall be submitted whenever a person is appointed, promoted, reclassified, or transferred to a public safety dispatcher position, or whenever the person is terminated from a public safety dispatcher position.

Eligibility to receive the Records Supervisor Certificate requires that the form be submitted a minimum of 30 days prior to application for award of the certificate for persons appointed, promoted, reclassified, or transferred to a records supervisor position. The form shall also be submitted when the person is terminated from a records supervisor position.

Authority: PC 13506

Reference PC 13510.3

REGULATIONS

1005. Minimum Standards for Training.

(a) - (j) ****

(k) Records Supervisor Training (Optional)

To be eligible for the award of a Records Supervisor Certificate, a law enforcement records supervisor shall satisfactorily complete the following POST-certified courses:

- (1) Public Records Act (minimum 16 hours); and
- (2) Records Supervisor Course (minimum 40 hours).

Additional requirements for award of the Records Supervisor certificate are specified in Commission Procedure F-6, which is incorporated by reference into Commission Regulation 1011.

Authority: PC 13506

Reference PC 13510.3

APPLICATION FOR AWARD OF POST RECORDS SUPERVISOR CERTIFICATE		State of California COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 1601 Alhambra Boulevard Sacramento, California 95816-7083	Department of Justice	FOR POST USE ONLY APPLICATION NUMBER
1. NAME (Last First Middle)		2. DATE OF BIRTH	3. SEX	4. RACE
5. NAME OF LAW ENFORCEMENT AGENCY WHERE PRESENTLY SERVING AS A RECORDS SUPERVISOR AS DESCRIBED IN COMMISSION REGULATION 1001(y)			6. SOCIAL SECURITY NO.	
7. PRESENT POSITION/TITLE			8. DATE APPOINTED AS A RECORDS SUPERVISOR WITH PRESENT AGENCY	
9. PUBLIC RECORDS ACT COURSE ATTENDED			10. COURSE LENGTH - HOURS	11. DATE ENDED
12. RECORDS SUPERVISOR COURSE ATTENDED			13. COURSE LENGTH - HOURS	14. DATE ENDED
15. REQUIRED NOTICE OF APPOINTMENT/TERMINATION FORM 2-114 FILED WITH POST <input type="checkbox"/> YES <input type="checkbox"/> NO				
ALL TRAINING MUST BE SUPPORTED BY A COPY OF THE CERTIFICATE OF COMPLETION OF TRAINING DO NOT SEND ORIGINAL DOCUMENTS. SEND REPRODUCED COPIES AS THESE ITEMS WILL NOT BE RETURNED.				
For information about the application, call:				
16. _____ NAME (type/print)		()	_____ PHONE NUMBER	
<i>I attest that all of the information contained in this application is true and correct.</i>				
17. _____ SIGNATURE OF APPLICANT			_____ DATE	
<i>I recommend that the certificate be awarded. I attest that the applicant is a full-time records supervisor and has:</i>				
<ol style="list-style-type: none"> 1. graduated high school or passed the General Education Development Test (GED), 2. completed a probationary period established by this agency, 3. successfully completed a minimum of two years' service with this agency as a records supervisor, and 4. successfully completed the training requirement set forth in Commission Regulation 1005(k). 				
<i>This applicant, in my opinion, is worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this agency substantiate my recommendation.</i>				
18. _____ SIGNATURE OF DEPARTMENT HEAD			_____ DATE	
_____ TYPE/PRINT DEPARTMENT HEAD'S NAME AND TITLE				
FOR POST USE ONLY				
TRAINING INSTITUTION		CERTIFICATE NUMBER	DATE ISSUED	
		RS-		
APPLICATION EVALUATED BY		EVALUATION REVIEWED BY		
COMMENTS				

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION FOR AWARD OF POST RECORDS SUPERVISOR CERTIFICATE

Instructions for Completing the Form:

1. **NAME:** Enter the applicant's last name, first name, and middle name or initial. For common names (e.g., John Brown, Mary Jones), provide the middle name.
2. **DATE OF BIRTH:** Enter the applicant's date of birth (month, day, year) in numerical form (e.g., 2-4-60).
3. **SEX:** Enter M (male) or F (female).
4. **RACE:** Enter the applicant's race or ethnic background; abbreviations may be used. This information will be used by POST for statistical purposes only.
5. **NAME OF LAW ENFORCEMENT AGENCY WHERE PRESENTLY SERVING AS A RECORDS SUPERVISOR AS DESCRIBED IN COMMISSION REGULATION 1001(y):** Enter complete name of agency.
6. **SOCIAL SECURITY NUMBER:** The applicant's social security number must be entered. The social security number is used by POST as the primary identifier for individuals about whom records are maintained by POST. (GC 13503)
7. **PRESENT POSITION/TITLE:** Enter the applicant's present position or title (e.g., records supervisor).
8. **DATE APPOINTED AS A RECORDS SUPERVISOR WITH PRESENT AGENCY:** Enter the month, day and year of actual appointment.
9. **PUBLIC RECORDS ACT COURSE ATTENDED:** Enter the name of the agency/institution presenting the course.
10. **COURSE LENGTH - HOURS:** Enter the length of the course in hours.
11. **DATE ENDED:** Enter the date the course ended.
12. **RECORDS SUPERVISOR COURSE ATTENDED:** Enter the name of the agency/institution presenting the course.
13. **COURSE LENGTH - HOURS:** Enter the length of the course in hours.
14. **DATE ENDED:** Enter the date the course ended.
15. **REQUIRED NOTICE OF APPOINTMENT/TERMINATION FORM 2-114 FILED WITH POST:** Commission Regulation 1003 states that eligibility to receive the Records Supervisor Certificate requires that the Notice of Appointment/Termination Form (2-114) shall be submitted whenever a person is appointed, promoted, reclassified, or transferred to a records supervisor position, or whenever a certificated records supervisor is terminated from a records supervisor position. Indicate "yes" or "no" whether this form has been submitted to POST for the applicant.
16. **TYPE/PRINT NAME OF CONTACT PERSON AND PHONE NO.:** TYPE/PRINT the name, area code and telephone number of the person POST should contact regarding information submitted on or with this form.
17. **SIGNATURE OF APPLICANT:** The certificate application form is not complete unless this attestation is signed by the applicant. Enter the month, day and year the application form is signed by the applicant.
18. **SIGNATURE OF DEPARTMENT HEAD:** The certificate application form is not complete unless this attestation is signed by the department head of the local law enforcement agency where the applicant is presently serving as a records supervisor.

PLEASE PRINT OR TYPE

NOTICE OF APPOINTMENT/TERMINATION

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1801 Alhambra Boulevard
 Sacramento, California 95816-7083

IDENTIFICATION INFORMATION

1. Name -- Last	First	Middle	2. Date of Birth	3. Sex	4. Race	5. Social Security Number
6. AKA			7. Rank/Classification			
8. Agency			9. Date of appointment, change of peace officer/dispatcher/records supervisor status, etc.			
10. The above-named person's last service as a peace officer/dispatcher/records supervisor was with:						
NAME OF AGENCY			from	MONTH/DAY/YEAR	to	MONTH/DAY/YEAR

PEACE OFFICER APPOINTMENT INFORMATION

All requirements of Commission Regulation 1002, "Minimum Standards for Employment", have been satisfactorily completed for the above-named person.

11. The above-named person is appointed as a peace officer as defined in Penal Code Section: <input type="checkbox"/> 830.1 <input type="checkbox"/> 830.2 <input type="checkbox"/> 830.3 <input type="checkbox"/> 830.31 <input type="checkbox"/> 830.4 <input type="checkbox"/> 830.5	12. The above-named person is appointed as a peace officer as defined in Penal Code Section 830.6 as a: <input type="checkbox"/> Designated Level I <input type="checkbox"/> Level II <input type="checkbox"/> Non-designated Level I <input type="checkbox"/> Level III
13. The appointment status in space 11 or 12 above is: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Provisional <input type="checkbox"/> Seasonal <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
14. The above-named person satisfied the basic training requirement by: <input type="checkbox"/> Graduation from a POST-certified Basic Course <input type="checkbox"/> Basic Course Waiver Process (BCW)	15. The above-named person satisfied the reserve training requirement of: <input type="checkbox"/> Module A <input type="checkbox"/> Modules A, B & C <input type="checkbox"/> Module B <input type="checkbox"/> 200 Hours Field Training <input type="checkbox"/> Module C <input type="checkbox"/> Basic Course <input type="checkbox"/> Module A & B
16. <input type="checkbox"/> The above-named person has not satisfied the basic training requirement	

DISPATCHER APPOINTMENT INFORMATION

All requirements of Commission Regulation 1018(c), "Minimum Standards for Public Safety Dispatchers", have been satisfactorily completed for the above-named person.

17. <input type="checkbox"/> The above-named person is appointed as a public safety dispatcher as defined in Penal Code Section 13510(c) and/or Commission Regulation 1001(t).
18. The appointment in space 17 above is: <input type="checkbox"/> Full time <input type="checkbox"/> Part time
19. <input type="checkbox"/> The above-named person has not satisfied the public safety dispatcher basic training requirement.

RECORDS SUPERVISOR APPOINTMENT INFORMATION

20. <input type="checkbox"/> The above-named person is appointed as a full-time law enforcement records supervisor as defined in Commission Regulation 1001(y).

TERMINATION INFORMATION

21. The above-named person's service with this agency terminated on _____ MONTH/DAY/YEAR because he or she: <input type="checkbox"/> Resigned <input type="checkbox"/> Was discharged <input type="checkbox"/> Retired <input type="checkbox"/> Died <input type="checkbox"/> Was convicted of a felony or serious crime <input type="checkbox"/> Other (Explain below)
--

22. Explanation

ATTESTATION OF REPORTING OFFICIAL

23. I attest that the information provided on this form is true and correct, and is based on my personal knowledge or inquiry; the personnel records of this agency substantiate this information.

SIGNATURE OF AGENCY ADMINISTRATOR

PRINT AGENCY ADMINISTRATOR'S NAME AND TITLE

DATE

INSTRUCTIONS FOR COMPLETION OF THE NOTICE OF APPOINTMENT/TERMINATION FORM

The Notice of Appointment/Termination form is to be completed and submitted to POST within 30 days for a peace officer or dispatcher who is either newly appointed, laterally enters, changes status within the same agency, or is terminated from an agency that participates in the POST program.

The Identification Information section of the form must always be completed, AND either the Peace Officer Appointment Information section, Dispatcher Appointment Information section, Records Supervisor Appointment Information section, or Termination Information section as appropriate. **PLEASE PRINT OR TYPE.**

Instructions for Completing the Form:

IDENTIFICATION INFORMATION (verify with agency records that this information is correct)

1. **NAME:** Enter the person's last name, first name, and middle name or initial. For common names (e.g., John Brown, Mary Jones), provide the middle name.
2. **DATE OF BIRTH:** Enter the person's date of birth (month, day, year) in numerical form (e.g., 2-4-80).
3. **SEX:** Enter M (male) or F (female).
4. **RACE:** Enter the person's race or ethnic background, abbreviations may be used. This information will be used by POST for statistical purposes only.
5. **SOCIAL SECURITY NUMBER:** Enter the person's social security number. This information will be used solely as the unique identifier for the person in processing appropriate POST records.
6. **AKA (ALSO KNOWN AS):** Enter any and all names the person has been known as (e.g., maiden or married names, and AKA's). If additional space is needed, list in space 22.
7. **RANK/CLASSIFICATION:** Enter the person's rank or classification (e.g., dispatcher, records supervisor, cadet, police officer, deputy sheriff, peace officer, agent, sergeant, lieutenant, captain, chief of police, etc.).
8. **AGENCY:** Enter complete name of the agency.
9. **DATE OF APPOINTMENT, ETC.:** Enter the month, day, and year of actual appointment or change of peace officer/dispatcher/records supervisor status (e.g., reserve peace officer is appointed as a full-time, regularly employed and paid as such peace officer). For convenience, this space and space 7 may be used to advise POST that the person is promoted or demoted (e.g., to the rank of sergeant, lieutenant, captain, etc.), and explain in space 22.
10. **THE ABOVE-NAMED PERSON LAST SERVED AS A PEACE OFFICER/DISPATCHER/RECORDS SUPERVISOR:** Enter the complete name of agency that the person last (previously) served with as a peace officer/dispatcher/records supervisor, and the beginning and ending dates of service with that agency.

PEACE OFFICER APPOINTMENT INFORMATION

Place an "X" in the space in the left-hand margin if Peace Officer Appointment Information is being provided.

11. **THE ABOVE-NAMED PERSON IS APPOINTED AS A PEACE OFFICER AS DEFINED IN PENAL CODE SECTION:** Place an "X" in the appropriate space. Note that reserve peace officers are to be accounted for in space 12.
12. **THE ABOVE-NAMED PERSON IS APPOINTED AS A RESERVE PEACE OFFICER AS DEFINED IN PENAL CODE SECTIONS 830.6 AS A:** Place an "X" in the appropriate space. NOTE: Designated Level I Reserve peace officers must be so designated by local ordinance or resolution as is appropriate.
13. **THE APPOINTMENT STATUS INDICATED IN SPACE 11 OR 12 IS:** Place an "X" in the appropriate space. For service that is part-time, provisional, or seasonal, explain in space 22 the basis or length or amount of service monthly/yearly.
14. **THE ABOVE-NAMED PERSON SATISFIED THE BASIC TRAINING REQUIREMENT BY:** Place an "X" in the appropriate space.
15. **THE ABOVE-NAMED PERSON SATISFIED THE RESERVE TRAINING REQUIREMENT BY:** Place an "X" in the appropriate space(s). NOTE: The training requirements for each Level of Reserve are: Level I - Designated, the Basic Course; Level I - Nondesignated, Modules A, B & C plus 200 hours of field training; Level II, Modules A and B; and Level III, Module A.
16. **THE ABOVE-NAMED PERSON HAS NOT SATISFIED THE BASIC TRAINING REQUIREMENT:** Place an "X" in the space if the person has not satisfied the basic training requirements; for example, the person is enrolled in a basic academy but has not graduated, or the person has been appointed as a peace officer but has not begun/completed basic training. Explain in space 22.

DISPATCHER APPOINTMENT INFORMATION

Place an "X" in the space in the left-hand margin if Dispatcher Appointment Information is being provided.

17. **THE ABOVE-NAMED PERSON IS APPOINTED AS A PUBLIC SAFETY DISPATCHER AS DEFINED IN PENAL CODE SECTION 13510(C) AND/OR COMMISSION REGULATION 1001(j):** Place an "X" in the space if the person was appointed to the position of dispatcher as defined in either of the above sections.
18. **THE APPOINTMENT STATUS IN SPACE 17 ABOVE IS:** Place an "X" in the appropriate space. For service that is part-time, explain in space 22 the basis or length of service monthly/yearly.
19. **THE ABOVE-NAMED PERSON HAS NOT SATISFIED THE PUBLIC SAFETY DISPATCHER BASIC TRAINING REQUIREMENT:** Place an "X" in the space if the person has not satisfied the basic training requirements. Explain in space 22.

RECORDS SUPERVISOR APPOINTMENT INFORMATION

Place an "X" in the space in the left-hand margin if Records Supervisor Appointment information is being provided.

20. **THE ABOVE-NAMED PERSON IS APPOINTED AS A FULL-TIME LAW ENFORCEMENT RECORDS SUPERVISOR AS DEFINED IN COMMISSION REGULATION 1001(y):** Place an "X" in the space if the person was appointed to the position of records supervisor as defined by Commission Regulation 1001(y).

TERMINATION INFORMATION

Place an "X" in the space in the left-hand margin if Termination Information is being provided.

21. **THE ABOVE-NAMED PERSON'S SERVICE WITH THIS AGENCY TERMINATED:** Enter the date of termination month, day, and year. Place an "X" in the appropriate space for the reason for termination.

EXPLANATION

21. Enter additional useful information that will clarify or supplement information provided in the identification information, Peace Officer Appointment information, Dispatcher Appointment Information, Records Supervisor Appointment Information, and/or Termination Information sections.

ATTESTATION OF REPORTING OFFICIAL

23. The agency administrator must sign and date the Notice of Appointment/Termination form.

questionnaire was mailed to all agency chief executives to gather data and input on a variety of related issues. To date 77% of all agencies have responded, including 87% of police departments, 83% of sheriff's departments, and 38% of all other types of agencies. A synopsis of the results of this survey are contained in Attachment B. Additionally, a field training ad hoc committee has been formed and has provided input in support of a mandatory, standardized field training program, higher selection standards for field training officers, and revision of the Field Training Officer's Course curriculum and POST's Field Training Guide.

In June, 1997 the Commission adopted a Strategic Plan for POST which sets as a goal to increase standards and competency in California law enforcement. An objective of that goal is to integrate mandatory, standardized field training and the basic academy to constitute "basic training". Staff has developed the initial process toward the fundamental implementation of POST's goal to increase the minimum competency of all entry-level peace officers.

ANALYSIS

Based upon a review of all available information, the results of several formal studies, and the input from approximately 77% of the agencies statewide, it is proposed that a standardized field training program be mandated and that the program be integrated as part of the "basic training requirement". Primary components of the proposed field training program are: 1) the continuum of the Regular Basic Course to and through the field training program to constitute completion of the basic training requirement for all peace officers; 2) the Commission mandating and regulating all portions of this "basic training requirement"; and 3) the integration of certain core components of the field training program into the "basic training requirement" to increase the competencies of all entry-level peace officers.

The momentum of mandated field training is the strongest it has been for many years and it is evident to the agencies that field training is as pivotal and primary as the Regular Basic Course. Field training should provide a smooth transition from the theory of classroom to the practical application of those core competencies in the field. Most law enforcement agencies have such programs already in place because they are generally considered an essential element in the development and evaluation of their officers. Field training that is integrated as part of the Regular Basic Course and follows academy training is considered the most valuable because of the prerequisite knowledge and skills learned in the academy. There is considerable potential for improving the competence of officers with field training programs that meet specific minimum standards.

The Regular Basic Course needs to be supplemented with additional training in a field setting for the following reasons:

- o Agency values, acceptable organizational behavior, and policy compliance are best taught by a senior officer who serves as both a role model and mentor to the trainee. The policy, values, and behavior are specific to the employing agency, and instruction in those subjects should be controlled by the employing entity.

- o A trainee's proficiency and competency in critical training areas must be evaluated under true field conditions. Recent civil lawsuits have shown that training efforts beyond the academy setting must be documented in areas that expose the law enforcement agency to liability. High-risk patrol tactics, crimes-in-progress, use of force, and vehicle operations are areas that require extensive training documentation to defend the agencies against "negligent training" claims.
- o Academy scenario training and testing cannot duplicate the actual stress of field conditions. Although a proven instructional tool, scenarios are not a true test of the trainee's ability to exercise sound judgment when making critical decisions. Judgment and decision-making are critical skills that should be tested under realistic field conditions.
- o Agency specific training in community problem-solving skills requires analysis of existing crime patterns, habitual offender recognition, familiarity with community resources, and utilization of community and departmental resources in enforcement strategies. To accomplish these objectives, the trainee should be assigned and supervised in a specific geographical area and under field conditions.

Adding the mandated field training component rounds out the concept of integrating the Regular Basic Course and the Field Training Program into the "basic training requirement" for all California peace officers. The implementation of the proposed field training program would consist of the following:

1. Develop and implement a standardized California model Field Training Program that would link core competencies and knowledge domain cognitive and skills training from the Regular Basic Course to the standardized field training program.
2. Mandate the formal, standardized field training program as part of the "basic training requirement", closely linking it to the Regular Basic Course.
3. Develop qualifications for field training officers (FTOs) including agency selection standards and formal, mandated initial training and recommended update training; only those officers qualified under both POST and agency standards would be allowed to train and evaluate those participating in the field training program at their respective agencies.
4. Redesign and update the recommended Field Training Administrator's Course for supervisors and managers of agency field training programs (currently a certified 24-hour course at one presenter statewide).
5. Redesign, update, and standardize a mandatory POST Field Training Officer Course to include training and evaluation skills as part of the training process (currently a certified 40-hour course at 22 presenters statewide).

6. Redesign and update the recommended *Field Training Officer Update Course* to include update training and evaluations skills (currently a certified 24-hour course at three presenters statewide).
7. Update all related manuals for inclusion in the specified training courses and programs.
8. Develop the necessary regulations and procedures to implement and integrate the field training program as part of the "basic training requirement".

The proposed model includes a mandated, minimum 10 week, Field Training Program that would be required at each agency. This program would be based on general law enforcement and patrol functions. Each field training officer (FTO) would be selected based on POST minimum standards and their employers selection criteria. The FTOs would be required to go through specific mandated training as part of their qualification to be able to train and evaluate new officers. New trainees will be trained only by those officers who are qualified FTOs. Proposed models for the field training program and additional collaborative courses are included as Attachment C.

This concept was presented at the Long Range Planning Committee meeting on June 16, 1997. Members of the Committee expressed concern for (1) the potential impact of a mandatory field training program on Deputy Sheriff's initially assigned to custody related duties, and (2) potential fiscal impact on participating agencies. These concerns have been identified and regulatory language has been drafted to provide flexibility and exemptions where necessary to address these issues.

Proposed regulations would exempt officers while assigned to custodial related duties. Deputy Sheriffs assigned to jail duty following Regular Basic Course completion would, therefore, not be required to enter a field training program until they were assigned to patrol duty. Deputy Sheriffs so assigned would be able to obtain their Basic Certificate prior to completing field training.

A waiver provision is also proposed to accommodate any agency that may be unable to comply with the program provisions due to either financial hardship or lack of availability of personnel who could qualify to serve as FTOs. It is anticipated that a small number of agencies may need availability of such a waiver provision.

Based upon the responses to the survey, it is believed that the great majority of law enforcement agencies already operate field training programs that meet, or with minor adjustments, can meet the proposed requirements. It is not anticipated that proposed requirements, if enacted, would impose significant new program costs on these agencies.

Drafts of the proposed regulatory language for Commission Regulation 1005 and Commission Procedure D-13 are included as Attachment D.

The POST Field Training Guide and other supporting publications and curriculums are currently under revision/development by staff with input and assistance from the ad hoc field training committee. These documents will facilitate the integration of concepts from the Regular Basic Course to the Field Training Program. It is anticipated these guides and curriculums will be completed and presented to the Commission for approval at its November meeting.

Mandating a standardized field training program will be an ambitious, necessary, and timely undertaking on the part of agencies and the Commission to raise the standards of the "basic training requirement". Integrating the Regular Basic Course and the Field Training Program is one of the objectives identified in the Commission's Strategic Plan which was adopted in June, 1997. The implementation of this proposal will "raise the bar" on entry-level training for California peace officers and be the foundation on which law enforcement careers are built.

The proposal, if adopted, would be a significant step in the elevation of professional standards for California law enforcement. It is recommended that the Commission schedule a public hearing for the November 1997 meeting.

RECOMMENDATION

If the Commission concurs, the appropriate action would be a MOTION to schedule a public hearing on the proposed Field Training Program for the November 1997 Commission meeting.

Commission on Peace Officer Standards and Training

FIELD TRAINING PROGRAM HISTORICAL PERSPECTIVE

Field training is the process by which an individual trainee receives on-the-job training to compliment or reinforce formal classroom training. Because law enforcement duties are performed and services are delivered through field operations the importance of field training becomes crucial. When combined with a valid trainee evaluation component, on-the-job training that is properly administered and supervised can and should be one of the more important phases of "basic training" for law enforcement personnel. A successful field training program must provide "real world" training that is consistent with and supplements classroom training with practical hands-on application. The successful field training program must also embrace the appropriate guidance and supervision that will allow the trainee to apply basic law enforcement principles within the community that they are serving.

Many experts have recognized and written about the importance of police training beginning in the early 1930's. August Vollmer wrote "the policeman is no longer merely the suppressor of crime, but the social worker of the community as well". Although Vollmer did much to enhance the police profession in California much of the training designed for peace officers is reactive to social situations which have already occurred or started to occur. In the late 1950s and early 1960s, many police departments began participating in basic training academies but offered very little in terms of after academy training and orientation to their jobs. Very often the officer was left to make the classroom-to-street transition by themselves.

The President's Commission on Law Enforcement and the Administration of Justice (1967) was the first national body to emphasize the importance of field training. In the early 1970s, as a result of allegations of negligent retention of an officer, the San Jose Police Department developed and began to implement the first organized Field Training and Evaluation Program. The program has been modified, standardized, and court validated through the years and today is widely recognized and used as a model program throughout California and the nation. There are at least three states, Connecticut, Missouri, and Oregon, that are already mandating field training as part of their training requirement.

POST involvement in field training began with the first publication of the *Field Training Guide* in 1979. In 1985 and 1986 there was a renewed interest and demand from the law enforcement community for POST to become more involved in field training. POST, with the assistance of a management fellow, developed a standardized field training program and recommended that the program be mandated. The program was field tested in 1987 with a great degree of success. In 1988, the Commission approved the program for optional use by POST agencies. That optional program is still in place today.

In the early 1990s law enforcement worldwide was rocked by the Rodney King incident. Intense scrutiny was immediately focused on peace officer training and accountability. The Kolts Report (Los Angeles County Sheriff) and the Independent (or Christopher) Commission Report (Los Angeles Police Department) both recommended sweeping reform in field training programs. This included emphasis in the training and management of field training officers responsible for the training and evaluation of recruit peace officers. In 1992 the Independent Commission issued a status report that noted a correlation in their findings and a Los Angeles Police Department study indicating that probationary officers trained by veteran officers with significant records of excessive force are themselves more likely to resort to excessive force in the field. Concerns about these types of training incidents and negative trends attributed to training led to the POST Symposium on Law Enforcement Training Issues held in September of 1992.

The symposium focused on field training programs and on field training officers. A number of recommendations were developed at the symposium based on input from over 175 law enforcement officers attending the symposium. These recommendations included:

- o POST mandated field training programs for all new officers;
- o POST mandated initial and refresher training for all officers who were selected to provide field training to new officers by their respective agencies;
- o Revision of field training officer selection standards at agencies.

The Basic Course Review Committee met in December 1992 and reiterated many of the same issues and recommendations that were made in September regarding field training programs. The overwhelming opinion was that field training programs should be mandated by POST because this was one of the most critical periods in the training process and the developing career of a new officer. There was concern that the agency liability in not having a quantifiable field training program for regular basic course graduates was quite high. The concerns about funding a field training program statewide was also paramount in the discussions.

The Regular Basic Course training program was seen as adequate as far as training recruit officers in the basic knowledge domains and skills required by the peace officer position. However, there was consensus among the agencies, and supported by a 1992 basic course study, that the regular basic course academy training must be supplemented with training in the field.

In a report to the Commission in July 1993 the importance of a field training component was stressed for the following reasons:

- o Agency values, acceptable organizational behavior, and policy compliance are best taught by a senior officer who serves both as a role model and mentor to the trainee. The policy, values, and behavior are specific to the employing agency, and instruction in those subjects should be controlled by the employing entity.

- o A trainee's proficiency in critical training areas must be evaluated under field conditions. Recent civil lawsuits have shown that training efforts beyond the academy setting must be documented in areas that expose the law enforcement agency to liability. High-risk patrol tactics, crimes in-progress, use of force options, and emergency vehicle operations are areas that require extensive training documentation to defend the agency against "negligent training" claims.
- o Academy scenario training and testing cannot duplicate the actual stress of field conditions. Although a proven instructional tool, scenarios are not a true test of the trainee's ability to exercise sound judgment when making decisions. Judgment and decision-making are critical skills that should be tested under field conditions.
- o Training in community problem-solving skills requires analysis of existing crime patterns, habitual offender recognition, familiarity with community resources, and utilization of community and departmental resources in enforcement strategies. To accomplish these objectives, the trainee should be assigned and supervised in a specific geographical area.

In that July, 1993 meeting, the Commission approved the concept of field training programs and the reimbursement of local agencies for training costs associated with managing a POST-approved field training program, but delayed implementation until funds were available.

Between 1993 and the present, POST has held several workshops attended by a broad cross-section of the law enforcement community dealing with the field training issues. Throughout all of the meetings, momentum has been building towards the Commission mandating a field training program for all peace officers. The common theme was that most agencies were awaiting mandates from POST. Most of the inputs were positive and all concerns that were voiced in regards to any of the issues were addressed by POST staff.

In July 1996 the Commission approved a contract for a POST management fellowship position to study field training and related issues. The goals of this study would include: 1) conducting a study and making recommendations on the feasibility of mandating a statewide field training program; 2) providing recommendations for linking the Regular Basic Course more closely to a field training program; 3) making recommendations for improving and standardizing courses for field training officers; and 4) updating all POST field training publications and documents.

The POST management fellowship has allowed for the review of extensive research material on field training programs both in California and nationwide. Reviews were conducted of previous POST research, current national trends in field training, and POST data bases on existing programs statewide. Past research conducted by POST and a variety of others demonstrates consistent agreement as to the importance and vitality of field training. POST workshops, committees, symposiums, and past management fellowship reports have all acknowledged this critical portion of basic training, and consistently recommended that POST standardize and mandate field training programs for every peace officer in the state.

National trends in field training were closely examined during a review of the research material. A phone survey was conducted of all presidents of state chapters of the National Association of Field Training Officers (NAFTO); a literature review of all law enforcement periodicals in the POST Library; and written requests to all POST agencies in the United States. POST staff has personally talked with staff or received information from approximately 40 states. All states offer a basic course (or academy) training program ranging from 240 to 1500+ hours. Most states report having some form of field training opportunity but that it is usually controlled by each local agency. Some states provide model programs (like POST), and three states, Connecticut, Missouri, and Oregon actually mandate field training programs. These states consider field training a component of basic (entry level) training. They provide manuals with task lists and other items to be completed by a trainee, field training officer, field training supervisor, and the agency head. These states report success in achieving their training goals, enhancing documentation of training, and reduced liability exposure. They are very supportive of their programs and have shared their complete programs and concepts with POST.

Most states have very thorough training components for the field training officers. Most states offer a 40-hour class and some mandate that training. Those that mandate the training certify their field training officers (FTOs) and require recertification at various intervals of between two and four years. California is much larger than most of the other states (generally having three to six times that number of agencies participating in the program) with much more variety in demographics, however, we appear to be trailing behind in the field training area. California can become a model and a leader for this type of program.

Current POST data shows that there are 212 agencies that have submitted requests for "POST Approved Field Training Programs". That data was found to be unreliable in that agencies that we know to have field training programs are not included on the list. It was important to get reliable and up-to-date information on every agency. A comprehensive survey was developed and sent to the chief executive officer at 495 POST-participating agencies in January 1997. All police and sheriff's departments, as well as public safety departments, school and campus police, and specialized agencies (including the California Highway Patrol and the Department of Fish and Game) were surveyed.

POST received an overall response rate of 77% with police and sheriff's departments providing the most responses with 87% and 83%, respectively. Of the 495 agencies sent surveys, 381 returned them. Of those agencies, 361 agencies (95%) reported having formal field training programs in place based on the San Jose model, the POST model, or a combination of both. Of the 20 agencies that reported having no formal field training program, 15 agencies (75%) offered on-the-job training with a senior officer for their new officers. The survey form also provided a number of narrative responses. One dealt with the issue of mandating field training. The majority of responses indicated a strong desire to see POST mandate a standardized program with plenty of flexibility for agency specific issues. There was an overwhelming response and indication of strong support for additional training for field training officers (FTOs) and for supervisors that are responsible for the field training of personnel. Attachment B outlines the survey and specific results.

Years of prior research and recommendations from the field, coupled with current research and inputs from law enforcement agencies statewide solidify information recommending that the Commission mandate a standardized field training program, as well as the 40-hour Field Training Officer Course. Additionally, POST should recommend the attendance of the collaborative training courses, a field training officer up-date course of 24-hours every two years and a Field Training Administrators Course of 24-hours. These courses provide for the administration and supervision that is necessary to provide a successful, competent field training program at each agency.

These courses are all currently offered and certified by POST but will require curriculum revisions and standardization. Selecting, educating, and training those most directly responsible for field training of new officers must be emphasized and part of the whole program. They must know what is expected of them in delivering, supervising, and administering this important component of basic training.

The field training program itself should be a redesigned and enhanced version of our current POST Model Field Training Program designed in 1988. It should be linked to and be a continuum of the Regular Basic Course. Training goals should be linked numerically with the Regular Basic Course Learning Domains. The required testing and training in field training programs should be similar in development to the Regular Basic Course to further integrate these two components of the basic training requirement. This will assist the trainee in a smooth transition from the theory of the classroom to the practical applications needed to function in the field.

The continuum of the Regular Basic Course to and through the field training program should constitute the "basic training requirement" for all California law enforcement personnel. The integration of a field training component into the "basic training requirement" will increase the competencies of all entry-level officers, and the Commission should mandate and regulate all portions of the "basic training requirement". Agencies have come to see that as the Commission's role in the past and expect that to be the role in the future.

If the Commission approves of the mandated field training program concept, reasonable time would be allowed to implement the required training programs and personnel. It is anticipated that the program could be in place and ready to go by January 1, 1999.

The Commission and POST are in a unique position to "make a bold adjustment" in the amount and quality of continued training provided to new officers, and take California law enforcement strongly and proudly into the next century. The Commission need only follow its vision "to be the leading organization in establishing professional standards, assuring quality training, and providing effective services to develop and support the world's finest peace officers and law enforcement organizations".

ATTACHMENT B

Commission on Peace Officer Standards and Training

1997 FIELD TRAINING SURVEY SYNOPSIS

In an effort to obtain current foundational data regarding field training programs throughout the State, 495 surveys were mailed to all police and sheriff's departments as well as public safety departments, school and campus police, and several specialized agencies (including the California Highway Patrol and the Department of Fish & Game). To date, 381 agencies have responded to the survey (77%). Police and Sheriff's departments provided the most responses with 87% and 83%, respectively.

The survey contained a wide variety of questions regarding field training. The survey was broken into four parts including: program development, program characteristics, FTO selection and training, and program evaluation. There were simple yes/no, check box type responses through to open ended, narrative type responses. The data compiled is expansive but important points of interest can be presented through a brief overview. Percentages have been calculated to demonstrate current trends throughout POST agencies and narrative responses have been grouped and listed with the most frequent responses being at the top of the lists.

Program Development

- 95% of the responding agencies reported having a formal, structured field training program (361 out of 381 agencies)
- Of the 20 agencies that do not provide a formal field training program, 15 (75%) provide on-the-job training with a senior officer
- Agencies providing initial training (whether formal or informal) total 98.6%, 376 out the 381 responding agencies
- 64% of the responding agencies use the San Jose Model, 22% use the POST Model, and 14% use a combination or other model (usually San Diego PD or Torrance PD)
- Sergeants oversee 73% of the responding agencies field training programs yet only 47% of the agencies provide specific training (Supervisor Course or Field Training Administrator's Course) for those Sergeants
- The top three reported objectives for agency field training programs were:
 - Standardize training and evaluation process
 - Train recruits in agency specific policies/procedures
 - Develop a competent solo officer

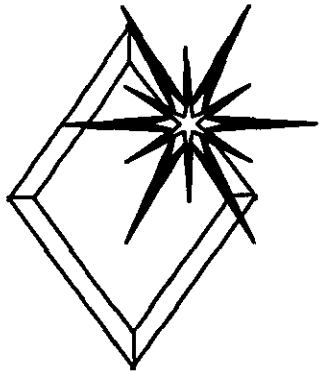
FTO Selection and Training

- 84% of the responding agencies require their FTOs have the POST Basic Certificate. Additionally most require a specific number of years service (2-3) and above average performance evaluations.
- 88% offer incentives to their FTOs including special nametags or uniform distinction and/or a permanent or temporary (during training only) salary differential
- Only 50% of the responding agencies provide additional or update training specific to field training for their FTOs (smaller agencies offer significantly less training)
- 95% of the responding agencies have few or none of their FTOs participating in academy training. (Larger agencies have FTOs participate most - usually by assignment)

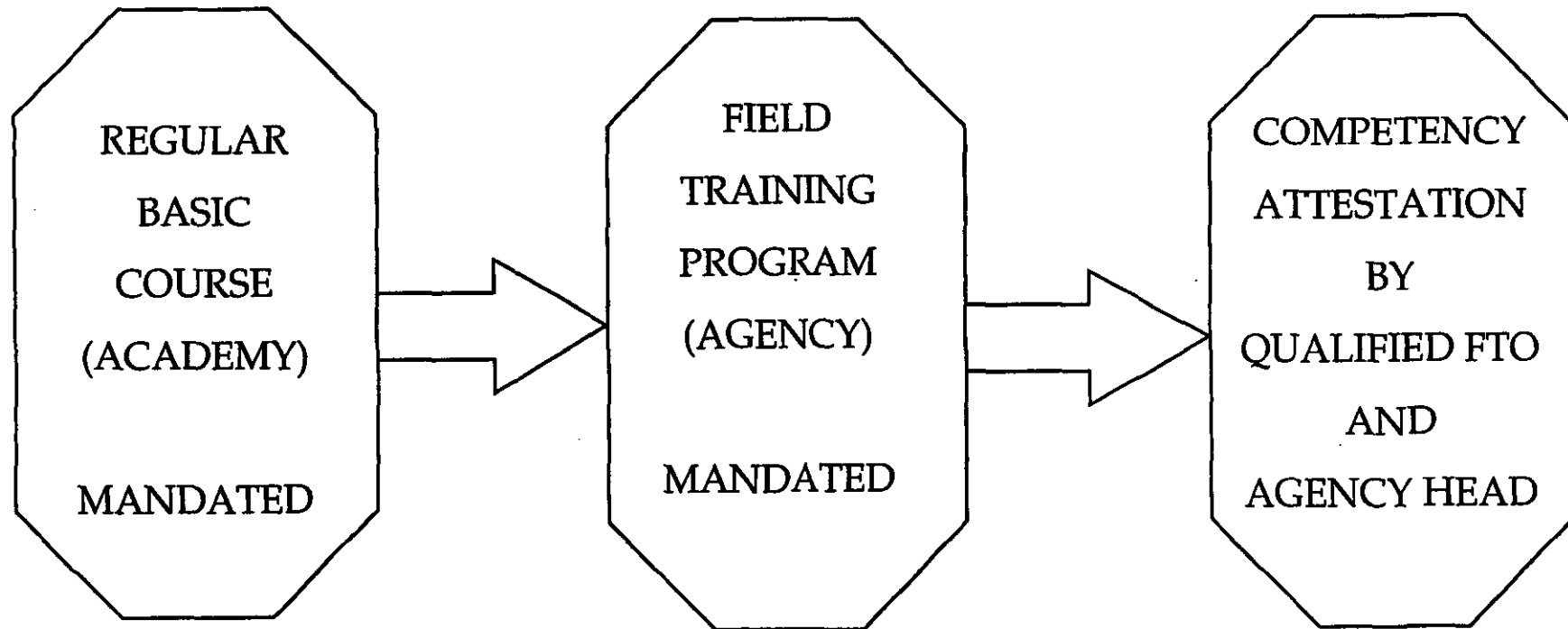
Program Evaluation

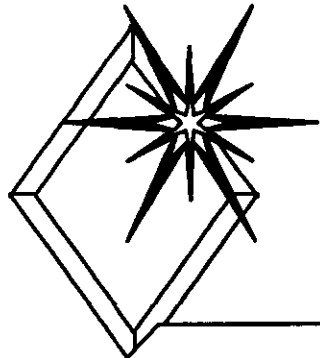
This portion of the survey was predominantly narrative responses. They are listed in groups with the most frequent responses being at the top of the lists. In order for a State mandated field training program to be successful, we must minimally provide the same benefits and build in the suggested improvements as reflected in the following responses:

- What are the most important benefits of your field training program?
 - Prepare trainee to work solo with minimal supervision (Ensure capability)
 - Familiarize trainee with agency policies/procedures
 - Standardization
 - Affords opportunity to identify and evaluate strengths and weaknesses
 - Reduce liability
- What are the most important improvements that could be made in your field training program?
 - More training for FTOs (both basic and update)
 - Standard selection process for FTOs
 - Consistency in evaluations and training
 - Written tests and more scenario training
 - Updated / Improved manual
- What are the positive and negative ramifications of mandating field training programs throughout the State?
 - Negative:
 - "One size won't fit all" - (Various agencies have various needs - agencies want to retain control for their specific needs considering their geographic, demographic, philosophical, and political differences)
 - Fiscal Impact (especially on smaller agencies for training and manpower needs)

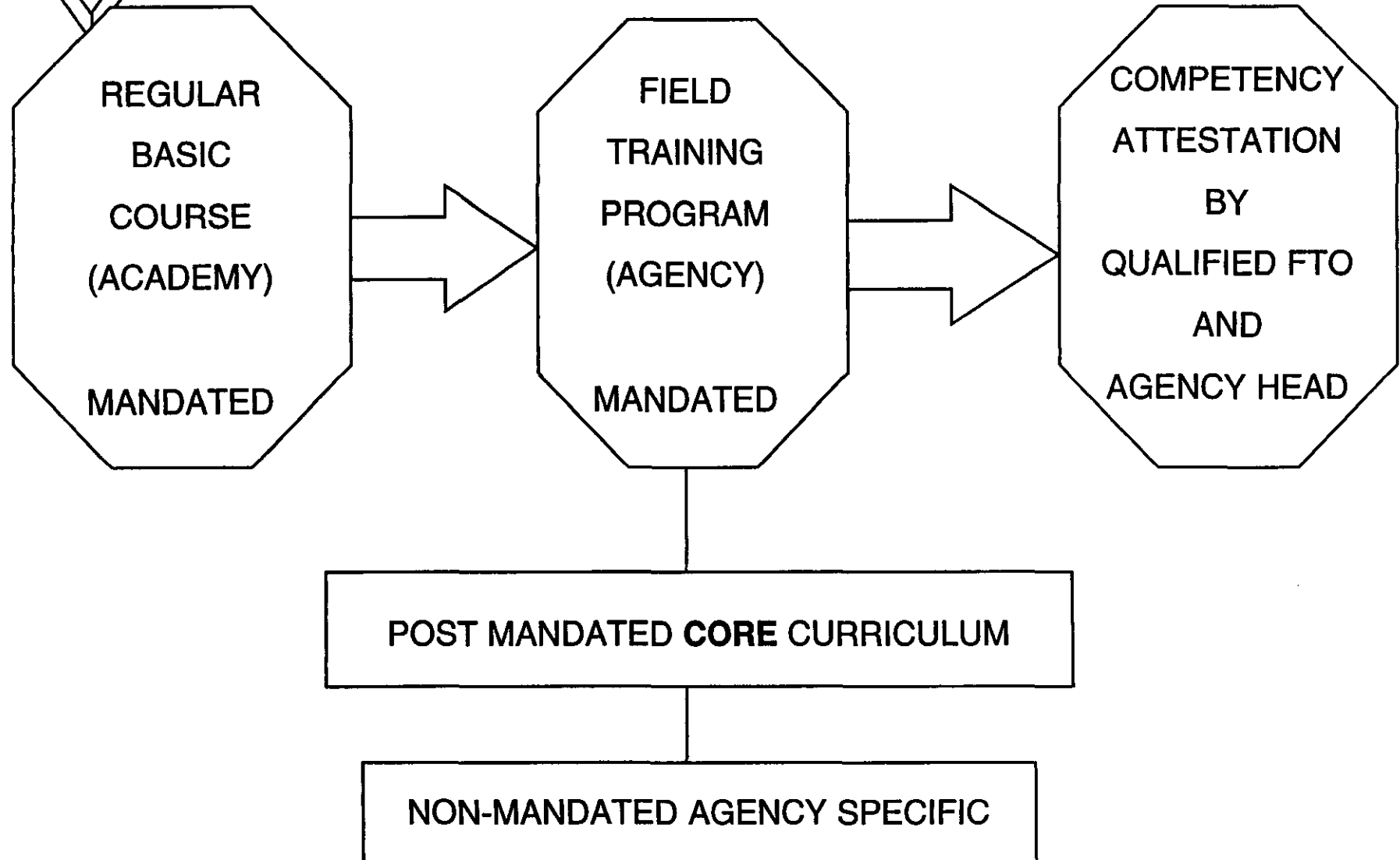


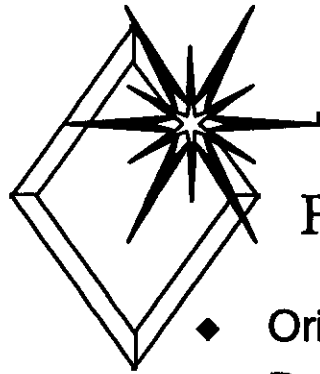
BASIC TRAINING MODEL





BASIC TRAINING MODEL





TRAINING CORE CURRICULUM

FIELD TRAINING PROGRAM AREAS OF INSTRUCTION:

- ◆ Orientation
- ◆ Professional Demeanor
- ◆ Officer Safety Awareness
- ◆ Department Policies
- ◆ Searches and Seizures
- ◆ Vehicle Operations
- ◆ California Codes (Penal, Vehicle, W & I, B & P, Etc...)
- ◆ Control of Persons / Prisoners / Mentally Ill
- ◆ Report Writing
- ◆ Investigations / Evidentiary Procedures
- ◆ Patrol Procedures (Pedestrian / Vehicle Stops and Radio Comm.)
- ◆ Tactical Communication / Management and Resolution
- ◆ Self-Initiated Activity
- ◆ Traffic (including DUI)
- ◆ Additional Topics (Including First Aid and Unusual Occurrences)

1005. Minimum Standards for Training.

(a)-(a)(1)(D) continued.

- (2) Every regular officer, following completion of the Regular Basic Course and before being assigned to perform peace officer duties without immediate supervision, shall complete a POST-approved field training program as set forth in PAM section D-13.

Regular officers are exempt from the field training program requirement:

- (a) while their assignments remain custodial related, or
 (b) if their agencies do not provide patrol or general law enforcement services, or
 (c) if they are a lateral entry officer possessing a Regular Basic Certificate whose previous employment included patrol or general law enforcement services, or
 (d) if their agency has obtained a waiver as provided for in PAM section D-13.

Requirements for the Field Training Program are set forth in PAM section D-13.

- (3) (2) Every regularly employed and paid as such inspector or investigator of a district attorney 's office as defined in section 830.1 Penal Code who conducts criminal investigations shall be required to satisfactorily meet the training requirements of the District Attorney Investigators Basic Course, PAM section D-1-45 . Alternatively, the basic training standard for district attorney investigative personnel shall be satisfied by successful completion of the training requirements of the Regular Basic Course, PAM, section D-1-3, before these personnel are assigned duties which include performing specialized law enforcement or investigative duties, except all of the Regular Basic Course need not be completed before they participate in a POST-approved field training program as described in subparagraph (1). The satisfactory completion of a certified Investigation and Trial Preparation Course, PAM section D-1-45 , is also required within 12 months from the date of appointment as a regularly employed and paid as such inspector or investigator of a District Attorney's Office.
- (4) (3) Every regularly employed and paid as such marshal or deputy marshal, of a municipal court, as defined in section 830.1 Penal Code, shall satisfactorily meet the training requirements of the Regular Basic Course, PAM, section D-1-3, before these personnel are assigned duties which include performing

POST ADMINISTRATIVE MANUAL

COMMISSION PROCEDURE D-13

~~APPROVAL OF AFTER-ACADEMY FIELD TRAINING PROGRAM~~

FIELD TRAINING

Purpose

13-1. Purpose: This Commission procedure implements the minimum standards / requirements for the POST-approval of field training programs and collaborative courses established by law enforcement agencies and other presenters pursuant to Sections 1005(j) (a). After-Academy Field Training Program Approval (Optional). This field training is designed for peace officers who have completed basic training described in Regulation 1005(a) or 1007(b)(1) and (b)(2). POST recognizes the importance of such training encourages the establishment of these field training programs, and promotes the voluntary adoption of the described minimum requirements.

13-2. Requirements for Field Training: The minimum standards for the Field Training Program and collaborating Field Training Courses are described in sections 13-3 and 13-5 to 13-7. Requirements for certification and presentation of these collaborative courses are specified in Regulations 1051-1056. Instructional methodology is at the discretion of individual course presenters unless specified otherwise in a training specification document developed for the course.

Specific Requirements

13-2. General Program Description: This program is based upon a law enforcement agency voluntarily requesting POST approval of its field training program as described in a field training plan and the application form. The agency must initially and continuously adhere to the established minimum requirements:

13-3. Field Training Program Description: Regular officer basic training shall be met by satisfactory completion of the training requirements of the Regular Basic Course and the satisfactory completion of the Field Training Program, as specified in Regulation 1005 (a). The Field Training Program is designed to provide a training continuum which integrates the acquired knowledge and skills from the Regular Basic Course with the practical application of law enforcement services. Any agency which employs regular officers shall apply to POST for approval of the agency's field training program and must outline the content of the program.

- (4) Trainees shall be supervised depending upon their assignment:
- (a) A trainee assigned to general law enforcement duties shall be under the direct and immediate supervision (physical presence) of a qualified field training officer.
 - (b) A trainee assigned to non-peace officer, specialized functions for the purpose of specialized training or orientation (i.e., complaint/dispatcher, records, jail, investigations) is not required to be in the immediate presence of a qualified field training officer.
- (5) Each trainee shall be evaluated daily with written summaries of performance prepared and reviewed with the trainee by the field training officer. Each trainee shall be evaluated weekly with written summaries of performance prepared and reviewed with the trainee by the field training administrator/ supervisor.
- (6) A field training officer shall have: (1) been awarded a POST Basic Certificate; (2) successfully completed the POST-certified Field Training Officer Course; (3) two years patrol experience; (4) a supervisor's nomination based upon the officer's desire to be a field training officer and their ability to be a positive role model; and (5) been selected based upon performance evaluation review and an oral board including a training presentation.
- (7) A field training administrator / supervisor shall have: (1) been awarded or is eligible to be awarded a POST Supervisory Certificate and (2) been selected based on a manager or agency head nomination or appointment.
- (8) Each field training officer shall be evaluated by the trainee and the field training administrator/supervisor. The trainee shall complete and submit a confidential evaluation to the field training administrator at the end of the field training program. The field training administrator/supervisor shall complete an annual evaluation of the field training officer's performance as a training officer for inclusion in any additional agency evaluation or personnel records.
- (9) Documentation of trainee performance shall be maintained by the agency. Attestation of each trainee's successful completion of the field training program by a qualified field training officer, with the signed concurrence of the agency/ department head, releasing the trainee from the program shall be retained in agency records.

Officer Course Curriculum shall minimally include the following subject areas:

Introduction
Standardized Curricula & Performance Objectives
Field Training Program History & the Need for Standardization
Field Training Program Management
Legal Issues for the FTO
Key Elements of a Successful Field Training Program
The Professional Relationship Between the Field Training Officer and the Trainee
Cultural Diversity in Field Training Programs

Remediation Methodologies & Strategies
Adult Learning Theory
Officer Safety in the Field
Field Training Program Goals and Objectives
Supervisory Skills for the FTO
Ethics
Scenario Facilitation & Grading
Role Modeling
Teaching Skills Demonstration
Expectations of/for Field Training Officers
Review of Regular Basic Course Training
Competency Expectations and Evaluations

13-6. Field Training Administrator's Course Description: The Field Training Administrator's Course is a minimum of 24 hours. In order to meet local needs, flexibility to present additional curriculum may be authorized with prior POST approval. The Field Training Administrator's Course shall minimally include the following subject areas:

Field Training Program Management
Review of Regular Basic Course Training
Adult Learning
POST Field Training Program & Objectives
Oversight of Tests/Scenarios
Development & Update System for Field Training Manual
Documentation & Evaluations

Agency Responsibilities
Review of FTO Course Training
History of Field Training Programs
Competency Evaluation
Supervisory Procedures
FTO Selection Process
FTO Training & Certification
Conduct of FTOs, Trainees, & FTO Administrators

13-7. Field Training Officer's Update Course Description: The Field Training Officer Update Course is a minimum of 24 hours. In order to meet local needs, flexibility to present additional curriculum may be authorized with prior POST approval. The Field Training Officer Update Course Curriculum shall minimally include the following subject areas:

Review of Academy Training
Legal Update
Adult Learning Theory Update
Scenario Facilitation & Evaluation

Remediation Methodologies & Strategies
Skill Building Training
Ethics
Teaching Skills Update/Demonstration


COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

 1601 ALHAMBRA BOULEVARD
 SACRAMENTO, CALIFORNIA 95816-7083

POST Advisory Committee Meeting
 Wednesday, July 16, 1997
 Hyatt Regency Irvine
 17900 Jamboree Boulevard
 Irvine, CA
 (714) 975-1234

AGENDA

10:00 A.M.

- | | | |
|----|---|--------------------|
| A. | Call to Order and Welcome | Chair |
| B. | Moment of Silence Honoring Peace Officers
Killed in The Line of Duty (See Attachment A) | Chair |
| | Since the last POST Advisory Committee meeting, the
following officers died while serving the public: | |
| | <ul style="list-style-type: none"> o Officer Saul Martinez, California Highway Patrol, Indio o Deputy Randall E. Jennings, Butte County Sheriff's Department o Investigator Charles A. Lazzaretto, Glendale Police Department o Officer Dan Muehlhausen, California Highway Patrol, Indio | |
| C. | Roll Call and Special Introductions | |
| D. | Announcements | Chair |
| E. | Approval of April 23, 1997 Meeting Minutes
(Attachment B) | Chair |
| F. | Status of POST Strategic Plan Development | Jay Clark et al |
| G. | Report from California Law Enforcement Image Coalition | Joe Flannagan |
| H. | Video - 1996 Presentation of Governor's Award
and Review of 1997 Announcement (Booklet Changes) | Chair |
| I. | POST Reorganization Changes | Executive Director |
| J. | Report on Physical Fitness Training | John Berner |

K. Review of Commission Meeting Agenda

Staff

L. Advisory Committee Member Reports

Members

M. Commission Liaison Committee Remarks

Commissioners

N. Old and New Business

Members

O. Next Meeting:

Wednesday, November 5, 1997
Mission Inn
Riverside, CA

P. Adjournment

OFFICERS KILLED IN THE LINE OF DUTY 1997

ID #	NAME	AGENCY	F/A	DATE OF DEATH
1	Deputy James Lehmann, Jr.	Riverside County SD	F	01/05/97
2	Deputy Michael P. Haugen	Riverside County SD	F	01/05/97
3	Officer Van D. Johnson	LAPD	A	02/05/97
4	Deputy Patrick S. Coyle	San Diego County SD	A	02/15/97
5	Deputy Brian Meilbeck	Yuba County SD	F	04/01/97
6	Officer Saul Martinez	CHP - Indio	A	05/09/97 (05/15/97)
7	Deputy Randall E. Jennings	Butte County SD	F	05/21/97 (05/22/97)
8	Investigator Charles A. Lazzaretto	Glendale PD	F	5/27/97
9	Officer Dan Muehlhausen	CHP - Indio	A	06/01/97

Updated 06/09/97


COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

POST Advisory Committee Meeting
April 23, 1997, 10:00 a.m.
Holiday Inn Capitol Plaza
Sacramento, California

MINUTES
CALL TO ORDER

The meeting was called to order at 10:05 a.m. by Chairman Norman Cleaver.

MOMENT OF SILENCE

The Advisory Committee held a moment of silence in honor of the following officers who have lost their lives while serving the public since the last Committee meeting.

- o Officer Van D. Johnson, Los Angeles Police Department
- o Deputy Patrick S. Coyle, San Diego County Sheriff's Department
- o Brian Meilbeck, Yuba County Sheriff's Department

ROLL CALL OF ADVISORY COMMITTEE MEMBERS

Present: Charles Byrd, California State Sheriffs' Association
Jay Clark, California Association of Police Training Officers
Norman Cleaver, California Academy Directors' Association
Derald Hunt, California Association of Administration of Justice Educators
Kevin Mince, California Highway Patrol
Earle Robitaille, Public Member
Leo Ruelas, California Community Colleges
Judith Valles, Public Member
Alexia Vital-Moore, Women Peace Officers' Association
Woody Williams, California Peace Officers' Association

Absent: Alan Barcelona, California Union of Safety Employees
Charles Brobeck, California Police Chiefs' Association
Don Brown, California Organization of Police and Sheriffs
Joe Flannagan, Peace Officers' Research Association of California

Commission Advisory Liaison Committee Members Present:

David Anderson
Michael Carre
Jody Hall-Esser
Rick TerBorch

Visitors Present:

Steve Craig, President, Peace Officers' Research Association of California
Willie Pannell, Commander, Los Angeles Police Department
Michael W. Stovall, Vice President, Long Beach Police Officers' Association

POST Staff Present:

Glen Fine, Deputy Executive Director
Hal Snow, Assistant Executive Director
John Berner, Bureau Chief, Standards and Evaluation
Ken Whitman, Bureau Chief, Basic Training
Vera Roff, Secretary

ANNOUNCEMENTS

- o Congratulations were extended to Sheriff Charles Byrd on his election to President of the California State Sheriffs' Association, and he was presented with a memento of the occasion.
- o Congratulations were extended to Woody Williams on his retirement from the San Bernardino County Sheriff's Department. Mr. Williams will continue to serve on the Advisory Committee as the CPOA representative.
- o Congratulations were extended to Alexia Vital-Moore upon her promotion to Lieutenant with the Los Angeles County Sheriff's Department.
- o Welcome to Leo Ruelas who has been appointed to the Advisory Committee as the California Community Colleges representative.
- o Kenneth J. O'Brien, POST Executive Director, is recovering well from his recent surgery. It is anticipated he will return to work by the first of June.
- o Special thanks were given to Vera Roff in recognition of Secretaries Day.

APPROVAL OF MINUTES OF JANUARY 23, 1997 MEETING

MOTION - Williams - second, Valles, carried unanimously to approve the minutes of the January 23, 1997 Advisory meeting held at the Wyndham Hotel in Los Angeles with the correction that references to the Chairman should indicate "Chairman Cleaver."

STATUS OF POST STRATEGIC PLAN DEVELOPMENT

The Committee received a progress report on the development of the Strategic Plan and copies were distributed to members for review. The plan contains seven strategic goals and 60 objectives that will guide POST over the next five years. The seven goals are:

1. Increase Standards and Competencies
2. Maximize Training Delivery
3. Establish Partnerships
4. Ensure Adequate Resources
5. Establish a Clearinghouse Information Service
6. Ensure Quality Services to Our Clients
7. Value Our Employees

Copies of the plan were distributed with the request that input be submitted to Hal Snow for incorporation into the final plan. A special Commission meeting will be held on June 16, 1997 at the Hyatt Regency in Irvine for final review prior to its submittal to the Governor's Office by July 1, 1997.

A tentative workplan outlining the development of the POST Strategic Implementation Plan was also reviewed. Staff input on objective assignments has begun and integration of existing POST priorities into the Strategic Plan objectives should be completed in mid-summer. It is anticipated the Implementation Plan will be ready for approval at the November Commission meeting.

Commissioner TerBorch, Chairman of the Commission's Committee on Strategic Plan Implementation, reported the Committee was very pleased with the progress made and expressed satisfaction that the staff work was consistent with what the original Strategic Planning Steering Committee envisioned in the *Beyond 2000: Making a Bold Adjustment* document. Commissioner TerBorch also thanked staff for its outstanding work on development of the Strategic Plan.

Chairman Cleaver expressed satisfaction that the concerns raised by the Community College and CADA representatives regarding their role in training have been addressed in the latest version of the plan.

REVIEW OF SAN BERNARDINO POLICE DEPARTMENT'S REQUEST CONCERNING PART-TIME CALL-TAKER POSITION

As follow-up to a request from the January, 1997 meeting from the San Bernardino Police Department regarding part-time call-takers, Chairman Cleaver reported that staff had researched the proposal. Following discussion with representatives of the SBPD, correspondence was received which indicated they no longer wished to pursue the proposed rule changes. Staff will continue to be of assistance to the Department as needed.

REPORT FROM CALIFORNIA LAW ENFORCEMENT IMAGE COALITION

Staff reported that the California Law Enforcement Image Coalition Committee, chaired by Advisory Committee Member Joe Flannagan, met March 28, 1997 and recommended the development of a 5-10 minute video tape to be distributed to all law enforcement agencies. The purpose of the tape is to seek additional members and to obtain organizational endorsements for the Coalition. The video will explain that building the public's image of law enforcement is everyone's responsibility. Some attention will be devoted to the disparity of the public's perceptions and expectations of law enforcement.

There was consensus to move ahead with the video proposal and to recommend approval by the Finance Committee. It was recommended that the Advisory Committee be kept informed with progress reports at its quarterly meetings.

MOTION - Hunt, second - Clark, carried unanimously to recommend approval to the Finance Committee for the development of a video tape in an amount not to exceed \$20,000.

CADA'S CONCERN ABOUT PHYSICAL FITNESS TESTING

Chairman Cleaver reported that CADA has expressed concern about the need for requiring basic academy cadets to wear full academy uniforms while being tested on the POST Physical Agility Exam rather than physical training clothing. Staff will meet with subject matter experts to study this issue and a report on preliminary findings will be made at the July Advisory Committee meeting. In addition, the Committee requested on-going progress reports on any changes being considered.

REVIEW OF COMMISSION MEETING AGENDA AND ADVISORY COMMITTEE COMMENTS

Staff reviewed the April 24, 1997 Commission agenda and responded to questions and discussion of the issues.

Agenda Item E - Proposed Amendments to Regulation 1007 and Addition of Commission Procedure D-12 to Establish a Waiver Process for Training Modules B and/or C

The Committee discussed the proposal to establish a process for evaluating prior law enforcement training for reserve officers and a waiver of POST-certified training for Modules B and/or C.

MOTION - Clark, second - Valles, carried unanimously to support the proposal.

Agenda Item M - Report of Finance Committee

Chairman Cleaver pointed out that at its January meeting, the Advisory Committee reviewed the request from the Contra Costa County Police Chiefs' Association for Commission funding of driver training simulator equipment. The Committee unanimously supported this proposal and requested the information be given to the Finance Committee for its consideration when reviewing the proposal at its April 23 meeting.

MOTION - Flannagan, second - Brown, carried unanimously to recommend approval of the request.

Agenda Item O.12 - Assembly Bill 1496 - Public Safety Training Act of 1997

AB 1496 would establish the Public Safety Training Facilities Fund and the Public Safety Regional Training Facilities Board of Directors to implement the regional public safety skills centers concept.

MOTION - Williams, second - Clark, carried unanimously to recommend that the Commission support AB 1496.

ADVISORY COMMITTEE MEMBER REPORTS

California Association of Administration of Justice Educators

Derald Hunt reported that the 32nd annual CAAJE conference will be held April 25-27 at the Clarion Bayview Hotel in San Diego. An outstanding program is planned and a very large attendance is anticipated.

California Community Colleges

Dr. Leo Ruelas reported that the California Community Colleges has received a grant of \$95,000 for public safety education for lodging, professional development, and curriculum refinement activities. By forming a partnership with POST, some of these

monies could possibly be available for the basic course transition program. Proposals must be submitted by May 11, 1997.

California Peace Officers' Association

Woody Williams announced that the CPOA annual conference will be held on May 5-8 in Sacramento. Presentations for recipients of the 1996 Governor's Award for Excellence in Peace Officer Training will be held on May 7.

Womens Peace Officers' Association

Alexia Vital-Moore announced that the WPOA meeting will also be held at the Hyatt in Sacramento on May 5-9, 1997. A training session on serial killers will be presented.

California Association of Police Training Officers

Jay Clark reported that CAPTO held its spring board meeting at the Radisson Hotel in Sacramento on April 9. The annual training conference will be held at the same location on October 1-3, 1997.

On March 18-19, 1997, CAPTO members from various regions participated in a POST special seminar in Sacramento to address concepts of clearinghouse issues and provide specific recommendations for the implementation of this strategic plan goal.

California Academy Directors' Association

Norman Cleaver reported that CADA is actively supporting the regional training center concept and is contributing both time and financial support to the passage of AB 1496, the Public Safety Training Act of 1997.


OLD/NEW BUSINESS

At its July 1996 meeting, the Commission received a request from two chiefs for a limited waiver of one portion of the Basic Course certification process in order to satisfy the Basic Course and certificate requirements for peace officers in the state of California. The request was subsequently denied. Staff reported that both chiefs have since completed the necessary requirements and have been awarded certificates.

ADJOURNMENT

Chairman Cleaver closed the meeting in a moment of silence in honor of those officers who have been killed in the line of duty since the last Advisory Committee meeting.

MOTION - Cleaver, second - Robitaille, carried unanimously to adjourn the meeting at 11:50 a.m.


Vera Roff
Executive Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title POST Reimbursement for Civilian Training		Meeting Date July 17, 1997
Bureau Administrative Services Bureau	Reviewed By Glen Fine	Researched By Frederick Williams
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval <i>July 2, 1997</i>	Date of Report June 23, 1997
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 for details) <input type="checkbox"/> No

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

ISSUE

What classes of civilian employees are eligible for POST reimbursement?

BACKGROUND

At its April 24, 1997 meeting, the Commission, following a public hearing, adopted the addition of Commission Regulation 1081 (a) (24) concerning baton/impact weapons training for persons employed as public officers in the capacity of sheriff security officers as required by Penal Code Section 12002(f). In response to oral testimony during the public hearing, the Commission requested staff to prepare a report for the July meeting that addresses POST reimbursement for non-peace officers, with a description of their classes.

ANALYSIS

Public Safety Dispatchers are non-peace officer employees for whom the Commission provides reimbursement. Because dispatchers are statutorily provided for in the POST Reimbursable Program, they are excluded from the following analysis.

As approved by the Commission, reimbursement is provided for the training of a variety of non-sworn personnel performing police tasks and for paraprofessionals attending a certified Basic Course. The training is required to be specific to the task currently being performed by an employee or training specific to a planned future assignment. Commission Regulation 1014 which authorizes reimbursement for the training of non-sworn personnel is included as Attachment I. Commission Procedure E-1-4, which provides the general requirements for reimbursement of non-sworn and paraprofessionals personnel is included as Attachment II.

Certain paraprofessionals are approved for reimbursable attendance of the certified Basic Course. These paraprofessionals must have been subjected to a background investigation and have been screened in accordance with all selection standards required for peace officers.

With prior approval, full-time, non-sworn employees assigned to a middle management or higher position may attend the certified Management Course and the jurisdiction may be reimbursed. Also, with prior approval, full-time, non-sworn employees assigned to an executive position may attend a certified Executive Development Course and the jurisdiction may be reimbursed. Non-sworn employees are not eligible for reimbursement for the Supervisory Course which is believed not suitable for training of civilian supervisors.

The following job classes, (as noted in Attachment II) are non-sworn persons who perform police tasks, whose jurisdictions are eligible for reimbursement for job-related training without prior POST approval:

- Administrative Positions
- Criminalist
- Community Service Officer
- Evidence Technician
- Fingerprint Technician
- Identification Technician
- Jailer and Matron
- Parking Control Officer
- Polygraph Examiner
- Records Clerk
- Records Supervisor
- School Resources Officer
- Traffic Director and Control Officer

Reimbursement for training which is not specific to one of the classes listed above must be approved by the Commission on an individual basis prior to the beginning of the course. All reimbursement is predicated upon the successful completion of a course.

Some reimbursable training of civilian employees occurs through attendance of courses designed for peace officers. In other instances, the training is received in a variety of courses designed principally or exclusively for non-sworn personnel. Examples of courses designed for non-sworn personnel are as follows:

- Civilian Management Seminar
- Civilian Supervisory Course
- Community Service Officer
- Field Evidence Technician
- Jail Security -Clerks/Matrons
- Records
- Records Supervisor

The POST computer system is programmed to account for non-sworn trainee reimbursement in summary data. In fiscal year 1995/1996, there were 3,888 non-sworn trainees whose agencies were reimbursed \$1,138,722.76.

The foregoing is provided, as requested, for the Commission's information, review and discussion.

- (e) Regular Certificates, and Specialized Law Enforcement Certificates, i.e., Basic, Intermediate, Advanced, Supervisory, Management and Executive Certificates are provided for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general or specialized police service duties performed by regular or specialized peace officers. Requirements for the Certificates are as prescribed in PAM, Section F-1.

PAM Section F-1 adopted effective October 23, 1988, and amended January 17, 1990, and July 10, 1993 is hereby incorporated by reference.

PAM Section F-2 adopted effective October 23, 1988, and amended July 29, 1992 is hereby incorporated by reference.

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 and to all other persons 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, as provided for by Regulation 1015 and POST Administrative Manual Section E-1-4(a).
- (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-1-4(a).
- (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-1-4(a).

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-1-4(a)(3), (4), and (5).

PAM section E-1-4(a) adopted effective April 15, 1982, and amended 5-1-87, October 10, 1990, and January 21, 1994, is herein incorporated by reference.

1015. Reimbursements.

(a) Proportionate Reimbursement.

Reimbursements to cities, counties, and districts shall be granted by the Commission in accordance with section 13523 Penal Code.

- (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.
- (2) A jurisdiction that employs limited function peace officers may be reimbursed for allowable expenses of these officers that are related to attendance of POST-certified courses.

(b) Requests for Reimbursement for Purchase of a Satellite Antenna and/or IVD System.

The requirements for reimbursement for the purchase of a satellite antenna and/or an interactive videodisc (IVD) system are set out in Regulations 1020 and 1021 respectively.

(c) Reimbursement for Travel, Subsistence, Commuter Lunch and Tuition.

(1) Requests for Reimbursement.

Each request for reimbursement, except as specified in Regulations 1020 and 1021, must be submitted on a form provided by the Commission and 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.

(2) Training Expenses May Be Claimed Only Once.

When a trainee has attended a course certified by the Commission for which reimbursement has been legally requested and paid, an employing jurisdiction may not receive reimbursement for subsequent attendance by the same trainee of the same course 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.

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

(4) 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-1-4(c) and (e), (adopted effective April 15, 1982), herein incorporated by reference.

(5) Reimbursement may be made to a jurisdiction which terminates a basic course trainee, 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 background investigation requirements of Regulation 1002(a) or Regulation 1018(c), respectively, (based on the applicability of the regulation to the classification of the trainee) have been completed prior to the trainee's appointment date and the date the course began. The remaining reimbursement entitlement for a trainee eligible to be re-enrolled, may be applied to attendance of any certified basic course which is subsequently attended by the trainee.

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

- (a) **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-paragraphs 3, 4, and 5 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 (non-peace officer)

- (4) A full-time, non-sworn employee assigned to a middle management or higher position may attend a certified management course and the jurisdiction may be reimbursed the same as for a regular officer in an equivalent position. Requests for approval shall be submitted in writing to POST, Center for Leadership Development, at least 30 days prior to the start of the concerned course.

Request for approval must include such information as specified in Section 1014 of the Regulations. Approval will be based on submission of written documentation that the non-sworn manager is filling a full-time position with functional responsibility in the organization above the position of first-line supervisor.

- (5) A full-time non-sworn employee assigned to an executive position as described in Section 1001(I) of the Regulations may attend a certified executive development course and the jurisdiction may be reimbursed the same as for a regular officer in an equivalent position. Requests for approval shall be submitted in writing to POST, Center for Leadership Development, at least 30 days prior to the start of the concerned course. Request for approval must include such information as specified in Section 1014 of the Regulations. Approval will be based on submission of written documentation that the non-sworn executive is filling a full-time position with the functional responsibility in the organization equivalent to the rank of captain or above.

Reimbursement, when requested by the department head, will be paid the same as for a regular officer, provided the non-sworn employee has satisfactorily completed the training requirements of the Management Course.

- (6) 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:

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

- (7) Reimbursement for training which is not specific to one of the job classes enumerated in the above paragraph, must be approved by the Commission on an individual basis prior to the beginning of the course, providing such information is specified in Section 1014 of the Regulations.
- (8) A full-time public safety dispatcher, as defined in Regulation 1001(n) and (v), who is employed by a department or jurisdiction authorized to participate in the Public Safety Dispatcher Program by statute, and which is participating, may attend the POST-certified Public Safety Dispatchers' Basic Course required by Regulation 1018, and the jurisdiction may be reimbursed for allowable training expenses up to the maximum hours listed in PAM E-4-3. Eligible public safety dispatchers, as specified above, without prior approval from POST may attend POST-certified seminars and technical courses which are specific to their assignments, and the jurisdiction may be reimbursed. If such seminars and courses are not specific to public safety dispatcher assignments, reimbursement must be approved by the Commission prior to attendance of the course. Training expenses shall be reimbursed only for full-time employees as defined in Regulation 1001(n).
- (b) Reimbursement Will be Approved Only Once For Repeated Training: When a trainee has attended a course certified by the Commission, for which reimbursement has been legally 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.
- (c) On-Duty Status: Section 1015(c) (3) 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.
- (d) Federal or Other Funding 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 outside funding source, is not eligible to receive POST reimbursement for expenditures covered by the grant.
- (e) Trainee Must Complete the Course: Within the provisions established by the Commission, a jurisdiction may receive reimbursement for travel, subsistence, commuter lunch and tuition only when the trainee satisfactorily completes the POST-certified training course. Exceptions are the Basic Course, Motorcycle Training and courses designed to train the trainer.

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Spending Plan for Violence Against Women Grant Funds	Meeting Date July 17, 1997	
Bureau Executive Office	Reviewed By Glen Fine	Researched By Hal Snow
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 7-1-97	Date of Report June 30, 1997
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 for 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>Should the Commission approve this proposed spending plan for Senate Bill 350 funding for domestic violence training described in this report?</p> <p><u>BACKGROUND</u></p> <p>Senate Bill 350 was signed into law on April 24, 1997 (Chapter 9) which implements the federal law - STOP (Services-Training-Officers-Prosecutors) Violence Against Women Formula Grant Program. The law (also attached) appropriates \$11,453,000 from the Federal Trust Fund for allocation to law enforcement, prosecution, victim services, and other programs.</p> <p>Of the \$11,453,000, POST will receive \$2,196,834 for the following purposes:</p> <ol style="list-style-type: none"> (1) \$300,000 to continue the development of three interactive telecourse training sessions addressing violence against women. (2) \$1,425,210 for the support of the POST-certified domestic violence Institute of Criminal Investigation specialty course and first responder training. (3) \$471,624 for the support of the above #2 (ICI Specialty and first responder training). <p>Total: \$2,196,834</p>		

Additional details concerning this funding include:

- (1) All funds must be expended by July 31, 1998, unless OCJP is successful in obtaining a grant extension from the federal government.
- (2) POST must provide a 25% soft match for these funds which can include the salaries of trainees, subject matter experts, and POST staff associated with these activities.
- (3) POST must report annually to the Legislature and the Office of Criminal Justice Planning on the activities and accomplishments of each individual project or program.
- (4) Because this federal funding is multi-year, there is a possibility for second-year funding from this source.

ANALYSIS

In consultation with staff of the OCJP, the following proposed spending plan was developed:

1. For the telecourses, we tentatively plan to contract for the production of three, two-hour telecourses @ \$85,000 each, totalling \$255,000. Telecourses will be developed on the following subjects -- crimes against the elderly, sexual assaults, and date rape. We estimate travel costs for subject matter experts will be approximately \$45,000 for a total of \$300,000.
2. For the proposed ICI Specialty Investigation Course (40 hours), we plan to contract for its design and development at \$50,000. We propose two pilot presentations and six additional presentations at \$109,000 presentation cost. \$120,960 would be expended for trainee travel and per diem. \$29,000 is projected for expenditure on subject matter expert travel and per diem. The total expenditures for this item would be \$308,960.
3. For the first responder training, we propose the following expenditures:
 - (a) We project, one-day workshops with 4,000 total trainees, \$200,000 in trainee travel and per diem reimbursement, \$20,000 in facility rental, \$270,000 in contractor tuition costs for presentation, and \$10,000 in subject matter expert travel and per diem. The total expenditure for this item would be \$500,000.
 - (b) We propose the production of interactive videodisc courseware @ \$200,000 on the subject of domestic violence.

- (c) We propose to conduct three, 40-hour basic course instructor training workshops on domestic violence @ \$8,500 each and \$38,000 total for travel and per diem, total \$63,500.
 - (d) We propose to contract for the development of five basic course workbooks on domestic violence and related subjects @ \$86,850.
 - (e) For basic course training, we propose contracting for the production of four, 30-minute video scenarios on domestic violence @ \$130,000.
 - (f) We propose an expenditure of \$62,372 for travel and per diem of subject matter experts (including representatives of community-based groups) to accomplish (b), (d), and (e) above.
4. A one-year POST Management Fellowship at a cost of \$120,000 is proposed to coordinate curriculum development and first responder training presentations. Total cost = \$120,000.
 5. To enable this training to be given high priority by law enforcement agencies, we propose that POST reimburse for trainee replacement (backfill) costs. Projected hours for the ICI Specialty Investigation training is 6,400 and 16,000 hours for the first responder course. 22,400 total trainee hours x \$18.98/hour (average salary/hour) = \$425,152.
- Grand Total \$2,196,834.00**

It is proposed that a POST Management fellow be secured from a law enforcement agency (to be determined) who would provide overall coordination for this program.

The previously approved 1997-98 contract with KPBS, San Diego State University is proposed to be augmented by \$385,000 to produce three telecourses and four, 30-minute scenarios on domestic violence. The previously approved 1997-98 contract with San Diego Regional Training Center is proposed to be augmented by \$159,000 for the development and presentation of the ICI Specialty Investigation Course on domestic violence.

If the Commission supports the proposed reimbursement of training replacement (backfill) costs to eligible law enforcement agencies as described above, it would be necessary for POST regulations to be modified. The Finance Committee is considering the feasibility of implementing backfill reimbursement. A separate report on this subject is found on that Committee's agenda.

This proposed spending plan has tentative approval from OCJP.

Other contracts pursuant to this proposed spending plan will be brought to the Commission at its November and subsequent meetings. For example, contractors will be necessary for development of various components for the production of interactive videodisc courseware on domestic violence.

RECOMMENDATION

Pursuant to Senate Bill 350, approve the above spending plan that would include the following components:

1. Authorize the Executive Director to enter into an agreement with OCJP to receive this funding.
2. Authorize an interagency agreement with a to-be-named local agency for one year's service of a POST Management Fellow to provide program coordination at a cost not to exceed \$120,000.
3. Authorize requests for proposal to produce components of a videodisc courseware program on domestic violence.
4. Approve a 1997-98 contract augmentation with KPBS, San Diego State University in the amount of \$385,000.
5. Approve a 1997-98 contract augmentation with San Diego Regional Training Center in the amount of \$159,000.
6. Subject to results of a public notice process, authorize regulation changes to institute trainee replacement (backfill) reimbursement for the above programs.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract for an Institute of Criminal Investigation Homicide Investigation Course		Meeting Date July 17, 1997
Bureau Training Program Services	Reviewed By <i>[Signature]</i> Otto Saltenberger	Researched By Neil Zachary
Executive Director Approval <i>[Signature]</i> Kenneth J. O'Brien	Date of Approval July 1, 1997	Date of Report June 2, 1997
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

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

ISSUE

Should the Commission review and authorize the Executive Director to negotiate and enter into a contract with the Sacramento Public Safety Center to offer a Robert Presley Institute of Criminal Investigation (ICI) Homicide Investigation foundation specialty course for Fiscal Year 1997-98?

BACKGROUND

The Commission authorized in 1993, the implementation of the Robert Presley Institute of Criminal Investigation (ICI). ICI comprises a Core Course and eleven foundation specialty courses. To graduate from ICI, a student must complete the Core Course, one foundation specialty course, and three electives which relate to the specialty chosen.

Currently, there are five presenters for the Core Course and it is conducted 21 times per year at five different locations in the state. At the end of Fiscal Year 1996-97, there will be 1100 students who have completed the Core Course and are working toward graduating from the ICI program. This number will increase by approximately 420 new students each fiscal year.

All of the ICI instructors attend the ICI Instructors' Update Workshop, and course curricula is presented using adult experience-based learning techniques. Students completing ICI courses have favorably evaluated the program which encompasses these learning techniques. In addition to specialized training for ICI instructors, periodic meetings of instructors teaching in ICI courses are required to maintain the dynamic nature of the course work and to make recommended changes in the curriculum.

ICI started with only one presenter offering each of the foundation specialty courses. Because foundation specialty courses are also open to individuals outside of the ICI program, and because the demand for ICI courses has increased, there is beginning to be backlogs of students waiting to attend the more popular courses. The ICI foundation specialty course in most demand has been the ICI Homicide Investigation Course. The Department of Justice Training Center (DOJ) was initially the only presenter. DOJ currently conducts the course a total of four times per year, on an outreach basis.

Recently, the Los Angeles County Sheriff's and Los Angeles Police Departments contribute together to present the same homicide investigation curricula in Los Angeles. LASD and LAPD have requested to present the course five times per year using on-duty staff and offering the course to their employees only.

The Sacramento Public Safety Center has requested to convert their Death Investigation Course, which they have presented three or four times per year, to qualify as the third presenter of the ICI Homicide Investigation Course.

ANALYSIS

Because the ICI Homicide Course is 76 hours in length, it is expensive to present. The Sacramento Public Safety Center wishes to present the course under contract. Approval of a contract would be consistent with current Commission practice of contracting for presentation costs for high priority /high cost courses.

Sacramento Public Safety Center would present the course three times for a minimum of 20 students per offering at a cost not exceeding \$60,000.

RECOMMENDATIONS


Authorize the Executive Director to negotiate and enter into a contract with the Sacramento Public Safety Center to offer three ICI Homicide Investigation Courses during FY 1997-98, at a cost not to exceed \$60,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Renewal of Authorization to Contract for Special Consultant - Reserve Officer Training		Meeting Date July 17, 1997
Bureau Executive Office	Reviewed By Glen Fine	Researched By Hal Snow
Executive Director Approval <i>Kenneth J. Abien</i>	Date of Approval 7-2-97	Date of Report 6-30-97
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No
<p>In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.</p>		
<p><u>ISSUE</u></p> <p>Should the Commission renew authorization granted in FY 96/97 to contract for services of a Special Consultant, in an amount not to exceed \$120,000, to make recommendations for reserve officer training requirements and delivery format?</p>		
<p><u>BACKGROUND</u></p> <p>At its July 1966 meeting, the Commission approved a staff request to contract for a Special Consultant (POST Management Fellowship Program) to study and make recommendations concerning the reserve training modules (Attachment A). It was recognized these modules were in need of realignment. The Special Consultant was never secured because of the uncertainty about how the law would be revised to redefine the duties and classifications of reserve peace officers.</p>		
<p><u>ANALYSIS</u></p> <p>Assembly Bill 786 (Knight) was introduced this year at the request of the California Peace Officers' Association. This bill would revise the classifications and duties of reserve peace officers including the elimination of the limited Level I category. The Commission's Legislative Review Committee will consider this bill in its substantially revised form at its July meeting. In the meantime, it appears this bill will be moving rapidly through the Legislature as it has no opposition and is supported by most law enforcement organizations.</p> <p>The Long Range Planning Committee, at its July 1997 meeting, recommended the Commission renew authorization for a contract to accomplish the still necessary study.</p>		
<p><u>RECOMMENDATION</u></p> <p>Authorize employment of a Special Consultant through a contract not to exceed \$120,000.</p>		

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Authority to Contract for a Special Consultant Dedicated to Study and Recommend Improvements in the POST Reserve Training Program		Meeting Date July 18, 1996
Bureau Executive Office	Reviewed By	Researched By Everitt A. Johnson
Executive Director Approval 	Date of Approval 6-29-96	Date of Report June 28, 1996
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

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

ISSUE

Should the Commission authorize a contract for services of a Special Consultant (Management Fellow) to study and recommend improvements in the POST Reserve Training Program?

BACKGROUND

Penal Code Section 832.6, amended January 1, 1995, required POST to develop an interim bridging course for incumbent reserves who voluntarily wish to meet the Regular Basic Course requirement in lieu of attending the full course. The Commission adopted Module D (442 hours) as a method to allow existing Level I reserves who have completed the minimum 222 hours to satisfy the basic course training standard. The development of Module D involved the analysis of the existing curriculum in Modules A, B, and C and the assignment of topics to Module D while avoiding unnecessary redundancy. The Regular Basic Course minimum hourly requirements were integrated into the course, making it lengthy and difficult to present.

To fully comply with the requirements of Penal Code Section 832.6, POST is required to integrate the components of the Regular Basic Course into a modularized reserve training system. The creation of a modular design will require a resequencing of the content of the Regular Basic Course into reserve training modules that are designed to meet the training needs of each level. Further, the existing modules were never modified to contain the components of the Regular Basic Course training specifications and therefore do not include current instructional goals, required topics, tests, and mandated hours. The redesign of a modular basic course will require extensive research to integrate the basic course components into the reserve training system. In addition, a long-standing need to reexamine the training requirements for reserve levels II and III would logically occur as a part of the restructuring of the reserve modules.

ANALYSIS

It is envisioned that a POST Special Consultant would conduct, study and make recommendations concerning:

- Restructuring Modules A, B, C and D.

- Standards for various levels of reserves
- The potential use of a student workbook system to upgrade reserve training program
- The use of interactive video to satisfy reserve training requirement
- Testing
- Addressing Strategic Plan issues calling for POST to provide flexibility for reserve officer training standards, and provide alternative methods for meeting training requirements

The appointment of a special consultant would assist staff in carrying out the necessary research and provide recommendations for improving the POST Reserve Training Program. The special consultant should be a supervisor or middle manager currently employed by a governmental agency. The salary and benefits which the individual currently receives would be paid by POST to the agency, along with travel and per diem expenses. The contract amount includes these costs. The special consultant must be able to:

- Know, understand, and relate the goals and objectives of POST to the needs of the reserve training program and local agencies
- Work effectively with reserve administrators, training managers and staff from local law enforcement agencies, training institutions, and POST
- Analyze and respond to the needs and objectives of individuals involved in varying levels and capacities of reserve training
- Generate effective reports and presentations
- Effectively negotiate with a variety of professional interest groups

It is recommended that the special consultant have experience working with multiple agencies and POST committees; have good verbal communication and technical writing skills; possess good computer skills; and have knowledge and experience with basic course training requirements. The special consultant could be used to assume the responsibilities of existing Basic Training Bureau staff on a temporary basis.

RECOMMENDATION

Authorize a contract for the services of a special consultant to study and recommend improvements in the POST Reserve Training Program, not to exceed one year in length, and at a cost not to exceed \$120,000.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Internal Control Audit		Meeting Date July 17, 1997
Bureau Administrative Services Bureau	Reviewed By Frederick Williams	Researched By Staff
Executive Director Approval <i>Samuel J. Albin</i>	Date of Approval <i>June 26, 1997</i>	Date of Report June 24, 1997
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 for details) <input type="checkbox"/> No

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

ISSUE

Should POST contract for an internal control audit?

BACKGROUND

In 1995, POST entered into an interagency agreement for \$20,000 with the Department of Finance, Office of State Audits and Evaluations (OSAE), to perform a risk assessment/review of internal controls. The review was made to assist POST in satisfying the audit requirement of the State Administrative Manual, Section 20010, which requires that reviews are made every two years of agencies systems of internal control. Upon receiving the final audit report and notice from staff regarding corrective action taken, the Commission directed that POST have an internal control audit performed biennially.

ANALYSIS

Staff have received two proposals from OSAE for internal control audits. The first is similar to that performed two years ago. For \$20,000 the OSAE will conduct a risk assessment/limited internal control review. The second proposal is for a full scope internal control review that will provide detailed evaluation and quantification of all findings. The cost of the latter will not exceed \$40,000.

Though both proposals will provide an internal control review/audit that will satisfy the review and reporting requirements of the State Administrative Manual, Section 20010, it is recommended that the full scope review be performed. This review will include the financial statements taken as a whole and provide for detailed evaluation and quantification of all findings. Testing would be extensive and more than just sufficient to determine that audit objectives have been met. This complete audit/review would provide the Commission and the Executive Director with a determination whether there are effective controls over receipts, expenditures, and assets and liabilities at POST. A copy of the proposal from the OSAE is attached for review.

RECOMMENDATION

Authorize the Executive Director to enter into an interagency agreement with the Department of Finance, Office of State Audits and Evaluation, to perform a full scope Internal Control Review of POST for an amount not to exceed \$40,000.

DEPARTMENT OF FINANCE915 L STREET
SACRAMENTO, CA 95814-3706

June 23, 1997

Kenneth J. O'Brien, Executive Director
Commission of Peace Officer Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

Dear Mr. O'Brien:

LANGUAGE FOR PROPOSED INTERAGENCY AGREEMENT

In response to a request from the Commission of Peace Officer Standards and Training (OSAE), the Department of Finance, Office of State Audits and Evaluations has prepared the attached language for a proposed interagency agreement between the POST and OSAE. The purpose of the proposal is to provide you with the contract language, audit scope and cost estimate for an Internal Control Review (Review) of the POST. The Review will satisfy the review and reporting requirements of State Administrative Manual Section 20010.

The cost of our Review will not exceed \$40,000, as indicated in the proposed interagency agreement. We anticipate that field work will start in the month of October 1997. Upon completion of our Review, we will discuss the results with you and issue a report summarizing our conclusions and recommendations.

If you have any questions, please contact William L. Woodward, Manager or James Kong, Supervisor at (916) 322-2985.

Sincerely,



Carol C. Close, Assistant Chief
Office of State Audits and Evaluations
(916) 322-2985

Attachment

cc: Tom Liddicoat, Budget Officer, Commission of Peace Officer Standards and Training

**LANGUAGE FOR INTERAGENCY AGREEMENT BETWEEN THE
COMMISSION OF PEACE OFFICER STANDARDS AND TRAINING
AND THE DEPARTMENT OF FINANCE,
OFFICE OF STATE AUDITS AND EVALUATIONS**

- I. **PURPOSE OF AGREEMENT:** This interagency agreement between the Commission of Peace Officer Standards and Training (POST) and the Department of Finance (Finance), Office of State Audits and Evaluations (OSAE) is for the purpose of acquiring the professional services of OSAE to perform an Internal Control Review (Review) of the POST. This review will satisfy the review and reporting requirements of State Administrative Manual Section 20010.
- II. **SCOPE OF WORK:** Work to be performed is detailed in Attachment 1. A draft report will be provided by *(date)* and a final report will be provided by *(date)*.
- III. **TERM OF AGREEMENT:** The term of this agreement shall be from XXXXXX, 19XX to XXXX, 19XX.
- IV. **PAYMENT:** In consideration of the performance of services as specified in Attachment 1, the Department agrees to pay OSAE for actual costs, an amount not to exceed \$40,000, which shall constitute full reimbursement for all staff, facilities, travel, overhead and any computing equipment cost, calculated in accordance with Section 8752 of the State Administrative Manual. Payment shall be due upon presentation of monthly or periodic invoices summarizing actual hours and costs incurred. Nothing contained herein shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code.
- V. **PERSONNEL RESOURCES:** The number and classification level of professional staff devoted to this agreement will be determined by OSAE.

Resources to be devoted to this agreement will include *(number of)* OSAE staff on a full time basis and a supervisor on a part-time basis, at the following hourly billing rates, including benefits and overhead:

Staff Services Management Auditor	\$40.97/hr.
Associate Management Auditor	\$53.91/hr.
Staff Management Auditor	\$59.23/hr.
Senior Management Auditor	\$65.05/hr.

These rates may be adjusted upward for future general salary increases.

- VI. **DISPOSITION OF WORKING PAPERS:** Working papers pertaining to this assignment are the property of OSAE and shall be retained by OSAE for at least three (3) years subsequent to the delivery of the audit report. The working papers shall be made available to the POST upon written request.
- VII. **RECORD ESTABLISHMENT, ACCESS AND RETENTION:** OSAE shall maintain substantial records of all expenditures incurred in the performance of work under this agreement. These records shall be maintained during the term of the agreement and for a minimum period of three (3) years after final payment has been issued under this agreement, and shall be made available to the POST, its representatives or the Bureau of State Audits at any time during such time periods.
- VIII. **AUDITING REQUIREMENTS:** The contracting parties shall be subject to the examination and audit of the BSA for a period of three (3) years after final payment under this Agreement in accordance with Government Code, Section 8546.7. The examination and audit shall be confined to those matters pertaining to the performance of this Agreement including, but not limited to, the costs of administering this Agreement.
- IX. **REPORT DISTRIBUTION:** In addition to the POST receiving a bound copy of the report, OSAE will provide the POST an unbound copy for compliance with its regulatory mandates.
- X. **BRIEFINGS:** OSAE will schedule with contract coordinators for an entrance and an exit conference.
- XI. **GENERAL PROVISIONS:** This agreement is not assignable in whole or in part without the written consent of the POST. This agreement may be amended at any time with the written mutual consent of the parties involved.
- This agreement is based on the current scope/workplan and schedule of the assignment. Any subsequent approved changes to the scope/workplan and schedule which impact the ongoing review activities will be reflected in an amendment to this Interagency Agreement.
- XII. **CONTRACT COORDINATION:** The contract coordinators (contact persons) for this agreement are Tom Liddicoat, for the POST and William L. Woodward, Audit Manager for OSAE.

XIII. CANCELLATION PROVISIONS: This agreement may be canceled at any time by either party, in writing with thirty (30) days advance notice. If canceled, payment shall be made only for performance authorized up to the date of cancellation. In the case of early termination, a final payment will be made to Finance upon receipt of an invoice covering all costs incurred which were previously authorized prior to notice of cancellation or termination.

PROJECT SCOPE

Assignment #

**COMMISSION OF PEACE OFFICER STANDARDS AND TRAINING
INTERNAL CONTROL REVIEW**

PURPOSE:

To perform an internal control review of the Commission of Peace Officer Standards and Training (POST) which will satisfy the review and reporting requirements of State Administrative Manual Section 20010.

TASKS:

1. To assess the auditability of the records, accounts, management assertions, and compliance issues affecting the entity's funds.
2. Preparation of audit risk assessment and audit plan.
3. To determine internal control strengths and weaknesses, as classified in the following transaction cycles:
 - EDP controls
 - Budget
 - Cash receipts
 - Receivables
 - Purchasing
 - Cash disbursements
 - Revolving fund
 - Personnel/payroll
 - Fixed assets
 - Financial reporting
 - Trust funds
 - Local assistance programs (grants, loans, etc)

The timing and extent of audit coverage will be based on our audit risk assessment; and audit tests of compliance with uniform state accounting control requirements will be based on the standard OSAE audit guide.

4. Issue draft report by *(date)* and a final report by *(date)*.

EXPECTED OUTCOME:

The project deliverable will be a report, comprising a summary of the Commission's control weaknesses and an itemization of findings and recommendations for corrective action.

DUE DATE: *(insert date)*

CLIENT: Commission of Peace Officers Standards and Training

FORMAT: Report **REPORT APPROVAL:** Samuel E. Hull

MANAGER: William L. Woodward **SUPERVISOR:** James Kong

ESTIMATED COST:

Audit Staff:	2 - Full Time
Audit Supervisor:	1 - Part Time
Period:	10 weeks
Cost	\$40,000

(Cost includes salaries, clerical and technical support, training, travel and other operating expenses, and Department of Finance overhead.)

WORK PLAN:

The work plan will include the following activities:

- a. Review of various program manuals, policies and procedures manuals, memorandums, directives, minutes, and relevant code sections.
- b. Interviews of key staff .
- c. Preparation of audit risk assessment and audit plan.
- d. Design and perform compliance testing.
- e. Preparation of report of findings and recommendations.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083**FINANCE COMMITTEE MEETING**

July 16, 1997 - 2:00 P.M.

Hyatt Regency Irvine

17900 Jamboree Boulevard

Irvine, CA

(714) 975-1234

AGENDA**COMMITTEE MEMBERS**

Rick TerBorch, Chairman

Mike Carre

Philip del Campo

Ted Hunt

Tom Knutson

Ron Lowenberg

A. CALL TO ORDER**B. Year-End Financial Report**

A report summarizing year-end revenue and expenditures for Fiscal Year 1996/97 will be provided at the meeting.

C. FY 1997/98 Governor's Budget

As of agenda mailout, the FY 1997/98 Governor's Budget has not been signed.

D. Expenditure Projections for FY 1997/98

A report showing expenditure projections and options will be provided at the meeting. The report will provide a useful reference in respect to forming recommendations on the proposed funding issues on this and the Commission agendas.

E. Budget Change Proposals (BCPs) for FY 98/99

Staff is continuing to refine an implementation plan for the Commission's Strategic Plan. Plan development is guided by presumption that most objectives may be achieved by absorbing the work or by re-direction of existing resources. Selected critical programs, however, may require additional resources and may necessitate submittal of BCPs to the Department of Finance. A report is enclosed for consideration by the Committee.

F. Report on Mobile Driving Simulator Program

As directed by the Commission at its April 24, 1997 meeting, staff has developed cost estimates of a mobile driver simulator program for use in outlying areas of the state. The report under this tab provides the estimated costs.

G. Flexibility of Reimbursing Participating Agencies for Back-Fill Costs

At its April 1997 meeting, the Finance Committee expressed interest in exploring the concept of reimbursing agencies for a portion of costs incurred to fill, through overtime, positions temporarily unfilled by officers attending POST certified training courses. It is believed that many agencies defer needed training for peace officer personnel because of their lack of resources to maintain vital staffing while officers are away at training courses.

A report describing this concept in some detail is enclosed under this tab. As discussed in the report, a regulation describing the conditions and limitations of back-fill reimbursement would be advisable. Currently, the Commission does not have an adequate revenue base to implement and sustain on-going reimbursement for this purpose.

As described, however, in a separate report on the Commission's agenda (Tab K), federal grant funds are available for development, presentation, and reimbursement of training programs relating to violent crimes against women. The Commission may expend these funds, in part, for reimbursement of back-fill costs for officers attending courses presented pursuant to this grant.

The Committee may wish to consider recommending that the Commission enact regulations implementing back-fill reimbursement. Regulations and related policy could provide for immediate back-fill reimbursement of violent crimes against women course attendance, and future back-fill requirements of a more general nature when funds become available.

The concept is before the Committee for discussion and recommendations.

H. Report on FY 96/97 Experience with Team Building Workshops Associated with Diversity Training

In July 1996, the Committee received a report on the development of a Building All Inclusive/High Performance Organizations Training Program. It was believed important that law enforcement executives have access to a special team building workshop program as a vehicle for introducing and embedding diversity concepts in their agencies. Such a team building program was approved (costs estimated at \$228,000) but with direction to staff to monitor, evaluate, and report back to the Finance Committee in July 1997.

To date no agency has requested use of such a special workshop and, therefore, funds have not been expended for this purpose. It is requested that this program authorization continue in FY 9798 with staff directed to evaluate and report back in July 1998.

I. Review of Contracts and Other Fiscal Issues on the July 17, 1997 Commission Agenda

The following items are on the regular Commission agenda. It is appropriate for the Committee to review these items and consider a recommendation to the full Commission:

- o Report on Federal Grant Funds for Training Programs Addressing Violent Crimes Against Women (Tab K)
- o Presentation of the Robert Presley Institute of Criminal Investigation (ICI) Homicide Investigation Course (Tab L)
- o Contract for Special Consultant to Conduct a Study Regarding Reserve Officer Training Standards (Tab M)
- o Contract for Biennial Internal Control Audit (Tab N)

J. Report on Contracts Entered Into During FY 1996/97

Each year the Commission receives a summary report of contract activities for the year just concluded. The 1996 report has been prepared and is included under the tab for information purposes. Staff would be pleased to respond to any questions or comments.

K. ADJOURNMENT

COMMISSION ON POST

FISCAL YEAR 1996-97
(AS OF 6-30-97)

EXPENDITURE SUMMARY		CONTRACT SUMMARY	
RESOURCES		APPROVED TRAINING CONTRACTS	
Revenue	31,672,032	Management Course	\$ 309,539
Prior Year Savings and other adj	9,821,000 *	Executive Training	422,345
Budget Act Revenue Adj (Sec 24.10)	6,206,979	Supervisory Ldrship Inst	473,320
		DOJ Training Center	993,451
		Satellite Video Trng	68,000
		Case Law Updates	58,000
		Telecourse Programs	550,000
		Basic Course Prof Exam	58,000
		Basic Narcotic, Motorcycle, and DT	1,518,722
		Master Instructor Program	244,103
		ICI Core Course	442,000
		POSTRAC	230,000
		PC 832 Exam	- 39,700
		ICI Instructor Update	58,000
		Driver Training Sims	281,759
		Spanish Language Training	127,000
		Entry level reading/writing	109,850
		Special Consultant (FTO)	120,000
		Special Consultant (Reserve Trng Program)	120,000
		Miscellaneous Contracts	69,263
		Total	\$ 6,293,052
EXPENDITURES:		Additional Training Contracts (July 96 Meeting)	
ADMINISTRATION	\$10,181,000	Multimedia Classroom Project Pilot	60,000
TRAINING CONTRACTS/LA	\$7,628,766	Student Work Books	200,000
Contracts	6,343,766	Cultural Diversity Trng (SDRTC)	78,326
Letters of Agreement	1,125,000	Driver Training Sim (LAPD)	360,000
Conf Room Rental	160,000	SLI Program Increase	61,309
		Total	\$ 759,635
		Grand Total	\$ 7,052,687
TRAINING REIMBURSEMENT	\$14,910,080		
Trainees: 48,195			
Subsistence	8,156,648		
Commuter meals	941,878		
Travel	2,477,106		
Tuition	3,334,448		
MUSEUM OF TOLERANCE	\$1,587,586		
Contract	1,556,000		
Reimbursements	31,586		
ACTIONS TAKEN AT JULY 96 MEETING	\$218,628		
1. Per diem increase (\$760,000 est)	(incl)		
2. TBWs -Cultural Div (\$228,000)	(incl)		
3. Satellite Antennas/IVD (\$1,045,420)	218,628		
4. Encryption (\$580,000)	0		
ACTIONS TAKEN AT NOVEMBER 1996 MEETING	\$35,703		
1. Per diem increase (\$506,000)	(incl)		
2. Replacement IVD systems(\$189,000)	35,703		
EXPENDITURES, TOTAL	\$34,561,763		
RESERVES/SAVINGS	\$13,138,248		

* - Includes prior year savings and \$5 million estimate of revenue accruals for July and August as a result of the one time 14 month revenue year

COMMISSION ON POST
FISCAL YEAR 1997-98
(AS OF 7-1-97)

EXPENDITURE SUMMARY		CONTRACT SUMMARY	
RESOURCES		APPROVED TRAINING CONTRACTS	
Revenue Projection	31,692,000	Management Course	325,450
Prior Year Savings and other adj	13,138,248	Executive Training	444,972
Budget Act Revenue Adj (Sec 24.10)	2,000,000	Supervisory Ldrship Inst	540,840
		DOJ Training Center	1,193,380
		Satellite Video Tng	68,000
		Case Law Updates	58,000
		Telecourse Programs	550,000
		Basic Course Prof Exam	65,900
		Basic Narcotic, Motorcycle, and DT	1,576,991
		Master Instructor Program	228,947
		ICI Core Courses	530,000
		POSTRAC	230,000
		PC 832 Exam	41,500
		ICI Instructor Update	144,835
		Labor/Management Partnership Course	43,440
		Spanish Language Training	127,000
		Entry level reading/writing	113,800
		Bldg High Perf, Incl Org Div Crs	100,942
		Driver Training Sims-Contra Costa County	500,000
		Student Work Books (2nd Year)	159,652
		Driver Training Sims-LAPD	358,381
		Miscellaneous Contracts	68,970
		Total	7,469,000
EXPENDITURES:			
ADMINISTRATION	\$10,198,000		
TRAINING CONTRACTS/LA	\$8,729,000		
Contracts (See list)	7,469,000		
Letters of Agreement	1,100,000		
Conf Room Rental	160,000		
TRAINING REIMBURSEMENT	\$15,637,191		
Trainees: 48,280			
Subsistence	8,398,737		
Commuter meals	1,306,957		
Travel	2,462,006		
Tuition	3,469,491		
MUSEUM OF TOLERANCE	\$2,000,000		
Contract	1,556,000		
Reimbursements	444,000		
CONT OF FY 96-7 EXPEND AUTHORIZATIONS	\$1,606,531		
1. Satellite Antennas/IVD	1,006,700		
2. Replacement IVD Systems	19,831		
3. Driver Training Sim-LAPD	(See contracts)		
4. Encryption	580,000		
EXPENDITURES, TOTAL	\$38,170,722		
RESERVES	\$8,659,526		
Spendable-A	\$3,264,278		
Unavailable-B	\$5,395,248		

A-This is the amount of the reserves that can be spent, bringing the total expenditures to the budgeted amount of \$41,435,000
 B-Expenditure of any of this reserve would exceed the authorized level of expenditure per the Governor's Budget

4 YEAR PROJECTION

(As of 6-30-97)

	<u>FY 96-7</u>	<u>FY 97-8</u>	<u>FY 98-9</u>	<u>FY 99-00</u>
Beginning Reserves	9,821	13,138	5,395	2,000
Revenues				
Penalties (PAF)	31,001	30,947	30,947	30,947
Other	671	745	745	745
PAF/DT	<u>6,207</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total	37,879	33,692	33,692	33,692
Total Resources	47,700	46,830	39,087	35,692
Expenditures				
Support	17,810	19,054	19,054	19,054
Local Assistance	<u>16,752</u>	<u>22,381</u>	<u>18,033</u>	<u>18,033</u>
Total	34,562	41,435	37,087	37,087
Year End Reserve	13,138	5,395	2,000	-1,395

EXPENDITURE OPTIONS

1. Reimbursement for Back-Fill Costs \$8,200,000

2. Plan V \$4,000,000

3. Mobile Driving Simulator Program \$297,430 - 533,146

4. Contracts
 - ICI Homicide Investigation Course \$ 60,000
 - Special Consultant: Reserve Officer Tng St \$ 120,000

5. Eliminate the Cap on Training Hours
 - a. Lift the cap \$ 1,600,000
 - b. 120 hour cap \$ 907,000
 - c. 160 hour cap \$ 1,316,000

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
REIMBURSED TRAINEES

COURSE CATEGORY	1988-89 ACTUAL	1989-90 ACTUAL	1990-91 ACTUAL	1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 PROJECTION
BASIC COURSE	3,731	3,179	4,438	2,121	1,159	695	1,773	2,082	1,963	2,000
DISPATCHERS BASIC		793	814	614	490	294	334	347	370	375
ADVANCED OFFICER	16,987	14,394	18,672	18,045	15,935	3,802	3,791	3,966	2,498	2,500
SUPERVISORY COURSE	866	975	1,200	735	748	511	490	497	651	650
SUPERVISORY SEMINARS	1,742	2,071	3,088	3,471	3,298	3,123	3,320	3,331	3,246	3,250
MANAGEMENT COURSE	366	315	384	311	220	174	283	269	295	300
MANAGEMENT SEMINARS	2,887	2,096	2,882	2,366	2,235	2,038	1,883	1,898	1,874	1,880
EXEC DEVELOPMENT COURSE	547	453	443	708	511	480	493	324	318	320
EXECUTIVE SEMINARS	290	254	155	625	548	471	481	500	493	500
OTHER REIMB COURSES	6,761	1,517	570	258	204	33	-	-	-	-
TECHNICAL SKILLS	23,524	26,249	30,901	29,295	27,324	32,766	33,370	32,308	35,456	35,460
FIELD MANAGEMENT TRNG	56	61	27	24	30	37	12	8	32	35
TEAM BLDG WORKSHOPS	541	1,035	544	536	410	446	527	583	590	600
POST SPECIAL SEMINARS	855	805	935	873	839	704	811	419	318	320
APPROVED COURSES	56	16	69	73	64	84	51	44	91	90
TOTALS	59,209	54,213	65,122	60,055	54,015	45,658	47,619	46,576	48,195	48,280

COMMISSION ON POST
 REIMBURSEMENT BY CATEGORY OF EXPENSE
 FY 97-98 REIMBURSEMENT PROJECTION (Based on avg to date)
 (AS OF 6-30-97)

<u>COURSE CATEGORY</u>	<u>## OF TRAINEES</u>	<u>RESIDENT SUBSIST</u>	<u>CMTR MEAL ALLOWANCE</u>	<u>TRAVEL</u>	<u>TUITION</u>	<u>TOTAL</u>
BASIC CRS	2,000	887,767	814,058	340,147	596,354	2,638,325
DISPATCHERS BASIC	375	183,955	30,178	51,972	0	266,105
AO COURSE	2,500	50,926	57,790	37,904	0	146,620
SUPV CRS	650	336,389	24,610	67,017	0	428,017
SUPV SEM & CRS	3,250	703,758	14,330	298,146	249,273	1,265,507
MANAGEMENT CRS	300	254,064	3,986	41,153	0	299,204
MGMT SEM & CRS	1,880	250,367	9,623	75,689	337,385	673,063
EXEC DEV COURSE	320	195,948	877	53,143	0	249,968
EXEC SEM & CRS	500	137,261	1,079	39,295	10,423	188,058
TECH SKILLS	35,460	5,215,543	342,001	1,414,612	2,137,856	9,110,012
FIELD MGMT TNG	35	13,530	0	6,560	0	20,090
TEAM BLDG WKSHPS	600	102,856	1,782	6,687	138,200	249,525
SPECIAL SEMINARS	320	62,637	2,117	25,738	0	90,493
APPROVED COURSES	<u>90</u>	<u>3,736</u>	<u>4,526</u>	<u>3,943</u>	<u>0</u>	<u>12,205</u>
TOTAL	48,280	\$ 8,398,737	\$ 1,306,957	\$ 2,462,006	\$ 3,469,491	\$ 15,637,191

State of California

Department of Justice

Memorandum

DATE: July 2, 1997

TO: Finance Committee

FROM:


KENNETH J. O'BRIEN

Executive Director

Commission on Peace Officer Standards and Training

SUBJECT: BUDGET CHANGE PROPOSALS (BCPs) - FY 98/99

The following BCPs are offered for consideration by the Committee:

POST CLEARINGHOUSE

At the November 8, 1996 Commission meeting, a proposal to convene a committee to address POST clearinghouse issues was approved. On March 18-19, 1997, POST convened a special seminar in Sacramento to address clearinghouse issues, discuss solutions and alternatives, and provide recommendations for consideration by the Commission. The primary outcome of the workshop was the enthusiastic endorsement of POST establishing a clearinghouse function. As staff began development of our strategic plan, the goal to establish a Clearinghouse Information Service for California law enforcement became a critical component. Although we anticipate much of the clearinghouse staff coming from within our existing personnel, two new positions are necessary for implementation. Research conducted to establish minimal staffing levels for the clearinghouse resulted in the identification of a Staff Programmer Analyst (Web Master) and an Office Technician as essential clearinghouse positions.

The Staff Programmer Analyst will possess the necessary prerequisite technical skills to get the POST clearinghouse functional and operational at the earliest possible time. Once the clearinghouse is established, the incumbent will be responsible for providing and ensuring that our client's needs are being met. The Office Technician is needed for typing, mailing, photocopying, and providing assistance to the POST library with general clerical and records keeping activities pertinent to clearinghouse and internet functions. The annual cost for these two positions is estimated to be \$110,000.

COMPUTER SERVICES

POST has gone through a tremendous growth in its use and dependence on computers in the past four years. During this time, POST has increased the number of personal computers from approximately 80 to over 120, installed a local area network, replaced an aging minicomputer, and created new computer systems for publications sales, inventory, the Command College, and the Supervisory Leadership Institute. Additionally, POST

has established a connection to the Internet and is in the process of making the Internet available to POST employees.

In addition to this increased responsibility, POST is on the verge of implementing its Strategic Plan. Objectives defined in the plan will have significant impact on the Computer Services Unit (CSU). The objectives in the Strategic Plan which will have significant impact on the CSU are:

- B.1 Re-engineer the Training Needs Assessment process of both short- and long-term planning purposes to identify continuing and emerging course needs and incorporate agency specific training plans.
- B.12 Simplify the course certification process.
- E.1 Maximize the field's access to the POST library resources.
- E.2 Expand referrals for research, networking, information exchange, and law enforcement technical assistance.
- E.3 Serve as a single point of contact, accessible 24 hours a day, for linkages with multiple databases.
- E.7 Implement a program to maximize the field's use of the Clearinghouse, as well as the level and quality of contributions from the field.
- E.8 Automate the functions and services of the Clearinghouse.
- F.7 Upgrade POST's internal information and management business processes.
- F.8 Assess regularly the quality of POST-certified courses and services using acceptable measurement criteria.
- G.5 Adopt mechanisms to improve internal communications with all staff.

In addition to the Strategic Plan, POST performed a nine-month Business Needs Assessment in 1996 which resulted in 18 suggested and approved improvements for POST's current business practice. These recommendations were prioritized, and work has begun developing the Feasibility Studies for the top three recommendations.

With the pending implementation of the POST Strategic Plan and the three Feasibility Studies, the CSU will have a massive amount of new work but no available staff to take on these assignments.

It is proposed to establish two additional Associate Programmer Analyst positions at an annual cost of \$135,000.

State of California

Department of Justice

MEMORANDUM

To : Finance Committee

Date: June 26, 1997


Kenneth J. O'Brien
Executive Director

From : Commission on Peace Officer Standards and Training

Subject: REPORT ON THE COST OF ESTABLISHING A MOBILE DRIVING
SIMULATOR PROGRAM**Background**

In its report to the full Commission on April 24, 1997, the Finance Committee recommended that staff review the feasibility of a mobile driving simulator program for use in outlying areas of the state and report back at the July meeting.

In 1994, the Association of Bay Area Governments (ABAG) placed four driving simulators in a customized 48-foot trailer to serve each of the 29 agencies participating in ABAG PLAN (Pooled Liability Assurance Network). The driving simulator course presented for the member agencies has demonstrated that it is possible to provide a quality program using a mobile simulator system.

Configurations

Experience has demonstrated that to be economical, it is necessary to have at least three students take the simulator training at one time. Therefore, there must be a minimum of three simulators, one for each student. It is desirable to position the simulators so that the instructor can see into each simulator from his or her workstation. While this is usually feasible when the simulators are stationary in a room, having such an arrangement in a mobile unit is much more difficult. In a trailer, the simulator pods must sit side-by-side, and the instructor has to move back and forth along a narrow aisle. In the ABAG 48-foot trailer, for example, this aisle is only 27 inches wide.

For this report, staff investigated two different types of trailers, one with three simulators and another with four. In order to provide extra space in either type of the trailer, a hydraulic mechanism is used to expand the width of the trailer. Both of the designs shown in Figures 1 and 2 attached to this report utilize such a device.

Three-Simulator System

The trailer for the three-simulator system is a customized fifth-wheel trailer. As shown in Figure 1, one side of the trailer slides out where each of the simulators is located, which moves each of the simulators about two feet, expanding the 24-inch aisle to approximately 50 inches. While the instructor will still not be able to see completely inside each simulator from the workstation, the wider aisle will make moving back and forth much easier.

Four-Simulator System

The trailer for the four-simulator system shown in Figure 2 is a customized 48-foot trailer that is normally used for transporting freight. This trailer expands giving approximately six feet of space in front of the simulators.

Both of the systems (three-simulator and four-simulator) have special panels on the side of the trailer that can be opened from the outside in order to access each simulator to perform maintenance. Also, both trailers have an electrical generator to produce the 100 amps of electricity needed to run the simulators and air conditioner.

Cost of Equipment

• Three-simulator system in customized fifth-wheel trailer	
Customized expandable trailer:	\$ 63,000
1 1/2-ton pickup:	32,000
Three DORON simulators and workstation: (includes, freight, installation, and maintenance agreement)	181,030
Tax (7.75% sales tax)	<u>21,400</u>
	TOTAL: \$297,430
• Four-simulator system in customized 48-foot trailer	
Customized expandable trailer:	\$202,700
Tractor:	50,000
Four DORON simulators and workstation: (includes, freight, installation, and maintenance agreement)	231,890
Tax (7.75% sales tax plus \$11,000 excise tax)	<u>48,556</u>
	TOTAL: \$533,146

In addition to the capital equipment costs, there may be several other startup costs, including truck driving school and licenses. Operational costs include insurance, upgrades to software and hardware, maintenance agreements for the simulators and the vehicle, and fuel. Of course, a major on-going cost will be the instructor's salary.

Analysis

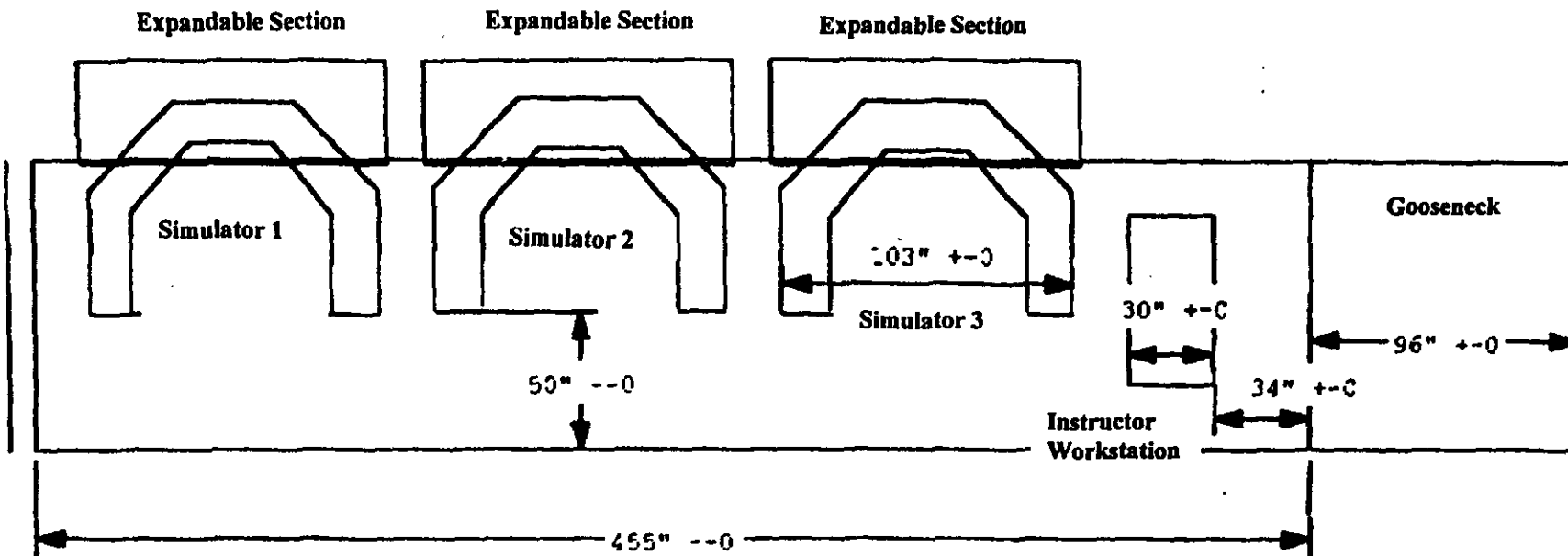
This report was prompted by a request for consideration from Sheriff Charles Byrd on behalf of the northern California chiefs and sheriffs. If officials from that region could develop a viable proposal for purchasing, maintaining, and using the equipment in a training program to serve the northern California region, a partnership, similar to the recent agreement with Contra Costa County agencies, might be considered by the Commission. Sufficient funds are available in the 1997/98 budget.

Commissioners should, however, consider this potential investment with a view towards statewide needs. As Commissioners are aware, mobile training programs have been established with local funds in the Bay Area (ABAG) and Riverside County (Coachella Valley Joint Powers Insurance Authority). Departments in the central valley have expressed interest. It is probably fair to say that need for either mobile or fixed site driving simulation training can be assumed to exist throughout the state.

The following observations seem pertinent:

1. The Commission's recent actions to fund purchase of simulator equipment for Los Angeles Police Department and the Contra Costa County Chiefs and Sheriff is stimulating statewide interest in similar requests. Interest is also surfacing in making requests for Commission funding of other types of equipment.
2. The Commission policy, approved in January 1997 and confirmed in April 1997: "Do not fund the purchase, maintenance of upgrading of driving simulator equipment except in special circumstances," may need to be revisited.
3. Further, Commission funding decisions in this area probably should be accompanied by an expression of future intent for the guidance of other agencies and POST staff.

The foregoing is provided for consideration by the Committee.

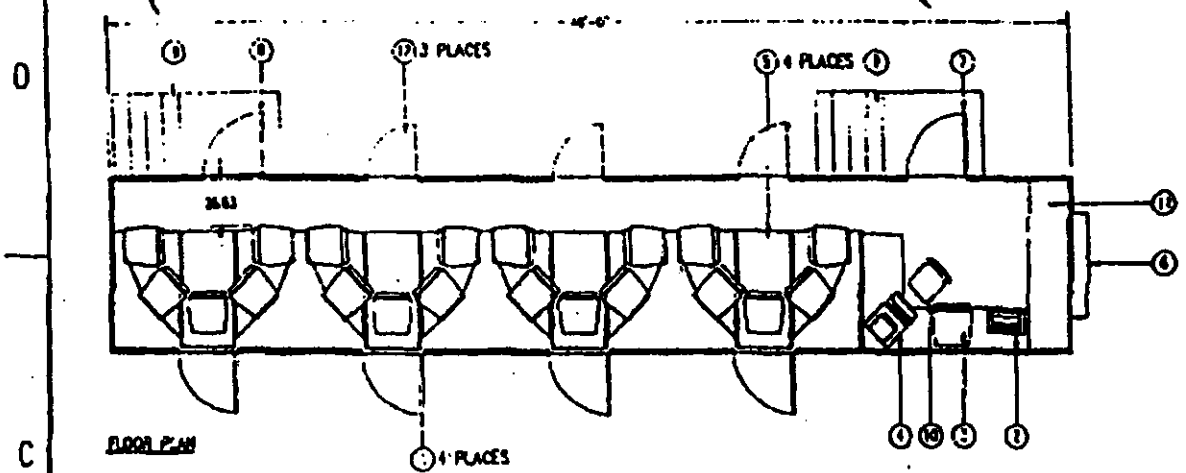


Gooseneck will contain:

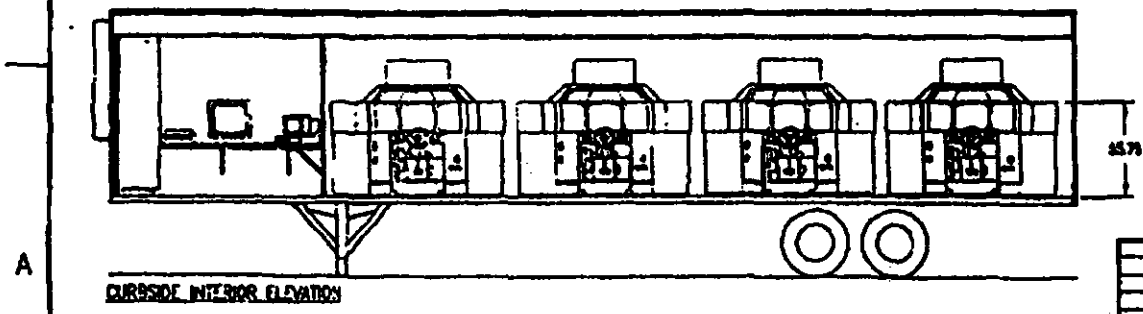
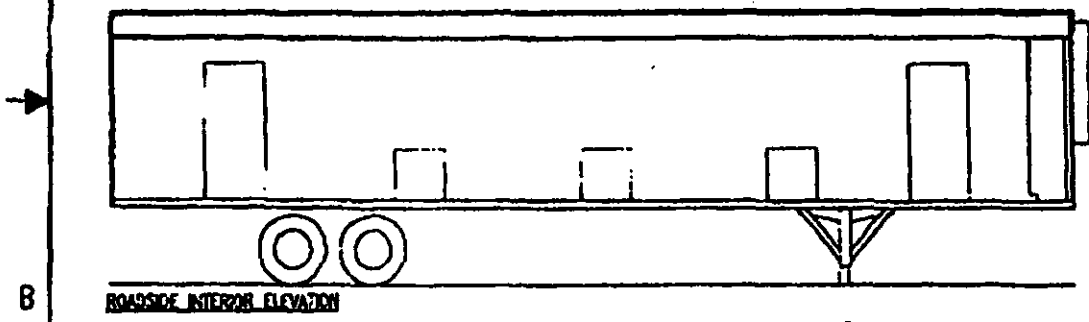
- Generator
- Air Conditioner
- Fuel tank
- Furnace

Figure 1 - Fifth-Wheel Customized Trailer

DATE	BY	SCALE
JUN 21 1978	J. J. ...	1/4" = 1'-0"



- EQUIPMENT LIST**
- ACCESS DOOR 36 x 80
 - PRINTER
 - MONITOR
 - COMPUTER STATION
 - ACC MOBILE OPERATIONS SIMULATOR STATION
 - HYAC UNIT
 - ENTRANCE DOOR 36 x 80
 - EXIT DOOR 36 x 80
 - STAIRS AND LANDING
 - CHAIR
 - STORAGE CABINET
 - ESCAPE HATCH 30 x 30



TITLE: LAYOUT FOR DRIVING SIMULATOR FLOOR PLAN & ELEVATION		SCALE: 1/4" = 1'-0"		DRAWN BY: J. J. ...	
DATE: JUN 21 1978	BY: J. J. ...	SCALE: 1/4" = 1'-0"	DRAWN BY: J. J. ...	CHECKED BY: ...	DATE: ...

JUN-21-78 / PK1 9-01 AM CARLIN MANUFACTURING INC FAX NO. 12092221538

Figure 2 - 48-Foot Customized Trailer

State of California

Department of Justice

MEMORANDUM

To : FINANCE COMMITTEE

Date: July 2, 1997

From : *Kenneth J. O'Brien*
Kenneth J. O'Brien

Executive Director

Commission on Peace Officer Standards & Training

Subject : **BACK-FILL REIMBURSEMENT**

At its April meeting, the committee asked that the concept of reimbursing agencies for back-fill costs be further explored. The concept is that: (1) in many instances, agencies can not release officers to attend training courses without paying overtime to other employees to maintain coverage of the position, (2) agencies with some frequency must forego needed training for their personnel due to a lack of overtime funds; and (3) if POST were to reimburse agencies for these overtime costs (in whole or in part, depending on availability of funds), greater incentive to train would be promoted and training levels would increase.

The State Board of Corrections, Standards and Training for Corrections Program (STC), has provided up to time and one half salary reimbursement for this purpose for many years. To qualify for the reimbursement, agencies must actually incur the cost.

It is proposed that POST consider adoption of this reimbursement feature within its regulations. It is proposed that regulations be constructed in a general way in order that the Commission preserve latitude to adopt and amend policy relating to: (1) % of reimbursement, (2) specific courses for which back-fill reimbursement may be claimed, and (3) limitations on the number of training hours for which back-fill reimbursement might accrue. Draft regulations are attached.

If provisions were implemented for back-fill reimbursement, the Commission could apply it in a variety of ways. For example, any course attendance could be eligible; however, payment could be capped at 12 hours per year for all officers. The 12 hours would relate to the CPT requirement (24 hours every two years), and be restricted to training of those officers subject to the CPT requirement. Preliminary estimates are that a program devised this way could cost \$8 million annually if based on 100% reimbursement of time and one half salary. Lesser amounts would be paid, of course, if rates were set below 100%.

Alternatively, the Commission could apply this form of reimbursement to specified training courses without regard to the CPT requirement. There also could be a combination of reimbursement tied to CPT hours with selected courses also eligible.

Currently, the Commission lacks an adequate revenue base to implement and sustain back-fill reimbursement. However, as noted in the report on implementing SB 350 (Agenda Item Tab K), federal funds are available that may be expended in part, for back-fill reimbursement related to training courses developed pursuant to SB 350 (Violent Crimes Against Women).

It is proposed that the Committee consider recommending that the Commission move forward at this time to implement a back-fill reimbursement program to enable expenditure of SB 350 funds. That approach would serve to open this concept for discussion in the law enforcement community and, perhaps, lay ground work for future funding of a more general program.

The issue is before the Committee for discussion and recommendation.

1015. Reimbursements.

(d) Reimbursement for Training Presentation

- (1) With the exception of tuition-based and contract courses, an agency presenter may receive reimbursement for up to the actual course presentation costs [refer to Regulation 1001 (c)] for expenses incurred in training full-time employees from agencies eligible for POST reimbursement.
- (2) Training presentation reimbursement shall be paid at a uniform rate per student hour.
- (3) Training presentation reimbursement shall only be provided for the total number of POST-approved reimbursable training hours attended by eligible trainees as described in Regulation 1015(d) (1).

(e) Back-fill (replacement) Reimbursement

- (1) This form of reimbursement serves to reimburse an eligible agency that must pay overtime to an employee(s) in order to maintain an acceptable level of service while personnel are engaged in certified training.
- (2) The Commission has modified pay plans to accommodate back-fill reimbursement. The number and percentage of training hours reimbursed under back-fill provisions are dependent upon available funds, as determined by the Commission.
- (3) Back-fill cost reimbursement shall be paid at a % of actual salary cost incurred by the agency to keep a position filled while the incumbent attends training.
- (4) Each request for back-fill cost reimbursement shall be submitted on a form provided by the Commission and submitted to the Training Institution at the beginning of a POST Certified Training Course. These forms contain a Statement of Attestation for the use of the hiring authority, or designate, to attest to hours of back-fill of a position in order to qualify for reimbursement under the back-fill Plan.
- (5) Training courses, attendance of which qualify the agency for back-fill reimbursement shall be determined by the Commission.

PAM Section E-1-4c adopted effective April 15, 1982 and amended January 21, 1994, is herein incorporated by reference.

PAM Section E-1-4e adopted effective April 15, 1982 is herein incorporated by reference.

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

Background for Computation of Hourly Rate*

	<u>Police Depts</u>	<u>Sherrifs Offices</u>	<u>Total</u>	<u>Avg Cost/Hr (@176 hrs/mo)</u>
Count	344	58	402	
Min Salary	\$946,352	\$140,868	\$1,087,220	
Avg Min Salary	\$2,751.02	\$2,428.76	\$2,704.53	\$15.37
Max Salary	\$1,165,792	\$176,862	\$1,342,654	
Avg Max Salary	\$3,388.93	\$3,049.34	\$3,339.94	\$18.98

* - Source of data is the POST publication *Employment Data for Calif Law Enforcement 1995/96*

POST has undergone a series of cost-cutting actions since 1993. The Governor and Legislature have provided modest budget augmentations in two fiscal year periods. The State Department of Finance has directed POST to spend down two months of accrual revenue which POST has believed prudent to roll over annually for the last several years. While there is an indication that the training activity is on the increase, the number of trainees for the most recent past has been down. There has also been a combination of contract and administrative cost savings. These and other reasons serve to put POST currently in a propitious financial position, if only for a short-lived time, i.e., two fiscal years.

It is in this context that a proposal for back-fill cost reimbursement, as opposed to straight salary reimbursement, is presented. Such reimbursement would be directed toward the maintenance of an acceptable level of law enforcement service as incumbent officers are separated from duty for purposes of POST training.

Issues to be considered in implementing this program include: Applicable Training, Level of Reimbursement, Overtime v,s Straight-time, and the requirement for an Attestation by the Chief/Sheriff that back-fill has occurred. It is also recognized that in order to implement back-fill cost reimbursement, Commission regulation action would be required.

Applicable Training

Continuing Professional Training (CPT) is mandated at the rate of 24 hours every two years. The combined fiscal years of 94/95 and 95/96 showed 48,511 in-service trainees. This training is made available in formats including the Advanced Officer Course and Technical Courses. All agencies have equal access to this training and, thus, could equally benefit from such reimbursement.

Basic training would be ruled out because theoretically untrained officers will not be replaced or back-filled.

Level of Reimbursement

Reimbursement could be targeted at statewide average (mean) hourly salary. The hourly rate of \$18.98 has been computed from salaries of journeymen officers made available to POST. The percentage of POST reimbursement of this salary could be established in relation to the amount of available funds. Preliminary calculations, based on an annual cap of 12 hours (24,255 X 12 hours X \$18.98) shows that given 24,255 trainees, applying the \$18.98 hourly rate, 100% reimbursement would amount to \$5.5 million per year. Reimbursement at the 50% level, based on the above data, would amount to \$2.75 million.

Computation of this data based on time and a half (per Fair Labor Standards Act) (i.e., 24,255 trainees X 18 hours X \$18.98) amounts to a projected annual cost of \$8.2 million, at the rate of 100% reimbursement.

COMMISSION ON P.O.S.T.
 Summary of Administrative Contract Expenditures
 1996-97 Fiscal Year
 as of June 30, 1997

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>
96-001-01	ALLEN'S PRESS CLIPPING BUREAU Provide newspaper clippings of articles relating to law enforcement. ISB-213 HAAKE	\$3,100.00
96-001-03	CREATIVE PLANT DESIGN Provide weekly maintenance service to sixty four (64) indoor plants ASB-346 HANSON	\$2,800.00
96-001-04	COMPUTER ASSOCIATES INTERNATIONAL Provide maintenance in the INGRES Software. ISB-432 COPPIN	\$21,347.75
96-001-05	KNIGHT RIDDER INFORMATION, INC. Provide on-line information retrieval services user material & system password. ISB-435 HAAKE	\$2,600.00
96-001-07	STEPHEN P. TEALE DATA CENTER To provide dial-up access for Micro Computers to the Teal Data Center. CSB-434 Coppin	\$45,000.00
96-001-08	STATE CONTROLLER'S OFFICE To provide auditing services for automated reimbursement system. ASB-382.01 WILLIAMS	\$45,000.00
96-001-10	ITD-SN. DIEGO REGNL. TRNG. CTR. To provide consultive services in the approved strategic plan. EXEC-418.01 Snow	\$40,000.00
96-001-11	DEPT. OF WATER RESOURCES Microfilming of POST records. ISB-382.01 CAREY	\$9,999.00
96-001-12	MILDRED O'LINN To provide instruction for Physical Training Instructors' Course. S&E-418.01 Krueger	\$250.00
96-001-13	PITNEY BOWES Provide maintenance on Mail Opener	\$479.00

	and Mail Machine. ASB-227-LIDDICOAT	
96-001-14	PITNEY BOWES Use of Postage Meter No. 1962 ASB-227 LIDDICOAT	\$924.50
96-001-15	DIGITAL EQUIPMENT CORP. Maintenance on the Digital software CSB-432 COPPIN	\$6,200.00
96-001-16	CALTRONICS BUSINESS SYSTEMS Master service agreement on Konica 6090 ASB-244 LIDDICOAT	\$5,195.00
96-001-17	CANON U.S.A., INC. To provide maintenance on copier ASB-227 LIDDICOAT	\$488.00
96-001-18	SAVIN OF SACRAMENTO To provide maintenance service ASB-244 LIDDICOAT	\$1,045.00
96-001-19	SECURITY DYNAMICS Maintenance of secure ID.	\$484.50
96-001-20	COOPERATIVE PERSONNEL SERVICES Provide proctors to administer the Basic Course Proficiency Test S&E-418.01 NIETERING	\$58,000.00
96-001-21	LEGI-TECH Provide electronic Legislative Bill tracking services. EXEC-418.01 SNOW	\$2,039.50
96-001-22	STATE PERSONNEL BOARD Provide an annual subscription basis, on-line access to Departmental Civil Service Exams. ASB-382.01 KRABbenhOFT	\$6,487.50
96-001-23	STRINGER BUSINESS SERVICES To provide maintenance services for lanier copier. ASB-227 LIDDICOAT	\$3,096.00
96-001-24	FEDERAL EXPRESS CORP. Provide overnight courier service (Out-of-State) ASB-261 LIDDICOAT	\$9,999.00
96-001-25	HEALTH AND WELFARE DATA CENTER Furnish data processing services	\$20,000.00

CSB-418.01 Coppin

96-001-26	PITNEY BOWES Maintenance service for manifold scale and label printers. ASB-227 LIDDICOAT	\$1,158.00
96-001-27	SCANTRON CORPORATION Perform maintenance service on the Scantron Scanner #8400. CSB-227 COPPIN	\$3,600.00
95-001-28	MCAFFEE ASSOCIATES Use of Proprietary Program Products. Virus Scan. CSB-432 Coppin	\$2,310.00
96-001-29	REUBEN T. HARRIS, PH.D. To conduct a one-day consulting service with the executive team. Exec-418.01 Boehm	\$999.00
96-001-30	IKON OFFICE SOLUTIONS Maintenance for copier ASB-244 LIDDICOAT	\$240.00
96-001-31	COMPUTER TEACHING CORP. Software maintenance for IVD courseware. LTRC-432 WHITMAN	\$850.00
96-001-32	DUST-TEX SERVICES, INC. To provide mats at the entry way, upstairs and downstairs lounges. ASB-344 CONWAY	\$273.00
96-001-33	BAY MICROFILM, INC. To provide preventive maintenance calls for microfilm reader. ASB-227 HAAKE	\$350.00
96-001-34	OFFICE OF MACHINE REPAIR To provide equipment maintenance services. POSTRAC Computer. CSB-434 COPPIN	\$433.00
96-001-35	EBSCO SUBSCRIPTION SERVICES to provide labor, materials and supplies necessary for subscription services. ISB-418.01 Haake	\$9,933.25
96-001-36	INTELLIGENT TECH. & SERVICES, INC. To perform preventive maintenance for the fire suppression system. CSB-432 COPPIN	\$1,200.00

96-001-37	MITI To authorize POST to use the Software Product SQR. CSB-432 COPPIN	\$1,600.00
96-001-38	CITY OF LOS ANGELES To provide staff time of Robert Goldberg, M.D. in creating new hearing guidelines. S&E-418.02 SPILBERG	\$9,999.00
96-001-40	LEGISLATIVE BILL DELIVERY SERVICES To provide legislative bill delivery services. EXEC-418.01 SNOW	\$1,957.92
96-001-41	DAVISVILLE TRAVEL	\$0.00
96-001-42	STATE CONTROLLER'S OFFICE To reimburse S.C.O. for development costs of a statewide leave accounting system. ASB-382.01 KRABbenhofT	\$480.00
96-001-43	COOPERATIVE PERSONNEL SERVICES To print test booklets & related materials for the dispatcher entry level test battery. S&E-418.01 Weiner	\$5,685.60
96-001-45	WEST PUBLISHING CORPORATION To provide on-line access to the WESTLAW Database. ISB-223 HAAKE	\$3,000.00
96-001-46	COMPUSERVE INFORMATION SERVICES To provide a commercial on-line information service ISB-435 Haake	\$999.00
96-001-47	DORON PRECISION SYSTEMS, INC. To develop computer-based simulation scenarios & an instructors reference manual. LTRC-418.01 ARONSON	\$0.00
96-001-49	EASTMAN KODAK CO. To provide maintenance for copier. ASB-244 LIDDICOAT	\$16,000.00
96-001-51	COOPERATIVE FPERSONNEL SERVICES To provide proctors for report writing test of the basic course. S&E-418.01 HONEY	\$9,971.12
96-001-52	CSU - SACRAMENTO FOUNDATION To provide services of student assistants or research assistants.	\$9,999.00

CSU-418.01 COPPIN		
96-001-53	NETWORK MUSIC, INC. To provide background music. TPS-4118.01 MASTERS	\$800.00
96-001-54	GOVERNMENT MICRO RESOURCES To provide technical support by Powersoft Corp. professional support. CSU-418.01 COPPIN	\$2,650.38
96-011-55	RAPTOR SYSTEMS, INC. To provide software maintenance and technical support. CSU-432 COPPIN	\$2,450.31
96-001-56	SIERRA PLANT & RENTAL DISPLAY To provide weekly indoor plant maintenance. ASB-346 Hanson	\$2,800.00
96-001-57	COHEN TRAINING TECHNOLOGIES To provide software maintenance & technical support for First Aid/CPR IVD Course. LTRC-432 Aronson	\$1,000.00
96-001-59	BMI IMAGING SYSTEMS To provide microfilming services ISB-382.01 CHERRY	\$7,999.00
96-001-60	MCAFEE To use the Software products "Viruscan & Saberlan workstation. CSU-432 COPPIN	\$7,631.16
96-001-61	KERRY PHILLIPS A pilot cognitive study to identify the underlying strategic thought taht determines the effectiveness of an officer's writing. S&E-418.01 HONEY	\$999.00
96-001-62	ROCKY MOUNTAIN BANK CARD SYSTEM To provide credit cards to designated POST employees for small purchases. ASB-244 LIDDICOAT	\$250.00
96-001-63	NSNET To provide unlimited hours of untimed access to the internet. CSU-432 COPPIN	\$150.00
96-001-64	ADOBE SYSTEMS To provide technical support for one year. ISB-435 AVILA	\$429.92
	GRAND TOTAL	\$392,732.41

COMMISSION ON P.O.S.T.
 Summary of Training Contract Expenditures
 1996-97 Fiscal Year
 as of June 30, 1997

Contract Number	Name of Contractor and Services Provided	Amount of Contract
96-011-01	SAN DIEGO REGIONAL TRAINING CENTER Provide faculty, facilitators, management consultants, materials, and training sites for command college. CLD-418.02 SHORT	\$422,345.00
96-011-03	CSU, NORTHRIDGE FOUNDATION Provide training for Management Course CLD-418.02 HOOD	\$28,474.00
96-011-04	CSU, LONG BEACH FOUNDATION Provide training for Management Course CLD-418.02 HOOD	\$80,265.00
96-011-05	CSU, HUMBOLDT Provide training for Management Course CLD-418.02 HOOD	\$64,988.00
96-011-06	SAN DIEGO REGIONAL TRAINING CENTER Provide training for Management Course CLD-418.02 HOOD	\$77,960.00
96-011-07	SAN JOSE STATE UNIV. FOUNDATION Provide training for Management Course CLD-418.02 HOOD	\$57,852.00
96-011-08	DEPARTMENT OF JUSTICE Provide certified training services to law enforcement personnel TDC-382.02 BENNETT	\$993,451.00
96-011-09	COOPERATIVE PERSONNEL SERVICES Proctor Basic Course Waiver Exam.	\$3,000.00
96-011-10	COOPERATIVE PERSONNEL SERVICES To administer PC 832 examination program. S&E-418.02 KRUEGER	\$39,697.04
96-011-11	COOPERATIVE PERSONNEL SERVICES Provide administration of Entry-Level Law Enforcement Test Battery S&E-418.02 HONEY	\$109,850.00
96-011-12	SAN DIEGO STATE UNIVERSITY To present twelve (12) Satellite teleconference Training Programs.	\$550,000.00

TPS-382.02 BRAY

96-011-13	CSU, LONG BEACH FOUNDATION Supervisory leadership institute training CLD-418.02 Hood	\$540,839.00
96-011-14	SAN DIEGO STATE UNIVERSITY Provide twelve videotape law updates for law enforcement. TPS-382.02 MASTERS	\$68,000.00
96-011-15	ALAMEDA COUNTY Basic Driver Training.	\$16,150.00
96-011-16	SAN DIEGO REGIONAL TRNG CENTER Cultural Training.	\$78,326.00
96-011-17	ALAMEDA COUNTY DISTRICT ATTORNEY To produce twenty (24) videotaped case decision & legal update subject matter. TPS-418.02 MASTERS	\$25,000.00
96-011-18	GOLDEN WEST COLLEGE Develop and present 24 videotaped case decisions and legal updates. TPS-418.02 MASTERS	\$32,000.00
96-011-19	SAN JOSE STATE UNIV. FOUNDATION To provide four presentation of Robert Presley ICI Core Course to Law Enforcement. TD&C-418.02 ZACHARY	\$100,352.00
96-011-20	LOS ANGELES POLICE DEPT. ICI Core Course.	\$48,000.00
96-011-21	ORANGE COUNTY SHERIFF'S DEPT. To administer the BCW skills test. BTB-418.02 CASSIDY	\$600.00
96-011-23	SAN FRANCISCO POLICE DEPT. One presentation of the Robert Presley ICI Core Course to Cal. law enforcement agencies. TPS-418.02 ZACHARY	\$9,980.00
96-011-24	SAN DIEGO REGIONAL TRNG. CENTER To provide faculty, facilitators and materials for master instructor. TPS-418.02 MADEIRA	\$244,103.00
96-011-25	HUGHES LINK To cover unforeseen location cost.	\$853.96

LTRC-418.02 MYYRA

96-011-26	RIO HONDO COLLEGE To administer and proctor P.C. 832 exams. BTB-418.02 CASSIDY	\$2,000.00
96-011-27	COLLEGE OF THE REDWOODS To administer and proctor P.C. 832 exams. BTB-418.02 CASSIDY	\$2,000.00
96-011-28	STATE CENTER REGIONAL TRNG. CENTER To administer and proctor P.C. 832 exams. BTB-418.02 CASSIDY	\$2,000.00
96-01129	OHLONE COMMUNITY COLLEGE To administer and proctor P.C. 832 exams. BTB-418.02 CASSIDY	\$2,000.00
96-011-30	SAN BERNARDINO CO. SHERIFF'S DEPT. To administer and proctor P.C. 832 exams. BTB-418.02 CASSIDY	\$2,000.00
96-011-31	MARTINEZ ADULT SCHOOL To serve as a POST P.C. 832 Requalification Testing Center. BTB-418.02 CASSIDY	\$2,000.00
96-011-32	SACRAMENTO P.D. IVD pilot Class Instruction. LTRC-418.02 ARONSON	\$60,521.91
96-011-33	MARIN COUNTY SHERIFF DEPT. Management fellow. BTB-418.02 WHITMAN	\$89,554.00
96-011-34	SUSAN MANHEIMER Provide support staff for pilot presentation TPS-418.02 ZACHARY	\$400.00
96-011-35	OAKLAND POLICE DEPT. Basic Course Driver Training presentations. TDC-418.02 SORG	\$45,600.00
96-011-36	KAMINSKY & ASSOCIATES To develop a forty (40) hour Train-the- Trainer Field Training Officer Course. TD&C-418.02 RHODES	\$7,500.00
96-011-37	ORANGE COUNTY SHERIFF'S DEPT. Basic Narcotics Course presentation. TDC-418.02 REED	\$59,625.00
96-011-38	SAN JOSE FOUNDATION ICI Equipment purchase. TPS-418.02 ZACHARY	\$5,003.00

96-011-39	CALIFORNIA PEACE OFFICERS ASSN. To produce one photo-ready master of the 1996 Legislative Update Workbook BTB-418.02 BUNA	\$9,999.00
96-011-40	COOPERATIVE PERSONNEL SERVICES To provide services regarding the adminis- tration of Public Safety Dispatcher Basic Equivalency Examination Program. S&E-418.02 WEINER	\$2,207.59
96-011-41	SAN DIEGO REGIONAL TRAINING CENTER Revise cultural diversity curriculum. TPS-418.02 SPISAK	\$9,890.00
96-011-42	CALIFORNIA HIGHWAY PATROL To present (3) POST Certified 82-hr. Basic Motorcycle Training Presentations. TDC-418.02 FARNSWORTH	\$124,740.00
96-011-43	BILL HOLSHEVNIKOFF To conduct a four hour seminar on "Power of Lighting". TPS-418.02 MASTERS	\$400.00
96-011-44	DICK REIZNER To conduct a four(4) seminar on "Mixed Bag of Tricks". TPS-418.02 MASTERS	\$400.00
96-011-45	SAN DIEGO REGIONAL TRAINING CENTER To conduct four Robert Presley ICI Core Course in the Sn. Diego area. TPS-418.02 ZACHARY	\$144,835.00
96-011-46	SAN BERNARDINO CO. SHERIFF DEPT. Basic Motrocycle Training & Driver Training presentations. TDC-418.02 HOMME	\$729,696.00
96-011-47	MERVIN FEINSTEIN A (7) seven hour presentation for the Recruit Training Officer Workshop. BTB-418.02 BUNA	\$451.50
96-011-48	COUNTY OF SAN BERNARDINO To develop a law enforcement driver training simulator pilot project. LTRC-418.02 ARONSON	\$78,756.00
96-011-49	SAN DIEGO REGIONAL TRAINING CENTER To conduct (3) ICI Instructors Update Workshops & six ICI Instructor Eval. Mtngs. TPS-418.02 ZACHARY	\$57,585.00
96-011-50	LOS ANGELES COUNTY	\$124,247.00

	To develop a law enforcement driver training simulator pilot project.	
96-011-51	CITY OF SAN JOSE To develop a law enforcement driver training simulator pilot project. LTRC-418.02 ARONSON	\$78,756.00
96-011-52	COLLEGE OF THE REDWOODS To present certified Basic Course Driver Training presentations. TD&C-418.02 RHODES	\$3,230.00
96-011-53	SACRAMENTO PUBLIC SAFETY CENTER To conduct five (5) presentations of Robert Presley Institute of Criminal Investigation Core Course. TPS-418.02 ZACHARY	\$146,065.00
96-011-54	BRUCE RAYL To provide up to 160 hours of Consulting/ Training services for POST IVD. TDC-418.02 RHODES	\$9,999.00
96-011-55	JAMES A. TUIITE To provide 160 hours of consulting/ training services for POST IVD. TDC-418.02 RHODES	\$9,999.00
96-011-56	THOMAS ANDERSON To conduct a 2-hour program at a training managers update seminar TDC-418.02 Spurlock	\$250.00
96-011-57	HERB HAAS First Aid/CPR instructor course pilot presentation. TPS-418.02 MADEIRA	\$495.00
96-011-58	BEN DORCY First Aid/CPR Instructor Course Pilot presentation. TPS-418.02 MADEIRA	\$495.00
96-011-60	CONTRA COSTA/LOS MEDANOS COLLEGE Basic Course Driver Training Presentations. TDC-418.02 SORG	\$67,830.00
96-011-61	ROBERT ARONSON To conduct a 3.5 hour seminar to law enforcement administrators on personal & professional survival for law enforcement. TDC-418.02 Farnsworth	\$500.00
96-011-62	MANNING, MARDER & WOLFE To provide instruction for the Physical Training Instructor's Course.	\$400.00

	S&E-418.02 KRUEGER	
96-011-63	LOS ANGELES POLICE DEPT. To provide Physical Training Instruction. S&E-418.02 KRUEGER	\$999.00
96-011-64	AARONSON To provide Professional Survival Seminar. TDC-418.02 BENNETT	\$500.00
96-011-65	CITY OF SACRAMENTO/SACRAMENTO P.D. To present certified Basic Course Driver Training presentations. TDC-418.02 BENNETT	\$24,225.00
96-011-66	SOUTH BAY REGIONAL PUBLIC SAFETY Basic Course Driver Training presentations. TDC-418.02 SPURLOCK	\$136,800.00
96-011-67	PAT DRUMMY An 8-hr. seminar on Crime Analysis Techniques in support of Community Policing. TDC-418.02 HOMME	\$495.00
96-011-68	ALLAN HANCOCK COLLEGE Certified Basic Course Driver Training presentations. TDC-418.02 SYLSTRA	\$3,876.00
96-011-69	SAN DIEGO POLICE DEPT. Certified Basic Course Driver training Presentations. TDC-418.02 REED	\$87,210.00
96-011-70	VENTURA CO. CRIMINAL JUSTICE TRNG C Certified Basic Course Driver Training Presentations. TDC-418.02 SYLSTRA	\$53,200.00
96-011-72	FRED B. KOELIN Tactical Shooting Course TDC-418.02 HOMME	\$2,000.00
96-011-73	RUSSELL HILL Tactical Shooting Course TDC-418.02 HOMME	\$2,000.00
96-011-75	JWK INTERNATIONAL CORP. To perform the Basic Course Student Workbook Project. BTB-418.02 PAULSON	\$193,690.00
96-011-76	GORDON GRAHAM To conduct an 8 hour seminar to Law Enforcement Training Managers.	\$500.00

TDC-418.02 HOMME

96-011-77	MICHAEL ELLINGTON To conduct an 8 hour seminar to law enforcement training managers. TDC-418.02 HOMME	\$500.00
96-011-78	MERVIN FEINSTEIN To provide a 6 hour presentation for academy director and coordinator workshop. BTB-418.02 BUNA	\$375.00
96-011-79	BUTTE COMMUNITY COLLEGE DISTRICT To provide a final edited version of the administration manual for the IVD course. LTRC-418.02 ARONSON	\$4,000.00
96-011-80	STEVEN DAVIDSON To conduct a seminar on Innovative trends in law enforcement TDC-418.02 RHODES	\$500.00
96-011-81	MARSHA TARVER To conduct a two day seminar to Law Enforcement Basic Academy Instructors. TDC-418.02 DE LA GARZA	\$999.00
96-012-01	SIMON WIESENTHAL CENTER, INC. Training presentations of the tools for tolerance. TPS-418.03 SPISAK	\$1,556,000.00
Grand Total		\$7,541,385.00

M e m o r a n d u m

DATE: July 16, 1997

TO: POST Commissioners

FROM: RICK TER BORCH
Chairman, Finance Committee
Commission on Peace Officer Standards and Training

SUBJECT: ACTIONS TAKEN AT FINANCE COMMITTEE MEETING - JULY 16, 1997

The Committee met yesterday, July 16, at the Hyatt Regency - Irvine. In attendance were Commissioners Anderson, Carre, del Campo, Hunt, Knutson, and myself.

In addition to items already addressed on the agenda, the Committee discussed the following:

1. The Committee reviewed the year end report of training volume and reimbursement expenses. That report has been provided to all Commissioners. Staff reported that FY 96-97 ended with a \$13.1 million reserve. This sum is largely attributable to: (1) bringing POST in line with State of California accrual budgeting which requires spending off the last two months of a 14-month revenue accrual (approximately \$5 million) which we have thought prudent to roll over; (2) and the infusion of \$6.1 million in budget augmentation from the Governor and the Legislature. Of these augmentations, only 2 million earmarked for the Museum of Tolerance program, will continue in the current year.

Staff also reported that, although there are currently significant reserves in POST budget, expenditures currently exceed our baseline revenue. Reserves are projected to be exhausted in the next two years.

2. POST's FY 97/98 budget has been approved by committees of both the Assembly and the Senate. It includes the spending authority of \$41.435 million, which is sufficient to spend more than 50% of the current reserve. The budget has not yet been approved.
3. Expenditure projections for FY 97/98 were discussed, along with options for addition of spending initiatives. Projected training volume and currently approved expenditures leaves the Commission with approximately \$3 million that could be expended this year while remaining within the spending authority.

The Committee recommends the Commission authorize submittal of BCPs to fund needed resources related to critical objectives for the Strategic Plan which would include the following new positions:

Two Associate Programmer Analysts for Computer Services a cost of \$135,000; and

One Staff Programmer Analyst and one Office Technician for the Clearinghouse at a cost of \$110,000.

The Committee also recommends:

An expression of intent to fund purchase of a mobile driver training simulator for northeast counties at a cost estimate of \$297,430 to \$533,146; and

Add two SLI offerings as quickly as feasible. The estimated impact in the current year would be \$170,000.

4. As required by Commission policy, the Committee received a report on all contracts entered into during the past fiscal year.
5. ADJOURNMENT - 4:15 p.m.

POST COMMISSION COMMITTEES

1997-1998

Advisory Liaison Committee

Michael Carre (C)
Philip del Campo
Tom Knutson
Jan Scully

Legislative Review

Sherman Block (C)
David Anderson
Collene Campbell
Mike Carre
Bill Kolender
Dan Lungren
Jan Scully

Long Range Planning

Jody Hall-Esser (C)
David Anderson
Sherman Block
Collene Campbell
Philip del Campo
Ron Lowenberg
Jan Scully

Finance

Rick TerBorch (C)
Michael Carre
Philip del Campo
Ted Hunt
Tom Knutson
Ron Lowenberg

Executive Director Goals & Evaluation
(Sub-Committee of LRPC)

Jody Hall-Esser (C)
Collene Campbell (Vice-Chair)
Vacant (Past Chairman)
Bill Kolender
Ted Hunt
Ron Lowenberg

Strategic Plan Implementation (Ad Hoc)

Rick TerBorch (C)
Ted Hunt
Bill Kolender
Jody Hall-Esser
Jay Clark
Skip Murphy
Bob Norman
Jerry Shadinger
Woody Williams

5/19/97



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

**Legislative Review Committee
Thursday, July 17, 1997
Hyatt Regency - Irvine
1700 Jamboree Boulevard
Irvine, CA
(714) 975-1234**

Agenda

9:00 AM

Attachment

A. New Legislation

1. **Assembly Bill 271 - Correctional Peace Officers Standards and Training** **A**

Attachment A provides analysis for Assembly Bill 271 which proposes to require investigators of the State's Inspector General of the Youth and Correctional Agency to be POST certificated. Recommended Position: Neutral if amended.

2. **Assembly Bill 531 - Community Policing** **B**

Attachment B provides analysis of Assembly Bill 531 which proposes to appropriate \$100,000 from the State General Fund to POST to fund a consultant to coordinate community policing training. Recommended Position: Oppose

3. **Senate Bill 786 - Reserve Peace Officer Definitions** **C**

Attachment C provides analysis of SB 786 that proposes to: (1) combine designated and non-designated reserve peace officer classifications, (2) eliminate limited Level I reserve classification, (3) authorize Levels II and III reserves to perform certain limited duties while working alone, and (4) eliminate the required continuous field training program for Level II reserves. Recommended Position: Support

4. **Assembly Bill 1211 - Basic Course and Certificate
Required for Police Chiefs** **D**

Attachment D provides analysis of AB 1211 which requires police chiefs and directors of public safety to complete the basic course and obtain the POST basic certificate with two years of employment.

Recommended Position: Support

5. **Assembly Bill 1343 - Photo of Dead Bodies** **E**

Attachment E provides analysis of AB 1343 which proposes to, in effect, preclude the use of photos and videotapes of dead bodies for law enforcement training purposes.

Recommended Position: Oppose unless amended

B. **Law Enforcement Agency Policies for Use of Limited Level I
Reserve Peace Officers** **F**

Attachment F provides background and alternatives for approval criteria law enforcement agency policies for use of limited Level I reserve peace officers.

C. **Status of Active and Informational Bills of Interest to POST** **G**

Attachment G provides a chart indicating the status of all active and informational bills of interest to POST.

BILL ANALYSIS

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

TITLE OR SUBJECT Correctional Peace Officer Standards and Training	AUTHOR Villaraigosa	BILL NUMBER AB 271
	RELATED BILLS	DATE LAST AMENDED 6-4-97

SPONSORED BY
 California Correctional Peace Officers' Association

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

GENERAL

Assembly Bill 271 would:

1. Make changes to the powers and duties of the Inspector General of the Youth and Corrections Agency of the State of California.
2. Require the Commission on Correctional Peace Officers' Standards and Training (CPOST) to appoint a director and staff as provided in the budget act.
3. Require CPOST to establish a local committee at each institution and parole region for the purpose of monitoring and ensuring compliance with program standards.
4. Authorize CPOST to approve a course in the carrying and use of firearms for correctional officer apprentices.
5. Require all investigators, under authority of the Inspector General, to be certified by POST until January 1, 2000 and thereafter by CPOST.

ANALYSIS

This analysis focuses only on those aspects of the bill affecting POST.

Requiring all investigators under authority of the Inspector General to be certified by POST is problematic. This proposal is unclear as to what is meant by certification. The employing agency of these investigators does not participate in the POST program and, therefore, would be ineligible for POST certificates.

It is proposed this section be amended to delete the certification requirement and substitute a requirement that these investigators complete a POST-certified internal affairs investigation course. This would have no impact upon POST's workload or resources because they would attend at their own or their employers' expense.

With regard to the bill's proposal to authorize CPOST the standards setting authority for the carrying and use of firearms for "correctional peace officer apprentices," there appears to be some merit. Under the existing provisions of Penal Code Section 832, POST has complete authority for all aspects of this introductory course for all peace officers. POST's content standards for this course divide the training into two segments - a 24-hour course on carrying and use of firearms and a 40-hour course on arrest.

OFFICIAL POSITION

ANALYSIS BY <i>Paul Snow</i>	DATE 6-24-97	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>Ken O'Brien</i>	DATE 6-26-97	COMMENT	DATE

POST's instruction and testing requirements for the firearms portion focuses on handguns while the primary weapons carried by the state's correctional officers are rifles. While POST has made some limited accommodations for state corrections weapons and circumstances within institutional settings, it would seem more desirable that requirements for this portion of the course be given to CPOST.

RECOMMENDATION

A neutral position is recommended if the bill is amended to eliminate POST certification for investigators of the Inspector General and, instead, require completion of a POST-certified internal affairs investigation course.

BILL ANALYSIS

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

TITLE OR SUBJECT Community Policing	AUTHOR Knox	BILL NUMBER AB 531
	RELATED BILLS	DATE LAST AMENDED 4-16-97

SPONSORED BY

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

GENERAL

Assembly Bill 531 would:

1. Appropriate \$150,000 from the General Fund to the Controller to be allocated to the Office of Criminal Justice Planning to assist communities in conducting research related to community policing and implementing and coordinating such programs.
2. Appropriate \$100,000 to POST to hire a consultant to coordinate community policing training programs, evaluate such programs, and identify successful community policing programs for replication.

ANALYSIS

The Commission's support for community policing is demonstrated by a variety of activities. Approximately ten courses are certified for orientation, problem-solving, and skills training. Aspects of community policing and problem-solving are included in the basic course curriculum. One community policing telecourse was produced and broadcast with federal funds at the request of the federal Office of Community Oriented Policing Services (COPS). POST has certified CSU-Long Beach to present training, on behalf of the four United States Attorneys, throughout the State. The development, presentation, and management of the training are coordinated by POST and are funded with \$370,000 that is available to the U.S. Attorneys. Finally, the federal Office of COPS has awarded three grants in California to create regional community policing training institutes. POST is a partner in \$1,000,000 grants awarded to the San Diego and Sacramento Police Departments. The Sacramento Police Department grant budget includes funding for 1/2 FTE POST consultant for one year. Each grant may be renewed for two successive years.

OFFICIAL POSITION

ANALYSIS BY <i>Michael Knox</i>	DATE 6-20-97	REVIEWED BY	DATE
	EXECUTIVE DIRECTOR	DATE	COMMENT

The partnership agreement in the San Diego and Sacramento grants identifies the responsibilities for POST in the regional training institutes. The responsibilities include providing assistance in course design, curriculum development, course certification, identification of instructors and subject matter experts, and managing the grant funds for training development, delivery, and reimbursement.

The resources currently dedicated to community policing training, augmented by the federal grants, are sufficient for the existing program workload. Additional resources, provided by AB 531, will potentially enable POST to expand the staff assistance to the federally funded programs and to identify additional training that may be required. To the extent, however, the mandates of AB 531 are required to be funded directly from the POTF, rather than from a General Fund appropriation, existing resources will be re-directed to these tasks.

The identification of "successful" community policing programs for replication, as an identified objective of AB 531, is redundant to the current work of the COPS Office, the Community Policing Consortium, the Police Executive Research Forum, and others. The POST Clearinghouse, a goal of the Strategic Plan, will when it is operational, provide this identification for interested agencies. Although AB 531 mandates POST to "hire a consultant" to conduct the evaluations, resources must be expended to guide, monitor, and supervise the consultant's work. To the extent new funds from AB 531 can be directed to this work, existing resources can be directed to other strategic goals.

In summary, there is considerable question as to the need to appropriate \$100,000 for a consultant to perform the duties required in AB 531.

POST did not seek out this funding in AB 531. However, there is a concern that as this bill proceeds through the process there is a strong possibility that the bill will be amended to remove the General Fund as the funding source and, instead, make the Peace Officer Training Fund (POTF) as the funding source.

Community policing appears to be here to stay in law enforcement at least through the next three years under the current administration in Washington, D.C. Considerable state and nationwide attention is focused on this subject.

At the April meeting, the Commission took a neutral position on this bill which did not include specific funding for POST.

RECOMMENDATION

It is recommended that the Commission oppose AB 531 because there has been no demonstrated need and because of the likelihood that the funding source will become the POTF.

BILL ANALYSIS

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

TITLE OR SUBJECT Reserve Peace Officer Classification	AUTHOR Senator Knight	BILL NUMBER SB 786
	RELATED BILLS	DATE LAST AMENDED 5-15-97

SPONSORED BY

California Reserve Peace Officer Association

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

GENERAL

Senate Bill 786 would (as amended):

1. Eliminate the distinction between designated and non-designated Level I reserve peace officers.
2. Eliminate the existing limited Level I reserve category.
3. Expand the duties of Level II reserves by allowing them to be assigned, without immediate supervision, to those limited duties authorized for Level III reserve officers.
4. Eliminate the continuous field training requirement for Level II reserves.
5. Specify the limited duties that may be performed by Level III reserves to include, but are not limited to, traffic control, security at parades and sporting events, prisoner and evidence transportation, parking enforcement and other duties not likely to result in physical arrests. Level III reserve officers, while assigned these duties, must be proximately supervised by a Level I reserve or a regular officer.

ANALYSIS

The Commission, based upon a previous staff analysis, took a position to oppose SB 786 unless it was amended to remove provisions for POST reimbursement for reserve training and to require POST to establish guidelines for use of Level II and III reserves. Both amendments were taken by the author and the bill's sponsors.

Besides POST's proposed amendments, the bill has been substantially revised to overcome previous ambiguities and problems. The most recent amendments overcome several problems associated with existing law including:

- (1) makes explicit that Level II reserves can also perform Level III duties
- (2) makes explicit the limited duties of Level III reserves
- (3) removes the continuous field training requirement for Level II reserves that most authorities have found to be unnecessary and unworkable
- (4) combines designated and non-designated Level I reserves

OFFICIAL POSITION

ANALYSIS BY <i>Neil Snow</i>	DATE 5-22-97	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>Deborah J. Rubin</i>	DATE 6-27-97	COMMENT	DATE

In summary, SB 786 simplifies Penal Code Section 832.6 considerably by reducing the reserve categories from five to three and removing present ambiguities. Considerable confusion about the present law has resulted in some misuse of reserve officers. SB 786 should result in greater standardization in the deployment of reserves. The changes in SB 786 will also facilitate the delivery of reserve training by enabling POST to ultimately have fewer reserve training modules. POST retains the responsibility for setting training standards for Level II and III reserves. A review of these standards will be necessary if SB 786 becomes law.

RECOMMENDATION

Support.

BILL ANALYSIS		State of California COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING 1601 Alhambra Boulevard Sacramento, California 95816-7083	
TITLE OR SUBJECT Basic Course and Certificate Required for Police Chiefs		AUTHOR Assembly Member Hertzberg	BILL NUMBER AB 1211
SPONSORED BY Assembly Public Safety Committee		RELATED BILLS	DATE LAST AMENDED May 8, 1997
BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)			
<u>GENERAL</u>			
Assembly Bill 1211 would:			
1. Require each police chief or director of public safety appointed on or after January 1, 1998 to complete the basic course and obtain the basic certificate within two years of appointment.			
<u>ANALYSIS</u>			
AB 1211 was introduced to overcome a perceived defect in present law by requiring police chiefs and directors of public safety, presumably from city police departments and districts authorized by statute to maintain a police department, to complete the POST basic course (664 minimum hours). Some have interpreted the present law (Penal Code Sections 832.3 and 832.4) as already applying to police officers of any rank because other ranks are also not specified.			
AB 3603 added "police chief" to the definition of peace officer in Penal Code Section 830.1. Subsequently, it was recognized that police chiefs could be appointed as peace officers but not have authority to exercise peace officer powers under Penal Code Sections 832.3 and 832.4 unless they have completed the basic course and obtained the basic certificate. AB 1211 seeks to overcome this peculiar situation which exists only in a few cities in California.			
The duties of police chief or director of public safety vary greatly from city to city. In smaller cities, police chiefs are more likely to need authority to exercise peace officer powers because he or she would be expected to take enforcement action. In larger cities, the duties of police chief are more managerial in nature and generally do not require peace officer authority.			
The present confusion about the status of police chiefs has also manifested itself in relation to the authority to carry concealed firearms. At least one police chief without peace officer powers has had to obtain a concealed weapons permit to carry a concealed weapon.			
OFFICIAL POSITION			
ANALYSIS BY <i>Hal Snow</i>	DATE 5-22-97	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>Donald J. Davis</i>	DATE 6-26-97	COMMENT	DATE

AB 1211 is perceived to be a professional standards issue that overcomes a defect in present law. It is supported by several statewide law enforcement associations. Its impact should be nominal on most law enforcement agencies but will make out-of-state applicants for police chief vacancies less attractive to cities. Finally, AB 1211 does not apply to existing police chiefs but only those appointed on or after January 1, 1998. POST has been requested by the California State Sheriffs' Association to support the bill.

RECOMMENDATION

Neutral or support.

BILL ANALYSIS

State of California Department of Justice
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
 1601 Alhambra Boulevard
 Sacramento, California 95816-7083

TITLE OR SUBJECT Photographs and Videotapes of Dead Bodies	AUTHOR Assembly Member Martinez	BILL NUMBER AB 1343
	RELATED BILLS	DATE LAST AMENDED 2-28-97

SPONSORED BY
Author

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)GENERAL

Assembly Bill 1343 would:

1. Require all photographs and videotapes of dead bodies, taken by a coroner or other law enforcement agency investigating a death, to be processed solely by the coroner's office or other law enforcement agency and under the exclusive control of these agencies.
2. Require the coroner or law enforcement agency to take all necessary steps to notify appropriate relatives or guardians of the existence of these photos or videotapes, except in specified circumstances.
3. Require the coroner or law enforcement agency to obtain a waiver for release or use of the photographs for other than a criminal investigation or action relating to the death of that person.

ANALYSIS

AB 1343 is generally a law enforcement agency operational issue and, therefore, outside the scope of POST's legislative interest. The bill's purpose is laudable in attempting to overcome recent abuses, i.e., selling photos to tabloids. However, photographs and slide pictures of dead bodies, including wounds, are frequently used by POST's training presenters to teach officers and investigators. These instructional aids are particularly useful for criminal and homicide investigation courses. AB 1343 would prohibit the use of these photographs, slides, and videos for law enforcement training purposes, thus severely curtailing the effectiveness of instruction. POST has been insistent that these be used only for instructional purposes.

AB 1343 should be amended to authorize photos, slides, and videos of dead bodies to be used by any POST-certified course presenters for law enforcement training purposes.

RECOMMENDATION

Oppose unless amended.

OFFICIAL POSITION			
ANALYSIS BY <i>[Signature]</i>	DATE 5-27-97	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>[Signature]</i>	DATE 6-26-97	COMMENT	DATE

State of California

Department of Justice

MEMORANDUM

To : Legislative Review Committee

Date: June 23, 1997


Kenneth O'Brien, Executive Director

From : Commission on Peace Officer Standards & Training

Subject: RESERVE TRAINING STANDARDS

A 1995 amendment to Penal Code Section 832.6 (Senate Bill 1874) requires the Commission to approve law enforcement agency policies for use of limited Level I reserve peace officers. The inclusion of this provision, establishing the category of limited Level I, was a compromise amendment taken during the legislative process to overcome opposition to mandating the Basic Course for non-designated Level I reserves appointed after January 1, 1997. POST regulation 1007 (b) (2) (A), ATTACHMENT A, was adopted by the Commission to implement the policy approval requirement. The limited Level 1 reserve category is considered by most authorities as an anomaly that should never have become law in the first place.

After reviewing the four requests received to date, the Legislative Review Committee at its January 1997 meeting declined to approve these policies and, instead, directed staff to develop "approval criteria" by which policies might be approved. The Legislative Review Committee, at its subsequent April 1997 meeting, was presented proposed approval criteria (ATTACHMENT B) but deferred action until additional alternatives could be developed and presented. In the meantime, no new approval requests have been received other than those from the original four departments whose members are now content to await the outcome of pending legislation to abolish the limited Level I's.

Assembly Bill 786 (Knight) was introduced this year at the request of the California Reserve Peace Officers' Association. This bill would revise the classifications and duties of reserve peace officers including the elimination of the limited Level I category. In the meantime, it appears this bill will be moving rapidly through the Legislature as it has no opposition and is supported by most law enforcement organizations.

If this bill becomes law on January 1, 1998, there will be no need for POST approval criteria because the limited Level I category would be abolished. Therefore, it is recommended that no action be taken at this time on approving law enforcement agency policies.

ATTACHMENT A

Limited Level I reserve officers while working alone or in pairs

May perform limited duties that present a remote likelihood of becoming involved in an arrest or vehicle pursuit situation, e.g., traffic control, traffic accident investigation, security at community events, response to citizen assistance calls, report writing where no suspects are present, response to citizen assist calls, prisoner and evidence transportation, enforcement of local ordinances, and none-enforcement duties that may be performed by citizen employees, community services officers, parking enforcement officers, or volunteers.

May not perform duties when there is a likelihood of making an arrest or engaging in vehicle pursuits, e.g., investigate crime, patrol a geographic area, handle cover calls, response to burglar alarms, domestic violence, and crimes in progress.

ATTACHMENT B

POST Regulation 1007 (b) (2) (A)

1. All request for an exemption of the Regular Basic Course training requirement, specified in Regulation 1007 (b) (2), shall be submitted to the Commission in writing, signed by the agency head and shall include a copy of the agency policy which specifies that the duties performed by the agency's non-designated Level I reserves do not include "prevention and detection of crime and the general enforcement of laws" (as defined in Procedure H-1-2 (h), or the policy shall state that the non-designated Level I reserves are under the continuous and immediate supervision of a POST-certificated regular officer while performing general law enforcement duties. When the policy states that non-designated Level I reserves' duties do not include general enforcement of laws, then the policy shall also specify the duties that are performed by the non-designated Level I reserves, e.g., traffic control, prisoner transportation, jail, crime prevention, vacation home checks, and crowd control.
2. A decision on all requests for exemption shall be reached within 30 days. The Commission's written response shall inform the requesting agency that either the exemption is granted, denied (with explanation for denial), or incomplete. If the request is incomplete, it shall be returned explaining it is deficient and what information is required. Resubmitted requests shall be responded to in the same manner as the initial request.
3. The training requirements for limited, non-designated Level I reserves [defined in PAM, section H-1-2 (e)] shall be the same training requirements as the non-designated Level I reserve employed on or prior to 1-1-97, as described in Regulation 1007 (b) (2).
4. Exemptions from the Regular Basic Course training requirement are granted to the agency and note the individual reserve officer. If a limited, non-designated Level I reserve officer employed by an agency granted an exemption transfer to an agency that has not been granted an exemption, that reserve officer must meet the Regular Basic Course training requirement specified in Regulation 1007 (b) (2), in order to perform the duties of a Level I reserve.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1997 Status of Active Legislation of Interest to POST (Revised June 30, 1997)

<u>Bill #</u>	<u>Subject</u>	<u>Status</u>
AB 531 (Knox)	Community Policing: This bill establishes, in the Office of Criminal Justice Planning, the Community Policing Grant Program to provide grants of up to \$500,000 to local law enforcement agencies. <i>Commission Position: Not Considered</i>	Senate Public Safety Committee
AB 533 (Knox)	Weapons Scanning Devices: Required Training: This bill would authorize law enforcement agencies to acquire weapons scanning devices, preclude the public's access, and require peace officers who use these devices to receive POST-certified training. <i>Commission Position: Neutral</i>	Senate Public Safety Committee
AB 870 (Hertzberg)	Elder Abuse: Law Enforcement Training: This bill would propose mandated training for in-service officers. <i>Commission Position: Neutral</i>	Senate Public Safety Committee
AB 1211 (Hertzberg)	Standards for Police Chiefs: This bill would require police chiefs and heads of local law enforcement agencies to complete the basic course and receive a POST basic certificate with 24 months of employment. <i>Commission Position: Not Considered</i>	Senate Public Safety Committee
AB 1343 (Martinez)	Photos and Video of Dead Bodies: This bill would prohibit use of law enforcement photos and videos of dead bodies for law enforcement training purposes. <i>Commission Position: Not Considered</i>	Assembly Public Safety Committee (dead)
AB 1468 (Runner)	Reserve Peace Officers: Firearms: POST Reimbursement: This bill would authorize a police chief or sheriff to issue concealed weapons permits to certain reserve peace officers and authorize POST reimbursement for the training of reserve officers. <i>Commission Position: Oppose</i>	Assembly Public Safety Committee (dead)
AB 1496 (Papan)	Public Safety Training Act of 1997: This bill would establish the Public Safety Training Facilities Fund to finance the establishment and ongoing maintenance of regional public safety skills centers. <i>Commission Position: Support</i>	Senate Public Safety Committee

<u>Bill #</u>	<u>Subject</u>	<u>Status</u>
SB 350 (Lee)	Domestic Violence Appropriation: This bill makes an \$11,040,840 appropriation of federal revenue for domestic violence enforcement/prevention programs, of which \$2.2 million is designated for specified POST training programs on domestic violence. <i>Commission Position: Support in Concept</i>	Chaptered 97-0009
SB 366 (Hughes)	School Peace Officer Study: This bill would require POST to review the minimum training standards for peace officers employed by school districts including community college districts. <i>Commission Position: Support, if Amended</i>	Assembly Appropriations Committee
SB 588 (Hughes)	Elder Abuse Training: This bill would require POST to develop elder abuse guidelines and incorporate curriculum related to these guidelines into the basic course. <i>Commission Position: Neutral</i>	Senate Judiciary Committee (dead)
SB 786 (Knight)	Reserve Peace Officer Definitions: This bill would: (1) combine non-designated and designated Level I reserves, (2) eliminate limited Level I reserves, (3) expand the duties of Level II and III reserves to work alone, and (4) eliminate the continuous field training requirement for Level II reserves. <i>Commission Position: Oppose, Unless Amended</i>	Senate Public Safety Committee (dead)
SB 923 (Thompson)	Traumatic Brain Injured Fund: This bill would eliminate the present \$500,000 cap on revenue to the Traumatic Brain Injured Fund and the redistribution of excess revenue to the other state penalty funds including the Peace Officer Training Fund. <i>Commission Position: Oppose</i>	Assembly Health Committee
SB 951 (Johnson)	Peace Officers: Franchise Tax Board: This bill would provide that designated employees are peace officers provided that the primary duty is the enforcement of specified provisions of the Revenue and Tax Code. <i>Commission Position: Neutral</i>	Assembly Public Safety Committee
SB 1213 (Vasconcellas)	Santa Clara County Correctional Officers: This bill would confer peace officer status on correctional officers of Santa Clara County, notwithstanding the existing law that requires a peace officer feasibility study. <i>Commission Position: Oppose</i>	Senate Public Safety Committee (dead)

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1997 Status of Informational Legislation of Interest to POST

<u>Bill #</u>	<u>Subject</u>	<u>Status</u>
AB 86 (Pringle)	Trial Court Funding: This bill makes technical changes to the distribution of the State Penalty Fund that do not impact the Peace Officer Training Fund.	Assembly Judiciary Committee (dead)
AB 124 (Runner)	County Penalties: Parking Surcharges: This bill would eliminate the required transfer of a portion of the county surcharges on parking fines to the state controller.	Assembly Judiciary Committee (dead)
AB 177 (Goldsmith)	Board of Corrections: This bill would expand the Board to 12 members by including a deputy sheriff of the rank of sergeant or below with a minimum of five years experience.	Senate Public Safety Committee
AB 233 (Escutia)	Trial Court Funding: Essentially the same as AB 86.	Senate Appropriations Committee
AB 271 (Villaraigosa)	Correctional Peace Officers: This bill would make several changes related to state agency correctional peace officers including requiring investigators under the authority of the Inspector General to complete an Internal Affairs Investigation Course certified by POST.	Senate Rules Committee
AB 343 (Woods)	Custodial Officers: Assignments: An act to amend Section 831.5 of the Penal Code relating to custodial officers. This bill would authorize the sheriff in counties with a population of 200,000 or less to assign a custodial officer as a court bailiff. Additionally, this bill provides that if the Governor or county board of supervisors declares a state of local emergency, a custodial officer may be assigned limited law enforcement responsibilities, including the powers of arrest.	Assembly Public Safety Committee (dead)
AB 344 (Morrissey)	Citizen Complaints About Peace Officers: This bill would require a decision from a law enforcement agency within six months after an investigation of a citizen complaint.	Assembly Public Safety Committee (dead)
AB 436 (House)	Peace Officer Disability Retirement: This bill would specify that retirement for psychological disability must be accompanied with a written opinion from a physician that the retired peace officer is a danger to himself, herself, or others if permitted to carry a concealed and loaded firearm.	Senate Public Safety Committee
ACR 63	Reserve Peace Officers: This measure would encourage all Californians to join with the Legislature in commending reserve peace officers for their service, dedication, and commitment to the citizens of California.	Senate Rules Committee
SB 470 (Rainey)	County Sheriff: Alameda: This bill would permit the Board of Supervisors of Alameda County to authorize the sheriff to enforce provisions of the Vehicle Code.	Senate Committee on Local Government (dead)

<u>Bill #</u>	<u>Subject</u>	<u>Status</u>
AB 856	Crime Prevention - Witness Protection Program: This bill would establish the Witness Protection Program and require that the program be administered by the Attorney General to provide for the relocation or other protection of a witness in a criminal proceeding where there is substantial danger that the witness may suffer retaliatory violence or oppression.	Senate Public Safety Committee
AB 920 (Davis)	California Forensic Science Laboratory Enhancement Program: This bill would require the Office of Criminal Justice Planning to establish and implement the California Forensic Science Laboratory Enhancement Program to assist local agencies in the maintenance of existing criminal forensic science laboratories located within specified local agencies.	Senate Public Safety Committee
AB 1016	Peace Officer Personnel Files: This bill would require the removal of complaints from a peace officer's personnel file that have been determined to be unfounded or exonerated.	Senate Appropriations Committee
AB 1308	Peace Officer Powers: This bill would provide that security officers of the Department of General Services of the City of Los Angeles, who are peace officers, would be authorized to carry firearms only if authorized by, and under the terms and conditions specified by, the department.	Senate Third Reading File
AB 1191 (Shelley)	Vehicles: Traffic Rules and Regulations: Violations: This bill would change the base fine for violation of the red signal light infraction to a fine of \$100. Violation of specified Vehicle Code provisions concerning red lights would be allocated by the county treasurer to the local law enforcement agencies in whose jurisdictions the offenses occurred.	Senate Judiciary Committee
AB 1386 (Goldsmith)	Public Safety Officer Procedural Bill of Rights: Public Safety: Extends Peace Officers' Bill of Rights to reserve and auxiliary officers.	Assembly Public Safety Committee (dead)
AB 1398 (Oller)	Washoe Tribal Law Enforcement: This bill would extend peace officer powers (not status) to members of Washoe Tribal Police located in Alpine County.	Governor's Office
SB 9 (Lockyear)	Trial Court Funding: This bill would revise the system of state funding of trial courts.	Senate Appropriations Committee (dead)
SB 11 (Brulte)	Local Law Enforcement: Supplemental Funding: This bill would allocate an unspecified amount of money to cities and counties for Citizens Option for Public Safety (COPS) Program established by this bill.	Senate Appropriations Committee (dead)
SB 22 (Johnson)	Elective County Offices: Term Limits: This bill would authorize a board of supervisors of any general law or charter county, and the residents of the county, by initiative, to submit a proposal to limit or repeal the number of terms any officer may serve in an elective county office.	Senate Elections & Reapp. Committee (dead)
SB 58 (Ayala)	State Agencies: This bill would require every state agency, that may be significantly affected by a bill, to prepare an analysis of the bill and deliver that analysis to the bill's author and each policy committee.	Senate Governmental Organization Committee (dead)

<u>Bill #</u>	<u>Subject</u>	<u>Status</u>
SB 139 (Kopp)	Police Protection Districts: This bill requires that if a district maintains and operates its own police department, the police department, its chief of police and its employees shall have all the rights, duties, privileges, immunities, obligations, and powers of a municipal police department.	Senate Appropriations Committee (dead)
SB 142 (Knight)	Concealed Weapons License: This bill defines "good cause" and requires the licensing authority to deal fairly and in good faith with an applicant for a license.	Senate Public Safety Committee (dead)
SB 146 (Johnston)	Concealed Weapons License: This bill would limit a chief to issue a license to carry a concealed firearm to a qualified resident of the city.	Assembly Public Safety Committee
SB 162 (Haynes)	Fines and Forfeitures: This bill would authorize reimbursement of a county or court for costs of operating a comprehensive collection program for delinquent payment.	Assembly Appropriations Committee
SB 182 (Peace)	Fines and Forfeitures: This bill would require courts to impose an additional penalty of \$32 for each conviction of driving under the influence and the revenue to be deposited in the Fingerprint Fees Account to process criminal history records.	Senate Appropriations Committee (dead)
SB 243 (Peace)	Security Services: Concealed Firearms: This bill would exempt peace officers from certain licensing requirements while working casual or part-time employment as a private security guard or patrolman for a public or private entity.	Assembly Appropriations Committee
SB 458 (Peace)	State Agencies: Correspondence: Disclosure of Personal Information: Prohibits a state agency, including the California State University, from sending any correspondence to individuals containing personal information about that individual unless correspondence is sealed.	Assembly Appropriations Committee
SB 467 (Rainey)	County Water Districts: This bill would grant authority for any regular employee of a county water district, who is a deputy sheriff designated by a resolution of the district board, to issue prescribed citations for trespassing violations. This same authority would be granted to any regular employee who has successfully completed a peace officer training course as specified by the board.	Assembly Appropriations Committee
SB 492 (Rosenthal)	State Agencies and Regulatory Boards: Internet: Requires state agencies to provide public information on the internet, including license suspensions and revocations by state agencies and other regulatory boards. Also included is other related enforcement action taken against persons, businesses, or facilities.	Assembly Televising Committee
SJR 5 (Haynes)	March Air Force Base Closure: This resolution memorializes the Secretary of the United States Department of Interior to direct the Fish and Wildlife Service to enter into, with all deliberate speed, consultations concerning the Riverside Sheriff's regional training center property, with all other necessary federal and state agencies.	Assembly Rules Committee
SJR 22 (Costa)	Crime Victims: This measure would memorialize the Congress and President of the United States to enact United States Senate Joint Resolution No. 6 of the 105th Congress, which proposes an amendment to the Constitution of the United States to protect the rights of crime victims.	Senate Public Safety Committee (dead)

Memorandum

DATE: June 30, 1997

TO: POST Commissioners

FROM: JODY HALL-ESSER, Chair
Long Range Planning Committee
Commission on Peace Officer Standards and Training

SUBJECT: REPORT OF THE LONG RANGE PLANNING COMMITTEE

The Committee met at the Hyatt Regency in Irvine on July 16, 1997 at 2:00 p.m. Present in addition to myself, were Commissioners Anderson, Campbell, del Campo, Knutson, Kolender, and Lowenberg. Staff present were Kenneth J. O'Brien, Glen Fine, Hal Snow, Kate Singer, Kenneth Whitman, and Vera Roff, secretary.

The Committee received reports from staff on the following issues:

Field Training Officer Program

Kate Singer, Special Consultant, presented an overview of a proposed standardized Field Training Program. It was proposed that the Commission receive a report on July 17, 1997 with a recommendation for public hearing in November 1997 to consider a POST mandated program.

Discussion focussed on concern that Deputy Sheriffs assigned to jail duties would be adversely affected if the program caused delay in their acquisition of Basic Certificates. Concerns were also raised about financial impact on local agencies and the timeliness of the effective date.

The Committee recommended that a report go forward for Commission consideration with the understanding that concerns of the Committee will be addressed at that time.

Reserve Training Standards

The Committee received a report suggesting that past efforts to resolve criteria for approval of agency policies concerning assignment of Limited Level I reserve officers be deferred pending outcome of current legislation. A widely supported bill will abolish limited Level I reserves and restructure allowable duties of Level II and Level III reserves. It was also reported that, due to this pending legislation, staff did not employ, as authorized, a Special Consultant to conduct needed study on reserve officer training requirements and delivery methods.

The Committee recommended the Commission renew authorization for staff to employ a Special Consultant contingent on passage of the current bill.

Progress Report on the Transition Program-Pilot Format

An information report was received regarding status of this pilot project. No action was required.

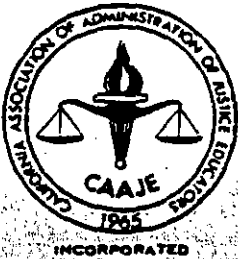
Proposed Supervisory Course Pilot Presentations

A report was received describing work to date on a major revision of the 80-hour Supervisory Course. Staff is prepared to pilot test a 120-hour course with revised content and instructional methods. The Committee recommends that staff proceed with the pilot and report back at a future date.

Organization

The Committee reviewed the Executive Director's plans to reorganize. Committee members expressed support for the Executive Director's proposals.

ADJOURNMENT - 3:05 p.m.



CALIFORNIA ASSOCIATION OF ADMINISTRATION OF JUSTICE EDUCATORS

June 3, 1997

Jody Hall-Esser
Commission Chairman
Commission on Peace Officer Standards and Training
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

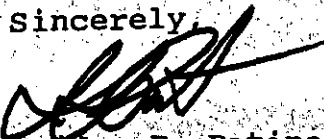
Dear Jody Hall-Esser:

It is my privilege to re-nominate Derald Hunt to the Post Advisory Committee.

We sincerely appreciate the ability to have a voice in this important committee. The California Association of Administration of Justice Educators is dedicated to the concept of improved public service and is always willing to assist in any way possible.

We look forward to working with the Commission in the future.

Sincerely,


Isidro F. Patino
State President
CAAJE

IFP:dp



California Peace Officers' Association

1455 Response Road, Suite 190, Sacramento, CA 95815
(916) 923-1825 FAX (916) 263-6090

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• • •

Executive Director
ROSS D. HUTCHINGS, CAE

July 1, 1997

Mr. Kenneth O'Brien
Executive Director
POST
1601 Alhambra Blvd.
Sacramento, CA 95816-7083

Dear Mr. O'Brien:

This letter is to inform you that Mr. Norwood "Woody" Williams is once again the California Peace Officers' Association (CPOA) appointee to the POST Advisory Committee.

On behalf of the CPOA Board of Directors, I offer my sincere appreciation for the long standing, positive relationship which exists between CPOA and POST.

Very truly yours,

GREG COWART, President
California Peace Officers' Association
Director, Division of Law Enforcement
Office of the Attorney General
4949 Broadway
Sacramento, CA 95820
(916) 227-3884



WOMEN PEACE OFFICERS ASSOCIATION OF CALIFORNIA, INC.

1997 - 1998

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June 11, 1997

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Sacramento, CA 95816

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LUCY DALEY
Dept. of Justice
San Francisco

Dear Mr. O'Brien,

Recording Secretary

ANNA G. BROWN
San Francisco
Police Dept.

This letter is to inform you of the nomination of Leisha Lekawa, Riverside County District Attorney Investigator, as the Women Peace Officers Association's representative to the P.O.S.T. Committee.

Sergeant-at-Arms

DIANA DRUMMEY
Coronado
Police Dept.

I have selected Leisha Lekawa to replace Alexia Vital-Moore at the conclusion of her term. Leisha Lekawa will assume the responsibilities of the P.O.S.T. Representative in September 1997. This will be contingent upon her approval by the P.O.S.T. Commission.

Immediate Past President

LAURA LORMAN
West Valley-Mission
College Police Dept.

If you have any questions, please feel free to contact me at the W.P.O.A. Office (909) 698-6216 or at my work (619) 579-3300 Mail box number 0061.

Executive Director

LYNN G. HEYWOOD
Garden Grove Police
Dept. (Retired)

Sincerely,

Nancy Amos
President, W.P.O.A.

Treasurer

BETTY CUNNINGHAM
San Jose Police
Dept. (Retired)

Parliamentarian/By-Laws

SUSAN GREGORY
So. Pacific Railroad
Police Dept.

cc: Norm Cleaver
Advisory Committee



State of California
Office of the Attorney General

Daniel E. Lungren
Attorney General

June 17, 1997

Ms. Collene Campbell
Commission on Peace Officer Standards
And Training
1601 Alhambra Boulevard
Sacramento, California 95816-7083

Dear Collene:

Congratulations on the completion of the *Victims of Violence* video! I know that it has been your goal for quite some time to develop a video to help victims understand, and even assist in, the investigative and judicial process. You and POST are to be commended for bringing this project to fruition.

This video provides excellent information to individuals whose lives have been devastated and who may not be able to comprehend all that they are experiencing. It is a tool they can go back to again and again and be able to listen to people who have been where they are - people who can identify with them. Also, as they learn why law enforcement must do certain things, some of the frustration they experience may be relieved.


I do have a suggestion to help maximize the usefulness of this important video. If you have not already planned to do so, I suggest that a printed guidebook be developed to accompany the video. As you note, it may be difficult for victims to view the entire video at one time. A booklet could provide an outline of the video contents and allow victims to fast forward to those sections of most interest to them. Additionally, a booklet could preserve important information from the video in an easily accessible location for quick reference.

Your idea of having investigating officers distribute the video is a good one. They are the individuals most likely to have contact with victims at their most vulnerable time. Further, POST can help to ensure that law enforcement receives adequate training on interacting with victims.

Ms. Collene Campbell
Page 2
June 17, 1997

Again, Collene, congratulations; and thank you for allowing me to participate in this very worthwhile project. If my office can be of any assistance to you, please do not hesitate to contact me.

Sincerely,



DANIEL E. LUNGREN
Attorney General



97 MAY 11 11 3 26
POST

Glen Craig
Sheriff

May 8, 1997

POST Commission
1601 Alhambra Boulevard
Sacramento, CA 95816

Dear Commissioners:

I am writing this letter for the purpose of commending you and your staff, particularly Mr. Ray Bray, for the timely and successful completion of the "victim's video."

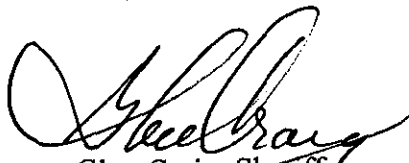
The feedback from my staff who have viewed the final product is overwhelming. The video serves as an extremely effective means by which to communicate with victims of violent crime, including homicide survivors.

A large part of our success in law enforcement is based upon the extent to which we communicate with the public. With the ever increasing demands placed on patrol officers and detectives, the ability to take the time necessary to share information with those persons for whom we are working, is rapidly diminishing.

I am very hopeful that this video tape will fill a part of the void created by increasing case loads, legal challenges and funding gaps.

I am certainly grateful to those of you who made the concept a reality.

Very truly yours,



Glen Craig, Sheriff

GC:JM:mcs



CONTRA COSTA COUNTY CALIFORNIA POLICE CHIEFS' ASSOCIATION

May 16, 1997

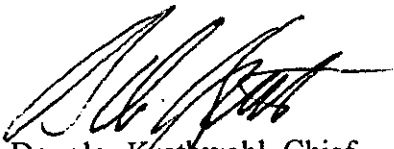
Ms. Jody Hall-Esser, Chair
Commission on POST
1601 Alhambra Blvd.
Sacramento, CA 95816-7083

Chairperson Hall-Esser:

On behalf of the Contra Costa County Police Chiefs' Association, I wish to thank the Commission for its support of our Driver Simulator Program. The comments and support of the Commission have increased the enthusiasm we feel about this most important project. Our Committee of Police Chiefs is working in concert with the other members of the partnership, to provide the information requested at the Commission Meeting on April 24, 1997. We are working with POST staff to ensure the information requested is properly presented and to address the procurement of the driver simulator equipment.

We are forwarding a copy of this letter to POST staff so they can coordinate with our Committee members (Chief Karel Swanson, Walnut Creek PD; Chief Barry Kalar, Moraga PD; and Chief Ted Barnes, Pinole PD.)

Again, our thanks for your commitment and support. We look forward to continuing our partnership with the Commission on POST and to coordinating our efforts through POST staff.


Douglas Krathwohl, Chief
San Pablo Police Department

cc: Director Kenneth O'Brien
Chairman, CCCPCA



**California College and University
Police Chiefs' Association**

915 L Street, Suite C435
Sacramento, California 95814

May 29, 1997

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Kenneth J. O'Brien
Executive Director
Peace Officer Standards and Training
1601 Alhambra Blvd.
Sacramento, CA 95816-7083

Dear Mr. O'Brien:

As President and on behalf of the California College and University Police Chiefs Association, I would like to congratulate you on your recent appointment as Executive Director of P.O.S.T.

Our association of University of California, California State University, Community College and Private College Police Chiefs, also looks forward to your leadership in continuing the professional law enforcement training programs that your predecessor, Norman C. Boehm was instrumental in initiating.

Also, at some future date, I would like to discuss with you our associations participation as a member of the P.O.S.T. Advisory Committee. I am sure that you are quite aware that law enforcement activities in the academic environment require a highly trained, experienced, and specialized police officer. Currently we have over 75 P.O.S.T. Police Agencies represented by our association, and expect that to increase as many of the community colleges will be requesting membership as a P.O.S.T. Agency in the near future. As a member of the P.O.S.T. Advisory Committee, we would be able to provide important input into training programs that effect our law enforcement programs.

Once again I would like to congratulate you on your appointment, and I look forward to your response in regards to my proposal.

Sincerely,

Peter J. Sysak
President

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CA 95816-7083

(916) 227-3909
FAX (916) 227-3895
www.post.ca.gov



June 3, 1997

Peter J. Sysak, President
California College and University
Police Chiefs' Association
915 L Street, Suite C435
Sacramento, CA 95814

Dear Mr. Sysak:

Thank you for your warm letter concerning my appointment. I hope that in the near future I will have the opportunity to meet with you and express my appreciation in person. I will also be pleased to discuss your Association's desire to participate on the POST Advisory Committee.

If I can be of any assistance to you, please call me at (916) 227-2803.

Sincerely,

A handwritten signature in cursive script that reads "Kenneth J. O'Brien".

KENNETH J. O'BRIEN
Executive Director